

# 2023 Allied Health Workplace Learning (WPL) Program

## Terms and Conditions

### PURPOSE

The HETI Allied Health Workplace Learning (WPL) 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.

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 occur within teams/groups of AHPs and AHAs in the workplace.

### GRANT STREAMS

The WPL Program has two streams:

- The *Workplace Learning Professional Development Stream* supports workplace-based learning within Local Health Districts (LHD) and Speciality Health Networks (SHN)
- The *Cross Boundary Grant Stream* supports professional development for groups of allied health from more than one health district or network

#### WORKPLACE LEARNING PROFESSIONAL DEVELOPMENT (WPLPD) STREAM

The WPLPD stream has a focus on professional development activities that:

- Are workplace and team based within one LHD or SHN
- Focus on improvement or a change to workplace or clinical practice
- Are linked to local unmet training needs of teams and workplaces
- Demonstrate value for money (e.g., benefitting as many AHPs as possible)
- Are a priority learning need for the LHD or SHN

#### CROSS BOUNDARY (CB) GRANT STREAM

The CB stream has a focus on cross boundary professional development that:

- Addresses common learning needs across the state
- Facilitates increased communication and collaboration across NSW
- Enables a state-wide change in practice
- Facilitates consistent learning across many AHPs within a professional group
- May address specialist or complex learning needs that are only dealt with by a small number of clinicians across the state

## COVID SAFE TRAINING OPTION

All applications in 2023 must include a virtual or Covid safe delivery option.

## ONLINE LEARNING

There are a growing number of online learning options available. The intent of the WPL program is for group learning in the workplace rather than individual training. This approach supports group interaction and putting tailored learnings into practice in the workplace. Virtual classrooms or workshops can be included.

A Virtual workshop is a structured live, online classroom style delivery method for training and professional development. For example, training where the presenter is online and presenting tailored to the one specific workplace group gathered either physically in one place or across a few workplace sites. An example could be a presenter online in Sydney and small groups of allied health at Orange, Bathurst, and Mudgee.

Individual registrations for online learning are not eligible within this grant program. For example, several staff from the same workplace group, enrolling in the same online course. This is like individual registrations for a course, which is not eligible in this grant program. To maximise workplace learning, training that is open to external registrations (ie outside the NSW Health workplace) will not be eligible, as it is not tailored specifically for the applying workplace group.

## TRAINING CONSIDERATIONS

Funding for the purchase of educational tools, excluding teaching software, products or equipment may be considered in consultation with the Allied Health team at HETI.

Training requests that include delivery by a current NSW Health employee, (where state-wide training is not part of their role or award) will be assessed on a case-by-case basis. It is not the intention of the program for NSW Health departments or individuals to be paid to deliver training to other NSW Health departments or colleagues. In this instance, please contact the Allied Health team at HETI to discuss requirements of registered ABN, approved secondary employment and potential conflict of interest that may exist where the presenter is already an employee of NSW Health.

**Please contact the Allied Health team at HETI to discuss any of these training considerations prior to submission.**

## ALLIED HEALTH WORKPLACE LEARNING PROGRAM TIMELINE – 2023

Event	Date
Workplace Learning Program applications open for both professional development and cross boundary streams	Friday 14 July 2023
Grant funding applications close for both streams	Friday 4 August 2023
Eligible applications emailed to each Allied Health Director for local prioritisation.	Friday 18 August 2023
Allied Health Director submission form due to HETI by	Friday 22 September 2023
Cross Boundary submissions reviewed and assessed by HETI Review Committee	September 2022
Notification of submission outcomes for both streams	October 2023
Intra-health invoice raised by Director of Allied Health or delegate	November 2023
<ul style="list-style-type: none"> <li><b>Late submissions cannot be included</b></li> </ul>	

## ONLINE APPLICATION PROCESS

In 2023 the applications for both programs will be through MyHETIconnect. If you do not already have an account/profile you will be prompted to create one. Once created this profile can be used for any HETI scholarships and grants that are available both this year and in future years.

