

PATIENT ENGAGEMENT NAVIGATOR

Health Technology Assessment Cancer Drugs

FILE NO: HTA022016

CLOSING DATE: MAY 25, 2016

JOB DESCRIPTION

The Health Technology Assessment (HTA) Patient Engagement Navigator role is a joint initiative of the Canadian Cancer Action Network (CCAN) and the pan-Canadian Oncology Drug Review (pCODR), a program of the Canadian Agency for Drugs and Technologies in Health (CADTH). Working closely with the Canadian patient community, as well as a growing network of stakeholders and partners, the HTA Patient Engagement Navigator will play a key role in helping to build a sustainable, multi-faceted HTA Patient Engagement Model in Canada.

The HTA Patient Engagement Navigator will serve as a live support for the patient community in order to further enhance patient community involvement in the health technology assessment of new cancer drugs in Canada with specific responsibility for exploring, developing and supporting opportunities for enhanced patient community engagement. This is a temporary, full-time position to end March 31, 2017 with the possibility of an extension.

Overview of Role

The HTA Patient Engagement Navigator, reporting to the CEO of CCAN, is accountable to a multi-disciplinary Project Advisory Committee comprised of key stakeholders and partners. As a member of the HTA team, the HTA Patient Engagement Navigator will play a key role in quality improvement, enhanced awareness and engagement, and the promotion of transparency with relation to Canadian HTA processes.

The HTA Patient Engagement Navigator will serve as a knowledge broker linking the Canadian cancer patient community to the HTA drug review process prior to a manufacturer or tumour group making a submission to pCODR for review as well as after funding recommendations are issued by pCODR's Expert Review Committee. Further, the HTA Patient Engagement Navigator will be expected to research publically available information in order to support the Cancer Drug Information Pipeline, as well as contribute to the evaluation on the effectiveness of the Pipeline by monitoring its use and identifying areas for improvement. Based in a downtown Toronto office, the HTA Patient Engagement Navigator will contribute to the longer-term vision of enhanced patient community awareness and engagement by providing insight and input into strategic planning and future direction, as well as the development and implementation of high quality information, tools and resources. As a result, the integration of patient-based values (validated by qualitative and quantitative data) in the cancer drug review processes will continue to strengthen.

General Accountabilities

- Build a high-performing, sustainable HTA Patient Engagement Model that includes the tools, resources, information and support needed to further optimize patient engagement in the patient evidence submission process, and to evaluate and measure advancements in engagement.
- Be responsible for supporting patient community engagement, developing and introducing new resources and delivering results on time and within budget.
- Be accountable for driving collaborative efforts with the patient community, project partners and key stakeholders in order to further strengthen the inclusion of patient-based values in HTA.

Specific Accountabilities

Management and Leadership

- The HTA Patient Engagement Navigator will be responsible, in consultation with project team members and other experts as applicable, for developing and proposing future policy and strategy development to promote enhanced patient community engagement in the HTA processes.

Communication

- Act as a key contact for internal and external communications, providing insight and input to ensure deliverables are achieved.
- Liaise with key stakeholders and address potentially sensitive issues in a tactful and diplomatic manner.
- Establish and maintain effective working relationships and engagement with the stakeholder community and those involved in the work of CADTH/pCODR.
- Deliver presentations to key groups of stakeholders and/or other interested parties.
- Provide detailed progress reports on the project lifecycle.
- Provide support to key stakeholder groups or those participating in the CADTH/pCODR patient evidence submission process including providing guidance, delivering information sessions and/or training, and others.
- Represent the Patient Engagement Collaboration Project or HTA Project Team at internal or external meetings or workshops, as required.
- Develop and maintain an information database for the project to underpin activities and assist in project management.

Planning and Organisation

- Schedule work related activities, and manage deliverables based on timelines.
- Coordinate input from team members and/or external stakeholders.
- Analyse and manage risk including:
 - Assessment of stakeholder involvement
 - Impact of change
 - Contingency planning
 - Proactively defining solutions to potential challenges
- Regularly review operational procedures and monitor performance.
- Identify areas for quality improvement.
- Manage activities at project completion including project review, transfer of project assets/knowledge, communication of lessons learned and identification of immediate next steps as relevant.

Research and Development

- Support stakeholder participation techniques including surveys, project audits and evaluation to measure effectiveness of the role with respect to improved patient community engagement.
- Using public information, and drawing from the IAP2 Public Participation Spectrum, identify new drugs coming to Canada and populate/maintain the Cancer Drug Information Pipeline.

Training and Development

- Develop and deliver training workshops geared toward those participating in the patient evidence submission process.
- Where feasible, participate in continuing professional development to enhance job performance.
- Participate in appropriate orientation, training and development activities.

Patient Community Engagement

- Communicate using a variety of outreach methods to provide live support, information and training to the patient community.

Other

Perform other duties within the range of skills and abilities as required; adhere to CCAN guiding principles; adhere to CADTH/pCODR policies and procedures (such as Conflict of Interests) and demonstrate respect for confidentiality of all matters.

Qualifications

- Master's degree (asset) or equivalent mixture of education and experience, in a relevant field such as public health, health policy or health sciences.
- Background and strong work experience in the Canadian healthcare sector (preferably in cancer control, public health and administration or health economy) combined with familiarity and/or an understanding of the CADTH/pCODR program.
- A minimum of 5 years demonstrated experience in healthcare-related patient engagement and public participation including planning, capacity building, performance measurement, as well as implementation and evaluation strategies.
- Understanding of patient and public involvement policies, principles and techniques (such as IAP2), with a proven ability to translate into practice.
- Experience in information dissemination and demonstrated ability to apply best practices in knowledge mobilization, as well as an understanding of evidence-informed practices and decision making.
- Ability to develop and/or inform the development, promotion and evaluation of knowledge products using feedback from knowledge users, key stakeholders and content experts.
- A self-starter with excellent research and project management skills, and a proven ability to meet multiple priorities amidst important and competing timelines.
- An experienced communicator with superior written and oral communication and strong interpersonal skills.

To apply in confidence: jobs@canceraction.ca

We are pleased to provide a competitive salary rate as part of an attractive compensation package for this role. We thank all applicants for their interest in this opportunity however only those selected for an interview will be contacted.

Project Partners

Founded in 2001, CCAN is a national patient-centred umbrella organization working closely with patient advocacy groups and other key cancer control stakeholders across Canada. With a membership expansion rate of more than 200% in the last three years, the organization engages 114 diverse member organizations to embed an informed and coordinated patient and caregiver perspective in defined areas of priority or interest to the community.

CADTH's pan-Canadian Oncology Drug Review is an evidence-based, cancer drug review process designed to bring consistency and clarity to the assessment of cancer drugs by reviewing clinical evidence, cost-effectiveness and patient perspectives in order to provide drug funding recommendations to Provinces, Territories and cancer agencies.

This HTA Patient Engagement Navigator initiative is funded by the Canadian Partnership Against Cancer with in-kind funding providing by CADTH and CCAN.