



Australian Government

Department of Health and Ageing

GP SUPER CLINICS

National Program Guide

CONTENTS

1.	Introduction	3
2.	Program Overview	5
2.1	Policy Context	5
2.2	What is a GP Super Clinic?	5
2.3	Program Objectives	6
2.4	Service Delivery Model	7
2.5	How are States and Territory Governments involved in the Program?	8
2.6	Consultation and Community Engagement	9
2.7	Governance Arrangements	9
3.	Funding Arrangements	11
3.1	About the funding process	11
3.2	What Commonwealth Funding Is Available?	11
3.3	Who can apply?	12
3.4	Conditions of Funding	13
4.	The Application Process	15
4.1	What should an application include?	15
4.2	What is the likely assessment process?	15
4.3	Application timeframes	17
4.4	Feedback	18

ATTACHMENTS

- A: GP Super Clinics Localities
- B: Types of Funding Available
- C: Payment of Funding
- D: Sample Application Form

1. Introduction

Purpose of this document

Welcome to the GP Super Clinics National Program Guide. This document is designed to give an overview of the national arrangements for the program, as well as providing information on the funding potentially available and broad application processes. Intending applicants should check the Invitation to Apply¹ (including relevant specifications) for each locality carefully to ensure they are fully familiar with the requirements for that particular locality and the terms on which applications are sought and regarding which funding may be provided.

Please note that the Department of Health and Ageing is not seeking responses to this document.

The GP Super Clinics

GP Super Clinics will be rolled out progressively over the next four years at 31 locations across Australia identified in Attachment A. In most localities, an Invitation to Apply² process will follow each local consultation.

Across the 31 locations, there will be significant variation in the health needs and priorities of each community. The intention is that arrangements will allow flexibility in how GP Super Clinics responds to these needs and priorities. Each application for funding processes will be tailored for the locality, taking account of the specific circumstances of that community, the outcomes of local community consultations and, where appropriate, the contribution of the State or Territory government.

The Commonwealth's current intentions in relation to the funding process applicable to each locality and the maximum level of Commonwealth funding available for each locality is identified at Attachment A.³

Invitations to Apply

Generic applications for multiple localities will not be accepted. Opening and closing dates for each Invitation to Apply will vary. Intending applicants should ensure they are aware of all relevant deadlines in respect of particular locations. Advertisements will appear in local and State or Territory based newspapers, the www.health.gov.au/gpsuperclinics website, and, where appropriate, State or Territory government publications as each locality is opened for funding applications. Intending applicants are encouraged to attend the local

¹ The application process may be called by a different title where the arrangements between the Commonwealth and a State or Territory government necessitate a title that meets jurisdictional requirements. This will be made clear on the documentation issued for relevant localities.

² Invitations to Apply are part of a funding process and are used to facilitate the provision of funding for approved community activities to achieve objectives that are consistent with Australian Government policy. Tenders are not the same as Invitations to Apply. Tenders are part of a procurement process used to purchase services for the direct benefit of the Australian Government.

³ These arrangements may vary as the program is progressively implemented.

community consultation and register their interest in a particular locality as well as regularly monitoring the press for advertisements. The Department of Health and Ageing maintains an Interested Parties Register for each locality. Parties that have registered their interest in a particular locality may receive notification by email when the Invitation to Apply for the relevant locality has been made available on the GP Super Clinics website.

In order to apply for a specific locality, applicants should retrieve the application form for that locality, from the GP Super Clinics website at www.health.gov.au/gpsuperclinics or by emailing gpsuperclinics@health.gov.au. The Invitation to Apply and application form for each locality will only be available for downloading during the period of time between opening and closing the application period for that location. **The application form provided at attachment D of this document is a sample only. Actual application forms may vary.**

Further Information

For questions or further information about the program or to register your interest in a specific GP Super Clinic site, please email your request to gpsuperclinics@health.gov.au.

We will do our best to respond to your enquiries promptly. However, please note that the ability of the Department of Health and Ageing to respond to enquiries, and the timeframes for any responses, will depend on various factors, including the number of enquiries received and the nature of those enquiries.

2. Program Overview

2.1 Policy Context

The Commonwealth Government wants to ensure that all Australians have access to affordable, high quality, comprehensive and integrated primary care services which are convenient and accessible.

Good primary care in local communities means people stay healthier, manage chronic disease and illness more effectively, and stay out of hospital.

The nature of primary care and the primary care workforce is also changing. Increasingly, new workforce elements and flexibility around roles are presenting opportunities for different ways of delivering health services. Multi-disciplinary teams are broadening the primary care workforce beyond general practitioners and, supported by technology, are enabling new service models. Furthermore, new doctors want more flexibility in their careers and working conditions that traditional models of general practice, particularly in regional areas, don't always allow.

To tackle these challenges, as announced in the 2007 election campaign, the Government's National Health and Hospitals Reform Plan includes three related types of reform:

- Up front funding to improve health and hospital services;
- Incentive payments for the achievement of improved health outcomes; and
- Funding to boost the provision of primary health care services.

The Commonwealth Government's investment of \$223.2 million over four years in the health system to establish GP Super Clinics is one of the key ways in which the capacity of primary health care services will be boosted. There are a number of locations where State and Territory governments will invest in GP Super Clinic locations, including matching the value of Commonwealth funding (Attachment A). The level of investment across jurisdictions will evolve as the GP Super Clinic program is implemented and, where relevant, will be detailed in the Invitation to Apply for that locality.

GP Super Clinics are a key element in building a stronger national primary care system, including a greater focus on health promotion and illness prevention and better coordination between privately provided GP services, community health and other State and Territory government funded services. In line with this objective, the Commonwealth Government is working closely with the State and Territory Governments in the implementation of this initiative.

2.2 What is a GP Super Clinic?

GP Super Clinics will allow new facilities and sites of excellence in primary care service delivery and health professional education and training (with a multi-disciplinary focus) to be established within local communities.

It is intended that each GP Super Clinic will bring together general practitioners, practice nurses, visiting medical specialists and allied health professionals and other health care

providers to deliver better primary health care, tailored to the needs and priorities of the local community.

GP Super Clinics will support primary health care providers to adopt models of care focussed on best practice integrated multi-disciplinary team based approaches and efficient and effective use of technology. GP Super Clinics will provide a greater focus on chronic disease prevention and management, as well as economies of scale in delivering high quality health care.

While it is likely that GP Super Clinics will take pressure off local public hospitals, all patients will retain their right, under the Australian Health Care Agreements, to attend public hospitals and emergency departments at no cost if they so wish. Services provided at GP Super Clinics will be provided under the usual fee for service arrangements.

Any services provided through a GP Super Clinic for which an MBS rebate is claimed, will need to be delivered under arrangements which are compliant with Section 19(2)a of the *Health Insurance Act 1973*.

GP Super Clinics are also designed to help address one of the key areas of inefficiency and duplication in our health system by improving integration between Commonwealth funded primary care services and State and Territory funded services, both community health and hospital.

GP Super Clinics may also provide a high quality clinical training environment for medical, nursing and allied health professional students and new graduates, in addition to prevocational doctors and GP registrars.

2.3 Program Objectives

While there is not a prescriptive model for GP Super Clinics, there are a number of core characteristics which the Commonwealth expects each funded clinic to demonstrate:

- GP Super Clinics will provide their patients with ***well integrated multidisciplinary patient centred care***. GP Super Clinics will support their patients, particularly those with, or at risk of, chronic disease(s), with the option of receiving the full range of health services they need in a coordinated manner, where possible and appropriate, in a single convenient location. Underpinning this care will be integrated models of clinical governance and shared care protocols, as well as a strong focus on supporting patient self management.
- GP Super Clinics will be ***responsive to local community needs and priorities, including the needs of Aboriginal and Torres Strait Islander people***. Ensuring GP Super Clinics address local needs and priorities and have local community support will be a key element of the establishment process. As part of a demonstrated long term commitment to local health care services, organisational governance arrangements for the clinics will need to provide for ongoing community engagement and input.
- GP Super Clinics will provide ***accessible, culturally appropriate and affordable care*** to their patients. While health professionals will retain their autonomy over billing, GP Super Clinics will be strongly encouraged to bulk bill Medicare Benefits Schedule funded services.
- GP Super Clinics will provide ***support for preventive care***, including promotion of healthy lifestyles, addressing risk factor and lifestyle modification to prevent chronic disease and improving early detection and management of chronic disease.

