



Metro North Hospital and Health Service *Putting people first*

Metro North Office of Research

2020 Guide for Applicants

Graduate Certificate in Health Science (Health Services Innovation)



*Bringing health
innovation to life*
www.aushsi.org.au



**Queensland
Government**

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Email MNHHS-Research-GradCertHSI@health.qld.gov.au or phone 364 79761

An electronic version of this document is available at

<https://metronorth.health.qld.gov.au/research/graduate-certificate-health-science>

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About the program

Metro North Hospital and Health Service (MNHHS) has partnered with the Australian Centre for Health Services Innovation (AusHSI) at QUT to develop the Graduate Certificate in Health Sciences (Health Services Innovation) to enable clinicians, administrators and operational staff to develop, assess and implement innovations within the healthcare setting.

The academic program has been designed to address a perceived skills shortage in health economics and policy analysis as well as in implementation science, an emerging field that examines how to best implement research findings into practice.

Since 2018 MNHHS has delivered this program to two cohorts of 30 staff. As per previous years, Cohort 3 will be guided through four units, delivered part time, over 2 years (2020/21). The program is taught through six 2-5 day block courses, at QUT Kelvin Grove.

If you are selected for the program you will be supported and carefully monitored by a Learning Coordinator from MNHHS Office of Research and a dedicated QUT AusHSI Academic Coordinator. MNHHS is committing these resources to ensure you are successful in the program and can build your capability in implementation science, policy analysis and health economics, thereby acting as an advocate, mentor and leader for this way of working in MNHHS.

Units (Subjects)

Throughout the program you will consolidate your learning from each unit in the form of assessments between block courses and further demonstrate the application of your knowledge and practice of implementation science and / or economic evaluation through the completion of a workplace-based project. It is expected you will work on the project throughout the duration of the program.

- **Innovation, Improvement and Implementation in Health:** learn an evidence based approach for introducing improvements in healthcare so they become usual practice and are sustainable.
- **Health Systems:** explore systems of health care both in Australia and internationally and the factors that influence the design and functioning of those systems.
- **Cost-Effectiveness Analysis for Healthcare:** understand how to assess the combined value of clinical outcomes and economic costs. Become a better steward and increase healthcare value.
- **Independent Study:** a workplace-based project, supported by a MNHHS clinical facilitator and AusHSI staff. It is expected you will have worked on the project concept throughout the duration of the program and submit a report/ manuscript of approximately 5000 words during this semester.

Key program dates

Semester	Unit name	Block course dates (on campus)*	Assessments Due*
Semester 1, 2020	Innovation, Improvement and Implementation in Health	27-28 February 2020 2-3 April 2020 11 May 2020	25 March 2020 20 May 2020 Presentation - TBC June 2020
Semester 2, 2020	Health Systems	27-28 August 2020 8-9 October 2020	27 September 2020 8 November 2020
Semester 1, 2021	Cost-Effectiveness Analysis for Healthcare	5 day learning block in March/April 2021 – Dates TBC	3 Assessments - TBC
Semester 2, 2021	Independent Study	No formal teaching (workplace-based)	5000 word manuscript/ report

* Current as at June 2019

Prerequisites

Who can apply?

Applications are open to all staff in MNHHS. This is a competitive process with only 30 places available in 2020. Please note submitting an application does not predicate successful admission to the course.

QUT has the following requirements for enrolment into postgraduate study:

- A completed recognised bachelor degree in any discipline; **or**
- A completed recognised diploma qualification (or higher award) with at least three years full-time equivalent (FTE) professional work experience which includes at least one year in a supervisory or leadership role (e.g. with responsibility for decision making, team work, quality assurance, and/or policy development); **or**
- Current registration within the applicant's field of practice with a nationally recognised professional body with at least three years full-time equivalent (FTE) professional work experience; **or**
- For applicants working in a field of practice that does not have a nationally recognised professional body, at least seven years full-time equivalent (FTE) professional experience in a supervisory or leadership role (e.g.: with responsibility for decision making, team work, quality assurance, and/or policy development).

If you are not able to fulfil any of these requirements, then you will be precluded from enrolling.

Application process

Once you have confirmed you are eligible to apply, you will need to complete an application to be considered for enrolment. Your application consists of:

1. An application form (completed online – and explained below)
2. 2 page CV
3. Signed certification page from your Head of Department (or Executive Director if relevant).

Submit all documents via SmartyGrants by the closing date – **Midnight Monday 2 September 2019.**

Please note - Late applications will not be accepted. You will receive an automated acknowledgement email when application is successfully submitted.

The application form

The application form is completed online through the online grants management system “SmartyGrants”, hosted on the Metro North Research website <https://metronorth.health.qld.gov.au/research/graduate-certificate-health-science>.

You'll need to register for a SmartyGrants account before you can start and save your application. There are a range of user guides that you can access throughout the process should you require support.

