

Avant Quality Improvement Grants Program 2016

Terms and conditions



The Avant Quality Improvement Grants Program is run by Avant Mutual Group Limited ("Avant") and offers up to eight (8) Avant Quality Improvement Grants to medical practitioners, practices and hospitals ("Avant Grants") to assist funding projects that support sustainable processes and practices that improve the Quality and Safety outcomes for patients.

If there are insufficient numbers or quality of applications for a particular category, Avant reserves the right to vary the number and value of the Avant Grants offered.

Avant Grants

On offer are eight grants in the following categories:

- ▶ Two grants of up to \$20,000 each allocated to practices or hospital entities.
- ▶ Six grants of up to \$10,000 each allocated to individual medical practitioners.

Avant will look to award grants to projects designed to improve quality and safety of care, which are focused on the continuous improvement of all processes and the products and services that are the outcomes of those processes. ("Projects").

The *Australian Safety and Quality Framework for Health Care* (2010) describes a vision for safe and high quality health care for all Australians. The Framework defines three principles for safe and high quality care, being that care should be:

- ▶ Patient centred
- ▶ Driven by information
- ▶ Organised for safety

The Framework applies in all areas of the Australian health care system to improve, regulate, build evidence about or advocate for safety and quality in health care.

Preference will be given to grant applications that address the following Quality and Safety areas:

- ▶ Handover/Continuity of Care
- ▶ Communication/Health Literacy
- ▶ E-Health and Medical Records
- ▶ Appropriate and Evidence Based Care
- ▶ Practice Systems that Impact on Patient Safety
- ▶ Quality Use of Medicines
- ▶ Missed and Delayed Diagnosis

Eligibility

The Avant Grants Program is available to practising doctors and practices or hospitals, to assist in meeting the costs of Projects aimed at improving quality and safety processes within their practice environment.

For Individuals

To apply for and be awarded an Avant grant you must:

- ▶ Hold (at the time of application and throughout the Project Period) a professional indemnity insurance policy with Avant Insurance Limited in a Practitioner Category of Practice, that is, not Intern/RMO or a Doctor in Training Category.
- ▶ Be an Australian citizen, New Zealand citizen or permanent resident of Australia and based in Australia.
- ▶ Be a practising medical practitioner registered with the Medical Board of Australia.
- ▶ Be the project leader with responsibility for the design, execution and management of the Project. If the Project involves other people you must confirm these people consent to you being the project leader. Grants are awarded on an individual basis and other parties are not eligible to receive any part of the grant.

- ▶ Have the support of your employer if you are employed on a full time basis.
- ▶ Not be a Director, manager or employee of Avant or its associated entities and committees, or an immediate family member of a Director, manager or employee of Avant.

For Practices and Hospitals

To apply for and be awarded an Avant grant you must:

- ▶ Hold (at the time of application and throughout the Project Period) a Practice Policy with Avant Insurance Limited.
- ▶ Not be an entity controlled or one that employs a Director, manager or employee of Avant or its associated entities and committees, or an immediate family member of a Director, manager or employee of Avant.

Application period

Applications open at 12pm (AEDST) on Monday 1 August 2016, and close at 5pm (AEST) on Monday 31 October 2016 ("Application Period"). Applications received after the close of the application period will not be considered.

How to apply

To apply for an Avant Grant you must complete the application form and submit it during the Application Period, along with proof of citizenship or permanent residency, and any additional information requested by Avant, via the online application portal (avant.org.au/qualitygrant).

Avant will not include incomplete applications in the review process.

Changes in project details prior to award of Avant Grant

If, prior to award of grants, there is a substantive change to the Project timeline that would require the period to be extended, the applicant must immediately notify Avant in writing, qualifying the reasons for the additional time needed.

Similarly, there is a substantive change to the Project scope, the applicant must immediately notify the proposed change to Avant in writing.

Assessment of applications

The following elements will be considered during the assessment of each application:

- ▶ Quality improvement experience
- ▶ Leadership experience
- ▶ Project design
- ▶ Sustainability of project outcomes
- ▶ Relative importance of funding

Avant Grant recipients will be chosen based on the information in the application form. Avant reserves the right to request verification of information provided by the applicant.