- GP Super Clinics will demonstrate **efficient and effective use of Information Technology**. This would include an electronic clinical information system that can make patients' medical records available (with patient consent) to all practitioners (including allied health professionals) at the GP Super Clinic and to external providers as appropriate.
- GP Super Clinics will provide a **working environment and conditions which attract and retain their workforce**. This could entail a range of models, including scope for health professionals to contribute clinical sessions and teaching activities, possibly on a salary basis, without needing to consider routine administrative and practice management activities. As workplaces of choice, GP Super Clinics will also provide support for primary health care research to complement clinical service delivery.
- GP Super Clinics will be centres of **high quality best practice care** and will be expected to meet industry accreditation standards, including accreditation against the Royal Australian College of General Practitioners' Standards for General Practice (3rd edition), and accreditation for training, where this is applicable. Where appropriate, GP Super Clinics would also be encouraged to participate in the Australian Primary Care Collaboratives Program.
- Post establishment, GP Super Clinics will **operate with viable, sustainable and efficient business models**, drawing revenue from existing programs and initiatives (including provision of health services under usual fee for service arrangements), and potentially other sources such as community partners.
- The GP Super Clinics program will **support the future primary care workforce** by providing high quality education and training opportunities supported by infrastructure for trainee consulting rooms, teaching rooms and training facilities to make general practice attractive to students, new graduates, GP trainees and registrars and other health professionals.
- GP Super Clinics will **integrate with local programs and initiatives**, demonstrating enhanced co-ordination with other health services and a partnership approach to local health service planning and coordination. This will further strengthen local general practice and the broader local primary health care services.

These characteristics are collectively referred to in this document as the "Program Objectives".

2.4 Service Delivery Model

The Commonwealth, States and Territories have agreed that there is no one model for GP Super Clinics. The potential range of services and potentially the target populations for GP Super Clinics will be determined in line with local community need and priorities to complement and enhance the range of existing health services.

Within a GP Super Clinic a range of services will potentially be delivered by multiple service providers and be facilitated through physical or, in some cases, virtual co-location of services. While there is no 'one size fits all', the types of health care services provided through a GP Super Clinic could include, but are not limited to:

- General practice (with privately practising GPs a key element of each GP Super Clinic);
- After hours care;

- Facilities for regular services provided by other allied health professionals, such as physiotherapists, dietitians, podiatrists, occupational therapists, and specialist care for seniors;
- Psychology services and relevant mental health support programs including drug and alcohol counselling;
- Consulting rooms for visiting medical specialists and access to physicians and paediatricians;
- Facilities for practice nurses to provide comprehensive primary health care (as part of a multi-disciplinary team) including, early identification and intervention for chronic disease, risk modification counselling, self-management support, care planning and coordination.
- Facilities for running regular chronic disease management programs and community education (including diabetes, obesity, asthma and smoking cessation programs);
- The provision of dental services;
- Linkages with key components of the local health system such as hospitals, community health services, other allied and primary health care services, health interpreting services, telephone triage services (such as the National Call Centre Network or similar) and other established telephone help lines (such as telephone counselling services).
- Community health services funded by State and Territory governments; and
- co-located diagnostic services, provided that these are consistent with relevant pathology and diagnostic imaging legislation. Co-location of diagnostic imaging services may require consideration of specific building standards.

Ideally, patients will have ready access to pharmacy services.

There is also a possibility that GP Super Clinics could provide outreach primary health care services to other areas – to further strengthen local general practice and the broader local primary health care infrastructure. Alternatively, the GP Super Clinic could provide facilities which could be accessed by GPs or other health professionals from the surrounding area. This could be described as a ‘hub and spoke’ type arrangement.

There may be a range of contributors to the services provided through the GP Super Clinic including Commonwealth, State, Territory, or local government, private practitioners (including through non government not-for-profit organisations), or private health insurance arrangements.

Some GP Super Clinics may also be located in facilities owned and operated by State, Territory or local governments, such as public hospitals or community health centres.

2.5 How are State and Territory governments involved in the Program?

GP Super Clinics have been identified as a priority area by the Council of Australian Governments (COAG).

Through the COAG Health and Ageing Working Group, the Commonwealth and State and Territory Governments have committed to work collaboratively to implement this initiative.

All jurisdictions are involved in the overall design, implementation and evaluation of the program across the 31 individual localities.

In some localities, Commonwealth and State or Territory governments will both provide contributions towards establishing the GP Super Clinic. As identified in Attachment A, for some localities the process for implementing the GP Super Clinic will be a jointly determined process, which may not involve a Commonwealth led Invitation to Apply. In all instances integration between the range of services will be an important element of the GP Super Clinic operations.

2.6 Consultation and Community Engagement

Local consultation is an important component in the implementation of the GP Super Clinics initiative. As part of local consultation, the Commonwealth Government, through the Department of Health and Ageing, intends to conduct a formal public meeting in each GP Super Clinic locality.

While some local variation is anticipated, the purpose of these meetings will be to:

1. share with the wider community the Commonwealth Government's intentions in investing in that community by establishing a GP Super Clinic;
2. provide a forum at which the Commonwealth Government can gather the views of local health professionals and the wider community on the health needs and service priorities for the GP Super Clinic and also identify specific local issues that may impact on the implementation of the initiative;
3. provide general information on application and funding processes for that particular GP Super Clinic locality; and
4. define, where applicable, what State or Territory contribution (if any) will also be available for that locality.

While the formal public meeting is a key step in the consultation process, this meeting will not be the only mechanism by which the Commonwealth, and where appropriate, its jurisdictional partner, will seek local input. For example the Department of Health and Ageing is equipped to receive input through the GP Super Clinics website at www.health.gov.au/gpsuperclinics, as well as being in contact with local Federal Members of Parliament in some localities.

Details of local consultation events, including invitation details, will be advertised locally, as well as on the GP Super Clinics website. It is also intended that a summary of the outcomes of each location will be made available on the GP Super Clinics website after each meeting.

2.7 Governance Arrangements

GP Super Clinics will each have unique organisational governance and funding arrangements. They will not be Commonwealth owned or operated. It is expected that each GP Super Clinic will have a robust governance structure capable of delivering the Program Objectives while being properly accountable for the expenditure of government funds received.

Clinical Governance

In delivering integrated primary care services, clinical governance measures are an essential tool in managing relationships between various health professionals working at the GP Super Clinic, their patients and the wider community.

Clinical governance relates to how the GP Super Clinic manages responsibility and accountability for clinical performance. It should focus on the delivery of care arrangements in a team based care environment, and should involve clinical performance and evaluation measures. It provides the framework through which the GP Super Clinic is accountable for continuously improving the quality of service provided to patients, safeguarding high standards of care and ensuring the Program Objectives are met.

Clinical governance may include, for example, shared care protocols based on best practice guidelines and consensus arrangements within the GP Super Clinic that are guided by a cross-professional steering group.

Organisational Governance

This relates to how a practice manages the operational and financial aspects of the business, for example through the establishment of a Management Board and, where appropriate, the appointment of a Chief Executive Officer.

There will be an expectation that the clinical and operational governance arrangements of GP Super Clinics will reflect the range of health care providers working at each GP Super Clinic, and will allow for ongoing community input to the operations of that GP Super Clinic.

3. Funding Arrangements

3.1 About the funding process

Across the 31 announced GP Super Clinic localities, different processes will be used to select the organisation that will construct/refurbish and operate the facilities from which the GP Super Clinic will operate and manage the GP Super Clinic, depending on the situation at each location. These could be:

- A Commonwealth led Invitation to Apply process, following local community consultations⁴;
- A process administered jointly by the Commonwealth and the relevant State or Territory Government; or
- A directly funded process where the recipient has already been identified.

Proposals will be assessed in accordance with the requirements of the application documentation including, generally, in terms of their capacity to meet the Program Objectives. The assessment information in this Guide relates particularly to Commonwealth-led Invitation to Apply processes and may vary where the selection process is conducted jointly by governments. The Commonwealth's current intentions in relation to the funding process applicable to each locality and the maximum level of Commonwealth funding available for each locality is identified at Attachment A.⁵

3.2 What Commonwealth Funding Is Available?

The Commonwealth funding which is potentially available under the GP Super Clinics Program has three components:

- Capital funding;
- Recurrent funding; and
- Relocation incentives.

It should be noted that any recurrent funding and relocation incentive payments will be included in the total amount of funding available for each locality and that, where claimed, payments for these funding categories (as well as capital funding) will cease at the end of four years from the date of execution of the funding agreement. For example, if a commitment has been made for up to \$1 million (GST exclusive) for a particular locality, and the applicant requests capital funding, recurrent funding and relocation incentives, the recipient will receive capital funding, recurrent funding and relocation incentives to a maximum total of \$1 million (GST exclusive) over four years commencing upon signing of the funding agreement.

