

Rural Health Continuing Education Sub-Program (RHCE)

Stream One



RURAL HEALTH
CONTINUING EDUCATION

STREAM ONE

Grants for Individual Specialists Accessing Continuing Professional Development (CPD)

Guidelines

Funding Round Four - 2012

The closing date for RHCE PMU to receive verified applications is 5:00pm EST on **Wednesday 29 February 2012**. Late applications cannot be accepted.



Australian Government
Department of Health and Ageing

**Committee of Presidents
of Medical Colleges**

The Committee of Presidents of Medical Colleges administers RHCE on behalf of the Department of Health and Ageing

Rural Health and Continuing Education Sub-Program (RHCE) Stream One

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The Rural Health and Continuing Education Sub-Program (RHCE)

1. Background

1.1 RHCE is an Australian Government funded initiative and was set up as part of the Consolidation of Continuing Education and Training Support for Rural Health

It is a consolidation of the following programs:

- The Rural Advanced Specialists Training Scheme (RASTS);
- The Support Scheme for Rural Specialists (SSRS);
- The Rural Health Support Education and Training Program (RHSET); and
- The Rural Health Education Foundation (RHEF).

1.2 RHCE is divided into two funding streams:

- **Stream One is for specialist education in rural and remote areas; and**
- Stream Two is for training allied health providers, nurses, general practitioners and Aboriginal and Torres Strait Islander Health Workers in rural and remote areas.

1.3 **These guidelines apply to Stream One of the Program, which is managed by the Committee of Presidents of Medical Colleges (CPMC).**

1.4 RHCE Stream Two and RHEF are managed separately under RHCE Stream Two. For information regarding RHCE Sub-Program (Stream Two): www.nrha.ruralhealth.org.au and the RHEF: www.rhef.com.au.

2. Objectives of the RHCE Stream One Program

2.1 The overall objectives of the RHCE Stream One Program are to provide education opportunities that support continuing professional development (CPD) for individual specialists, as well as groups of specialists, in rural and remote locations in Australia, with a focus on activities that encourage multidisciplinary team (MDT)-based training.

2.2 More specifically, the primary objectives of the RHCE Stream One Program are to:

- a. identify, develop and deliver CPD and MDT activities suitable for medical specialists in rural and remote areas of Australia;
- b. increase the capacity of CPD and MDT opportunities for medical specialists in rural and remote areas of Australia;

- c. provide professional support to medical specialists in rural and remote areas of Australia through access to CPD, MDT and peer support programs; and
 - d. assist in building inter-college and stakeholder capacity to deliver these activities to medical specialists practicing in rural and remote areas of Australia.
- 2.3 RHCE will provide a streamlined program of support and education for health professionals in rural and remote Australia to access multidisciplinary or continuing education projects in order to:
- better enable them to provide health care services as both members of multidisciplinary teams and individual practitioners; and
 - increase the retention of health professionals in these areas.
- 2.4 The RHCE Stream One funding is divided into two distinct components:
1. support for individual CPD participation; and
 2. support for CPD initiatives that promote MDT and help build vocational support and learning capacity for medical specialists in rural and remote location

3. RHCE Funding Opportunities – General Information

3.1 Eligibility and Target Groups:

3.1.1 Core to the RHCE Program will be the delivery of CPD to rural health professionals to:

- (a) support clinical and professional capacity, recognising that in rural and remote areas CPD is vital to:
 - supporting rural workforce retention;
 - providing clinicians with relevant professional education systems and networks to maintain clinical and professional standards;
 - reducing professional isolation; and
 - addressing the specific challenges of life-long learning in rural and remote settings.
- (b) help improve the skill and competence of specialists working in rural areas and enhance the quality of services provided to their communities.

3.1.2 Funding under Stream One of the RHCE is available to rural and remote medical specialists, and medical specialist colleges to support activities for specialists working in RA2 (Inner regional) to RA5 (Very remote) as defined by the Australian Geographical Classification – Remoteness Areas (ASGC-RA) system categories.

