

Request for Expressions of Interest (EOI):

‘The change you need, one day a week’

It is only a small amount of time out of your routine, from which you gain so much.

Doctors in Secondary Schools Program – Warragul Regional College

Gippsland PHN is seeking a qualified provider of General Practice services with experience in delivering mental health services to adolescents for the Doctors in Secondary Schools Program at Warragul Regional College from Term 4 2022.

EOI closes: Friday 30 September 2022 at 4:00 pm (AEST)

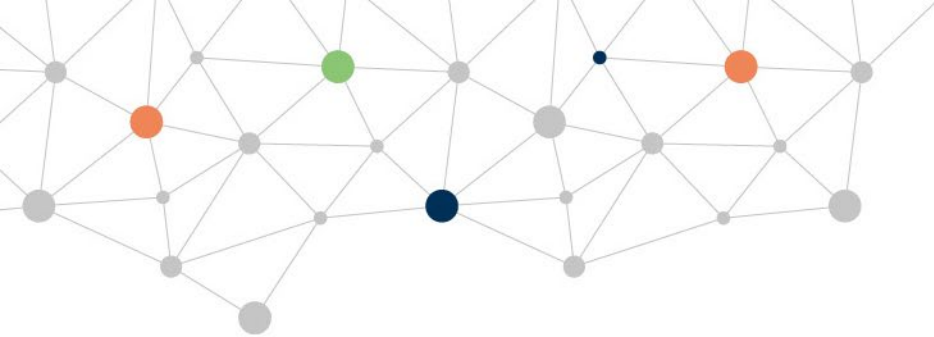
Gippsland Primary Health Network (**Gippsland PHN**) is part of a national network of 31 Primary Health Networks across Australia established by the Australian Government to tackle identified national health objectives and priority areas.

Gippsland PHN’s key objectives are to:

- Increase the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes;
- Improve coordination of care to ensure patients receive the right care, in the right place, at the right time;
- Lower prevalence of locally prioritised conditions; and
- Improved health outcomes for people with chronic disease and those at risk of poor health outcomes.

Gippsland PHN key focus areas and priorities are set out in the following table:

Gippsland PHN Priorities 2022 - 2025
Aboriginal and Torres Strait Islander health and wellbeing
People 65 years and over
Children and young people (0-25 years)
People with a disability
Alcohol and other drugs
Cancer
Mental health and wellbeing, including suicide prevention
Chronic disease
Dementia
Reproductive and sexual health
Health workforce
Digital health
Access to care that meets people’s needs
Family violence
Factors affecting health (social determinants; housing, income, social connections)
Healthy and safe environment (climate change, pandemics, natural disasters)



Further information regarding Gippsland PHN's identified priorities, the role of PHN's in Australia's healthcare system and population health resources is available at: <https://gphn.org.au/>.

Doctors in Secondary Schools

The Victorian Government's Doctors in Secondary Schools initiative provides funding for general practitioners and practice nurses to provide medical advice and health care in their school environment. More information on the program is available on our [website](#) and the program guidelines can be found [here](#).

This initiative provides modern, fit-for-purpose consulting rooms in schools. All secondary school students who are enrolled in a participating school are able to access a General Practitioner (GP) and Practice Nurse, subject to providing the required consent for the services. Participating schools, students and their parents/carers do not incur any out-of-pocket expenses for consultations with the GP. Participating schools will receive funding to enable staff to support program coordination and relevant school staff will receive training in adolescent health and program implementation.