All Commonwealth funding, including capital, recurrent, and relocation incentive payments will cease on the fourth anniversary of the date of the funding agreement, regardless of when the GP Super Clinic commenced operation. The Commonwealth's current expectation

⁴ Where appropriate, the Invitation to Apply will detail the contribution being made by the State or Territory government in that locality.

⁵ These arrangements may vary as the program is progressively implemented.

is that each GP Super Clinic will be viable, and will be fully capable of operating without separate Commonwealth recurrent funding at the end of the four year funding period.

Apart from the matched funding contributions and joint processes set out in Attachment A, in some localities additional contributions from the State or Territory Government may also be available. These contributions, and the role (if any) of the State or Territory government in the funding process for that location, will be identified as part of the consultation and subsequent Invitation to Apply processes for that locality. State and Territory government contributions could include land, capital or recurrent funding contributions, or provision of State or Territory government services through the GP Super Clinic.

Important Notice to Applicants: Taxation

Applicants are advised to carefully consider the likely taxation treatment of any funding provided by the Commonwealth as part of this program. As a general principle, grants such as that proposed to be provided to successful funding applicants under this Program will be assessable as income in the hands of a recipient where:

- it is received in relation to carrying on a business; and
- is not otherwise assessable as ordinary income (such as income from personal services, property and income from carrying on a business).

This may mean that unless you (or the entity that you propose to use to receive funding) have tax exempt status (such as a not for profit organisation) or are not currently carrying on a business, tax may be payable on the full amount of funding provided. For some general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Tax Office website at www.ato.gov.au. However, you are advised to seek your own independent advice on this issue and should seek independent advice from a taxation professional on how funding paid to you (or any entity you propose to establish to receive funding) under the program would be treated for tax purposes.

Goods and Services Tax (GST)

The total funding payable to the funding recipient by the Commonwealth does not include an amount to cover GST. Applicants are advised to consider the likely implications of the *A New Tax System (Goods and Services Tax) Act 1999* (GST Act) on the funding provided by the Commonwealth.

Where GST is payable, the Commonwealth will increase the funds payable to the funding recipient by the amount of GST that is payable for the purposes of the GST Act. For example, if payment due at a particular milestone is \$1.0 million, and GST is payable on this amount, then the Commonwealth will increase the payment amount provided to the funding recipient to \$1.1 million.

Attachment B sets out in detail the three components of funding: capital, recurrent and relocation incentives.

3.3 Who can apply?

Applications for GP Super Clinic funding are encouraged from parties interested in providing health care in line with the Program Objectives. This could include, for example, local GPs, allied health professionals, Divisions of General Practice, local councils, non government

organisations, corporate medical practices, community groups, and not-for-profit organisations, including charitable organisations. In some cases new legal entities may be established specifically for the purpose of the GP Super Clinics program.

Where there is no specific State Government contribution identified for a GP Super Clinic, and a *Commonwealth only* Invitation to Apply process is undertaken, a locally based State or Territory government owned entity may, under partnership arrangements with private organisations, participate in an application for funding for that GP Super Clinic.

Successful applicants will be expected to demonstrate both an understanding of current and emerging health issues in the local area, as well as a commitment to providing quality services. Successful applicants will also need to demonstrate the capability to construct/refurbish a GP Super Clinic facility in accordance with the standards and legal requirements applicable in the relevant jurisdiction and to operate that GP Super Clinic in alignment with the Program Objectives.

In circumstances where two or more organisations submit a joint application, a 'lead organisation' must be nominated to serve as the funding recipient for the project. It is intended that the lead organisation would execute the relevant funding agreement and accept responsibility for meeting contractual obligations, including in relation to the construction and operation of the GP Super Clinic and for financial and other reporting and accountability requirements and the achievement of outcomes. It is not intended that the requirement to nominate a 'lead organisation' would prevent other organisations participating in the establishment of the relevant GP Super Clinic and the organisational or clinical governance arrangements of the GP Super Clinic.

3.4 Conditions of Funding

Commonwealth funding will be provided through a funding agreement. This agreement will set out the terms and conditions of the funding in detail. Applicants should ensure they are familiar with, and seek legal advice on, the terms and conditions of proposed funding agreement in respect of relevant localities. In cases where the contract is between the Commonwealth and a successful applicant, a template funding agreement will be released with the Invitation to Apply information for the locality. The Commonwealth intends that some of the key conditions for funding likely to be included in Commonwealth Funding Agreements are:

- All Commonwealth monies payable under the Funding Agreement cease on the 4th anniversary of the date of the agreement;
- As the Commonwealth funding is primarily for capital works, it is likely that the payments will be staged against agreed milestones. A sample of these milestones are set out in Attachment C, however milestones may vary depending on the particular circumstances existing at each location;
- Commonwealth capital funding includes payments for building activities required to design and construct/refurbish the GP Super Clinic, direct building costs associated with building new or upgrading existing premises (for example building, plumbing, electrical etc), purchase of an existing property, essential clinical equipment and information management and technology systems, and the purchase of land (refer to Attachment B);

- Commonwealth funding agreements are likely to require the funding recipient to use the GP Super Clinic consistently with the Program Objectives for a 20 year period;
- Clinics will be expected to participate in the national evaluation program and report at regular intervals on operational activities;
- Funding recipients may be required to provide securities in relation to their performance of the funding agreement, including in some instances bank guarantees or performance bonds; and
- Funding recipients will assume responsibility for the proper and professional completion of all building or refurbishment works required to establish the GP Super Clinic.

The list above is indicative only and is not intended to be exhaustive.

4. The Application Process

4.1 What should an application include?

The GP Super Clinics program centres on responding to local health needs and priorities, and complementing existing health services. Therefore, applications will be expected to focus on describing how the services to be provided in the GP Super Clinic will respond to local health needs and priorities and the types of training arrangements that could be accommodated. Importantly, the Invitation to Apply for GP Super Clinic funding will be tailored for each locality. Generic applications that do not respond to the specific requirements of the Invitation to Apply for each particular locality will not be considered.

For example, the application should demonstrate the link between the characteristics of the local community, the health needs and priorities of the local community, the proposed mix of health care services and proposed business and service delivery model. In addition, each GP Super Clinic is intended to be a supported addition to the local community. Consequently, applicants will be requested to provide evidence of support for the GP Super Clinic from a variety of organisations within the local community and describe the processes followed in gaining that support. Demonstrations of support could include formal written support, which should be attached to the application.

GP Super Clinics must complement and enhance existing health services. The application will need to consider the impact of the GP Super Clinic on services already provided in the area. This would include outlining service providers already existing in the local area, including providers of after-hours services, hospital based services, State funded community health services and, insofar as is possible, detailing the extent to which the proposed GP Super Clinic could have an impact on these existing services.

The application will need to include responses to the requirements, which will reflect the GP Super Clinic Program Objectives. The application process is designed to allow for flexibility in proposals, recognising that there is no 'one size fits all' model for how those requirements will be met in each location. Intending applicants should carefully review the Invitation to Apply documentation to ensure they include all relevant information requested to be included in applications for that locality. Please note that generic applications that do not respond to the specific requirements of the Invitation to Apply for each particular locality will not be accepted.

A sample application form which shows the key areas that applicants need to address in responding to Invitation to Apply documentation is at Attachment D.

4.2 What is the likely assessment process?

It is intended that applications for GP Super Clinic funding will be assessed by a Department of Health and Ageing assessment panel established for that location. Such panels may include a government medical officer or other health professional and, in some localities, may include State or Territory government representation.

The assessment panel will be supported by external specialist advice, for example by an independent financial advisor (to advise, among other things, on the sustainability and financial viability of various proposals) and an independent probity advisor.

Applications will be considered and assessed in accordance with the terms and conditions contained in the Invitation to Apply documentation. Considerations of the assessment panel could include:

Meeting the Program Objectives

As outlined in section 2.3, the key objectives for the program centre on providing well integrated primary care which is responsive to local community needs and priorities and training opportunities for the primary care workforce.

The application provides for a description of the model applicants intend to follow in providing locally relevant integrated primary care services in the GP Super Clinic and seeks details about the workforce plan and organisational and clinical governance arrangements.

While it is not the intention of the Commonwealth to be overly prescriptive, the application will need to directly address how the proposal will meet the Program Objectives, including the billing practices that the applicant proposes to implement.

Attachment D outlines the specific areas of information that applicants may be asked to provide in meeting the Program Objectives.

Constructing or Refurbishing the Facility

The built environment has the capacity to influence the interactions of people working in it with each other, and with patients. Any building or refurbishment plans will need to demonstrate that they will meet the regulatory requirements of State or Territory and local government for that location. Plans should also consider the standards for training posts developed by the Royal Australian College of General Practitioners and/or the Australian College of Rural Remote Medicine.

