



WCMICS Funding Program

Guidelines 2019/20

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1 Funding Guidelines 2019/20

1.1 Background

The Western & Central Melbourne Integrated Cancer Service (WCMICS) is funded by the Victorian Department of Health and Human Services (DHHS) and is part of the Victorian Cancer Clinical Network (VCCN), which is composed of three metropolitan and five regional Integrated Cancer Services (ICS), plus one state-wide paediatric ICS. In accordance with VCCN aims and objectives, WCMICS overarching role is to work with its constituent health services (listed below) to reduce inappropriate variation in cancer care, as well as to improve quality of care and patient outcomes within these organisations.

The principal aim of the WCMICS Funding Program is to provide seed funding for innovative quality improvement and/or service redesign projects undertaken at our constituent health services that will improve cancer patient outcomes and/or experiences.

Currently, WCMICS works through eight constituent public health services:

- Melbourne Health
- Peter MacCallum Cancer Centre
- Western Health
- Djerriwarrh Health Services
- Royal Women's Hospital
- St Vincent's Hospital Melbourne
- Werribee Mercy Hospital
- Royal Victorian Eye and Ear Hospital

1.2 WCMICS Action Plan

The *WCMICS 2019-20 Operational Plan* sets out the overarching goals and objectives of WCMICS. The Action Plan has been aligned with the priorities set out in the [Victorian Cancer Plan 2016-2020](#) and the recently updated *WCMICS Memorandum of Understanding*. The WCMICS Operational Plan is a key enabler to the provision of consistent and integrated multidisciplinary cancer care and quality improvement of care delivery services across western and central Melbourne.

The WCMICS priorities as set out in the *WCMICS 2019-20 Action Plan* are as below:

Table 1: WCMICS priority areas

Vision: Improving patient experiences and outcomes by connecting cancer care and driving best practice		
Our priorities		
Better understand and address social and cultural barriers that may affect access to services	Monitor and assess patients' experiences of care, both locally and statewide, and include quality of life and other patient-reported outcome measures to better understand treatment impacts.	Continue to improve our service system through approaches that engage both public and private providers, and improve accessibility, coordination across the care pathway and outcomes of care.

The WCMICS Funding Program 2019/20 will provide funding for quality or service improvement projects which address the above focus areas. Projects will also be expected to reference relevant areas of the [National Safety and Quality Health Service \(NSQHS\) Standards](#).

1.3 Overview

The WCMICS Funding Program 2019/20 provides health services with funding to support innovative, multi-institution-based project applications designed to have a positive impact on the quality of patient care and experience. The program encourages effective partnerships and collaboration between other health providers and consumers; to improve coordination, accessibility and quality of care provided to better support all people affected by cancer. WCMICS can assist with facilitating this collaboration through its network of health service contacts.

Applications for funds are open to individual health services or multiple health services (with a lead health service clearly designated) to support the implementation of service improvements, which are within the remit of the ICS and address the focus areas listed above.

Funding allocation will be determined by the overall pool of applications. Applications must address generic and specific criteria, as set out in these guidelines, to successfully attain funding.

1.4 Funding Availability

Health services may put forward a **maximum of two** funding submissions for the Expression of Interest (EOI) Pitch stage. Funding will be awarded based on:

- How well the project meets the priorities described above;
- consideration of local priorities identified within the application;
- value for money, given the limited funding pool and number of applications.

1.5 Application Process & Project Endorsement

The lead health service is responsible for prioritising all EOIs internally and submitting a maximum of **two** applications to WCMICS, to be submitted using the attached *Expression of Interest (EOI) template*. All applications must be submitted to WCMICS via the Director of Cancer Services or other nominated representative as listed in *Table 2* below.

Applications that do not go through this process and are submitted directly to WCMICS will be deemed ineligible for funding. It is strongly recommended that applicants speak to their local nominated representative **before** completing the EOI template to ensure their project idea is aligned with local priorities. (See *Table 2* for contact details.)

