

# Doctors in Secondary Schools program

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**Expressions of Interest sought from general practice to provide services under the Doctors in Secondary Schools program at Victoria University Secondary College (Brimbank Campus).**

## Background

The Victorian State Government is investing in the health of secondary school students to ensure that young people receive the health, support, advice and treatment they need to reach their full potential. The Doctors in Secondary Schools (DiSS) program funds general practitioners to attend selected Victorian government schools up to one day a week.

The objectives of the program are to:

- Make primary health care more accessible to students
- Provide support to young people through the early identification of health problems
- Reduce the pressure on working families

As part of the program, 100 Victorian secondary schools will have access to a general practitioner trained in adolescent health for up to one day per week. This service will be located on-site, as an in-reach service, providing medical advice and treatment to students enrolled in the participating school.

Across the North Western Melbourne Primary Health Network (NWMPHN) region, twenty-one schools are participating in the initiative. There is currently an opportunity available for a general practice to provide services at Victoria University Secondary College (Brimbank Campus).

## What is involved?

The Doctors in Secondary Schools program provides equitable, accessible and professional primary care services to young people in Victorian secondary schools, ensuring their experience is positive and underpinned by integrated and person-centred care delivery.

The program calls for a medical practice to nominate a general practitioner, or registrar, to provide services in a satellite clinic within Victoria University Secondary College (Brimbank Campus) for a period of four hours once per week, on a day negotiated between the school and general practice. A registered nurse (division one) is also supported to spend a full day at the school. The practice must

be accredited or registered for accreditation and have a commitment to working with the school on an ongoing basis. The program is currently funded to December 2021.

### **Remuneration**

**General practitioner/registrar:** \$150.00 per hour **minus** Medicare Benefits Schedule (MBS) billings. *Example: doctor/registrar sees patients = \$100 MBS billing, DiSS funding makes up the difference of \$50 to ensure that level of commitment remains at \$150 per hour. Should MBS billings exceed \$150 per hour, this is to the benefit of the practice.*

**Practice nurse:** Hourly rate currently paid by the practice plus 18 per cent for on-costs.

**Practice manager:** One hour per week at a rate of \$40 per hour plus 18 per cent for on-costs. A budget will also be provided for the purchase of consumables.

For more information on the program, please contact [quotations@nwmpnh.org.au](mailto:quotations@nwmpnh.org.au) to obtain a copy of the Operational Guidelines.

### **How to apply**

If you are interested in providing services at Victoria University Secondary College (Brimbank Campus) please complete the expression of interest form and return to [quotations@nwmpnh.org.au](mailto:quotations@nwmpnh.org.au). Applications will be reviewed by a panel and scored against the evaluation criteria outlined below. Shortlisted providers may be contacted to attend an interview.

**Applications close Friday, 3 May 2019**

For further information, please contact:

**Phone:** 03 9347 1188

**Email:** [quotations@nwmpnh.org.au](mailto:quotations@nwmpnh.org.au)

### **ABOUT PHNs**

Funded by the Commonwealth Department of Health, Primary Health Networks (PHN's) began operation on 1 July 2015 and are responsible for coordinating primary health care and facilitating improved health outcomes in their local community. Melbourne Primary Care Network operates the North Western Melbourne Primary Health Network (NWMPHN).

We acknowledge the peoples of the Kulin nation as the Traditional Owners of the land on which our work in the community takes place. We pay our respects to their Elders past and present.



**T** (03) 9347 1188 | **F** (03) 9347 7433 | **E** [nwmpnh@nwmpnh.org.au](mailto:nwmpnh@nwmpnh.org.au) | **W** [nwmpnh.org.au](http://nwmpnh.org.au)  
ABN 93 153 323 436 | **Level 1, 369 Royal Parade, Parkville VIC 3052** | **PO Box 139, Parkville VIC 3052**

# EXPRESSION OF INTEREST: Application

## Doctors in Secondary Schools program

<b>Applicant's name:</b> (The legal entity which would contract with North Western Melbourne Primary Health Network)		
<b>Name of practice:</b>		
<b>ABN:</b>		
<b>Authorised person</b> (This is the person with the authority to submit this EOI)		
<b>Practice address:</b>		
<b>Contact details:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Key personnel:</b>		
<b>Name of nominated general practitioner(s)</b>	<b>Name:</b>	<b>Name:</b>
	<b>Phone:</b>	<b>Phone:</b>
	<b>Email:</b>	<b>Email:</b>
<b>Name of nominated practice nurse(s) (division 1)</b>	<b>Name:</b>	<b>Name:</b>
	<b>Phone:</b>	<b>Phone:</b>
	<b>Email:</b>	<b>Email:</b>

**You must meet be able to tick each of these boxes to be eligible for the program:**

- Be an accredited general practice or registered for accreditation.
- Provide a bulk billing service to students.
- Provide a full range of services that are offered in the community, including management of physical health, mental health and sexual and reproductive issues. This will include referrals to other health services if required.
- Work collaboratively within the school structure.
- Have, or are willing to have, PEN CAT installed.


- Agree to submit monthly de-identified activity report data for the school-based health service to North Western Melbourne Primary Health Network.
- Agree to participate in meetings, as required, with the Primary Health Network (PHN), schools and the Victorian Department of Education and Training (DET).
- Nominated general practitioner(s) and practice nurse(s) agree to attend training in adolescent health that conforms to the standards of accreditation for continuing professional development set by the Royal Australian College of General Practitioners.
- Nominated general practitioner(s) and practice nurse(s) to provide a current Working with Children Check.
- Nominated general practitioner(s) and practice nurse(s) to provide a Police Check undertaken within the previous two years
- Provide evidence of current Australian Health Practitioner Regulation Agency (AHPRA) registration for the nominated general practitioner(s) and practice nurse(s).
- Provide evidence of current insurance policies including public liability insurance for the general practice and indemnity insurance for the nominated general practitioner(s) and practice nurse(s).

#### Evaluation criteria

**Criterion 1: Please provide a brief statement outlining why you are interested in this program (not weighted)**


**Criterion 2: Understanding of service delivery requirements (35%)**

1. Please outline and discuss the medical practice's clinical governance frameworks relevant to this program and its work with young people (15%)



2. How does the medical practice ensure the provision of a safe, quality service delivered in alignment with relevant standards, codes and legislation, including Child Safe Standards? (10%)

3. Please discuss how the medical practice captures patient data and how this is used to inform quality improvement initiatives (10%)



**Criterion 3: Proposed approach to service delivery model (15%)**


4. What is your planned approach for establishing the school-based health service and how will you build strong engagement with the school and students? (15%)

**Criterion 4: Organisational experience, expertise and performance (10%)**

5. Please discuss the medical practice's experience and expertise in providing effective and efficient service delivery activities with an adolescent health or school focus. What were the outcomes of these service delivery activities? (10%)

**Criterion 5: Organisational capability and capacity (40%)**

6. Please outline how your clinical staff (including any back-up staff) are suited to this program and their relevant experience in working with adolescents, including understanding of priority health issues for this population and strategies they implement to address these (please attach copies of relevant qualifications) (15%)



7. Describe the youth friendly approaches your medical practice takes, including bulk billing procedures, service accessibility, communication of consent and confidentiality policies, and increasing health system navigation skills (15%)

8. How will you plan for service continuity and manage competing priorities, including leave/absenteeism of nominated clinicians? (10%)

**Additional comments:**

**Please provide any additional information to support your application”**