In addition, GP Super Clinic facilities should enable multidisciplinary team care, providing opportunities for a wide variety of health practitioners to co-ordinate care around each patient

Financial Viability

The Commonwealth has an interest in ensuring that the proposal for the construction or refurbishment offers value for money, shows due consideration for management of the construction phase and that elements of risk have been considered by the applicant. The applicant should be able to demonstrate that they can access key personnel and possess the financial capacity to ensure timely completion of construction.

To protect the Commonwealth's investment, this element of the application may also give the applicant the opportunity to demonstrate the financial viability of the applicant organisation and the proposed business model.

Information Management/Information Technology

In this section of the application, the applicant will be asked to describe the Information Management and Information Technology that is proposed for the GP Super Clinic.

There are several issues that are particularly relevant for healthcare organisations funded by the Commonwealth Government:

- the need to ensure that proper protection and access controls are applied to patient data;
- the capacity to, over time, adhere to the National E-Health Transition Authority (NEHTA) specifications and standards as these are developed and incorporated into clinical software (although it should be noted that no software package or system can currently claim to be NEHTA-compliant); and
- the capacity to, over time, ensure that information management systems within a GP Super Clinic can operate to meet all relevant State, Territory and Commonwealth Government requirements for collecting and reporting information, for example in terms of data fields and connectivity.

Work on information technology connectivity and information management issues is progressing in a number of jurisdictions. Intending applicants are encouraged to contact the relevant jurisdiction to identify whether there are IM/IT activities from which their application could build upon and benefit from.

The Information Management plan for the GP Super Clinic should include both physical telecommunication and information communication technology equipment arrangements and demonstrate how information technology arrangements will support the following:

- delivering the proposed service model;
- providing education and training; and
- managing organisational and clinical governance arrangements.

4.3 Application timeframes

Each Invitation to Apply specification for each locality will set out the timeframes applicable to that Invitation to Apply. Applicants are responsible for carefully checking all relevant documentation to ensure that they are fully familiar with all relevant timeframes. The dates on which the Invitation to Apply for each location will open and close will vary.

Advertisements will appear in local and State or Territory based newspapers and on the www.health.gov.au/gpsuperclinics website as each locality is opened for funding applications. Potential applicants are encouraged to attend the local community consultation and register their interest in a particular locality as well as regularly monitoring the press for advertisements.

The Department of Health and Ageing maintains an Interested Parties Register for each locality. Parties that have registered their interest in a particular locality may receive notification by email when the Invitation to Apply for the relevant locality has been made available on the GP Super Clinics website.

In order to apply for a specific locality, applicants should retrieve the application form for that locality, from the GP Super Clinics website at www.health.gov.au/gpsuperclinics or by emailing gpsuperclinics@health.gov.au. The Invitation to Apply and application form for each locality will only be available for downloading during the period of time between opening and closing the application period for that location. **The application form provided at Attachment D of this document is a sample only.**

4.4 Feedback

Unsuccessful applicants will be able to obtain feedback from the Chair of the assessment panel once the funding agreement for the locality has been finalised with the successful applicant.

GP Super Clinic Locations, Funding and Process Type

Please note that all funding amounts listed below are amounts potentially available from the Commonwealth and do not include State/Territory or third party contributions other than where matched funding was announced as part of the 2007 GP Super Clinic election commitment. The extent of any State/Territory potential contribution at any locality, which may be land, buildings, funding or the provision of services, will be provided at the relevant local consultation and in Invitation to Apply documentation for that locality. All amounts listed below are GST exclusive.

Engagement through Commonwealth led Invitation to Apply process:

Funding for the following GP Super Clinics is to be administered by a Commonwealth led Invitation to Apply process. In some localities, additional contributions from State and Territory Governments may also be available and will be identified as part of the consultation and subsequent Invitation to Apply processes for that locality. This could take the form of land, capital or recurrent funds contributions, or provision of state services through the GP Super Clinic.

NEW SOUTH WALES

Blue Mountains – up to \$5 million	Grafton - up to \$5 million
North Central Coast - up to \$2.5 million	Port Stephens - up to \$2.5 million
Queanbeyan - up to \$5 million	Riverina - up to \$1 million
Shellharbour - up to \$2.5 million	Southern Lake Macquarie - up to \$2.5 million

QUEENSLAND

Brisbane Southside - up to \$7.5 million	Bundaberg - up to \$5 million
Cairns - up to \$5 million	Gladstone - up to \$5 million
Ipswich - up to \$2.5 million	Redcliffe - up to \$5 million
Strathpine - up to \$2.5 million	Townsville - up to \$5 million

TASMANIA

Burnie - up to \$2.5 million	Devonport - up to \$5 million
Hobart Eastern shores (Site B) – Sorrell up to \$2.5 million	

VICTORIA

Berwick - up to \$2.5 million	Wallan – up to \$1 million
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Engagement through joint Government process:

Funding for the following GP Super Clinic localities will be progressed jointly by the Commonwealth and the relevant State or Territory Government:

SOUTH AUSTRALIA

Playford North - up to \$7.5 million

Modbury - up to \$12.5 million (matched by SA Government)

Noarlunga - up to \$12.5 million (matched by SA Government)

WESTERN AUSTRALIA

Midland – up to \$5 million (matched by the WA Government)

Wanneroo – up to \$5 million (matched by the WA Government)

NORTHERN TERRITORY

Palmerston - up to \$10 million

TASMANIA

Hobart Eastern shores (Site A) – Clarence up to \$5.5 million

Direct engagement:

The funding process will be conducted with an identified recipient at the following localities:

QUEENSLAND

Mt Isa - up to \$2.5 million

VICTORIA

Geelong – up to \$7 million

Ballan – up to \$1 million

Bendigo - up to \$5 million

Types of Commonwealth Funding Available under the GP Super Clinics Program

A: Capital Funding

Capital funding can be used to construct a new building or purchase or refurbish and/or extend an existing building. This includes:

- Building activities required to design and construct/refurbish the GP Super Clinic;
- Direct building costs associated with building new or upgrading existing premises (for example building, plumbing, electrical etc);
- Purchase of an existing property;
- Information management and technology systems installation; and
- Purchase of land.

This may also include some establishment costs for:

- Purchase of equipment necessary to provide comprehensive primary care and resuscitation including those listed on the RACGP list of practice equipment. Funding may also be considered for the purchase of other significant items such as electrocardiogram machines and vaccination refrigerators;
- Ensuring that adequate free car parking is available; and
- Any infrastructure required for tele-health services.

As part of the application process, applicants will be asked to provide key documents and information about how the capital works element of the project will be managed. These documents could include, but are not limited to, floor and site plans, business plans and project budgets. Details are set out in the sample application form at Attachment D.

Non-capital costs equivalent to not more than 5% of the maximum funding available for a locality may be considered for activities which are required to set up the business, for example, professional fees, governance structures and legal fees.

Capital funding cannot be used for:

- Ongoing operating costs including rent, utilities, salaries and building maintenance;
- Professional health services (including services to which an MBS item relates);
- Maintenance of medical equipment; and
- The purchase of consumables for medical equipment.

B: Recurrent Funding

Within the total Commonwealth funding, small funding streams will be available to each GP Super Clinic to cover the additional administrative costs associated with the delivery of a range of different health care services that are integrated from a patient perspective and tailored to meet the needs and priorities of the local community.

What can recurrent funding be used for?

Recurrent funding can be used for a range of personnel related costs such as:

- centralised administrative support, such as central bookings and billing arrangements;

- maintenance of shared health records and IT infrastructure;
- GP Super Clinic centre managers; and
- GP Super Clinic centre nurses.

The total amount of recurrent funding potentially available to each GP Super Clinic will reflect the business model proposed by the successful applicant. In some cases, the funding recipient may decide not to apply for recurrent funding.

Where recurrent funding is applied for and granted by the Commonwealth, the funding will be separate to the capital works funding and managed separately under the Funding Agreement. Recurrent funding will commence once the GP Super Clinic is in operation and will cease on the fourth anniversary of the signing of the funding agreement.

The maximum amount of recurrent funding available over the 4 year funding period is 12.5% of the total Commonwealth funding for that particular GP Super Clinic.

As part of the application process, the applicant will be requested to provide a realistic estimate of the amount of recurrent funding (if any) that may be required by the relevant GP Super Clinic over the maximum four year period. This will include a breakdown of the costs against each of the eligible recurrent funding components. The amount of funds set aside for recurrent funding can only be used for that purpose.

