

Role Description			
Position Title:	Project Manager (Patient Reported Experience), Australian Hip Fracture Registry	Employee Name:	TBC
Group:	Close	Level:	RFM-A/B (TBC)
Status:	Part-time 0.6 FTE (21 hrs per week)	Location:	Margarete Ainsworth Building, Randwick
Reports to:	Manager, Australian Hip Fracture Registry	Positions reporting to this role:	Nil
Research Theme:	Sensation, Movement, Balance & Falls	Project title:	ANZHFR

Position Overview

The Australian and New Zealand Hip Fracture Registry is a bi-national Registry of hip fracture care. The Registry allows timely comparison of data aligned with the bi-national Hip Fracture Care Clinical Care Standard. Data can be used by providers to understand clinical practice and trigger a case for change where improvement opportunities are identified. The ANZHFR commenced in 2011 with the development of the ANZ Guideline of Hip Fracture Care in Adults (2014), the ANZHFR minimum data set (MDS), and contribution to the development of the bi-national Hip Fracture Care Clinical Care Standard by the Australian Commission on Safety and Quality in Health Care (ACSQHC). The ANZHFR captures data on patients aged 50 years and over admitted to a participating hospital with a hip fracture. Older people are vulnerable to harm from sub-optimal care during admission and this impacts survival and other outcomes. The ANZHFR has the following objectives:

- To evaluate hospital performance against the Australian and New Zealand National Guidelines and Hip Fracture Care Clinical Care Standard and Quality Indicators.
- To identify variation in outcomes between individual hospitals and across the health care system and to use data to drive system level improvement where required.
- To prevent future fractures for people sustaining a hip fracture by monitoring secondary prevention interventions.
- To standardise care across Australia and New Zealand by addressing barriers to the use of the best available evidence.
- To contribute to the knowledge base of high quality and safe care for people suffering a hip fracture by providing opportunity to address research questions as they arise.

NeuRA now has an exciting opportunity for a Project Manager to join the ANZHFR on a one year part-time basis. The role is based in Sydney. Reporting to the Manager, Australian Hip Fracture Registry, responsibilities include the coordination and delivery of a pilot project to capture patient/carer reported experience in a hip fracture population. The Project Manager – Patient reported experience, will be responsible for undertaking the project, the key outcomes of which include:

- Reviewing existing work around collection of patient reported experience measures in relevant patient populations and jurisdictions
- Exploring the aspects of healthcare experience that are important to hip fracture patients and carers;
- Identifying a set of questions that can be used to capture information on patient/carer reported experience of healthcare after hip fracture;
- Working with the ANZHFRs database manager to develop an automated/electronic method of data collection for patient/carer reported experience measures;
- Testing the collection of a PREMs via the automated/electronic method at a pilot site/s;
- Understanding the barriers and enablers to collecting information on patient/carer reported PREMs via an automated/ electronic method of data collection
- Informing the future collection of patient reported experience and outcomes in a hip fracture population

- Preparing a written project report that details best practice ideas and lessons learnt that can be shared with other registries to support the adoption of patient reported experience measures.

The AHFR is looking for a skilled individual with clinical and project management experience, including an understanding of the causes and consequences of hip fracture in older people. An ability to work effectively in complex situations and juggle competing demands will be required to manage the project within the specified time-frame, requiring advanced organisational and project management skills.

Day to day you will be working independently so initiative, motivation, resilience and an ability to work without supervision are essential traits. An ability to work as part of a team and communicate with key stakeholders, including clinicians and registry users, hospital executives, State health departments, professional organisations, and consumers including people who sustain a hip fracture and their family members / carer is also essential.

This is an exciting opportunity for an experienced project manager to support the activities of the ANZHFR. If you are passionate about partnering with consumers to drive improvement in care, then this role is for you. The ANZHFR operates in a supportive environment with an encouraging management team.

Neuroscience Research Australia (NeuRA)

Neuroscience Research Australia (NeuRA) is a leading independent medical research institute whose vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research. NeuRA has world-class research facilities and is based at Randwick in Sydney.

NeuRAs Objectives

“Our vision is to prevent and cure disease and disability of the brain and nervous system through leadership, excellence and innovation in neuroscience research.”

