

**FOX CHASE CANCER CENTER
JOB DESCRIPTION**

Job Title: Senior Project Manager FCCC Partners Division Department: Fox Chase Network Inc.

Name: Peg O'Grady Date: December 14, 2011

PRIMARY FUNCTION: Implement programs affiliated with the Fox Chase Cancer Center Partners (FCCCP) program. Working with community hospital programs to disseminate clinical research protocols, program development, quality metrics and best practice care. This role includes program planning and project development for all FCCCP sites in conjunction with FCCC goals and financial targets. Develop new programs and services at FCCCP sites, as needed, based on FCCC strategic planning process.

ACCOUNTABILITIES: (Please list in order of importance)

	% of Time	Essential Function** (Yes or No)
<p>Daily workload FCCC Partners:</p> <p>Daily connectivity of all aspects of relationships with FCCC Partner organizations. Meet goals and financial targets of FCCC Partners program. Develop and maintain relationships with key administrative and medical leadership at FCCCP sites. Facilitate program planning & evaluation process at FCCCP sites. Work in collaboration with team to secure and maintain economic based relationships within FCCCP program.</p>	30	yes
<p>FCCC Partners Program Initiatives:</p> <p>In coordination with the Program Planning & Development services; develop, implement and sustain successful program initiatives as directed by the Sr VP, & FCCCP Assoc. Medical Directors. Programs include: High Risk, Education, Disease Specific Programs, Quality Assurance/Quality Improvement and Grants Funding. Routinely evaluate new Specialized Program Initiatives and associated metrics.</p>	30	yes
<p>FCCC Partner Research Initiatives</p> <p>In collaboration with Sr VP & FCCCP Assoc Med Directors and FCCC experts identify and complete new research projects in areas of mutual interest (quality of care, process improvement, benchmarking, etc.).</p>	10	yes
<p>Consulting</p> <p>Development of FCCC Consulting opportunities in accordance with FCCCP strategies. Identify and secure 1-3 engagements on an annual basis. Facilitate collaboration between all key internal and external stakeholders in the process.</p>	10	yes
<p>Clinical staff deployment at FCCC Partners</p> <p>Coordinate implementation plan with FCCC and Partner sites for any FCCC staff deployment</p>	10	Yes
<p>Meetings & Reporting</p> <p>Oversee coordination of FCCC Partner Staff Meetings, Advisory Meetings, Program Manager Meetings, etc. Coordinate/compile monthly activity report for the Clinical Division of Network to Senior Management.</p>	10	yes

Prepare progress/planning reports as requested.		

** A function is considered “essential” if it meets one or more of these criteria:

- The range of tasks and activities required to perform it is the sole or primary reason the position exists in the first place.
- Can the function be turned over to another employee, or distributed among several employees? If work could not be reallocated or redistributed because of insufficient staff or shifts in staffing demands caused by business cycles, the function and related tasks probably would be essential.
- The performance of the function and related activities requires specialized skills or expertise.

MINIMUM QUALIFICATIONS:

Experience Five years administrative and /or clinical healthcare experience (oncology preferred), hospital consulting background a plus.

Education/Training Minimum: Bachelors Degree, MSN, and/or MHA/ MBA preferred

Licensure/Certification/Registration If clinical background, MSN, R.N., OCN, PA-C preferred

Other Knowledge, Skills and Abilities Excellent oral and written communication, interpersonal and organizational skills. Planning skills .

ORGANIZATIONAL RELATIONSHIPS:

Reports Directly To:

Name: Peg O’Grady

Title: Senior Director, FCCC Partners division

Direct Reports:

Name(s): None

POSITION SPECIFICATIONS:

Technical Skills:

Computer literate/communications equipment technical capabilities. Must have significant clinical knowledge of cancer treatment and continuum of care. Must have a current driver’s license and ability to drive.

Analytical Skills:

- Analyzes information pertaining to planning and development of hospital wide programs.
- Prepares reports for clinical detailing/project management for FCCCP sites.
- Problem solves all areas of hospital cancer department operations, project management and clinical research.
- Analyzes use of services and educational, research, accreditation, programmatic needs for FCCCP.

Control Skills:

- Controls information flow of referrals, research, education, quality improvement, and disease management between FCCC/FCCCP sites.
- Controls operations for FCCCP operations.
- Controls timelines for all FCCCP projects.

