

Funding opportunity process guidelines

*Medical Practitioner Workforce Plan for Queensland*

# Funding opportunity process guidelines

The following guidelines are intended to provide an overview of the funding opportunity process to support the implementation of round three of the [*Medical Practitioner Workforce Plan for Queensland* (MPWP4Q).](https://www.health.qld.gov.au/system-governance/strategic-direction/plans/medical-practitioner-workforce-plan-for-queensland)

The MPWP4Q was developed and released in 2017 to support the delivery of a high quality and well distributed medical workforce through activities that increase training opportunities, assist retention and recruitment, and promote the wellbeing of medical practitioners. Importantly, the MPWP4Q also aims to improve the health outcomes of people living in regional, rural and remote Queensland by encouraging medical practitioners to live, train and work in these communities.

The MPWP4Q is intended to be reviewed regularly to ensure that it remains relevant, appropriate and fit for purpose particularly in the wake of the COVID-19 pandemic. As we pass the halfway point of the MPWP4Q, the Department of Health invites applications for funding to support the implementation of initiatives under the next phase of the plan.

## **Process** **overview**

Funding will be awarded following a one-step application process as detailed in these guidelines.

## ***Funding amount and*** ***period***

The Department of Health has committed approximately $5 million per annum for the implementation of round three funding of the MPWP4Q over the 2023-24, 2024-25, 2025-26 and 2026-27 financial years.

Funding will be awarded to successful applicants for a period of between one to four years at the discretion and determination of the Funding Assessment Committee.

**It is to be noted that funding under the MPWP4Q is non-recurrent and applicants will be responsible for securing a sustainable funding source at the conclusion of the funding period.**

It is intended that funding will be transferred to successful applicants in Amendment Window 2 of the 2023-24 financial year and Amendment Window 1 of subsequent financial years (for hospital and health services).

## The funding opportunity process will be administered by the Medical Advisory and Prevocational Accreditation Unit (MAPAU), Clinical Planning and Service Strategy Division, Department of Health with the final decision maker being the Deputy Director-General, Clinical Planning and Service Strategy Division, Department of Health.

Please note that submitting an application does not guarantee funding.

## **Eligibility requirements**

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| **Applicants must have all of the following:** | 1. an ABN; and 2. be registered for the purposes of GST; and 3. an account with an Australian financial institution. |
| **Applicants must also be one of the following entity types within Queensland:** | 1. a hospital and health service (HHS); 2. a company incorporated in Australia; 3. a company incorporated by guarantee; 4. an incorporated trustee on behalf of a trust; 5. an incorporated association; 6. a partnership; 7. a joint (consortia) application with a lead organisation; 8. a registered charity or not-for-profit organisation; 9. an Australian local government body; or 10. an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth). |
| **Consortia applications** | It is recognised that in delivering medical workforce initiatives, some organisations will need to make a consortia application, particularly those in regions where a public and/or private hospital cannot provide requisite training. In such cases, the nominated lead entity must meet the above eligibility criteria and submit an application on behalf of the consortium that clearly identifies all other consortium members and includes letters of support from each member. |
| **Exclusions** | Applicants who are currently receiving funding from an alternate funding source (e.g. Australian Government or State Government) for the same activity/project are ineligible for funding under the MPWP4Q. |

## **Funding uses**

Please refer to the following table for activities that are eligible and not eligible for funding. The Deputy Director-General, Clinical Planning and Service Strategy Division, Department of Health is the final decision maker for determining what may be considered eligible expenditure.

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| **Eligible** | * Salaries and related costs of professional and administrative support staff to deliver the proposed activities. * Administration and management functions integral to the support and overall achievement of the proposed objectives and outcomes. * Data and reporting activities as outlined in this document. * Business processes to support delivery of the funding allocation (development of operational and administrative guidelines, surveys, and data and reporting activities). |
| **Not eligible** | * Activities that are not agreed to by the Department of Health prior to execution of funding agreements. * Activities that are already funded on an ongoing basis by other Australian, State or Local Government programs. * Projects where the purchase of information systems is the main component of the project. * Purchase of any equipment. * Activities outside of Queensland and Australia. * Activities which support political campaigns. * Purchase of land or premises. * Capital expenditure. * Construction/capital works. * The covering of retrospective costs. * Costs incurred in the preparation of a funding application or related documentation. * Ongoing operational costs such as electricity, telephone, and rent. * Ongoing annual fees for the use of computer software. * The purchase of consumables. * Leasing or purchasing of medical devices. * Purchasing or leasing of motor vehicles. * Tax liabilities associated with the receipt of receiving funding. * Travel and accommodation costs associated with recruiting staff. * Overseas travel. * Elective surgery and outpatient funding. * Clinical trials. * Re-current positions or non-sustainable initiatives. * Conference registration fees or costs associated with attendance at conferences. * Any other incentive allowance where the current certified agreement or award already makes a provision for payment. |

## **Funding principles**

Applications for funding must align with the following strategic priorities and objectives detailed in the MPWP4Q.