All Expressions of Interest for the WCMICS Funding Program 2019/20 must be received by the WCMICS Directorate by **5.00pm on Monday 9th September 2019**. Please submit applications via email to: contactus@wcmics.org

Applicants with shortlisted EOIs will be invited to pitch their projects in front of an Evaluation Panel Q & A Session in early October, which will be responsible for deciding which EOIs will be put forward for funding endorsement by the WCMICS Governance Committee later in the month.

WCMICS staff will be available to work with successful EOI applicants to help finalise project paperwork prior to disbursement of funds in early 2020.

Table 2: WCMICS Health Service leads for funding program applications

Health Service	Nominated representative/s	Contact details
Royal Melbourne Hospital	Anthony O'Donnell – Director of Nursing and Operations, Cancer and Infection Medicine	anthony.odonnell@mh.org.au 03 9342 7969
Peter MacCallum Cancer Centre	Kylie Thitchener – Director, Quality	kylie.thitchener@petermac.org 03 8559 8601
The Women's	Melissa Culka – Director Women's Health Services	Melissa.Culka@thewomens.org.au 03 8345 2032
St Vincent's Hospital Melbourne	Sue-Anne McLachlan – Medical Director of Oncology and Cancer Services	Sue-Anne.MCLACHLAN@svha.org.au 03 9231 3155
	Lesa Stewart - Group Manager Cancer and Palliative Care Services	Lesa.STEWART@svha.org.au 03 9231 4818
Werribee Mercy Hospital	Fran Gore - Palliative Care Services Manager	Fgore@mercy.com.au 03 9313 5700
Western Health	Dish Herath – Director of Cancer Services	Dishan.Herath@mh.org.au 0417 058 829
	Ilana Hornung – Operations Manager Division of Emergency, Medicine and Cancer	Ilana.Hornung@wh.org.au 0402 117 375
Djerriwarrh Health Services	Contact WCMICS directly	contactus@wcmics.org 03 8559 9062
Royal Victorian Eye & Ear Hospital	Tracy Siggins - Director Ambulatory Services	tracy.siggins@eyeandear.org.au 03 9929 8068

2 Funding Timetable and Process Flowchart

2.1 Timetable for Application Process 2019/20

ACTION	DATE
Call for Expressions of Interest (EOI)	15 July 2019
EOI close	9 September 2019
Invitations sent to pitch EOI at Evaluation Panel Q & A	16 September 2019
EOI Evaluation Panel Q & A Session	Week beginning 30 September
Endorsement by WCMICS Governance Committee	8 October 2019
Applicants informed of outcome	11 October 2019
Formal announcement of funded projects	November 2019
Funding commencement	January 2020
Project completion	By end of June 2021

2.2 Process Flowchart



3 Selection Criteria for WCMICS Funding Program 2019/20

All project applications will be evaluated for compliance with the WCMICS Funding Guidelines 2019/20 and assessed for merit, using the selection criteria outlined in these funding guidelines.

This funding round will support projects that achieve the generic selection criteria. Please note that for information technology projects there are additional specific criteria which also need to be met.

3.1 Generic Criteria

- the duration of the project cannot be longer than 18 months
- projects may be either innovative or implementation of a service improvement successfully piloted elsewhere
- projects must aim to implement a sustainable change in service provision
- projects may involve multiple sites / tumour streams and / or other funding agencies
- projects must fit with the organisational objectives for the relevant clinical area
- projects must reference the relevant National Safety and Quality Health Service (NSQHS) Standards and be consistent with the Victorian Cancer Plan
- projects must reference the relevant WCMICS priority area being addressed
- if the purpose of the project is to demonstrate a need for an ongoing service change and is gathering evidence to build a business case, the application must receive explicit support from the organisation/s to continue to fund the service change, if it meets agreed organisational criteria (this will be required at the Project Plan stage to meet this criterion)

