

## VICOUTREACH ABORIGINAL HEALTH

### Service Application Form

The Rural Workforce Agency Victoria (RWAV) is the Victorian fundholder for the Australian Government's Medical Outreach Indigenous Chronic Disease Program. In Victoria, this program is known as VicOutreach Aboriginal Health.

VicOutreach Aboriginal Health supports outreach health professionals to provide services to Aboriginal and Torres Strait Islander communities with the aim of increasing access to a range of health services, including expanded primary health, to treat and manage chronic diseases.

VicOutreach Aboriginal Health supports outreach health activities that focus service delivery on the following chronic conditions:

- Diabetes
- Cardiovascular disease
- Chronic respiratory disease
- Chronic renal (kidney) disease
- Cancer

Medical specialists, general practitioners, allied health providers and other health professionals may apply for funding to provide VicOutreach Aboriginal Health services. Health organisations (e.g. Aboriginal community controlled health services, community health services and general practices) seeking visiting health professionals to expand their service's capacity to treat and manage chronic disease are also welcome to apply.

An application is required for all services seeking VicOutreach Aboriginal Health funding. An application can be submitted to RWAV by either a provider or host of a proposed service at any time throughout the year.

### APPLICATION REQUIREMENTS

This application form comprises the following parts, which must **all** be completed:

- Business and contact details
- Service model
- Visit details
- Accessibility
- Qualifications and declarations

## COMPLETING THE APPLICATION FORM

To complete a VicOutreach Aboriginal Health application form:

1. Read the Service Delivery Standards, developed by the Australian Government Department of Health, and other background information found at <https://www.rwav.com.au/wp-content/uploads/Aboriginal-Health-Delivery-Standards.pdf>
2. Refer to pages 8–10 of this document for information about eligible services and available payments.
3. Either print the application form to complete, or type directly into the PDF document.
4. Ensure you have completed all parts of the application form for each proposed service. Incomplete applications will not be considered.
5. Submit the form and any accompanying paperwork (as requested in the application form) to RWAV.
6. Applications must be posted, emailed or faxed to:

<b>Post:</b>	<b>Email (application as attachment):</b>	<b>Fax:</b>
Rural Workforce Agency Victoria Level 6, Tower 4, World Trade Centre 18–38 Siddeley Street Melbourne VIC 3005	moicdp@rwav.com.au	03 9820 0401

## NEXT STEPS

Applications for proposed services funded through VicOutreach Aboriginal Health will be assessed and prioritised by RWAV according to the following assessment criteria.

- 1. Service responds to VicOutreach Aboriginal Health priorities.**
- 2. Identified as of high need within the community** (e.g. through the needs analysis and regional consultation).
- 3. Local workforce and facilities can support any treatment performed / provided** (e.g. confirmed availability of a local facility to provide service).
- 4. Increases access to health professionals for local and regional residents.**
- 5. Has linkages with other health service programs in the region** (e.g. evidence of multiple linkages).
- 6. Value for money.**

The VicOutreach Victorian Advisory Forum (VAF) will evaluate all proposals presented by RWAV and endorse those proposals that meet both the VicOutreach Aboriginal Health priorities and the needs of proposed locations. The VAF comprises a broad range of stakeholders with relevant knowledge and expertise about health delivery arrangements in regional, rural and Aboriginal and Torres Strait Islander communities in Victoria.

All endorsed proposals must be approved by the Australian Government Department of Health. Applicants will be notified in writing of the outcome of proposals as soon as RWAV receives confirmation.

Successful applicants will be required to enter into a funding agreement with RWAV.

