

**Clinical Quality, Regulation and Accreditation
General Practice & Primary Care Unit**

Single Employer Model Grant Round - Capital Infrastructure

Expressions of Interest Guidelines

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Contact Details

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Single Employer Model – Infrastructure Component

The Tasmanian Department of Health (the Department) is calling for expressions of interest for the infrastructure component of the Single Employer Model (SEM) pilot that will provide funding to general practices to support the supervision of trainee General Practitioners (GPs) via one or all the following:

1. Expand consulting space
2. Accommodation
3. IT infrastructure
4. Equipment for training locations

Please note that by expressing interest you are committing to being considered to expand your capacity and be available for GP training during the SEM pilot period, as well as other relevant GP training programs.

EOI open: Saturday 27 July 2024

EOI close: 5:00 pm Monday 26 August 2024

Overview

The SEM is a joint State and Australian Government Pilot aimed at supporting general practices in Tasmania. This exciting model will provide support to GP trainees by providing a clear training pathway and assist participating practices by expanding facilities and guaranteeing income and support for the supervision of these trainees.

The Department, through the Tasmanian Rural Generalist Pathway – Coordination Unit, intends to co-design the SEM with key partners. The project structure has been designed to ensure that it meets the needs of our registrars, general practices and other stakeholders.

The strategic objectives of the Tasmanian SEM Pilot are to:

1. Implement a GP training program co-designed with partners
2. Ensure pay and entitlements for GP registrars are equitable with their hospital peers
3. Support supervisors of SEM participants, including piloting innovative supervision models in each region of Tasmania
4. Achieve training accreditation of practices participating in the SEM pilot, including current and future Medicare Urgent Care Clinics
5. Provide capital infrastructure to facilitate new or expanded training capacity for use on:
 1. expanded consulting space
 2. accommodation
 3. IT infrastructure
 4. equipment (PoCT, Ultrasound etc.) for training placement locations
6. Evaluate the program

Other benefits of the SEM include a stronger link between the Tasmanian Health Service (THS) and general practices enabling a more seamless delivery of care for the community. This will also allow doctors to move between the hospital and general practice settings if they want to work part-time across the sectors. Enhancing the primary care sector will be key to receiving the right care, in the right place, at the right time.

Through the SEM general practice, trainees will have the opportunity to be employed by the Tasmanian Health Service while working in and being supervised by quality training practices.

The Tasmanian Rural Generalist Pathway Coordination Unit will advise, support, and engage with key stakeholders.

Funding Available

A total of up to \$3 million in grant funding is available. There are four (4) categories of use for capital infrastructure under the SEM pilot:

1. Expand consulting space
2. Accommodation
3. IT infrastructure
4. Equipment for training locations

Evaluation of Proposals

The evaluation process will be undertaken against the following evaluation criteria with the aim of determining which proposals represents the best use of funding and achieve the highest level of GP training.

Qualitative Evaluation Criteria

Proposals will be assessed against a series of qualitative criteria. All respondents are required to respond to each of the qualitative criteria (please refer to Single Employer Model – Expression of Interest Application Form).

Prompts have been provided within the Qualitative Criteria to assist in framing proposals. Respondents should add any other information they believe is relevant to addressing the criteria.

The respondent's ability to satisfy the qualitative criteria will be assessed on the basis of scores allocated by the Evaluation Committee by consensus in response to questions relating to each criterion and then weighted as detailed.

The assessment of proposals will be based on the degree of achievement against the requirements set out in the Single Employer Model – Expression of Interest (EOI) Application Form by the respondent. A maximum score for each criterion will be given if the achievement of the criterion is fully compliant, with no risks and/or weaknesses. The score will be reduced proportionate to the extent of non-conformities, discrepancies, errors, omissions, and risks for the Department.

Composition and role of the Evaluation Committee

Submissions under this grant round will be considered by an Evaluation Committee, comprised of individuals with appropriate skills and qualifications relevant to the criteria.

The role of the Evaluation Committee will be to assess applications against the qualitative criteria as outlined in the expression of interest guidelines. The Evaluation Committee will then convene to discuss the applications and agree on a score for each of the criteria, with the applications ranked according to that score.

