

**HSE-NDTP Development Funding 2022 Application Form**

The *HSE-NDTP Development Fund* seeks to improve the careers of doctors by funding projects that develop doctors’ knowledge and practice, improve education and training, and prepare doctors for each stage of training. The following form asks applicants to tell us about the overall aim of their project, what they will do to make this happen, and how the impact of the project will be demonstrated. Before completing this application form, please read the accompanying guidance notes to ensure your project is suitable for grant funding, necessary requirements are being met, and for more detail on the terms used in this form.

Please note funding provided under the development funding scheme is once off seed funding and is not an indication or commitment to continued funding for projects and initiatives. Therefore, when submitting applications, please ensure you consider the sustainability of projects.

The application will be marked out of 100, with each question indicating the maximum marks allocated to it.

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

Development Funding Timetable

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| Stage | Date |
| Applications Open | 31st March 2022 |
| Applications Close | 3rd May 2022 |
| Panel Meet | Week commencing 23rd May 2022 |
| Applicants Notified | Week commencing 30th May 2022 |
| Mid-Project Progress Review | 2nd December 2022 |

Before completing this application form please ensure you read and fully understand:

1. the conditions attached to the approval of applications (available at the end of this form) and;
2. the guidance notes accompany this application form which outline further information on the process and application form.

Please return all completed application forms by email ***on or before*** **COB Wednesday 3rd May**

Nicole.Hopkins@hse.ie

Queries may be directed to Nicole Hopkins– Nicole.Hopkins@hse.ie

**Development Funding 2022 – 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 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):

**Theme 1**

**Flexible Working/Less than Full Time Working (LTFT)**

* Medicine is an outlier in terms on careers in Ireland where LTFT is encouraged and common place. In addition, Ireland is an outlier in terms of LTFT working in Medicine when compared with other Countries e.g. UK which has about 12% of trainees working LTFT. This is a serious welfare issue for trainees. The HSE welcome applications that provide a suite of options for flexible working and training. The current HSE funded supernumerary model which provides 32 places per year at 50% training is not scalable for an NCHD workforce of almost 8,000.  Given the high priority of this issue NDTP may consider a multi-year proposal with a clear timeline and key deliverables.

**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**

**Leadership & Management**

* In recent years the HSE has introduced initiatives to enhance opportunities for Leadership & Management experience and qualifications for NCHDs, such as the Lead NCHD programme which provides experience coupled with an academic qualification, and additionally the Leadership & Management Scholarship scheme for NCHDs. This is in addition to the requirements of the training bodies. The HSE would welcome applications in the area of further enhancing Management & Leadership skills, and competencies to provide the Medical Leaders/Clinical Directors of the future. This should ideally be both academic and practical in delivery. 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. We welcome initiatives that nurture EDI in our health service.

**Theme 6**

**Sustainable Medicine**

* Recognising the role of healthcare in climate change the HSE would welcome projects that specifically focus on reducing the carbon footprint associated with health

**Your Project Details**

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| **The objective and scope of this initiative is to:**   * **Developing doctors** (e.g. increasing knowledge, skills, practice or professionalism) * **Improving medical education** (e.g. curriculum & pedagogical development, trainers’ skills) * **Prepare Doctors** (e.g. for commencing each stage of training, preparing for consultant posts) * **Flexible Working/Less Than Full Time Working** * **Mentoring Equality, Diversity & Inclusion** * **Leadership & Management** * **Return to Work** * **Sustainable Medicine** * **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Project Name** |
| **Brief description of the proposed project** |
| **Purpose/Need: Why should we do this? (20 marks)**  *How do you know this project is needed? What unmet need will be resolved? Please note if the project is aligned to national strategies, identified challenges etc.* |
| **Project Outcomes (25 marks)**  *The outcomes the project is committed to producing, and when. Including specific improvements and changes, sought by your project, who will benefit and by when. This section should provide details of the following - aims and objectives, project endpoint, measurable outcomes and project design / methodology.* |
| **Evaluation: Measuring Success (10 marks)**  *What can be measured to show the goals, outcomes and outputs were achieved? How information on indicators will be collected. Please outline your metrics in terms of success.*   |  |  | | --- | --- | | **Indicators** | **Measurement** | |  |  | |  |  | |  |  | |  |  | |
| **Project Funding/Value for Money (15 marks)** *Please provide details of funding for this application, and associated documentation to support these costs, such as quotations/estimates provided (where appropriate).*   |  |  | | --- | --- | | **Item** | **Quantitative Cost** | | **xx** |  | | **xx** |  | | **xx** |  | | **xx** |  | | **Total** |  | | *Please outline how these costs represent value for money and a return on investment for the HSE-NDTP.* | | |
| **Collaborating Agencies (10 marks)**  *Please list all organisations that will work together help deliver this project. Please provide details of the lead person and contact details within each agency.* |
| **Scalability (10 marks)**  *How/can the project be replicated in other regions or scaled up to make a national impact.* |
| **Sustainability (10 marks)**  *Please outline the sustainability of this project after initial development (seed) funding.* |
| **High Level Timeline** |
| **Project Governance**  *Please outline the proposed governance of the project including sponsor, stakeholders, project team*   * **Sponsor:** * **Stakeholders:** * **Project team (including proposed roles):** |
| **Sign off & Declaration** *(I/We declare that to the best of my knowledge all information and financial costs provided within this application are true and accurate.)*  ***Lead agency***   |  |  | | --- | --- | | *Training Body/Intern Network/Training Lead* |  | | *Project Lead and Team* |  | | *E-Mail & Phone Number* |  | | *Signature of Project Lead* |  | | *Date* |  |   **Collaborating Agency 1**   |  |  | | --- | --- | | *Training Body/Intern Network/Training Lead* |  | | *Project Lead and Team* |  | | *E-Mail & Phone Number* |  | | *Signature of Project Lead* |  | | *Date* |  |   **Collaborating Agency 2**   |  |  | | --- | --- | | *Training Body/Intern Network/Training Lead* |  | | *Project Lead and Team* |  | | *E-Mail & Phone Number* |  | | *Signature of Project Lead* |  | | *Date* |  |   **Collaborating Agency 3**   |  |  | | --- | --- | | *Training Body/Intern Network/Training Lead* |  | | *Project Lead and Team* |  | | *E-Mail & Phone Number* |  | | *Signature of Project Lead* |  | | *Date* |  | |

