

2017 ALLIED HEALTH WORKPLACE LEARNING (WPL) GRANT PROGRAM

Terms and Conditions

PURPOSE

The Allied Health Team, Professional Practice and Interprofessional Collaboration Portfolio of the Health Education and Training Institute (HETI) provide a central source of leadership and coordination of education and training for the allied health professional workforce. In order to ensure the delivery of high quality evidenced based care, it is vital that allied health professionals continually develop knowledge and skills relevant to their role and area of speciality.

The HETI Allied Health Workplace Learning (WPL) Grant Program aims to provide financial support to groups of Allied Health Professionals (AHPs) and/or Allied Health Assistants (AHAs) seeking to further develop their knowledge and skills through workplace learning opportunities. Aboriginal Health Workers and Practitioners working in an allied health support role will also be included as an allied health professional for the purposes of this grant. Eligible teams of allied health professionals and/or allied health assistants are able to apply for one-off grants of up to **\$4000** to support access to workplace learning opportunities which will enhance their ability to perform in their current role. Additional funding will be available to rural and remote teams. This aims to assist in meeting any further costs associated with location such as travel to the workplace for an educator. In addition to a grant of \$4000, rural based teams may request up to **\$500** extra and remote based teams may request up to **\$1000** extra.

WORKPLACE LEARNING (WPL) GRANT OPPORTUNITIES

WPL is critical in building a capable health workforce through the development of work-specific knowledge and skills. WPL can be formal, informal or learning opportunities, activities or events and can occur individually, within teams or within an organisation. By capturing the everyday activities in the workplace as the principle resource for learning, this grant program aims to capture workplace learning within groups and teams of allied health professionals and/or assistants to help foster ways in which they can learn with and from each other. This grant program will focus on WPL activities that are designed to benefit allied health professionals and/or allied health assistants, not undergraduate or postgraduate students.

Some examples of WPL opportunities/activities this grant can be used for are detailed below

- Onsite training or coaching (e.g. trainer comes to workplace and up-skills a whole team, a consultant is commissioned to work on specific educational areas of need or a department/service/committee seeks funding to run a Professional Development series or educational symposium)
- Projects relating to learning and development
- Shadow Work Placements (funding to send staff across sites to further develop skills, network and have access to clinical expertise and new learning opportunities).

SCOPE

This policy document sets out the mandatory requirements for the implementation of the HETI Allied Health Workplace Learning (WPL) Grants Program for applicants, the application review committee and HETI. The aim is to ensure fairness and transparency is applied in the awarding of grants.

DISTRIBUTION

This document will be made available on the HETI website <http://www.heti.nsw.gov.au/funding/>.

DEFINITIONS

| Term | Definition |
|----------------------------------|--|
| Allied Health Professional (AHP) | NSW Health categorises the following 23 professions as Allied Health Professionals: Art Therapy, Audiology, Counselling, Dietetics & Nutrition, Diversional Therapy, Exercise Physiology, Genetic Counselling, Music Therapy, Nuclear Medicine Technology, Occupational Therapy, Orthoptics, Orthotics & Prosthetics, Pharmacy, Physiotherapy, Play Therapy, Podiatry, Psychology, Radiation Therapy, Radiography, Sexual Assault Workers, Social Work, Speech Pathology, Welfare Officer. Aboriginal Health Workers and Practitioners working in an allied health support role will be included for the purposes of this grant as an allied health professional. |
| Allied Health Assistants (AHA) | Allied Health Assistants are employed under the supervision of an Allied Health Professional who is required to assist with therapeutic and program related activities. |
| Workplace Learning | Workplace Learning is continuing professional development that is stimulated by and occurs through participation in everyday activities within the workplace. |
| Applicant | An Applicant is a team or group of three or more individuals that interact about a common goal and that have influence over one another. A group can develop into a team if it has a coordinated effort to reach a common work related goal. The Applicant must be supported by a Key Contact Person. |
| Key Contact Person | The Key Contact Person is the team leader. They are responsible for submitting the application on behalf of the team. Responsibilities also include notification of changes to the WPL activity, invoices and submitting an evaluation on the WPL activity. |
| Sponsor | The Director of Allied Health*/Pharmacy*/ Radiography*/ Mental Health* (*or equivalent) endorses and sponsors the application. |
| NSW Health | NSW Health includes Local Health Districts, Specialty Health Networks, NSW Ministry of Health, Schedule 3 organisations as per http://www.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html |
| Shadow Work Placement | A Shadow Work Placement involves learning from another professional in their job to advance skills, develop networks, and learn through access to clinical expertise and new opportunities. It can provide an observation and/or hands-on experience to learn new aspects or competencies for professional development, most often at another site within NSW. |
| Workplace | 'Workplace' in this program refers to a facility within NSW Health. |
| Rural and Remote | Rural and Remote refers to areas located outside of major cities defined by official geographical classifications. The Australian Standard Geographical Classification – Remoteness Area (ASGC-RA) system should be used to assist in determining whether you are located in a rural or remote area. Follow the link: http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/content/ra-intro And use the "What is the RA classification of my locality?" to assist. If you are based in a Rural or Remote area you may apply for additional funding. |