Please see the assessment criteria for details about how applications will be assessed based on alignment with the MPWP4Q strategic priorities and objectives.

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| **Strategic priorities** | **Objectives of the MPWP4Q** |
| **Priority areas** | *Invest in and support specialist workforces which are currently in, or at risk of, shortage.* |
| **Shared data collection and analysis** | *Enhance collaboration to enable shared identification and understanding of challenges that will need to be addressed by multi-faceted solutions.* |
| **Strengthening the primary care medical workforce** | *Support a skilled and distributed GP workforce to meet Queensland’s primary health care needs, particularly in rural and remote areas.* |
| **Support for the next generation** | *Encourage graduates and junior doctors into specialties and locations where there is evidenced workforce and service need.* |
| **Securing a medical workforce to deliver services to regional and rural communities** | *Leverage significant increases in the medical workforce to address shortages in current and projected staffing requirements to achieve greater distribution of the workforce into regional, rural and remote health services.* |
| **Enabling sustainability** | *Invest in Queensland’s future medical leaders and build a sustainable medical workforce pipeline for the future that facilitates equitable access to care, including exploration of workforce enhancement models.* |
| **Fostering the health and wellbeing of our medical workforce** | *Providing support to the medical practitioner workforce via targeted initiatives or interventions which address experienced wellness issues or that facilitate cultural change.* |

For additional background information, please refer to Appendix 1 for a snapshot of key initiatives successfully implemented over the first five years of the MPWP4Q.

## ***MPWP4Q refresh***

Medical workforce planning and development is currently an area of significant national and state reform particularly as the provision of healthcare emerges from the COVID-19 pandemic, Further the Queensland Government has committed to a record capital expansion programs currently underway across Queensland Health services.

To ensure that the MPWP4Q is responsive to the current and future needs of the medical workforce, the next phase of the MPWP4Q is intended to align with other key national and state led workforce strategies including:

* [*National Medical Workforce Strategy 2021 - 2031*](https://www.health.gov.au/our-work/national-medical-workforce-strategy-2021-2031)
* [*Department of Health Strategic Plan 2021 - 2025*](https://www.health.qld.gov.au/__data/assets/pdf_file/0029/1064639/department-of-health-strategic-plan-2021-2025.pdf)
* [*HealthQ32: A Vision for Queensland’s Health System*](https://www.health.qld.gov.au/system-governance/strategic-direction/plans/healthq32/queensland-healths-vision-for-the-system)

## **Assessment criteria**

Applications must address the all three assessment criteria detailed below noting the identified weightings. The amount of detail and supporting evidence provided should be relative to the size, complexity and funding amount requested.

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| **Assessment criteria** | **Description** | **Requirements** | **Weighting** |
| **Criteria 1: Strategic alignment** | Demonstrate how well the proposed activities / project aligns with one or more of the following MPWP4Q strategic priorities and objectives.   1. Priority areas 2. Shared data collection and analysis 3. Strengthening the primary care medical workforce 4. Support for the next generation 5. Securing a medical workforce to deliver services to regional and rural communities 6. Enabling sustainability 7. Fostering the health and wellbeing of our medical workforce | **Your response provided in the application form must include:**   * Identification of which MPWP4Q strategic priorities the proposed activities / project best aligns with. * A detailed description of the proposed activities / project and how they will contribute to delivering one or more of the MPWP4Q strategic priorities and objectives (without duplicating any current activities or causing disruption of existing activities). | **50%** |
| **Criteria 2: Capability and capacity** | Demonstrate the applicant’s ability to undertake the proposed activities / project identified in the application. | **Your response provided in the application form must include:**   * Evidence of capability and capacity to manage and meet requirements to deliver the proposed activities / project. * Evidence of governance structures and roles including responsibilities of key stakeholders involved. * Evidence of executive support (e.g. board, chief executive or equivalent). * Demonstrable past experience including references (if applicable). * Evidence of implementation methodology and business processes including timeframes for completion / delivery. * Identification of key appropriate risks and mitigation strategies. * If a consortia application, please provide the legal names of all consortium members and a brief description of each member’s role in the delivery of the proposed activities / project.   *Applicants must also complete Attachment 1 – Risk Management Plan.* | **25%** |
| **Criteria 3: Efficient and effective use of funding** | Application must demonstrate efficient, effective, economical, and ethical expenditure of funds to deliver the proposed activities / project. | **Your response provided in the application form must include:**   * A description of how you will ensure the efficient and economical use of funding when delivering the proposed activities / project. * How the proposed activities / project will achieve high quality outcomes in a cost-effective way.   *Applicants must also complete Attachment 2 – Budget Plan.* | **25%** |

