

2020 ALLIED HEALTH WORKPLACE LEARNING PROFESSIONAL DEVELOPMENT (WPLPD) PROGRAM

TERMS AND CONDITIONS

PURPOSE

The HETI Allied Health Workplace Learning Professional Development (WPLPD) 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 for the purposes of this grant.

The applications for this Program will be coordinated by the Director of Allied Health (DAH) for each Local Health District (LHD) or Specialty Health Network (SHN). Each Director of Allied Health will be provided with an estimated budget amount based on the FTE of Allied Health staff in the LHD or SHN, rurality and funding available from HETI.

WORKPLACE LEARNING PROFESSIONAL DEVELOPMENT (WPLPD) PROGRAM OPPORTUNITIES

Workplace learning (WPL) is critical in building a capable health workforce through the development of work-specific knowledge and skills. WPL can be formal or informal learning opportunities, activities or events and can occur within teams/groups or within an organisation. For support of activities involving allied health groups from more than one district or network please see the 2020 Allied Health Cross Boundary Grant Program.

The WPLPD program will focus on professional development activities that:

- Are workplace and team based
- Focus on improvement or a change to workplace or clinical practice
- Are linked to local unmet needs of teams and workplaces
- Demonstrate value for money, eg benefitting as many AHPs as possible

District and Network submissions would be expected to include where possible a combination of:

- Workplace learning activities, inclusive of Allied Health in Mental Health, Community, Pharmacy and Medical Imaging where appropriate
- Implementation of current research and/or evidence based practice

Funding for online training will be considered if applicants are able to identify a local need and can demonstrate how the online training facilitates workplace learning and benefits the team. There should be an interactive (face-to-face or virtual) component to the training.

Funding for subscriptions for educational teaching software will be considered if applicants are able to identify a local need and are able to demonstrate how the subscription facilitates workplace learning and benefits the team. There should be an interactive (face-to-face or virtual) component to the training plan and applications should also address the sustainability of the learning after grant funding runs out. Funding will not be considered for journal subscriptions.

DISTRIBUTION

This document will be made available on the HETI website

<https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/scholarships-and-grants>.

DEFINITIONS

TERMS	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.
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.
Key Contact Person	The Key Contact Person is responsible for submitting the application on behalf of the group. Responsibilities also include notification of changes to the CB activity, invoices and submitting an evaluation on the CB activity.
NSW Health Districts and Networks	NSW Health includes Local Health Districts, Specialty Health Networks, Schedule 3 organisations as per http://www.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html
Allied Health Director (AHD)	The Allied Health Director is the Allied Health Director for the whole district or network and is a member of the Allied Health Director Advisory Network. The AHD is responsible for completing the submission form in consultation with relevant Directors of Pharmacy, Medical Radiation Sciences and Mental Health. See Table 1 for contact details
NSW Health Districts and Networks	NSW Health includes Local Health Districts, Specialty Health Networks, Schedule 3 organisations as per http://classic.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html
Workplace	'Workplace' in this program refers to a facility within NSW Health.

ELIGIBILITY

To be eligible to apply for the Program, the proposed activity will:

1. Seek to develop and/or support Workplace Learning (WPL) opportunities which will occur onsite in the workplace (i.e. in Local Health District/Specialty Health Network facilities)
2. Focus on improvement or a change to workplace or clinical practice
3. Link to current local unmet needs of teams and workplaces
4. Demonstrate value for money, eg benefitting as many AHPs as possible
5. Be completed by the 30 June 2021.
6. If WPLPD activity involves an external presenter/facilitator, a current up to date quote for the training activity or event must be attached in the submission.

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

1. A request is made for individual funding.
2. Applicant is requesting funding for the receipt of regular formal supervision or coaching (e.g. individual or group)
3. Applicant is requesting funding for:
 - a. products which are intended for direct patient care (e.g. patient equipment / clinical equipment / clinical consumables / clinical assessments)
 - b. purchase of educational tools, products or equipment
 - c. Information Technology (IT), software or hardware or audio-visual equipment.
 - d. operational activities (e.g. strategic planning forum)
 - e. staff backfill for time to prepare educational materials and/or develop training programs for other staff
4. Undeclared or unaddressed conflicts of interest.

APPLICATION PROCESS

1. Key contact person prepares a workplace learning professional development application.
2. Key contact person submits their application to their Director of Allied Health (DAH) using the HETI application form, before Monday 25 May 2020.
3. Each application will then be prioritised by the DAH, in consultation with relevant stakeholders (eg: Directors of Pharmacy, Medical Imaging, Mental Health, Community Service) based on local priorities.
4. The DAH completes their submission form with applications attached, from their district or network and emails to HETI Allied Health via the Scholarships email by 26 June 2020.