You will be able to access the online application form from 1st August 2019. In the meantime, you are encouraged to:

- Review the sections in the form (noted below)
- Brainstorm workplace-based project concepts with your line manager, team and stakeholders
- Watch videos to learn more about the field of health services research and implementation science. [Click here](#) or visit: http://www.aushsi.org.au/news_events/aushsi-insights/
- Attend Clinical Skills Development Service's 4 hour *Implementation Science* Course for a great introduction to this emerging field ([click here](#) or visit <https://csds.qld.edu.au/courses/>)
- Attend the Roadshow to learn more about the Graduate Certificate (Health Services Innovation) and meet members of 2018's Cohort 1 and 2019's Cohort 2. Dates in Appendix One and on <https://metronorth.health.qld.gov.au/research/graduate-certificate-health-science>

Sections in the application form

1. Eligibility confirmation - If you do not satisfy the requirements, you will not be able to proceed with the application.
2. Contact Details (you and line manager)
3. Application support information
 - *Reasons for enrolling (300 words)* – why do you want to enrol in the Graduate Certificate?
 - *Skills and experience (300 words)* - summary of your skills, experience (project management, roles, exposure to innovation, implementation science etc) and advocacy potential (to promote this way of working)
4. Project Details
 - *Workplace-based project concepts (300 words)* – Provide a short summary of your project ideas. Ensure you have discussed the concepts with your line manager and work team. Consider:
 - What change, or improvement is needed in our health service to drive reform?
 - Why will your innovation/ proposed project concepts improve the situation? How do you know?
 - *Note* there is no additional funding provided for your project, so consider the scope and resource requirements.
 - The project will need to fit in with your current work commitments.
 - *Innovation/ implementation environment (200 words)* - how open to innovation is the work area/ team your project concepts would be embedded in/ leading the project? Is there openness and support for new ways of thinking and working?
 - What might impact upon the success of your proposed project? What will support your project concepts being a success?
 - What are the benefits for your team and work area to have you participate in the Graduate Certificate in Health Science (Health Services Innovation)? Discuss with your line manager to gain their insights.
5. Applicant CV – no more than 2 pages.
6. Certification by Head of Department (or Executive Director if relevant) – upload signed page.
 - Talk with your Head of Department (or Executive Director if relevant) about your workplace-based project. Your Head of Department may be more likely to endorse your project concepts and write *the optional* statement of support if you have spoken to them prior.
 - Provide a copy of your final application and CV to your Head of Department (Executive Director if relevant) for review and sign off. Upload the signed page.

How applications will be assessed

Please note that submitting an application does not predicate enrolment in the program as this is a very competitive process and each application is reviewed and ranked.

All applications will be reviewed and ranked by Facility and Directorate Executive Directors, and a multi-profession selection panel.

Your application will be assessed against the following criteria:

1. Reasons for wishing to enrol in the course
2. Level of skill, experience and aptitude to carry out the proposed workplace-based project
3. Workplace project concepts align to MNHHS strategic agenda, documents and plans
4. Your work environment and team's commitment to innovate / openness to using implementation science for sustainable change.

Key dates in application process*

Date	Applicant	Metro North Office of Research
Thur 1st August 2019	Applications Open	
Mon 2nd September 2019	Applications Close	
Tue 3 rd - Mon 9 th September 2019		Review and rank by Executive Directors
Wed 11 th – Mon 30 th September 2019		Review by Selection Panel Members Selection of successful applications
Tue 1 st – Thur 3 rd October 2019		Letter of offer and enrolment packs prepared
Fri 4th October 2019		Applicants notified
Early October 2019 (TBC)	Successful applicants attend information session/ webinar	
Fri 25th October 2019	Return signed offer and completed enrolment forms	
November 2019		Applications for admission provided to QUT
Mid December 2019	Notification of admission and enrolment from QUT	
January 2020 (TBC)	Orientation evening at QUT	
January – February 2020	Meeting with Learning and Academic coordinators	One-on-One with each successful applicant
February 2020	Semester 1 commences	

* as at June 2019

Advising of application outcome

Successful applicants

Successful applicants will receive a Letter of Offer outlining the Terms and Conditions of award. Award is contingent upon a signed acceptance of the offer, and no enrolments will proceed until the acceptance of offer is received by the MNHHS Office of Research.

Successful applicants are required to attend an information session/ webinar in October where details about the offer and enrolment requirements for entry to QUT post graduate courses, is provided.

Once the signed Letter of Offer and completed enrolment forms are received by MNHHS Office of Research, applicants will be enrolled into the AusHSI/QUT Graduate Certificate in Health Science (Health Services Innovation) for commencement in February 2020.

Unsuccessful applicants

Unsuccessful applicants will be notified in writing of the outcome. Where an application is unsuccessful, resubmissions are welcome in subsequent program rounds. These future rounds may be offered by AusHSI/QUT and open to all members of the public, including MNHHS staff.

Outcomes and impact

This program aims to lead to better implementation of evidence-based practice within MNHHS. At the conclusion of the Graduate Certificate in Health Science (Health Services Innovation) there is an expectation that:

- Skills and knowledge acquired in the course will be applied
- Students will continue to network and work together
- Outcomes from the course, projects and ongoing practice will be promoted throughout and beyond MNHHS
- Students will join the course Alumni
- Students agree to mentor and support others upon completion of the course.