3.2 Generic Exclusion Criteria

- projects that fail to address the generic, and if pertinent, the specific selection criteria
- recurrent positions or non-sustainable initiatives – specifically noting the criteria to support building a business case (outlined under Generic Criteria above)
- the provision of staff to provide direct patient care
- the provision of staff to provide data entry or data managers
- purchasing pieces of equipment for service delivery (NB. requests for funding for the purchase of equipment to support service change will be considered)
- corporate overhead fees
- projects submitted directly to WCMICS by individual applicants (i.e. projects must go through health service prioritisation and be submitted by relevant nominated representative)
- projects which are inconsistent with the objectives of WCMICS and/or other state-wide initiatives

3.3 Application Assessment

Shortlisted EOI applications will be assessed against prescribed selection criteria by the WCMICS Directorate. Invitations to pitch EOIs at the Evaluation Panel Q & A Session will be issued after this step. The Panel will consist of representatives of the WCMICS Clinical Management Advisory Committee / Governance Committee / Consumer Partnerships Group / Department of Health and Human Services.

3.4 Notification to applicants

Project applicants will be advised of the outcomes of the Evaluation Panel Q & A Session via email on or before **11 October 2019**. The list of successful EOIs will also be published on the WCMICS website (www.wcmics.org).

4 Conditions of Funding & Reporting Requirements

Funding will be allocated to successful applicants on the basis that:

- The project has been approved for funding by the Evaluation Panel as described above with any specific conditions specified by the review panel having been met in the project plan documents.
- The project will be conducted in accordance with the methodology, timelines and allocated budget stated within the final agreed project plan and the conditions stipulated in the WCMICS Funding Guidelines 2019/20. Any deviation in the project from the original submission must be discussed with and agreed to by the WCMICS Directorate and documented in a Project Amendment Form supplied by WCMICS.
- Ethics applications (where necessary) are submitted by the Project Lead in line with local health service requirements.
- Quarterly project updates will be provided by the Project Lead and report through to WCMICS Clinical Management Advisory Committee and Governance Committee. Updates will include a brief synopsis of work completed in the previous three months, highlight any achieved objectives, identify risks both new and mitigated, and identify key project deliverables met as appropriate. Quarterly reports will be presented at WCMICS Governance Committee meetings.
- Project Leads be available to participate in WCMICS funded projects Communities of Practice
- An Interim Progress Report and Final Report (including evaluation, sustainability and expenditure report) will be submitted to the WCMICS Directorate at the project mid-point and completion, respectively (templates to be provided by WCMICS).
- Failure to supply project Interim and Final reports may affect future funding applications for that health service.
- Information on the project, including any tools/resources developed, will be made available to the WCMICS Directorate to enable promotion of the Funding Program and information sharing with other organisations.
- WCMICS is to be acknowledged as the funding body in any published documents, or during any presentation of the project outcomes or associated results of process improvements. Failure to acknowledge WCMICS may affect future funding applications.

4.1 Funds Release Notification

Project funding will be awarded to successful applicants and made available to the hospital/health service with an initial invoice to be raised upon notification from WCMICS.

4.2 Further Information

Please note that advice about previous successful WCMICS projects is located in Appendix 1. For further information on the WCMICS Funding Program 2019/20, including advice on the suitability of projects for submission, please contact Michael Barton (Quality & Performance Manager) on 03 8559 9062 or michael.barton@wcmics.org

5 Key Resources

Optimal Care Pathways

<http://www.cancervic.org.au/for-health-professionals/optimal-care-pathways>

NSQHS Standards

<https://www.safetyandquality.gov.au/wp-content/uploads/2017/12/National-Safety-and-Quality-Health-Service-Standards-second-edition.pdf>

Victorian Cancer Plan

<https://www2.health.vic.gov.au/about/health-strategies/cancer-care/victorian-cancer-plan>

6 Appendix 1: Elements that make a successful WCMICS-funded project

Common elements of successful projects WCMICS has funded to date are:

