EXPRESSION OF INTEREST
Palliative Care General Practice Education Program

EOI release date	23/04/25
Deadline for EOI application submission	02/06/25

EIS Health Ltd.

EXPRESSION OF INTEREST

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1. Background

Overview

Central and Eastern Sydney Primary Healthcare Network (CESPHN) is seeking expressions of interest (EOI) from general practices interested in participating in a Palliative Care General Practice Education and Quality Improvement (QI) program. The aim of this program is for general practices to participate in education and undertake QI to support the general practice to build knowledge and capacity to provide more effective care for palliative patients, their families and carers.

The grant opportunity offers general practices financial support of $5000 in return for participating in education and select palliative care quality improvement (QI) activities. The preferred timeframe for completing associated training and activities will be 12 months from the date of signing a grant opportunity agreement. Prioritisation will be given to those general practices that can complete the program by end of the 2025 calendar year. This grant opportunity is limited to 20 practices within the CESPHN region.

Outcomes

The outcomes of the Palliative Care General Practice Education and Quality Improvement Program is designed to build knowledge and capacity in general practices to:

- Increase general practice knowledge.
- Appropriately equip health services to deliver care at the right time and place.
- Reduce unnecessary hospitalisations.
- Better end of life experiences for vulnerable patients.

This program will be delivered in partnership with South Eastern Sydney Local Health District (SESLHD) and Sydney Local Health District (SLHD) Specialist palliative care teams, and provides an opportunity for practices to engage directly with members of these teams.

2. Information about Central and Eastern Sydney PHN

Primary health networks (PHNs) have been established with the key objectives of increasing the efficiency and effectiveness of medical services for individuals, particularly those at risk of poor health outcomes. They also aim to improve coordination of care to ensure people receive the right care in the right place at the right time. PHNs are not for profit, regionally based organisations which aim to strengthen primary care by redirecting frontline health services to improve health outcomes of the community.

Our vision

Our vision is to achieve healthy and thriving communities and we do this by enabling high quality accessible health care. Our goals are to address community health and wellbeing needs, facilitate connected and quality care and partner to address regional challenges.

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Our region, our community

The Central and Eastern Sydney catchment spans 587 square kilometers. Our region stretches from Strathfield to Sutherland, as far east as Bondi, and includes Lord Howe Island. We are the second largest of the 31 primary health networks across Australia by population, with over 1.5 million individuals residing in our region.

Our catchment population is characterised by cultural diversity, with an estimated 16,225 (1.05 per cent of total population) identifying as Aboriginal and/or Torres Strait Islander and forty percent of our community born outside Australia, and high population growth. Our boundaries align with those of South Eastern Sydney Local Health District and Sydney Local Health District. Refer to this template list of postcodes within the CESPHN catchment area.

For more information about our region visit the 'About CESPHN' page on our website at
https://www.cesphn.org.au/

3. Eligibility

This grant opportunity is available to general practices who:

- Have a minimum of 4 practice staff (including a minimum of 3 GPs) willing to participate *
- Are located within the CESPHN region.
- Have access to and are able to use the data extraction tool POLAR or CAT4 to complete quality improvement activities. **

*This can include small practices collaborating together to meet 3 GP minimum, though payment of the grant will only be made to one practice entity. The practice receiving the grant will be responsible to share the grant money with other participating practice with whom they joint together to complete the program. The applicant will identify who will be leading the program and once CESPHN have paid to the primary practice they will be at their sole discretion to determine a percent of payment to other collaborated GPs

*Practices are welcome to involve with their whole practice teams including General practitioners, practice nurse, and practice manager in grant activities

**CESPHN will provide a temporary licence for practices that do not have POLAR. There is no cost to the practice for the licence.

4. Program activities

Successful practices will be required to complete the following key activities in the below order.

4.1 Quality Improvement

Target Audiences include: GP's, Practice Manager, Practice nurse

Activities
Practices will be required to complete all activities from predeveloped quality improvement toolkits in the:

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1. Palliative care and end of life care toolkit.
2. Advanced care planning toolkit.

Upon completing the toolkits, GPs can self-report the time spent on this activity with their relevant professional development body.

Completion of these activities is expected to take the practices approximately 4-6 hours in total, and requires practices to extract data using POLAR or CAT4 data extraction tools. CESPHN will provide Practices that do not have POLAR, a temporary POLAR licence.

QI toolkit reporting requirements

Participating practices will be required to share deidentified data and evidence of completed quality improvement activities prior to onsite practice education discussions. Practices will submit this information via a reporting template which will be provided by CESPHN.

4.2 Onsite practice education session

Training sessions will be delivered face-to-face by LHD specialist palliative care team members at the general practice location and will take approximately 1.5 hours, which will be delivered via a lunch and learn format.
Practices can select topics from the following list*:

- Anticipatory prescribing.
- Pain and symptom management.
- When, where and how to refer patients to specialist palliative care services.
- Supporting a patient wishing to die at home.
- Use of MBS items in the care for palliative patients.
- Serious illness communication and processes in general practice.
- Psychosocial and bereavement support.
- Collaboration and consultation approaches which improve patient coordination and continuity of care.

* General Practices will select education topics when completing the order form in the Memorandum of Agreement (MOA).

All participants will be sent an online post-training survey to complete at the end of the session.

4.3 Program evaluation

All practice staff participating in the Palliative Care General Practice Education Program will be required to submit an online evaluation survey on completion of the program. The evaluation will seek feedback on the program and ask participants to reflect on their learnings.

5. Responsibilities

General practices will be responsible for:
- Ensuring all relevant practice staff attend the nominated training sessions and complete the post-training survey.
- Ensuring all activities in the two QI toolkits are completed.
- Sharing deidentified data from all activities in each quality improvement toolkit provided. Information is to be reported to CESPHN via the reporting templates in the QI activities.
- Ensuring outcomes and output reporting in accordance with the agreement

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- Ensuring that the terms and conditions of the agreement are met.
- Maintaining contact with CESPHN and within three (3) weeks from signing the agreement advise of any emerging issues that may impact on the completion of the program.
- Ensuring all staff involved in the program submit the program evaluation survey.

6. Contract Term

Participating practices will enter into a Memorandum of Agreement with CESPHN. The term of the contract is 12 months from date signing the grant opportunity agreement, as per the Memorandum of Agreement (MOA).

The Memorandum of Agreement will form a legally binding agreement on signing by the parties. The general practice must retain all insurances outlined in the agreement.

7. Funding

A total sum of $5000 (excluding GST) will be provided to 20 general practices who will be selected by CESPHN within the CESPHN region. Entities with more than one general practice within the CESPHN region may apply for each eligible practice and a Memorandum of Agreement will be signed for each general practice.

Funding will be paid in two payments of $2500 (excluding GST). First payment will be paid upon execution of the Memorandum of Agreement (MOA) and commencement of the program, and balance will be paid upon program completion.

8. Submitting your application

Please read this EOI guidance and the Memorandum of Agreement prior to applying to participate in the Program. Applications can be submitted through the CESPHN online application form.

Applications will close on 2nd of June 2025.

10. Contact Us

All questions related to the EOI are to be directed through to r.taylor@cesphn.com.au

Answers to questions asked by potential applicants will be posted on the CESPHN webpage.

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