Recurrent funding cannot be used for:

- professional health services (including services to which an MBS item relates);
- covering the costs of supervision; and
- incentive or retainer payments.

C: Relocation Incentive Payments

Within the total Commonwealth funding allocated to each GP Super Clinic, relocation incentive payments will be available to provide financial incentives for GPs, allied health professionals, nurses, mental health workers and/or Aboriginal and Torres Strait Islander health workers to relocate to work in private practice at the GP Super Clinic. Relocation incentives will also be available, under certain circumstances described below, for pharmacies or pharmacists.

The relocation incentives component of funding will be paid directly to the GP Super Clinic funding recipient and not to the individual practitioners who are eligible for the relocation incentive. How the relocation incentives are distributed amongst health professionals in the GP Super Clinic will be the responsibility of the funding recipient.

The relocation incentive payments will only be available for health professionals relocating to commence work at the GP Super Clinic during the first 12 months of the GP Super Clinic's operation. Relocation incentives will be paid in two instalments, half on confirmation of relocation occurring and the remainder at the end of 12 months of service at the GP Super Clinic.

Before relocation incentives will be paid to a funding recipient, the Commonwealth will require a statement from the funding recipient to confirm that it has met the relevant requirements. The requirements are outlined later in this attachment.

What does “relocation” mean?

Relocation involves the physical move from one place of practice to a GP Super Clinic by an eligible health practitioner. This may include a commitment from the practitioner to provide a number of sessions at the GP Super Clinic while maintaining another place of practice.

Health practitioners must be committed to provide professional services to the GP Super Clinic for a minimum period of 12 months and provide a minimum average of 10 hours of professional services a week for a minimum of 42 weeks per annum at the GP Super Clinic.

Who is eligible for a relocation incentive?

GPs, allied health professionals, nurses and pharmacists currently working in an area identified as an Area of Need or a District of Workforce Shortage (where this is applicable to their profession) are *not* eligible for a relocation incentive.

General Practitioners

- GPs must be fully registered or licensed under a law of the Commonwealth, State or Territory to practise independently and unsupervised; not be subject to Medicare provider number restrictions under sections 19AA or 19AB of the *Health Insurance Act 1973*; and practise privately at the GP Super Clinic.
- Overseas trained doctors may be eligible for the Relocation Incentive subject to existing registration requirements and the requirement to work in an area classified as a Districts of Workforce Shortage.
- A GP using a provider number that is restricted under s.19AB of the *Health Insurance Act 1973* may not be eligible to relocate from a District of Workforce Shortage to a non-District of Workforce Shortage.

Allied Health Providers

- The following allied health providers are eligible for relocation incentives: audiologists; chiropractors; credentialed diabetes educators; dieticians; dentists; exercise physiologists; occupational therapists; optometrists; osteopaths; physiotherapists; podiatrists; psychologists; social workers; and speech pathologists.
- Allied health professionals must meet the eligibility requirements for non-medical practitioner providers as set out at Category 8 Miscellaneous Services Note M.3.4 of the Medicare Benefits Schedule (www.health.gov.au/mbsonline), have a current Medicare Provider Number and practice privately at the GP Super Clinic.

Nurses

- A nurse must be: a midwife who is a registered midwife who holds a current practising certificate as a midwife issued by a State or Territory regulatory authority; or a nurse who is a registered or enrolled nurse who holds a current practising certificate as a nurse issued by a State or Territory regulatory authority, and employed by the GP Super Clinic to provide services with the GP Super Clinic operational structure.

Aboriginal Health Workers

- Aboriginal and Torres Strait Islander health workers must meet the eligibility criteria set out under the Medicare Benefits Schedule and practise privately at the GP Super Clinic.

GP Super Clinics and Pharmacy

For patients attending a GP Super Clinic, convenient access to pharmacy services is an important consideration.

Engagement with existing community pharmacies in the each GP Super Clinic locality should be part of the consultation and application processes for each locality.

In some instances, in accordance with relocation rules under the 4th Community Pharmacy Agreement, an option may be for a community pharmacy to relocate adjacent to or within the GP Super Clinic. In other instances pharmacy services may be provided by one or more existing community pharmacies, in a manner which maintains patient choice, but ideally sees convenient and extended hours arrangements for dispensing being supported.

While a range of other pharmacy services, such as medication review, are currently only funded and provided through community pharmacies, professional pharmacist⁶ services could also potentially be provided within a GP Super Clinic by pharmacists, not connected to a specific community pharmacy.

Where a relocation incentive for pharmacy/pharmacist services is considered as part of the available GP Super Clinic funding, the following conditions will apply:

- The maximum amount applicable for pharmacy services per GP Super Clinic is \$7,500;
- Where a pharmacy is relocating to/or adjacent to a GP Super Clinic and the funding recipient has provided under the funding agreement for a separate amount for relocation incentives, that amount is payable to that pharmacy (via the GP Super Clinic funding recipient);
- Where there is no relocation of a pharmacy involved; the funding recipient may consider relocation incentives (to a maximum of \$7,500) for supporting:
 - consortia arrangements for the provision of extended hours access, between existing community pharmacies; and/or
 - delivery of other professional pharmacy services within the GP Super Clinic (through either an arrangement with a community pharmacy) or an alternative appropriately qualified pharmacist, where this service provision meets the general criteria for professional services.

How much money is available for relocating?

There is no cap on the amount of relocation incentives that can be allocated within total amount of funding available for each location, however the total amount of funding potentially available for each GP Super Clinic will not increase. For example, if the amount identified for a Clinic is “up to \$5 million”, then the amount proposed in the operational budget for relocation incentives must be included in calculating the total budget for that Clinic.

The maximum amount of funding available on a per capita basis for relocation incentives is:

⁶ A pharmacist is a person registered under the relevant legislation in a jurisdiction to practise as a pharmacist.

- \$15,000 for GPs;
- \$7,500 for allied health professionals; and
- \$6,000 for nurses, mental health workers, and Aboriginal and Torres Strait Islander health workers.

The sum of \$7,500 is available for relocated pharmacy/pharmacist services at the GP Super Clinic site and is capped at that sum for each site.

The total amount of Relocation Incentive payment funding available to a GP Super Clinic will need to be supported by the business plan of the funding recipient. In some cases, the funding recipient may decide not to include any application for relocation incentive payments.

Where Relocation Incentive payment funding is included in an application and granted by the Commonwealth, the funding will be separate to the capital works funding and managed separately within the Funding Agreement.

As part of the application process, applicants will be invited to provide an estimate of the amount of relocation incentive payments potentially required by the GP Super Clinic. This will likely include a realistic estimation of the number of health practitioners to receive the relocation incentive payments. The amount of funds set aside for Relocation Incentive payments can only be used for that purpose and is the maximum amount provided for that purpose.

Applicants may wish to consider whether health practitioners joining the GP Super Clinic may also be eligible to apply for funding from other Commonwealth relocation incentive programs.

Attachment C

Sample Payment of Funding Arrangement

Milestone	Payment Amount	Payment timing
1. Signing of the funding agreement by the recipient and the Commonwealth	Payment 10% of the total capital works funds (inclusive of GST)	Within 30 days after acceptance of the requisite deliverable
<p>2 Confirmation that the organisation is ready to commence construction based on receipt by the Commonwealth of:</p> <ul style="list-style-type: none"> • Project Plan and Project Budget including a Risk Management Plan • Details identifying the property (title search) • Development consent or approval to the construction/refurbishment works by relevant government body or council • Development consent or approval to the use of the property as a medical centre by the relevant government body or council • Current town planning certificate • Where appropriate, certificate of title; contract for purchase; lease agreement; or other evidence of occupation of the land. • Certificates of currency for insurances as specified in the funding agreement 	Payment of 40% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 days after acceptance of the requisite deliverable
3 Certification by an	Payment of 35% of the total	Within 30 working days of

appropriately qualified person that the midpoint of construction or redevelopment has been completed	capital works funds (GST inclusive) or amount required to complete this Milestone as nominated in the Project Budget, whichever is the lesser, after provisions have been made for recurrent funding and relocation incentive payments.	the Payment Milestone
4 Practical completion, based on receipt by the Commonwealth of certification by an appropriately qualified person that the Works have been carried out in compliance with the relevant government body's requirements and directions.	Payment of 10% of the total capital works funds (GST inclusive) together with any additional funds remaining from Milestone 3 to reach a total payment to date of 95% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 working days of the Payment Milestone
5 Receipt by the Commonwealth of Certificate of Occupancy	Payment of 5% of the total capital works funds (GST inclusive) after provisions have been made for recurrent funding and relocation incentive payments.	Within 30 days after acceptance of the requisite deliverable
6 Where applicable: Recurrent Funding – First payment made on commencement of operations and then may be paid quarterly. Payments cease on the 4 th anniversary of the date of signing the funding agreement.	An amount payable quarterly equal to: $\frac{\text{Total recurrent funding agreed}}{(\text{number of years} \times 4)}$	Within 30 days after acceptance of the requisite deliverable
7 Where applicable: Relocation incentive payments subject to receipt by the Commonwealth of evidence of relocation of nominated eligible health practitioners	An amount equal to 50% of the relocation incentives 30 days after relocation commencement ⁷ .	Within 30 days after acceptance of the requisite deliverable
7 Where applicable: Relocation incentive payments subject to receipt by the Commonwealth of evidence of minimum hours	An amount equal to 50% of the total relocation incentives agreed 12 months after the relevant relocation ⁸ .	Within 30 days after acceptance of the requisite deliverable

⁷ Eligible relocations can only occur within the first 12 months of operation.

