

Information Sheet

Rural and Remote Research Capacity Building Program (RRR-Cap): Research Placements Funding Support – Cohort 2, 2024

The Office of the Chief Allied Health Officer (OCAHO) invites expressions of interest (EOI) from HHSs nominating an eligible rural and remote Health Practitioner (HP) to receive reimbursement for associated travel and accommodation to undertake a supported research placement with an experienced Health Practitioner researcher or research team. Successful applicants will complete a research placement for up to **five days** in a nominated facility to develop their research skills and networks and access specialist expertise and/or equipment required to undertake a research project. Alternatively, a reverse placement for up to **five days** may be supported, where the facilitator will travel to attend the applicant HP's local site.

Please read below information before completing the accompanying expression of interest form for this opportunity.

Funding support

Purpose and objective

The Rural and Remote Research Capacity Building Program (RRR-Cap) is supported by the Research Package for Health Practitioners outlined in Clause 8.1 of the [Health Practitioners \(Queensland Health\) Certified Agreement \(No.4\) 2022](#). This funding package aims to build research capacity in the rural and remote health practitioner workforce and facilitate the implementation of evidence based clinical services.

The RRR-Cap also supports the research enabler in the *Optimising the allied health workforce for best care and value: A 10-year Strategy 2019-2029*. The Program is a key initiative of Priority 2 in the [Allied Health Research Plan 2020-2029](#) which aims to establish and maintain formal mentoring and support from senior researchers for novice and experienced researchers in regional, rural and remote areas to build research capacity.

The purpose of this initiative is to support rural and remote HPs to gain research skills and experience, provide opportunities for research networking, and enable an increased capacity and culture for rural and remote research.

Research placement

Funding will be allocated for selected employees in HP roles (The Applicant) to attend a research placement in a different HHS facility for **up to 5 days**. Please contact the OCAHO (HP-Research@health.qld.gov.au) to discuss options and support if assistance is required to identify or facilitate a suitable placement

Reverse research placement

Funding will be allocated for a consenting Facilitator (nominated by the Applicant) to travel to the employee's local HHS site to support a research placement for **up to 5 days**.

Funding support

An Applicant cannot independently apply for funding support, and the allocation of funding will take account of the alignment of the work unit and organisation to the objectives of this initiative. The Applicant will remain eligible for funding support only while employed in the role specified by the HHS in the EOI.



Funding support details

Travel reimbursement

Eligibility: The Applicant will complete a suitable research placement in;

1. (Standard placement) an external HHS facility
2. (Reverse placement) their local HHS facility.

Term: Travel and accommodation costs will be limited to support that is for a reasonable period to attend the nominated placement. The placement must be completed by 31 December, 2024. On completion of the event, the Applicant will;

1. provide evidence of attendance
2. Create a summary report of the placement activities with learning and experiences including an implementation plan of how this has or will contribute to an existing research project or work program.

These will be provided to OCAHO as evidence of completion.

Value: The funding support will cover travel (flights and accommodation, as well as airport transport/transfers) incurred for in-person attendance at the nominated placement location (within Australia) in accordance with Directive 13/23 - Domestic Travelling and Relieving Expenses.

Travel: Staff who are travelling (the Applicant for a standard placement; the Facilitator for a reverse placement) 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 through an inter-entity journal (IEJ) process upon submission of;

- evidence of attendance summary report (by the Applicant)
- relevant IEJ forms (by the travelling staff member)
- evidence of staff travel booking confirmation details and relevant tax invoice/receipts (by the travelling staff member)

HHSs must submit inter-entity journal reimbursement claims to OCAHO by **1 June 2024** (for claims in FY23/24) or by **11 February 2025** (for claims in FY24/25) to (HP-Research@health.qld.gov.au) to meet end of financial year deadlines. If attendance cannot be confirmed via suitable evidence, the travelling staff member will be responsible for funding their travel. If the travel payment has been processed, the travelling staff member will be responsible for repaying the HHS/OCAHO for the costs incurred.

Costs not covered by the OCAHO

All costs associated with undertaking placement other than travel costs, will be met by travelling staff member 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 placement to meet and maintain the eligibility requirements described in this information sheet (see Eligibility).

Expressions of interest

HHSs can submit an expression of interest (EOI) for more than one Applicant (separate EOI forms). Where a reverse placement is proposed; the nominated Facilitator is required to complete a Facilitator Certification Form. EOIs will be assessed by a panel led by the OCAHO, with notifications of the selection outcome distributed within four weeks after the closing date.

Eligibility

A HHS is eligible to submit an EOI if the Applicant meets criteria listed below.

Position classification

Health Practitioner Level 2 (HP2) and above.

Position status

The Applicant can be temporary or permanent. If temporary, the Applicants' appointment should extend to at least three months beyond the funding term. The employee can be full-time or part-time.

Position location

The Applicant's position base location is classified according to the [Modified Monash Model](#) (MMM) as Remoteness Classification MMM Level 3 (large rural town) up to MMM Level 7 (very remote community). A full list of RRR-Cap eligible Queensland Health locations can be found [here](#).

