

# Allied Health & Nursing CPD Funding Program

## Guidelines for Individual Applications



To encourage engagement in continuing professional development (CPD) that supports improved clinical practice, Allied Health and Nursing is pleased to offer funding for Nurses and Allied Health Professionals to undertake CPD activities. Provided by the Royal Children's Hospital Foundation, the CPD Funding Program is part of the 'Allied Health & Nursing Education Development and Leadership Program' (AHNEDLP). Funding is provided to assist with the costs associated with CPD activities relevant to the applicant's current employment at RCH. Funding is not provided for reimbursement of professional membership fees, food, and stationery, expenses of daily living, personal items, equipment, salaries, travel insurance and tertiary education fees.

### Eligibility

In order to apply for CPD Funding, applicants must fulfil all of the criteria below:

1. Hold current paid employment at The Royal Children's Hospital in:
  - a. A Nursing role; or
  - b. An Allied Health\* role ;
2. The requested CPD activity must be relevant to the applicant's current employment and area of professional practice at RCH;
3. Have support to participate in the CPD activity from their Head of Department/Manager/Nurse Unit Manager/Director (Tier 1) and relevant Director on the AHNEDLP Committee (Tier 2).
4. Not have received funding from another source to undertake the same component of the CPD activity.
5. Be applying for funding for a prospective CPD activity (applications for retrospective (past) activities will not be considered).

\*Eligible Allied Health Professions at RCH include: Allied Health Assistants, Anaesthetic Technology, Audiology, Art Therapy, Cardiac Technology, Child Life Therapy, Clinical Technology, Dietetics, Medical Photography, Medical Imaging Technology, Music Therapy, Neurophysiology Science, Occupational Therapy, Orthotics, Orthoptics, Perfusion, Pharmacy, Physiotherapy, Prosthetics, Psychology, Respiratory Science, Sleep Science, Social Work and Speech Pathology.

### Completing the Application Form

Applicants must complete the CPD Funding Application Form and provide all supporting documentation in the first instance to their Head of Department/Manager/Nurse Unit Manager/Director for Tier 1 review and signature. Supporting documentation includes:

- Flyer (or other evidence) of the CPD activity showing relevant dates, registration costs and program details
- Quotes for accommodation and air travel costs
- Evidence for all other costs being requested (i.e. Site visit costs)
- Itinerary showing all dates with travel, CPD activity and rest/personal days indicated
- Other documents supporting your application (i.e. Abstract acceptance email, letter of invitation, etc).

The application form must be completed electronically as hand written forms will not be accepted. Applicants should ensure that all relevant information is provided with carefully considered and specific answers provided to the questions on the application form regarding anticipated benefits of the CPD activity and dissemination of knowledge.

### Funding Inclusions & Exclusions

Staff are encouraged to obtain quotes for all travel and accommodation through RCH Travel Provider, FCM Travel. Please [visit the Finance website regarding the process for booking travel or conferences](#).

If sourcing quotes independently (i.e. through a travel website) please consider your personal travel insurance needs, where appropriate.

Accommodation funding is for standard hotel rooms in the 3-4 star price range.

Travel funding is only provided for air travel at the standard economy rate. Any other travel costs (i.e. taxi, train, ferry, bus, road tolls, parking fees, petrol, airport transfers or other transfers) will not be approved by the Committee.

Other funding exclusions include: professional membership fees, tertiary education fees, travel Insurance, meals, laundry, stationery, equipment, personal items, expenses of daily living and salaries.

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If annual leave or personal travel is a component of any travel related to the CPD activity, applicants should be clear about this in their application. FBT policy will be applied and apportionment of airfares will be required where personal travel exceeds 20% of overall travel time. FBT policy is available on the Finance <https://www.rch.org.au/finance/>, and any queries regarding the policy can be directed to the Management Accountant.

Funding applications are approved in AUD only. It is up to applicants to ensure they have converted international currency costs to AUD, where relevant, prior to submission of their application form.