Communication Skills:

- Communicates verbally and in writing with administration and medical leadership and multiple levels generally regarding relationship management.

Physical Effort:

- General office conditions.
- Local travel to FCCCP members, weekly (up to 2-3 days per week).
- Regional, national travel for consulting periodically (up to one day per month)

Machinery, Tools, Equipment Used:

Fax, photocopy machine, computer, video conferencing equipment and phone.

Must have valid Drivers License and reliable transportation to and from Network sites.

APPROVAL SIGNATURES AND DATES:

_____	_____	_____	_____
Name	Date	Supervisor	Date
<u>PERSONNEL REVIEW:</u>			
Cost Center: _____	Position Code: _____	Status: Exempt _____	Non-Exempt _____
Personnel Signature: _____			Date: _____

In a typical workday, **WHEN PERFORMING ESSENTIAL FUNCTIONS**, the following activities apply:
PHYSICAL DEMANDS: (Definition of terms listed below)

On terms of an 8-hour workday: occasionally = 1% - 33% (0 - 160 minutes)
frequently = 34% - 66% (160 - 320 minutes)
continuously = 67% - 100% (320 - 480 minutes)

Check One:

- Level I: Sedentary—sits 75 to 100% of the day. Work activities may include such duties as typing, filing, answering the phone. Lifts as much as 10 pounds **occasionally**. Most **frequently** lifts 1 to 2 pounds.
- Level II: Light activity—sits 50 to 75% of the day. Work activities may include such duties as typing, filing, stocking shelves, **occasional** light lifting, walking, stooping, squatting, and bending. Lifts 10-30 pounds **occasionally**, with **frequent** lifting of 10-15 pounds. (Certain jobs of this activity level may require **continuous** sitting and may also entail consistent use of either hand or foot controls.
- Level III: Active—works on feet 75% of the day. Involves twisting, bending, squatting, walking, pushing or pulling. May work on irregular surfaces. Lifts 20-50 pounds **occasionally**, with **frequent** lifting of 20-30 pounds.
- Level IV: Very active—works on feet 75 to 100% of the day. Involves twisting, bending, squatting, and walking. May work on irregular surfaces, pushing or pulling large objects. Lifts 50-200 pounds **occasionally**, most **frequently** lifts more than 50 pounds. May involve patient transport, heavy-equipment operations.

Important Additional Physical Capabilities: (check all that apply)

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Bending | <input checked="" type="checkbox"/> Listening Skills | <input type="checkbox"/> Standing Unassisted |
| <input checked="" type="checkbox"/> Crouching | <input type="checkbox"/> Pulling | <input type="checkbox"/> Tool Handling |
| <input type="checkbox"/> Fingering | <input type="checkbox"/> Pushing | <input checked="" type="checkbox"/> Verbal Skills |
| <input type="checkbox"/> Gripping | <input type="checkbox"/> Reaching-Horizontal/Vertical | <input checked="" type="checkbox"/> Walking |
| <input type="checkbox"/> Kneeling | <input checked="" type="checkbox"/> Stair Climbing | |

EXPOSURES: (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Environment Hazardous
(heat, cold, rain, etc.) | <input type="checkbox"/> Radiation |
| <input type="checkbox"/> Chemical or Gas Exposure | <input type="checkbox"/> Electrical Hazards |
| <input type="checkbox"/> Mechanical Hazards | <input type="checkbox"/> Non-Hazardous |
| <input type="checkbox"/> Fire | <input checked="" type="checkbox"/> Other—(please describe)
Weekly car travel _____ |

VISUAL ACUITY REQUIREMENTS: (Check all that apply)

- General vision:Perceiving an object(s) with the eye(s).
- Near vision:Seeing an object(s) which is within 16 inches of the eye(s) clearly. An example is the use of microscope.
- Far vision:Seeing an object(s) which is 20 feet from the eye(s) clearly.
- Color vision:Distinguishing between the chromatic colors.
- Peripheral vision:Seeing outside the central area of focus (*i.e.* side vision).
- Depth perception:Judging the distance of objects and the spatial relationship of objects at different distances.
- Visual monotony:Focusing on the same object(s) throughout the working day with the eye(s)