Some points related to setting up your profile:

- The system will ask for your DOB, this is to allow a password reset if needed in the future.
- You can choose to enter either your home or work address
- You will be asked if you are an Australian Citizen or Permanent Resident (this is a requirement for other HETI grants, so needs to be included, even though it is a not a requirement for these grants)
- You will be prompted to create a password
- You will only need to complete this registration once

Once your registration is complete, the system will connect you to a page with all currently open HETI grants and scholarships. You will find both the Cross Boundary and Workplace Learning application forms in this list once the program opens.

The online forms will prompt you to upload a quote or supporting documentation for your budget. If a quote is not applicable you will need to upload other supporting documentation in this section e.g., email from presenter

**Please note:** Only one application per person per grant program can be submitted in this new process

**TABLE 1: DISTRICT AND NETWORK DIRECTORS OF ALLIED HEALTH 2023**

District or Network	AHD name	AHD contact details
Central Coast	Georgina Rosee	Georgina.rosee@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	Jennifer Culph	Jennifer.culph@health.nsw.gov.au
Far West	Melissa Welsh	melissa.welsh@health.nsw.gov.au
Murrumbidgee	Emma Field	Emma.field@health.nsw.gov.au
Mid North Coast	Jill Wong or Kate Meredith	MNCLHD-AHIC@health.nsw.gov.au
Nepean Blue Mountains	Karen Arblaster	karen.arblaster@health.nsw.gov.au
Northern NSW	TBC	
Northern Sydney	Julia Capper	julia.capper@health.nsw.gov.au
Sydney	Sarah Whitney	sarah.whitney@health.nsw.gov.au
Sydney Children's Hospital Network	Bobbi Henaou Urrego	Bobbi.henaourrego@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.au
Western NSW	Angela Firth	Angela.firth@health.nsw.gov.au

## DEFINITIONS

Terms	Definition
<b>Allied Health Professional (AHP)</b>	<p>NSW Health categorises the following 23 professions as Allied Health Professionals:</p> <p>Art Therapy, Audiology, Counselling, Dietetics &amp; Nutrition, Diversional Therapy, Exercise Physiology, Genetic Counselling, Music Therapy, Nuclear Medicine Technology, Occupational Therapy, Orthoptics, Orthotics &amp; Prosthetics, Pharmacy, Physiotherapy, Play Therapy, Podiatry, Psychology, Radiation Therapy, Radiography, Sexual Assault Workers, Social Work, Speech Pathology, Welfare Officer</p> <p>Aboriginal Health Workers and Practitioners working in an allied health support role will be included for the purposes of this grant</p>
<b>Allied Health Assistants (AHA)</b>	Allied Health Assistants are employed under the supervision of an Allied Health Professional who is required to assist with therapeutic and program related activities
<b>Key Contact Person</b>	The Key Contact Person is responsible for submitting the application on behalf of the group. Responsibilities also include notification of changes to the WPL activity, invoices and submitting an evaluation on the WPL activity
<b>Allied Health Director (AHD)</b>	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
<b>NSW Health Districts and Networks</b>	<p>NSW Health includes Local Health Districts, Specialty Health Networks, Schedule 3 organisations as per <a href="http://classic.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html">http://classic.austlii.edu.au/au/legis/nsw/consol_act/hsa1997161/sch3.html</a></p> <p>These grants are not available for pillar organisations</p>
<b>Rural and Remote</b>	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: <a href="http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/content/ra-intro">http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/content/ra-intro</a>
<b>Workplace</b>	'Workplace' in this program refers to a facility within NSW Health

## WORKPLACE LEARNING PROFESSIONAL DEVELOPMENT (WPLPD) STREAM OPPORTUNITIES

Eligible teams of allied health professionals and/or 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 is available to rural and remote teams. Rural based teams may request up to \$500 extra and remote based teams may request up to \$1000 extra, in addition to a grant of \$4000. This aims to assist in meeting any further costs associated with location, such as travel to the workplace for an educator.

