

Project Coordinator Job Description

Project Description

Methodist Healthcare Foundation, the West Cancer Center, and the University of Memphis are collaborating on a project to build capacity for patient-centered outcomes research (PCOR) to improve cancer disparities. The project is funded by the Patient Centered Outcomes Research Institute.

The goal of this project is to build trust and lasting partnerships with hard-to-reach populations who have traditionally faced disparities in cancer care and outcomes to get them engaged in substantial patient-centered outcomes research (PCOR) efforts. Patients, family members, healthcare providers, and researchers will be involved in developing capacity to study ways to improve the coordination and quality of care required to reduce the prevalence of breast, colon, lung, and prostate cancers in the target populations in Memphis, Tennessee and beyond.

A Patient-Stakeholder Council will be created and it will become the voice for patients' needs and ideas for improving the healthcare system as it relates to cancer outcomes and research. Additionally, patients and community members will primarily be responsible for identifying patients' priorities for comparative effectiveness research (CER) *and* developing tools for patient and providers to improve trust and communication so that they can effectively collaborate through all stages of the PCOR process.

The project manager will help facilitate meetings and will work with the project leads and other project team members. The position of the project manager will be required to perform the following duties:

Duties

- Manage logistics related to the implementation of the PCORI project and related programming
- Create project plans and timelines and manage team adherence to these timelines to accomplish study goals
- Assist project leads with day-to-day activities, in conducting research activities and writing reports, and ensuring overall productivity and effectiveness
- Work closely with the patient participants and support their needs
- Act as an advocate for the project
- Oversee and contribute to preparation of project presentations, media and curricular/training materials relating to study results

- Other duties as assigned by the project leads

Temporary, part-time position (20 hours per week); \$18/hour plus part-time benefits; project ends October 31, 2017.

Qualifications and Characteristics

Successful candidate must have a bachelor's degree plus 3 years of project or program management or a Master of Public Health, Master of Health Administration or similar degree. In addition, successful candidates should have the following characteristics:

- Able to work productively and collaboratively with families whose backgrounds, experience, and style may be different from their own
- Able to listen to differing opinions and share different points of view
- Willing to speak with candor within a group and to other groups
- Able to use his/her experience constructively
- Able to reflect on issues and priorities that are different from their own
- Able to see many points of view
- Able to use critical thinking and communication skills

Patient Partner Job Description

Project Description

Patient Centered Outcomes Research (PCOR) brings patients, healthcare providers, and researchers together to answer questions about health care issues that are a priority to patients and will help improve the quality of care that patients get. Providers and researchers help guide patients and family members to develop research programs to improve health in their communities. Methodist Healthcare Foundation, the West Cancer Center, and the University of Memphis have received funding from the Patient Centered Outcomes Research Institute (PCORI) to bring cancer patients and their family members together to start working with providers and researchers to improve cancer outcomes through research. Cancer outcomes may include the number of people who die from cancer, the number of people who are diagnosed and at what stage, patient satisfaction with care, and patient satisfaction with their quality of life, among other things.

The goal of this project is to build trust between patients, providers, and researchers so that we can all work as a team. We believe that you, as a cancer patient, and your family members have the expertise to tell us what your needs and concerns are. In turn, we will support and train you and members of your community on how to work on addressing those needs and concerns using research to improve health. Your role in this project is to be an equal partner in building the relationships between other patients and family members, members of your community, and providers and researchers. As a Patient Partner, you will help guide the project and will be an important part of the project team. The project team is made up of two patient partners and people from Methodist LeBonheur Healthcare, West Cancer Center, Congregational Health Network, and the University of Memphis.

The project involves building a Patient-Stakeholder Council (PSC) made up two patient partners, six other patients or family members affected by cancer, and six people from the community who represent community organizations, providers, and researchers. With the help of the project leads and project manager, you will serve as a co-leader on the PSC and will help the Council with the tasks that are outlined in the project.

We will also establish Patient Caregiver Groups (PCG) in various neighborhoods throughout Memphis to help us develop training materials to help patients, providers, and researchers work together more effectively to conduct research to improve cancer outcomes. There will be four groups of ten people from each of the following areas: Whitehaven, Riverview/Kansas,

Frayser/Raleigh, and Arlington areas. We will rely on the Patient Partners and PSC members to help us identify and recruit people to serve on these groups.

The duties of the Patient Partner are outlined below. You will be asked to complete these duties in partnership with the team members and with support and guidance along the way.

Duties

- As patient partners on the project team, you will be asked to attend all meetings and work on subcommittees. The project team will meet at least two times per month. The subcommittees will meet once per week. We will find days and times that work with everyone's schedule.
- Recruit other patients or family members to serve on the Council.
- Identify topics for meetings in partnership with other members of the Council.
- Go to community organizations and events to talk about the importance of the project and get people to volunteer to serve on PCGs. These groups will meet four times over the course of a year.
- Help to identify questions to ask the PCG members about how to train people in the community, providers, and researchers to work together to conduct research to improve health.
- Help to prepare and give presentations to different groups about the project.
- Other duties as agreed upon.
- Time expectation: 2-3 hours per week November 2015-January 2016, 4-5 hours per week February 2016-October 2017, possible travel to one conference in October 2017 with travel expenses paid by the project.
- Pay \$50/hour.

