



Grant Guidelines

MDT – Allied Health Grant-Healthy Heart Healthy Mind

Due: 5.00pm AEST, Friday, 31 January 2025



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1. Introduction

COORDINARE - South Eastern NSW Primary Health Network (SENSW PHN) invites grant applications from small* general practices to participate in the Healthy Heart Healthy Mind program. Applicants must be willing to have a part-time Practice Nurse assigned to their practice to deliver clinical care to a targeted cohort of patients, with a focus on enhancing multidisciplinary care in small or solo general practices. The nurse-led clinics will focus on patients with hypertension and hyperlipidemia.

The commissioning of this activity will take place in two phases.

Phase 1: Commissioning of General Practices

This phase of the grant opportunity will seek to engage suitable practices who will participate in the proposed model of care as outlined in this grant opportunity. This initiative will provide a practice nurse resource for up to 2 days/week to deliver a care pathway within your practice. Please note this nursing resource cannot claim MBS funding under this initiative.

Phase 2: Commissioning of Practice Nurse Provider

This phase will secure a suitable provider who will employ practice nurses who will be deployed to deliver the model of care in identified general practices as part of a multidisciplinary team.

This grant opportunity relates to Phase 1. Commissioned practices under this phase, will receive a one-off 'set-up' payment of \$15,000(Ex GST) and be assigned a part-time (2 – 3 days) Practice Nurse at no cost to the practice.

2. Who can apply?

Small general practices (not dependent on whether they already have a Practice Nurse).

Small general practices are defined as those practices who have three(3) or fewer FTE general practitioners. Successful practices must demonstrate the capacity and willingness to support the placement of a part-time Practice Nurse within the practice to work with patients who have hypertension and hyperlipidaemia.

Funding Amount

Successful practices will receive a set up grant payment of \$15,000 in addition to the participation of the part-time Practice Nurse within the practice.

There are up to ten (10) individual grants available. Funded projects will run until 31 December 2027. The one-off \$15,000 grant (ex-GST) can be used to support the costs associated with setting up systems, processes and a suitable workspace for the Practice Nurse to enable them to undertake the requirements of the care pathway (click [here](#)).

Practice Nurses deployed to the practice will be provided and employed by a third party, commissioned by COORDINARE. Funding for this program will be provided through the Commonwealth Government's Multi-disciplinary Team Care Grant, and as such activity provided by this nursing resource cannot bill MBS items as per medicare legislation. This activity will also be ineligible for WIP funding. GP activity delivered under the

care pathway can be billed as normal. Full guidelines will be provided by COORDINARE as part of the implementation pack. **Completing the grant application template (Attachment 1)**

Complete all sections of the Grant Application template (Attachment 1) and include all relevant documentation. All submissions will be reviewed by a selection panel.

Grant applications close 5:00pm (AEST) on 31 January 2025. Late submissions will not be considered.

3. Background

COORDINARE – South Eastern NSW PHN is one of 31 Primary Health Networks (PHNs) established throughout Australia with the key objectives of improving the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care in the right place at the right time.

COORDINARE works directly with general practitioners, other primary health care providers, secondary care providers and hospitals to bring about improved outcomes for patients. Our focus is on local health needs as well as national health priorities and funded programs, particularly in the areas of chronic disease (and potentially preventable hospitalisations), Mental Health, Alcohol and other Drugs, Aboriginal health, After-hours services and healthy ageing.

Commissioning is central to COORDINARE's ability to achieve these objectives and address local and national priorities. As a commissioning organization, COORDINARE is involved in a continual cycle of developing and implementing health services and related initiatives based on a planning, procurement, review and evaluation cycle involving providers, communities and consumers. **More information about COORDINARE – SENSW PHN can be found on our [website](#) & [COORDINARE's Strategic Directions](#).**

This activity is being funded through the Commissioning of Multidisciplinary Teams program and will run over four years from 2023-24 to 2026-27. The program was announced as part of the Building a Stronger Medicare package in the 2023-24 budget. Under this measure COORDINARE will commission multidisciplinary teams that address the prioritized need in the region, with a focus on supporting smaller general practices that do not have the size or scale to engage the range of health professionals required to provide effective multidisciplinary care.

