

## 1. Introduction

The Rural PHC Practice Manager Education Grant (the Grant) aims to contribute to the sustainability of primary health care (PHC) services in rural and remote South Australia (SA) by supporting practice managers to increase their professional skills in business, human resource and/or practice management through formal study or recognised short courses.

Applicants can apply for up to \$5,000 (ex GST) for costs of study or courses in business, human resources and/or practice management.

Priority in the awarding of grants will be given to locations where sustainability support is most needed, informed by the detail provided by the Applicant and RDWA's health workforce needs assessment.

The Rural PHC Practice Managers Education Grant is targeted at the person who has the primary role in the practice for managing the practice's business on a day-to-day basis, or the person who has been designated by the practice as part of succession planning to take on the role within the next 12 months.

One application can be submitted by eligible general practices, Aboriginal Community Controlled Health Services, allied health, nursing or not for profit PHC services for the 2023 Grant. Corporate entities with multiple locations can only apply for one grant. Determination of the support offered within an entity structure will be determined solely by RDWA.

Successful applicants must remain working in an eligible location for the duration of the activity and must start the activity no later than 28 February 2024 and complete it by 31 December 2024. If the Applicant leaves the location during the Grant period or does not start or finish the activity within the dates specified, the Applicant will be required to repay any grant funds paid.

Successful applicants will be invited to join RDWA's Practice Manager Education Grant network to foster connections among rural practice managers and contribute to identifying ongoing workforce educational needs.

## 2. Eligibility

### 2.1 Practice

A PHC practice can be a general practice, Aboriginal Community Controlled Health Service, allied health, nursing or not-for-profit PHC service that is in a Modified Monash Model (MMM) 2-7 location in SA.

Priority practices are within MMM 5-7.

Practices that are solely aged care, child development or aged care services; or owned and operated by State, Local or Commonwealth entities are not eligible PHC practices.

### 2.2 Applicant

Applicants must be working in an eligible PHC practice. Applicants can be an employee or the practice owner. The Applicant must be the designated person who has the formal primary practice management function for the practice, or designated by the practice owners as part of their succession planning to take on the practice management role in the next 12 months.

Practice managers employed directly and solely by State, Local or Commonwealth Government, or working solely in aged care, child development or disability services are not eligible to apply.

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### 2.3 Activity

Applicants can apply for a grant to contribute toward costs of fees for recognised courses and formal study in business, human resource or practice management conducted in or from Australia. International study or courses are not eligible activities. Courses or study can be in person, online or hybrid.

Applicants will need to demonstrate in their application that the course or study contributes to an aspect of sustainability in their practice and describe the outcomes that are intended as a result of completing the education. RDWA will assess applications on Applicant eligibility and the potential contribution of the education activity to the sustainability issue or problem.

The activity must commence no later than 28 February 2024, and must be able to be completed no later than 31 December 2024.

Reimbursement for travel and accommodation costs associated with attending in-person education activities can be applied for within available Grant funds. Accommodation costs are paid as a reimbursement of actual costs incurred by the Applicant, capped at a maximum of \$208 per night. Travel by private car is reimbursed at 78c per kilometre direct route from base location to the education activity. If air travel is necessary, reimbursement is at economy fare by the most direct route.

## 3. Process

### 3.1 Application

Applicants complete an on-line form available through the RDWA website when the Grant is open. The applicant will need to:

- provide personal and employment/practice role details to establish eligibility;
- write a detailed description of the activity and costs (up to 300 words);
- write a detailed description of how the application aligns to the Grant aims (up to 300 words);
- agree to the grant terms and conditions, Applicant declaration and information privacy consent.

Applying for a grant does not guarantee that a grant will be made to the Applicant.

### 3.2 Assessment

Applications will be assessed by RDWA on the following basis:

- Eligibility (Applicant, Practice and Activity); and
- Alignment with the Grant guidelines.

Where there are more applications assessed as eligible than funds available, priority in allocating grants will be given to:

- Applicants working in MMM 5-7 locations;
- Applications who demonstrate the strongest alignment between the proposed educational activity and improving sustainability of the practice.

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### 3.3 Notification and Grant Agreement

Successful Applicants will be contacted by email and advised their application has been successful. A Grant agreement will be attached for their consideration.

If the Applicant wishes to accept the offer and its terms and conditions, the Applicant will execute the agreement and return it to RDWA within seven days or the offer will lapse. The agreement will set out the applicable rates and expenses that can be claimed. The grant is not provided as cash payment.

Unsuccessful Applicants will be notified by email and RDWA will be able to provide a phone follow-up if the Applicant would like more information.

### 3.4 Payments

The Grant agreement will specify a reimbursement schedule for eligible items. Applicants complete a Grant claim form and attach supporting evidence (tax invoices in the Applicant's name). Claims will be assessed by RDWA and if complete, RDWA will pay by electronic funds transfer to the Applicant's nominated account.

### 3.5 RDWA contact

RDWA will maintain periodic contact with successful Applicants during the term of the Grant. Grant recipients will be asked to contribute to RDWA's promotional activities. All successful Applicants must complete an evaluation at the end of the activity.

## 4. Independent advice

Applicants should consider independent advice before applying or accepting an offer for a financial support payment or grant.

Effective 14 June 2023.