Application requests greater than this amount may be considered and must have preapproval for support to submit from the district or network Allied Health Director. Once this has been obtained, please contact HETI to discuss prior to submission of application.

The applications for this Program will be coordinated by the Allied Health Director (AHD) for each LHD or SHN. Each Allied Health Director 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.

Districts and Networks would be encouraged to consider within their range of applications where possible:

- 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

### ELIGIBILITY

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

- Seek to develop and/or support Workplace Learning (WPL) opportunities which will occur onsite in the workplace (i.e., in LHD/SHN facilities) unless there is a specific justification to be off site
- Focus on improvement or a change to workplace or clinical practice
- Link to current local unmet training needs of teams and workplaces
- Support a group of three or more people, predominantly (at least 75%) AHPs and/or AHAs.
- Demonstrate value for money (e.g., benefitting as many AHPs as possible)
- Be completed by the 30 June 2024
- Include a current up to date quote for the training activity or event in the submission, if WPLPD activity involves an external presenter/facilitator
- Include a description of how the training could occur in a virtual and/or Covid safe way if required.

### HETI will reject any application on the following grounds:

- A request is made for individual funding. This includes individual enrolment or registration for online or face-to-face courses, TAFE courses or conferences. This includes groups of staff enrolling in an online course at the same time.
- Applicant is requesting funding for the receipt of any form of supervision, mentoring or coaching (e.g., individual or group)
- Applications requesting more than \$4000/\$4500 (see above) without written preapproval from the district or network Allied Health Director and consultation with HETI.
- Applicant is requesting funding for:
  - products which are intended for direct patient care (e.g., patient equipment / patient treatment/ clinical equipment / clinical consumables / clinical assessments/ clinical programs)
  - Information Technology (IT) hardware and/or audio-visual equipment. Software or licences for learning management platforms e.g., Moodle
  - subscriptions for educational teaching software
  - journal subscriptions

- operational activities including:
  - strategic planning forums
  - implementation of guidelines
  - framework development
- any staff backfill costs
- development of education and training packages, courses, or resources
- 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

- Description of proposed WPL activity (including detailed plan and purpose of the activity. Clear information on name of education provider, audience, location, and timeframes. Include a training outline where possible)
- Description of how this activity meets your district or network priorities or local criteria provided by the Allied Health Director for your district or network
- Description of how this workplace learning activity will improve clinical/workplace practices or patient care
- Description of how this workplace learning activity will link to current unmet needs for your team and workplace
- Description of how this workplace learning activity will demonstrate value for money
- Description of what this training might mean for Aboriginal and Torres Strait Islander people
- Evaluation strategy for the proposed WPL activity (including purpose, evaluation focus questions, data sources, methods, and dissemination)
- Description of the budget including specific information on all items requested, quotations are essential

## APPLICATION PROCESS

- Key contact person prepares a workplace learning professional development application
- Key contact person submits their application using the online MyHETIconnect, before Friday 4 August 2023
- Eligible applications will be emailed to AHD by HETI on Friday 18 August 2023 for prioritising, in consultation with relevant stakeholders (e.g.: Directors of Pharmacy, Medical Imaging, Mental Health, Community Service) based on local priorities
- The AHD completes their submission form from their district or network and emails to HETI Allied Health via the Scholarships email by 22 September 2023

## FUNDING

Each WPLPD activity application has an individual grant limit (see above) however the LHD/SHN will also have a submission budget limit. This submission budget limit will be determined by the 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. travel and accommodation). Rural LHDs or metropolitan LHDs with rural staff will have a proportionally larger submission budget 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 2023 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 the training is not able to be delivered, the contact person must advise HETI. The funds allocated to this application may be reallocated if appropriate and 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 30 July 2024.

