

AH-TRIP Coaching Workshop

1 March 2024

Information Sheet

The **Office of the Chief Allied Health Officer (OCAHO)** offers support for Health Practitioners to attend the **AH-TRIP Coaching Workshop** at **The Princess Alexandra Hospital (PAH)** on **Friday, 1 March, 2024**. The aim of this offering is to support health practitioners to have the knowledge, skills, and confidence to support others in developing and delivering quality or solving health system problems, underpinned by the Translation of Research into Practice (TRIP), also known as Knowledge Translation.

OCAHO invites expressions of interest (EOI) from hospital and health services (HHSs) nominating an eligible HP3, HP4 or HP5 health practitioner (HP) to participate in this workshop opportunity.

HHSs can submit an EOI using the form that accompanies this information sheet or which can be sourced from the OCAHO (HP-Research@health.qld.gov.au).

Funding support for Regional, Rural and Remote Participants

Purpose and objective

The AH-TRIP Coaching Workshop supported training opportunity is supported by the Research Package for Health Practitioners outlined in Clause 80 of the [Health Practitioners \(Queensland Health\) Certified Agreement \(No.3\) 2019](#). This funding package aims to build research capacity in the health practitioner workforce and facilitate the implementation of evidence based clinical services.

The AH-TRIP Coaching Workshop supported training opportunity also supports the research enabler in the *Optimising the allied health workforce for best care and value: A 10-year Strategy 2019-2029*. The offering is a key initiative of Priority 1 in the [Allied Health Research Plan 2020-2029](#) which aims to promote and embed a research culture, including translation of evidence into practice within the allied health workforce.

The purpose of the AH-TRIP Coaching Workshop supported training opportunity is to support HPs with expertise, skills and abilities to assist others in considering, formulating, and undertaking TRIP activities in their local setting.

AH-TRIP Coaching Workshop

Funding will be allocated for selected employees in HP roles to attend the hybrid **AH-TRIP Coaching Workshop** at **The Princess Alexandra Hospital (PAH)** on **Friday, 1 March, 2024**. Members of the AH-TRIP initiative will facilitate the workshop, and core resources will be made available to support the learning and engagement of each attendee.

The workshop will run from **9:00am – 12:00 pm (AEST)**.



Funding support

Strong organisational commitment is required to support the uptake of AH-TRIP within local teams. As such, an employee cannot independently apply for funding support, and the allocation of funding will take account of the support of the operational line manager and organisation. The nominated employee will remain eligible for funding support only while employed in the role specified by the HHS in the EOI.

Funding support details

Travel reimbursement

Eligible attendance: The nominated employee will attend the AH-TRIP Coaching Workshop.

Term: The term of the funding support is not more than a reasonable period to attend the AH-TRIP Coaching Workshop. Attendance at the workshop will be recorded by the facilitators.

Value: The funding support will cover:

- Travel and associated costs incurred for in-person attendance at the AH-TRIP Coaching Workshop (at the TRI) including:
 - Flights and accommodation
 - Airport transport/transfers
 - Travel allowance as per Domestic Travelling and Relieving Expenses (Directive 09/11)

If the nominated employee fails to attend the AH-TRIP Coaching Workshop and/or provide evidence of attendance, the employee will be responsible for funding their travel. If the travel payment has been processed, the student will be responsible for repaying the HHS/OCAHO for the costs incurred.

Travel: Successful applicants will be required to make travel arrangements following the usual processes through their HHS Staff Travel unit.

Reimbursement: HHSs will be reimbursed for eligible travel and associated costs for successful applicants through an inter-entity journal (IEJ) process upon submission of relevant IEJ forms and evidence of staff travel booking confirmation details and relevant tax invoice/receipts.

HHSs must submit inter-entity journal reimbursement claims to OCAHO by **Friday, 12 April 2024** (allied_health_advisory@health.qld.gov.au) to meet end of financial year deadlines.

Costs not covered by the OCAHO

All costs associated with undertaking the AH-TRIP Coaching Workshop other than travel costs will be met by the nominated employee or by negotiation with the HHS such as data usage/Internet, or other resources, printing, stationery, consumables, etc.

The HHS is expected to provide in-kind resourcing to support the applicant to meet and maintain the eligibility requirements described in this information sheet (see Eligibility).