<b>BUSINESS AND CONTACT DETAILS</b>		
<b>Full legal trading name of the organisation / business</b>		
<i>This is the organisation that will hold the Service Provider Agreement with RWAV</i>		
Organisation legal name:		
Trading as (if applicable):		
ABN:		GST registered:    Yes    No
Phone:		Fax:
Email:		
Physical address:		
Postal address:		
<b>Authorised representative of the organisation</b>		
<i>This is the representative responsible for signing the Service Provider Agreement with RWAV (e.g. Director or CEO)</i>		
First name:		Surname:
Title:		Position:
Phone:		Fax:
Email:		
Postal address:		
<b>Contact person</b>		
<i>This is the person who will provide RWAV with activity reports and invoices. These must come from the organisation with which RWAV has the Service Provider Agreement</i>		
As above		
First name:		Surname:
Title:		Position:
Phone:		Fax:
Email:		
Postal address:		



**CONSENT AND CONFIDENTIALITY**

Information provided in this service application form will be used to assess applications for funding and/or support from VicOutreach Aboriginal Health and to undertake RWAV's duties in the administration of VicOutreach Aboriginal Health.

Information provided will be disclosed to the Australian Government Department of Health, the Victorian Advisory Forum and other individuals, agencies or organisations (e.g. local health providers) as required by law or as deemed necessary by RWAV to fulfil its obligations in the administration of VicOutreach Aboriginal Health.

By completing this form and selecting the box below, you are indicating your permission for RWAV to use the information provided as described above.

I have read the above and give consent for the information provided to be used in accordance with these terms.

Name:

Position:

Organisation:

Date:

**PLEASE NOTE: In order to process your proposal, RWAV requires all information requested in this form to be provided.**

Procedures relating to privacy are set out in a policy statement that can be obtained from the RWAV website:

[www.rwav.com.au](http://www.rwav.com.au).

If you have any concerns or would like to verify information held about you, please contact the [RWAV Privacy Officer](#).

<b>2. SERVICE MODEL</b>		
<b>Proposed service priority</b> (select the area most relevant to your proposed service)		
<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
<input type="checkbox"/>	Chronic respiratory disease	<input type="checkbox"/>
<input type="checkbox"/>	Cancer	<input type="checkbox"/>
		Chronic renal disease
		Cardiovascular disease
		Other (please specify) :
<b>Who will provide the service?</b>		
<i>If the health professionals are not yet recruited, please list the specialty/discipline required and note that they are not yet recruited/identified.</i>		
Health professional name(s):		
Specialty / discipline:		
Where will the provider travel <i>from</i> to deliver this service (i.e. provider's base location)?		
<b>Location of outreach service</b>		
Town:		
Are you proposing to provide outreach services to other locations?		
No    Yes (please specify all):		
<b>Facility where this service will occur</b> (e.g. Aboriginal health service, community health service, GP practice)		
Facility type:		
Facility name:		
Facility address:		
<b>Service description</b>		
Type of service:	<input type="checkbox"/>	Consultation
	<input type="checkbox"/>	Procedural
	<input type="checkbox"/>	Telemedicine
	<input type="checkbox"/>	Upskilling local health professionals
	<input type="checkbox"/> Combination (please specify):	
Description of service:		
	<ul style="list-style-type: none"> <li>How will each health professional travel to the</li> </ul>	

<p><i>community and are there links with other services travelling?</i></p> <ul style="list-style-type: none"> <li>• <i>How will patients access the service?</i></li> <li>• <i>How will follow-ups be provided?</i></li> <li>• <i>How does this service integrate with other services?</i></li> <li>• <i>Will there be any upskilling to local health professionals at the host location?</i></li> </ul>		
<p>Service commencement date:</p>		
<p>Number of visits: <i>The number of occasions that the health provider / team will visit each town listed. This is not indicative of days per visit. One visit could take multiple days.</i></p>	<p>Service commencement to 1<sup>st</sup> Oct 2017:</p>	
<p>Number of intended sessions and patients per outreach visit <i>(1 session = 3.5 – 4 hours)</i></p>	<p>Consultation sessions:</p>	<p>Procedural sessions:</p>
<p>Frequency of visits for service:</p>	<p>Weekly</p>	<p>Fortnightly</p>
	<p>Monthly</p>	<p>Other:</p>
<p><b>What is the community need for this service?</b> <i>Describe the evidence of need for proposed service, e.g. distance to alternative service location, current waiting time, demographic and geographic considerations</i></p>		
<p><b>Community linkages involved with visits (if any):</b></p>		
	<p>Registrar involvement</p>	<p>Student involvement</p>
	<p>Aboriginal and Torres Strait Islander Health Worker involvement</p>	<p>University involvement</p>