ELIGIBILITY

To be eligible to apply for the Program, applications must meet **ALL** of the following criteria:

1. The Applicant requesting the funding is predominantly (at least 60%) Allied Health Professionals (AHP) and/or Allied Health Assistants (AHA)
2. All people in the team are currently employed by NSW Health. Consideration may be given where an established working relationship between NSW Health and non NSW Health team members exists.
3. The team is comprised of three (3) or more people. Each team must have a Key Contact Person.
4. The team is seeking to develop and/or support Workplace Learning (WPL) opportunities which will occur onsite in the workplace (i.e. in Local Health District/Specialty Network facilities)
5. The proposed WPL activities for which the funding is sought are completed by the 30 June 2018.
6. The application is supported by a Sponsor.

HETI reserves the right to reject any application on the following grounds:

1. A request is made for individual funding
2. Any request for the funding of external courses, conferences or post-graduate/tertiary qualifications.
3. Applicant is requesting funding for products which are intended for direct patient care (e.g. patient equipment / clinical equipment / clinical consumables / clinical assessments).
4. Applicant is requesting funding for Information Technology (IT) or audio-visual equipment
5. Applicant is requesting funding for operational activities (e.g. Strategic planning forum)
6. The applicant is requesting funding for an overseas Shadow Work Placement
7. Undeclared or unaddressed conflicts of interest.

Please note, only one application per team will be accepted and applications can only be received from NSW Health employees.

SELECTION CRITERIA

Each eligible application will be assessed on **merit, quality and impact on clinical care** by the Application Review Committee against the following **selection criteria**:

- **Description of proposed WPL activities** (including; detailed plan and clear information e.g. name of education provider, location, timeframes)
- **Justification** based on evidence of why proposed WPL activities are important for the team and how they will improve workplace/clinical practices or patient care outcomes (including; reference to evidenced based practice)
- **Learning objectives** of the proposed WPL activities
- **Evaluation strategy** for the proposed WPL activities (including; purpose, evaluation focus questions, data sources and methods. Medium and Long term evaluation plans will support strength of applications compared to immediate plans only)
- **Description of the budget** (including; specific information, quotations).

FUNDING

The total amount funded, up to a maximum of **\$4000** per application, will depend on available funding. Funds can be used to pay for the WPL opportunity (e.g. speakers) or support the opportunity (e.g. catering, travel and accommodation). Additional funding will be available to rural and remote teams if requested. This aims to assist in meeting any further costs associated with location such as travel to the workplace for an educator. In addition to a grant of \$4000, rural based teams may request up to **\$500** extra and remote based teams may request up to **\$1000** extra.

Submission of application does not guarantee funding. The overall funding available for the 2017 HETI Allied Health Workplace Learning Grant Program is finite, and therefore allocation of funds will be determined on merit against the selection criteria. Utilisation of funds for the backfill of NSW Health AHA/AHPs will only be considered for Shadow Work Placement WPL activities. Requests for backfill will be considered on merit and justification regarding risk to continuity of, and/or patient care outcomes.

Applicants must demonstrate that the WPL opportunity will occur during 2017/2018 and is relevant to their current role within NSW Health through addressing the selection criteria outlined in the application form.

In the event that grant funding does not cover the entirety of the WPL activities proposed, any additional funds will need to be sourced by the applicant, independent from HETI. In this event the applicant should indicate how the gap in funding will be addressed.

Only one application per team will be accepted. Additionally, teams cannot submit multiple applications for the same WPL activity from sub groups of the one team as a strategy to increase potential funding. Multiple applications from the one Key Contact Person will be accepted if the team and topic are different. For example, if the Key Contact Person is the manager of a Pharmacy department then they may submit one application for their department and another application for a team of specialist clinicians across LHDs/Specialty Networks or a different team for example, from the rehabilitation unit. However, the teams must be comprised of different staff.

If required, the Application Review Committee may elect to give preference to teams which have not received funding through the Allied Health Workplace Learning Grant program in 2016/2017, when determining the allocation of funding to applicants.

**Grants are awarded at the absolute discretion of HETI.
The decision is final and there will be no appeal mechanism.**

DELAYS OR TERMINATION

If the activity is delayed or postponed to a date after 30th June 2018, the applicant must advise the HETI Allied Health team, Professional Practice and Interprofessional Collaboration Portfolio of the updated details **within seven days**. The team will then determine whether changes to the grant are required. If circumstances change and the activity is cancelled, the applicant must advise HETI **immediately**. Any funding provided must be reimbursed back to HETI if the proposed workplace learning activities will not take place.

