UNDER REVIEW

Continuing Professional Development and Education Grant Applicant Guidelines

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Health Network Northern Territory Ltd operating as Northern Territory PHN ● ABN 17 158 970 480

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Continuing Professional Development and Education Grant

Rural Workforce Agency Northern Territory (RWA NT) recognises ongoing continuing professional development (CPD) is essential for health professionals to maintain and enhance their knowledge and skills and supports quality service delivery to clients and the community. CPD is also essential in ensuring health professionals can maintain their professional registration and/or peak body requirements for professional development.

To enquire about the CPD and Education Grant, contact:
Workforce Coordinator – Grants
t 08 8982 1029
e grants@ntphn.org.au

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1 PROGRAM SCOPE

1.1 CPD and Education Grants

Continuing Professional Development and Education Grants (CPD and Education Grants) are nominated by the applicant and are intended to provide eligible health professionals located in a Modified Monash Model (MMM) 2 location with access to quality CPD and Education support. This includes applications to attend conferences where the applicant has been invited or had an abstract accepted.

CPD and Education Grants are available to health professionals in the fields of medicine, nursing or allied health, including Aboriginal health workers, who provide services in an MM 2 location within the primary health care sector in the Northern Territory (NT). Successful applicants will receive reimbursement of the approved costs, once they have attended the course and submitted the reimbursement form, accompanied by a tax receipt to show proof of payment by the applicant/individual.

Please note, reimbursements cannot be provided to the health professionals employer and can only be reimbursed to the individual grant recipient.

2 ELIGIBILITY

2.1 Who is eligible?

Use the checklist below to determine whether you meet the eligibility requirements for the CPD and Education Grant.

YOU ARE:

☐ A health professional who has obtained their primary professional qualification and/or who is working in the role as:

- an Aboriginal and/or Torres Strait Islander health worker/practitioner (VET Certificate III minimum)
- a dentist or dental hygienist
- a general practitioner *
- a nurse or midwife
- an allied health professional:
  - audiologist
  - chiropractor
  - counsellor
  - diabetes educator
  - dietitian
  - exercise physiologist
  - nutritionist
  - occupational therapist
  - optometrist or orthoptist
  - osteopath
  - pathologist
  - paramedic
  - pharmacist
  - physiotherapist
  - podiatrist
  - prosthetist
  - psychologist
  - radiographer
  - social worker
  - speech pathologist

*Note: Non-vocationally registered GP Registrars working in general practice roles are eligible to apply for CPD and Education Grants, this includes doctors enrolled in RLRP and OTD programs and other pathways to fellowship. Please note CPD and Education Grants will not be awarded to cover the costs of fellowship-related activities (Example: GP Academy online pre-exam workshops, and RACGP Fellowship pre-exam workshops).

☐ Providing full or part-time services (minimum 0.5 full time equivalent) in the private or non-government primary health care sector (e.g. Aboriginal controlled community health service, private practice, not-for-profit organisation or other non-government organisation) with an employment contract of minimum 12-month duration.

☐ Employed in a role providing health-related and/or clinical services as first point of contact within a rural or remote community for prevention, diagnosis and treatment of ill-health, and for ongoing management of chronic disease and education across the primary health care system.

☐ Providing primary health care services in the NT in an area classified as MM 2 (Darwin and Greater Darwin region). Use the workforce locator map to check the geographical classification of any location in Australia.

2.2 Who and What is not eligible?

Health professionals employed directly by, or sub-contracted to the commonwealth, state, territory or local government bodies are ineligible to apply. Health professionals employed solely by federal or state government organisations are not eligible to apply. This includes health professionals employed in public hospitals or NT Government Primary Care Services.

Candidates who live outside the MM 2 location in the Northern Territory are not eligible to apply for the CPD and Education Grant, however, may be eligible to apply for the Health Workforce Scholarship Program. For health professionals in MM 3-7 locations who wish to enquire about the Health Workforce Scholarship

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Program, please visit our Health Workforce Scholarship Program information page on our website, or email: grants@ntphn.org.au.

CPD and Education Grants cannot be used for:

- Retrospective costs.
- Expenses that include international travel and/or attendance at international CPD or education events. Note: Expenses related to overseas on-line training courses will be considered for companies and training providers that have an Australian base or presence.
- Study funded by other sources.
- Activities for which other commonwealth, state, territory or local government bodies have primary responsibility, this includes CPD and/or education events for health professionals working solely in a public or private acute care setting.

2.3 What is eligible?

CPD and Education Grants provide eligible health professionals with financial support, in the form of a grant up to $1,000 (GST exclusive). Please note, only one eligible CPD and Education Grant application per health professional can be supported in a financial year.

