

SERVICE COORDINATION WITH GENERAL PRACTICE - 2004/2005 SMALL GRANTS GUIDELINES

The Primary & Community Health Branch of the Department of Human Services has a limited pool of one off funds available in 2004/2005 for small scale projects to support General Practice engagement.

PCP(s) in partnership with General Practice Division(s) are invited to apply for non-recurrent funding of up to \$10,000 to build on work already underway with General Practice in relation to implementation of Service Coordination.

The key goals of the Small Grants funding are to:

1. Improve referral and feedback processes between General Practice and other service providers
2. Increase the number of GPs (and General Practices) implementing the medical software version of the Service Coordination Tool Templates (SCTT). – known as the Victorian Statewide Referral Form - for referral to and feedback from agencies/providers.

Key objectives of the Small Grants project funding are to:

- Demonstrate successful approaches to implementation of Service Coordination, and in particular the use of the Victorian Statewide Referral Form, in General Practice,
- To maximise the number of GPs, practice staff, and agencies and service providers who are participating in local activities designed to support use of the (SCTT) Victorian Statewide Referral Form by general practice,
- Promote the (SCTT) Victorian Statewide Referral Form in medical software to General Practice.

Successful projects would be expected to:

- Demonstrate activity already occurring with General Practice relating to implementation of Service Coordination on which the project would build;
- Support the use of the Victorian Statewide Referral Form in general practice settings in the context of local protocols and/or local E-Messaging systems for referral and feedback;
- Demonstrate an approach which builds capacity, is sustainable and could be transferable to other PCPs/ Divisions of General Practice;
- Produce a case study describing the approach and outcomes that could be used as a model by other PCPs/Divisions.

The project should be completed within 8 months of funding.

Applications close by 5pm Friday 24th December 2004

Please return completed proposal to Judith Perrin via email to: judith.perrin@dhs.vic.gov.au

Note: the fund holder agency is expected to have a current FASA with DHS.

For further details please contact:

Judith Perrin, Department of Human Services on telephone: 9616 6934 (judith.perrin@dhs.vic.gov.au) or

Sonya Tremellen

General Practice Divisions Victoria on telephone: 9341 5205

(s.tremellen@gpdv.com.au)

**APPLICATION FORM FOR SERVICE COORDINATION WITH GENERAL PRACTICE 2004/2005 -
SMALL GRANTS**

TITLE OF PROJECT:

NAME OF DIVISION(S)/ NAME OF PCP(S):

NAME & TELEPHONE NUMBER (& EMAIL ADDRESS IF APPLICABLE) OF CONTACT PERSON FOR
GRANT APPLICATION:

PLEASE DESCRIBE THE MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS AND
RESPONSIBILITIES FOR THE PROPOSED PROJECT:

NAME OF FUND HOLDER FOR PURPOSES OF THIS GRANT:

ADDRESS OF FUND HOLDER: *(Please note: the fund holder agency must have a current FASA with DHS)*

PLEASE PROVIDE A PICTURE OF ACTIVITY ALREADY UNDERWAY THAT IS DESIGNED TO
INCREASE GP PARTICIPATION IN SERVICE COORDINATION ARRANGEMENTS. THE SMALL
GRANTS ARE INTENDED TO ASSIST PCPS/AGENCIES AND DIVISIONS TO EXTEND ACTIVITIES
FOR WHICH SOME MOMENTUM AND COMMITMENT ALREADY EXISTS:

Prompt questions:

Has the activity undertaken to date been supported through a funded project eg DHS Small Grant, HARP, other short term
funding source etc?

Is there an existing committee or working group with a focus on GP engagement?

Has the activity undertaken to date included planning, consultation etc?

Has the activity undertaken to date included information dissemination, Continuing Professional Development etc?

Has the activity undertaken to date included implementation in general practices?

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED PROJECT AND HOW YOUR PROPOSED PROJECT BUILDS ON THE EXISTING ACTIVITY:

PLEASE DESCRIBE THE ACTIVITIES WHICH WOULD BE UNDERTAKEN AS PART OF THE PROPOSED PROJECT AND HOW THESE WOULD ACHIEVE THE OBJECTIVES OF THE SMALL GRANTS FUNDING ROUND, IN PARTICULAR MAXIMISING THE NUMBER OF GPs, PRACTICE STAFF, AND AGENCIES AND SERVICE PROVIDERS PARTICIPATING IN LOCAL ACTIVITIES DESIGNED TO SUPPORT USE OF THE (SCTT) VICTORIAN STATEWIDE REFERRAL FORM BY GENERAL PRACTICE:

PLEASE PROVIDE A WORKPLAN INCLUDING TIMELINES FOR YOUR PROPOSED PROJECT:

PLEASE DESCRIBE THE IMPACTS EXPECTED FROM YOUR PROPOSED PROJECT INCLUDING REACH (eg. number of practices targeted, number of service providers targeted):

PLEASE DESCRIBE THE HOW YOU PLAN TO MEASURE THE BENEFITS FROM YOUR PROPOSED PROJECT:

PLEASE PROVIDE A BUDGET OUTLINE FOR THE PROPOSED BUDGET:

PLEASE EMAIL COMPLETED PROPOSALS TO JUDITH PERRIN, AT judith.perrin@dhs.vic.gov.au
By 5pm on 24th December 2004.