3.1.3 The total funding under each component will be determined by the CPMC in consultation with the Department of Health and Ageing and may vary over the life of the Program. Total funds available for RHCE Projects are outlined in the table below (figures subject to variation) and will be further divided to support the two components outlined above; i.e.:

1. RHCE Projects to deliver Continuing Professional Development (“CPD”) with a focus on Multi Disciplinary Education (“MDT”); and
2. RHCE Individual CPD Support Grants.

	2009-10	2010-11	2011-12	2012-13
Total funds available through RHCE for Projects (including Individual CPD Support Grants) (GST inclusive)	\$793,543	\$1,338,159	\$1,208,294	\$1,343,565

3.1.4 Through its CPD support and associated activities, the RHCE Program aims to achieve increased knowledge and skills that will be transferable to clinical practice with relevant and site appropriate education.

3.2 RHCE Program Management Committee and the RHCE Program Management Unit.

3.2.1 The RHCE Program Management Committee (PMC) will be established in consultation with the member Colleges of the CPMC and the Department of Health and Ageing to provide oversight and expert advice over the life of the program.

3.2.2 The RHCE Program Management Unit (PMU) located within The Royal Australasian College of Physicians is contracted by the CPMC to administer the RHCE Program.

3.2.3 The contact details for program staff are:

RHCE Program Manager: admin@ruralspecialist.org.au

Telephone: 02 9256 5419

Website: www.ruralspecialist.org.au

3.3 Applications

3.3.1 Applications for RHCE Projects and Individual Grants will be assessed by an Assessment Panel appointed by the PMC. Applications will be assessed according to the criteria of each RHCE Program component as outlined in the RHCE Guidelines. The guidelines and Application Forms are available at: www.ruralspecialist.org.au

3.3.2 Applications for funding must be based on the relevant Guidelines and Application Forms and submitted in the prescribed format.

3.3.3 Further information regarding the RHCE Program can be found at: www.ruralspecialist.org.au

4. RHCE Individual CPD Support Grants

4.1 As part of the Program, grants to support access to CPD are available to individual medical specialists who live and work in rural and remote Australia. Applications from individuals must meet the Eligibility Criteria and Application Requirements described below and be supported by their relevant medical college.

4.2 RHCE Individual CPD Support Grants - Eligibility Criteria

4.2.1 Funding will be available to rural and remote medical specialists according to the following eligibility criteria:

1. Medical specialists who live and work in areas determined using the Australian Standard Geographical Classification – Remoteness Areas (ASGC-RA) system categories 2 to 5 as follows:

- RA2: Inner regional
- RA3: Outer regional
- RA4: Remote
- RA5: Very remote

Information on the remoteness classification of any town or community in Australia can be readily provided through the Department of Health and Ageing “Map Locator” which is integrated into the Australian Government’s DoctorConnect website and is available online via:

<http://www.doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/Locator>

2. All applicants must hold current practice qualifications and registration, including compliance with any state and territory requirements and compliance with the Medical Board of Australia. International Medical Graduates (IMGs) who are undertaking Specialist Medical College requirements for specialist recognition following assessment by the College via the Australian Medical Council Specialist Assessment Pathway are eligible to apply.

Please Note: General Practitioners (ACRRM and RACGP) are ineligible to apply for funding under the Scheme, as CPD for these practitioners is funded through other Australian Government programs.

4.2.2 The CPD course provider must be either nationally accredited, nationally recognised or an accredited/professional private educational provider. Training providers may include but are not confined to universities, registered training organisations (RTOs) or professional bodies such as medical colleges and their equivalents.

4.2.3 Other forms of education, such as clinical attachments in specialist units are eligible for grant funding, but must conform to meet individual Specialist Medical College CPD program frameworks.

- 4.2.4 Funding under this program supplements areas not currently serviced by state and territory or other Australian Government programs.

