To encourage engagement in continuing professional development (CPD) that supports improved clinical practice, Allied Health & Nursing Education is pleased to offer funding that supports CPD for Nurses and Allied Health Professionals. Funded through The Royal Children’s Hospital Foundation, the CPD Funding Program is part of the Allied Health & Nursing Education, Development and Leadership Program.

The CPD Funding Program is available to eligible Nurses and Allied Health Professionals employed at RCH who are planning on undertaking CPD activities which support the delivery of improved clinical practice and patient outcomes. Types of CPD activities include conferences, seminars, symposiums, courses, workshops and study days. The CPD Funding Program provides financial support to assist with the costs associated with undertaking CPD activities and operational/site visits relevant to the applicant’s employment at RCH (such as Professional Development Activities, CPD registration fees, site visit fees, professional travel and professional accommodation). Funding is not provided for reimbursement of food, stationary, personal item, expenses of daily living and tertiary education fees.

**Eligibility Criteria**

Applicants must fulfil all of the criteria below:

1. The requested CPD activity or operational/site visit must be relevant to the applicant’s current employment and area of professional practice at RCH;
2. If a Nurse, be currently employed in a nursing role at The Royal Children’s Hospital;
3. If an Allied Health Professional, be currently employed and/or supervised in a Department of the Allied Health Directorate at The Royal Children’s Hospital;
4. Have support to participate in the activity from their Head of Department/Manager/Nurse Unit Manager and one of the following: Executive Director, Nursing & Allied Health; Director, Allied Health; Director(s), Clinical Operations; Director, Nursing, Research; Director, Nursing Education (two tiered sign off);
5. Have not already received funding from another source at RCH to undertake the same activity.

Applications will be assessed based on the information provided on the Application Form, according to the approval process outlined below. Note that funding is not guaranteed for all applications that are submitted. Funding applications may be approved in full, approved in part, or declined, at the discretion of the Program Committee and in line with organisational prioritisation. When funding is approved, it is not transferrable to another person or another CPD activity. Eligible staff may submit one or more applications per calendar year, using the appropriate CPD Funding Program Application Form. A separate Application Form should be completed for each separate CPD activity a staff member is seeking to undertake.

**Application Process**

Eligible staff are required to complete the CPD Funding Application Form and submit their form in the first instance to their Head of Department/Manager/Nurse Unit Manager for approval. As part of the application process, the Head of Department/Manager/Nurse Unit Manager is required to consider and respond to the following questions, before approving the staff member’s application:

1. Is this CPD activity relevant to the applicant’s current position at RCH? (i.e., Will the knowledge and skills learned as a result of this activity be applicable to the applicant’s current role and responsibilities?)
2. Is this CPD activity aligned with the priorities of the Department and the RCH Strategic Plan?
3. Will participation in this CPD activity support innovation and improved outcomes for RCH patients?

Once approved by their Head of Department/Manager/Nurse Unit Manager, the staff member must then submit their form to their respective Allied Health or Nursing Director to complete the two tiered sign off. Following the two tiered sign off the staff member must submit their Application Form to Allied Health & Nursing Education Administration (or delegate) for processing. Applicants must ensure that all relevant supporting documentation is attached to their Application Form at the time it is submitted to Allied Health & Nursing Education Administration for processing. Applications which are incomplete, ineligible, or which do not provide sufficient documentation will be declined and returned to the applicant.

The following supporting documentation must be submitted with each application:

1. Completed and signed CPD Funding Application Form
2. Completed registration form for the CPD activity
3. Copy of the Agenda or Program for the CPD activity or site visit
4. Invoice showing registration payment (if already paid*)
5. Proposed budget. If requesting funding for costs associated with undertaking CPD activity (e.g., professional travel & accommodation)

*If registration fees have been paid in a currency other than Australian dollars, applicants must also submit proof of the amount paid in Australian dollars with their application (for example, a copy of a credit card statement indicating the amount paid in AUD).

**Approvals Process**

Allied Health & Nursing Education Administration (or delegate) manages the approvals process and submits complete, eligible applications to the Program Committee for review and assessment. To facilitate equitable access to financial support, CPD funding is awarded to applicants at the discretion of the Program Committee and the outcome is recorded on the Application Form. All applications are returned to applicants via Administration. In the case of partial funding or declined applications, written feedback is provided to applicants on the Application Form. This is accompanied by verbal feedback, provided by a member of the Program Committee. The application and approvals process for Allied Health and Nursing staff are summarized in Figures 1 and 2.

Copies of all applications are saved on the Allied Health & Nursing shared drive by Administration and application information is centrally recorded in the Program database. All information pertaining to funding applications and funding distribution is tracked centrally, across each calendar year.

**Reimbursement Process**

Successful applicants do not receive funding directly. Instead, funding is granted via a reimbursement process, whereby the applicant pays their registration fees and then applies for reimbursement through the RCH Finance Department.