### Submission Process

The submission process comprises 3 steps:

**Step 1:** Applicants must complete and submit their Application Form with all relevant supporting documentation to their Head of Department/Manager/Nurse Unit Manager/Director for Tier 1 review and signature.

**Step 2:** If endorsed in Step 1, the applicant must then submit their application to the relevant Director on the AHNEDLP Committee for Tier 2 review and signature (refer to Appendix 1).

**Step 3:** Following completion of the Tier 1 and Tier 2 dual sign-off process, applicants must scan and submit their Application Form and supporting documents as one document, to the AHNEDLP Committee which decides whether CPD funding is awarded. Applications must be submitted to Committee via email to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au). Unreadable applications will be returned to the applicant for resubmission.

Applicants are advised to keep a copy of their Application Form and supporting documents for their records. The Program Administrator may request supporting documentation at any time and it is expected that these are made available for review.

### Application Timeframes

Applications must be submitted to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au) **at least 6 weeks prior to the proposed activity** to ensure sufficient time for the AHNEDLP Committee to review and assess the application. Applications for activities closer than this may be considered at the discretion of the Director.

The AHNEDLP Committee meets fortnightly to review applications. Scheduled meeting dates are available on the Allied Health and Nursing website: <https://www.rch.org.au/allied-health-and-nursing/cpd/>. Applications must be submitted **by COB Tuesday in the week prior to each meeting** to be considered at the following Committee meeting.

### Assessment of Applications

The CPD Funding Program is administered by the Program Administrator who accepts, collates and distributes applications to the AHNEDLP Committee members for review each fortnight. To facilitate equitable access to support, CPD funding is awarded at the discretion of the Committee taking into account the information provided by the applicant. Funding may be awarded partially or in full, or declined by the Committee, in line with organisational relevance and priorities.

Outcomes are provided to applicants via email from the Administrator within 1 week of the Committee meeting. If funding is awarded, it is not transferrable to another person or a different CPD activity, and is provided for the purpose specified in the outcome notification only. Where an application is funded partially or declined, feedback will be provided with the outcome outlining the decision. The Committee may request a resubmission, supplemental statement, further information and/or supporting documentation from applicants, in order to reconsider an application at a subsequent meeting.

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### Reimbursement Process

Successful applicants do not receive funding directly. Funding is granted via a reimbursement process, whereby the applicant pays the costs upfront and then applies for reimbursement through the RCH Finance Department. Once costs have been incurred, the applicant can complete an online reimbursement form and submit with relevant documentation to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au) for approval and processing.

Please use the information below to complete an online reimbursement.

### Online Reimbursement Process

<http://ww2.rch.org.au/finance/reimbursement/index.cfm?fuseaction=home.main>

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 items) and specify the amount of CPD funding being claimed
4. Cost Centre details: Entity - 33920 RCH; Cost Centre Type - SPF; Cost Centre Number - Y3093
5. Approval details: Position - Director, Nursing Education (Fiona Newall); Delegation Amount - \$50,000,
6. Print out the online reimbursement form, follow the checklist on the front of the form making sure to provide your signature (on pages 1 and 2).
7. Email reimbursement paperwork to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au) for Director approval and submission to RCH Finance for processing.

Evidence of costs incurred must be attached to the reimbursement form. Please provide the following documents, as relevant to your claim:

1. Activity registration tax invoice and proof of payment (e.g. Receipt or bank statement showing transaction)
2. Accommodation tax invoice and proof of payment (e.g. Receipt or bank statement showing transaction)
3. Air travel tax invoice and proof of payment (e.g. Receipt or bank statement showing transaction)
4. Receipts for any other approved costs
5. Copy of the CPD Funding Application outcome email
6. Copy of [Travel/Conference Authorisation form](#) signed by your Head of Department/Manager
7. CPD activity flyer or program

Applicants should ensure the [RCH Travel/Conference Authorisation form](#) is completed, signed by their HOD/Manager and kept for their records for all CPD activities. It is required for all staff undertaking CPD (whether funded or not) and provides formal documentation of authorisation. Signed copies will be required when making reimbursement claims and may be used for RCH Insurance purposes.