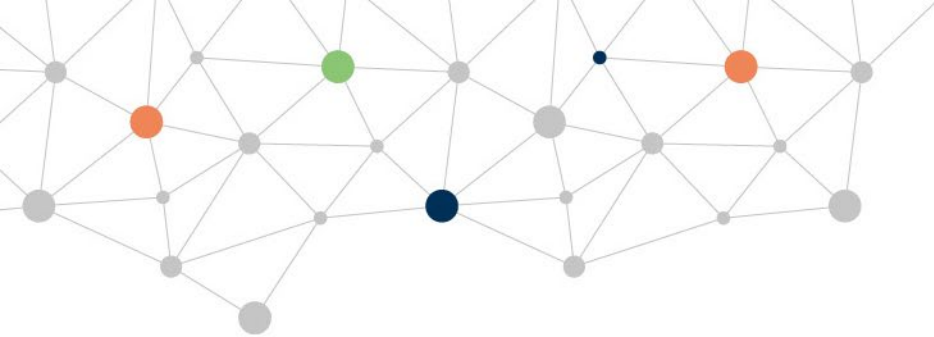
The program is guided by a range of key principles, including:

- Equity of access;
- No cost of access to a GP at school to student or parents/carers;
- Youth-friendly;
- Staff trained in adolescent health;
- Student confidentiality; and
- Cultural safety.

Procurement Objectives

The objectives of the Doctors in Secondary Schools program include:

1. Provide general practice services to schools allocated to the Doctors in Secondary Schools by the Department of Education to facilitate and enable the provision of adolescent health trained General Practitioners and Practice Nurses to attend those Program Schools up to once a week to provide medical advice and healthcare;
2. Provide training and coordination to relevant Program School personnel and General Practitioners and Practice Nurses;
3. Provide modern fit-for-purpose treatment rooms where required;
4. Link the Program to other relevant services for young people such as community based mental health services;
5. Minimise or eliminate fragmentation of health care;
6. Make primary health care more accessible to students;
7. Provide support to young people through the early identification of health problems; and
8. Reduce the pressure on working families.



Background Information

There are currently nine secondary schools across Gippsland participating in the Doctors in Secondary Schools Program. Services under the Program have been delivered at Warragul Regional College since October 2018. The incumbent provider has advised that they do not have the capacity to continue servicing the Program beyond Term 2, 2022. This has created an opportunity for another General Practice from within the Baw Baw Local Government Area to deliver these services via a contract agreement with Gippsland PHN. It is anticipated that the service delivery will commence at the earliest possible time in Term 4 2022 which commences Monday 3 October 2022 through until 30 June 2023 in alignment with the current Department of Education funding.

In their application the General Practice must nominate a suitably qualified and experienced General Practitioner and Practice Nurse to deliver the contracted services on site at Warragul Regional College. It is preferred that the General Practitioner and Practice Nurse have qualifications and experience in adolescent health, mental health and sexual health.

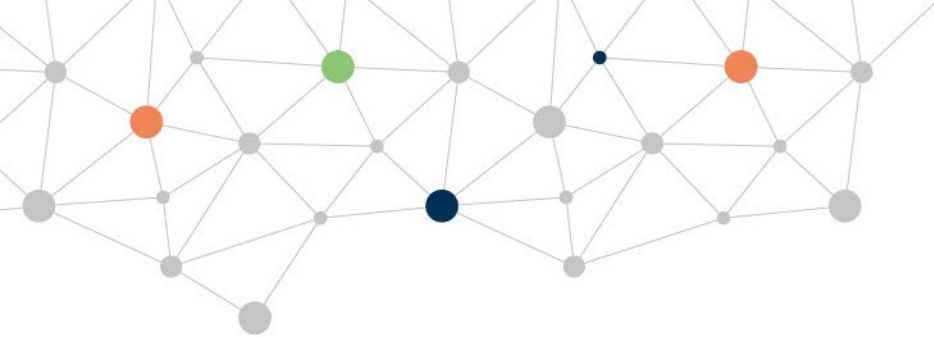
Additional information on the College can be found [here](#).

The key responsibilities of the **General Practitioner** include, but are not limited to, the following:

- Provide medical advice and primary health care for students in partnership with the Practice Nurse;
- Work collaboratively with the school program lead, school health and wellbeing teams, school administrators and teachers to support promotion of the service and enhance student participation;
- Attend initial mandatory training and ongoing professional development activities related to the role;
- Comply with relevant Department of Education policy and procedures;
- Implement agreed procedures for consent and flow of client information in appropriate circumstances;
- Implement agreed care and referral pathways that allow clients to seamlessly move to an appropriate service should their circumstances change, including crisis response mechanisms;
- Comply with any reporting or data collection requirements; and
- Participate in the evaluation activities of the program.

