

## **Health Service Executive National Doctors Training and Planning Development Funding Awards 2023**

# **Guidance Document**

### **Key Dates and Times:**

**Application Call: 1<sup>st</sup> March 2023**

**Application Close: 11<sup>th</sup> April 2023**

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## INTRODUCTION

The core function of the National Doctors Training and Planning (NDTP) Unit of the Health Service Executive (HSE) is *“Investing in the career development of doctors”*. NDTP delivers on its core function across its four key units:

Medical Education and Training (including Medical Intern Unit), Medical Workforce Planning, the Consultant Post Approval Process and Doctors Integrated Management E-System (DIME).

Through the Medical Education and Training Unit of NDTP, a substantial amount of funding is made available each year for agencies (i.e. Postgraduate Medical Training Bodies, Intern Networks or Training Leads) to apply for original projects that will contribute to the *career development of doctors*. This funding is known as Development Funding and it has been available on a yearly basis since 2010. Development Funding is awarded to projects for one year only – multi annual funding is generally not available.

Details of projects NDTP have funded in previous years are available on the NDTP website by following this link:

<https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/development-funding.html>



## AIM OF DEVELOPMENT FUNDING

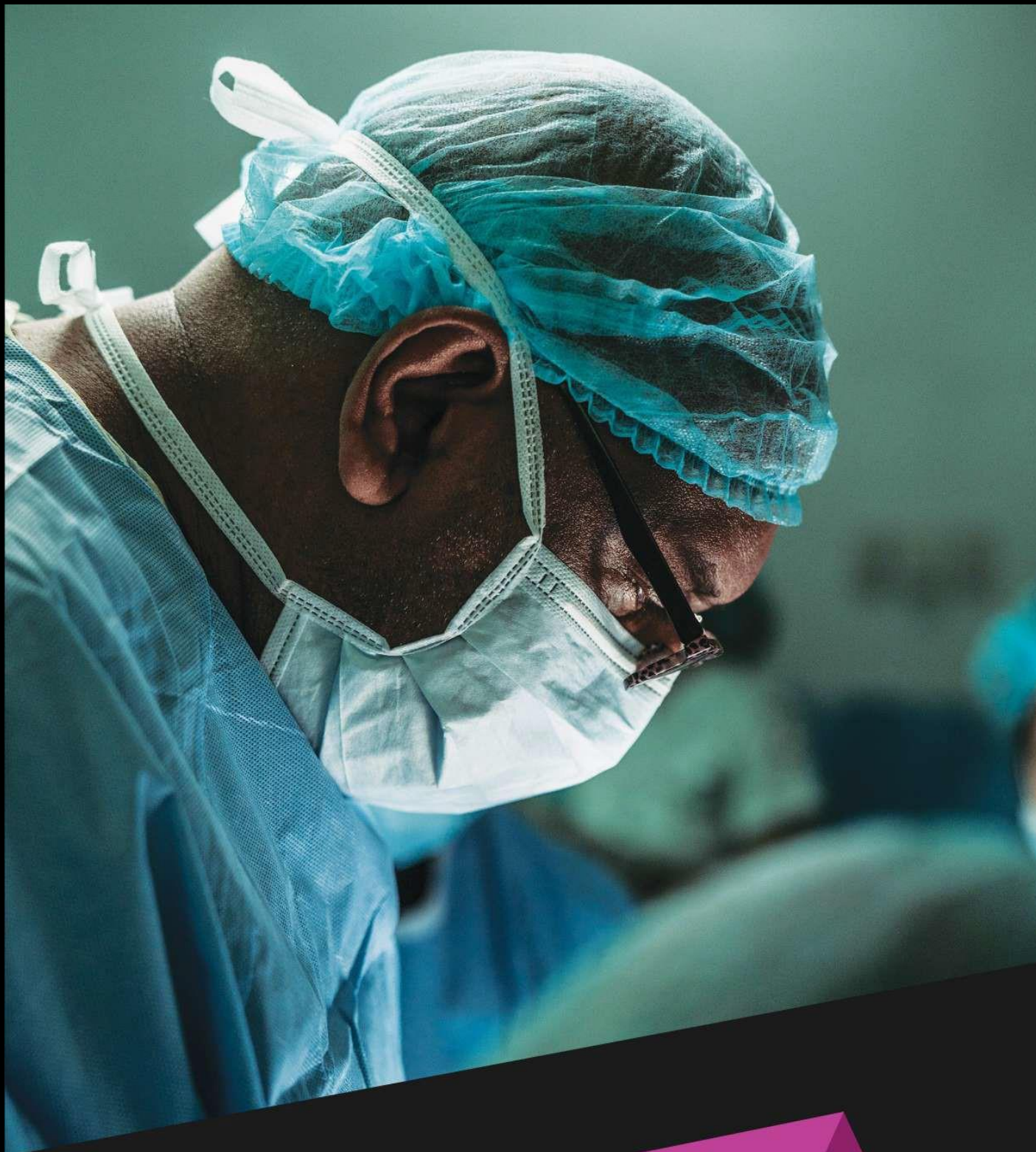
In line with *investing in the career development of doctors*, Development Funding does this through supporting initiatives that seek to:

