***Expression of Interest***

Improving data quality to support quality improvement: access to self-directed learning modules

Would you like to increase staff confidence to use your clinical software, improve data quality and uptake of digital health initiatives in your practice?

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| North Western Melbourne Primary Health Network (NWMPHN) is offering practices\* access to data quality and digital health modules in Train IT Medical’s online learning management system (LMS). Train IT Medical is run by experienced practice manager Katrina Otto.  The modules aim to increase the capacity and confidence of general practice teams to effectively use their clinical software to:   * improve data quality * increase quality improvement activities * encourage the uptake and use of digital health initiatives for providers and patients.   Practice teams will be given access to four online learning modules that must be completed by May 2022. The four modules are:   1. Essential clinical data using Best Practice or MedicalDirector 2. Database cleansing using Best Practice or MedicalDirector 3. Quality Improvement and PIP QI including Pen and Best Practice or MedicalDirector 4. Digital Health and My Health Record using Best Practice or MedicalDirector   Practices will be required to complete four documented Plan Do Study Act cycles throughout the licence period to enable and sustain change within practice, and will need to participate in evaluation and review activities.  Practices will receive support throughout the project from their NWMPHN relationship manager.  *\*Training is only available at this stage for practices with MedicalDirector and Best Practice software.* |

Benefits for your practice

* Self-paced training on how to get the most out of your practice software including improving data quality, using software to support quality improvement and increase the use of My Health Record.
* Support to undertake quality improvement activities.
* Improved data quality for your practice.
* Opportunities to share, network and connect with other practices through discussion board section of the LMS.
* Completion of all project activities will contribute to requirements for the [PIP QI Incentive](https://nwmphn.org.au/for-primary-care/quality-improvement/practice-incentives-program/).

Participation requirements

**All general practices that participate will be required to:**

* have a minimum of one administrative staff member and one clinical staff member complete the four modules (note there is no limit to how many people in your practice can complete the modules)
* as a practice, complete four documented Plan Do Study Act cycles during the licence period
* complete evaluation and review activities.

Eligibility criteria

**To be eligible for a Train IT Medical licence, general practices must:**

* be located within the NWMPHN region
* use Best Practice or MedicalDirector clinical software.

About Train IT Medical

All online learning modules are designed by Katrina Otto, who has a Bachelor of Adult Education and significant practice management experience. Katrina has 14 years’ experience as a trainer and practice management consultant and 23 years’ experience as a TAFE teacher of accredited training.

Katrina has taught most subjects related to medical practice management including Medicare billing. Katrina also pioneered blended classroom delivery at Sydney TAFE and was one of the first teachers to introduce e-learning, using a Moodle in her accredited courses.

How to apply

**Please complete the application form attached below and email to** [**education@nwmphn.org.au**](mailto:education@nwmphn.org.au)

**Applications are open until all available licences are taken.**

**Please direct all queries to:**

Saadia Khan

Workforce Development Program Support Officer

NWMPHN

Phone: (03) 9347 1188

Email: [education@nwmphn.org.au](mailto:education@nwmphn.org.au)

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| ABOUT PHNs  Funded by the Commonwealth Department of Health, Primary Health Networks (PHNs) 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). |

EXPRESSION OF INTEREST: Application

Access to Train IT online learning modules

**You must tick each of the following boxes to be eligible to apply.**

I confirm that my general practice:

is located in the NWMPHN region

uses Best Practice or MedicalDirector clinical software

has a minimum of two practice staff willing to participate

agrees to complete four documented Plan Do Study Act cycles during the licence period

agrees to complete evaluation and review activities.

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| **PLEASE COMPLETE YOUR GENERAL PRACTICE DETAILS** | |
| **Name of practice:** |  |
| **Project lead contact person:** |  |
| **Clinical lead contact person:** |  |
| **Practice address:** |  |
| **Contact phone:** |  |
| **Contact email:** |  |
| **What clinical software does the practice use?** |  |

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| **PLEASE COMPLETE THE EXPRESSION OF INTEREST QUESTIONS** | |
| **QUESTIONS** | **WEIGHTING** |
| 1. **Please provide a brief overview of why your practice would like to participate in this project.** | 30% |
| 1. **How will you ensure all project activities are completed (i.e. completion of online modules, PDSA cycles and review activities)?** | 30% |
| 1. **What barriers do you think may limit your participation in and successful completion of this project? How will you seek to overcome them? (Please include the risk/barrier and how you plan to mitigate/overcome the barrier)** | 30% |
| 1. **How will you plan to make changes sustainable beyond the project?** | 10% |
| **ADDITIONAL QUESTIONS** | **NON-WEIGHTED** |
| **Please list the name and profession of participating staff members (minimum of two, one of whom must be a GP).** | - |
| **Please provide any additional information to support your application.** | - |

**Please return the completed application form to** [**education@nwmphn.org.au**](mailto:education@nwmphn.org.au)

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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.

