Evaluation Fellow: Northern Ireland Project ECHO
Knowledge Networks

Appointment Brief: July 2018
Introduction

Dear candidate,

Thank you for your interest in the role of Evaluation Fellow for the Northern Ireland Project ECHO Knowledge Networks.

This is a new role for Hospice UK at an exciting time. Funded by the Health and Social Care Board, Northern Ireland and hosted by Hospice UK, the role will be responsible for the evaluation of the activity, outputs, outcomes and where possible, the impact of up to 30 health and social care Project ECHO Networks in Northern Ireland. We are looking for an experienced evaluator or researcher who can manage projects, is innovative, imaginative and robust in their analysis and reporting methods and can work with a variety of people in different settings.

Project ECHO, the Extension of Community Healthcare Outcomes, is a key enabler of the overall Hospice UK five-year strategy to open up hospice care. Project ECHO is an established not-for-profit tele-mentoring project which was developed in the USA to improve care of patients in underserved areas. It involves the use of cloud-based networking technology to connect specialist ‘HUBS’ and ‘SPOKES’ to create a community of practice; creating a safe space for the sharing of knowledge and expertise, to support service delivery.

Hospice UK is a Project ECHO superhub that trains and support hubs with the ECHO methodology while maintaining fidelity to the ECHO model.

Hospice UK has responsibility for facilitating and evaluating 30 health and social care ECHO networks in Northern Ireland covering a wide variety of clinical and supportive areas on behalf of the Health and Social Care Board Project ECHO Hub in Northern Ireland. (The Northern Ireland Hub).

The Northern Ireland Project ECHO Team based in Hospice UK’s Belfast office, provides strategic direction and support to the provision and implementation of these networks.

We hope you will consider bringing your skills and expertise to this unique and interesting role.

Dr Sarah Russell
Head of Research
Hospice UK

Professor Max Watson
Director Project ECHO
Hospice UK
About Hospice UK

Hospice UK is the national charity for hospice care. We believe that everyone, no matter who they are, where they are or why they are ill, should receive the best possible care at the end of their life. We work with and support over 220 local hospices to grow outstanding hospice care for adults and children across the UK, championing the expert, compassionate and free care they provide.

Our vision is hospice care for every person in need.

We want to bring about the wide-reaching social and cultural transformation that is needed in how adults and children in the UK are cared for at the end of their life. We are committed to empowering individuals and communities to embrace the ethos of hospice care and extend its breadth and reach to improve everyone’s experience of death, dying and bereavement.

Our mission is to enable hospice care to transform the way society cares for the dying and those around them.

Around one in three of us has a friend or family member who has benefitted from hospice care, and more than 80 per cent of the public believe that everyone with a terminal illness should have a right to hospice care. As the hospice movement, we must retain everything we have achieved to date but grow and evolve to meet the needs of those at the end of their life today and those in the future, whatever their needs might be.

Our Strategy

In 2017, the modern hospice movement founded by Dame Cicely Saunders turned 50. We believe our ambitious and new direction carries forward Dame Cicely’s original focus on the ill, the dying and the bereaved.

Our strategy also enables us to look to the future and ensure that we continue to anticipate and respond to the needs of society in caring for adults and children with terminal and life-shortening conditions.

Our 4 strategic goals:
1. Extend our reach and enable hospice quality care to be delivered in any setting.
2. Tackle inequality and widen access to hospice care.
3. Work with communities to build capacity and resilience to care for those at the end of life.
4. Empower a strong, dynamic and responsive hospice sector.

Our definition of hospice care

“Hospice care aims to affirm life and death. It means working with and within local communities to tailor palliative care around the needs of each adult and child with a terminal or life-shortening condition, whatever that may be, and extends to supporting their carers, friends and family before and after bereavement. Hospice care is provided by multi-disciplinary teams of staff and volunteers who offer expert support that places equal emphasis on someone’s clinical, physical, emotional, social and spiritual needs with the understanding that everyone will be different.”
The Role

**Evaluation Fellow: Northern Ireland Project ECHO Knowledge Networks**

<table>
<thead>
<tr>
<th>Line managed by</th>
<th>Head of Research and Evaluation, Hospice UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for</td>
<td>Northern Ireland Project ECHO Knowledge Networks Evaluation</td>
</tr>
<tr>
<td>Key relationships</td>
<td>Director Project ECHO Hospice UK, Northern Ireland Project Echo Advisory Group, Northern Ireland Health and Social Care Board, Hospice UK Project ECHO Group, Northern Ireland Project ECHO knowledge networks, Hospice UK team members (London and Belfast offices).</td>
</tr>
</tbody>
</table>

**Hospice UK and Project ECHO**

Project ECHO is a key enabler of the overall Hospice UK five-year strategy to open up hospice care.

