**South Island FEI Society - Short-term Project Administrator Expectations**

The Facility Engagement Initiative is anchored in a commitment from each Health Authority, Doctors of BC, and the Ministry of Health to advance physician engagement in the health care system.

Locally, the South Island Facility Engagement Initiative Society (SIFEI) supports grassroots physician-led engagement and quality improvement projects. As physicians are not necessarily trained project managers, having a short-term external Project Administrator support their work can be a key success factor.

This document sets out the expectations for Project Administrators, their Project Leads, and any other organization that may find this information clarifying.

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| **Project Administrator** |
| **Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Estimated # of hours** |  |

It is expected that the Project Administrators will:

* Confirm that their primary employment agreement allows them to take on additional short-term work. This could include reviewing Conflict of Interest documentation and appendices.
* Before they begin working on the SI-FEI project, let their regular employer(s) know that they are taking on a separate, short-term piece of work. They may wish to request written/emailed confirmation from the manager that the short-term contract is understood to be taking place.
* Work outside of any usual hours of employment, e.g. during lunch hours, after hours, weekends;
* Not use any resources provided by their regular employer, e.g. primary work email address, databases, inside knowledge etc.
* Declare any potential conflicts of interest to their primary employer and contracted leader, e.g, attending a meeting that could lead to confusion about which role they are acting in.
* Not include their Island Health credentials on reports or documents.
* Keep private and separate their short-term and regular work.
* Submit invoices with supporting timesheets to projects@southislandmsa.ca on a monthly basis.

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| **Project Lead** |
| **Name** |  |
| **Email Address** |  |
| **Phone Number** |  |
| **Project Name** |  |
| **Estimated project duration** |  |

It is expected that the Project Lead will:

* Ensure the Project Administrator has the information they need to complete their work; and
* Verify the Project Administrator’s timesheets/invoices.

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| **SIFEI Project Manager** |
| **Name** |  |
| **Email Address** |  |
| **Phone Number** |  |

The SIFEI Project Manager will:

* Accept and process the Project Administrator’s invoices;
* Track the project spend and inform the Project Lead and Project Administrator as appropriate,
* Send an email to the Project Lead and Project administrator to trigger the completion and submission of Interim and Final Reports, and
* Follow up with the Project Lead as necessary.