Continuing Professional Development (CPD) and Education Grant Applicant Guidelines
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# Contents

1 PROGRAM SCOPE .................................................................................................................. 3
  1.1 CPD Grants ....................................................................................................................... 3
2 ELIGIBILITY ............................................................................................................................ 3
  2.1 Who is eligible? .................................................................................................................. 3
  2.2 Who and what is NOT eligible? ......................................................................................... 4
  2.3 What is eligible? ............................................................................................................... 5
3 HOW DO I APPLY? ............................................................................................................... 5
  3.1 What do I need to provide? ............................................................................................. 5
4 SELECTION AND APPROVAL PROCESS ......................................................................... 6
  4.1 CPD Grant Rounds and Panel Meetings ......................................................................... 6
  4.2 Selection Criteria ............................................................................................................ 6
  4.3 Priority Areas for CPD and Education Grants ................................................................. 7
5 PAYMENT PROCESS .......................................................................................................... 7
  5.1 Reimbursements ............................................................................................................. 7
6 COMPLAINTS, WAIVERS AND APPEALS ..................................................................... 7
7 ARTICULATION WITH OTHER NT PHN GRANT PROGRAMS ......................................... 8
8 DEFINITIONS ....................................................................................................................... 8
Continuing Professional Development (CPD) and Education Grant

Northern Territory PHN (NT PHN) recognises continuing ongoing professional development (CPD) is essential for remote health professionals in maintaining and enhancing their knowledge and skills, and supports quality service delivery to remote clients and the community. CPD is also essential in ensuring remotely located health professionals are able to maintain their professional registration and/or peak body requirements for professional development.

To enquire about the CPD Grant, contact:
- NT PHN Workforce Coordinator – Grants
  t 08 8982 1029
  e grants@ntphn.org.au

1 PROGRAM SCOPE

1.1 CPD Grants

NT PHN CPD Grants are nominated by the applicant, and are intended to provide eligible health professionals with access to quality ongoing CPD and Education. This includes applications to attend conferences where the applicant has been invited or had an abstract accepted.

CPD grants are available to health professionals in the fields of medicine, nursing or allied health, including Aboriginal health workers, who provide services in the primary health care sector in the Northern Territory (NT).

2 ELIGIBILITY

2.1 Who is eligible?

Use the checklist below to determine whether you meet the eligibility requirements for the CPD Grant.

YOU ARE:

☐ A health professional who has obtained their primary professional qualification and/or who is working in the role as:
  - an Aboriginal and/or Torres Strait Islander health worker/practitioner (VET Certificate III minimum)
  - an allied health professional
    - audiologist
    - chiropractor
    - diabetes educator
- dietitian
- exercise physiologist
- mental health professional – limited to psychologists, nurses, Aboriginal and Torres Strait Islander health practitioners, social workers and occupational therapists recruited to mental health roles.
- nutritionist
- occupational therapist
- orthoptist
- pharmacist
- physiotherapist
- podiatrist
- prosthetist
- psychologist
- radiographer
- social worker
- speech pathologist

- a general practitioner or other doctor working in general practice
- a nurse or midwife

Note: Non-vocationally registered GP Registrars working in general practice roles are eligible to apply for CPD and Education Grants, this includes doctors enrolled in RLRP and OTD programs and other pathways to fellowship. Please note CPD grants will not be awarded to cover the costs of fellowship-related activities (example: GP Academy online pre-exam workshops, and RACGP Fellowship pre - exam workshops).

☐ Providing full or part-time services (minimum 0.5 full time equivalent) in the private or non-government primary health care sector, e.g. Aboriginal controlled community health service, private practice, not-for-profit organisation or other non-government organisation.

☐ Employed in a role providing health-related and/or clinical services as first point of contact within a rural or remote community for prevention, diagnosis and treatment of ill-health, and for ongoing management of chronic disease and education across the primary health care system.

2.2 Who and What is NOT eligible?
Any health professional employed solely by the NT Government (i.e. employee in a public hospital or NT Government Remote Health Service) is not eligible to apply.

CPD and Education Grants cannot be used for:

- Retrospective costs
• Expenses that include international travel and/or attendance at international CPD or education events. Note: Expenses related to overseas on-line training courses will be considered for companies and training providers that have an Australian base or presence.
• Study funded by other sources
• Activities for which other commonwealth, state, territory or local government bodies have primary responsibility, this includes CPD and/or education events for health professionals working solely in a public or private acute care setting.

2.3 What is eligible?
CPD grants provide eligible health professionals with financial support, in the form of a grant up to $3,000 (GST Exclusive). NT PHN will only consider one CPD and Education grant application per eligible health professional per financial year.