Project ECHO, the Extension of Community Healthcare Outcomes, is an established not-for-profit tele-mentoring project which was developed in the USA to improve care of patients in underserved areas.

It involves the use of cloud-based networking technology to connect specialist ‘HUBS’ and ‘SPOKES’ to create a community of practice; creating a safe space for the sharing of knowledge and expertise, to support service delivery.

Hospice UK is a Project ECHO superhub that can train and support hubs with the ECHO methodology while maintaining fidelity to the ECHO model.

**Northern Ireland Project ECHO**

Hospice UK has responsibility for facilitating and evaluating the 30 health and social care ECHO networks in Northern Ireland covering a wide variety of clinical and supportive areas on behalf of the Health and Social Care Board Project ECHO Hub in Northern Ireland. (The Northern Ireland Hub). The Northern Ireland Project ECHO Team based in Hospice UK’s Belfast office, provides strategic direction and support to the provision and implementation of these networks.

**Job description**

**Purpose of role**

Reporting to the Head of Research and Evaluation at Hospice UK, working with the Northern Ireland Project ECHO team and with support from the Northern Ireland Project Echo Advisory Group, Northern Ireland Health and Social Care Board and the Hospice UK Project ECHO Group, the post holder will be responsible for the evaluation of the activity, outputs, outcomes and where possible, the impact of up to 30 ECHO Networks.
The overall evaluation aims are:

1. What are the objectives, activities, outputs, outcomes and impact that each of the networks hope to achieve by participating in the ECHO programme?
2. How does this add (what) value to service delivery and patient and carer experience and outcomes?
3. Is the Hospice UK Northern Ireland ECHO hub delivery efficient?

Using a logic model approach and additional appropriate mixed methods methodological approaches, the Evaluation Fellow will be expected to:

1. Evaluate and report on the 30 Northern Ireland Project ECHO networks. Including:
   a. Descriptive statistics or similar of each and overall ‘networks’ activity and outputs including participants, number of sessions, curriculums, networks individual, patient and organisational objectives etc.
   b. Evaluation of outcomes and impact of each and the overall 30 ‘networks’ on e.g. individual practitioner, team/service, patient or client outcomes.
   c. Capture the experience, story or narrative of the impact of the 30 Networks on service users and practitioners

2. Produce a final report and recommendations for future evaluation models.

3. Take a proactive role in the knowledge exchange, mobilisation and dissemination of the final report, evaluation and recommendations.

The 30 Northern Ireland Project ECHO networks have already been established and some descriptive activities and outputs including objectives are already being collected. This role will evaluate these, current and future data.

**Key tasks and responsibilities**

Working with current and prospective stakeholders to manage the evaluation project and coordinate multiple aspects to meet objectives and deadlines.

- To report regularly and as required to stakeholders of the evaluation progress and findings.
  - To collate, analyse and report upon the existing and ongoing activity and outputs.
  - To analyse and report upon each networks objectives achievement.
- To identify and report upon the outcomes and impact of the individual and collective Northern Ireland networks (especially in terms of value to service delivery and patient and carer experience and outcomes).
• To analyse and report upon the efficiency and effectiveness of the Northern Ireland ECHO Hub on delivering this project.

• To produce a final report within 3 months of the project completing.

• To make recommendations for future evaluation models.

• To make recommendations as to how the use of ECHO methodology can be enhanced in the process of improved service transformation.

• Take a proactive role in the knowledge exchange, mobilisation and dissemination of the final report, evaluation and recommendations.

This role profile is not exhaustive and is subject to review in conjunction with the post-holder and in accordance future developments in the work and priorities of Hospice UK.
## Person Specification

**E** = essential  **D** = desirable

### Experience and knowledge

<table>
<thead>
<tr>
<th>Importance</th>
<th>Criteria</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Educated to (or close to completion) PhD/DPhil/Professional doctorate level in a health, social care, social development subject or equivalent evaluation experience.</td>
<td>Application/Qualification Certificates</td>
</tr>
<tr>
<td>E</td>
<td>Proven experience of working and managing multi-faceted projects which include a number of stakeholders and networks</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Demonstrable evidence of budgetary management</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Excellent communication skills including working with others and representing projects and evaluation at meetings and events with the ability to build effective relationships with internal and external stakeholders</td>
<td>Application Interview</td>
</tr>
<tr>
<td>D</td>
<td>Experience of Project ECHO methodology and approach</td>
<td>Application Interview</td>
</tr>
<tr>
<td>D</td>
<td>Experience of contributing to publications and conference proceedings</td>
<td>Application Interview</td>
</tr>
<tr>
<td>D</td>
<td>Experience of working in the hospice and palliative care setting</td>
<td>Application Interview</td>
</tr>
</tbody>
</table>