⁸ The last possible date of payments should be 24 months after the GP Super Clinic commences operations.

of service by nominated eligible health practitioners		
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Capital grants will not be made in respect of capital works that have been contracted, commenced or completed prior to the execution of any funding agreement.

GP Super Clinics Program

SAMPLE APPLICATION FORM

**GP Super Clinic at
[location]**

Closing Date:[for location]

Information for applicants

Before completing this Application Form, it is recommended that you read the *GP Super Clinics National Program Guide* and the Invitation to Apply for this location.

This application section contains information to guide you when completing your application. Cover sheets are provided for attachment to your application. Using them will assist you in checking that your application is complete.

Your application must:

1. Be signed on the verification page;
2. Be lodged by hand including by courier to meet the closing time deadline of 2pm on the specified date for this location;
3. Provide general applicant details and a summary of your proposal to Part A;
4. Provide responses and attachments to Part B;
5. Provide responses and attachments to Part C;
6. Include letters of support from local organisations and State or Territory government regional offices, where appropriate; and
7. Make reference to the specific Statement of Requirements set out in the Invitation to Apply for the location for which you are applying⁹. This will include any specific requirements in relation to State/Territory government contributions available for that specific GP Super Clinic location.

Important Notice to Applicants:

1. The information in this document, including in this sample application form, is provided as guidance only. Any mandatory or discretionary requirements for individual GP Super Clinics will be specified in the Invitation to Apply for that locality.
2. Intending applicants should note that Conditions of Application will be included in each Invitation to Apply and that applications are made subject to those Conditions of Application.
3. Applicants are advised to carefully consider the likely taxation treatment of any funding provided by the Commonwealth as part of this Program. As a general principle, grants such as that proposed to be provided to successful funding applicants under this Program will be assessable as income in the hands of a recipient where it is:
 - received in relation to carrying on a business; and
 - not otherwise assessable as ordinary income (such as income from personal services, property and income from carrying on a business).

This may mean that unless you (or the entity that you propose to use to receive funding) has tax exempt status (such as a not for profit organisation) or are not currently carrying on a business, tax may be payable on the full amount of funding provided. For some general guidance on the taxation treatment of grants and funding from the Commonwealth, applicants may wish to refer to the Australian Tax Office website at www.ato.gov.au. However, you are advised to seek your own independent advice on this issue and should seek independent advice from a taxation professional on how funding paid to you (or any entity you propose to establish to receive funding) under the Program would be treated for tax purposes.

⁹ Each Invitation to Apply is specific to a location to ensure that proposals respond to local health needs and priorities.

GP SUPER CLINIC PROGRAM OBJECTIVES

While there is not a prescriptive model for GP Super Clinics, there are a number of core characteristics which the Commonwealth expects of each funded GP Super Clinic. Having regard to the Statement of Requirements in the Invitation to Apply for this location, the information provided in this application will be assessed against the following objectives and the extent to which the proposed capital works support the achievement of these objectives at this location:

- GP Super Clinics will provide their patients with **well integrated multidisciplinary patient centred care**. GP Super Clinics will support their patients, particularly those with, or at risk of, chronic disease(s), with the option of receiving the full range of health services they need in a coordinated manner, where possible and appropriate, in a single convenient location. Underpinning this care will be integrated models of clinical governance and shared care protocols, as well as a strong focus on supporting patient self management.
- GP Super Clinics will be **responsive to local community needs and priorities, including the needs of Aboriginal and Torres Strait Islander people**. Ensuring GP Super Clinics address local needs and priorities and have local community support will be a key element of the establishment process. As part of a demonstrated long term commitment to local health care services, organisational governance arrangements for the clinics will need to provide for ongoing community engagement and input.
- GP Super Clinics will provide **accessible, culturally appropriate and affordable care** to their patients. While health professionals will retain their autonomy over billing, GP Super Clinics will be strongly encouraged to bulk bill Medicare Benefits Schedule funded services.
- GP Super Clinics will provide **support for preventive care**, including promotion of healthy lifestyles, addressing risk factor and lifestyle modification to prevent chronic disease and improving early detection and management of chronic disease.
- GP Super Clinics will demonstrate **efficient and effective use of Information Technology**. This would include an electronic clinical information system that can make patients' medical records available (with patient consent) to all practitioners (including allied health professionals) at the GP Super Clinic and to external providers as appropriate.
- GP Super Clinics will provide a **working environment and conditions which attract and retain their workforce**. This could entail a range of models, including scope for health professionals to contribute clinical sessions and teaching activities, possibly on a salary basis, without needing to consider routine administrative and practice management activities. As workplaces of choice, GP Super Clinics will also provide support for primary health care research to complement clinical service delivery.
- GP Super Clinics will be centres of **high quality best practice care** and will be expected to meet industry accreditation standards, including accreditation against the Royal Australian College of General Practitioners' Standards for General Practice (3rd edition), and accreditation for training, where this is applicable. Where appropriate, GP Super Clinics would also be encouraged to participate in the Australian Primary Care Collaboratives Program.
- Post establishment, GP Super Clinics will **operate with viable, sustainable and efficient business models**, drawing revenue from existing programs and initiatives (including provision of health services under usual fee for service arrangements), and potentially other sources such as community partners.

APPLICATION FORM – GP SUPER CLINIC AT [LOCATION]

- The GP Super Clinics program will **support the future primary care workforce** by providing high quality education and training opportunities supported by infrastructure for trainee consulting rooms, teaching rooms and training facilities to make general practice attractive to students, new graduates, GP trainees and registrars and other health professionals.
- GP Super Clinics will **integrate with local programs and initiatives**, demonstrating enhanced co-ordination with other health services and a partnership approach to local health service planning and coordination. This will further strengthen local general practice and the broader local primary health care services.

These characteristics are collectively referred to in this document as the “Program Objectives”.

INCLUDE THIS PAGE IN YOUR APPLICATION BEHIND COVER SHEET 1

PART A: INTRODUCTION

VERIFICATION

I verify that I have checked this application and that, to the best of my knowledge, all relevant details are correct at the time of lodgement.

..... / /200*
(Signature of the principal officer submitting this application)

Name:

Position:

(and, if applicable)

I verify that I have obtained the agreement of the partners and/or co-applicants to this application and have the authority to submit this proposal on their behalf.

..... / /200*
(Signature of the principal officer submitting this application)

Name:

Position:

APPLICATION FORM – GP SUPER CLINIC AT [LOCATION]

INCLUDE THIS PAGE IN YOUR APPLICATION BEHIND COVER SHEET 1

Note: Applications can be made by a single organisation or a group of organisations. There is no requirement to establish a new legal entity to apply for GP Super Clinic funding. However, for the purpose of receiving and acquitting funding, a “Lead” organisation must be nominated as the funding recipient. This does not prevent other organisations from being involved in establishing and operating the GP Super Clinic.

Name of organisation submitting the proposal:

Registered name:

Trading name (if applicable):

ABN:

Organisation street address:

Organisation mailing address (if the same as street address, please indicate ‘As above’):

Contact officer for this application:

Name:	
Position:	
Tel: ()	Fax: ()
Email address:	

INCLUDE THIS PAGE IN YOUR APPLICATION BEHIND COVER SHEET 1

SUMMARY OF PROPOSAL

Taking into account the GP Super Clinics Program Objectives at Page 2 of this Application Form and the Statement of Requirements in the Invitation to Apply for this location, briefly state the aim(s) and objective(s) of your proposal and how they will achieve the GP Super Clinic Program Objectives and the Invitation to Apply requirements.

Sample only

What is the estimated timeframe required until the proposed GP Super Clinic commences operation? What do you anticipate will be the key dates for the construction timeframe? Please summarise any specific barriers or opportunities affecting the timeframe.