The key responsibilities of the **Practice Nurse** include, but are not limited to, the following:

- Providing clinical, relationship and administrative management support for the GP;
- Supporting the GP to contribute to the school's existing health and wellbeing programs to improve health literacy and preventive health;
- Scheduling appointments and follow-ups as necessary for students and coordinate referrals with secondary health and wellbeing services;
- Understanding and applying the consent and confidentiality requirements which apply to both the GP and the school;
- Order, store and monitor medical supplies and medications in accordance with applicable legislation;



- Maintain accurate and timely records of clinical activity for assessment, planning, implementation (and evaluation purposes as required), ensuring confidentiality of information relating to students and their families; and
- Provide 7.6 hours per week onsite at the Program School.

Eligibility Criteria

To be eligible to Application, a **General Practice** must:

- Hold accreditation by an approved accrediting agency as per the National General Practice Accreditation Scheme;
- Hold Public Liability (Minimum \$10 million);
- Hold Professional Indemnity cover in accordance with standards set by AHPRA;
- Hold Workcover Accident and Disability Cover in the State of Victoria;
- Have access to practice software and have the willingness and ability to query practice software and to report data;
- Be willing and able to provide bulk billing services for students during school sessions; and
- Nominate a General Practitioner (GP) and a Practice Nurse (PN) who meet the independent eligibility criteria listed below:

Nominated General Practitioner – independent eligibility criteria:

- Have a medical degree with license to practice in Australia;
- Be of RACGP or ACRRM fellowship;
- Have appropriate Professional Indemnity cover;
- Have an AHPRA registration with no restrictions on scope of practice; and
- Hold a current Working with Children’s check.

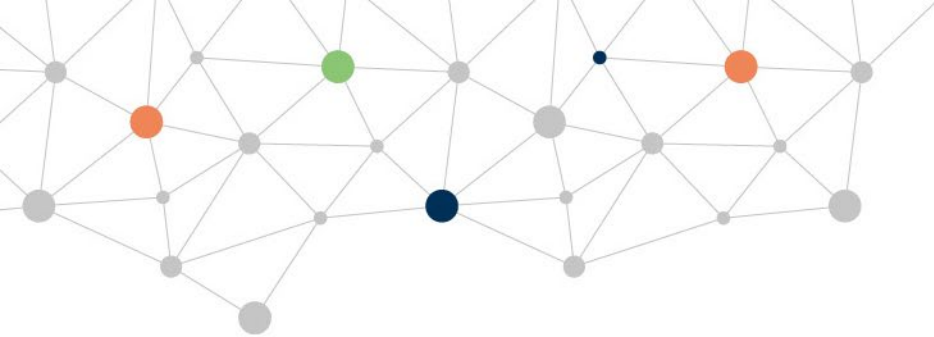
Nominated Nurse Practitioner – independent eligibility criteria:

- Qualified Registered Nurse - Division 1
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold a current Working with Children’s check.

Funding Arrangements

Payment to participating general practices is dependent on the General Practice delivering an agreed number of sessions per week (one four hour session per week @ \$200.00 per hour minus MBS), of each school term by agreement with Gippsland PHN.

The Doctors in Secondary School program incorporates two payment components to each general practice providing a service at a secondary school.



General Practices are guaranteed a maximum annual payment value and dependent on the receipt of all payment entitlements described below.

Incentive Payment – ((number of hours in attendance at a Catchment School by the General Practitioners, for the purpose of delivering the program) x \$200.00 PER HR) less **MBS (if <0 then = 0))

**HR is the hourly rate payable in respect of General Practitioners which is \$200.00 (ex GST) unless otherwise agreed in writing by the Department's representative.*

***MBS is the total amount that the General Practitioner is entitled to be paid under the Medicare Benefits Schedule for the services rendered for each of the attendances claimed at the Catchment School.*

a) The minimum number of sessions provided at a school is 4 hours per week; under the DiSS Program the general practitioner is entitled to a guaranteed sessional payment of \$800.00 less MBS attendance item numbers claimed for each four-hour session.

