

Guidelines

Innovator Training Program (ITP) for a Team

1. Background

ARIIA is an initiative of the Australian Government to transform the future of aged care delivery in Australia.

The Innovator Training Program (ITP) is a key part of this change. The ITP will support the development of a cohort of aged care staff with the confidence and knowledge to introduce evidence-based practices and projects into their organisation.

An organisation can nominate any members of the aged care workforce to participate in the ITP. The ITP will provide participants ('Innovators') with tools and skills to use best available knowledge and evidence to identify and solve problems and challenges, or implement opportunities, in their workplace. The ITP for a Team can be used to strengthen the planning of an upcoming strategic project. The outcome of the ITP is a group project with a well-defined problem that is achievable to address within a 12-month timeframe.

Expressions of interest for the ITP must be made with reference to the terms and conditions in these guidelines and submitted via email to itp@ariia.org.au.

2. Training Program Context

The ITP is a series of self-directed education modules and facilitated peer workshops resulting in a learning experience for the aged care workforce across Australia. At the conclusion of the ITP, participants will have developed skills in knowledge translation, innovation, implementation into practice and will have identified and developed a group project to benefit their workplace.

3. Training Program Delivery

There are two options for teams interested in completing the ITP: the In-house ITP and the Tailored ITP. The In-house ITP is designed for a group of 8 or

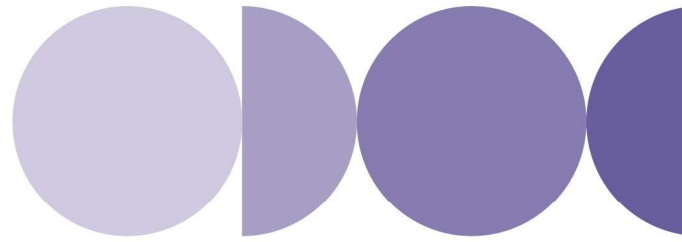
more staff from one organization and is delivered predominantly online, with the addition of a 2.5 day in-person workshop. The Tailored ITP is intended for a group of 5 or more staff from one organization and is delivered entirely online. Both options provide access to online content and workshops from any location in Australia with internet access. Hard copies of the training materials will be made available ONLY where internet connectivity is unreliable or unavailable.

4. Training Program Duration

The ITP requires a time-commitment of approximately 110 hours over a period of 5-10 weeks. During this time the team can continue with a fraction of their regular work commitments when not participating in the ITP. The ITP includes regularly scheduled compulsory online workshops and project discussions. In addition, there are self-directed modules to complete, and participants need to allow time for reading, discussion and reflection.

5. Salary contribution towards time commitment

A maximum reimbursement of \$2,000 (plus GST if applicable) per participant less travel and ancillary expenses (should they be incurred by Flinders/ARIIA) is available to the employing organisation upon completion of the ITP. This is intended to contribute towards salary costs for the participants allowing them to take part in the ITP. These funds may also be used to offset costs incurred during project plan development (such as costs associated with access to published evidence). Reimbursement will be subject to entering into a formal Agreement between Flinders University and the employing organisation as outlined in item 8.1.



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6. Eligibility criteria

To be eligible the organisation must comply with the following:

