
Study Manager, Experiences of Cancer Patients in Transition (Level 6)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Cancer Control Division. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with professional and stakeholder partners to reduce the impact of cancer on Canadians. This division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

Overview of Study

There are significant gaps in the availability and completeness of reliable pan-Canadian data on the experiences of cancer patients once they complete their cancer treatment. In particular, limited data have been collected on the experiences of cancer survivors during their transition from treatment through the various follow-up care and support services. A national survey will be conducted to understand the experiences of patients as they transition from end of primary cancer treatment (e.g. surgery, chemotherapy, etc.) to follow-up care and support services (e.g. family doctor, physiotherapist, etc.). This will encompass the extent to which patients feel that the different health care settings and providers were able to address their medical, physical, practical and psychosocial needs, among others, in a well-coordinated and informed manner. The survey will be followed by a series of consultations with system leaders and health care providers to assist in the interpretation of survey results, and help identify recommended system-level actions required to address the gaps and opportunities identified from the survey responses.

Overview of Role

The Study Manager will work closely with the Experiences of Cancer Patients in Transitions Study project team to oversee day-to-day operations of the project including coordinating the study planning, administering the study activities and ensuring that the pre-established work scope, study protocol, and regulatory requirements are followed. The position will be responsible for providing coordination between the survey/consultation vendor, fulfillment house(s), the Partnership project team, external advisors, and provincial partners. The Study Manager reports to the Director, System Performance and Surveillance for development of the project vision and goals, performance evaluation and professional development, and is accountable to the Program Manager, System Performance for project's day to day operations.

Role Accountabilities

- Manage the overall study including ongoing relationships with vendors and communications with internal and external partners
- Manage the study workplan which includes deliverables, key milestones, detailed timelines, budget and resources. Ensure phases and activities are performed according to the study plan and in alignment with the study's governance structure and communication and issue escalation processes
- Work closely with the project team and vendors to ensure project milestones and deliverables are met within scope, budget, schedule and expected quality
- Provide overall study status updates/progress reports to project team members and other relevant stakeholders
- Working with vendors, coordinate survey design and implementation to draft survey questions, design of the survey tool both in paper and online format, printing and distribution of the survey, and collection and analysis of results
- Develop and manage study budgets, review and maintain financial reports
- Work closely with the Financial Analyst and the Delivery Manager to meet financial reporting requirements, as well as appropriate vendor management, and invoicing and contractual requirements
- Coordinate with provincial cancer agencies/programs and provincial leads to obtain the patient sample for the survey and recruit participants to be part of a series of consultations
- Working with vendors, coordinate the execution of consultations via key informant interviews and focus groups, as well as the gathering of data, qualitative and quantitative analysis, and reporting on findings
- Coordinate required meetings with the project team, the vendor or advisory groups including development of agendas, presentations and other meeting materials, recording of action items and development and dissemination of meeting minutes
- Oversee ethics and regulatory requirements of the study including the preparation of research ethics board (REB) approval applications, reviews and follow-up on queries
- Work with Program Manager, Analytic Capacity Building & Coordinated Data Development Initiative to draft data sharing agreements, support the review process and sign-off by provinces and liaise with the Partnership-named Provincial leads on REB submissions
- Ensure confidentiality, privacy and contractual agreements are met by vendors and other internal and external partners
- Collaborate with the project team and vendor regarding report preparation, presentations, manuscripts and development and review of study protocols
- Along with project team, develop quality control guidelines for the study. Actively identifies and escalate quality and compliance concerns to the project team
- Develop other study documents as required

General Accountabilities

- Be an effective and high performing team player with a focus on respect, collaboration and positive relationship building internally and externally
- Drive innovation and culture change by integrating cross-function teams, delivering accelerated impact and reinforcing a collaborative culture
- Accountability for collaboration across divisions and portfolios and with external partners
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget
- Support Director accountabilities, overall strategic priorities and core enabling functions

General Accountabilities: Division of Time by Area of Accountability

Delivering Core Mandate: 45-55%

Driving Collaboration: 25-30%

Supporting Director/Manager: 5-10%

External Relationships: 15-25%

Essential Skills and Attributes

- Strong qualitative and quantitative research and data analysis skills
- Strong relationship, facilitation and communication skills (both written and oral) to effectively relate to, engage and keep informed multiple players and stakeholders supporting a project.
- Proven project management and organizational skills
- Strong relationship management skills, internal and external, including with partner organizations
- Demonstrated leadership skills, including ability to proactively lead and respond to change
- Ability to interact and work effectively with colleagues and staff
- Excellent written and verbal communications skills (in both official languages, an asset)
- Experience in academic or hospital-based research an asset
- A commitment to collaboration and a joint-accountability approach
- Quality orientation and attention to detail
- Adaptability, flexibility, diplomacy and tact
- Ability to prioritize and multi-task within a fast-paced environment

Experience and Education

- A Master's degree in Epidemiology, Health Science or a related field with a minimum of five years experience in research; Ph.D. with a concentration in social sciences, epidemiology, health services, biomedical or bio behavioral background preferred
- At least five (5) years of experience managing health services research projects with the following characteristics:
 - Involving multiple stakeholders with a national or multi-jurisdictional scope;
 - Including mixed consultative approaches, such as patient surveys, key informant interviews and focus groups;
 - Involving privacy requirements around access to identifiable patient information;
 - Requiring complex data sharing agreements and/or funding agreements; and
 - Requiring ethic board approvals or other privacy impact assessments.
- Strong knowledge and experience in research administration and research project management
- Experience overseeing privacy and regulatory requirements, contracts and agreement development and negotiation, and experience working with both legal and multi-disciplinary professionals
- Direct experience managing ethics board review (REB) applications with multiple academic centres and jurisdictions with diverse requirements.
- Experience in the cancer system, and more specifically, in the areas of patient experience, survivorship, and follow-up care is a strong asset.
- Strong qualitative and quantitative research and data analysis skills.
- Strong relationship, facilitation and communication skills (both written and oral) to effectively relate to, engage and keep informed multiple players and stakeholders supporting a project.
- Demonstrable experience in using project management tools and techniques to manage projects, ideally with formal training in project management. PMP certification is a strong asset.
- Knowledge of health system and cancer system data and performance measurement is a strong asset.
- Experience leading or supporting projects in a range of settings (clinical, academic, provincial and/or federal government, non-for profit, industry and private sector, etc.) is a strong asset, particularly working with a mix of professionals and subject matter experts.
- Ability to communicate in both official languages (both written and oral) is an asset.