Copies of applications are saved on the Allied Health and Nursing Education shared drive along with a database of application information and funding distributions. All information is tracked by the Committee across each calendar year.

### Activity Report

As a condition of funding, all recipients are required to complete a written Activity Report 3 months following completion of all funded activity. Information provided in Activity Reports may be shared with the RCH Foundation and RCH Executive for the purposes of reporting, promotional and/or marketing activities. Failure to submit the Activity Report may result in the Committee seeking return of any funding provided. Activity Reports are to be submitted to: [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au)

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### Changes in Circumstances

If an applicant is no longer able to participate in an approved CPD activity or no longer wishes to receive financial support, they must provide formal advice in writing to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au). Any funding already provided may need to be returned, at the discretion of the AHNEDLP Committee.

If an approved CPD activity is cancelled, rescheduled or otherwise changed, the applicant is required to advise the Program Administrator in writing to [AlliedHealth-Nursing.Education@rch.org.au](mailto:AlliedHealth-Nursing.Education@rch.org.au) outlining the changes and any impact to funding requests. The AHNEDLP Committee may request a supplementary application to approve any increased costs associated with activity changes.

### AHNEDLP Committee Members

The membership of the 'Allied Health & Nursing Education Development and Leadership Program' (AHNEDLP) Committee includes:

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

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### APPENDIX 1: Determining Tier 2 Signatory

Applicants must submit their application form to the relevant Director on the AHNEDLP Committee for Tier 2 review and signature, aligned with the Department in which they are employed:

Department	Tier 1 sign-off	Tier 2 sign-off
Adolescent Medicine After Hours Management Bed Management Children's Cancer Centre Clinical Haematology Early Childhood Intervention Service Emergency Endocrinology and Diabetes Mental Health Program Metabolic Medicine Nephrology Neurology PICS Rehabilitation Respiratory Wards	Head of Department / Manager / Nurse Unit Manager / Director	<b>Sheri Waldron</b> Director Clinical Operations Access and Wards
Anaesthesia and Pain Management Cardiac Surgery Cardiology Dentistry Gastroenterology and Clinical Nutrition Gynaecology Medical Imaging Neurosurgery Ophthalmology Orthopaedics Otolaryngology Paediatric and Neonatal Surgery Paediatric Intensive Care Unit (PICU) Perioperative Suite PIPER Neonatal Medicine (NICU) Plastic and Maxillofacial Surgery Urology	Head of Department / Manager / Nurse Unit Manager / Director	<b>Kelly Bernard</b> Director Clinical Operations Division of Surgery