4.3 RHCE Individual CPD Support Grants - Application Requirements

The following application requirements should be taken into account in the preparation of a funding submission:

- The Applicant meets the eligibility criteria as outlined below in paragraph 4.5.
- Individuals must demonstrate that the proposed activity meets a specific learning need;
- The CPD event must be directly relevant to the applicant's current employment in a rural or remote area of an Australian state or territory;
- The CPD event must be accomplished in Australia and must take place within the time frame specified in the Application Form;
- Courses and/or education activities nominated must be accredited by the relevant professional body;
- Courses and/or education activities must include a minimum of 6 hours of face-to-face learning per individual;
- The CPD event must have specific and explicit learning objectives and contain specific learning activities planned according to the educational objectives. The application must clearly document the outcomes of learning and implications for practice and outline a clear process for monitoring the achievement of learning objectives; and
- The CPD event that an applicant intends to undertake must be approved by the relevant specialist college.

4.4 Applications MUST address the specific selection criteria

The following criteria will be applied to applications for funding of individual CPD activities by individual medical specialists.

- Demonstration of identified need at 'local' level with respect to identified healthcare needs in context of individual educational needs.
- Location; rural and remote focus. The aim of the RHCE program is to provide CPD and education opportunities for eligible medical specialists and MDTs in rural and remote areas of Australia.*
- Demonstration of appropriate educational principles to enable key knowledge / skills attainment and transfer.
- Ability to integrate learning to wider context.
- Ability to contribute to / demonstrate sustainable changes in practice.
- Relative 'cost effectiveness' / 'value'.
- Ability to reduce isolation.
- Demonstrated hardship or difficulty in participating in approved CPD activities.

- * Weighting will be given to rural and remote prioritisation.

4.5 Individual CPD Support Grants Application Assessment

- 4.5.1 Applications for Individual Grants will be assessed by an Assessment Panel appointed by the PMC. Applications will be assessed according to the criteria of each RHCE Program component as outlined in the RHCE Guidelines.
- 4.5.2 Annual Scientific Meetings are considered to be lower priority than practical skills workshops.
- 4.5.3 Further information regarding the RHCE Program can be found at: www.ruralspecialist.org.au

4.6 RHCE Individual CPD Support Grants – Budget Guidelines

Applications will be accepted up to a value of \$2,000 per training day up to a maximum of 5 days education per person, per annum.

4.7 RHCE individual CPD Grants - Travel and accommodation guidelines

Please note that all expense items claimed under a RHCE individual CPD grant require a tax invoice showing the supplier's name, address, ABN number and GST amount.

Air travel

Only economy class air travel costs will be reimbursed.

Accommodation

Overnight accommodation prior to an event will be reimbursed only where the travelling times makes it impractical to travel on the morning of the event or to return on the same day following the event.

Where overnight accommodation is required, a maximum of \$275 per night will be refundable per night.

Reimbursement of taxis

Taxis between home/airport/location of activity identified in the Grant Application Form will be reimbursed.

Private car travel

If a private car is used in place of air travel, please consult with RHCE Program management Unit staff to obtain approval.

Private car travel will be reimbursed at a rate of 0.69c per km. Where a private car travel will be used in place of air travel, the total amount reimbursable will be to a maximum of the respective flight cost.

Meal allowance

Amounts refundable for meals are as follows:

Breakfast up to \$20.00

Lunch up to \$30.00

Dinner up to \$60.00

Airport parking

Airport parking facilities may be used where necessary and will be reimbursed.

Accompanying Persons

RHCE Grant funds do not cover costs associated with accompanying persons.

5. RHCE Program Further Information

5.1 Complaints

Robust and transparent complaints resolution policies and procedures will be established by the CPMC. These are available from the RHCE PMU.

5.2 Evaluation

The participant will be required to complete a brief evaluation from following the completion of the CPD activity/ies nominated within the Application Form.

5.3 Other Funding Sources

RHCE is one of a number of measures to support health professionals in rural and remote Australia to access MDT and CPD activities. There are a number of other Australian Government programs which also support rural specialists and research.