Note: Applications for 2020 will need to be submitted via email by the DAH and not online as previously.

TABLE 1: DISTRICT AND NETWORK DIRECTORS OF ALLIED HEALTH

DISTRICT OR NETWORK	DAH NAME	DAH CONTACT DETAILS
Central Coast	Jenny Martin	jenny.martin@health.nsw.gov.au
Hunter New England	Kim Nguyen	kim.nguyen@health.nsw.gov.au
Illawarra Shoalhaven	Sue Fitzpatrick	sue.fitzpatrick@health.nsw.gov.au
Justice Health, Forensic Mental Health Network	Kath Jones	katherine.jones6@health.nsw.gov.au
Far West	Rebecca Smith	rebecca.smith7@health.nsw.gov.au
Murrumbidgee	Tegan Reid	tegan.reid@health.nsw.gov.au
Mid North Coast	Sara Shaughnessy	MNCLHD-AHIC@health.nsw.gov.au
Nepean Blue Mountains	Kevin Hedge	kevin.hedge@health.nsw.gov.au
Northern Sydney	Julia Capper	julia.capper@health.nsw.gov.au
Northern NSW	Vicki Rose	vicki.rose@health.nsw.gov.au
Sydney	Sarah Whitney	sarah.whitney@health.nsw.gov.au
Sydney Children's Hospital Network	Ruth Baker	ruth.baker@health.nsw.gov.au
South Eastern Sydney	Claire O'Connor	claire.OConnor@health.nsw.gov.au
Southern NSW	Lou Fox	lou.fox@health.nsw.gov.au
South Western Sydney	Sue Colley	sue.colley@health.nsw.gov.au
St Vincent's Health Network	Margaret Lazar	margaret.lazar@svha.org.au
Western Sydney	Jacqueline Dominish	jacqueline.dominish@health.nsw.gov.
Western NSW	Richard Cheney	richard.cheney@health.nsw.gov.au

FUNDING

Each WPLPD activity application will not have a budget limit, however the LHD/SHN will have a submission budget limit. This submission budget limit will be determined by FTE of Allied Health staff and available funding. The aim of this limit is to increase the equity of access across the state. Funds can be used to pay for the WPLPD opportunity (e.g. speakers, venue) or support the opportunity (e.g. catering, travel and accommodation). Rural LHDs or LHDs with rural staff will have a proportionally larger submission limit to assist in meeting any further costs associated with location such as travel to the workplace for an educator.

Submission of request does not guarantee funding. The overall funding available for the 2020 HETI Allied Health Workplace Learning Professional Development Program is finite, and therefore allocation of funds will be determined by local priorities that meet the eligibility criteria. For any educational event requiring the external facilitation of a trainer or educator, a quote must be attached to the application form.

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

SUBMISSION CHANGE

If circumstances change and any of the successful applications are not able to run, the DAH must advise HETI. The funds allocated to this application can be reallocated after consultation with the HETI Allied Health team, Professional Practice and Interprofessional Collaboration Portfolio.

EVALUATION REPORTING

There is a requirement that the key contact person for each activity completes an evaluation report for HETI upon the completion of the WPLPD activity and submits to HETI by 31st July 2021.

Evaluation reports will be used as part of the evaluation of the effectiveness of the WPLPD program itself and the effectiveness of the training conducted using the HETI funds. A summary report will be sent to the Director of Allied Health from each district and network, outlining the outcomes of the funded training for their district or network.

ALLIED HEALTH WORKPLACE LEARNING PROFESSIONAL DEVELOPMENT PROGRAM TIMELINE – 2020

EVENT	DATE
Workplace Learning Professional Development Program applications open	Thursday 26 March 2020
Local Application closing date	Friday 22 May 2020
Local application decisions made	From Monday 25 May 2020
The Director of Allied Health emails submission for their district or network including prioritisation to HETI Allied Health via the Scholarships email before	Friday 26 June 2020
Submissions reviewed and assessed by HETI Review Committee	Monday 20 July 2020
Notification of submission outcome	Monday 27 July 2020
Intra-health invoice raised by Director of Allied Health or delegate before	Monday 24 August 2020

Who can I contact for more information?

Find more information on the HETI website <https://www.heti.nsw.gov.au/Placements-Scholarships-Grants/scholarships-and-grants>

If you have any questions, feel free to contact the HETI allied health team: Email: HETI-Scholarships@health.nsw.gov.au

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