# Allied Health & Nursing CPD Funding Program

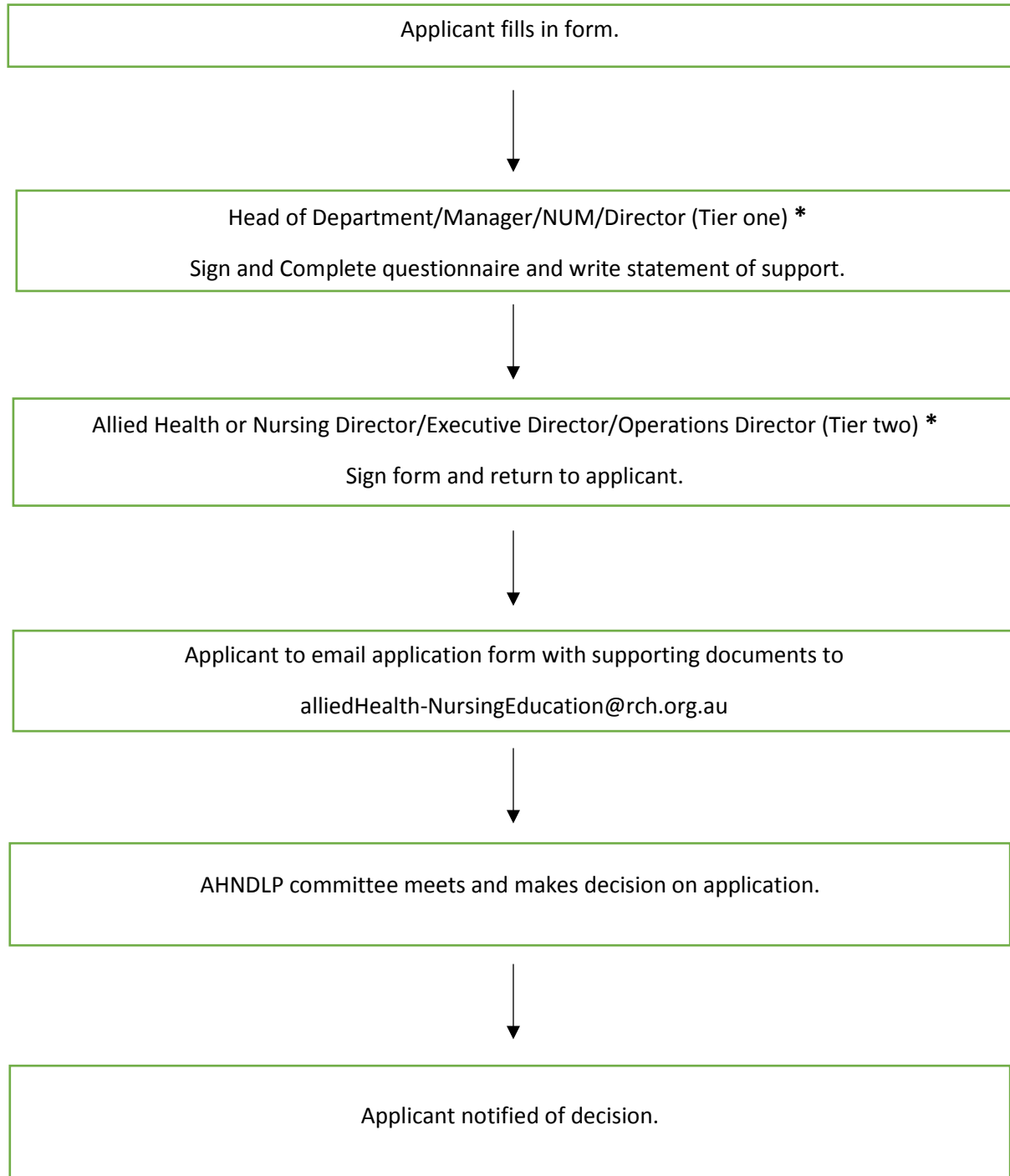
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Code Grey Infection Prevention and Control Interpreter and NESB Services Nursing and Administration Workforce VFPMS	Head of Department / Manager / Nurse Unit Manager / Director	<b>Maria Flynn</b> Executive Director Nursing & Allied Health Chief of Nursing
Audiology Child Life Therapy Dietetics Music Therapy Occupational Therapy Physiotherapy Prosthetics and Orthotics Social Work Speech Pathology Gatehouse	Head of Department	<b>Bernadette O'Connor</b> Director Allied Health
Nursing Education & Research	Manager/ Director	<b>Fiona Newall</b> Director Nursing Education & Nursing Research
Allergy and Immunology Complex Care Hub Dermatology Specialist Clinics Day Medical Centre Day Oncology General Medicine Neurodevelopment and Disability Wallaby Palliative Care Pharmacy	Head of Department / Manager / Nurse Unit Manager / Director	<b>Danielle Smith</b> Director Clinical Operations Ambulatory Services
Creative Studio (Medical Photography)	Director	<b>Bernadette O'Connor</b> Director Allied Health

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## CPD Application process



**\*Sign off is conditional on the Tier 1 & 2 manager agreeing to the merit of the application and its adherence to funding guidelines.**