Information about other programs is available from the Department of Health and Ageing at www.health.gov.au

Contact your College to enquire about other funding opportunities available to you.

5.4 Further Information

For further information on the RHCE Stream One Program, please contact the **RHCE Program Manager** on (02) 9256 5419 or at admin@ruralspecialist.org.au.

6. Specialist Medical College contact details for application verification

All applications must be verified by the relevant Specialist Medical College. In addition, staff specialists and specialist practitioners working in an Area of Need position who are not affiliated with a Specialist Medical College, must also provide documentation from their employer confirming their employment status as a specialist.

Australian and New Zealand College of Anaesthetists (ANZCA)

College Contact: Mr John Biviano
630 St Kilda Road
Melbourne Vic 3004
Email: jbiviano@anzca.edu.au
Tel: 03 8517 5341
Fax: 03 9510 6931

The Australasian College for Emergency Medicine (ACEM)

College Contact: Ms Pam Jadeja
34 Jeffcott Street
West Melbourne Victoria 3003
Email: pam.jadeja@acem.org.au
Fax: 03 9320 0400

The Royal Australasian College of Medical Administrators (RACMA)

College Contact: Ms Michelle Barrett-Dean
The Royal Australasian College of Medical Administrators
10/1 Milton Parade, Malvern
Email: mbarrett-dean@racma.edu.au
Tel: 03 9824 4699
Fax 03 9824 6806

The Royal College of Pathologists of Australasia (RCPA)

College Contact: Ms Meg Connelly
Durham Hall
207 Albion Street
Surry Hills NSW 2010
Email: megc@rcpa.edu.au
Fax: 02 8356 5828

Australasian College of Dermatologists (ACD)

College Contact: Dr Robert Corderoy
PO Box 2065
Boronia Park NSW 2111
Email: bob@dermcoll.asn.au
Tel: 02 8741 4130
Fax: 02 9736 2194

The Royal Australasian College of Physicians (RACP)

College Contact: Ms Lauren Dalton
145 Macquarie Street,
Sydney NSW 2000
Email: lauren.dalton@racp.edu.au
Tel: 02 9256 9607
Fax: 02 9252 3310

The Royal Australian and New Zealand College of Obstetricians & Gynaecologists (RANZCOG)

College Contact: Ms Melissa Glogolia
254 - 260 Albert St
East Melbourne VIC 3002
Email: mglogolia@ranzcoq.edu.au
Tel: 03 9412 2912
Fax: 03 94159306

The Royal Australian and New Zealand College of Psychiatrists (RANZCP)

College Contact: Roshan Hapuarachchi
Gascoyne House, Graylands Hospital
Brockway Road
Mt Claremont WA 6010
Email: Roshan.Hapuarachch@ranzcp.org
Tel: 08 9293 3505
Fax: 08 9284 2138

The Royal Australian and New Zealand College of Radiologists (RANZCR)

College Contact: Ms Pamela Taylor
College of Radiologists
Level 9/ 51 Druitt Street
SYDNEY NSW 2000
Email: pamela.taylor@ranzcr.edu.au
Fax: 02 9268 9799

Royal Australasian College of Surgeons (RACS)

College Contact: Ms Merrilyn Smith
Surgeons' Gardens
250 – 290 Spring Street
Melbourne VIC 3000
Email: merrilyn.smith@surgeons.org
Tel: 03 9276 7441
Fax: 03 9274 7432

The Royal Australian and New Zealand College of Ophthalmologists (RANZCO)

College Contact: Ms Eden Tay
94-98 Chalmers Street
Surry Hills NSW 2010
Email: etay@ranzco.edu
Fax: 02 9690 1321

College of Intensive Care Medicine of Australia and New Zealand (CICM)

College Contact: Phil Hart
Suite 101, 168 Greville Street,
Prahran Vic 3181
Email: philh@cicm.org.au
Tel: 03 9514 2888
Fax : 03 9533 2657