A grant may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of HETI, the recipient fails to meet the terms of the grant funding. If the grant is terminated or suspended as above, all grant funds must be returned to HETI **within four weeks** of the suspension or termination.

REPORTING

Teams are required to outline an evaluation plan for the WPL activity being undertaken within their application. For successful applications, there is a requirement that the Applicant completes an evaluation report for HETI upon the completion of the WPL activities.

Evaluation reports may be used as part of the evaluation of the effectiveness of the WPL program itself and the effectiveness of the training conducted using the HETI funds.

ROLES AND RESPONSIBILITIES

Eligible Applicant

Eligible Applicants are required to submit a **completed application by email by the advertised closing date**. This should include:

- A completed application form including:
 - Contact details
 - Amount requested
 - Statements against the selection criteria
 - Cost centre information and endorsement from cost centre manager
 - Sponsor endorsement from Director of Allied Health (or equivalent)
 - Key Contact Person declaration (including signature and date).

Late or incomplete applications will not be accepted.

Successful applicants are required to:

- Accept the grant funding offer within the designated timeframe as outlined in the letter of offer. **Failure to indicate acceptance of the offer by the designated timeframe will result in the grant funding not being awarded**
- Declare in their acceptance that they will use the grant funding for the purposes agreed upon and meet the conditions outlined in the letter of offer
- Comply with the reporting requirements as outlined above.

Health Education and Training Institute (HETI)

HETI is required to:

- Fund HETI Allied Health Workplace Learning (WPL) Grant Program
- Provide information regarding the WPL Grant Program Terms and Conditions, Frequently Asked Questions and application dates on the HETI website
- Process applications received for the WPL Grant Program
- Acknowledge receipt of applications via email
- Conduct an initial assessment of applications to identify eligible applicants
- Convene the Application Review Committee
- Notify applicants if they have been successful or unsuccessful in obtaining a grant through the program by the designated dates
- Send the approved funds to successful applicants as outlined in the Terms and Conditions
- Collect data on the applications to inform training needs and publish a list of successful applications. Data may also be used for evaluation purposes of the program.

Application Review Committee

The Application Review Committee is required to:

- Review all eligible applications received for the program
- Ensure fairness and consistency is applied to decision making around awarding of funds
- Determine outcome of each application based on merit and quality assessed against the selection criteria as outlined in the terms and conditions.

ALLIED HEALTH WORKPLACE LEARNING GRANT PROGRAM TIMELINE – 2017

| Event | Date |
|---|----------------------------|
| Grant funding applications open | Friday 21 April 2017 |
| Grant funding applications close | Friday 26 May 2017 |
| Applications reviewed and Application Review Committee meets to assess applications | 29 May – 30 June 2017 |
| Applicants notified of outcome via email | Monday 3 July 2017 |
| Intra-health invoice raised by the cost centre manager | by COB Friday 28 July 2017 |

2017 ALLIED HEALTH WORKPLACE LEARNING GRANT PROGRAM

Frequently Asked Questions

1. Why team based grant program and not an individual scholarship program?

In 2014, the previously run HETI Allied Health Scholarship Program was reviewed. It was determined that a shift from funding individuals to funding groups or teams would maximize the benefits of allocated funds and support increasing the capability of the allied health professional (AHP) and/or Allied Health Assistant (AHA) workforce. By funding activities within the workplace, it is envisaged that education and training will be more accessible for AHPs and AHAs in Local Health Districts and Specialty Networks. The HETI Allied Health Workplace Learning Grant Program ran for the fourth time in 2016/2017. The program has proved to be highly successful with over 650 grants being funded. Within these grants over 7,000 allied health professionals/assistants working in teams have accessed training and education.

2. What is Work Place Learning (WPL)?

WPL is critical in building a capable health workforce through the development of work-specific knowledge and skills. WPL can be formal, informal or incidental learning opportunities, activities or events and can occur individually, within teams or within an organisation. By capturing the everyday activities in the workplace as the principle resource for learning, this grant program aims to capture workplace learning within groups and teams of allied health professionals and/or assistants to help foster ways in which they can learn with, about and from each other.

3. What can the Grant funding be used for?

Some examples of WPL opportunities/activities this grant can be used for are:

- Onsite training or coaching (e.g. trainer comes to workplace and up-skills a whole team, a consultant is commissioned to work on specific educational areas of need or a department/service/committee seeks funding to run a Professional Development series or educational symposium)
- Projects relating to learning and development
- Shadow Work Placements (funding to send staff across sites to further develop skills, network and have access to clinical expertise or new learning opportunities).

