



Australian Primary Health Care Research Institute

Information for Applicants

Call for Applications for Funding Proposals on research on Clinical Handover / Transitions of Care

Preamble

The Australian Primary Health Care Research Institute (APHCRI) was established at The Australian National University in 2003. Its mission is to provide national leadership in improving the quality and effectiveness of primary health care through the conduct of high quality, priority-driven research and the support and promotion of best practice. The intended beneficiaries of APHCRI's work are Australian consumers of primary health care services.

Background

The National Lead Clinicians Group (LCG) provides high level leadership, advice and expertise on national clinical issues to the Australian government. The National LCG seeks to improve and foster clinical best practice and collaborative ways of working across disciplines and sectors.

The Integrated Care Working Group (ICWG), a subgroup of the National LCG, worked collaboratively with APHCRI in undertaking a desktop literature review and analysis of the research relating to transfer of care at the interfaces between primary, acute, sub-acute and residential aged care in Australia. APHCRI presented its findings in a paper which was accepted by the National LCG in March 2013 and is available on the LCG website at <http://www.leadclinicians.health.gov.au/internet/lcg/publishing.nsf/Content/lcg-publications>

The paper makes recommendations about potential policies and strategies and how these might be implemented to improve patient safety during transfer of care.

Six (6) possible areas were suggested for pilot projects. Of these, the ICWG recommended a focus on three (3) niche areas, being:

- Identifying and targeting high risk / vulnerable patients;
- Exploring transitions of care managers / teams based in the community; and
- Support for family members / carers to effectively move patients through transitions of care.

APHCRI has been tasked to manage a call for applications from existing clinical projects in Australia which have identified gaps in transfer of care that link to one or more of the three niche areas and to oversee the projects identified to implement interventions to address the identified gaps.

Proposed program of work

Applications are called for funding from **existing clinical projects** which have identified gaps in patient pathways / transfer of care that link to one or more of the three niche areas, but which cannot be addressed with existing funding.

Up to two successful applicants will be eligible to receive up to \$100,000 (GST exclusive) in 2013-14 to identify and implement interventions to address the identified gaps.

Selection Criteria

Individuals and organisations, including health service providers and not for profit organisations, that are able to demonstrate that they can foster strong links with the target population and have a good understanding of available health services may submit an application.

Applicants are expected to address the following criteria:

1. Demonstrate that the project will have a positive impact on patient health outcomes, and / or the patient journey;
2. Demonstrate that the project has identified and will target high risk / vulnerable populations;
3. Demonstrate how the existing clinical project links to the niche areas agreed to by the ICWG and will improve clinical handover / transitions of care;
4. Demonstrate the gaps in the current patient pathways, how they were identified, how they will be addressed, and how existing barriers will be overcome;
5. Demonstrate that the project can be achieved in an efficient and effective manner while also minimising duplication;
6. Demonstrate multi-disciplinary and cross-sectoral involvement;
7. Demonstrate an innovative and successful approach to clinical handovers / transitions of care which complements and does not duplicate other activities or efforts in the applicable environment;
8. Demonstrate that the project is suitable for broader implementation and can be easily transferable to other relevant setting / systems; and
9. The feasibility and appropriateness of budget and timeframes.

Eligibility requirements

- (a) Eligible applicants are **not** required to have participated in an APHCRI funded research stream.

- (b) An applicant must be either an Australian citizen, an Australian permanent resident, or a New Zealand citizen who holds a Special Category Visa. Note that applicants who have not yet been granted permanent residency or a Special Category Visa may apply, provided that such status has been sought. Evidence that this status has been granted must be provided as part of an application.
- (c) Applicants must be residing in Australia at the time of application.
- (d) Participants from different organisations may choose to combine and apply jointly for this funding.

Funding

Up to two projects will be funded. Each of the projects will be eligible to receive up to \$100,000 (GST exclusive) in 2013-14. Acceptable expenditure of these funds, to be itemised in proposals are for:

- Salary support (NOTE that funding will not be used to provide salary support for staff already in receipt of institutional salary);
- Consultation with target population/s as required, including venue hire, catering and related expenses;
- Consultation with service provider/s as required, including venue hire, catering and related expenses;
- Production of resources and reports;
- Final reporting visit to Canberra by the Project Leader to meet with the Commonwealth Department of Health and Ageing (DoHA) and APHCRI; and
- Other expenses that are essential to the success of the project, (upon approval from DoHA).

The timeframes and deliverables will be set in the contract for successful applicants and the projects are to be completed by the end of June 2014.

A single administering organisation and Project Leader must be identified for each application.

Funds must be acquitted within twelve months of the project's completion.

Application and commissioning process

The application process for the project funding is a one step process through which:

- Full proposals are invited.
- Proposals will be assessed by an Expert Review Committee (ERC).
- The National LCG will decide on successful applicants on the basis of the recommendations of the ERC.
- Successful applicants will be notified and contracted.

Applications will be assessed by a panel of selected members of the APHCRI Research Advisory Board and other experts. Their recommendations will be handed to the

National LCG and its Secretariat by 31 August 2013. Final decisions are expected to be announced shortly thereafter.

The ERC and APHCRI will work with selected applicants to develop an implementation process, reporting requirements and timelines and an outline of how the funded work will be reported to the National LCG, published and publicised.

Preparation and Submission of Applications

The closing date for full invited applications for funding is **5:00 p.m. (Australian Eastern Standard Time) on 1st August 2013**. Full applications must be submitted using the Clinical Handover/Transitions of Care Projects application proforma which can be downloaded from the APHCRI website (<http://www.anu.edu.au/aphcri/>) or on request from APHCRI.

The same organisation may submit more than one proposal and a Project Leader may be named on more than one proposal.

An electronic version (in pdf format) and signed hard copy version must be submitted.

The electronic version should contain the completed application form and requested attachments as a single Adobe Acrobat PDF file. It should be e-mailed to:

Submissions.aphcri@anu.edu.au with the filename format:

Surname project Leader, initial(s) Project Leader, file extension (e.g. brown.mf.pdf)

MAILING ADDRESS:

The Director, APHCRI
Level 1, Ian Potter House
Cnr. Gordon & Marcus Clarke Sts
The Australian National University
CANBERRA CITY ACT 0200

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Cnr. Gordon & Marcus Clarke Sts
The Australian National University
Acton ACT 2601
(02) 6125 0766

EMAIL ADDRESS:

The electronic copy can be emailed to
Submissions.aphcri@anu.edu.au.

Funding Agreement

All successful applicants will be required to have entered into a signed funding agreement between the administering organisation and the Australian National University (ANU) within 30 days of a formal offer having been made by the ANU or the offer may be withdrawn. A generic draft is available at <http://aphcri.anu.edu.au/resources>.

This generic agreement enables the ANU to comply with its contractual obligations to the Department of Health and Ageing with respect to the Primary Health Care Research Evaluation and Development (PHCRED) funding agreement.

Summary of project application and commissioning Process Clinical Handover and Transitions of Care

Activity	Date
Announcement of the Clinical Handover and Transitions of Care Projects Call for Applications	1 st July 2013
Closing date for applications	1 st August 2013
ERC assessment process against Selection Criteria	August 2013
National LCG decision on successful applicants	31 st August
Clinical Handover and Transitions of Care Project successful applicants announced	September 2013
Clinical Handover and Transitions of Care project time frame	September 2013 – June 2014
Clinical Handover and Transitions of Care Projects submit Final Report to APHCRI	July 2014

Contact

For queries regarding the research topic areas and application process please e-mail us using e-mail: Director.aphcri@anu.edu.au or call: Dr. Lesley Russell on (02) 6125 3021