Job Description

Title/ Department: Trauma and Orthopaedic Surgery Programme Manager

Location: RCSI Dublin 2/Remote (40-50% Travel nationwide)

Reporting To: Senior Project Manager, or nominee
Department of Surgical Affairs

Contract Type: 2 Year Contract

Role

As part of the National Clinical Programmes under the auspices of the HSE Directorate for Clinical Strategy and Programmes, the HSE wish to engage the RCSI to provide programme management for the Orthopaedic Programme. The Programme Manager will work closely with the Clinical Leads of the orthopaedic programme and their working groups to develop a model of care, program plans, assist in process and data performance analysis, log issues and risks, advise on stakeholder and communications management and report on the status of the program.

The programs will take a structured approach similar to that of standard project and process improvement methodologies such as Prince II and Lean Sigma.

Responsibilities

1. To facilitate the development of a program plan indicating the program stages and detailed activities.
2. Clarify program team roles and responsibilities and governance.
3. Development and management of stakeholder management and communication plans
4. Management of standard project management processes e.g. risk and issue logging, interdependency management, status reporting, planning, etc
5. Workshop design and facilitation of stakeholders in collaborative problem solving.
6. Co-ordinating team meetings, preparing documentation, design of templates, documenting workshop outputs, version control of documentation and managing sign off processes.
7. Facilitating the development of standardised models of care including the mapping of processes, analysis of performance data, documentation of roles and responsibilities, agreeing performance indicators, documenting minimum operating standards
8. Facilitating the program team in agreeing implementation strategies, plans and conducting change impact assessments
9. Managing implementation phases and issues as they arise in conjunction with regional and local implementation teams.
10. Ensuring the mechanisms and infrastructure required to sustain change are in place.

**Specific Responsibilities**

1. Facilitate the roll-out of the Irish Hip Fracture Database in those sites not yet submitting data
2. Co-ordinate the tendering and coding/registration of specified implants in collaboration with the central procurement unit
3. To provide support to local sites in the reduction of AvLOS and Day case/OPD wait times and increasing DOSA.
4. To provide direction on the re-organisation of Orthopaedic out-patient services.
5. Co-ordinate the development of specific orthopaedic care pathways.
6. To contribute to the projects conducted by the SDU relating to wait times and access.
7. To maintain and expand the prospective funding project to all orthopaedic centres and increase the range of costed procedures.
8. To develop a manpower/workforce plan based on service need, training needs, competency development and maintenance.
9. To collaborate with the Anaesthetic Programme, Medications Management Programme and the central procurement unit in the development of guidelines and protocols and in the purchase of Anticoagulants, Antibiotics, Analgesics and other agents.
10. To collaborate with the Rheumatology Programme Manager with the planning and implementation of the MSK physiotherapy project and the Musculo-skeletal Disease Pathway
11. To inform and liaise with the Regional Directors and Group Managers in the future commissioning of orthopaedic trauma and elective services

**Required skills and behaviours**

- Strong change leadership skills to complement the program leads leadership skills
- Proven track record of delivering measurable and sustainable benefits
- A good coach and ability to transfer change management knowledge and skills effectively
- An excellent facilitator, experienced in workshop design and management of collaborative problem solving workshops
- Attention to detail and good documentation skills
- Requires minimum direction, high personal energy, positive approach to dealing with challenges and ambiguity
- Excellent project management skills and able to move a team forward, maintain momentum and project planning and management discipline.
- Ability to deal with conflict positively
- Track record of building positive working relationships with people who work in a challenging and at times stressful work environment.
- Confident, good communicator and strong change management skills
- Completer finisher and flexible working arrangements
- Strong process mapping and analysis skills
- Strong data analysis skills
- Can co-ordinate and motivate a multi-disciplinary team
Certification in process improvement and project management methods such as Prince II, PMI, Lean and 6-Sigma is an advantage. Candidates indicating skills in these areas will be expected to demonstrate knowledge of these methods and examples of how they have used them to deliver measurable benefits.

**Reporting relationships**

The program manager will report directly to the Senior Project Manager in the Department of Surgical Affairs or his nominee. They will also have a close reporting relationship with the HSE Directorate of Clinical Strategy and Programmes overall National Clinical Programmes Manager.

*Note*: this Job Description may be subject to significant change to reflect the evolving requirements of the College in delivering the RCSI Noble Purpose and Vision

**RCSI Noble Purpose**: building on our heritage in surgery, we will enhance human health through endeavour, innovation and collaboration in education, research and service

**RCSI Vision**: to become one of Europe’s leading Health Science institutions through building a truly international medical College network, enhancing leadership in Irish surgical practice and education and delivering a focused and distinctive research programme