- The project addresses a recognised need within the organisation or network and has senior management/clinician support. Transferability to other health services has also been considered.
- Relevant stakeholders (including other sites) are involved before project initiation and frequently engaged throughout the life of the project.
- There is a clear vision of what the project is trying to achieve, the approach that needs to be taken and how success will be proven.
- A formal project methodology is used and followed, with clear milestones and measures employed.
- A clear governance structure is in place headed by a steering committee with WCMICS involvement.
- Realistic budget and achievable timelines are set and adhered to. The scope of the project is tightly managed, with any amendments discussed and agreed upon with WCMICS prior to progressing.
- The right resources are secured and retained. WCMICS resources and staff are utilised for their 'know-how' throughout the life of the project.
- Consumers are engaged throughout the life of the project.
- Clear communications are made about priorities and expectations (including participation requirements).
- A network of project champions is established and utilised.
- Datasets are agreed upon early and routinely collected and analysed throughout the life of the project. Attention is given to what data is needed to build internal business cases to enable sustainability where applicable.
- The results and knowledge gained are well documented, presented and shared (and hopefully published). The final report should include the challenges and obstacles to success (or failure) can be captured and shared.

7 Appendix 2: Expression of Interest template

Funding Program 2019/20

Expression of Interest (EOI)

Instructions for Submission:

Each health service can submit a **maximum of two** EOIs. Speak to your nominated local representative (see Table 2 in attached funding guidelines) **before** completing this template as your idea may not fit with local priorities. All EOIs **must** be submitted via the nominated local representative.

Advice can be sought from Michael Barton (Quality & Performance Manager) on 03 8559 9062 or michael.barton@wcmics.org

Expressions of Interest are due for submission to WCMICS by **5pm on Monday 9 September** via contactus@wcmics.org

Project title: (Max. 350 Characters)

Please list health services to be included in this project:

	Djerriwarrh Health Services		Royal Women's Hospital
	Melbourne Health		St Vincent's Hospital Melbourne
	Peter MacCallum Cancer Centre		Werribee Mercy Hospital
	Royal Victorian Eye & Ear Hospital		Western Health
	Additional organisations:		

Please list tumour stream(s) to be included in this project:

	Breast		Central Nervous System
	Colorectal		Endocrine/Thyroid
	Genitourinary		Gynaecology
	Haematology		Head & Neck
	Lung		Skin/Melanoma
	Upper GI		All

Please indicate which *WCMICS 2019-20 Operational Plan* priority area/s is being addressed by this project:

	Better understand and address social and cultural barriers that may affect access to services
	Monitor and assess patients' experiences of care, both locally and statewide, and include quality of life and other patient-reported outcome measures to better understand treatment impacts.
	Continue to improve our service system through approaches that engage both public and private providers, and improve accessibility, coordination across the care pathway and outcomes of care.

Project Details

Please stay within the set word limits. Applicants will have the opportunity to further explain their project ideas in person at an evaluation panel Q&A session to be held after submission.

Problem statement – what issue will the project address? (Max. 500 Characters)

How would this project build on or link in with other existing known work? (Max. 500 Characters)

What benefits will the project bring for patients? (Max. 500 Characters)

Brief project summary: (Max. 2500 Characters.)

Optional - Links to external references to support your proposal. (Max. 1500 Characters)

Briefly describe on-going sustainability of project deliverables post funding. (Max. 1500 Characters)

Total Funding Requested (incl. GST):	\$
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Endorsements

Applicant declaration:

<i>I certify that the information in this Expression of Interest is accurate and has been compiled in accordance with the WCMICS Funding Program Guidelines 2019/20.</i> <i>The EOI has been discussed with relevant stakeholders, including my line manager and listed partner organisations.</i>	
Name:	
Position:	
Organisation:	
I understand that checking this box constitutes a signature confirming that I acknowledge and agree to the above declaration.	Date:

Nominated local representative declaration:

<i>I certify that this Expression Of Interest has organisational support and has been prioritised internally by this health service for the WCMICS Funding Program 2019/20.</i>	
Name:	
Position:	
Organisation:	
I understand that checking this box constitutes a signature confirming that I acknowledge and agree to the above declaration.	Date:

Partner organisation declaration:*

<i>I fully support my organisation's involvement in this potential project</i>	
Name:	
Position:	
Organisation:	
I understand that checking this box constitutes a signature confirming that I acknowledge and agree to the above declaration.	Date:

* Optional. Attach additional sheets if more than one partner organisation engaged.