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 activities 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 through the CPD Funding Program for reimbursement of food, stationary, personal items, 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, managed, supervised and/or under clinical governance by 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.

Funding applications should be for prospective (upcoming) CPD activities only. Requests for funding to support retrospective activities (such as a conference that the staff member has already attended) will not be considered by the Program Committee.

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 CPD Funding Program Application Form. A separate Application Form should be completed for each separate CPD activity a staff member is seeking to undertake.

Completing the Application Form
Applications should be typed into the electronic Application Form. Hand-written submissions will not be accepted and will be returned to the staff member to re-submit.

Applications will be assessed based on the information provided on the Application Form, according to the approval process outlined in these Guidelines. It is important for applicants to provide sufficient detail and information within their application to inform the review and assessment process. In particular, applicants are advised to provide well thought-out, considered and complete responses to the following questions on the Form regarding their Learning Outcomes:

1. How do you anticipate that participation in this CPD Activity will lead to innovation and influence your clinical practice towards improving patient outcomes?
2. How does this activity support your current position and your professional development goals, as documented in your PDAP?
3. How do you plan to share your learning with your colleagues?

Eligible staff are required to complete the CPD Funding Application Form via typing into the electronic form. Staff then need to print and submit their form in the first instance to their Head of Department/Manager/Nurse Unit Manager for review and approval (Tier 1). As part of the application review and approval 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?

Note that Allied Health Professionals employed in a Department external to the Allied Health Directorate (for example, Allied Health staff employed in RCH@Home) must also obtain Tier 1 approval from the Head of their respective discipline within the Allied Health Directorate (i.e., approval by the Head of the Allied Health Department from which they receive professional supervision and/or clinical governance). Staff in this category are required to obtain both signatures at Tier 1.

Once approved (signed) by the Head of Department/Manager/Nurse Unit Manager (Tier 1), the staff member must then submit their form to their respective Allied Health or Nursing Director (Tier 2) to endorse the application as part of the two-tiered sign-off process. Note that applications for funding submitted by Heads of Department/Managers/Nurse Unit Managers require endorsement by their respective Allied Health or Nursing Director only (i.e., sign-off only at Tier 2).

Submission Process

Following completion of the two-tiered sign-off process, the staff member must submit their own application via scanning and emailing their application to AlliedHealth-Nursing.Education@rch.org.au All applications must be submitted electronically (not via internal mail) and applicants are advised to retain a copy of their original application for their own records.

Staff need to ensure that the scanning quality is clear and sufficient to allow all submitted information to be read by the Program Committee. Staff need to check the quality of their scanned documents prior to submitting their application to AlliedHealth-Nursing.Education@rch.org.au Applications will be returned to the staff member to re-submit, if scanned information is unreadable.

Applicants must ensure that all relevant supporting documentation is included when electronically submitting their Application Form to AlliedHealth-Nursing.Education@rch.org.au The following supporting documentation must be submitted with each application:

1. Completed and signed CPD Funding Application Form
2. Copy of the flyer, agenda or program for the CPD activity or site visit (showing the event dates)
3. Completed registration form for the CPD activity and/or invoice showing registration payment (if already paid*)
4. 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).

Applications which are ineligible, incomplete (e.g., insufficient documentation provided) or unreadable will be declined and returned to the applicant by Allied Health & Nursing Education (AHNE) Administration.

Budget

Staff may request funding to assist with the costs associated with undertaking CPD activities and operational/site visits relevant to the applicant’s employment at RCH. Staff who are requesting funding for costs other than or additional to CPD registration fees or site visit fees (such as travel and accommodation) are required to submit a proposed budget which is clear and realistic. Airfares should be no more than standard economy airfares and accommodation should be equivalent of a 3-4 star price range. Applicants may include accommodation (up to) one night either side of the proposed CPD activity.

If annual leave / holiday travel is proposed as part of the itinerary, applicants should be clear about this in their application and aware that funding for airfares will be reduced according to FBT guidelines. Where personal travel exceeds 20% of the overall travel time, apportionment of the airfares cost is required. Questions in relation to FBT guidelines may be addressed to the RCH Finance Department.