1. Develop doctors (e.g. increasing knowledge, skills, practice or professionalism)
2. Improve medical education (e.g. curriculum and pedagogical development, trainers' skills)
3. Prepare Doctors (e.g. for commencing each stage of training, preparing for consultant posts upon completion of training)

Included in all initiatives should be:

- Collaboration – for example, between Postgraduate Training Bodies or Intern Networks, or between faculties
- Sustainability – ability to continue with the outputs of this project after initial seed funding
- Scalability – ability for the project to be replicated on a regional or national scale

Each application for Development Funding must describe how their project/initiative relates to these as stated above.



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## AREAS OF INTEREST

Each year the majority of applications received for Development Funding focus on core elements of training e.g. moving content on-line, introducing tailored clinical courses, conducting research and initiatives relating to well-being and the HSE-NDTP has funded multiple projects in these areas and invested substantially. Whilst the types of projects received in previous years are all worthy of financial assistance from the HSE, as part of the Development Funding Cycle for 2022, the HSE-NDTP would welcome greater diversity in terms of the traditional types of funding applications submitted. The HSE would encourage eligible applicants to think critically about some of the recurring issues facing our trainees, and submit the projects that may address such issues. Some of the preferred projects that the HSE will look favourably at relate to the following themes (This list is not exhaustive):

## THEMES

### THEME 1: IMPROVING TRAINING EXPERIENCE/WORK LIFE BALANCE

In the majority of cases the years spent in training as an NCHD in Ireland will involve working full-time at a minimum, with very few NCHDs training less than full time and routinely with substantial overtime/on-call commitments. In addition, NCHDs may be required to rotate employer at regular intervals, often at considerable distances from their home base. This pattern of working/training and rotating is often incompatible with a good work life balance. The HSE welcome applications that critically examine improvements that can be made in the training experience and work/life balance.

### THEME 2: MENTORING

Mentoring is available for trainees through structures that exist within Training Bodies for trainees and additionally the employer also provides mentoring to employees who request it. Formal mentoring can be resource intensive and the HSE would therefore welcome applications from training bodies to develop a more accessible day-to-day mentoring model for NCHDs by incorporating or extending training in mentorship with a focus on peer to peer mentorship. This would supplement the existing formal mentoring structures which currently exist.

### THEME 3: SUPPORT & DEVELOP MULTIPLE CAREER OPPORTUNITIES AND PATHWAYS FOR DOCTORS

Medical training has traditionally been focused on providing the Consultants, GPs and Specialists required by the Health Service. The HSE would welcome applications that help to promote and support alternative pathways that train for areas such as leadership, management, education, research, clinical informatics etc. and understand and embrace doctors' career requirements. A joint application collaborating with all Training Bodies is preferred for this area.



## THEME 4: RETURN TO WORK

NCHDs will often take time out of clinical work for a variety of reasons such as Maternity Leave, Sick Leave, Out of Programme experience etc. Most returning to clinical work will require minor support, however in addition there are a further, albeit smaller cohort of NCHDs, who will take longer out of clinical work, for example due to a severe illness. The HSE would welcome applications that support the development of educational supports required for the return to work.

