



## POSITION DESCRIPTION

South Island  
Shared Service Agency Limited

Supporting the South Island District Health Boards  
E tautoko ana ngā Pāari Hauora ki Te Waipounamu

February 2010

*This document is subject to review*

**POSITION NUMBER:**

12872

**POSITION TITLE:**

SCN Cancer Registry Manager, Southern Cancer Network  
Full time fixed term position – 9 months

**REPORTS TO:**

Network Manager, Southern Cancer Network

**PRINCIPLE OBJECTIVES:**

1. To scope and develop a project plan to develop a South Island wide SCN Cancer Registry/Database utilising the MOSAIQ patient management system used by Christchurch and Dunedin Cancer Centres and St George's private cancer centre.

The SCN South Island Cancer Registry objectives are:

- To provide clinicians, planners and funders of cancer services with quality clinical data
  - To foster clinical collaboration across the South Island cancer centres
  - To monitor cancer activity across the South Island
  - To monitor cancer treatment across the South Island
  - To improve patient outcomes through enhancing the efficiency and effectiveness of the system in relation to the patient's journey.
2. To assist and support the Southern Cancer Network (SCN) by the development and management of a number of identified information and data projects focussed on reducing the incidence, impact and inequalities of cancer across the cancer control continuum within the region.

**SPECIFIC OBJECTIVES**

Specific objectives of this position in relation to the SCN South Island Cancer Registry/Database project are:

- Write full project scope, seek approval from SCN Management and Steering Groups
- Establish relationship with ELETKTA IMPAC software company
- Establish SCN South Island Cancer Registry/database Advisory Group
  - Develop key relationships with Canterbury, Dunedin and St Georges IT departments
  - Further enhance key relationships with Canterbury, Dunedin and St George's clinical teams
  - Define the parameters for the implementation and the housing of the Registry i.e. SCN through the Canterbury DHB server, or other
  - Negotiate and broker agreement between the Dunedin, Canterbury and St George's IT departments as to how their MOSAIQ programmes would link to the Cancer Registry
  - Define (with stakeholders) the reporting requirements including the data set and how the reporting systems could be managed
  - Define the security and privacy requirements of the Cancer Registry/Database.
  - Define and manage any required IT or DHB corporate approval processes within Otago and Canterbury DHBs and St Georges.
- Submit feasibility report and plan to SCN Management Team, SCN Steering Group and the SCN South Island Cancer Registry/database Advisory Group
- Define the requirements for implementation of the SCN South Island Cancer Registry
- Launch SCN South Island Cancer Registry/database.

**FUNCTIONAL RELATIONSHIPS:**

1	Southern Cancer Network Manager
2	Southern Cancer Network Management Group
3	Southern Cancer Network Steering Group and Key Stakeholders
4	South Island District Health Boards
5	South Island Regional General Managers Planning and Funding
6	South Island Chief Operating Officers
7	South Island Chief Information Officers
8	IMPAC representatives
9	South Island Districts Health Boards provider arm staff, relevant external providers across the cancer continuum
10	Non – Governmental Organisations (NGOs) (eg Cancer Society)
11	Community and Public Health
12	Primary Health Organisations (PHOs)
13	Regional Cancer Network Managers and staff (Northern, Midland and Central)
14	South Island Shared Service Agency Limited staff
15	Ministry of Health
16	Existing professional groups

**SUPERVISORY RESPONSIBILITIES:**

The Project Manager will have no direct supervisory responsibilities.

**LOCATION:**

The position is based in Christchurch and some travel may be expected.

**KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>To lead and manage the development of the SCN South Island Cancer Registry and other IT projects from the SCN work plan.</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Projects are led utilising sound project management skills.</li> <li>• Terms of Reference and project objectives for specific projects are developed in consultation with the SCN Management Team and SCN Key Stakeholder Group and using agreement project management tools.</li> <li>• Key stakeholders for the project(s) are identified and effective communication (including consultation) and relationships developed and maintained.</li> <li>• Project plans are developed for implementation, including timeframes, milestones, performance indicators, activities, resource and financial implications. The SCN Manager approves plans prior to submission to SCN group.</li> <li>• Ensure agreed deliverables and outputs (including monitoring reports) are achieved and are of high quality.</li> <li>• Regular communication occurs between the Project Manager, SCN Manager and key stakeholders regarding project work. Potential problems with projects are identified; strategies (including costs) to rectify are developed and presented to the SCN Manager.</li> <li>• Led the analysis of data related to the patient cancer journeys, including measuring performance against key performance indicators.</li> <li>• Facilitated the analysis of inequalities related to the major tumour groups across the South Island Region (e.g. utilisation of the HEAT &amp;/or Whanau Ora analysis tools).</li> <li>• A South Island Cancer Registry Advisory Group is established to advise and give direction to the project.</li> <li>• Met monthly reporting to the SCN Manager, SCN Management team and SCN Steering Group and the SI Cancer Registry Advisory Group</li> <li>• Ensured the deliverables described in the South Island Cancer Registry project outline (appendix 1) are completed.</li> </ul>
<b>Task</b>	<b>Relationships with others are productive and enable service development across the sector to occur.</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Effective working relationships with key stakeholders are maintained</li> <li>• Assist and provide support to the Southern Cancer Network Team as required</li> <li>• Key stakeholders (internal and external) are identified and effective working relationships are maintained. Improving care through patient and consumer involvement.</li> <li>• Productive ongoing working relationships are leveraged to ensure collaboration occurs as appropriate.</li> <li>• Actively participate in national and / or regional cancer networks forums as required.</li> </ul>

**KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>To actively contribute to Continuous Quality improvement activities within the Southern Cancer Network</b>
	<p>Contributes to the SCN Continuous Quality Improvement by:</p> <ul style="list-style-type: none"> <li>• Identifying improvement opportunities</li> <li>• Participating in the service's quality improvement activities</li> <li>• Providing good customer service</li> <li>• Complying with standards</li> <li>• Being responsive to customer requests or complaints</li> <li>• Working to improve quality of service and customer satisfaction.</li> </ul>
<b>Task</b>	<b>Individual responsibilities, actions and contributions enhance the success of the SCN Network</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Maintain a current knowledge of relevant issues, trends and practices.</li> <li>• Behaviour demonstrates cultural appropriateness.</li> <li>• Builds and maintains productive working relationships.</li> <li>• Participates as a member of designated groups.</li> <li>• Values individual effort, innovation and creativity.</li> </ul>
<b>Task</b>	<b>To participate in and comply with the requirements of the Health &amp; Safety in Employment Act 1992 and associated SISSAL policies</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Work practices ensure safety for self and others</li> <li>• Advice or assistance is sought before commencing an unfamiliar work practice</li> <li>• Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated</li> <li>• Has knowledge of and able to apply SISSAL's emergency procedures, location of safety equipment and materials.</li> </ul>
<b>Task</b>	<b>Integrates the principles of the Ti Tiriti O Waitangi (Treaty of Waitangi) throughout all aspects of work</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Works in a way that demonstrates;</li> <li>• Partnership and shared decision making with Maori</li> <li>• Participation and consultation with Maori</li> <li>• Protection of Maori needs, values and beliefs.</li> </ul>
<b>Task</b>	<b>Assumes responsibility for personal and professional work education and development</b>
<b>Measure</b>	<ul style="list-style-type: none"> <li>• Maintains or extends own professional knowledge and skill base required for effective performance</li> <li>• Identifies any learning needs</li> <li>• Participates in own annual performance review.</li> </ul>

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job-related tasks other than those specified.

## **FUNCTIONAL COMPETENCIES**

### **Essential**

- Knowledge and experience of the New Zealand Health Sector
- Tertiary Qualification – preferably in Health
- Experience in Project Management
- Relevant information technology knowledge and experience
- Ability to travel to other areas within the Southern Cancer Network to undertake duties e.g. meeting with stakeholders (this may occur at times outside of normal working hours)

### **Desirable**

- Knowledge skills and experience of process mapping methodology
- Experience with dealing with Management and staff at all levels within health organisations
- Experience with Microsoft office suite (Word, Excel, PowerPoint, etc) with experience using project planning software
- Some knowledge and understanding of the Cancer Control Strategy and Cancer Control Action Plan

### **Analytical and Decision-Making Ability**

- Ability to make sound decisions based on information available
- Ability to prioritise and forward plan
- Ability to summarise and interpret information
- Logical and analytical