## **Assessment process**

The Funding Assessment Committee (FAC) will be chaired by the Director, MAPAU and comprised of representatives from both metropolitan and regional hospital and health services and from within the Department of Health.

Eligible applications will be evaluated by the FAC against the information provided and how they respond to the assessment criteria using the following scoring method.

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| **Rating scale** | **Description** | **Score** |
| **Exceptional** | Outstandingly exceeds the requirements for the criterion. The application is very well detailed with very strong evidence to support claims against the criterion. | 10 |
| **Excellent** | Significantly exceeds the requirements for the criterion. The application is well detailed with strong evidence to support claims against the criterion. | 8-9 |
| **Good** | Better than meets requirements. The application is adequately detailed and includes sufficient evidence to support claims against the criterion. | 6-7 |
| **Reasonable** | Meets requirements. | 5 |
| **Limited** | Only meets some of the requirements for the criterion. | 3-4 |
| **Inadequate** | Little achievement of the requirements for the criterion. Weaknesses or omissions, which are very difficult to correct/overcome in order to make acceptable. | 1-2 |
| **Unacceptable** | Non-compliant for the criterion. | 0 |

Following an assessment of all eligible applications, applications will be ranked in order of merit and divided into one of the three categories listed below. The order of selection for funding will be consistent with the ranked order of the assessment process with the number of applicants shortlisted as competitive to be determined by the FAC taking into consideration the quantum of funding requested.

At the discretion of the FAC, applications may be recommended for funding in full or in part (i.e. essential budget items only).

At the conclusion of this process, the FAC will provide a recommendation to the Deputy Director-General, Clinical Planning and Service Strategy Division, Department of Health as the final decision maker with all outcomes to be advised in writing.

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| **Category** | **Description** |
| **Competitive – priority 1** | Application ranked as first preference for funding consideration. |
| **Competitive – priority 2** | Application ranked as second preference for funding consideration and placed on reserve list. |
| **Uncompetitive** | Application ranked as unsuccessful and not consideration for funding. Feedback will be provided upon request in writing. |

## **Reporting and evaluation**

Funding recipients will be responsible for:

* Timely completion of funding outcome reports as requested by MAPAU including advice of any emergent issues that may impact on the success of the funded activities / project.
* Ensuring that the terms and conditions of the funding are met and that funded activities / projects are managed in an effective and efficient manner.
* Ensuring that the funded activities / project outputs and outcomes are in accordance with the funding agreement.
* Employing and managing staff required to deliver the funded activities / project.
* Identifying, documenting and managing risks and putting in place appropriate mitigation strategies.
* Meeting milestones and other specified timeframes.
* Participating in evaluation activities as required.

MAPAU will undertake an evaluation of all concluded funded initiatives to determine if the intended outcomes and objectives have been achieved. Findings provided by funding recipients in funding outcomes reports may be used to inform the evaluation. Funding recipients will also be expected to provide any additional information or clarification to assist with the evaluation process including ad hoc data requests. The final evaluation report may be published and used to inform future funding priorities.

## **Conflicts of interest / declarations of interest**

A conflict of interest, or perceived conflict of interest, may arise if an applicant:

* Has a professional, commercial or personal relationship with a party who is able to influence the application assessment process, such as a Queensland Government officer or member of the FAC.
* Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.
* Has a relationship with, or interest in, an organisation from which they will receive personal gain if the organisation received funding via this opportunity.

Applicants will be asked to declare any perceived or existing conflicts of interest as part of an application for funding, or declare that to the best of their knowledge, there is no conflict of interest. If applicants later identify an actual, apparent, or perceived conflict of interest, they must inform MAPAU immediately in writing.

The chair of the FAC is responsible for advising the FAC of any conflicts or declarations of interest from applicants. The FAC will consider this information and make a determination as to the appropriateness of continuing to review the application. Further information may be requested by the FAC to assist in their deliberations.