Medical Centre Support Payment is made up of:

Practice Nurse's ordinary hourly rate of pay (multiplied by 18% oncosts)

Practice Management Fee is the amount claimable by the medical centre consisting of a once-off payment (\$456.00 exc GST) plus a weekly payment of \$120.00 excl GST. The weekly payment is for each week during school term for which the Medical centre provides services (up to 40 weeks per total year, regardless of clinic frequency).

Training Allowance is the amount claimable by the General Practitioner and Practice Nurse in agreed hourly rate for up to four hours per calendar year to attend professional development activities related to the DISS program and beyond mandatory training induction.

Travel allowance paid to General practitioner and Practice Nurse under the Program policies and procedures.

A consumables amount of \$150.00 ex GST is paid per school term.

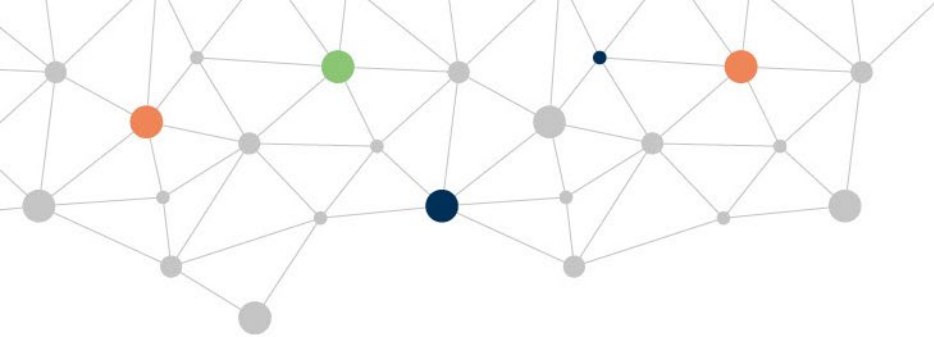
The GP service is free for students. GPs and Practice Nurses will attend schools up to one day per week. (GP 4 hours per week, PN 7.6 hours per week).

Within agreed parameters, the Department will cover the cost of the Practice Nurse's attendance, and of the GP's time, that is not recovered through reimbursements from Medicare.

These payments will be administered by the PHNs to the participating Medical Centres.

Schools will not be involved in managing GP payments; however, program coordinators (e.g. Practice Nurses and/or School Program Lead) may be required to follow up student Medicare details where necessary.

Where possible, students will provide their Medicare number to GPs to ensure that the consultation is bulk billed. If students do not have access to their Medicare number, the GP or Practice Nurse will be able to source this on their behalf.



In relation to Medicare records, students should be informed that:

- If a young person of any age has their own Medicare card, no information about their Medicare claims can be released to a parent or guardian without their consent;
- For a young person aged 14 or over on their parent's Medicare card, information about their Medicare claims will not be released to a parent or guardian without the young person's consent; and
- For a young person aged under 14 on their parent's Medicare card, their parent or guardian will generally be able to access the young person's Medicare claim information without the young person's consent.

What is in scope?

The Victorian Government's [Doctors in Secondary Schools Operational Guidelines \(Version 2.6, May 2020\)](#) form part of this application specification. Although the Guidelines state a funding cease date of 31 December 2021, the Department has confirmed that funding has now been extended to 30 June 2023 and the Guidelines are expected to be updated to reflect this change. An update of the Doctors in Secondary Schools Guidelines will be made available when released by the Department of Education.