Care Coordinator involvement	Other involvement (please specify):
<b>Community support:</b> list three contacts from the local health community who can verify the need for this service.	
Referee:	Telephone:
Referee:	Telephone:
Referee:	Telephone:

3. VISIT DETAILS			
Travel type <i>How will the provider travel to the outreach location from their base location?</i>	Car	Commercial flight	Charter flight
	Hire car	Taxi	Other:
	Further details (as required):		
Visit length <i>How long will the provider stay in the outreach location each visit?</i>	Number of <u>days</u> spent in the outreach location per visit:		Number of <u>nights</u> for which accommodation is required per outreach visit:
Upskilling provided <i>(during outreach visit)</i>	Type of upskilling:		Number of hours spent upskilling per outreach visit:
Professional support provided <i>(between outreach visits)</i>	Type of professional support:		Number of hours spent on professional support between each outreach visit:
Room hire / facility fee paid to delivery this service:	Yes	No	Amount per day: \$ Comment:



<b>4. ACCESSIBILITY</b>			
<b>How will this outreach service improve accessibility for the local community?</b>			
Will you bulk-bill for this service?	Fully	Partly (some patients)	Not at a
Comments:			
<b>Are you receiving funds for this service from another source?</b>			
No	Yes – please provide details:		
<b>Are you able to provide the following to RWAV within one month of service delivery:</b>			
An invoice to ensure reimbursement of costs?	Yes	No	
A service report detailing patient numbers and upskilling undertaken in the reporting period?	Yes	No	
<b>Cultural safety and awareness</b>			
Have all health professionals completed cultural safety and awareness training?			
Yes	Please provide details:		
No	Please provide information on how you will meet this requirement:		

<b>5. QUALIFICATIONS AND DECLARATIONS</b> <i>(evidence must accompany this application)</i>	
<b>Checklist for <u>individual service providers</u>: please attach evidence of the following with your application</b>	
	Professional registration (qualification and accreditation)
	Professional indemnity
	Working with Children Check (if applicable)

## VicOUTREACH Program Matrix

	<b>VicOutreach Rural Health</b> (Rural Health Outreach Fund)	<b>VicOutreach Aboriginal Health</b> (Medical Outreach – Indigenous Chronic Disease Program)
<b>Health Priorities</b>	<ul style="list-style-type: none"> <li>• Maternity and paediatric health</li> <li>• Eye health</li> <li>• Mental health</li> <li>• Support for chronic disease management</li> </ul>	Prevention, detection and management of chronic disease (primary and secondary care). <ul style="list-style-type: none"> <li>• Diabetes</li> <li>• Cardiovascular disease</li> <li>• Chronic respiratory disease</li> <li>• Chronic renal (kidney) disease</li> <li>• Cancer</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Provide both public and private outreach health services that address prioritised community needs</li> <li>• Broaden the range of health services available in regional, rural and remote locations</li> <li>• Remove the financial disincentives that create barriers to service provision</li> </ul>	<ul style="list-style-type: none"> <li>• Increase access to multidisciplinary care in primary health care settings</li> <li>• Increase the range of services offered by visiting health professionals to prevent, detect and manage chronic disease more effectively</li> </ul>
<b>Eligible locations</b>	<ul style="list-style-type: none"> <li>• ASGC RA2–5</li> </ul>	<ul style="list-style-type: none"> <li>• ASGC RA1–5</li> </ul>
<b>Eligible health services</b>	<ul style="list-style-type: none"> <li>• Specialist medical services</li> <li>• Allied health services</li> <li>• Nursing services</li> <li>• Combinations of eligible services (i.e. multidisciplinary teams)</li> <li>• Outreach GP services</li> <li>• Midwifery services (VicOutreach Aboriginal Health only)</li> <li>• Coordination and administration of these services</li> </ul>	
<b>Other eligible services</b>	<ul style="list-style-type: none"> <li>• Cultural awareness and safety training for participating service providers</li> <li>• Upskilling / training (not be supported as a stand alone activity)</li> </ul>	