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| **Conditions attached to the approval of applications** |

1. Approval is provided in respect of 2022 unless otherwise stated. Please note development funding provided by the HSE is aimed at providing seed funding for new initiatives and approval of projects is generally for the current training year. Multi-annual funding up to two years may be considered.
2. Approval is subject to the Training Body/ University awarded having agreed and signed a Service Level Agreement with the HSE for the relevant period. Confirmation of funding for development initiatives may be provided as an addendum to the previously signed SLAs. Please note this condition is not applicable for NDTP Training Leads.
3. Ordinarily, approved projects will be funded on the basis of a 70%/30% split, with 70% of the total awarded initially and payment of the remaining amount subject to satisfactory progress of the project as demonstrated at agreed review points throughout the period, using the NDTP project interim report form. Funding must be sought from NDTP using the NDTP Development Funding Claim Form. Some projects may be funded to totality upfront in exceptional circumstances.
4. Any appointments/assignments made by Training Bodies / Medical Schools / Universities in the context of these programmes and the approval notified must have regard to conditions (1) and (2) above.
5. Programmes / outcomes must be evaluated against the stated quantifiable educational and training outcomes as included in the proposal. A copy of the evaluation of each project must be submitted to the HSE on completion of the programme and/or at other intervals as may be determined by the HSE having regard to funding and review arrangements for the particular programme.
6. Individual programmes must note in all advertising, course material etc. that these programmes are funded by NDTP.
7. Individual Training Bodies / Medical Schools / Universities/Training Leads awarded development funding must agree to prepare a short abstract (300 words approx.) after completion of the project to be utilised by the HSE for information purposes on relevant websites and/or reports.
8. Furthermore, Individual Training Bodies / Medical Schools / Universities/ Training Leads awarded development funding may be required to produce a poster of their project/initiative upon its completion.
9. Where appropriate, participation in programmes provided by individual Training Bodies / Medical Schools/ Training Leads must be made available to trainees in the other approved training schemes and, where appropriate, on a multidisciplinary basis.
10. Individual Training Bodies / Medical Schools / Universities/Training Leads will ensure that robust and comprehensive governance and accountability arrangements are in place in respect of programmes/projects approved under this funding stream.
11. Training Bodies / Medical Schools / Universities/Training Leads will cooperate and collaborate with any HSE-appointed representative to liaise with training bodies in relation to individual projects and/or any HSE representative who may be nominated to a project steering group.
12. In light of the significant expenditure by NDTP on development funding initiatives, NDTP reserves the right to appoint an Audit Team to conduct an audit of a selected number of approved projects having regard to delivery against approved objectives, participant feedback, costs etc. Each individual Training Body / Medical School / University/Training Lead will fully co-operate and support this Audit Team in respect of programmes funded under this work stream.
13. Funding (full or part) for the approved project is not being sought nor has been given from any other public funding source including DoHC, HEA etc.
14. Failure to provide a review to include evidence of progression of project may result in the requirement for reimbursement of funding.
15. The HSE reserves the right to comment on, and provide input into, all projects funded under the development programme and to request the broadening of access or application of any project. The funding provided in relation to costs associated with development and establishment of projects does not indicate any commitment to further funding associated with on-going costs.