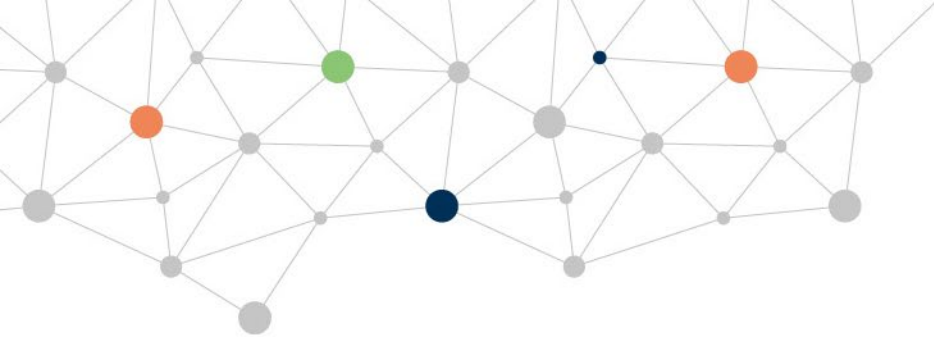
Further information can also be accessed at the following website:

<https://www.education.vic.gov.au/about/programs/Pages/doctors.aspx>

Service Inclusions

General Practices submitting an application must, at least but not limited to, be willing and able to undertake the following services:

- Provide an appropriately qualified General Practitioner to undertake medical consultations with students on school grounds up to one day a week (generally commencing with a 4 hour session) at an agreed time suitable to both the GP and the school;
- Support the GP to implement clinical strategies where necessary (e.g. providing vaccinations, mental health interventions);
- Provide an appropriately qualified General Practitioner to support students attending clinic relating to adolescent health, mental health, sexual health and broader clinical presentations;
- Supply all consumables and key clinical equipment as determined by the Victorian Government's Department of Education and Training;
- Securely store and maintain student medical records, complying with relevant privacy and confidentiality laws;
- Manage billing and remuneration of participating staff;
- Support participating staff to provide safe, quality clinical services, and to fulfil any reporting or data collection requirements; and
- Comply with clinical governance requirements such as evidence of registration details, insurance and credentialing.



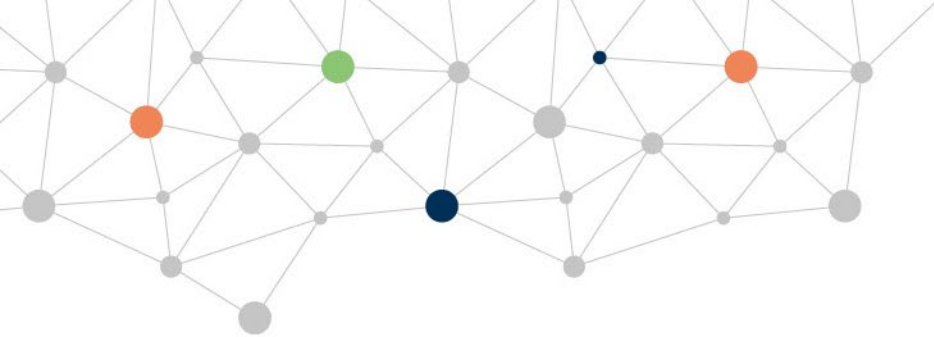
What is out of scope?

Any services that are outside of the [Victorian Government’s Doctors in Secondary Schools Operational Guidelines](#) are outside of this contract.

Evaluation Criteria

Applications should address the criteria listed in the table below.