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 Allied Health Director from each district and network, outlining the outcomes of the funded training for their district or network.

## **INVOICE PROCESS**

Following the notification of successful grant applicants. The Allied Health Director for each district and network will be asked to raise one invoice that includes all the funds being transferred from HETI to the individual districts and networks. Once this occurs, applicants can use local finance processes to access and pay expenses included as part of the grant.

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## CROSS BOUNDARY (CB) GRANT STREAM OPPORTUNITIES

The Cross Boundary Grant Program was established in response to a need identified through the Workplace Learning Grant Program for professional development for groups of allied health from more than one district or network.

Eligible groups of allied health professionals and/or assistants can apply for one-off grants of up to \$4000 to support access to group learning opportunities which will enhance their ability to perform in their current role. Aboriginal Health Workers and Practitioners working in an allied health support role will be included for the purposes of this grant.

Additional funding is available for groups that include AHPs and AHAs from rural and remote areas. To qualify for the additional funding, there must be a minimum of 50% rural participants attending the educational event. Eligible groups may request up to \$500 extra in addition to the maximum available grant of \$4000. This aims to assist in meeting any further costs associated with location, such as travel for the presenter or the participants.

Some examples of cross boundary opportunities/activities this grant can be used for are detailed below:

- Training workshops relevant to state-wide groups, both discipline specific and multidisciplinary interest groups
- Training that could impact many departments to facilitate a state-wide change in practice
- Training workshops relevant to groups of AHP with an existing working relationship from more than one district/network that have a common training need because of this working relationship.

### ELIGIBILITY

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

- The group requesting the funding is predominantly (at least 75%) Allied Health Professionals (AHP) and/or Allied Health Assistants (AHA) with representation from more than one district/network
- All people in the group are currently employed by NSW Health. Consideration may be given where an established working relationship between NSW Health and non-NSW Health group members exists.
- The group is comprised of three (3) or more people. Each group must have a Key Contact Person.
- The proposed CB activity for which the funding is sought will be completed by 30 June 2023.
- If the CB activity involves an external presenter/facilitator, a current up to date quote for the training activity or event must be attached in the application.
- Includes a description of how the training could occur in a Covid safe way if required.
- The application is supported by the Director of Allied Health from the contact persons district or network.



### HETI will reject any application on the following grounds:

- A request is made for individual funding. This includes individual enrolment or registration for online or face-to-face courses, TAFE courses or conferences. This includes groups of staff enrolling in an online course at the same time.
- Any request for the hosting or funding of external courses, conferences, post-graduate/tertiary qualifications, or courses that require a formal assessment and result in a qualification or certification (e.g., ClinCAT, LSVT, Montreal MOCA).
- Applicant is requesting funding for:
  - the receipt of any form of supervision, mentoring or coaching (e.g., individual or group)
  - professional development for the primary purpose of meeting registration requirements (e.g., Psychology supervision training)
  - products which are intended for direct patient care (e.g., patient equipment /patient treatment/ clinical equipment / clinical consumables / clinical assessments/clinical programs)
  - subscriptions for educational teaching software
  - Information Technology (IT) hardware or audio-visual equipment. Software or licences for learning management platforms e.g., Moodle
  - journal subscriptions
  - operational activities including:
    - strategic planning forums
    - implementation of guidelines
    - framework development
  - staff backfill for time to prepare educational materials and/or develop training programs for other staff.
  - any staff backfill costs
  - development of education and training packages, courses, or resources
- Undeclared or unaddressed conflicts of interest

Please note, only one application or activity per group will be accepted and applications can only be received from NSW Health employees. This includes only one application per network or advisory group.

