

# Palliative care decision making groups

## Palliative care consortium manager

### Function in implementing *Strengthening palliative care: Policy and strategic directions 2011–2015 (policy)*

Manage the processes that support the policy's implementation in each region, in collaboration with the consortium chair and consortium members

### Role

#### Strategic planning, implementation and evaluation

- Manage the program of work required to implement the policy
- Take a lead role in undertaking strategic planning on behalf of the consortium
- Work collaboratively with the consortium and key stakeholders to promote the change required in the region to achieve the policy's implementation
- Take a lead role in undertaking evaluation of the effect and impact of the policy in the region

#### Operational management

- Relationship building and management
  - internal to consortium
  - external to consortium
- Build the relevance and effectiveness of the consortium for all members
- Facilitate opportunities for the consortium as an entity to meet the roles and responsibilities described in the palliative care consortium role statement

#### Communications

- Knowledge management for the consortium
- Information management for the consortium
- Ensure effective communication within the consortium and throughout the palliative care network

### Responsibilities

#### Strategic planning, implementation and evaluation

- Provide strategic advice in relation to regional and statewide priorities
- Manage projects related to implementing the policy and regional plan at the regional level, including identifying risks associated with achieving the outcomes of the regional plan
- Evaluate and report on the implementation of the regional plan and other initiatives undertaken by the consortium
- Develop and maintain strategic alliances and partnerships with key stakeholders
- Keep abreast of palliative care and other relevant issues at the regional, state and national levels

## Operational management

- Manage the day-to-day operations of the consortium
- Maintain consortium records and correspondence in line with the employing agency and Victorian legislation (see s. 2 of the [Public Records Act 1973](#))
- Facilitate collaborative decision making in the consortium within agreed consortium processes
- Establish committees, groups and working parties (for example, a clinical advisory group) as per the role statements
- Ensure quality and risk management systems and processes are in place
- Work with the consortium executive to develop and monitor the budget for the consortium
- Provide an induction to staff employed by the consortium
- Manage other staff employed by the consortium where appropriate
- Provide an induction and orientation to new consortium members and other stakeholders
- Ensure a secretariat/administrative role to the consortium is in place where required

## Communications

- Be a conduit for communications between the department and the consortium
- Promote awareness of the consortium and key projects to stakeholders
- Coordinate communication activities on behalf of the consortium
- Ensure consistency in documentation including information, record keeping and file management
- Receive day-to-day management communications from the department (copied to the consortium chair) and distribute to the consortium as required
- Attend and contribute to statewide palliative care meetings
- Attend and contribute to consortium manager meetings, including providing a written progress report for each meeting
- Communicate with other consortium managers
- Communicate within the consortium
- Communicate with other key stakeholders in the region

## Structure

- The selection panel for the consortium manager position is to include consortium executive, the employing agency (where relevant), plus the option of a departmental representative and other key stakeholders as appropriate
- Performance management is to be provided by the chair and the consortium executive, and include an employing agency representative where appropriate
- Each consortium manager should have financial delegated authority to a minimum of \$2,000. The consortium manager's level of financial delegated authority needs to be endorsed by the consortium
- Contracts, time sheets and other documentation associated with employing the consortium manager should be signed off by the chair or the consortium fundholder or the contracted employing agency, depending on the delegated authority of the consortium