Scoring

Scoring will be based on the following allocation:

Score	Description	Full Description
10	Exceptional	Full achievement of the requirements specified in the EOI Application Form for that criterion. Demonstrated strengths, no errors, weaknesses or omissions.
8 to <10	Superior	Sound achievement of the requirements specified in the EOI Application Form for that criterion. Some minor errors, risks, weaknesses or omissions, which may be acceptable as offered.
6 to <8	Good	Reasonable achievement of the requirements specified in the EOI Application Form for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
4 to <6	Adequate	Satisfactory achievement of the requirements specified in the EOI Application Form for that criterion. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
2 to <4	Inadequate	Minimal achievement of the requirements specified in the EOI Application Form for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
>0 to <2	Poor to deficient	No achievement of the requirements specified in the EOI Application Form for that criterion. Existence of numerous errors, risks, weaknesses or omissions, which are very difficult to correct/overcome and make acceptable.
0	Unacceptable	Totally deficient and non-compliant for that criterion.

Expressions of Interest will be considered against the following qualitative evaluation criteria:

I. Value for Money

- Please describe how your proposal will link to the below aspects of 'value for money' by describing the proposed use of the funding and linking your description to the budget you have provided. Your response should include any risks and mitigation strategies associated with the proposal:
 - Economy: lowest cost for the relevant quality. How are you achieving 'economy'? Are you proposing to buy or lease? Are you proposing to convert an existing space or construct something new? What, if any, resources are you planning to self-contribute (monetary and non-monetary)?
 - Efficiency: lowest cost for the most output. How will your proposal contribute to an enhanced capacity? What additional services do you expect to be able to provide because of the proposal?
 - Effectiveness: Demonstrate how your proposal will contribute to the Single Employer Model Strategic Objectives.

Weighting 20%

Maximum 700 words

2. Training Accreditation Status:

Please provide copies of accreditation and any relevant information verifying the below response for the Panel's assessment.

- Is the practice/organisation applying for this funding accredited for GP training with the both the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM)? (score of 10)
- Is the practice/organisation applying for this funding accredited for GP training with the RACGP? (score of 8)
- Is the practice/organisation applying for this funding accredited for GP training with the ACRRM? (score of 8)
- Does the practice/organisation plan on obtaining accreditation for GP training when the grant funding has been provided? Please detail your current barriers to obtaining accreditation (score of 4-6)

- Does the practice/organisation have no accreditation and no capacity to obtain accreditation for GP training (score of 0, therefore ineligible to proceed)

Weighting 10%

Maximum 500 words

3. General practice training category:

- Does the practice/organisation applying for this funding have trainees on placement from a General Practice Training (GPT) term category of:
 - GPT 1-4, 4 total combined terms (score of 10)
 - GPT 1-2 only total combined terms (score of 8)
 - GPT 3-4 only total combined terms (score of 6)
 - Plan to obtain a GPT along with accreditation (score of 4)
 - No current or planned GPT (score of 0, therefore ineligible to proceed)

Weighting 10%

Maximum 250 words

4. Has the practice/organisation applying for this funding expressed interest in participating in the SEM?

- An assessment made by the panel based on the proposed practice/organisation. No need for a response from the applicant.
 - Yes, listed on the 19(2) direction and has a SEM registrar in practice (score of 10)
 - Yes, listed on the 19(2) direction and seeking registrar (score of 8)
 - No, not listed on 19(2) direction and do not plan to participate in SEM, but does participate in GP training of registrars, RMOs, interns or medical students (score of 3 therefore ineligible to proceed)
 - No, not listed on 19(2) direction and do not plan to participate in SEM or other GP training of registrars, RMOs, interns or medical students (score of 0, therefore ineligible to proceed)

Weighting 10%

5. What is Modified Monash Model (MMM) category of the practice/organisation applying for this funding?

- An assessment made by the panel based on the location of the proposed practice/organisation.
No need for a response from the applicant.
 - MMM 7 (score of 10)
 - MMM 5 or 6 (score of 8)
 - MMM 3 or 4 (score of 6)
 - MMM 2 (score of 4)

Weighting 10%

6. General Practice Workforce Planning and Prioritisation (GP WPP) catchment:

- An assessment made by the panel based on the location of the proposed practice/organisation.
No need for a response from the applicant.
 - Catchment region is considered a "High Priority Catchment" with "Extra Rooms Available" (score of 10)
 - Catchment region is considered a "High Priority Catchment" with no extra rooms available (score of 8)
 - Catchment region is considered a "Medium Priority Catchment" (score of 6)
 - Catchment region is considered a "Low Priority Catchment" (score of 4)

A High Priority catchment, as defined by the literature, is "high community need but no current training capacity".

