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 |