## THEME 5: EQUALITY, DIVERSITY & INCLUSION (EDI)

Ireland has a very diverse population both in terms of healthcare workers and patients. It is thus essential to have a healthcare workforce that represents the tapestry of our communities as it relates to race/ethnicity, gender, sexual orientation, immigration status, physical disability status, and socioeconomic level to render the best possible care to our diverse patient populations. A particular area of interest this year would be doctors working in a culturally diverse environment i.e. International Medical Graduates. Research to identify the needs of these doctors as they join the Irish healthcare system and a tailored education programme. We welcome initiatives that nurture EDI in our health service.

## THEME 6: SUSTAINABLE MEDICINE

The HSE recognises the health impact and risks associated with climate change. NDTP would welcome applications that address the issue of healthcare footprint or future proofing Medical Training against emerging challenges.

## THEME 7: CONTINUOUS PROFESSIONAL DEVELOPMENT

The Irish healthcare system is extremely reliant on the service provided by NCHDs on the general division of the medical council register. The HSE value these doctors and would welcome applications that will enhance the experience and development of this cohort.



## WHO CAN APPLY

Applications for Development Funding can be submitted by any of the Postgraduate Medical Training Bodies and Intern Networks (Irish Medical Schools) who have Service Level Agreements in place with the HSE and who are based in Ireland.

When applying, the Training Bodies and Intern Networks should make every effort to develop and deliver proposals on a collaborative basis, i.e. joint proposals from multiple Training Bodies or Intern Networks or applications from the Forum of Postgraduate Training Bodies, the Intern Network Executive or the Irish Medical School's Council.

## "INVESTING IN THE CAREER DEVELOPMENT OF DOCTORS"

## REVIEW OF APPLICATIONS

The review of applications is a three stage process:

- Stage One:** Applications will be reviewed for completeness and must be signed by the relevant submitting agency and any collaborating agencies. Incomplete applications may be returned. Completed applications received prior to the closing date will be accepted and progressed to Stage Two of the process.
- Stage Two:** An expert panel will independently review and consider all Stage Two applications. This panel will consist of internal and external reviewers. If at this stage further clarifications or modifications are required by the panel, applicants will be requested to submit this information with a short turnaround.
- Stage Three:** All panel members will convene to score applications against defined criteria (below) as outlined in the application form. The panel will then decide what applications have been successful and will be awarded funding. Please note that in nearly all cases a presentation will be required for all applications in excess of €50,000. In some instances a presentation may be deemed necessary for applications seeking smaller amounts of funding. This will be at the discretion of the panel.

The scoring criteria (with associated weights) include:

<u>Category</u>	<u>Marks</u>
Purpose/Need	20
Project Outcome	25
Evaluation	10
Value for Money	15
Collaboration	10
Scalability	10
Sustainability	10

## STRUCTURE OF FUNDING

Projects will be funded in two instalments:

- i. 70% of the awarded funding will be made available upon notification of a successful application
- ii. 30% will be made available upon successful completion of a mid-project progress review

To obtain the funding, an NDTP Development Funding Form, which will be sent to each successful applicant as part of their confirmation letter, must be completed and returned along with the relevant invoice.

The funding is generally for one year (12 months) only, with both instalments being drawn down in 2023.

## DEVELOPMENT FUNDING TIMETABLE

STAGE	DATE
Applications Open	1 <sup>st</sup> March 2023
Applications Close	11 <sup>th</sup> April 2023
Panel Meet	Week Commencing 1 <sup>st</sup> May 2023
Applicants Notified	Week commencing 8 <sup>th</sup> May 2023



## SUCCESSFUL APPLICATIONS

Successful applications are subject to a number of conditions, all of which are outlined in the application form. However, some of the conditions are highlighted here:

- A mid-project progress review must be submitted to NDTP (a template will be issued by NDTP at the appropriate time before the second funding amount of 30% may be released. Failure to provide a satisfactory progress review may result the second allocation of funding being withheld, and may also result in a request by NDTP for a reimbursement of the first 70% of allocated funded.
- Upon completion of the project, two documents must be submitted to NDTP:
  - i) An evaluation report of the project; and,
  - ii) A 300 word abstract of the project.

Failure to provide satisfactory documents for each of these may result in any Development Funding applications from that particular agency being withheld from the following funding cycle.