Categories are as per the HR+ AGPT Workforce Planning and Prioritisation – Tasmania – Consolidated Report – 28 February 2023.

Weighting 20%

7. Health Workforce Needs Assessment (HWNA) Category:

- An assessment made by the panel based on the location of the proposed practice/organisation.
No need for a response from the applicant.
 - Areas of high geographical and social disadvantage (i.e., high MMM and low Index of Relative Socio-economic Advantage and Disadvantage [ISRAD]) are rated 'extreme risk' (score of 10)
 - Areas of high geographical disadvantage only (i.e., high MMM and high IRSAD) are rated 'high risk' (score of 8)

- Areas of social disadvantage only (i.e., low MMM and low IRSAD) are rated 'medium risk' (score of 6)
- Areas not considered geographically or socially disadvantaged (i.e., low MMM, high IRSAD) are rated 'low risk' (score of 4)

Weighting 20%

Quantitative Evaluation Criteria

Once the qualitative criteria has been assessed respondents will then be evaluated for demonstrated value for money. Respondents will be assessed as to their ability to provide services that achieve the required outcomes at the best possible price. The lowest price may not be assessed as providing the best value for money.

Compliance Criteria

The proposals will also be assessed against qualitative criteria which will include compliance with:

- Conditions of Proposal;
- Funding Agreement;
- Quality Assurance requirements.

The Evaluation Committee will be requesting additional information from applicants after their qualitative criteria are assessed to test for compliance with these criteria. This will include information to enable a due diligence assessment to be made. Due diligence will include assessing whether the applicant has the essential requirements of good corporate governance and financial sustainability. Failure to comply with any subsequent requests for information to assess these criteria may eliminate applicants from further consideration, as it may indicate the organisation is unable to comply with a future funding agreement.

FAQ's – What is important for practices and registrars

General practices participating in the SEM pilot must be open to working with the Department and Tasmanian Health Service to implement the program. As early participants of the SEM pilot there may be early learnings requiring adjustment of processes from all parties involved to enable program success. This will require honest, open, and transparent communication between parties to enable program improvement.

What is the timeframe for spending the capital infrastructure grant?

Infrastructure grants awarded to general practices must be expended within the lifetime of the Australian Government funded Primary Care Pilot ending 30 June 2027. If this timeframe is unable to be met due to challenges with building industry supply and workforce availability, early conversation with the Department to consider alternate options is essential.

What sort of characteristics should any accommodation consider?

Any applications for accommodation must ensure the accommodation is within suitable travel times to the practice and must be suitable for 24 hours access at all times of the year.

What sort of information will I have to provide the Department of Health during this process?

If successful applicants are not already funded by the Department, then the relevant documents will need to be submitted and considered before a funding agreement can be signed:

- Last two years of audited financial reports
- A copy of the organisation's current Public Liability Insurance certificate of currency (policy coverage not less than \$20 million)
- A copy of the organisation's current Professional Indemnity Insurance certificate of currency (policy coverage not less than \$10 million)
- A copy of the organisation's current Worker's Compensation Insurance certificate of currency
- Documentation to certify practice and (where relevant) training accreditation
- Copies of any trust or partnership documents (needs to identify who is legally able to enter into a financial agreement)

- Partnership Agreement, Trust Deed, Company Constitution or Incorporation certificate
- Quality and Safety documentation as requested
- Corporate Governance documentation as requested
- Compliance with child safety legislation and Departmental policies.

Participating practices must also comply with service delivery reporting requirements, including key performance indicators, data quality processes, reasonable ad hoc data requests and data required for evaluation of the SEM pilot.

What can I claim for equipment?

Purchase and installation costs are eligible to be covered.

Ongoing costs (servicing, consumables, replacement, licencing) are not able to be funded under this grant.

Training support can be sought through existing scholarship programs. Please see [Scholarships | HR+ \(hrplustas.com.au\)](https://hrplustas.com.au)

What if submissions from general practices exceed the \$3 million funding available?

If applications via the EOI process exceed the available funding amount, EOIs will be ranked based on the criteria listed, with funding provided based on these rankings until exhausted.

How will I be notified of the grant selection process?

Once the Evaluation Committee have conducted their assessment, the Department will arrange for formal communication via email to the successful and unsuccessful applicants. Feedback to the applicants on their responses will be able to be provided upon request.