### **Flexibility**

- Ability to cope with fluctuating work load
- Ability to respond positively to a changing working environment
- Ability to meet deadlines

### **Organisational Competencies**

- Proven above average organisational skills and attention to detail
- Ability to learn and understand the Principles of the Treaty of Waitangi – ability to incorporate cultural and individual sensitivity into practice.
- Commitment to ongoing educational and professional development

### **Teamwork Competencies**

- Effective Team player
- Consider others viewpoints/ new sources of information and is able to adjust decisions where appropriate.
- Ability to build and maintain credible relationships internally and externally

### **Personal/Interpersonal Competencies**

- Ability to work under pressure
- Self-sufficient and independent
- Accountable

### **Communication Skills**

- Be confident and appropriately assertive in dealing with others
- Demonstrated ability to interact effectively with a wide range of people, public and professionals
- Demonstrated customer focused approach
- Experience with public speaking and group facilitation

### **Leadership Skills**

- Able to develop and work effectively with the advisory group through various stages of a project

## Appendix 1.

### South Island Cancer Registry Project Outline

#### Health Goal

Systems improvement in cancer care.

#### Rationale

Nationally, the collection of quality clinical data is a long standing issue that is currently the focus of the National Cancer and Palliative Care Information System Advisory Group. Core cancer data definitions are a priority work stream for the group but this is a complex project that will take time to eventuate.

There remains an urgent need to access quality clinical data to assist in the evaluation of systems performance and to monitor and improve outcomes for patients. An opportunity exists to establish a SCN South Island cancer register/database. This concept utilises the fact that the three cancer centres in the South Island have, or are about to install MOSAIQ. Linking these three existing systems to establish a SCN South Island Cancer Registry/Database requires the purchase of the software. Linking the three systems would enhance the existing systems and function by creating a stand alone SCN South Island Cancer Registry.

#### Objectives

- Undertake feasibility project to investigate the technical elements of setting up a SCN South Island Cancer Registry/Database.
- Establish stages for implementation of Registry/database.

#### Output One: SCN South Island Cancer Registry/Database Feasibility Project

Description	Milestones/ Performance Measure	Timeframes
1.1 Project scope and relationship development	Project Scope written and approved by SCN Management and Steering Groups Establish relationship with IMPAC	February 2010 – March 2010
1.2 Establish SCN South Island Cancer registry/database METRIQ Advisory Group to advise and give direction to the project	SCN South Island Cancer registry/database Advisory Group established  Following tasks completed: <ul style="list-style-type: none"><li>• Develop key relationship with Canterbury, Dunedin and St George's IT Departments</li><li>• Further enhance key relationships with Canterbury, Dunedin and St George's clinical teams</li><li>• Define the parameters for the implementation and the housing of the Registry</li><li>• Negotiate the broker agreements between Canterbury, Dunedin and St George's IT Departments as to how their MOSAIQ programmes would link to the Cancer Registry</li><li>• Work with stakeholders to define the reporting requirements including the data set and how the reporting systems could be managed</li><li>• Define the security and privacy requirements of the Cancer registry/Database</li><li>• Define and manage any required IT or DHB corporate approval processes within Otago and Canterbury DHBs and St Georges</li><li>• Identify funding options for the Metriq software.</li></ul>	February 2010 – 21 <sup>st</sup> June 2010
1.3 Project Report	Project Report outlining stages for implementation, the project deliverables and the critical milestones for the implementation stage.	21 <sup>st</sup> June 2010
1.4 Ongoing Implementation Feasibility Work	Define and agree information and customisation requirements, implementation stages, deliverables and milestones for implementation. Complete implementation plan.	21 <sup>st</sup> June 2010 – 19 <sup>th</sup> November 2010
1.5 Project Update Report	Project Report outlining stages for implementation, the project deliverables and the critical milestones for the implementation stage.	10 <sup>th</sup> December 2010

## Reporting

<b>Period Covered</b>	<b>Report Due</b>
Project Report	21 <sup>st</sup> June 2010
Project Update Report	21 <sup>st</sup> November 2010

Reports will include financial information and the overall assessment of services delivered any problems and any emergent issues. Reports will also include details of the evaluation that has taken place and should identify how the project has met its objectives.