Characteristics of a Patient Partner:

- Able to listen to differing opinions and share different points of view
- Willing to speak with candor within a group and to other groups
- Able to use his/her experience constructively
- Able to work productively and collaboratively with families whose backgrounds, experience, and style may be different from their own
- Able to reflect on issues and priorities that are different from their own
- Able to see many points of view
- Able to fulfill identified time commitment
- Able to use critical thinking and communication skills

Patient and Family Council Member Job Description

Project Description

Patient Centered Outcomes Research (PCOR) brings patients, healthcare providers, and researchers together to answer questions about health care issues that are a priority to patients and will help improve the quality of care that patients get. Providers and researchers help guide patients and family members to develop research programs to improve health in their communities. Methodist Healthcare Foundation, the West Cancer Center, and the University of Memphis have received funding from the Patient Centered Outcomes Research Institute (PCORI) to bring cancer patients and their family members together to start working with providers and researchers to improve cancer outcomes through research. Cancer outcomes may include the number of people who die from cancer, the number of people who are diagnosed and at what stage, patient satisfaction with care, and patient satisfaction with their quality of life, among other things.

The goal of this project is to build trust between patients, providers, and researchers so that we can all work as a team. We believe that you, as a cancer patient, and your family members have the expertise to tell us what your needs and concerns are. In turn, we will support and train you and members of your community on how to work on addressing those needs and concerns using research to improve health. Your role in this project is to be an equal partner in building the relationships between other patients and family members, members of your community, and providers and researchers. As a Patient Partner, you will help guide the project and will be an important part of the project team. The project team is made up of two patient partners and people from Methodist LeBonheur Healthcare, West Cancer Center, Congregational Health Network, and the University of Memphis.

The project involves building a Patient-Stakeholder Council (PSC) made up two patient partners, six other patients or family members affected by cancer, and six people from the community who represent community organizations, providers, and researchers. With the help of the project leads project coordinator and patient partners, you will serve on the PSC and will help with the tasks that are outlined in the project.

We will also establish Patient Caregiver Groups (PCG) in various neighborhoods throughout Memphis to help us develop training materials to help patients, providers, and researchers work together more effectively to conduct research to improve cancer outcomes. There will be four groups of ten people from each of the following areas: Whitehaven, Riverview/Kansas, Frayser/Raleigh, and Arlington areas. We will rely on the PSC members to help us identify and recruit people to serve on these groups.

The duties of the patient and family members of the PSC are outlined below. You will be asked to complete these duties in partnership with the team members and with support and guidance along the way.

Duties

- You will be asked to attend one meeting per month. We will find days and times that work with everyone's schedule.
- Identify topics for meetings in partnership with other members of the Council.
- Go to community organizations and events to talk about the importance of the project and get people to volunteer to serve on PCGs. These groups will meet four times over the course of a year.
- Help to identify questions to ask the PCG members about how to train people in the community, providers, and researchers to work together to conduct research to improve health.
- Other duties as agreed upon.
- Time expectation: 2-3 hours per month.

Characteristics of a Patient Partner:

- Listens to differing opinions and share different points of view
- Willing to speak with candor within a group and to other groups
- Uses his/her experience constructively
- Works productively and collaboratively with families whose backgrounds, experience, and style may be different from their own
- Reflect on issues and priorities that are different from their own
- Can see many points of view
- Able to fulfill identified time commitment
- Uses critical thinking and communication skills
- Is curious
- Has a positive attitude
- Wants to expand knowledge and skills
- Wants to participate in bringing about meaningful change

Patient Stakeholder Council Member Responsibilities

Responsibilities

Methodist Healthcare Foundation, the West Cancer Center, and the University of Memphis are collaborating on a project to build capacity for patient-centered outcomes research (PCOR) to improve cancer disparities. The project is funded by the Patient Centered Outcomes Research Institute.

The goal of this project is to build trust and lasting partnerships with hard-to-reach populations who have traditionally faced disparities in cancer care and outcomes to get them engaged in substantial PCOR efforts. Patients, family members, healthcare providers, and researchers will be involved in developing capacity to study ways to improve the coordination and quality of care required to reduce the prevalence of breast, colon, lung, and prostate cancers in the target populations in Memphis, Tennessee.

A Patient-Stakeholder Council (PSC) will be created and it will become the voice for patients' needs and ideas for improving cancer outcomes and research. Additionally, patients and community members will primarily be responsible for identifying patients' priorities for comparative effectiveness research (CER) *and* developing tools for patient and providers to improve trust and communication so that they can effectively collaborate through all stages of the PCOR process.

The project involves building the PSC made up two patient partners, six other patients or family members affected by cancer, and six people from the community who represent community organizations, providers, and researchers. With the help of the project leads and project manager, you will serve as one of the stakeholders on the PSC and will help the Council with the tasks that are outlined in the project.

We will also establish Patient Caregiver Groups (PCG) in various neighborhoods throughout Memphis to help us develop training materials to help patients, providers, and researchers work together more effectively to conduct research to improve cancer outcomes. There will be four groups of ten people from each of the following areas: Whitehaven, Riverview/Kansas, Frayser/Raleigh, and Arlington areas. We will rely on the Patient Partners and PSC members who will help us identify and recruit people to serve on these groups.

The duties of the PSC members are outlined below. You will be asked to complete these duties in partnership with the team members and with support and guidance along the way.

Responsibilities

- Attend all meetings as requested (no more than two per month).
- Identify topics for meetings in partnership with other members of the PSC.
- Using your experience and expertise, help to identify questions to ask the PCG members about how to train people in the community, providers, and researchers to work together to conduct research to improve health.
- Help to prepare and give presentations to different groups about the project.
- Other responsibilities as agreed upon.
- Time Expectation: 2-3 hours per month.