CPD and Education Grants can be used to fully or partially cover the cost of CPD and Education course fees and course-related expenses such as accommodation and transport where appropriate. Grant allocations will be determined by a panel at a monthly panel meeting, against the perceived workforce benefit of the training.

CPD and Education Grants can be used for the following activities identified as meeting the applicants CPD needs:

- Professional development programs
- Education events
- Conferences
- Symposium
- Seminars
- Workshops

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3 HOW DO I APPLY?

Applicants are required to submit a CPD and Education Grant application form. Each applicant must identify topics and subject areas of the course in their application.

Applications are to be emailed to:
Workforce Coordinator – Grants
e grants@ntphn.org.au

3.1 What do I need to provide?

Use the checklist below to ensure you provide the correct documentation when submitting your application.

☐ Completed CPD and Education Grant application form

☐ An up to date curriculum vitae, and

☐ Evidence of employment in the primary health care sector in areas classified as MMM 2.

- Employment contract; or
- Letter from employer.

Both the employment contract and letter from employer must:

- Be on the employer' letterhead and from the HR manager or immediate manager
- Be dated and signed
- State your name as the employee
- State your position title
- State your employment status (full time/part time)
- State the length of your employment
- State the location of services provided.

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4 SELECTION AND APPROVAL PROCESS

4.1 CPD Grant Rounds and Panel Meetings

The workforce panel will assess CPD Education and Grant applications on a monthly basis against eligibility and selection criteria. The panel will meet on the last week of each month to assess all applications submitted by the cut off period of 12am Sunday prior to the last week of the month. All applicants will be notified of the outcome of their CPD and Education Grant application within five working days of the workforce panel meeting.

The number of grants available each month are determined by the monthly budget allocation and submission of an application does not guarantee a grant will be awarded to the applicant.

All grants are capped at $1,000 (GST exclusive) and will be negotiated with the successful applicant according to the cost of the nominated CPD or Education activity. Grants will be processed GST-exclusive and applicants are reimbursed up to the agreed amount plus any GST payable on this amount.

4.2 Selection Criteria

The following criteria will be used in prioritising and/or approving grant applications:

- Consistency with the grant program guidelines
- Letter of support from employer, line manager or equivalent
- Relevance to NT rural and remote practice in the primary health care setting
- Cost- effectiveness and consistency with budget criteria
- Consistency with RWA NT identified priority areas.

4.3 Priority Areas for CPD and Education Grants

Priority Area 1

Aboriginal Community Controlled Health Services

- Nursing workforce
- Aboriginal health professionals
- Allied health professionals

Priority Area 2

All other primary health professionals working in MM 2 locations within the NT.

5 PAYMENT PROCESS

5.1 Reimbursements

CPD and Education Grants are paid to the grantee on a reimbursement basis. Once approval for a CPD and Education grant activity is completed, the grantee can be reimbursed for the costs associated with:

- Course/enrolment fees
- Economy airfare, airport transfer or mileage
- Capped accommodation for the duration of the program.

Reasonable domestic travel and accommodation for the purposes of course attendance only will be reimbursed in line with the Australian Government Taxation Determination for reasonable travel and accommodation TD 2019/11. Costs associated with meals, alcohol and all in-room services, will not be reimbursed.

To make a claim, the grantee must complete the Grant Reimbursement form and provide a valid tax invoice with proof of payment or receipt to support the claimed expenditure. Reimbursement claims must be submitted within one month following the event, wherever possible. Please note, reimbursements cannot be provided to the health professional's employing organisation and reimbursements can only be issued to the individual grant recipient.

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6 COMPLAINTS, WAIVERS AND APPEALS

Unsuccessful applicants who wish to appeal the outcome of their application should initially explain their situation to the Workforce Coordinator- Grants to determine if there are other avenues to access funding and/or support to meet their relocation and professional development needs.

If the matter is not resolved, applicants can appeal to Recruitment and Retention Team Lead to consider their case in consultation with Executive Manager Health Workforce Branch. The Executive Manager Health Workforce Branch is the final arbiter for any appeal.

7 ARTICULATION WITH OTHER RWA NT GRANT PROGRAMS

Eligible health professionals in the NT can only access one of the RWA NT grant programs at any one time.

Once the grantee has completed their grant requirements, they can make an application to other RWA NT Workforce grant programs.

8 DEFINITIONS

Primary Health Care: health professionals working in the primary health care sector, providing health related and/or clinical services as first point of contact within a rural or remote community for prevention, diagnosis and treatment of ill-health, and for ongoing management of chronic disease.

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