4. Can it be used to fund student activities?

This grant program will focus on workplace learning activities that are designed to benefit allied health professionals and/or allied health assistants. While undergraduate students on clinical placement may incidentally benefit from proposed workplace learning activities, it is important to note that students are not the target beneficiary of these grants.

5. What is excluded from the Grant funding?

Funding is not for individuals, external courses, conferences or post-graduate/tertiary qualifications. It is also not for products which are intended for direct patient care (e.g. – patient equipment / clinical equipment / clinical consumables / clinical assessments). It cannot be used to fund IT or audio-visual equipment, overseas Shadow Work Placements or operational activities (e.g. Strategic planning forum).

6. How much funding can each team apply for?

Eligible teams of allied health professionals and/or allied health assistants are able to apply for one-off grants of up to **\$4000** to support access to workplace learning opportunities which will enhance their ability to perform in their current role. Additional funding will be available to rural and remote teams if requested. This aims to assist in meeting any further costs associated with location such as travel to the workplace for an educator. In addition to a grant of \$4000, rural based teams may request up to **\$500** extra and remote based teams may request up to **\$1000** extra.

7. Who is eligible to apply for the Grant funding?

To be eligible to apply for the Program, applications must meet ALL of the following criteria:

1. The Applicant requesting the funding is predominantly (at least 60%) Allied Health Professionals (AHP) and/or Allied Health Assistants (AHA)
2. All people in the team are currently employed by NSW Health. Consideration may be given where an established working relationship between NSW Health and non NSW Health team members exists.
3. The team is comprised of three (3) or more people. Each team must have a Key Contact Person.
4. The team is seeking to develop and/or support Workplace Learning (WPL) opportunities which will occur onsite in the workplace (i.e. in Local Health District/Specialty Network facilities)
5. The proposed WPL activities for which the funding is sought are completed by the 30 June 2018.
6. The application is supported by a Sponsor.

Please note only one application will be accepted per team.

8. What are the selection criteria?

Each eligible application will be assessed on **merit, quality and impact on clinical care** by the Application Review Committee against the following **selection criteria**:

- **Description of proposed WPL activities** (including; detailed plan and clear information e.g. name of education provider, location, timeframes)
- **Justification** based on evidence of why proposed WPL activities are important for the team and how they will improve workplace/clinical practices or patient care outcomes (including; reference to evidenced based practice).
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- **Description of the budget** (including; specific information, quotations)

9. How do I apply?

Complete the application form found on the website – <http://www.heti.nsw.gov.au/funding/>
Submit the completed application form to HETI-Scholarships@health.nsw.gov.au

10. What about the small print?

- i. Only complete applications containing all relevant documentation will be considered.
- ii. Applications close COB on **Friday 26 May 2017**. No incomplete or late applications will be accepted.

11. How will the Grant funding be awarded?

An Application Review Committee will be convened to consider all eligible applications. All eligible applications will be considered on merit against the selection criteria. Grants are awarded at the absolute discretion of HETI. The decision is final and there will be no appeal mechanism.

The Application Review Committee will look favourably on applicants where education or training is aligned to the NSW Health State Plan or other relevant strategic documents. Discipline specific acronyms should be avoided to assist the committee.

11. When will I hear if I have been successful?

All applicants will be notified of the outcome by email on **Monday 3rd July 2017**.

12. When will the scholarship funding be distributed?

Once successful applicants have been notified, an intra-health invoice will need to be raised by the cost centre manager by COB Friday 28 July 2017. Successful applicants will receive payment of grant funding in July/August 2017.

13. What happens if there is a delay or the funding has to be terminated?

If the activity is delayed or postponed to a date after 30th June 2018, the applicant must advise the HETI Allied Health – Professional Practice and Interprofessional Collaboration Portfolio of the updated details **within seven days**. The team will then determine whether changes to the grant are required. If circumstances change and the activity is cancelled, the applicant must advise HETI **immediately**. Any funding provided must be reimbursed back to HETI if the proposed workplace learning activities will not take place.

A grant may be suspended or terminated at any time during its currency, either at the recipient's request or, if in the opinion of HETI, the recipient fails to meet the terms of the grant funding. If the grant is terminated or suspended as above, all grant funds must be returned to HETI **within four weeks** of the suspension or termination.

15. Who can I contact for more information?

Find more information on the HETI website <http://www.heti.nsw.gov.au/Funding/> If you have any questions, feel free to contact the allied health team:

Email: HETI-Scholarships@health.nsw.gov.au

Maria Berarducci

Senior Program Manager

(02) 9844 6504

Sue Steele-Smith

Senior Program Officer

(02) 9844 6161

Alice Robinson

Senior Program Officer

(02) 9844 6151