### Skills and abilities

<table>
<thead>
<tr>
<th>Importance</th>
<th>Criteria</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Excellent interpersonal skills, with the ability to build effective relationships with internal and external stakeholders with professionalism and courtesy</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Highly competent research or evaluation skills (methods and methodologies) and IT skills including proficiency in MS Word, Excel, Outlook, Powerpoint, databases and design software.</td>
<td>Application Interview Role based assessment</td>
</tr>
<tr>
<td>E</td>
<td>Excellent personal communication skills and the ability to communicate effectively and confidently with a wide cross-spectrum of stakeholders</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Ability to work to tight deadlines, prioritise tasks effectively in order to meet deadlines.</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Excellent organisational skills, with a strong ability to work well both independently and as part of a team.</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>Strong analytical skills with proven ability in interpretation of information and production of detailed reports for a range of uses including informing senior management decision</td>
<td>Application Interview</td>
</tr>
<tr>
<td>E</td>
<td>A commitment to understanding the work of Hospice UK, to better carry out the role and engage with colleagues and</td>
<td>Application</td>
</tr>
<tr>
<td></td>
<td>stakeholders.</td>
<td>Interview</td>
</tr>
<tr>
<td>---</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>E</td>
<td>An approach to mirror Hospice UK’s organisational values: supportive, professional, collaborative, creative and confident</td>
<td>Interview</td>
</tr>
<tr>
<td>D</td>
<td>Experience in the use of video-conferencing to deliver projects</td>
<td>Application Interview</td>
</tr>
</tbody>
</table>
Terms and Conditions of appointment

Contract
Up to 23 months fixed term contract or less subject to project completion

Full Time Salary
£36,500

Probation period
Three months

Notice period
One month

Work Pattern
Full time, 35 hours per week

Pension
You will be auto enrolled into our pension scheme which is at 4%. Further contributions can be made to the scheme and Hospice UK will match contributions of up to 7% of your gross salary. Hospice UK does not contribute to private pension schemes. Hospice UK is an NHS Employing Authority and will contribute to your existing NHS Pension Scheme, subject to NHS agreement and scheme rules

Life Assurance
Is provided upon start date at three times salary, subject to acceptance by our insurers

Simplyhealth Scheme
A cash plan scheme, which provides payments towards everyday healthcare treatments for example dental, optical etc. up to a policy limit. All employees will be covered under level two of the scheme.

Childcare vouchers
We offer childcare vouchers

Cycle to work scheme
Loaning of a cycle via a salary sacrifice scheme.

Season ticket loan
An interest free loan is available

Holiday
25 days per year, increasing to 30 days with service. The leave year runs from 1 January to 31 December

Location
Project ECHO Office, Belfast, Northern Ireland with administration support based at Hospice UK, London.

Travel
Willingness to travel for short periods will be required subject to business needs. Travel expenses will be provided for journeys required in connection with the project.

Note - the opportunity to work on an independent consultancy basis may be considered subject to discussion and agreement between the successful candidate and Hospice UK.
How to apply:

The closing date for applications is 10am Monday 23 July 2018.

Your completed application form and equal opportunities form should be emailed to recruitment@hospiceuk.org

How we will assess applications

Applicants will be shortlisted on the basis of the information they provide in their application forms, and interviews offered to those who are most suitable in terms of relevant experience.

It is essential therefore that you fully demonstrate in the statement of suitability section of the application form how you meet the eligibility criteria (set out in the person specification and job description) giving specific examples as appropriate.

Shortlisting will be applied against the criteria set out in the person specification.

Interview details

The date set for interviews is the morning of Wednesday 1 August and Thursday 2 August 2018. These dates may be subject to change and you will be advised in advance should this happen.

The interview will be via Zoom.

In the interview you will have 10 minutes to describe how you would evaluate the project. To aid you in this, you will be provided with illustrative examples of one networks data and logic model.

If you wish to use slides or other ways to communicate your evaluation plan you must inform Roneeta Patel by 30 July 2018 to ensure that they are available to the panel on the day.

If you wish to have an informal discussion about the opportunity, have any queries on any aspect of the appointment process, please contact Roneeta Patel on 020 7520 8200 or r.patel@hospiceuk.org.