NeuRA is committed to improving research quality. Our goals are to:

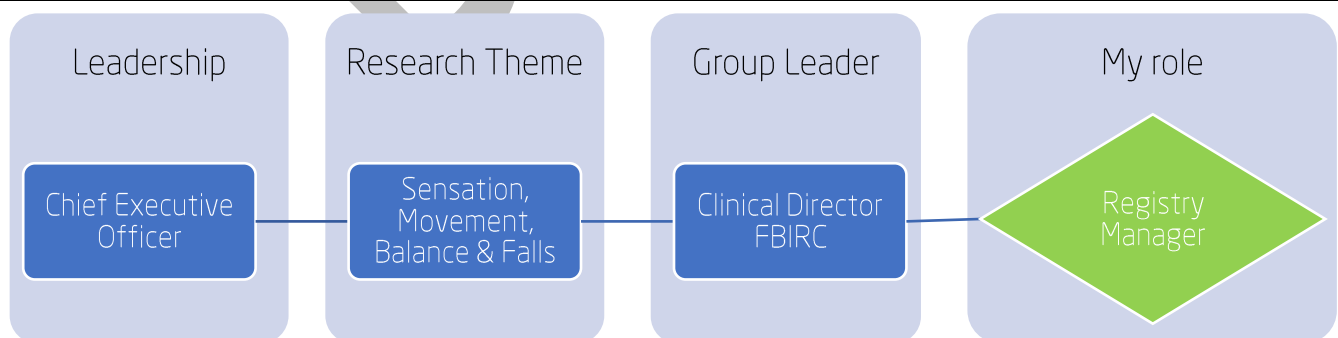
- Raise awareness
- Educate, Train & Foster
- Promote Openness
- Adopt Improvement

NeuRAs Values

Our values are the essence of our organisation – they are the principles that we live by and are at the core of everything we do. NeuRA’s values are:

Innovation. Excellence. Integrity. Leadership. Human impact.

Organisational Structure



Key Responsibilities

- Define project scope and implementation plan to ensure objectives are delivered in a timely and structured manner

<ul style="list-style-type: none"> • Undertake a review of existing work in around collection of patient reported experience measures in relevant patient populations and jurisdictions • Identify stakeholder groups for consultation and undertake stakeholder consultation (format to be confirmed – likely mix of virtual and face-to-face in line with broader health advice related to COVID-19) • Concept development for the automated collection of PREMs and work with the database manager to identify a method of data collection • Identify set of questions to capture patient/carer reported experience, based on consultation process • Work with Manager, Australian Hip Fracture Registry to address requirements for ethical approval to undertake collection of patient/carer reported experience • Identify pilot site/s to trial collection of patient/carer reported experience • Provide implementation support as required • Monitor and report on project milestones and delivery schedules • Plan and allocate the resources required to successfully complete the project, within budget • Manage key stakeholder involvement so that the project delivers the required outcomes are completed within agreed timeframes • Establish and maintain appropriate accountability and communication structures within the project, ensuring key stakeholders receive regular updates • Deliver the milestones/outcomes of the project as determined during the planning phase. • Other duties consistent with the position where required 	
Measures of Success (outcomes & deliverables)	
<ul style="list-style-type: none"> • Project delivery in agreed time-frame as set out in project / implementation plan • Written project report (due January 2023) that details best practice ideas and lessons learnt that can be shared with other registries to support the adoption of patient reported experience measures. 	
Core Competencies, Requirements and Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Qualifications in a health profession • Demonstrated knowledge about the causes and consequences of hip fracture • Demonstrated experience in implementation and evaluation of health projects • Advanced project management skills and demonstrated ability to achieve deadlines • Highly developed communication and stakeholder engagement skills • Adaptability and flexibility and demonstrated ability to operate in changing and complex environments • Ability to work independently • Ability to manage competing priorities • Attention to details and excellent organisational skills 	<ul style="list-style-type: none"> • Experience in research • Understanding of the national arrangements for clinical quality registries
Relationships and Interactions	
Internal:	External:
<ul style="list-style-type: none"> • Manager, AHFR • Co-Chairs of the Steering Group, who provide an important role supporting the implementation of strategic direction and day-to-day decision making • Registry staff • Staff of the Falls Balance and Research Centre • Staff of NeuRA 	<ul style="list-style-type: none"> • Consumers including patients and carers • Clinicians including Registry users/site investigators • Consumer organisations • Professional organisations • Hospital managers and executives • State health departments

Performance Reviews
All staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to exceed in their role. This Position Description will be used to inform the Performance Review.
Occupational Health and Safety
All workers at NeuRA must familiarise themselves and comply with NeuRA general Policies and all NeuRA Work Health and Safety Policies.
Responsibilities of all workers:
<ul style="list-style-type: none"> • Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017 • Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace • Attend all training sessions as required • Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work
Additional responsibilities for supervisors: (PCBU)
<ul style="list-style-type: none"> • Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace • PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments • Attend all required training sessions
Diversity
NeuRA is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.
NeuRA acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.
Right to Work
You must have the right to live and work in Australia for the duration of your appointment at NeuRA.
Privacy Notification
The collection and handling of declarations and personal information relevant to your employment or appointment will be consistent with the requirements of the Privacy Act 1988.
Changes
Changes to this role description may be made from time to time to suit the requirements of the organisation.

Acceptance	
<i>I have read and understood the requirements of the role and expectations outlined in this Role Description</i>	
Name:	
Signed:	
Date:	