Issue background

Practice nurses collaborate closely with GPs and other healthcare professionals within the practice team, contributing to a multidisciplinary approach to patient care. By leveraging the expertise of practice nurses, general practitioners can optimise their workflow, maximise their scope of practice, and deliver high quality, patient-centred care.

Practice nurses are well placed to deliver preventative interventions and chronic disease management support; however, salary costs, workforce issues and time constraints often limit smaller general practices' ability to secure this valuable resource.

COORDINARE data reports that some practices recorded up to 45% of their patient caseload with high blood pressure and high cholesterol, risk factors for cardiovascular disease and diabetes.

COORDINARE plans to commission small general practices to enhance clinical care for patients with hypertension and hyperlipidaemia through the provision of a Practice Nurse who will deliver a multidisciplinary model of care. In the future, COORDINARE may work to extend the multidisciplinary team approach in general practice. We anticipate that the first enhancement of this program will include funding for the provision of mental health and wellbeing workforce within a small cohort of general practices participating in this initiative.

Funding Purpose

To improve the accessibility and engagement for patients within SENSW facing the risk of hypertension and hyperlipidaemia through multidisciplinary team-based approaches.

Successful practices will be contracted to:

- Provide a care pathway for patients with hypertension and / or hyperlipidaemia
- Run Practice Nurse led clinics for patients with hypertension and / or hyperlipidaemia
- Provide a safe environment for the clinics to be held.

4. Scope and Specifications

Location

All funded activities must occur within the **South Eastern NSW catchment**.

Scope and Specifications

General practices may utilise the grant funding for activities that include;

- Setting up an appropriate workplace for a practice nurse.
- Supporting the delivery of the care pathway within the practice including the identification of suitable patients.
- Participating in service reviews and an evaluation of the program

Activities out of scope

The following activities are **ineligible** for funding under this project:

- Purchase of motor vehicles
- Depreciation of expenses
- Activities which duplicate those funded under other government initiatives
- Activities already undertaken or expenses already incurred
- Items not directly related to patient outcomes
- Payments for professional services (i.e., where a payment is made for a medical service item listed in the Medicare Benefit Schedule)
- Conference attendances
- Clinical trials
- Board fees

The above list is indicative and is not intended to be exhaustive.

Performance Indicators-Outputs and Outcomes

Providers will be required to implement a suite of appropriate performance indicators that enable the tracking of program activity and outcomes. An example of the outputs and outcomes are as follows:

- Patient Demographics
- Occasions of service delivered by the Practice Nurse to the target cohort.
- Number of referrals made into the program (including which professional referred to)
- Number of referrals seen by each professional type
- Number of referrals unable to be seen
- Care plan completion for the target cohort.
- Improved patient experience as measured through patient reported measure such as EQ-5D-5L.
- Improved provider experience.

PHNs are required to collect the EQ-5D-5L for this program and practices will be required to utilise this Patient Reported Outcome Measure (PROM) as part of the implementation of the model of care.

A detailed list will be provided to commissioned practices.

5. Eligibility

Eligible and ineligible organisations

Organisations eligible to receive funding under this initiative must be accredited general practices.

Organisations not eligible for direct funding under this initiative include:

- State government services, such as Local Health Districts, NSW Ambulance etc.

Practices commissioned through this program are required to register and participate in the Lumos program. Practices will be supported by COORDINARE to meet this requirement.

6. Timeline

An indicative timeline is outlined below. COORDINARE reserves the right to modify these timeframes. Registered providers will be notified of key changes via our website at [link](#).

Activity	Date
Grant opportunity released	27 November 2024
RSVP for Industry Briefing	4pm 08 January 2025
Industry Briefing and Q&As via Teams	6pm 16 January 2025
Deadline for questions from potential respondents via Commissioning mailbox	4pm 17 January 2025
Deadline for completion of Q&A by COORDINARE	5pm 22 January 2025
Closing date and time for applications	5pm 31 January 2025
Shortlisting of successful EOI submissions	17 February 2025
Clarification / negotiation with shortlisted providers	28 February 2025
Funding awarded	March 2025
Contracts commence	March 2025

* Please send a request to attend Industry Briefing & Q&As session to the Business Team via commissioning@coordinate.org.au.