Sample only

Within the limit of funding available for the GP Super Clinic at this location, please indicate the total funds sought (GST inclusive).

Year 1	Year 2	Year 3	Year 4
Capital: \$	Capital: \$	Capital: \$	Capital: \$
Recurrent: \$	Recurrent: \$	Recurrent: \$	Recurrent: \$
Relocation Incentive Payments: \$	Relocation Incentive Payments: \$	Relocation Incentive Payments: \$	Relocation Incentive Payments: \$
Total:	Total:	Total:	Total:

Part B:

Please refer to the GP Super Clinic Program Objectives at Page 2 of this Application Form and the Statement of Requirements in the Invitation to Apply for this location in providing the following information.

B1 The GP Super Clinic Service Plan

Please provide details that describe the proposed GP Super Clinic. Please use the headings provided.

Physical location

Describe the location and any particular features regarding the proposed site and surrounding environment that might be relevant to how the GP Super Clinic will operate within the locality. The description could include details about transport facilities currently servicing the site and a brief statement about the benefits of this location in comparison to others that you have considered.

Where the proposal is to establish a GP Super Clinic by electronically linking health practitioners in the area, (a “virtual” GP Super Clinic) or other ‘hub and spoke’ arrangements, a description of the physical relationship between the different sites and transport arrangements should also be provided.

Service mix

Describe the anticipated range of services that the GP Super Clinic will provide. Your description should include information about what types of services could be offered; when services will be offered; what emphasis may be given to each service type; billing policies that will be implemented, and the volume of patients expected to use each type of service.

Service model – integration and clinical governance

A key component in meeting the objective of integrated primary care is clinical governance, ensuring that all health care providers who are located at the GP Super Clinic are involved in the governance process, including planning, implementation, operation and evaluation.

Describe the proposed governance processes that will facilitate integrated, multidisciplinary, team-based care. Your description should include team member roles and their anticipated level of contribution to the governance process, referral protocols for seamless referral of patients within the GP Super Clinic and any tools or processes that will be applied to support the arrangements over time.

Workforce plan

Describe how the anticipated workforce needs of the GP Super Clinic will be met. Your description could include an outline of how the workforce needs have been anticipated, any relocation requirements for health providers at the GP Super Clinic, and an indicative

APPLICATION FORM – GP SUPER CLINIC AT [LOCATION]

description of the contribution of different health practitioners and administrative staff to meet the service objectives. If the GP Super Clinic is in a rural area, you could consider how it will work with the relevant Rural Workforce Agency.

Education and Training

GP Super Clinics present an opportunity to enhance multi-disciplinary education in order to enhance working relationships and workforce participation.

Outline the model of education and training delivery that is proposed for the GP Super Clinic. This could include arrangements for the commencing workforce as well as proposed orientation and support processes for new health practitioners and administrative staff at the GP Super Clinic over time.

The education and training model could include plans for training of University medical, nursing and allied health students and vocational training for GP registrars, as well as demonstrating plans to link with regional training providers who are accredited to deliver the Australian General Practice Training Program. Processes for supporting inter-professional learning might also be explained.

Organisational Governance

Describe the organisational governance model through which management, legal and financial requirements for the GP Super Clinic will be arranged. The description may include an outline of any partners in the arrangement, including community representation, roles and responsibilities. Any assessment of risk that has been undertaken in relation to the proposed organisational governance structure could also be set out.

Where appropriate, you should provide details of any anticipated reporting arrangements to Boards of existing organisations.

You may wish to outline what arrangements will be made to participate in a recognised accreditation scheme.

Facilities

Describe the physical facilities and the general range of equipment proposed for the GP Super Clinic. The facilities description could draw links between the proposed design of the building, the proposed workforce, and the proposed services to be delivered.

Please note that a description of the capital works proposal is under Part C of this application and need not be considered under Part B.

B2 The GP Super Clinic and the local community

Please refer to the GP Super Clinic Program Objectives at Page 2 of this Form and the Statement of Requirements in the Invitation to Apply for this location in providing the following information.

This part of the application asks you to consider the proposed GP Super Clinic as part of health care delivery in the local community.

Service mix

Describe how the service mix you are proposing responds to local health needs and priorities and addresses any identified service gaps in the community. Your description should take into account services already offered within the community that may be complemented or enhanced by the GP Super Clinic. Arrangements focused on addressing the health needs and priorities of Aboriginal and Torres Strait Islander people living in the local community must be separately described.

Local support and impact

The GP Super Clinic needs to be a supported addition to the local community. You should provide evidence of support for the GP Super Clinic from a variety of organisations within the local community and describe the processes you followed in gaining that support. In most localities, demonstrations of support should involve formal written support, which should be attached to the application. In circumstances where, for any reason, that support is not forthcoming, a statement explaining this should be submitted.

You may wish to outline services already provided in the area, including after-hours services and hospital based services. Insofar as is possible, the extent to which the proposed GP Super Clinic could affect these existing services should be considered and an indication provided about whether this could be a matter of concern within the local community or to individual providers.

Integration with local providers

Describe the strategies you propose for establishing and sustaining linkages between health practitioners at the GP Super Clinic and other local health service providers. This could include a description of the proposed relationship between the GP Super Clinic and public and private hospitals, general practices, allied health providers, Commonwealth funded programs and services, State or Territory funded services and community based illness prevention and health support groups.

The outline could also include proposed relationships with other local health initiatives in the area.

APPLICATION FORM – GP SUPER CLINIC AT [LOCATION]

Community consultation and engagement

Describe how the GP Super Clinic will engage with the community. Your description could include any representation on boards, outreach programs and community collaboration programs, and measures for ongoing community participation in the strategic and operational management of the GP Super Clinic.

INCLUDE THIS PAGE WITH YOUR APPLICATION BEHIND COVER SHEET B

B3 Participation in the GP Super Clinic Program

Please refer to the GP Super Clinic Program Objectives earlier in this Form and the Statement of Requirements in the Invitation to Apply for this location in providing the following information. Cover sheets are provided at the back of this Form. Note: Each GP Super Clinic will be expected to participate in national workshops and the national evaluation program and, in doing so, provide service data and facilitate access to the GP Super Clinic for the evaluation team.

This element of your application asks you to how this GP Super Clinic will contribute to local and national learnings around innovative delivery of primary health care within local communities

Engagement in local activities, including education and training

Describe how the GP Super Clinic will interact with local education and training providers, and in other local learning activities. This description could include any arrangements that will be put in place for knowledge sharing, and training provision in the GP Super Clinic, including with other health providers in the community.

Links to researchers and evaluators

Describe how the GP Super Clinic will contribute to research activities in the primary care sector. Your description could include specific organisations within the local community with which the GP Super Clinic will engage, and the nature and variety of information and expertise that the GP Super Clinic will share with research institutions.

Participation in other national initiatives

Describe how the GP Super Clinic will participate in other national initiatives such as the Australian Primary Care Collaboratives program.

sample only

INCLUDE THIS PAGE WITH YOUR APPLICATION BEHIND COVER SHEET C

Part C:

Please refer to the GP Super Clinic Program Objectives at Page 2 in this Form and the Statement of Requirements in the Invitation to Apply for this location in providing the following information:

C1 Constructing / Refurbishing the facility

As a minimum, your application should consider the property, technical, personnel and financial components associated with the capital works phase of the Project. Please note that any construction or refurbishment must comply with relevant codes and legislation applicable in that jurisdiction. You should include at a minimum the following:

Describe the proposed property details:

- Is it for a new construction or refurbishment/extension of an existing facility?
- Is the proposed site freehold or leasehold land?
- If it is freehold land, will you need to purchase the land using Commonwealth funding?
- If it is leasehold land, how long is the proposed lease? Who owns the land at present?



The proposed building:

- Attach an indicative floor plan to show the configuration/layout of the consulting rooms, treatment rooms, offices, toilet arrangements and other aspects of the building (whether new or refurbished) and access for disabled people. Your floor plan could show where the people nominated in your workforce plan will work and link to the service mix proposals as set out in Part A of your application;

Access to the building:

- Attach a general site plan setting out how people and vehicles will enter and leave the site and showing parking arrangements.
- If this is a refurbishment proposal, your site plan should set out the current parking arrangements and any changes you intend making. This should include any existing arrangements, such as:
 - pay parking ;
 - time limited parking; and/or
 - arrangements for small buses and disabled parking

INCLUDE THIS PAGE WITH YOUR APPLICATION BEHIND COVER SHEET

What sort of building will this be?

