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| Enrolled Nurse Transition to Practice Program 2023-24  |
| Funding information and application form |
| OFFICIAL |
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| **Action**  | **Indicative Date**  |
| Funding applications open  | Monday 30 October 2023 |
| Funding applications close  | Friday 15 December 2023 |
| Consortia notifies the department of the application process outcomes. | 30 January 2023 |
| Health services anticipated to be notified of application outcomes  | February 2024  |
| Funding anticipated to be distributed to health services  | Mar 2024–Apr 2024 |
| Health services report to department on funded activity  | December 2024 |

Scope**In Scope*** Design, implementation and evaluation of transition to practice program for ENs to enable health services to grow their local workforce.
* Formalised education program of minimum six months’ duration, offered by employers for new EN graduates in their first year of practice. The program is designed to consolidate knowledge, skills, and competence, and transition new graduates to practise as safe, confident and accountable professionals.
* ENTPPs should offer formal study days, supernumerary opportunities and clinical support through preceptorship and clinical supervision.

**Out of Scope*** Program of less than six months’ duration.
* ENs who qualified more than 12 months ago, at the time of their application.

How to Apply Funding in 2023-24 is available through an application process to the five rural health consortia and is intended to: * address current and future workforce shortfalls.
* address future staffing requirements associated with implementation of the *Safe Patient Care (Nurse to Patient and Midwife to Patient Ratios) Act 2015* (the Act) (Note: A ‘Guide to Implementation of amendments to the Safe Patient Care Act’ which includes a calendar of amendments, can be downloaded at: <[Safe Patient Care (Nurse to Patient and Midwife to Patient Ratios) Act 2015 (health.vic.gov.au)](https://www.health.vic.gov.au/nursing-and-midwifery/safe-patient-care-nurse-to-patient-and-midwife-to-patient-ratios-act-2015)>.
* provide employment pathways for ENs, including those completing a Diploma of Nursing as part of the Free TAFE initiative.

Victorian public health services are invited to submit the attached funding application form outlining their expected activity commitment for 2023-24 to their relevant Consortium.**Completed funding application forms must be submitted by Friday 15 December 2023. Late or unsigned applications may not be accepted.** The fundholders for each consortium are: * **Barwon region**: Barwon Health
* **Loddon Mallee Region**: Bendigo Health
* **Gippsland Region**: Latrobe Regional Hospital
* **Grampians Region**: East Grampians Health Service
* **Hume Region**: North East Wangaratta

In 2023-24, the following arrangements apply:* health service will need to send the completed application form to their respective fundholder.
* As per usual process, each of the five fundholders will review and select the health services that will receive the allocated places for their region and mark these clearly on their respective spreadsheets.
* The fundholders will notify the department of the agreed funding allocations and send all applications for record keeping.
* The department will notify the individual health services of their allocations as determined by the fundholder.

Health Service Eligibility Criteria To be eligible for funding provided through this application process, health services must: * be a Victorian public health service as defined in the Health Services Act 1988
* complete the funding application form for the ENTPP (commencing page 6 of this document)
* commence the ENTPP within the 2023-24 financial year
* have their application form endorsed and signed by both the health service Chief Executive Officer and Director of Nursing and Midwifery (or equivalent)
* coordinate applications so that just one application is received per health service
* recruit ‘new’ EN graduates, who have graduated within the prior 12 months at the time of their application
* provide a program of at least six months’ duration
* if in partnership to implement ENTPPs, nominate a lead agency that will receive and manage funding (noting that all parties must be signatories to the application or an appropriate attachment)

Priority will be given to:1. Health services that did not receive funding for this initiative in FY 2022-23
2. Health services with the greatest area of need, as determined in consultation with the members of the Consortium
3. Applications that demonstrate:
	* how the program/s will address local workforce shortfalls and/or other workforce needs
	* provision of career pathways for program participants within the health service or region
	* how the program/s will contribute to meeting the requirements of the Act
	* how the program/s will support other nursing and midwifery government priorities
	* alignment with the health service’s strategic workforce and service plans
	* responsiveness to clinical workforce priorities and demands, outcomes of recent Royal Commissions, and persisting vacancies
	* evidence of robust program governance, coordination and supervision structures, including an overview of how the funding will be used to support clinical teaching staff, build high-quality education and training capacity and program evaluation, including tracking retention of participants post-program completion
	* mechanisms to measure program effectiveness and outcomes.

Roles and responsibilitiesThe Rural health Consortium will be responsible for:* managing the allocation process within each Consortia
* application processes (an application form is attached)
* selection of health service recipients
* notifying the department of the final allocations
* demonstrating adherence to the allocation principles
* equity and fairness – those that did not receive funding last financial year
* consultative process – allocations must be made in consultation with the health services in the consortium to support areas of greatest need.

