



Maternal & Child Health Uplift Program

(North Queensland)

Applicant Guidelines

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Supported by:



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1. Program Overview and Introduction

Health Workforce Queensland in partnership with Northern Queensland Primary Health Network has co-designed an extensive and comprehensive whole-of-NQPHN region Child and Maternal Health workforce skills and development uplift program in alignment with the Better Health North Queensland Alliance [First 1000 Days Framework](#).

This program aims to address systemic health workforce issues in North Queensland, and to address:

- geographical and rurality needs
- Upskilling and training for Aboriginal and Torres Strait Islander peoples
- a range of workforce development opportunities

Workforce capacity and capability building in North Queensland is a priority. The First 1000 Days framework specifically reflects on the training and education of a diverse and skilled workforce, specifically targeting primary care child and maternal health services with adequate Aboriginal and Torres Strait Islander workforce representation.

Outcomes of the Child and Maternal Health workforce skills uplift program will include:

- Enhanced access to education and training opportunities that build the capability and capacity of the primary care workforce in North Queensland, to meet the holistic health and service needs of children in their first 1000 days of life.
- Adequate representation of Aboriginal and Torres Strait Islander staff in capability and capacity building education interventions.

2. Eligibility Criteria

2.1 Primary health care workforce providing services to remote and rural communities in the North Queensland PHN Region wishing to upskill in maternal and child health are eligible to apply **Eligible professions:**

- Registered Nurse
- Midwife
- Enrolled Nurse
- Assistant in Nursing
- Nurse Practitioner
- General Practitioner
- Registrar
- Social Worker

- Psychologist
- Aboriginal and Torres Strait Islander Health Worker
- Aboriginal and Torres Strait Islander Health Practitioner
- Allied Health
- Dentist
- Family Support Worker
- Cultural Liaison Officer
- Credentialed Diabetes Educator
- Chronic Care Coordinator (ACCHS specific)
- Other primary health care workforce

2.2 Eligible Organisations

- Aboriginal and Torres Strait Islander Health Service Providers
- Privately owned General Practices, Allied Health and multidisciplinary practices – wishing to upskill staff to increase access to maternal and child health services.
- Torres and Cape Hospital and Health Service where primary care services are provided.

2.3 Eligible Locations

The whole of the Northern Queensland Primary Health Network region.

3. Eligible Professional Development Opportunities and Funding Available

3.1 Individual Professional Development

Postgraduate scholarship directly related to primary care child and maternal health capability development Course.

Course / Workshop Courses and workshops (face to face or online), conference attendance directly related to primary care child and maternal health capability development.

Registration / travel / accommodation expenses (*accommodation up to \$300 per night*) required to complete upskilling activities (*case by case assessment*)

Costs required to enable upskilling will be considered on a case-by-case basis and approved on discretionary grounds.

3.2 Employer/ Stakeholder applications for Multidisciplinary Integration and Team Development

Directly related to primary care child and maternal health capability development.

Course/ training delivery associated costs.

Registration / travel / accommodation expenses (*accommodation up to \$300 per night*) required to complete upskilling activities (*case by case assessment*)

Costs required to enable upskilling will be considered on a case-by-case basis and approved on discretionary grounds.

3.3. Vocational Education and Training

VET programs (Certificate, Diploma, Vocational Graduate Diploma/Certificate and Advanced Diploma) directly related to primary care, child, and maternal health capability development are eligible providing they are not available via QLD Government free programs *

Courses that are not health related or programs already supported by other stakeholders or government initiatives are not eligible for funding.

** Funding limits may apply*

3.4 Funding cannot be used for:

- Overseas courses/ conference attendance overseas
 - Retrospective costs (courses already completed)
 - Professional Registration and Professional Association membership costs
 - Other costs as determined by Health Workforce Queensland
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- **Exclusion criteria**
 - Courses excluded from the scope of this project include all courses listed on the [‘Fee Free TAFE List’](#)
 - Courses that are not Health related or focused.
 - [Courses on the Queensland VET Investment Program 2023 – 2024 Priority Skills List](#) and as updated across the life of this program.
 - Programs already supported by other stakeholders or government initiatives.