Please note that COORDINARE will be officially closed for business from 24 December 2024 to 02 January 2025.

7. Developing and submitting your submission

Responses to this Grant Opportunity should be submitted via commissioning@coordinare.org.au. Applications should be aligned to the scope and specifications and address all of the assessment criteria outlined in this document.

Please ensure you read each assessment criterion carefully and answer each component and section of the proposal template by considering all information provided. Guidance regarding writing your submission can be found on our website [Commissioning | COORDINARE - South Eastern NSW PHN](#) – scroll down to “Tender and submission writing for general practice.”

Documents can be attached which are directly relevant to your response. Please avoid attaching large documents as only the first 5 pages will be read by the Evaluation Panel. If the documents are large please specify the relevant page number(s)/section(s) to your response.

File formats accepted: word, excel, pdf and jpg files are all acceptable formats.

8. Respondent Questions

All questions about the Grant Opportunity process or content can be submitted to the Business Team via commissioning@coordinare.org.au. Please note that any questions, answers and points of clarification will be shared with all other providers participating in the Grant Opportunity. Any identifying information about the organisation submitting the question will be removed.

9. Assessment Criteria

Please note, responses will be considered in the context of the size and resources of the organisation or applicant. Please indicate ‘N/A’ if any of the responses required are not relevant to your organisation or service.

Required Response	Weightings
1. Practice Information -Word Limit 450	
Provide a brief overview of your General Practice including the following components: <ul style="list-style-type: none"> • what are your General Practice’s special interests • have you held any nurse led clinics previously, and • how your team works together in a collaborative way. 	35%
2. Consumer focused design and delivery-Word Limit 350	
Provide a brief overview of how you see this initiative working within your practice, including the following key components: <ul style="list-style-type: none"> • Describe how you intend to embed the provided Practice Nurse into your practice. Do you currently have a practice nurse? 	25%

<ul style="list-style-type: none"> Please indicate if you would like to host a mental health practitioner in phase 2 of the program and why you believe this would be valuable for your practice. 	
3. Working with vulnerable communities- Word Limit 350	
<ul style="list-style-type: none"> Can you provide a summary of your practice caseload including any challenges you face providing care. How you would use this program to improve patient outcomes for vulnerable communities in your region. Outline your experience in working with Aboriginal and Torres Strait patients, what processes do you have in place to ensure they feel culturally safe? 	20%
4. Governance and Leadership - Word Limit 350	
<ul style="list-style-type: none"> What supports are in place that you can offer the Practice Nurse? Please provide details of the GP team and availability. Do you have access to MDT arrangements and allied health support? Do you provide aftercare hours support? 	10%
5. Funding Expenditure -Word Limit 200	
<p>The amount of funding available to each individual commissioned small practice is up to \$15,000 (Ex GST). This funding is to cover the costs of preparing the practice for a part-time Practice Nurse.</p> <ul style="list-style-type: none"> Please provide a summary of how your practice intends to use this funding in accordance with section 4. 	10%
Total Scored Criteria	100%

Additional Questions:

Would your practice be interested in the inclusion of mental health and wellbeing workforce? Yes / No

Compliance Documents (Mandatory)

<p>1. Provide copies of your current accreditation certificate(s) from your professional body (if applicable).</p>	Compliance
<p>2. Provide copies of required insurances</p> <ul style="list-style-type: none"> Public liability insurance \$20 million per claim and in the aggregate of all claims Professional indemnity insurance \$10 million per claim and in the aggregate of all claims 	Compliance

COORDINARE reserves the right to work with shortlisted bidders, to clarify information provided and in some cases request revised proposals, prior to a contract being awarded.

Please refer to section 11. *Evaluation of submissions* for more information on COORDINARE's approach to evaluating proposals.

10. Contract arrangements

Successful respondents will be required to enter into a service agreement with COORDINARE. The term of the contract awarded will be from the date of execution for a three-year period., Funding recipients will be required to provide:

- An invoice for the initial \$15,000 set up grant.
- Documentation outlining how the \$15,000 set up grant has been spent as per the budget submitted with the EOI Application Form.