Summary Report and Implementation Plan

The Applicant must develop the summary report and implementation plan which needs to be submitted to the OCAHO within **six weeks** from the last date of the placement period. The Applicant does **not** need to progress the intended implementation by the end of the six-week period.

Responsibilities

The following information is relevant to applicants as well as placement facilitators and host site facilities.

Applicant

Applicants are required to:

- Thoroughly discuss placement proposals with line managers and professional supervisors or mentors (where applicable) and submit by the specified closing date.
- Retain copies of all submitted documentation.
- Update the HP Research Team with any changes e.g., in employment, availability.

Pre-placement

Prior to acceptance of submissions, OCAHO will;

- Confirm with the nominated facilitator the suitability of the proposed placement and host site
 - o (For submissions with identified and confirmed facilitator / host sites)

OR

- Facilitate identification and confirmation of a suitable placement facilitator and site
 - o (For submissions with no identified or confirmed facilitator or host site)

Post acceptance of submission, OCAHO will then organise a Teams meeting for the participant and facilitator.

It is the participant's responsibility to:

- (if a standard placement) book travel and accommodation via local HHS travel hub (with line manager approval)
- book and attend a Teams meeting with the proposed facilitator to discuss learning goals, placement requirements and secure dates for attendance
- submit placement dates and details to OCAHO

Participants must also:

- Advise OCAHO if the host site or facilitator may not be able to fulfil learning goals
- Ensure their line manager and professional supervisor/mentor are frequently informed of the placement progress
- Prepare by conducting independent study or reading as provided/recommended by the facilitator
- Prepare a short information session for the host site / facilitator to enhance other health professionals' understanding of rural, or remote research activity; both specific to the participants research activities, and also general research capacity and culture within their local unit. Discuss with your facilitator the type of information that would be most appropriate for their service.
- Schedule and meet with the facilitator 1-2 months prior to the placement to discuss learning goals in depth and organise an appropriate daily timetable of activities.

During placement

Participants are expected to:

- Adhere to the protocols and reasonable expectations of the host site, abiding by the Code of Conduct for the Queensland Public Service at all times
- Abide by the [Department of Health Travel Policy](#)
- Provide an informal information session to their host site and Facilitator (as detailed above)
- Actively participate in the pre-planned timetable and endeavour to achieve stated learning goals
- Review progress and refine learning goals with facilitator during the placement.
- On last day of placement with Facilitator, develop a draft implementation plan to support:
 - o Implementation of learnings for the participant's specific research activities
 - o Implementation of learnings for local research capacity building (where applicable)
 - o sharing of learnings to relevant local service
- Book post-placement Teams meeting with the Facilitator for 1 months' time.

Postplacement

At the completion of the placement, the participant must provide travel and accommodation evidence to their local business team to prepare a inter-entity/journal transfer request that are to be sent to the Office of the Chief Allied Health Officer (OCAHO) via hp-research@health.qld.gov.au

Within one-month, participants are also required to:

- Complete the post placement summary report and implementation plan in preparation for endorsements and submission to OCAHO by the specified deadline
- Attend a meeting to provide feedback to the facilitator regarding the changes and/or challenges regarding the planned implementations.
- Complete an online post placement evaluation

Facilitator

Pre-placement

Facilitators are requested to:

- Review participant's placement proposal to determine whether they and their facility are able to assist the participant to achieve their learning goals.
- Nominate placement dates and/or length of placement to suit their service/unit, and seek approval from their line manager prior to accepting placement
 - o For placements pre-identified by applicants before submission, facilitators should complete the two above points before submission
 - o For placements identified by OCAHO after submission but before acceptance, facilitators will complete the two above points during engagement with OCAHO HP Research Team.
- Attend Teams meeting with participant to discuss placement and secure dates
- Assist participant to create a timetable of activities relevant to their learning goals and objectives
- Provide participant with any relevant pre-reading or resources regarding their learning goals, host site expectations or facility requirements
- Inform OCAHO HP Research Team of all staff at the host site who will be undertaking a significant role in the placement
- (if a reverse placement) book travel and accommodation via local HHS travel hub (with line manager approval)

During placement

Facilitators are expected to:

- (if a standard placement) Orientate and support a participant visiting their facility
- Organise a suitable time for participant to provide a short information session for host site colleagues
- Organise resources to be available, as required
- Ensure participants receive learning and experiences from active learning tasks and activities
- on the last day of placement,
 - Review participant's learning goals and provide feedback to participant
 - Support development of an implementation plan
 - Arrange a meeting in 1-month to review progress on implementation.

Post-placement

(If a reverse placement) At the completion of the placement, the facilitator must provide travel and accommodation evidence to their local business team to prepare a inter-entity/journal transfer request that are to be sent to the Office of the Chief Allied Health Officer (OCAHO) via hp-research@health.qld.gov.au

Facilitators are also asked to:

- Complete a brief online evaluation
- Continue to liaise with participant (as applicable) to assist them with implementing placement outcomes as relevant.

OCAHO

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.