Avant reserves the right to:

- ▶ Award the grants at its absolute discretion.
- ▶ Decrease the number of grants which may be awarded, or determine that no grants will be awarded.
- ▶ Increase or decrease the funding allocated to the grants program or a category.
- ▶ Increase or decrease the number of grants that will be awarded.

Notification to Grant recipients

Avant Grant recipients will be notified by mid December 2016.

All applicants will be notified of the outcome of their applications by email by the end of December 2016. Unfortunately, beyond notification of outcome, we cannot provide feedback on individual applications.

Conditions for successful recipients

Time period for completion of Project

The expectation is that the Project will be completed within 12 months of the commencement date specified by the applicant in the application form. ('Project Period') Under exceptional circumstances, Avant may, at its discretion, extend the Project Period to a maximum of two years.

Avant Grant Agreement

Before receiving the Grant, Avant Grant recipients will be required to execute a Grant Agreement, in the form required by Avant.

Use of BMJ Quality

BMJ Quality is an online workspace that enables healthcare professionals to run and publish quality improvement projects. The system combines project tools, learning resources and management features to assist in delivering successful, quality improvement programs.

All Avant Grant recipients are required to use BMJ Quality (<http://quality.bmj.com/>) while undertaking their Project.

A licence to use BMJ Quality will be provided by Avant to the grant recipient. Grant recipients must review and agree to be bound to the BMJ Quality terms and conditions of use before being issued the Avant Grant, published at www.bmj.com/company/your-privacy/bmj-quality-terms-and-conditions.

Grant recipients must agree to the results of their Project being published in the co-branded *Avant/BMJ Quality Improvements Reports Mini-Journal*.

Meeting milestones

The BMJ Quality platform has three distinct sections to complete for each Project. Grant recipients must complete the sections in sequence. Each milestone is to be completed within four months of the previous stage beginning from the commencement of the Project.

Milestone	Description of Milestone	To be Completed
Stage 1 of the BMJ Quality Platform	a) setting the scene (8 Steps) initial planning and research	4 months from start of project
Stage 2 of the BMJ Quality Platform	b) doing the work (5 Steps) implementing the research into practice or testing the theory	8 months from start of project
Stage 3 of the BMJ Quality Platform	c) bringing it together (9 Steps) analysing and reviewing findings	12 months from start of project

Evidence of approval

If the successful Grant recipient is a full time employee and the Project is undertaken in relation to that employment, Avant must receive written confirmation within 14 days of award of the Avant Grant, that the Project has the full approval of their employer.

In all cases, applicants must confirm that the Project does not require ethics approval as outlined in the NHMRC guidelines, Ethical Considerations in Quality Assurance and Evaluation Activities <https://www.nhmrc.gov.au/guidelines-publications/e111>.

Receipt of other grants or scholarships

Avant must receive information on existing Grants awarded.

If any other grants are received during the Project Period, Avant must be notified within one month.

Payment of Avant Grants

To be eligible for payment, Avant Grant recipients must undertake the Project as approved by Avant, and within the Project Period or as otherwise approved by Avant.

Grants will be paid in three instalments; 50% upon commencement, 25% upon completion of Stage 2 of the BMJ Quality Platform and 25% upon completion of Stage 3 of the BMJ Quality Platform.

See the milestones noted above.

Payments are subject to satisfactory progress and continued compliance with these terms and conditions. Satisfactory progress is defined as having reached the milestones within the BMJ Quality Platform, within the agreed timeframe.

Payments will be made by direct credit into the Avant Grant recipients' nominated Australian bank account. To facilitate this payment, recipients will be required to supply their nominated bank account details and to confirm the Project commencement date by Friday 16 December 2016.

Repayment of Avant Grants

Grant funds must be repaid in full within four (4) weeks if the recipient:

- ▶ Receives payment made in error or an overpayment.
- ▶ Was ineligible to apply for the grant.
- ▶ Received an offer of a grant in error.
- ▶ Is found guilty of professional misconduct by the Medical Board of Australia.
- ▶ Is subject to disciplinary procedures.
- ▶ Causes reputational harm to Avant in any form.
- ▶ Breaches any of the terms and conditions stated herein or otherwise advised by Avant.

