

Managing your Macmillan/Manchester Cancer Living With and Beyond Cancer Innovation Fund project

1. Introduction

Congratulations on your successful bid!

We at Manchester Cancer want to help you ensure that your Macmillan/Manchester Cancer Innovation Fund project is a success.

As it is not possible to anticipate every circumstance that might arise during the life of an Innovation Fund project, this guidance is not intended to be exhaustive. If you have a question that is not covered in this document, please do not hesitate to contact us:

Lindsey Wilby, Macmillan Project Manager for Living With and Beyond Cancer, Manchester Cancer

lindsey.wilby@nhs.net

07879 402915

0161 918 2185

NB I work part-time, and am usually available all day Monday, all day Tuesday, and Wednesday morning

Thomas Pharaoh, Associate Director, Manchester Cancer

thomas.pharaoh@nhs.net

07734 683085

2. Project initiation

Please contact Lindsey to arrange an initiation meeting between her, yourself as the project lead, and an identified service manager (or general manager) at the Trust hosting the project. Your Pathway Manager may also wish to attend.

This meeting will help to clarify the respective parties' roles and responsibilities, but it is expected that the service manager will be able to support the project lead in dealing with (as required) finance, recruitment, contracts of employment, IT and estates. The pre-project checklist (Appendix A) will be completed at this meeting, so you should ensure that the project lead has given consideration to each of these items.

You will note that the pre-project checklist includes mention of a Project Service Agreement, which sets out the expectations and responsibilities of both parties in relation to running the project and ensuring its success – this Agreement will be issued to project leads shortly.

3. Project Plan

The project lead should ensure that a basic project plan, including dependencies, milestones and timelines, is in place prior to the project start date. This should be shared with Manchester Cancer (and Lindsey will then share it with Macmillan).

4. Project Support

Lindsey will be able to provide in-depth project management support to selected projects, dependent upon availability and need.

Members of the LWBC Pathway Board may also be able to link with you and support your project, dependent upon how it relates to their organisation, locality, and/or area of expertise.

5. Recruitment

5.1 Advertising

If your project includes recruitment to one or more posts, you will need to take advice from your host Trust's HR department as to whether a formal advert via NHS Jobs is required for each. Examples of some relevant job descriptions are available on request from Manchester Cancer.

5.2 Interviewing

Interview panels should include the project lead, a representative from the host Trust, and, in the case of recruitment to posts which qualify as Macmillan Professionals (see below), a representative from Macmillan. Lindsey or Tom may be available to complete the panel if that is helpful.

5.3 Macmillan Professionals

You will have been advised in your decision letter if your project includes the creation of a role which fulfils the minimum requirements for the post holder to qualify as a Macmillan Professional (minimum requirements being at least 15 hours per week for 12 months). This status comes with a number of expectations and opportunities, including a requirement that Macmillan should be involved in the recruitment to this post.

You will need to a) share the draft job description and person specification with Macmillan (via Lindsey) to ensure that it meets their requirements, and b) include a representative from Macmillan on the interview panel (contact Lindsey to arrange this). You will also need to ensure that the word Macmillan is included in the job title, e.g. "Macmillan Project Manager", "Macmillan Co-ordinator".

6. Acknowledgement

It is a condition of your award that you should acknowledge that your project is supported by the Innovation Fund whenever you make reference to it either verbally or in writing.

The first mention in each document should be worded as “Macmillan/Manchester Cancer Living With and Beyond Cancer Innovation Fund”, following which you may refer to it as the “Macmillan/Manchester Cancer Innovation Fund” or simply the “Innovation Fund”.

The logos for Manchester Cancer and Macmillan are included in the header of this document. Both logos must be included on all relevant documentation emanating from your project, including recruitment documents and project reports.

Further guidance on how to use the Macmillan logo can be found here:

<http://be.macmillan.org.uk/AboutOurBrand/Howwelook/Ourlogo.aspx>

7. Contracts of employment

The contract of employment for project staff will be issued by the host Trust, and they will be responsible for staff induction, line management, appraisal, etc.