CPD and Education grants can be used to cover or partially cover the cost of CPD and Education course fees and course-related expenses such as accommodation and transport where appropriate. Grant allocations will be determined against the perceived workforce benefit of the training.

CPD and Education Grants can be used for the following activities identified as meeting the applicants CPD needs:
• Professional development programs
• Education events
• Conferences
• Symposias
• Seminars
• Workshops

3 HOW DO I APPLY?
Applicants are required to submit a CPD and Education Grant application form. Each applicant must identify topics and subject areas of the course in their application.

Applications are to be emailed to grants@ntphn.org.au

3.1 What do I need to provide?
Use the checklist below to ensure you provide the correct documentation when submitting your application.

☐ Completed CPD and Education Grant application form

☐ An up to date curriculum vitae, and
Evidence of employment in the primary health care sector in areas classified as MMM 3-7:

- Employment contract; or
- Letter from employer.

Both the employment contract and letter from employer must:

- Be on the employer’ letterhead and from the HR manager or immediate manager
- Be dated and signed
- State your name as the employee
- State your position title
- State your employment status (full time/part time)
- State the location of services provided.

4 **SELECTION AND APPROVAL PROCESS**

4.1 **CPD Grant Rounds and Panel Meetings**

An NT PHN Workforce panel will assess CPD grant applications on a monthly basis against eligibility and selection criteria. The panel will meet on the last Wednesday of each month, and notify all applicants of the outcome of their CPD grant application within five working days of the grants panel meeting.

The number of grants available each month are determined by the monthly budget allocation and submission of an application does not guarantee a grant will be awarded to the applicant.

All grants are capped at $3,000 (GST exclusive) and will be negotiated with the successful applicant according to the cost of the nominated CPD activity. Grants will be processed GST-exclusive and applicants are reimbursed up to the agreed amount plus any GST payable on this amount.

4.2 **Selection Criteria**

The following criteria will be used in prioritising and/or approving grant applications:

- Consistency with the grant program guidelines
- Letter of support from employer, line manager or equivalent
- Relevance to NT rural and remote practice in the primary health care setting
- Cost-effectiveness and consistency with budget criteria
- Consistency with NT PHN identified priority areas.
4.3 Priority Areas for CPD and Education Grants

**Priority Area 1**

Aboriginal Community Controlled Health Services

- Nursing workforce
- Aboriginal health professionals
- Allied health professionals

**Remote Area Workforce**

- Remote area nursing workforce
- Aboriginal health professionals
- Allied health professionals
- Pharmacy

**Priority Area 2**

- All other health professionals

5 **PAYMENT PROCESS**

5.1 Reimbursements

CPD and Education Grants are paid to the grantee on a reimbursement basis. Once approved for a CPD and Education grant, the grantee can be reimbursed for the costs associated with:

- Course/enrolment fees
- Economy airfare, airport transfer or mileage
- Capped accommodation for the duration of the program.

Reasonable domestic travel and accommodation for the purposes of course attendance only will be reimbursed in line with the Australian Government Taxation Determination for reasonable travel and accommodation T/D 2016. Costs associated with meals, alcohol and all in-room services, will not be reimbursed.

To make a claim, the grantee must complete an NT PHN Grant Reimbursement form and provide a valid tax invoice with proof of payment or receipt to support the claimed expenditure. Reimbursement claims must be submitted within one month of the event wherever possible.

6 **COMPLAINTS, WAIVERS AND APPEALS**

Unsuccessful applicants who wish to appeal the outcome of their application should initially explain their situation to the NT PHN Workforce Coordinator Grants to determine if there are other avenues to access funding and/or support to meet their relocation and professional development needs. Please email grants@ntphn.org.au
If the matter is not resolved, applicants can appeal to NT PHN Recruitment and Retention Team Lead to consider their case in consultation with NT PHN Manager Workforce Programs and Outreach Health Services Executive Manager. NT PHN Workforce and Outreach Health Services Executive Manager is the final arbiter for any appeal. NT PHN Workforce Grant Coordinator t 08 8982 1029.

7 ARTICULATION WITH OTHER NT PHN GRANT PROGRAMS

Eligible health professionals in the NT can only access one of the NT PHN grant programs at any one time. Once the grantee has completed their grant requirements, they can then make an application to other NT PHN Workforce grant programs.

8 DEFINITIONS

Primary health care: health professionals working in the primary health care sector, providing health related and/or clinical services as first point of contact within a rural or remote community for prevention, diagnosis and treatment of ill-health, and for ongoing management of chronic disease.