Important information: Taxation

The payment or reimbursement of education expenses by Queensland Health may have Fringe Benefits Tax (FBT) implications. For further information refer to FBT Fact Sheet – Public Hospital FBT Exemption Cap & Salary Packaging Arrangements.

https://qheps.health.qld.gov.au/_data/assets/pdf_file/0031/680746/fbt-exemption-cap.pdf.

Employees are recommended to seek independent financial advice to determine whether an adjustment is required to their personal salary packaging arrangements. Please see links below for further information.

- Queensland Health (2017) Self-Education – Tuition Fees and HELP debts at https://qheps.health.qld.gov.au/_data/assets/pdf_file/0034/668329/self-education.pdf
- Queensland Health (2015) Standard: Scholarships at https://www.health.qld.gov.au/_data/assets/pdf_file/0027/398412/qh-imp-267-1-8.pdf

Expressions of interest

HHSs can submit an expression of interest (EOI) for more than one nominated employee (separate EOI forms). EOIs will be assessed by a panel led by the OCAHO, with notifications of the selection outcome distributed within a week of the closing date.

Eligibility

An HHS is eligible to submit an EOI if the nominated employee meets criteria listed below.

Position classification

Health Practitioner Level 3 (HP3) and above.

Position status

The position can be temporary or permanent. If temporary, the employees' appointments should extend to at least three months beyond the funding term (i.e. April 2024). The employee can be full-time or part-time. If part-time, the employee and manager should consider if fulfilling the expectations of supporting and/or undertaking TRIP activities at their local site is likely to create difficulties meeting training, service development and core clinical/management responsibilities.

Location

For those HHSs applying for Funding Package 1 (supernumerary position funding for 12 months plus training and development) and graduate must be located and provide services to regional and/or rural and/or remote location/s of Queensland. The position's base location must be classified as regional (MM2), rural (MM3-MM5) and remote (MM6-7) in [Modified Monash Model Suburb and Locality Classification - Home Care Subsidy](#).

Responsibilities

The OCAHO will provide travel funding as outlined in this information sheet. The OCAHO is responsible for providing administrative support for the initiative including processing of reimbursements, providing supportive contact for nominated employees, and monitoring reporting.

The HHS will support the nominated employee to ensure reporting requirements are implemented. HHS in kind and any relevant funding support will be negotiated between the employee and manager at the local level.

Funding from the OCAHO and support provided by the HHS constitute a substantial investment by the Queensland public health system in the development of research translation capabilities of the nominated AH-TRIP employee. Benefits will be derived from this investment by the organisation and the individual employee.

Agreement and performance framework

Funding offer

Following acceptance of an EOI, the OCAHO will provide a written offer of funding to the HHS representative and nominated employee. The offer will outline the funding commitment of the OCAHO for the nominated employee. The nominated employee will confirm their intention to engage actively in and complete the AH-TRIP Coaching Workshop. The HHS delegate, operational manager and nominated employee will sign the offer and return it to the OCAHO by the due date in order to accept the funding support.

Performance framework/reporting

Reporting requirements of the funding support are listed below and include (a) descriptive / operational information, and (b) proof of attendance at the AH-TRIP Coaching Workshop.

The above requirements should be provided to HP-Research@health.qld.gov.au by the due dates listed below in order for the HHS and nominated employee to have continued eligibility for the funding support. Failure to meet the reporting requirements may lead to withdrawal of the funding support.

Descriptive and operational information

The HHS will provide the following descriptive / operational information:

- Nominated employee details: name, employee ID, profession, base location, position title, position ID, email, phone.
- Operational manager details: name, employee ID, position title, email, phone.

Exception reporting

The HHS will advise the OCAHO within 7 days of the following:

- (a) The nominated employee:
- resigns from the position (or other form of position separation). The nominated employee will not have access to the funding support if they leave their position permanently.
 - has a change of employment status e.g. is approved to change from full-time to part-time.
 - is at risk of failing to complete the requirements for the funding support.
- (b) The nominated employees' position status (permanent, temporary, FTE) changes to no longer meet the requirements for funding.

Support for the AH-TRIP Coaching Workshop - December 20223 funding support

HHSs with nominated employees that have access to the OCAHO funding support will:

- Allow relevant staff to participate in reasonable evaluation activities associated with the statewide research capacity building strategy.
- Grant reasonable requests for staff to contribute to promotion, profiling and other media opportunities related to their participation in the research capacity building strategy. Formal approvals will be requested from HHS delegates prior to progressing any media activities.

More information

For enquiries, please contact OCAHO: HP-Research@health.qld.gov.au.