Once an applicant has been advised that their CPD Funding Application has been approved by the Allied Health & Nursing Education, Development and Leadership Program Committee, the applicant needs to complete the following forms:

1. **Expense Reimbursement Form (online)**
   

   - 1. Select “new online reimbursement process” form
   - 2. Claim Type: Select ‘Travel and Conference’
   - 3. Expense Items: Select relevant claim item (‘Eligible Seminars and Conferences’ or Travel) and specify the amount of CPD funding granted
   - 4. Cost Centre details: Entity – 33920 RCH; Cost Centre Type – SPF; Cost Centre Number – Y3093
   - 5. Approval details: Director, Nursing Education (Melody Trueman)
   - 6. Print out the online reimbursement form and follow the checklist on the front of the form

2. **Travel Form 3 – Travel/Conference Authorisation**

   [http://www.rch.org.au/uploadedFiles/Main/Content/finance/Travel_Conf_Authorisation_Form.pdf](http://www.rch.org.au/uploadedFiles/Main/Content/finance/Travel_Conf_Authorisation_Form.pdf)

   Complete the required information and check the checklist on page 2, to ensure that all required processes are followed.

Applicants must submit all of the following documents to the RCH Finance Department via internal mail for reimbursement to be processed:

- 1. Printed and signed copies of the Expense Reimbursement Form
- 2. Printed and signed copies of Travel Form 3 – Travel/Conference Authorisation
- 3. Copy of the signed and approved CPD Funding Application Form
- 4. Copy of the agenda/program for the CPD activity
- 5. Original tax invoice and proof of payment (e.g, receipt or credit card statement)

Incomplete submissions may be returned or reimbursement delayed. Applicants are advised to keep a copy of all documents for their own records, prior to submitting original forms to the RCH Finance Department.

**Related Documents & Templates**

- CPD Funding Program – Guidelines for Individual Applicants (this document)
- CPD Funding Program – Individual Application Form
- CPD Funding Program – Individual Activity Report Form 1 (2 months post activity)
- CPD Funding Program – Individual Activity Report Form 2 (6 months post activity)
- CPD Funding Program – Guidelines for Team Applications
- CPD Funding Program – Team Application Form
- CPD Funding Program – Team Activity Report Form (3 months post activity)
- CPD Funding Program – RCH Procedure
- Allied Health & Nursing Education, Development & Leadership Program Committee, Terms of Reference

Enquiries regarding the CPD Funding Program should be directed to
Figure 1: Summary of CPD Funding Application Process – Allied Health

Applicant completes CPD Funding Program Application Form
Submit completed Application Form & supporting documents to the Head of Department for review

Head of Department approval?

NOT APPROVED
HoD provides written & verbal feedback to the applicant

Applicant submits CPD Application Form & supporting documentation
to Director of Allied Health

Director of Allied Health approval?

NOT APPROVED
Director provides feedback to the applicant

Applicant submits CPD Application Form & supporting documentation
to Allied Health & Nursing Education Administration for processing

Application eligible, appropriate & contains supporting documentation?

INELEGIBLE/INCOMPLETE
Application returned to the applicant by Administration with written feedback

Administration forwards complete application to Program Committee* for review and assessment

Application approved?

Application approved by the Program Committee
Administration returns application to applicant & notifies them of the successful funding outcome

Funding recipient completes reimbursement process
Recipient submits required documentation to the RCH Finance Department for reimbursement

Recipient participates in CPD activity/site visit
Recipient completes CPD Activity Report Form 1
Submits report to HoD & Administration within 2 months post activity
Administration forwards Report 1 to Program Committee

Recipient completes CPD Activity Report Form 2
Submits report to HoD & Administration within 6 months post activity
Administration forwards Report 2 to Program Committee
Figure 2: Summary of CPD Funding Application Process – Nursing

- **Applicant completes CPD Funding Program Application Form**
  - Submit completed Application Form & supporting documents

- **Applicant submits CPD Application Form & supporting documentation**
  - to Allied Health & Nursing Education Administration for processing

- **Application eligible, appropriate & contains supporting documentation?**

- **Application approved?**

- **Application approved by the Program Committee**
  - Administration returns application to applicant & notifies them of the successful funding outcome

- **Funding recipient completes reimbursement process**
  - Recipient submits required documentation to the RCH Finance Department for reimbursement

- **Recipient participates in CPD activity/site visit**

- **Recipient completes CPD Activity Report Form 1**

- **Administration forwards Report 1 to Program Committee**

- **Recipient completes CPD Activity Report Form 2**

- **Administration forwards Report 2 to Program Committee**
*The Allied Health & Nursing Education, Development and Leadership Program Committee meets fortnightly to review and assess applications. Membership of the Committee includes:

- Executive Director Nursing & Allied Health (Chairperson)
- Director Nursing Education
- Director Allied Health
- Allied Health Clinical Education Lead
- Director, Nursing Research
- Director Clinical Operations, Division of Surgery
- Director Clinical Operations, Ambulatory Services
- Director Clinical Operations, Access and Wards
- Administrator, Programs (Secretary)