- Describe the type of building , including the construction materials and any special features, such as environmentally sustainable development principles, that relate to how you envisage the GP Super Clinic will look:



Capital works personnel

- Set out the details of any organisations or individuals that you have consulted, or anticipate consulting, for advice about managing the proposed capital works project (e.g: Project Manager, Architect, Quantity Surveyor, Draughtsman, Builder)

Name of organisation/individual	Type of service provided

INCLUDE THIS PAGE IN YOUR APPLICATION BEHIND COVER SHEET C

C2 Financial Sustainability

Please refer to the GP Super Clinic Program Objectives earlier in this Form and the Statement of Requirements in the Invitation to Apply for this location in providing the following information. Cover sheets are provided at the back of this Form.

C2.1 Managing finances during the Construction or Refurbishment Phase

Managing your organisation's cash flow during the construction phase will be essential. The Funding Agreement will provide for the release of up to 10% of the capital element of the project on signing by both the recipient and the Commonwealth to assist with professional fees and services associated with implementing the construction phase. However, the Commonwealth is unable to advance funds *before* the achievement of milestones without a bank guarantee of full repayment of the funds.

Note: Your application will be assessed by an independent technical financial advisor to the GP Super Clinics program. The information in your application will be assessed for the financial viability of your organisation and the potential financial viability of the ongoing operation of the GP Super Clinic. You may wish to consider obtaining professional advice in finalising your proposed budget and the financial model you propose.

Construction Phase Budget

Attach a proposed Project Budget that outlines the timeframe and the amounts that you estimate will be required during the construction phase. Note: the construction phase concludes with the fit out of the building to the point where the GP Super Clinic can commence providing services. The budget should therefore include an estimate of likely fit out costs including provision for equipment and telecommunications. You should refer to *the GP Super Clinics National Program Guide* for details on equipment purchases and what can be included in capital funding.

Describe any financial arrangements that you anticipate will be made to support your organisation during the construction phase:

- Bridging finance;
- Likely borrowings and indicative interest rates; and/or
- Contributions from other funding sources.

INCLUDE THIS PAGE IN YOUR APPLICATION BEHIND COVER SHEET C

C2.2 Managing finances during the Operational Phase

Please refer to the Program Objectives earlier in this Form and the Statement of Requirements in the Invitation to Apply for this GP Super Clinic location in providing the information requested in this Section.

Your application will be assessed by an independent technical financial advisor to the GP Super Clinics program. The information in your application will be assessed for the financial viability of your organisation and the potential financial viability of the ongoing operation of the GP Super Clinic. You may wish to consider obtaining professional advice in finalising your proposed budget and the financial model you propose.

Financial background

Recent financial history

Where available, attach:

Audited Statement of Financial Performance (Profit and Loss Statement) and detailed Statement of Financial Position (Balance Sheet) for your organisation, including notes and the auditor's report for the past 3 years; or

- Accounts for the past 3 years certified by a Certified Practising Accountant or Chartered Accountant as being prepared in accordance with Australian Accounting Standards.

Capacity of guarantors

If your organisation is a company limited by guarantee, describe your proposals for meeting any liabilities that might arise during the operation phase of the GP Super Clinic. (Mark "Not applicable" if your organisation is not a company limited by guarantee.)

Operational cash flow

Attach the estimated cash flow projections for the first three years of the ongoing operation of the GP Super Clinic. This forecast of income and expenditure should show income from assigned MBS rebates, recurrent funding, other potential funding sources (including grants) and outgoings including salaries and wages, insurances, superannuation and, where appropriate, rent.

C3 Information Management and Information Technology

Please refer to the Program Objectives at Page 2 in this Form and the Statement of Requirements in the Invitation to Apply for this GP Super Clinic location in developing the information in this Section. You should also read *The GP Super Clinics National Program Guide* for information about funding for IM/IT.

Attach a plan that describes the steps proposed for supply and support of information technology and information management. Intending applicants should note that a detailed plan may be required as part of the Project Plan to be provided under payment milestones in the Funding Agreement. The IT plan should take into account, at a minimum, the following:

- Use of an electronic clinical information system, conforming where possible to current National E-Health Transition Authority specifications and other existing and emerging Australian standards as appropriate, at a minimum, to the current PIP Tier 2 requirement (defined in <http://www.medicareaustralia.gov.au/provider/incentives/pip/payment-formula/it.shtml>), that can make patients' medical records available to all practitioners, including allied health professionals, at the GP Super Clinic.
- Appropriate access controls and access logs within the system and corresponding business processes to ensure that practitioners and other staff access information only when they have a professional need to do so and that such access is subject to patient consent.
- Use of an electronic practice management system, available to all practitioners at the GP Super Clinic, to support the business operations of the GP Super Clinic, including (if used) on-line claiming from Medicare Australia for claimable services provided by all healthcare providers associated with the GP Super Clinic and registered with Medicare Australia.
- The ability to transfer clinical information to and from State or Territory government healthcare systems as well as the information systems maintained by other healthcare providers (e.g. specialists, pathologists, radiologists) and to integrate information received into local clinical records.
- Provision for high-resolution display of diagnostic images on at least one workstation accessible to all practitioners within the GP Super Clinic.
- Secure access for all practitioners associated with the GP Super Clinic to the practice management system and to the clinical information system from offsite (e.g. practitioner's home, other clinics, aged-care facilities).
- Recording all data necessary to meet State/Territory and Commonwealth reporting requirements and providing electronic reports on these data as required.
- Installation of a business-grade broadband connection to the Internet accessible from all workstations.
- Provision of IT support for hardware and software that includes installation and management of anti-virus software and a firewall, regular backup of software and data and offsite storage of backup media.

APPLICATION FORM – GP SUPER CLINIC AT [LOCATION]

- Regular review and update of the IT systems plan.
- Demonstrated compliance with relevant regulations and legislation e.g. privacy, prescribing.

Guidance on IT security and operational issues is available through the Australian General Practice Network (AGPN) and through Divisions of General Practice.

In addition, where your proposal is based on a “virtual” or hub and spoke organisational model for the GP Super Clinic, the IT plan should describe how the IM/IT arrangements will support that model.

Cover Sheet A

General

Attach this sheet to your Application.

Attach pages providing details of the following (tick boxes provided):

General

- Verification Sheet (1 page).
- Applicant organisation details sheets (2 pages).
- Summary of proposal (1 page).
- Compliance with the terms and conditions of the funding agreement (1 page).

sample only

Cover Sheet B

Section B

Attach this sheet to Section B of your Application.

Your application should include details of the following (tick boxes provided):

Part B1

- The proposed physical location of the GP Super Clinic.
- The proposed mix of services to be offered at the GP Super Clinic.
- The Service Model.
- Workforce plan.
- Education and Training.
- Organisational governance.
- Facilities.

Part B2

- The Service mix.
- Local support and impact.
- Integration with local partners.
- Community consultation and engagement.
- Letters of support.

Part B3

- Attach page on engagement in local activities, research and national initiatives.

Cover Sheet C

Section C

Attach this sheet to Section C of your Application.

Your application should include details of the following (tick boxes provided):

Part C1

- Attached floor plan of the proposed building.
- Attached general site plan showing access and parking arrangements.

Part C2

- Attached construction phase budget.
- Where available, attached audited balance sheet.
- Where available, attached audited profit and lost statement.
- Attached cash flow projections for the first 3 years of operation.

Part C3

- Attached IM/IT systems supply and support plan.

FINAL APPLICATION CHECKLIST

Before submitting your application, please ensure that you have:

- Read *GP Super Clinics National Program Guide*
- checked the Statement of Requirements in the Invitation to Apply for this location; and
- considered the Program Objectives in developing the project details.

Your application should be typed.

Please check that the following information is included in your application:

Cover Sheet A:

- Signed verification page
- Applicant organisation details pages
- Summary of proposal page
- Compliance with terms and conditions of funding agreement

Cover Sheet B:

- You have provided details against the headings set out in sections
 - B1 - the GP Super Clinic Service Plan
 - B2 - the GP Super Clinic and the local community
 - B3 - Participation in the GP Super Clinic program

Cover Sheet C:

- You have provided details against the headings set out in sections
 - C1 - Constructing the facility
 - C2 - Financial Sustainability
 - C3 - Information Management Capabilities
- Cover sheets are attached and cross checked for inclusions

Final check:

- One unbound signed original and two copies are included in the package when lodging your application.**
- One electronic version as a Word document on a cd rom**

Applications close at 2pm on the date given in the Invitation to Apply for this location. Applications must be delivered by hand including by courier to:

Tender Box
Department of Health and Ageing
Penhryn House – C Block
Bowes Place
WODEN ACT 2606