

Rural and Remote Research Capacity Building Program (RRR-Cap)

Research Placements

Information Sheet

The Office of the Chief Allied Health Officer (OCAHO) invites expressions of interest (EOI) from eligible rural and remote Health Practitioners (HPs) to receive reimbursement for associated travel and accommodation to undertake a supported research placement with an experienced HP researcher or research team.

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 health practitioner workforce and facilitate the implementation of evidence based clinical services.

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.

Funding Support

Successful applicants will complete a research placement for up to **five days** in a nominated facility external to their HHS to develop research skills and networks, and access specialist expertise and/or equipment required to undertake a research project. Alternatively, facilitators may support a reverse placement where the facilitator will travel to the applicant's local site.

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 and Facilitator. Non-QH employed facilitators are considered for standard placements on a case-by-case basis. Please contact OCAHO at HP-Research@health.qld.gov.au to request a non-QH facilitator.

For successful applicants in HP roles, funding will be allocated for, and limited to the following term and value, either:

- Standard placement - the applicant to attend a research placement in a different HHS facility for **up to 5 days**, inclusive of reasonable travel support for in-person attendance in accordance with Directive 13/23 - Domestic Travelling and Relieving Expenses.

- Reverse placement - the facilitator to attend the applicant's HHS facility in a different HHS to provide the reverse placement for **up to 5 days**, inclusive of reasonable travel support for in-person attendance in accordance with Directive 13/23 - Domestic Travelling and Relieving Expenses.

The travelling party will be required to make travel arrangements following the usual processes through their HHS Staff Travel unit.

Reimbursement and Reporting Requirements

Within six weeks from the last date of placement period, the applicant must submit a summary report and implementation plan via the template distributed from the RRR-Cap Application Portal, inclusive of:

- A summary of placement experience, learning, and activities
- Implementation plan to support contributions to an existing research project or work program, though the applicant **does not** need to progress the intended implementation by the end of the six-week period
- Summary of local research capacity building (where applicable) and the applicant's plan to share learnings with the relevant local service.

Within two months from the last date of the placement period, the travelling party's HHS must submit via email to HP-Research@health.qld.gov.au:

1. Evidence of staff travel booking confirmation details and relevant tax invoice/receipts.
2. Inter-entity journal for reimbursement of eligible travel costs.

Expressions of Interest

Applicants are required to obtain line manager and HHS approval prior to submitting an EOI, and the allocation of funding will consider the support of the operational line manager and HHS.

HHSs can submit an expression of interest (EOI) for more than one applicant if they meet eligibility criteria listed below. 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 approximately four weeks after the closing date.

Eligibility

Position Classification

Health Practitioner level 2 (HP2) and above.

Position Status

The applicant can be employed on a temporary or permanent basis. If temporary, the applicant's appointment should extend to at least three months beyond the support period. The applicant 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) **OR** the applicant's position provides $\geq 80\%$ of service delivery to MMM3-7 locations. A full list of RRR-Cap eligible Queensland Health locations can be found [here](#).

Conditions of Funding Support

Funding Offer

The successful applicant will remain eligible for funding support only while employed in the role specified by the HHS in the EOI.

Following acceptance of an EOI, the OCAHO will provide written offers to relevant HHSs to support travel costs to enable the placement. Offers must be signed in full and returned to OCAHO by the due date to accept the funding support.

- For a standard placement, the offer of funding will be made out to the applicant's HHS.
- For a reverse placement, the applicant's HHS will receive a written offer of a reverse placement, outlining OCAHO's commitment to support the facilitator's travel to mentor the applicant via a reverse placement. The facilitator's HHS will receive an offer of funding to support travel to the applicant's HHS.

All reporting requirements must be met in order for the HHS and successful applicant to have continued eligibility for the funding support. Failure to meet the reporting requirements may lead to withdrawal of the funding support. If the applicant fails to submit relevant evidence, the employee will be responsible for 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 eligibility requirements.

Exception Reporting

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

1. The successful applicant:
 - 1.1. 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.
 - 1.2. Has a change of employment status e.g. is approved to change from full-time to part-time.
 - 1.3. Is at risk of failing to complete the requirements for the funding support.
2. The successful applicant's position status (permanent, temporary, FTE) changes to no longer meet the requirements for funding.

Support for the RRR-Cap Program

HHSs with applicants that have been granted 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.

Responsibilities

Applicants are required to thoroughly discuss placement proposals with line managers and professional supervisors or mentors (where applicable), ensuring they are kept up to date with all placement progress

Pre-placement

Prior to acceptance of submissions, OCAHO will:

- For submissions with identified and confirmed facilitator / host sites, confirm with the nominated facilitator the suitability of the proposed placement and host site.

OR

- For submissions with no identified or confirmed facilitator or host site, facilitate identification and confirmation of a suitable placement facilitator and site.

Post-acceptance of submission, the successful applicant and facilitator must organise a Teams meeting to discuss:

- Learning goals and suitability of facilitator and host site to fulfil learning goals.
- Appropriate daily timetable of activities.
- Placement requirements.
- Securing of dates for placement, with applicant and facilitator line manager support.

It is the travelling party's responsibility to:

- Submit placement dates and details to OCAHO.

It is the participant's responsibility to:

- Prepare by conducting independent study or reading as provided/recommended by the facilitator.

Facilitators are requested to:

- Provide applicant with any relevant pre-reading or resources regarding their learning goals, host site expectations, or facility requirements.

During placement

Applicants are expected to:

- If a standard placement, 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 and the [Department of Health Travel Policy](#).
- If a reverse placement, orientate and support the facilitator visiting their facility.
- Actively participate in the pre-planned timetable and endeavour to achieve stated learning goals, review progress, and refine learning goals during the placement.

Facilitators are expected to:

- If a reverse placement, 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 and the [Department of Health Travel Policy](#).

- If a standard placement, orientate and support the applicant visiting their facility.
- Organise resources to be available (as required).
- Ensure applicants receive learning and experiences from active learning tasks and activities.
- On the last day of placement, review applicant's learning goals, provide feedback, and support development of an implementation plan.

Post-placement

Within one-month, applicants and facilitators are expected to:

- Arrange and attend a meeting to discuss the changes and/or challenges regarding the planned implementations.
- Continue to liaise (as applicable) to assist the applicant with implementing placement outcomes as relevant.