Position Description

Position Title:	PCOC Facilitator
Position Classification:	Level 8
Position Number:	317084
Faculty/Office:	Health and Medical Sciences
School/Division:	UWA Medical School
Centre/Section:	Cancer and Palliative Care Research and Evaluation Unit (CaPCREU)
Supervisor Title:	Professor
Supervisor Position Number:	107010

Your work area

PCOC is a national, voluntary quality initiative that assists palliative care service providers to improve practice. PCOC is project funded by the Australian Government Department of Health (DoH) to June 2020 under the *National Palliative Care Program*. PCOC is a national collaboration delivered by a partnership of four universities including the University of Wollongong (UOW), Queensland University of Technology (QUT), University of Western Australia (UWA) and the University of Technology (UTS) Sydney and the University of Wollongong as the lead agency.

PCOC conducts research based on national data collections and related activities and reports findings including patient outcomes, benchmarks palliative care services. PCOC works with services to improve clinical palliative care outcomes in both the public and private sectors. This position will be located with the Cancer and Palliative Care Research and Evaluation Unit (CaPCREU- Medical School) and will be based at the Perkins South building in the Fiona Stanley Hospital Precinct.

Reporting Structure

Reports to:
- The UWA Chief Investigator and a representative within the Medical School
- National Director, Palliative Care Outcomes Collaboration

Your role

The PCOC Facilitator is a key member of a team who together deliver the national PCOC program. Key functions of the QIF position are to:
- Lead and manage PCOC activities, contributing to clinical and professional practice changes within PCOC services based on the outcomes of PCOC research activity
- Disseminate PCOC research outputs through conference presentations and publications
- Provide ongoing support for participating services, enable development of consistent practices in the collection of PCOC patient outcome measure items and facilitate opportunities for services to use their PCOC information as the basis for quality and outcome improvement initiatives
- Work with the PCOC team including other QIFs, PCOC Director and the national team members
- Collaborate with the PCOC statisticians (and the PCOC team) in facilitating collection of valid data that can be used for benchmarking purposes

Your key responsibilities

- Act as the PCOC's public face and primary point of contact in order to lead and manage activities, ensuring that services are well prepared to participate in PCOC and are well supported after joining PCOC:
    - Represent PCOC on relevant committee
    - Build and maintain collaborative links with the palliative care sector
    - Promote a culture of continuous quality improvement, striving for best practice that is evidence based
    - Actively participate in PCOC knowledge sharing
    - Liaise with other state and national palliative care programs and key stakeholders
    - Communicate and market the PCOC aims and outcomes
    - Undertake recruitment of and support implementation of PCOC with palliative care services including commencement of data collection and ongoing support with data maintenance
    - Conduct clinical education and assist with IT training
    - Promote attendance at PCOC workshops and activities
- Provide ongoing support for participating services, enable development of consistent practices in the collection of PCOC patient outcome measure items and facilitate opportunities for services to use their PCOC data as the basis for quality and outcome improvement initiatives:
    - Ongoing support visits, including education update
    - Analysis and interpretation of data and report
    - Support and guidance in continuous quality improvement
    - Support and guide services with PCOC benchmarking activities.
- Work with the PCOC team including other QIFs, PCOC National Director, PCOC Administrative Officer, National Quality and Education Managers, and Statisticians:
    - Function with a high degree of autonomy but be responsible to and support the PCOC National team members and other QIFs in the efficient and effective management of the program
    - Work consistently with the agreed PCOC work-plan and within agreed timeframes
    - Participate as a team member in team-based project
    - Work collaboratively to review systems, processes and guidelines as appropriate
    - Identify opportunities, both in terms of advocacy and funding, for the advancement and sustainability of the project
    - Prepare relevant reports and presentations and assist with the preparation of refereed journal articles
    - Be the primary contact for project documentation, files and records
    - Provide peer support to new QIFs
- Work with the PCOC team including other QIFs, PCOC National Director, PCOC Administrative Officer, National Quality and Education Managers, and Statisticians:
    - Function with a high degree of autonomy but be responsible to and support the PCOC National team members and other QIFs in the efficient and effective management of the program
    - Work consistently with the agreed PCOC work-plan and within agreed timeframes
    - Participate as a team member in team-based projects
- Collaborate with the PCOC statisticians (and the PCOC team) in facilitating collection of valid data that can be used for benchmarking purposes by:
    - Maintaining the quality control of PCOC data
    - Contributing to the development of better data integrity and usefulness
    - Participating in research and development activities
- Observe principles and practices of Equal Employment Opportunity.

- Other duties as directed.

Your specific work capabilities (selection criteria)

- Recognised degree in a relevant discipline
- Recent experience working in palliative care and an understanding of health service delivery in primary, sub-acute and acute settings
- Demonstrated ability to manage projects including planning and delivering outcomes within agreed timeframes
- Demonstrated high level of written communication skills with the capacity to contribute to scholarly research outputs including conference presentations, reports and academic publications
- An understanding of the use of data, databases, and IT systems to capture clinical information
- Demonstrated experience in the collection, analysis and interpretation of data to measure and improve clinical practice
- Knowledge and understanding of change management and quality improvement principles as they apply to health care settings
- High-level oral communication and interpersonal skills including the ability to liaise and engage at all levels with the palliative care sector of the health system, and to facilitate education sessions, workshops and quality improvement activities within the zone
- Highly motivated, able to take initiative and work unsupervised to achieve work-plan milestones and reporting requirements
- Ability to contribute as an effective team member to PCOC

Special Requirements

The position entails regular travel potentially to all Australian States and Territories and to regional and remote locations
A current Drivers Licence

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).
All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.
Details of the safety obligations can be accessed at http://www.safety.uwa.edu.au

Inclusion and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics, http://www.web.uwa.edu.au/inclusion-diversity