4. Who is not eligible?

- Health workforce solely providing services within the HHS *(exception TCHHS primary care providers)
- Primary Care service providers wanting to upskill in a course not relating to or contributing to maternal and child health.

5. Application Process

5.1 How to apply?

Applications will be open from April – November 2024.

Individuals can apply here [Online portal for applications](#)

Organisations can apply here [Online portal for applications](#)

Alternatively, you can email mch_uplift@healthworkforce.com.au for an application form.

*Documentation Required as listed on the application form

5.2. Incomplete applications – applications can only be processed once all required documentation has been provided. You will be notified about outstanding documentation which will need to be submitted within 28 days to avoid applications being closed.

5.3 Applications will be assessed based on:

- Location - The location of your employment and service provided.
- Applicant criteria – eligible profession, current position needs to be in primary care setting, location of employment and/or service provision within North Queensland Region;
- Proposed professional development activity assessment (Maternal and Child Health Upskilling focused);
- Assessment of how the proposed upskilling is going to assist with increasing Maternal & Child Health Service Provision in North Queensland (planned increase in skill and capacity)
- Applications may be prioritised based on rurality, profession and impact to community.

6. Funding, Payments and applicant obligations, terms and conditions:

6.1 Payments – individual applicants

- Upfront payments directly to service provider for courses and/or qualifications where applicable.
- Upfront payments for all other upskilling costs provided directly to individuals subject to case-by-case assessment.
- Individual applicants to provide quotes and anticipated costs for proposed upskilling, including travel, accommodation, and other relevant expenses.
- Travel and accommodation expenses (*accommodation up to \$300 per night*) required to enable upskilling activities to be undertaken will be reimbursed upon completion of the course/ funded upskilling. Upfront payment requests will be considered on case-by-case basis.

6.2 Payments - **Employer Applications** for group upskilling

- Payment will be made upfront, directly to the Employer.
- Employer takes responsibility to provide Certificates of Completion to Health Workforce Queensland, regular progress updates and information about outcomes.
- Travel and accommodation expenses (*accommodation up to \$300 per night*) required to enable individual employees to complete further upskilling will be considered as part of the group application. These costs would be reimbursed following completion of upskilling; however, upfront payment requests may be considered at employer's request and on case-by-case basis.

6.3 Applicant Obligations, terms, and conditions

- Applicants who receive \$10,000 + funding support will be required to enter into a Funding Agreement before funds can be distributed. They will also be required to meet Return of Service Obligation requirements, stipulated in the Agreement.
- Upon completion of the course, applicants will be required to provide us with a copy of the Certificate of completion and/or evidence of completion of funded upskilling activities.
- Failure to complete the above and meet Agreement requirements will result in request for repayment of funds. Debt recovery process step may apply on case-by-case basis.
- Extenuating circumstances assessments will be in place for applicants who do not complete proposed upskilling activities due to extenuating circumstances. Assessments will be made on case-by-case basis, taking into consideration individual circumstances.

7 Return of Service Obligation (ROSO)

Applicants who receive funding will be expected to continue to provide services to the community and therefore a ROSO will be associated with applicants who accept a grant over \$10,000.

ROSO requirement is to provide primary health care service with a focus on Maternal and Child Health and within the boundaries of North Queensland PHN area for a minimum of twelve months following completion of the course/ upskilling activities.

8 Appeals process

Unsuccessful applicants who wish to appeal the decision can initially email the Health Workforce Queensland Health Workforce Solutions Team Leader and request a review of their application.

Please email: mch_uplift@healthworkforce.com.au

If the applicant would like to appeal the review decision, they can appeal to the Chief Executive Officer (CEO, to consider their case and make a final decision).