EVALUATION CRITERIA TABLE	WEIGHTING
<p>1. NOMINATED GENERAL PRACTITIONER</p> <ul style="list-style-type: none"> • Suitability to undertake the key responsibilities of the role detailed in this Application Specification and with consideration to the Doctors in Secondary Schools Operational Guidelines, including evidence and clear demonstration of the following: <p>Essential Criteria:</p> <ul style="list-style-type: none"> ▪ Competency and experience in the diagnosis and treatment of mental health in adolescent health ▪ Competency and experience working with young people and their sexual health ▪ Experience in working within a multidisciplinary team ▪ Excellent oral and written communication skills both with patients and professional staff, including school staff, community health providers and other GPs involved with the care of the young person ▪ Take a non-judgmental approach to care on any clinical issue that may arise ▪ Understand the concept of care coordination for patients with complex needs and vulnerability, as well as the concept of harm minimisation <p>Desirable criteria:</p> <ul style="list-style-type: none"> ▪ Experience in, and understanding of, any of the following: Child and adolescent health; Youth Mental health; Drug and alcohol services; Sexual and reproductive health; Forensic health services; Community health; Indigenous health; and Refugee and migrant health 	<p>55 %</p>
<p>2. NOMINATED PRACTICE NURSE</p> <ul style="list-style-type: none"> • Suitability to undertake the key responsibilities of the role as detailed in this Application Specification and with consideration to the Doctors in Secondary Schools Operational Guidelines, including evidence and clear demonstration of the following: <p>Essential Criteria:</p> <ul style="list-style-type: none"> ▪ Competency and experience in adolescent health and development, primary health care, community health, mental health, public health and/or health promotion ▪ Competency and experience working with young people and their sexual health ▪ Experience in working within a multidisciplinary team ▪ Excellent oral and written communication skills both with patients and professional staff, including school staff, community health providers and other GPs involved with the care of the young person ▪ Take a non-judgmental approach to care on any clinical issue that may arise ▪ Understand the concept of care coordination for patients with complex needs and vulnerability, as well as the concept of harm minimisation <p>Desirable criteria:</p> <ul style="list-style-type: none"> ▪ Experience in, and understanding of, any of the following: Child and adolescent health; Youth Mental health; Drug and alcohol services; Sexual and reproductive health; Forensic health services; Community health; Indigenous health; and Refugee and migrant health 	<p>35 %</p>



EVALUATION CRITERIA TABLE <i>(continued)</i>	WEIGHTING
3. RISK MANAGEMENT AND QUALITY ASSURANCE <ul style="list-style-type: none"> • Appropriate contract risks and accompanying mitigation strategies are identified • A committed approach to quality assurance is demonstrated 	10%
TOTAL WEIGHTING	100 %

Applications complying with the eligibility criteria and other requirements of the Expression of Interest will be evaluated by a panel of assessors drawn from Gippsland PHN. If any panel member identifies a conflict of interest that is not able to be managed, they will be removed from decision making.

Applications will be evaluated independently by each assessor, who will sign Conflict of Interest Declarations and Confidentiality Agreements. An evaluation consensus meeting will then be convened to reach a recommendation in relation to any contract award.

The recommendation for contract award will be presented to Gippsland PHN’s Chief Executive Officer for approval.

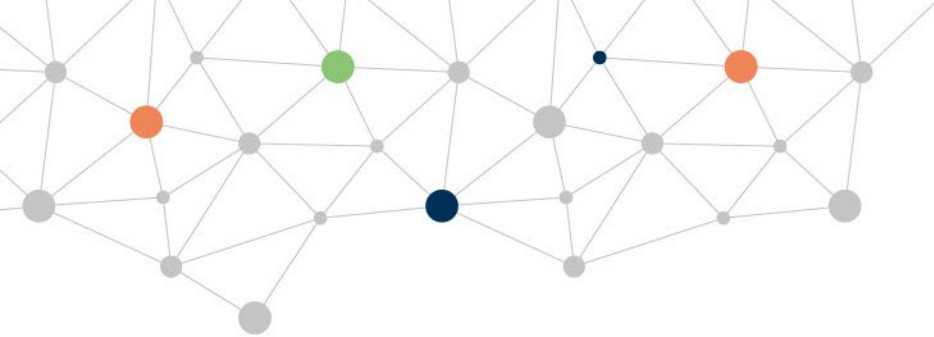
Indicative Timeline

Activity	Indicative Date
Expression of Interest Opens	14 September 2022
Expression of Interest closes <i>* all applications must be submitted via the online link here</i>	4:00 pm (AEST) on 30 September 2022
Approval of recommendation and commencement of contract negotiation	3 October September 2022
Contract executed and service commenced by	17 October 2022

Conditions of Lodgement

The applicant agrees, by lodging an application, that it is bound by these conditions:

- To lodge its application as requested by the nominated closing time and date.
- To submit the application and accompanying documentation requested within.
- That all selected application documents become the property of Gippsland PHN upon lodgment.
- To keep application documents succinct and free from any unnecessary information and within any word limits specified.
- That it warrants that all information in the application is accurate and complete.
- That it will keep confidential any information provided by Gippsland PHN in connection with the procurement.



