Aged Care Infection Prevention and Control (IPC) Training - GOXXXX - Cost Calculator for IPC

Instructions

Read these instructions <u>before</u> completing the Costing Calculator for IPC.

• This Workbook will assist you to complete the online application form and must be submitted as an attachment with your application.

• Ensure you have read and understood the Grant Opportunity Guidelines before completing this Workbook.

• Refer to the Frequently Asked Questions provided with the Grant Opportunity Guidelines if you require additional information to complete this Workbook and your Online Application Form.

Costing Calculator for IPC tab

Include the training details for each residential aged care service in this tab to assist you to calculate the funding amount to include in your application.

You may only apply for up to two nurses to undertake IPC training for each eligible residential aged care home under this grant opportunity.

Details you need to complete* this tab:

    - Residential aged care service details applicable to each participant, including the Service ID

    - Training Participant details including nurses AHPRA registration number, classification and base hourly rate

    - Training provider, IPC course, and course fees

    - Training commencement and completion dates

    * refer to the Grant Opportunity Guidelines to ensure your application meets the Eligibility criteria

The following details will auto populate:

    - Study hours are calculated a maximum of 80 hours. Participants are expected to supplement required study leave with their own personal leave from work to do additional study.

    - Backfill hours will be calculated at the same rate as study hours.

    - Course fees up to a maximum of $1820.00 per participant.

    - Totals applicable to the grant are calculated on <u>Row 106</u> and should be used when completing your online application form.

How to complete the *Costing Calculator for IPC* tab

All details in Column A to Column J MUST be completed for each participant or your application will not be assessed.

DO NOT amend or edit the grey cells, these will auto-populate.

Refer to the 'Totals' on <u>row 106</u> for inclusion in your online application form.

Refer to the Frequently Asked Questions if there is insufficient space in costing calculator for IPC for all participants.

Reference Tables tab

The *Reference Tables* tab - includes additional information to assist you to complete the *Costing Calculator for IPC* (DO NOT AMEND)

Privacy Notice

You must ensure each participant has read and agreed to the indirect collection of their personal information, outlined in the Privacy Notice tab.

A pdf copy of the Privacy Notice is available on GrantConnect for you to provide to each nurse training participant.

Further questions? Refer to the Frequently Asked Questions available with the Grant Opportunity Guidelines on GrantConnect.

Costing Calculator for Aged Care Infection Prevention and Control (IPC)

DO NOT EDIT GREY FIELDS, THESE WILL AUTO-POPULATE. To ensure you application is assessed, complete all fields from Column A to Column J for EACH Participant.

Facility details			Nurse details			Eligible IPC course details				Funding per nurse			
Residential Aged Care Facility Name	State/ Territory	Service ID	AHPRA Registraion Number	Classification	Hourly Rate	Training Provider/Course	Course Fee	Course Start Date	Course Finish Date	Study leave	Backfill	Maximum Course fee	Total funding

TOTALS:													
			0		#DIV/0!	Total Participants		0		$ -	$ -	$ -	$ -
						Total ACIPC Participants		0					
						Total Other Course Participants		0					

Reference Tables for Infection Prevention and Control Costing Calculator - DO NOT AMEND

Terms and Definitions

Service ID	The National Approved Provider System (NAPS) Service ID number applicable to an eligible residential aged care service: • a Residential Aged Care Facilities (RACFs) • Multi-Purpose Service (MPS) providers; or • providers delivering services under the National Aboriginal and Torres Strait Islander Flexible Aged Care (NATSIFAC) Program.
Training Provider and Course	The Department of Health does not mandate the completion of a specific IPC course. There are a number of suitable courses that qualify a nurse as an IPC Lead in residential aged care. Only courses that meet the eligibility criteria will be eligible for grant funding. No grant funding is available for costs relating to ineligible courses. Examples of suitable courses are included in the table below - Examples of training institutes and courses below. Refer to the Grant Opportunity Guidelines for information on suitable courses eligible under this grant opportunity.
Expected commencement and completion date	Enter expected dates for the enrolled/ registered course. The course completion date will inform the grant Activity end date at which time you will need to provide confirmation about the completion of training.
AHPRA Registration Number	Australian Health Practitioner Regulation Agency registration number. This is a unique registration number allocated to each individual health professional. Further information can be found at www.ahpra.gov.au/
Nurse Classification	The classification should identify if the nurse undertaking training is an Enrolled or Registered Nurse, and the applicable grade and increment/ year/ pay point.
Nurses hourly pay rate	The minimum hourly rate of pay, or ordinary time rate, for the nurse undertaking training. These rates are detailed in the applicable Award or agreement. Ensure the relevant award/ agreement is named in online application form.
Course Fee	The Department will reimburse the cost of an eligible training course up to a maximum of $1,820. You are responsible for ensuring any remaining balance of costs to enrol or register in a training course are met from other sources.
Hours of study	A maximum of up to 80 hours of study may be funded under this grant opportunity. Training providers usually provide a recommendation of the hours of study to complete a training course. Study exceeding 80 hours will need to be undertaken in the nurses own time or by separate arrangement with the employer.