## 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 CB activity (including detailed plan and purpose of the activity. Clear information on name of education provider, audience, location, and timeframes. Include a training outline where possible)
- Description of existing working relationship between the group members. Include frequency of working together and reason for connection.
- Justification based on evidence of why proposed cross boundary activity is important for the cross boundary group and the positive improvement to workplace/clinical practices or patient care outcomes (including; reference to EBP, literature, data and/or links to NSW Health documents). Consider how the training would change current practice
- Learning objectives of the proposed cross boundary activity. This should be specific and measurable and where appropriate linked to the evaluation (for example - “Participants will have the skills to identify, discuss and develop continence strategies for children who have developmental delays who have not achieved bowel and or urinary continence in first line treatment”)
- Description of what this training might mean for Aboriginal and Torres Strait Islander people

- Evaluation strategy for the proposed cross boundary activity (including purpose, evaluation focus questions, data sources and methods). Medium and long term evaluation plans (example evaluation survey or focus questions and/or sustainability considerations) will support strength of applications compared to immediate plans only
- Description of the budget including a statement regarding value for money, specific information on all items requested, quotations are essential

## APPLICATION PROCESS

- Key contact person prepares a cross boundary application
- Key contact person gains written endorsement via email from their local district or network Allied Health Director (AHD)
- The key contact person then submits both the application form and the AHD endorsement using the online MyHETIconnect, before Friday 4 August 2023
- The contact person will receive an email from HETI, acknowledging the submission

## FUNDING

The total amount funded, up to a maximum of \$4000 (inclusive of GST) per application, will depend on available funding. Funds can be used to pay for the CB opportunity (e.g., speakers) or support the opportunity (e.g. catering, travel and accommodation). Additional funding is available for groups that include AHPs and AHAs from rural and remote areas. To qualify for the additional funding, there must be a minimum of 50% rural participants attending the educational event who would benefit from the additional funding. Eligible groups may request up to \$500 extra in addition to the maximum available grant of \$4000. This aims to assist in meeting any further costs associated with location, such as travel for the presenter or the participants.

Submission of application does not guarantee funding. The overall funding available for the 2023 HETI Allied Health Cross Boundary Grant Program is finite, and therefore allocation of funds will be determined on merit against the selection criteria. For any educational event requiring the external facilitation of a trainer or educator, a quote must be attached to the application form.

If grant funding does not cover the entirety of the proposed CB activity, additional funds will need to be sourced by the applicant, independent from HETI. In this event it is necessary for the applicant to indicate how the gap in funding will be addressed. If the funding gap is not addressed, the application will not be considered for funding.

Only one application per group will be accepted. This includes only one application per network or advisory group or subgroup. Additionally, groups cannot submit multiple applications for the same CB activity from sub-groups of the one team as a strategy to increase potential funding. The composition of the group must be clearly outlined in the application form. Multiple applications from the one Key Contact Person will not be accepted.

Priority may be given to groups who have not been previously received funding for a Cross Boundary grant.

**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 2024, the Key Contact Person must advise the HETI Allied Health Unit, Professional Practice and Interprofessional Collaboration Portfolio of the updated details within seven days. HETI will 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, all grant funds must be returned to HETI within four weeks of the suspension or termination.

## EVALUATION REPORTING

Groups are required to outline an evaluation plan for the CB activity being undertaken within their application. For successful applications, there is a requirement that the Key contact person completes an evaluation report for HETI upon the completion of the CB activities and submits to HETI by 30 July 2024.

Evaluation reports may be used as part of the overall evaluation of the effectiveness of the CB Program and/or the effectiveness of the training conducted using the HETI funds.

## INVOICE PROCESS

Following the notification of successful grant applicants. The contact person for each grant will be asked to raise an intrahealth or iProcurement invoice so that the funds can be transferred from HETI to the nominated cost centre. Once this occurs, applicants can use local finance processes to access and pay expenses included as part of the grant.

## 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 by email: [HETI-Scholarships@health.nsw.gov.au](mailto:HETI-Scholarships@health.nsw.gov.au)

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