

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

Project Management

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

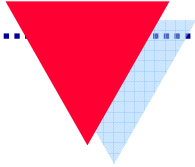
- ◆ suggest project options
- ◆ request additional reports
- ◆ withhold funding
- ◆ disclosures

Project Management (cont)

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)

CHSD team member	Main contact for
Professor Kathy Eagar	
Karen Quinsey, NET leader	NT, WA, Vic
Dave Fildes	NSW, Tas
Kathryn (Kate) Williams	SA, QLD
Luise Lago	
Roger Dunston	
Sheila Matete	

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



University of Wollongong

Centre for Health Service Development (CHSD)



EXCELLENCE INNOVATION DIVERSITY

[UOW Home](#) > [Faculties](#) > [Faculty of Commerce](#) > [CHSD](#)

About CHSD

- What is CHSD?
- Where is CHSD?
- Contacting CHSD
- Who's Who in CHSD
- Annual Reports

CHSD Programs

- Australasian Rehabilitation Outcomes Centre
- Australian Health Outcomes Collaboration
- Palliative Care Outcomes Collaboration
- Australia and New Zealand Health Assessment Methods Network
- Australasian Occupational Science Centre
- Health and Productivity Research Centre

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.

CHSD Research

- Research Themes and Content Area
- Contract Research and Development Projects
- Screening and Assessment Tools
- Caring Communities Program
- Palliative Care Research **NEW**
- Community Care Assessment Project **NEW**
- Publications

Other Links

- Links to related websites
- SNAPshot
- SNAP Report
- Glossary/Acronyms

Site Search

Advanced Search

- ▶ [Site Index \(A-Z\)](#)
- ▶ [Site Map](#)

Direct Links

- ▶ [About the University](#)
- ▶ [Faculties](#)
- ▶ [Research Centres](#)
- ▶ [Library Resources](#)
- ▶ [UoW IT Resources](#)
- ▶ [Events @ UOW](#)
- ▶ [Sydney Business School](#)
- ▶ [Who's Who in Commerce](#)

Virtual Tour



Learn more about student life at UOW through interactive images, sound and video.

[Take the tour](#)



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