

## Early detection and assessment of child mental health difficulties for general practice through Emerging Minds workforce development training

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Expressions of interest are invited from general practices across the North Western Melbourne Primary Health Network (NWMPHN) catchment to undertake a new training package to strengthen capability to identify, assess and manage children aged 5 to 12 presenting with mental health difficulties.

Four clinical and non-clinical staff members are required for this activity.

The training is a collaboration between NWMPHN and Emerging Minds, the lead agency for the National Workforce Centre for Child Mental Health.

This is the third round of opportunities offered since the program launched in 2022. Only 20 places are available.

Incentive payments of up to \$7200 (ex. GST) per practice and 6 RACGP CPD hours are available. Training begins in early 2025 and will conclude in May of the same year.

**Applications close at 5pm, Wednesday, 27 November 2024.**

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## PART A: THE ACTIVITY

### 1.1.1 Background

Early intervention is critical for managing mental health issues. Almost half of diagnosed adults will first present with clinical signs of anxiety, depression or conduct disorder before they reach adolescence.

This training package is a key part of a suite of interventions to improve the capability for people working closely with children in general practice throughout the NWMPHN region.

Applications for this tranche are open to all practices across the NWMPHN catchment. To be eligible, each practice application should list a minimum of four staff. This includes three clinical staff (including at least one GP), and one non-clinical staff member with the time and willingness to commit to the training.

Applications will be assessed in accordance with the criteria contained in the attached application form (part D).

### 1. Activity purpose and term

In 2019–20 about 539,000 hours of mental health services were required for children under 11, according to the [Royal Commission into Victoria's Mental Health System](#).

NWMPHN's most recent [Health Needs Assessment](#) found that the number children under 12 presenting with mental health difficulties (including acute mental health crises, such as suicidal behaviour) at general practices is increasing.

NWMPHN's 2024 specialised mental health needs assessment found:

- There is a rise in the complexity of mental health conditions among children, including increased suicidality, self-harm, and eating disorders.
- Concerns about body image, anxiety, and stress are prevalent even in primary school-aged children.
- Prolonged waitlists result in delayed diagnoses, emphasising the importance of early intervention.
- Fragmented service delivery limits outreach and engagement with young people.
- There is a need for specialised mental health training for community members, educators, and service providers to better support the growing complexity and demand.
- Children aged 0 to 9 show high rates of developmental vulnerability.
- A larger proportion of this cohort than any other represent avoidable mental health-related Emergency Department (ED) presentations, indicating a need for interventions targeted to early childhood

Our research suggests that GPs lack the confidence and resources to effectively address children's mental health issues. This training package is designed to remedy these issues, boosting general practice team knowledge and capacity.

## 2. What's required?

Practice teams will be expected to complete a pre-training questionnaire, and attend a webinar. GPs must complete four self-based learning modules, other clinical staff must do two, and non-clinical staff one. In addition, there will be two community-of-practice sessions.

Practices will be eligible to receive a maximum of \$7,200 (ex. GST) once all training has been completed. Payments will be split into two tranches:

- One for the practice following completion of relevant online learning modules and the associated evaluation. Maximum payment of \$3,600 (ex. GST) per practice for the involvement of 4 staff, at least 3 clinicians (must include 1 GP) and 1 non-clinician.
- One for the practice after all participating staff have attended the community of practice meetings and completed the associated evaluation. Maximum payment of \$3,600 (ex. GST) per practice for involvement of at least 4 staff members (must include 1 GP).

Full details on payments and invoicing can be found in the [Terms of Agreement](#).

The package includes:

What	When	Who
Pre-training evaluation questionnaire. Click the link to see a sample.  <a href="#">Click here</a>	Before accessing any online material.  Two minutes, self-paced	All participating staff
<b>Webinar</b>		
An introduction to the whole-of-practice approach and the role of general practice staff in supporting child mental health and strengthening family resilience	One hour, self-paced	All participating staff
<b>Online learning modules – <a href="#">see Attachment 2 for details</a></b>		
One non-clinical module	One hour, self-paced, to be completed by 30 April 2025	Participating non-clinical staff

Four modules for GPs	Six hours, self-paced, to be completed by 30 April 2025	GPs
Two modules for nurses and non-GP clinicians	Five hours, self-paced, to be completed by 30 April 2025	Nurses and other non-GP clinicians
<b>Community of Practice</b>		
COP 1 Whole-of-practice discussion – integrating findings into business-as-usual.	One meeting, approximately 90 minutes, prior to 31 May 2025	All participating staff.
COP 2 Reflective case discussion	One meeting, approximately 90 minutes, prior to 31 May 2025	All participating clinical staff.

### 3. Eligibility requirements

To be eligible for the full practice payment, practices must:

- Be located in the NWMPHN region
- Commit to training four staff members
- Complete all components of the training including the webinar and Communities of Practice
- Complete all evaluation activities.

### 4. Attachments

Attachment 1 – [Terms of Agreement \(.pdf\)](#)

Attachment 2 – [Details of online learning modules \(.pdf\)](#)

Attachment 3 – [Application Form \(.docx\)](#)

## PART B: HOW TO APPLY

## 1. Application submission

Applicants must complete and return the Application Form (Attachment 3) and email it with supporting documentation to the NWMPHN at [education@nwmpnhn.org.au](mailto:education@nwmpnhn.org.au) with 'EOI Emerging Minds training' as the subject. Applications close at 5pm on Wednesday, 27 November 2024.

Please direct all queries to [education@nwmpnhn.org.au](mailto:education@nwmpnhn.org.au) with 'EOI Emerging Minds training' as the subject.

NWMPHN is not obliged to accept any proposal received after the submission deadline. Where an Applicant provides evidence of exceptional circumstances affecting on-time submission, NWMPHN may decide to accept an application received after the submission deadline but is not obliged to do so.