## **Privacy, confidentiality and protection of personal information**

Personal information collected by the Department of Health will be handled in accordance with the *Information Privacy Act 2009* (Qld).

As part of this funding opportunity application process, the Department of Health may collect personal information (such as names, telephone numbers and email addresses), professional information (such as medical qualifications and employment details) and corporate financial information.

All personal, professional and corporate financial information will be securely stored and will only be accessible to relevant employees of the Clinical Planning and Service Strategy Division as well as members of the FAC. This information will primarily be used for the purpose of assessing eligibility and merit for funding under the MPWP4Q.

Information will not be disclosed to other third parties without consent.

## **How to apply**

Applications must be submitted on the prescribed application form including the following completed templates:

* Attachment 1 - Risk Management Plan
* Attachment 2 - Budget Plan

Applicants are required to return their completed application form together with all required attachments via email to [**MAPAU-MWP@health.qld.gov.au**](mailto:MAPAU-MWP@health.qld.gov.au) by **5.00 pm on Monday 29 May 2023**.

Late applications will not be accepted.

## ***Additional instructions***

* Applications must be submitted as one PDF document.
* Please only provide essential attachments in support of your application.
* The amount of detail and supporting evidence provided should be relative to the size, complexity and funding amount requested.
* The declaration included in the application form must be signed by a person authorised to act on behalf of the applicant (e.g. for applications submitted by HHSs, the declaration must be signed by the Chief Executive). In the event of a consortium, only the lead organisation is required to sign the declaration.
* Applicants must ensure their application is complete and accurate when submitted. Applicants should contact MAPAU immediately if they discover an error or omission in their application after submission.
* MAPAU at its discretion may request clarification or additional information that does not alter the substance of an application in response to an omission or error of form.

For further information, please contact MAPAU via email to [MAPAU-MWP@health.qld.gov.au](mailto:MAPAU-MWP@health.qld.gov.au).

## **Appendix 1 – Key initiatives and achievements under previous phases of the MPWP4Q**

The following table provides a snapshot of key initiatives successfully implemented over the first five years of the MPWP4Q, together with a summary of significant achievements.

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| **Strategic priorities** | **Key achievements** |
| **Emergent priority areas**  *Investing in and supporting specialist workforces that are currently in, or at risk, of shortage.* | Building the sustained capacity for training and practice in several identified specialties including:   * Addiction medicine * Anatomical pathology * Public health medicine * Psychiatry   Facilitate enrolment through specialty core requirements by expanding capacity in the following rotations:   * Paediatric anaesthesia * Paediatric radiology |
| **Shared data collection and analysis**  *Enhanced collaboration to enable shared identification and understanding of challenges that will need to be addressed by multi-faceted solutions.* | Establishment of the Queensland Health Medical Specialist Colleges Virtual Forum. Continuation of the Medical Schools Liaison Committee.  Collaboration with the Commonwealth and other jurisdictions in relation to the development of the *National Medical Workforce Strategy 2021 – 2031*. |
| **Strengthening the primary care medical workforce**  *Supporting an appropriately skilled and distributed general practice workforce to meet Queensland’s primary health care needs, particularly in rural and remote areas.* | Implementation of the Rural Doctors Upskilling Program to support the development and maintenance of a skilled general practice and rural generalist workforce to meet the medical service needs of regional, rural and remote Queensland. |
| **Support for the next generation**  *Promote career options early and encourage graduates and junior doctors into specialties and locations where there is need.* | Development of the Medi-Nav medical careers website containing detailed workforce information and comparative capabilities for medical students and junior doctors. |
| **Securing a medical workforce to deliver services to regional and rural communities**  *Despite significant increases in the medical workforce, shortages in current and projected staffing requirements continue to have a proportionately greater impact on regional, rural and remote health services.* | Funding investments in two new regional medical pathways to produce home grown doctors and expand training capacity in regional, rural and remote communities:   * Central Queensland and Wide Bay Regional Medical Pathway * Darling Downs and South West Medical Pathway |
| **Enabling sustainability**  *Investment in Queensland’s future medical leaders.* | Expansion of leadership programs to support the professional development of current and potential medical managers, leaders and supervisors. |
| **Fostering the health and wellbeing of our medical workforce**  *Supporting the medical practitioner workforce via targeted initiatives or interventions which address wellbeing issues and promote cultural change.* | Establishment of a statewide Wellbeing Working Group.  Delivery of the *Wellbeing at Work* program to all medical interns across the state followed by a suite of online wellbeing education and training modules for junior doctors. |