The award of an Avant Grant is based on information provided by the applicant to Avant. A grant may be withdrawn at any stage if incorrect information was provided or relevant information was withheld during the application process. If any part of an application is found to have been made fraudulently, immediate and full repayment will be required.

Avant Grant recipients must hold either a professional indemnity insurance policy with Avant Insurance Limited under the Practitioner Category of Practice (excludes Intern/RMO or a Doctor in Training Categories) or a Practice indemnity insurance policy. If a recipient fails to hold a policy at any time throughout the Project Period, Avant may require the recipient to immediately repay all amounts already received. Recipients must immediately comply with such a request and will also be ineligible to receive any further payments.

Changes in timeline or scope

Timeline

If there is a substantive change to the Project timeline that would require the time period to be extended, the applicant must immediately notify Avant in writing, qualifying the reasons for the additional time needed and seeking written approval to extend the Project period.

Avant may, at its sole discretion, cease to fund the remainder of the grant. If the recipient fails to notify Avant of a substantive change in the Project timeline, Avant may require the recipient to repay the grant in full.

Scope

If there is a substantive change to the Project scope during the Project Period, the recipient must immediately report the proposed change to Avant in writing. Avant may, at its sole discretion, cease to fund the remainder of the grant.

If the recipient fails to notify Avant of a substantive change in the Project scope, Avant may require the recipient to repay the grant in full.

Reporting requirements

Throughout the Project Period, Avant Grant recipients must provide formal progress reports every four months in line with the milestones within the BMJ Quality Platform.

Where the Project Period is extended, Avant, at its absolute discretion, may request additional reports.

Grant recipients will take all action required to enable Avant to publish these reports, or extracts from them, in any Avant materials or publications (including on the Avant website) and the Avant/BMJ Quality Improvements Report Journal.

Promotion and media

Avant Grant recipients will, if required, work with Avant's editorial team so as to enable Avant to publish the results or progress of their Project in nominated peer reviewed journals or magazines in Australia.

All reports, articles, publications, relevant correspondence, and materials relating to the Project or findings pertaining to the subject of the Project must state that the work has been supported by the Avant Grant program.

Upon request, Avant Grant recipients must present their findings at an Avant event.

If a recipient wishes to submit an article for publication, reporting on the outcomes of the Project, Avant must receive a copy of the final manuscript before publication.

Avant Grant recipients agree, at Avant's request, to participate in any and all promotional activity (such as publicity and photography) and consent to Avant using their name, likeness, image and/or voice (including photograph, film and/or recording of the same) in any media for an unlimited period without remuneration for the purpose of promoting the Avant Grants program now or in the future and for promoting any products and services issued and/or supplied by Avant and its related bodies corporate.

Intellectual property

Avant acknowledges that in some cases, the intellectual property resulting from the Project may belong to an entity.

If the intellectual property resulting from the Project does not belong to an institution, it will be the joint property of the grant recipient and Avant.

If the intellectual property does belong to an institution, recipients must:

- ▶ Notify Avant of any patentable discoveries, inventions, processes or improvements arising from the Project.
- ▶ Disclose any revenue derived from any commercial exploitation of material or results arising from the Project.
- ▶ Acknowledge Avant in all commercial activities arising from the use of material or results arising from the Project.

Privacy

Applications for the Avant Grants remain the property of Avant. Details from applications may be collected and used for the purposes of conducting the Avant Grants program (which may include disclosure to third parties for assessment and verification purposes) and, in the case of recipients, for the purposes of promotion of the Avant Grants and similar Avant programs in subsequent years.

By submitting an application, applicants consent to the use of their information as described and in accordance with Avant's privacy policy. Applicants may access, change, and/or update their personal information by contacting Avant on 1800 128 268. Applicants may obtain a copy of Avant's privacy policy from avant.org.au/Privacy-Policy.