Contracts can be issued for a maximum of 12 months, whilst bearing in mind that projects must be completed, with reports written, by 31st May 2016 (NB this has been extended from the original deadline of 31st March).

8. Equipment/technology

If your grant includes any equipment/technology, e.g. laptop computer, website, web-based education module, please seek assurance from your host Trust IT department that they are willing to support the use of this.

9. Invoicing

Host trusts will be responsible for issuing invoices to The Christie quarterly, in arrears, via Lindsey. Our contact in the finance department is Clare Chadwick. The relevant cost centre code is NU60080 (Manchester Cancer Innovation Fund).

10. Contingency

Manchester Cancer will maintain a small contingency fund to cover unanticipated expenses. If, during the life of the project, you find that you need additional funding, please contact Lindsey who will arrange for the Innovation Fund Assessment Panel to consider your request.

11. Reporting

Reporting to Manchester Cancer and Macmillan will be on a quarterly basis, and a simple template will be provided in due course.

The precise reporting date will depend on your project start date (see timeline at Appendix B).

As each of these projects comes under the auspices of the LWBC Pathway Board, all quarterly reports will be shared with them, and should also be shared with the project lead's own Pathway Board. Manchester Cancer will respond to these reports, and, where necessary, take appropriate action to deal with risks and other issues. The LWBC Pathway Board may also respond with comments and advice on a case-by-case basis. In addition, the second quarterly report will be shared with the Innovation Fund Assessment Panel.

The final reports for all projects must be submitted by **31st May 2016** – note that this is 2 months later than the deadline previously advertised. A template will also be provided for the final report.

12. Dissemination

Each final report should be presented at the relevant Pathway Board meeting and Pathway Board Education Event.

All final reports will be presented at a showcase event in June 2016, co-hosted by the LWBC Pathway Board and Macmillan (date TBC). Manchester Cancer and Macmillan will produce an overall report of the outcomes of the Innovation Fund, which will include details of all completed projects.

The Innovation Fund Assessment Panel will consider all final reports and select a number for dissemination at relevant conferences and events, the costs of which will be covered using the remaining contingency budget and/or fund underspend. The number of projects selected for wider dissemination will depend upon the amount of money remaining in the Fund.

Project leads may also choose to use their professional networks (e.g. via Macmillan) to share the learning from their projects more widely, and publication of successful projects is encouraged.

The LWBC Pathway Board will be responsible for overseeing plans for the future legacy from these projects via shared learning (both positive and negative), and rolling out and building upon effective models in future.

13. Sustainability

Manchester Cancer will ensure that the final report template is structured in such a way that each report lends itself to discussion with commissioners about the provision of on-going funding. Manchester Cancer can assist with the production of a business case where this is helpful, and can support and facilitate discussions with colleagues in commissioning.

Immediate actions for project lead:

1. Contact Lindsey to arrange an initiation meeting – to take place during April/May.
2. Create project plan prior to start date; share with Manchester Cancer.
3. Commence recruitment activity; decide members of interview panel (where relevant)
4. IF Macmillan Professional post – share job description and personal specification with Macmillan; advise Lindsey of interview dates (she will arrange Macmillan representation).
5. Acknowledge the support of Macmillan and Manchester Cancer by name and use of both logos, verbally and in writing.

Appendix A: Pre-project checklist

Leadership	
Project lead	
On-going project support	
Management lead (able to liaise with finance, recruitment, contracts of employment, IT and estates), e.g. service manager, general manager.	
Clinical lead	
Start-up	
Project plan created and shared	
Start date	
End date	
Recruitment	
Recruitment arrangements	
IF Macmillan Professional post: Job description/person spec. shared with Macmillan? Macmillan representative on panel?	
Equipment/technology	
Arrangements made with Trust IT	
Project Service Agreement	
Signed by both parties	

Appendix B: Innovation Fund Project Timeline

Date	Event
March 2015	Decisions announced to successful and unsuccessful applicants.
April/May 2015	Projects start.
July/August 2015	1st quarterly report deadline.
October/November 2015	2nd quarterly report deadline.
January/February 2016	3rd quarterly report deadline.
31 st May 2016	Project completion deadline: submission of all final project reports.
June 2016	Presentation event