



Mind the Gap: a physical and mental health comorbidity education and training package for primary health care

Guidelines for network member organisations implementing Mind the Gap

Overview

The Australian General Practice Network (AGPN) has received funding from the Australian Government Department of Veterans' Affairs (DVA) to develop and deliver a physical and mental health comorbidities training package titled 'Mind the Gap'. 'Mind the Gap' is a two-hour module which has been accredited with the Royal Australian College of General Practitioners (RACGP), the Royal College of Nursing, Australia and the Australian College of Rural and Remote Medicine (ACRRM).

The target audience for the education and training package includes general practitioners, practice nurses, and other primary health care professionals involved in the multidisciplinary team managing patients with mental and physical health comorbidities.

AGPN has been able to secure funds from DVA to support 'Mind the Gap' being delivered nationally across the Network. This is a competitive expression of interest (EOI) process with resourcing limited to 67 network member organisations. AGPN will allocate funding to member organisations that complete their EOI on a first in first served basis. The national roll out of the package needs to be completed by June 2010.

Important Dates

AGPN will commence the EOI process in October 2009, with EOI submissions closing on 30 November 2009. Network member organisations can nominate to hold the workshop any time before 30 April 2010. Network member organisations will be required to sign a letter of agreement outlining the roles and responsibilities of both AGPN and the network member organisation before hosting the training.

Funding

AGPN has been able to secure funds to support 67 network members. As such, this is a competitive EOI process, with a limit of one EOI per Network Member. If funds remain unallocated, AGPN will implement a second EOI process.



Successful Network Members will be paid \$3,500.00 + GST to deliver the training. This funding will be reimbursed in two payments. The first payment of \$2,000.00 + GST will be payable on signing of the agreement and the submission of a suitable tax invoice to AGPN. The second and final payment of \$1,500.00 + GST will be payable upon the network member organisation delivering all reporting and evaluation requirements detailed in the letter of agreement.

Network member organisations responsibilities

- Appoint a suitable and appropriate facilitator to deliver the education and training package
- Arrange a venue for the event and any relevant catering
- Arrange sponsorship if appropriate in line with the RACGP's sponsorship guidelines
- Ensure the attendance sheet is available and completed accordingly for the workshop
- Ensure at least 10 participants are registered for the event
- Follow the evaluation guidelines provided by AGPN, including the distribution of a workshop evaluation form and any required follow ups
- Work closely and cooperatively with AGPN project staff

AGPN responsibilities

- Provide each network member organisation with a PowerPoint presentation, facilitator's guide, participant education guides and evaluation forms. The training and resource materials will be provided in a hard copy format and will be available on CD-ROM and for download from the AGPN website. These resources will be sent to network members a minimum of two weeks prior to the notified workshop date.
- Provide successful network members with evaluation forms which meet RACGP requirements
- Provide an attendance sheet template which meets RACGP accreditation requirements
- Provide a final report template for completion
- Provide advice and assistance as required during the implementation of the workshops
- Work closely and cooperatively with network member organisation staff

Reporting Requirements

As detailed above network member organisations will be required to submit to AGPN post educational event, the following documents;

- electronic attendance list
- completed evaluation forms
- final report on AGPN documentation for approval

For more information

For more information please contact Ngaira Smith at AGPN on nsmith@agpn.com.au or by phone on 02 6228 0859.