Roles and responsibilities: Department of Health and Ageing

Kate Williams, DoHA
Program management

The Care Planning Sub-Program is managed by:

Project Officer
Palliative Care Section
Chronic Disease and Palliative Care Branch
Department of Health and Ageing

Position currently occupied by Kate Williams
(not to be confused with Kate Williams of CHSD!)
Contact details

◆ Telephone: (02) 6289 5436
◆ Fax: (02) 6289 5870
◆ Email: kate.williams@health.gov.au
◆ Post:
  Department of Health and Ageing
  MDP23
  GPO Box 9848
  CANBERRA CITY ACT 2601
Program Management

To ensure that the program funds are used
- Efficiently
- Effectively
- Ethically

This is achieved through management of the projects
1. Receive and assess progress reports and financial statements

- assess performance against project objectives
- ensure compliance with the funding agreement
- determine the satisfactory accountability of funds
- compare expenditure to budget
- estimate likely surpluses/deficits
Project Management (cont)

2. Make payments
   ◆ subject to satisfactory deliverables

3. Manage underperformance
   ◆ suggest project options
   ◆ request additional reports
   ◆ withhold funding
   ◆ disclosures
4. Manage variations

- You need to contact us if you wish to change the project contract due to altered circumstances, e.g.,
  - Timing
  - Deliverables

5. Receive and assess final project reports
Roles and responsibilities: the National Evaluation Team

Kathy Eagar, CHSD
About the CHSD

◆ Established 1993

◆ Self-funded health services research and development (R&D) centre

◆ We have completed 100+ projects in R&D and evaluation, including several in palliative care

◆ 40 staff:
  – many with practical experience working as clinicians and managers in the health sector.
  – 16 disciplines - psychology, statistics, economics, public health, management, health planning, medicine, occupational therapy, nursing, communications etc.
The CHSD national evaluation team (NET)

<table>
<thead>
<tr>
<th>CHSD team member</th>
<th>Main contact for</th>
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<tbody>
<tr>
<td>Professor Kathy Eagar</td>
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<tr>
<td>Karen Quinsey, NET leader</td>
<td>NT, WA, Vic</td>
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<tr>
<td>Dave Fildes</td>
<td>NSW, Tas</td>
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<td>Kathryn (Kate) Williams</td>
<td>SA, QLD</td>
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<td>Luise Lago</td>
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<td>Roger Dunston</td>
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<td>Sheila Matete</td>
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Contact details

- Telephone: (02) 4221 4411
- Email: chsd@uow.edu.au
- Website: http://www.uow.edu.au/commerce/chsd/
- A Care Planning list server has been established
  - Email list for all projects
  - Aim is to facilitate networking among projects
Welcome to the CHSD website.

Should you have any questions or comments relating to this site please contact the site administrator on (02) 4221 4411.
Our role in the evaluation

- design overall evaluation framework
- provide a set of evaluation tools
- support and assist projects to undertake their own evaluations
- synthesise local project evaluation findings and combine with the program evaluation to form a national evaluation.
Complements other roles ...

- Projects – evaluate their own activities, with assistance from the NET where needed
- DoHA – concerned with contract management of the projects and the evaluation team
Support and assistance

- Site visit to each project over the next few months
- Potential for a follow up visit if you need help
- Key contact person for each State
- List server
- Website
- Information bulletins as needed
- Ongoing training and support as you need it