

MASSACHUSETTS GENERAL HOSPITAL

Job Title: Network Project Specialist
(Project Specialist)

Job Code: 000507 Grade: 131

FLSA Status: Exempt

Department: MGH Cancer Center

Reviewed By: E. Cincotta

Position Reports To: Administrative Director,
Cancer Center Network

Date Description last revised: Oct 2017

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

This position reports to the Administrative Director of the Mass General Cancer Center Network and is responsible for the oversight and management of key Cancer Center Network strategic projects and initiatives. Projects will be determined by current strategic needs and will continue to develop. Projects will generally focus on coordinating efforts across clinical operations, financial modeling/planning, and other business related functions for the both new and existing Cancer Center relationships.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

Work will be analytical, collaborative and strategic in nature. The Cancer Center Network's efforts are across medical oncology, radiation oncology, surgical oncology, pathology, radiology, and Network Development & Integration.

- Modeling and creating projections of what new network relationships will look like both financially and operationally
- Participate in Network Development strategic planning, including the development of tracking mechanisms, preparation and follow-up for meetings, and developing discussion materials, with the input of the Administrative Director
- Assist in bringing new sites live and operational for clinicians and patients to receive care, including tracking clinician onboarding and credentialing, systems readiness, and operational planning in conjunction with the affiliate institutions
- Ability to do deep complex data analysis and convert it into convincing persuasive presentations and implementable program changes
- Staff Network Development meetings, including agenda development and preparation of presenters, organization of materials and presentations, and follow-up minutes and notes
- Prepare presentations for numerous leadership meetings (such as Cancer Center Leadership Committee, Cancer Center Cabinet, Division Meeting, etc.) as needed
- Serve as point person for Cancer Center network development activities – drafted/coordinated term sheets, created associated fee schedules and collaborated with OGC on legal agreements, develop budgets/draft invoices as needed, develop work plans for implementation of relationships, create briefings and project updates, facilitate standing project/operations calls and subgroup meetings/plans, coordinate quality visits/assessments and credentialing process as needed
- Assist in development of individual program strategies (e.g., genetics counseling), including contract development, operational planning, and serving as a liaison and point of contact between MGH and external sites

SKILLS/ABILITIES/COMPETENCIES REQUIRED: Must be realistic, objective, measurable and related to essential functions of this job.

- Ability to capture and support the vision for the MGH Cancer Center Network
- Effective interpersonal and communications skills
- Excellent problem solving, analytical, and organization skills
- High competencies with spreadsheets, database applications and various data manipulation capabilities
- Basic knowledge of healthcare administration structures and policy
- Ability to effectively interact with other departments within MGH, PHS, and representatives from other outside institutions
- Excellent project management skills; ability to manage multiple timelines and multi-task across projects
- Must be able to integrate input and interface with multiple stakeholders within the Cancer Center

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable): Specify minimum credentials and clearly indicate if preferred or required

N/A

EDUCATION: Specify minimum education and clearly indicate if preferred or required

- Bachelors degree required, Masters degree in Business, Health Policy, or related field preferred

EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required

- 3-5 years of work experience required, experience in healthcare preferred.

SUPERVISORY RESPONSIBILITY (if applicable): List the number of FTEs supervised.

- This position will coordinate the efforts of many other role groups but will have no direct reports.

FISCAL RESPONSIBILITY (if applicable): Indicate financial “scope” information, i.e.: size of budget, volume, revenue, etc.; Indicate total physician/non-physician FTE scope

- This position will not have any direct fiscal responsibilities
- This position will regularly work with confidential data for modeling and projections, which will include compensation information and other budgetary expenses/revenues.

WORKING CONDITIONS: Describe the conditions in which the work is performed.

- Normal office conditions. Predominately Monday to Friday work schedule
- Will require site visits and offsite meetings to other locations in New England

APPROVAL:

(NAME)

Department Mgr. _____ Title: _____ Date: _____

(NAME)

Other, As Appropriate _____ Title: _____ Date: _____

The above is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of personnel so classified.