- That it will make any enquiries relating to the application process, in writing, only through the single nominated point of contact provided in this document and not approach any other staff (including Directors) of Gippsland PHN in relation to the application process.
- Not to reproduce any Gippsland PHN documents (or any part of them) except where necessary for preparation and submission of its application.
- That pursuant to the Privacy Act 1988 (Commonwealth), it will be bound by the Privacy Principles and any applicable Code of Practice with respect to any act done or practice engaged in by the respondent in connection with this submission process in the same way and to the same extent as Gippsland PHN would have been bound in respect of that act or practice had it been directly done or engaged in by Gippsland PHN.
- To license Gippsland PHN to use and reproduce the whole or any portion of the application documents for evaluation, contract negotiation and audit and promotion of successful applicant.
- The applicant needs to disclose any conflicts of interest with respect to this procurement (including performance under any resulting contract). If a applicant discloses a conflict of interest, the applicant should provide an outline of its proposed strategy to manage the conflict of interest. Gippsland PHN will consider any declared (or apparent) conflict of interest in terms of the level of risk posed to the stated objectives. Gippsland PHN may require the proposed mitigations to be incorporated into any resulting contract with the applicant.
- To allow details of the awarded agreement/s to be published on Gippsland PHN's website for transparency and accountability purposes.

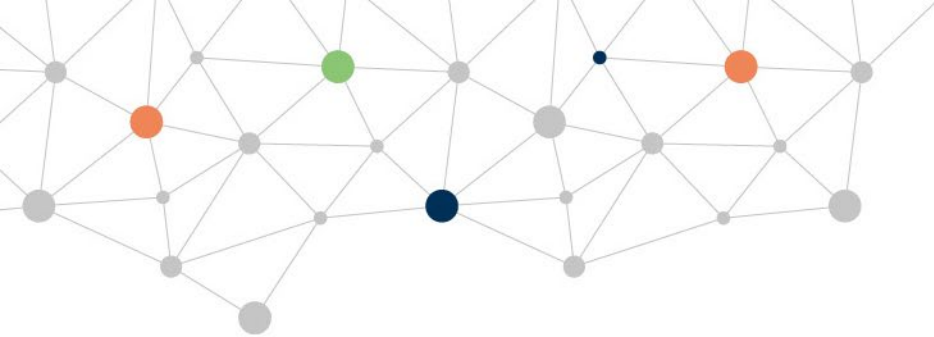
The type of information published may include but is not limited to:

- Name of Funding Program
- Name and ACN/ABN of the successful Applicant
- Funding Amount
- Start of Contract period
- End of Contract period
- Options to extend contract (if any)

Gippsland PHN Rights

Notwithstanding anything else in this specification document, and without limiting its rights at law or otherwise, Gippsland PHN reserves the right, at its absolute discretion at any time and following probity advice, to:

- cease to proceed with, or suspend the application process;
- alter the structure and/or the timing of the application process;
- vary or extend any time or date specified in this document;
- terminate the participation of any organisation in this application process;
- require any applicant to provide clarification or additional information;
- request that applicants provide best and final offers,
- shortlist applications for assessment purposes;
- require any applicant to attend an interview or make a presentation;
- call for a new application process;
- reject any submission received after the closing time, unless the applicant can demonstrate to Gippsland PHN's satisfaction that there has been a technical issue out of the applicant's control that has caused the delay;
- reject any application that does not comply with the eligibility criteria or other requirements of this



- application; and
- enter into discussions with respondents to negotiate, aggregate or disaggregate proposals.

How to Apply

- **Applications must be lodged by completing [this form](#).**
- Questions must be submitted in writing to procurement@gphn.org.au and before the specified closing time.
- Any compliments, feedback or complaints regarding the procurement process can be submitted online [here](#).
- For all other enquiries, the single nominated point of contact for this procurement is:

Name	Nicole Maloney
Title	Coordinator Procurement and Reporting
Organisation	Gippsland Primary Health Network
Email	procurement@gphn.org.au
Phone	0428 446 907