It is important to note that meals, stationary, laundry, personal expenses and daily living allowances are not considered to be eligible expenses and will not be covered by the CPD Funding Program. Likewise, accommodation for personal travel days is not a claimable expense.

Assessment Process

Allied Health & Nursing Education (AHNE) Administration manages the approvals process and provides complete, eligible applications to the Program Committee for review and assessment. The Program Committee meets fortnightly and reviews all complete, eligible applications for funding. 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 applicants are advised of the outcome.
of their application via email from AlliedHealth-Nursing.Education@rch.org.au within a fortnight following the Program Committee meeting.

In the case of partial funding or declined applications, written feedback is provided to applicants and the HoD/NUM via the Application Form and/or supporting email. 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 AHNE Administration and application information is centrally recorded in the Program database. All information pertaining to funding applications and funding distribution is tracked centrally by the Committee, 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 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 for the reimbursement to be processed by RCH Finance Department:

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 (eg 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

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All enquiries regarding the CPD Funding Program & Applications should be directed to:

AlliedHealth-Nursing.Education@rch.org.au
**Figure 1: Summary of CPD Funding Application Process – Allied Health Staff**

**Applicant completes CPD Funding Application Form**
Applicant prints and submits Form (and supporting documentation) to their Head of Department for review

**DIRECTOR OF ALLIED HEALTH**
HoD or Applicant submits form to Director Allied Health for review

**Head of Department approval? (Tier 1)**
Head of Department provides written and verbal feedback to applicant

**Director endorsed for consideration? (Tier 2)**
Director provides feedback to the HoD

**APPLICANT**
Applicant scans & emails their application to AlliedHealth-Nursing.Education@rch.org.au for processing (cc: Head of Department/Manager)

**Application eligible, appropriate, complete and readable?**
Application endorsed for consideration?

**ALLIED HEALTH & NURSING EDUCATION, DEVELOPMENT & LEADERSHIP PROGRAM COMMITTEE***
Application reviewed & assessed by the Program Committee

**AHNE ADMINISTRATION**
 AHNE Administration forwards Activity Report to Allied Health & Nursing Education, Development and Leadership Program Committee

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

**RECIPIENT**
Recipient completes CPD Activity Report Form 1 and submits to HoD & AHNE Administration within 2 months of participation

**RECIPIENT**
Recipient completes CPD Activity Report Form 2 and submits to HoD & AHNE Administration within 6 months of participation

**AHNE ADMINISTRATION**
AHNE Administration forwards Activity Report to Allied Health & Nursing Education, Development and Leadership Program Committee
**Figure 2: Summary of CPD Funding Application Process – Nursing**

**Applicant completes CPD Funding Application Form**
Applicant prints and submits Form (and supporting documentation) to their Nurse Unit Manager/Head of Department for review

**DIRECTOR**
Applicant submits form to Director for review

**NUM/HoD approval? (Tier 1)**
- **NOT APPROVED**
  - NUM/HoD provides written and verbal feedback to applicant

**Director endorsed for consideration? (Tier 2)**

**APPLICANT**
Applicant scans & emails their application to AlliedHealth-Nursing.Education@rch.org.au for processing (cc: NUM/HOD)

**Application eligible, appropriate, complete and readable?**

**ALLIED HEALTH & NURSING EDUCATION, DEVELOPMENT & LEADERSHIP PROGRAM COMMITTEE***
Application reviewed & assessed by the Program Committee

**AHNE ADMINISTRATION**
Applicant notified of outcome in writing by AHNE Administration (cc: NUM/HOD & Director)

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

**Recipient completes CPD Activity Report Form 1 and submits to HoD & AHNE Administration within 2 months of participation**

**Recipient completes CPD Activity Report Form 2 and submits to HoD & AHNE Administration within 6 months of participation**

**AHNE ADMINISTRATION**
AHNE Administration forwards Activity Report to Allied Health & Nursing Education, Development and Leadership Program Committee

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* The Allied Health & Nursing Education, Development and Leadership Program Committee meets fortnightly to review and assess all 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 & Wards
- Administrator, Programs (Secretary)