Project Governance

|  |  |
| --- | --- |
| **Project Role** | **Project Responsibilities** |
| Executive Sponsor | * Overall project owner
* Approves Project Initiation Plan and culture survey tool
* Works with Safety Culture Lead to resolve project issues
* Acts as vocal project champion
* May deliver key project communications
* Establishes governance through the local Quality & Safety Committee
* Receives and reviews project status reports
 |

Project Team

| **Project Role** | **Project Responsibilities** |
| --- | --- |
| Safety Culture Lead  | * Provides overall project oversight and works with Executive Sponsor and project team to maintain progress
* Delivers project communications and conducts other hospital readiness activities
* Escalates issues to sponsor when necessary
* Reports on project status to key groups and individuals (Sponsor, Steering Committee etc.)
* Ensures the project is initiated against a plan
* Gains buy-in from key stakeholders and keeps their interest and level of involvement throughout the project
* Promotes and drives the culture survey in the ward/unit
* Coordinates data collection
* Facilitates feedback and progress reports to the participating teams.
 |
| Clinical unit staff * Medical
* Nursing
* Allied Health
* Pharmacists
* Ancillary staff
 | * Support and participate in undertaking the culture survey
* Assist with stakeholder involvement throughout project lifecycle
* Collaborate and communicate with other team members around involvement in undertaking the culture survey and subsequent action planning
* Undertake to act on results and develop action plans
 |
| Project extended team | These members provide expertise and guidance regarding specific functions and/ or responsibilities at regular intervals or on an ad hoc basis e.g. HR / OD teams for facilitating feedback sessions / EOC coordinators for staff engagement  |

|  |  |
| --- | --- |
| The role of the CEC  | The CEC will provide support on request. This includes: * the identification of local expertise to support safety culture change initiatives
* support for the Safety Culture Lead in readiness activities such as developing a communication plan, user engagement and timing
* provide resources that can be localised for facility/ward/LHD
* undertake site visits and introductory information sessions
 |