	<ul style="list-style-type: none"> <li>Professional support that is associated with outreach services</li> <li>Program administration costs</li> </ul>								
<b>Service delivery models</b>	<p><b>Outreach:</b> service provision provided to communities by service providers travelling to these locations from a larger town. This is the preferred model.</p> <p><b>Cluster:</b> service is provided to multiple communities from a variety of service providers located in different communities within the cluster. Coordination is critical to ensure a united approach to care.</p> <p><b>Hub and spoke:</b> service is provided both in a central town and the service provider(s) travelling to remote communities.</p>								
<b>Consolidated programs</b>	<ul style="list-style-type: none"> <li>MSOAP – Core, Ophthalmology expansion, Maternity services expansion</li> <li>Medical Specialist Outreach Assistance Program –Indigenous Chronic Disease (MSOAP-ICD)</li> <li>Urban Specialist Outreach Assistance Program (USOAP).</li> </ul>								
<b>Support payments (both programs)</b>									
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<b>(host facility)</b>	<ul style="list-style-type: none"> <li>Funding is at a rate according to the position of the coordinator and the complexity of the service visit (maximum \$200 per session),</li> </ul>	
<b>Room hire</b>	<ul style="list-style-type: none"> <li>For both service delivery and upskilling</li> <li>Maximum facility fee payable for any venue is \$200 per day (ex. GST).</li> </ul>	
<b>Equipment lease</b>	<ul style="list-style-type: none"> <li>Leasing (must be approved by the Department of Health) and transportation costs of equipment on commercial transport. Must include budget for replacement parts and maintenance. The period of least may not exceed the end date of the contract between the provider and RWAV.</li> </ul>	<ul style="list-style-type: none"> <li>Purchase of equipment</li> </ul>
<b>Telemedicine / ehealth</b>	<ul style="list-style-type: none"> <li>Hire of venue and equipment associated with telemedicine consultations.</li> </ul>	<ul style="list-style-type: none"> <li>Capital costs</li> </ul>
<b>Cultural training and familiarisation</b>	<ul style="list-style-type: none"> <li>Cost of providing cultural training and familiarisation for health professionals who provide outreach services.</li> </ul>	
<b>Absence from practice allowance</b>	<ul style="list-style-type: none"> <li>Payable to non-salaried private health professionals and accompanying registrars to compensate for loss of business opportunity due to the time spent travelling to and from a location where they are delivering an outreach service and/or upskilling.</li> <li>Time taken for non-salaried private health professionals to attend cultural training and familiarisation.</li> <li>Standard hourly rate specified by RWAV.</li> </ul>	<ul style="list-style-type: none"> <li>Salaried staff</li> </ul>
<b>Backfilling (for salaried health professionals)</b>	<ul style="list-style-type: none"> <li>Salary costs of backfilled salaried medical staff that provide approved outreach services.</li> </ul>	<ul style="list-style-type: none"> <li>MBS claims by salaried staff voids backfilling cover</li> <li>Salary costs of backfilling registrars, technical staff and/or other accompanying health professionals</li> </ul>
<b>Professional support</b>	<ul style="list-style-type: none"> <li>Support provided by visiting health professionals to local medical and health professionals, e.g. meetings, telephone / email support separate to visits.</li> <li>Standard hourly rate specified by RWAV – non salaried health professionals only.</li> </ul>	<ul style="list-style-type: none"> <li>Salaried staff</li> </ul>