Examples of training institutes & Courses

NOTE: additional courses not noted here MUST meet the eligibility requirements outlined in the Grant Opportunity Guidelines

Training Provider & Course	Maximum reimbursement for Course Fee
Australasian College for Infection Prevention and Control (Member) - Foundations of Infection Prevention and Control	$ 1,520.00
Australasian College for Infection Prevention and Control (Non-Member) - Foundations of Infection Prevention and Control	$ 1,820.00
James Cook University - Graduate Certificate of Infection Control	$ 1,820.00
University of Adelaide - Graduate Certificate in Nursing Science (Infection Control in Nursing)	$ 1,820.00
Griffith University - Graduate Certificate in Infection Prevention and Control	$ 1,820.00

Nurse Classification - based on *Nurses Award 2020*

Classification
EN - pay point 1
EN - pay point 2
EN - pay point 3
EN - pay point 4
EN - pay point 5
RN - Level 1, pay point 1
RN - Level 1, pay point 2
RN - Level 1, pay point 3
RN - Level 1, pay point 4
RN - Level 1, pay point 5
RN - Level 1, pay point 6
RN - Level 1, pay point 7
RN - Level 1, pay point 8 and thereafter
RN - Level 2, pay point 1
RN - Level 2, pay point 2
RN - Level 2, pay point 3
RN - Level 2, pay point 4 and thereafter
RN - Level 3, pay point 1
RN - Level 3, pay point 2
RN - Level 3, pay point 3
RN - Level 3, pay point 4 and thereafter
RN - Level 4, grade 1
RN - Level 4, grade 2
RN - Level 4, grade 3
RN - Level 5, grade 1
RN - Level 5, grade 2
RN - Level 5, grade 3
RN - Level 5, grade 4
RN - Level 5, grade 5
RN - Level 5, grade 6

Source : https://services.fairwork.gov.au/download/payguides.html?file=nurses-award-ma000034-pay-guide.pdf

Australian Government

Department of Health and Aged Care

Privacy and your personal information

Infection Prevention and Control Training - APP 5 Notice

Who is collecting your personal information?	Your personal information is being collected from your employer by the Department of Health and Aged Care (the department).
Why does the department collect your personal information?	We are collecting your personal information from your employer for the primary purpose of assessing your employer's eligibility to receive grant funding under the Infection Prevention and Control (IPC) Training Grant Program. If the grant application is successful, your personal information will be used to validate the grant activities specified in the grant agreement and to calculate associated IPC training costs.
What would happen if the department did not collect your personal information?	If you do not provide your personal information, the department will be unable to assess your employer's grant funding application and your employer will be ineligible to receive grant funding under the Infection, Prevention and Control Training Grant Program.
Who will the department disclose your personal information to?	We may disclose your personal information to external auditors engaged by the department for the purpose of auditing your employer's expenditure of grant funds.
Access to and correction of your personal information	The department's privacy policy contains information about how you may access and seek correction of personal information about you that is held by the department.
Privacy complaints	The department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the *Australian Government Agencies Privacy Code* and how the department will deal with complaints.
Overseas disclosure of your personal information	We will not disclose your personal information to any overseas recipients.
Further information	You can read the department's privacy policy here. You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this notice.
Consent	By providing your personal information to us, you consent to the department collecting your personal information from your employer for the purposes indicated above.
Contact details	If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods: • **Post** Privacy Officer Department of Health 23 Furzer Street WODEN ACT 2606 • **Email** privacy@health.gov.au • **Telephone** 02 6289 1555