Health services will be responsible for:* delivering their planned program as per their application form, including the design, implementation, and evaluation of a formalised education program for EN graduates in their first year of practice, which offers formal study days, supernumerary opportunities and clinical support through preceptorship and clinical supervision. This will be achieved by health services being responsible for meeting any accreditation, governance, quality and safety standards, management of funding, human resources processes and any other necessary recruitment or education requirements.
* reporting to the department on the funding activity and program outcomes

The department will be responsible for:* developing the funding guidelines and the application forms
* notifying the health services that applications are open and process to be followed.
* notifying the health services of the application outcome
* distributing the funds to the health services
* monitoring outcomes of the ENTTP program.

Assessment of Applications Applications will be assessed by a consortium using an evaluation process agreed by the members against the eligibility criteria.**Health service funding allocation will be dependent upon assessment of applications, overall demand, and allocation of funding in prior years.**Funding Conditions To receive funding, health services are expected to commence all funded ENTPPs in 2023-24. Health services who commence activity *before* then will not be funded. Funding may be adjusted or recalled if planned activity identified through the application submission process did not occur.  Health services must report expenditure, program completion and workforce retention/intention statistics to the department. A departmental reporting template will be provided at the relevant time.Funds will be disbursed through the department’s budget payment system, in line with current finance arrangements and policy.  By accepting this funding, a health service agrees to: * maintain corporate knowledge and record-keeping of program details, including appropriate handover should coordinating staff leave
* adhere to reporting timelines and respond to departmental requests for reporting accurately and in a timely manner
* adhere to the latest Department of Health Policy and Funding Guidelines – see this website for details [Policy and funding guidelines for health services | health.vic.gov.au](https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services)
* immediately notify and discuss with the department any issues that may impact the implementation or achievement of planned ENTPP activity.

Further Information Please direct any enquiries to: nmw@health.vic.gov.au, Tinyiko Seane, Senior Policy Advisor, Health Workforce Policy Team 1, Department of Health. Application Form – 2023-24 Enrolled Nurse Transition to Practice Program

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| **Health service name**  |  |
| **Key contact name** |  |
| **Position/Title** |  |
| **Email**  |  |
| **Telephone** |  |

| Provide an overview of the proposed Enrolled Nurse Transition to Practice Program (ENTPP) structure including: * **program design**
* **implementation**
* **governance arrangements (i.e., health service oversight of the program)**
* **how the program will be promoted, and participants recruited and selected**
* **resourcing including budget outline**
* **model of support for the EN (i.e., what supports, and resources will be in place for the EN, e.g., preceptorship, buddy, mentor, graduate coordinator, educator, peer support, online learning packages and so on)**
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| *Word limit: 300 words* |

| Provide details of the proposed Enrolled Nurse Transition to Practice Program (ENTPP), including: * **number of proposed positions to be offered (be exact)**
* **possible dates (noting must commence within the 2023-24 financial year)**
* **partnerships with other health services/organisations including training providers**
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| *Word limit: 300 words* |

| Provide details of how your application meets the eligibility and priority criteria including:* **addressing local workforce shortfalls and or workforce needs**
* **contributing to implementation of the *Safe Patient Care (Nurse to Patient and Midwife to Patient Ratios) Act 2015* and other Government priorities**
* **career pathways for program participants**
* **alignment with the health service’s strategic workforce and service plans**
* **responsiveness to clinical workforce priorities and demands, outcomes of recent Royal Commissions, and persisting vacancies**
* **reporting and monitoring mechanisms**
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| *Word limit: 300 words* |

Endorsements

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| ***Declaration by Chief Executive Officer (CEO) or delegate*** |
| *In submitting this application, the signatory confirms they have read the funding information and application form for the Enrolled Nurse Transition to Practice Program 2023-24* *and declares that the information contained in the application, including all attachments, is to the best of their knowledge, true, accurate and complete in all material particulars.* |
| Name & Title  |  |
| Signature***(An authorised electronic signature is acceptable)*** | If you are unable to insert an authorised electronic CEO signature, emailing a scanned copy is acceptable, providing that it is of reasonable quality. |
| Preferred email***(Please print)*** |  |
| Date |  |

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| ***Declaration by Director of Nursing/Midwifery (DONM) or delegate*** |
| *In submitting this application, the signatory confirms they have read the funding information and application form for the Enrolled Nurse Transition to Practice Program 2023-24* *and declares that the information contained in the application, including all attachments, is to the best of their knowledge, true, accurate and complete in all material particulars.* |
| Name & Title  |  |
| Signature***(An authorised electronic signature is acceptable)*** | If you are unable to insert an authorised electronic DONM signature, emailing a scanned copy is acceptable, providing that it is of reasonable quality. |
| Preferred email***(Please print)*** |  |
| Date |  |

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