11. Evaluation of submission

Successful Respondents will be selected through a competitive process. An evaluation panel will consider each submission against the mandatory requirements as well as the selection criteria outlined in [Section 9 - Assessment Criteria](#).

If additional information is required by COORDINARE when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE.

12. Interpretation

Definition of key terms

Term	Meaning
COORDINARE	The South Eastern New South Wales Primary Health Network and the organisation responsible for the EOI and the EOI process
Closing time	The time specified by which EOI responses must be received
Response(s) to EOI	A document/s lodged by a Respondent in response to this EOI containing a response to provide Goods or Services sought through this EOI process
Respondent	An entity that submits a response to this EOI
EOI Process	The process commenced by the issuing of this EOI and concluding upon formal announcement by SENSW PHN of the selection of a preferred respondent(s) or upon the earlier termination of the EOI process
Expression of Interest (EOI)	This document and any other documents designated by SENSW PHN

13. Conditions of this Expressions of Interest

ABN/Taxation requirements	For this Grant, COORDINARE will only deal with Respondents who have an Australian Business Number (ABN) and are GST-registered
Acceptance	Non complying submissions may be rejected. COORDINARE may not accept the lowest priced proposal and may not accept any proposal.
Additional information	If additional information to that requested in this document is required by COORDINARE when proposals are being considered, written information and/or interviews may be requested to obtain such information at no cost to COORDINARE. COORDINARE may also provide additional information or clarification.

Assessment	COORDINARE reserves the right to engage a third party to carry out assessments of a Respondent's financial, technical, planning and other resource capability.
Conflicts of interest	Respondents must declare to COORDINARE any matter or issue which is or may be perceived to be or may lead to a conflict of interest regarding their submission or participation in the EOI process, or in the event their proposal is successful.
Expenses	All expenses and costs incurred by a Respondent in connection with this EOI including (without limitation) preparing and lodging a submission, providing COORDINARE with further information, attending interviews and participating in any subsequent negotiations, are the sole responsibility of the Respondent.
Explanations	Verbal explanations or instructions given prior to acceptance of a proposal shall not bind COORDINARE.
General	Respondents should familiarise themselves with this document and the separate online Submission Form and ensure that their proposals comply with the requirements set out in these documents. Respondents are deemed to have examined statutory requirements and satisfied themselves that they are not participating in any anti-competitive, collusive, deceptive or misleading practices in structuring and submitting the proposal.
Legal entity	COORDINARE will only enter into a contract with an organisation or individual with established legal status (e.g. under Corporations Law, Health Services Act, Trustee Act), or a natural person at least 18 years of age with mental capacity to understand the agreement.
Lobbying	Any attempt by any Respondent to exert influence on the outcome of the assessment process by lobbying COORDINARE staff, directly or indirectly, will be grounds for disqualification of the proposal from further consideration.
Ownership	All submissions become the property of COORDINARE once lodged. COORDINARE may copy, or otherwise deal with all or any part of a submission for the purpose of conducting evaluation of submissions.
Negotiation	COORDINARE reserves the right to negotiate with short-listed Respondents after the EOI closing time and allow any Respondent to alter its submission. Contract negotiations are strictly confidential and not to be disclosed to third parties.
No contract	Nothing in this EOI should be construed to give rise to any contractual obligations or rights, express or implied, by the issue of this EOI or the lodgement of a submission in response to it. No contract will be created unless and until a formal written contract is executed between COORDINARE and a Respondent. Respondents will not be considered approved until a final service agreement is in place.
Notification of Probity Breach	Should any supplier feel that it has been unfairly excluded from responding or unfairly disadvantaged by the process, the supplier is invited to write to the Commissioning Business Team at commissioning@coordinare.org.au
Part applications	COORDINARE reserves the right to accept applications in relation to some and not all of the scope of activity described, or contract with one, more than one or no Respondent on the basis of the proposals received.
Process	COORDINARE reserves the right to withdraw from, or alter, the EOI process described in this document for whatever reason, prior to the signing of any agreement/contract with any party.