

ATTACHMENT 1: Terms of Agreement – Early detection and assessment of child mental health difficulties: Emerging Minds workforce development training for general practice

Terms of Agreement to be signed by participating practices once notified of successful EOI

North Western Melbourne Primary Health Network (NWMPHN), operated by Melbourne Primary Care Network (MPCN), is funding support for general practices to actively participate in a whole-of-practice training model to improve identification, assessment and management of children under the age of 12 presenting with signs of anxiety, depression or conduct disorder.

This is a funded initiative of the Australian Government under the Children and Families program. It offers short-to-medium term local solutions to improve the capability of people working with children and help transform primary care.

Purpose of the project

The project supports general practices through funding and resources to undertake a combination of self-paced training and embed this knowledge in a community of practice format. The aim is to:

- provide accredited training designed by Emerging Minds
- provide a resource pack for practices to embed continuous improvement into their scope of work
- improve the identification, assessment, and management of common mental health issues by implementing a comprehensive care plan for patients and their families, through participation in a community of practice
- promote the importance of early intervention in child mental health and identify the importance of non-clinical staff in child mental health management.

What activities are required to be undertaken by the practice?

An outline of the training is illustrated here.

What?	When?	Who?	Payment
Pre-Training Evaluation Questionnaire Click here	Before accessing any online material (mentioned below). 2 min, self-paced	All participating staff	Please note: As part of the survey process, Emerging Minds will be collecting an email address and name. This is to ensure that all project participants took part in the evaluation. This personal information will not be linked with

			your anonymous survey responses.
Webinar			
An introduction to the whole-of-practice approach and the role of general practice staff in supporting child mental health and strengthening family resilience	1 hour, self-paced	All participating staff	Participation is encouraged, but is not required for any payment
Online learning modules – see Attachment 2 for details			
One non-clinical module	1 hour, self-paced, to be completed by 15 April 2025	Non-clinical staff	Completion required by all participating staff
Four modules for GPs	6 hours, self-paced, to be completed by 15 April 2025	GPs	Completion required by at least one GP per practice for training payment
Two modules for nurses and non-GP clinicians	5 hours, self-paced, to be completed by 15 April 2025	Nurses and other clinicians	Completion required by at least 75% non-GP clinicians for training payment
Community of Practice (x2)			
COP 1 Whole of practice discussion – implementing learnings into your practice	Attendance at one CoP meeting of approximately 90 minutes by 15 May 2025	All participating staff	Attendance at meeting required by at least one each non-clinical staff, one GP and one non-GP clinical staff for participants to receive COP payment

COP 2 Reflective case discussion	Attendance at one CoP meeting of approximately 90 minutes by 15 May 2025	Clinical staff	Attendance at meeting required by at least one GP and one non- GP clinical staff per practice to receive COP payments
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All activities will have associated evaluation questionnaires which must be completed to be eligible for payment.

☐ **The provider agrees to undertake all the activities including evaluation listed above which serve as the Terms of this Agreement**

Who is eligible to register for the grant?

To be eligible, clinicians must confirm they meet the following mandatory criteria:

- be working in a general practice in the NWMPHN region
- ensure a minimum of 3 clinical and one non-clinical* staff members participate in the training of which 1 must be a GP.
- complete all components of the training, including the webinar and the Communities of Practice
- complete all evaluation activities

**Non-clinical staff include practice managers, receptionists, and other administrative staff.*

☐ **The provider confirms the practice meets the mandatory criteria for this grant**

NWMPHN responsibilities

1. NWMPHN will fund a maximum of \$7,200 (ex. GST) per practice for completion of all activities.
2. NWMPHN will provide resources to assist the practice. It is not mandatory to use them, but they comprise:
 - a tailored quality improvement framework to embed within the scope of practice
 - resource pack detailing referral pathways and assessment guide from HealthPathways Melbourne.

Payments

1. \$7,200 (ex. GST) is available per practice for completion of all activities.
2. Payments will be split according to:
 - a. One invoice submitted for practice following completion of relevant online learning modules and associated evaluation. Maximum payment of \$3,600 (ex. GST) per practice for involvement of 3 clinicians and 1 non-clinician.
 - b. One invoice submitted for practice after all participating staff attend at least 3 hours of community of practice meetings and complete associated evaluation. Maximum payment of \$3,600 (ex. GST) per practice for involvement of 4 staff members.

3. NWMPHN reserves the right to decrease the payment if data indicates that all the activities have not been undertaken.
4. NWMPHN will make payment with 30 days of receiving of a correctly rendered invoice.

Agreement to Terms

DECLARATION

The provider's authorised signatory declares that:

- ☐ The information provided in this Agreement is complete, true and correct and I am authorised by my general practice to provide it.
- ☐ I understand and meet the criteria for participation in the Child Mental Health Workforce Development Project.
- ☐ I agree to adhere to the eligibility terms (mandatory criteria and activities to be undertaken) within this Agreement, which will function as terms of this service agreement.
- ☐ I consent to North Western Melbourne Primary Health Network's collection, use and disclosure of my personal information for the purposes set out in the privacy notice.

Signed:	
Name:	
Role:	
Date:	

NWMPHN Contact

Please direct all queries to Jess Dally, Program Officer, Children and Families at education@nwmpnh.org.au