Staff responsibilities

To aid retention and application of learning's back in the workplace, it is expected that staff will be cognisant of their responsibilities.

Student Responsibilities

Successful applicants enrolled in the course are required to:

- Commit to attending ALL of the block course dates (not negotiable due to learning model)
- Use your yearly Queensland Health professional development leave (PDL), up to a maximum of 7 days per year; less if you get less, for course work days
- Use your yearly Queensland Health professional development allowance (PDA) as a co-contribution toward the course
- Complete and submit assessment by the due date
- Commit to completing your workplace-based project within the 2 year program
- Build learning's from the course into your day to day activities
- Participate in drop in clinics (once a month), webinars (once a month) and relevant presentations to facilitate completion of assessment items and engage with cohorts 1, 2 and 3
- Remain enrolled for the full duration of the course, unless major life events preclude this.

Line Manager Responsibilities

Line managers of successful applicants enrolled in the course are expected to:

- provide access to professional development leave (PDL) entitlements
- release staff from clinical/ professional duties for minimum core block on campus days
- acknowledge the conduct of a workplace-based project
- acknowledge the activities required to support mentoring and leadership (drop in clinic attendance, webinars and relevant presentations)
- act as an internal advocate for learning's to be integrated into day to day activities.

Head of Department Responsibilities

Heads of Departments with successful applicants enrolled in the course are expected to:

- acknowledge the conduct of a workplace-based project
- act as an internal advocate for implementation of evidence-based practice.

Course Fees

MNHHS is subsidising course fees for the 2020 Cohort of students. However, there is a requirement that as a student you will contribute to your course fees in the following ways:

- Use your yearly Queensland Health professional development leave, up to a maximum of 7 days per year; less if you get less, for course work days
- Use your yearly Queensland Health professional development allowance* (PDA) as a co-contribution toward the course. If you don't receive an allowance, there will be an out-of-pocket fee of \$500 per year
 - Health Practitioner - \$1700 PDA per year*
 - Nursing - \$1550 PDA per year*
 - Medical - \$5625 PDA per year (yearly course cost)*
 - Administration – no PDA will contribute \$500 per year*
 - Operational – no PDA will contribute \$500 per year*
 - Departmental sponsorship – Balance of course costs minus PDA or \$500 per year*

* Fees are accurate as of June 2019. Any increase in Professional Development Allowances in 2020/21 will be reflected in the contributions outlined above.

Self-Funded Positions

There are a limited number of positions in the course and MNHHS is heavily subsidising these.

However, there is an opportunity to self-fund an additional position in the course. Please be aware that self-funding does not guarantee a place but is taken into consideration when reviewing final numbers.

Indicative course costs for self-funded positions

Opportunities to nominate for a self-funded position are provided in the application. The estimated course costs (as at June 2019) are:

2020 - \$5625
2021 - \$5928

Variations

If you are selected and during the program you are experiencing difficulties completing course requirements or believe you are entitled to recognition of prior learning (RPL) for any units, you must make contact with the MNHHS Learning Coordinator or QUT AusHSI Academic Coordinator to discuss and resolve the issue.

For further information

MNHHS Office of Research

Louise D'Allura

A/ Learning Coordinator

Graduate Certificate (Health Services Innovation)

Email: MNHHS-Research-GradCertHSI@health.qld.gov.au

Phone: 364 79761 (during business hours)

<https://metronorth.health.qld.gov.au/research>

Appendix One

Graduate Certificate (Health Services Innovation) Roadshow

Attend the Roadshow to learn more about the Graduate Certificate (Health Services Innovation) and meet members of 2018's Cohort 1 and 2019's Cohort 2.

More dates/ virtual session/ recording of virtual session will be available on MNHHS Office of Research Graduate Certificate page found via <https://metronorth.health.qld.gov.au/research/graduate-certificate-health-science>

How to register

Only email registrations will be accepted.

If you can't attend, you'll be sent any information provided at the session and a link to a recording.

Simply email MNHHS Office of Research Graduate Certificate Learning Coordinator Louise D'Allura noting which date and location you wish to attend.

MNHHS-Research-GradCertHSI@health.qld.gov.au

Roadshow dates*

Site/ Facility	Date	Time	Room (confirm upon arrival)
RBWH	Fri 19 July 2019	10.30am - 11.30am	RBWH Education Centre - Auditorium
RBWH	Tue 23 July 2019	8.30am - 9.30am	RBWH Education Centre - Seminar Room 1
Caboolture Hospital	Wed 24 July 2019	9.30am - 10.30am	Caboolture Education Centre – Room 4
Redcliffe Hospital	Tue 30 July 2019	9.30am - 10.30am	Redcliffe Education Centre
North Lakes Health Precinct	Tue 30 July 2019	1.30pm - 2.30pm	North Lakes Health Precinct Ground Floor Conference Room
TPCH	Wed 31 July 2019	10.30am - 11.30am	TPCH Education Centre – Dr Mark O'Brien Auditorium
Virtual Session	Visit website for details		Online Recorded

* current as at 1 July 2019