



# Practice Partners Program

## Application Guidelines

### Who are we?

Health Issues Centre (HIC) is committed to fostering meaningful partnerships between health consumers and the Victorian health sector. Through training and support, we encourage consumers to use their unique knowledge and experience to participate in their own health care as well as contributing to a better health system with improved outcomes and experiences for everyone. We also support and inform health services to learn from and involve their consumers.

### What is the Practice Partners Program?

Recognising both the intrinsic value of consumer participation and person centred care as well as the intense budgetary pressure on health services, HIC established this program to encourage and support innovation in these areas.

The Practice Partners Program involves HIC working with you by providing:

- in-kind contributions of HIC staff time and involvement
- direct funding (grant) for the project
- or combination of the above

HIC is accepting applications twice yearly (April and November) to seed new projects that will lead to ongoing improvements in person centred care or system-wide work with consumers.

Grants will be up to \$8,000, including any in-kind support from HIC. Approximately 5 – 8 projects will be funded in any year over the two funding cycles.

### What are the timelines?

<b>Applications open:</b>	Tuesday, 18 April 2017
<b>Applications close:</b>	<b>5pm Tuesday, 30 May 2017</b>
<b>Applicants will be notified:</b>	Friday, 30 June 2017
<b>Expected project kick off:</b>	By August 2017
<b>Expected project completion:</b>	Within twelve months

## Project Streams

Projects need to be focused on **at least one** of the two streams below. They do not need to incorporate both participation and person centred care.

### Participation

A participation-focused project will aim to encourage, strengthen and/or support the ongoing involvement of consumers (i.e. patients and families) in health care. This involvement may be either at the individual (patient care) or system level or both.

### Person centred care

Projects with a person centred care focus will aim to improve the ability of the organisation to deliver care that supports the key principles of respect & dignity, shared information, participation and collaboration. HIC will favour projects which address these key principles with some specificity, rather than relying on generic understandings of person centred care.

## Key selection criteria for practice partners

### Involvement of consumers in project design, governance and evaluation

It is essential that your project includes consumers from the organisation or community not only in the project roll-out but in its design, governance and evaluation. This involvement must be early, ongoing and substantial (in numbers and responsibility). This expectation is true for both participation and person centred care projects.

### New, innovative

HIC is particularly interested in projects that are not only new, but bring creative thinking and innovation to consumer participation and person centred care. What's the local twist or adaptation that you think will make all the difference for improving the impact or longevity of this work?

### Scalable and replicable

One of the main aims of the Practice Partners Program is to cultivate original ideas that have the potential to spin-off in other settings across Victoria. Thus, your project will ideally be applicable to other health services and communities as well as having the potential to grow for greater impact.

### Commitment to sharing the project steps and outcomes with other services

We know we all like to share our work when it goes well. However, life-after-the-project often gets in the way. Part of the agreement for accepting HIC's funding and support will be presenting your project outcomes to at least two other organisations and communities within six months of project completion. Where possible, HIC would like to attend these presentations.

HIC also retains the right to include a summary and associated stories about all supported projects in its electronic journal, annual report and other publications.

### Small, rural and regional services will be prioritised

We are particularly interested in filling the support gap for smaller or less well-funded services. However, all project applications will be considered.

## Involvement of less-represented groups is encouraged

Through the Practice Partners, HIC encourages organisations to consider the involvement of consumers who are often under-represented. We would love to see you involve and work closely with those groups in your community who may be overlooked or are just tougher to engage.

## Eligibility and exclusions

- HIC will not fund individuals.
- Eligibility is strictly limited to publicly funded health services and community health organisations in Victoria.
- The project must be completed within 12 months of commencement.
- HIC will consider providing funding for a project where an eligible organisation will work in partnership with another organisation.
- No funding for travel/accommodation expenses or conference attendance.
- No funding for capital works or capital purchases/equipment, resource development, infrastructure or operational costs.
- Funds may not be used to engage consultants or agencies to provide services that could be otherwise provided by HIC.

## Expectations for practice partners

Successful funding recipients are expected to do the following:

- Complete a brief project update at the six month mark (unless the project has been completed). A template will be provided.
- Provide a final report on the results of their project. A template will be provided. This is to be submitted to HIC within 90 days of completion of the project.
- Complete a financial acquittal; to be submitted at the same time as report.
- Work with HIC in producing stories or publications about your project.
- Acknowledge HIC in any promotional material or media related to the project.

## How to apply

Prior to submitting your application, we strongly encourage you to contact us via phone or email to discuss your proposed project. Esther's contact details are enclosed below.

To apply, you will need to complete the [Practice Partners Program Application Form](#). Applications close **5pm Tuesday, 30 May 2017**.

In addition to completing all questions about the project, you will need:

- Endorsement by your organisation's CEO
- Contact details of two external referees

## For more information

Please contact Esther Lim at (03) 8676 9056 or email [e.lim@healthissuescentre.org.au](mailto:e.lim@healthissuescentre.org.au)