

PMCWA PROJECT FUNDS Policy and Guidelines for Submissions, Expenditure and Reporting

1. INTRODUCTION:

The PMCWA Project Funds are available to individuals, teams, groups, committees, or hospitals to support specific projects or programs that provide opportunities for the training, education and supervision of prevocational doctors (postgraduate year 1 and 2).

2. SUBMISSIONS:

The distribution of PMWCA Project Funds will be based on submissions provided by groups involved in pre-vocational medical education in postgraduate years 1 and 2. A call for submissions will be made annually. Consideration outside this time will only be addressed if funds are available.

The submissions must address the following criteria:

- Support the goals and objectives of the PMCWA as outlined in the *Strategic Directions*;
- Be a new development;
- Be sustainable following the depletion of the funds;
- Be collaborative and consultative across various departments, health services, key stakeholders, etc;
- Have involvement of junior medical officers (postgraduate years 1 and 2); and
- Have potential for statewide application.

The selection will be based on the following principles:

- All decisions will be fair and equitable, and without reference to health service of origin.
- All decision-making processes will be transparent and open.

Where funding submissions cannot address the criteria as defined in this policy, the PMCWA may in exceptional circumstances grant project funds if it is believed the funding will provide a significant contribution to the education and training of prevocational doctors.

PMCWA Project Funds will be paid in a single installment each financial year. A letter will be sent to the health service (via Chief Executive and Director of Postgraduate Medical Education, or their equivalents) notifying them of the details of the project and the amount to be allocated.

Public hospitals will receive their funds through the Department's Budget Transfer Authorisation (BTA) process, in to the nominated cost centre. Private hospitals will receive their funds on receipt of an invoice by the PMCWA.

3. EXPENDITURE:

The PMCWA Project Funds will be used for the purpose of promoting and supporting the training, education and supervision of pre-vocational doctors. This may include, but not limited to:

- Conducting education activities;
- Establishing or improving educational resources and activities;
- Establishing or improving educational resources for clinical teachers; and
- Supporting the Director of Clinical Training in coordinating these activities.

The PMCWA Health Service Grants will be identifiable at the health service level in a separate cost centre labeled for the prescribed service of the Grants. They will be managed by the Pre-vocational Training Committee (or equivalent), under the overall supervision of the health service.

4. REPORTING:

The health service will provide the PMCWA with an annual Income and Expenditure Report and Activity Report by 30 July each year. The manager of the finance department of the health service is required to sign the completed Income and Expenditure Report. Allocation of subsequent year Grants will be dependent on the receipt of this report.

Unexpended Grants must be carried forward from year to year. The health service is to provide an expenditure proposal to the PMCWA if the Grants are to be rolled over for more than one financial year.

5. ENQUIRIES

Please address enquiries to:

Coordinator
Postgraduate Medical Council of WA
189 Royal St
EAST PERTH WA 6004

Ph: (08) 9222 2175

Email: pmcwa@health.wa.gov.au

(Note to assist in the submission making process, see Attachment: PMCWA Project Funds – Submissions Template)

Date endorsed by Postgraduate Medical Council of WA Executive Committee: 1 September 2008

Policy Effective Date: 1 September 2008

Policy Review Date: 1 September 2011

PMCWA Project Funds:- Submissions Template

To ensure submissions contain the relevant information required for funding consideration, please adhere to the headings set out below. A short summary is provided under each heading to help guide your proposal.

Title:

Should adequately summarise the overall intention and nature of the submission.

Description:

A clear and comprehensive summary of the project/program/opportunity.

Justification:

A brief summary of why the project/program/opportunity is being undertaken, in particular, its relevance to the education and training of junior medical officers.

Also statements are to be made against each of the selection criteria as outlined in the PMCWA policy: *PMCWA Project Funds: Policy and Guidelines for Submissions, Expenditure and Reporting*:

- Support the goals and objectives of the PMCWA as outlined in the *Strategic Directions*;
- Be a new development;
- Be sustainable following the depletion of the funds;
- Be collaborative and consultative across various departments, health services, key stakeholders, etc;
- Have involvement of junior medical officers (postgraduate years 1 and 2); and
- Have potential for statewide application.

Objectives:

These are to be clearly stated, defined and achievable.

Consultation (if appropriate):

In the initial stages of project conception, it would be prudent to undertake a literature search on the same or similar project topics identified. Similarly, consultation with researchers on comparative topics should take place, to ensure that no repetition occurs.

Timeframe:

Submissions are to be structured, where possible, to be completed within a one year timeframe. Developmental milestones are to be incorporated into the proposed timeline, to assist in the achievement of objectives. If the proposal is likely to continue beyond a 12 month period, a brief explanation should be provided.

Evaluation:

A thorough evaluation plan of results/outcomes of research undertaken, must be included as part of the submission. The evaluation plan should include a succinct description of how findings will be achieved, how the information will be disseminated i.e.: a report, presentation, journal article, etc, and what was expected to be learnt in the process.

Budget (GST exclusive):

When drafting the Budget, please make sure that it is clearly defined with a comprehensive breakdown of all costings and items featured. Goods and Services Tax is to be excluded from all items and services featured in the Budget. All items, services and on-costs must be clearly and sufficiently explained and justified.

Contact Details for Project Manager

Please include the Name, Title, Position, Address, Phone/Fax/Mobile number, and Email address of the Project Manager responsible for the submission.