## 2. Assessment process

All compliant applications received by NWMPHN will be evaluated in accordance with the assessment criteria in Part D.

NWMPHN may also consider other factors relevant to the Applicant's suitability including conflicts of interest, financial viability, current insurance and any other information that is publicly available.

NWMPHN will contact referees (if sought) and use their responses for the evaluation.

NWMPHN may contact the Applicant if it considers that an application contains an ambiguity, unintentional error or minor omission which requires clarification. It will not do so where this would unfairly disadvantage other Applicants.

NWMPHN may conduct interviews with some or all Applicants to assist in making a final decision. Interviews are an opportunity to ask questions to better understand a submission, not an opportunity to make changes or submit new material.

Applicants must clearly specify and justify all proposed departures from the Draft Contract in their EOI response using the form provided in Attachment 3. Applicants will be disqualified from the EOI if departures are not submitted with the EOI application form but are sought by Applicants at later stages of the process. NWMPHN is not obligated to accept an Applicant's proposed Draft Contract departures at any stage of the EOI.

Successful Applicants will be notified. Unsuccessful Applicants may apply for feedback in writing or verbally by emailing [education@nwmpnhn.org.au](mailto:education@nwmpnhn.org.au).

The following table summarises the key stages and indicative dates related to the EOI – 'Early detection of child mental health issues – Emerging Minds training for general practice'.

EOI Key Stages	*Estimated Date
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Release to the market (email)	Monday, 28 October 2024 or ASAP
Application Closing Date (email)	Wednesday, 27 November 2024
Evaluation	Friday 29 November 2024
Notification of successful and unsuccessful applications	Wednesday 11 December 2024

*\*These dates are indicative only and subject to change without notice at NWMPHN's discretion to meet the necessary process requirements.*

### 3. Contractual arrangements

NWMPHN receives funding from the Australian Government, the Victorian Government, and other government and non-government sources. Each funding source may have particular requirements regarding consultancies and sub-contractors. Successful Applicants must comply with these.

A successful Applicant will be expected to:

- enter into an agreement in a form specified by NWMPHN
- sign a confidentiality and non-disclosure agreement
- provide due diligence information such as a statement of solvency
- provide certificates of currency for relevant insurances:
  - Workcover or similar
  - Public Liability to \$20 million any one claim
  - Professional Indemnity to \$10 million any one claim
- undertake a financial audit for services exceeding \$100,000.00 in the aggregate per financial year
- consider itself a "Commonwealth service provider" for the purposes of the Ombudsman Act 1976
- ensure that personnel, including sub-contractors, who may come into contact with "vulnerable people" as part of the work, have undertaken a national police check, a Working with Children check and if relevant develop a risk assessment and management plan
- comply with relevant legislation as specified from time to time
- comply with NWMPHN credentialing policy requirements.

Applicants must disclose any actual, perceived or potential conflicts of interest. A conflict of interest arises where a person makes a decision or exercises power in any way that may or may be perceived to be, influence by either professional, commercial or personal interests or associations. NWMPHN maintains a *Register of Conflicts of Interest and Related Entities* and reports its contents back to our funding bodies as required.

NWMPHN may seek formal government approval and will disclose contract details including legal and trading name of successful Applicant, the nature and duration of the work to be undertaken, and the procurement process. Approval is granted at the discretion of the government department.

Relevant departments may require additional information at any time which NWMPHN is obliged to provide. Relevant departments may list this information on their websites from time-to-time.

Please note that the Australian or Victorian Government reserves the right to terminate NWMPHN funding at its convenience. This requirement is passed through to the successful Applicant. Expenses incurred and committed up to and including the termination date will be paid, if funds are received by NWMPHN.

#### 4. No contract or warranty

No legal relationship is created by the issue of this Expression of Interest, or the submission of any application in response to it.

NWMPHN is under no obligation to award a contract to any Applicant as a result of this process.

NWMPHN has taken reasonable steps to ensure that all information presented in this Expression of Interest is accurate at the time of issue. However, NWMPHN accepts no responsibility for errors or omissions and recommends that Applicants make their own enquiries about any matter relevant to the preparation of an application.

### PART C: ABOUT NORTH WESTERN MELBOURNE PRIMARY HEALTH NETWORK

Melbourne Primary Care Network (MPCN) trading as NWMPHN is an independent, locally governed and run, not for profit organisation dedicated to improving primary healthcare in local communities. MPCN was successful in its bid to operate one of 31 Primary Health Networks (PHNs) formally established across Australia from 1 July 2015.

PHNs have been established with the key objectives of increasing the efficiency and effectiveness of medical services for patients, particularly those at risk of poor health outcomes, and improving coordination of care to ensure patients receive the right care in the right place, at the right time.

They also work with the primary health care sector to improve frontline services and collaborate with local hospital networks to ensure better integration between primary and acute care services.

NWMPHN is the largest PHN in Victoria. Its region covers approximately 3,200 square kilometres across the Melbourne CBD, north and western suburbs and adjacent rural areas, encompassing 13 Local Government Areas.

A core task is to improve health outcomes for communities by fostering innovation, leveraging and coordinating existing community and organisational assets, and driving value for money.

NWMPHN has five strategic objectives:

- **Health System Innovation and Reform.** We aim to be a trusted partnering in building a high-performing and sustainable health care system.
- **Person-centred health care.** We aim to listen to what people value in their health care and place this at the centre of all that we do.
- **High performing primary health care services.** We aim to build the capability of primary health care providers.



- **Population health needs and outcomes.** We aim to generate, translate and share data and evidence about population health needs and outcomes.
- **Organisational excellence and sustainability.** We aim to work together to build a thriving organisation that is well-governed and financially and environmentally sustainable.

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



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