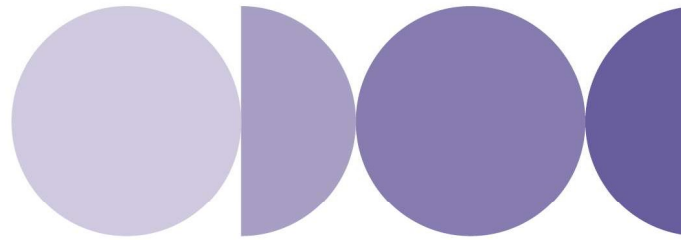
- Be an organisation that is approved by the Aged Care Quality and Safety Commission to deliver Australian Government subsidised home, residential or flexible care services. Alternatively, the organisation at the discretion of ARIIA's Research Director, may be deemed to add value to the aged care sector.
- Have identified a problem or challenge that could be solved, or opportunity that when applied could improve practice.
- Nominate employees who will commit to undertake the training program in full.
- Support participants to undertake the training through:
 - In principal support and acknowledgment of the problem, challenge or opportunity for improvement.
 - Nomination of appropriate Sponsor/s from within the organisation who will support the participants through the training program. The Sponsor must be a person or people of suitable authority who can influence changes in workplace practice from within the organisation.
 - Appointment of an Organisation Authorised Representative who will sign the Agreement to allow time-release of the individual staff members and Sponsors to participate in the ITP (As outlined in Section 4). A Sponsor may sign on behalf of the organisation depending on their role and delegations.
 - Nomination of an appropriate Project Lead/s for each project/problem identified if the Sponsor/s will not fill this role. Project Leads should be senior participants who can lead the team and act as a point of contact for ARIIA staff.
- Each problem, challenge or opportunity relates to the priorities of ARIIA, being one or a combination of:
 - Dementia Care
 - Restorative care, reablement & rehabilitation
 - Social isolation
 - Mental health & wellbeing
 - Palliative care & end of life
 - Meaningful lifestyle activities
 - Staff burnout
 - Technology in Aged Care
 - Urgent and Critical needEach application will provide a rationale as to why the problem, challenge or opportunity is urgent and critical. (i.e. This may be in response to an organisation's specific issue such as non-compliant accreditation standard or may be a nationally significant issue related to workforce capacity and capability).

A program participant can only complete one ITP.

Other organisations such as research centres, universities and industry can be involved as partners or collaborators.

An organisation may nominate between 1 and 2 problems per ITP and can apply for subsequent In-house or Tailored ITPs.

Please note that the Sponsor cannot sign on behalf of the Innovator. A Sponsor may sign on behalf of the organization depending on their role and delegation.



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7. Application Selection

Research staff from ARIIA will make recommendations to the ARIIA Research Director to approve. Selection and timing of any In-house or Tailored ITP offered will be based on eligibility criteria outlined in Section 6, the problem to be addressed and ARIIA capacity to support based on numbers of applications.

Although unpacking the problem, challenge or opportunity is part of the ITP, it is helpful if this has also been considered thoroughly prior to the commencement of the program.

8. Conditions of Award

8.1 Agreement

If successful, the employing organisation will enter into a formal Funding Agreement with Flinders University containing the contractual arrangements of the ITP as well as the financial contribution to be provided by Flinders University as part reimbursement for the applicant's remuneration while participating in the ITP.

8.2 Participation

The participants and employing organisation will commit to active involvement in the ITP, including a commitment to support the equivalent of ~110 hours of time commitment from the participants including regular attendance and completion of learning tasks, and provision of an organisation 'Sponsor/s' to support the participants.

8.3 Confidentiality and Personal Information

All discussions including problem and solution development during the ITP must be on a non-confidential basis. ARIIA and Flinders University do not warrant that any information collected as part of the application process or disclosed during conduct of the ITP will be held in confidence, with the exception of personal information which will be collected and held in accordance with the Flinders University Privacy Policy.

8.4 Reporting requirements

The employing organisation will submit a final written training report per project within four weeks of the completion date of the ITP. ARIIA will provide a report template for this purpose.

8.5 Publication and promotion

The employing organisation, applicants and participants must not make any public disclosures or publish details of the ITP without express prior written consent from Flinders University. The employing organisation and participants agree to assist ARIIA in any promotional or reporting activities including case study development to promote the program and its outcomes.

ariia.org.au

For more information email: itp@ariia.org.au or call 08 7421 9134

Flinders University
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ARIIA was established as an independent, not-for-profit organisation, set up to lead the advancement of the aged care workforce capability by promoting and facilitating innovation and research to improve the quality of aged care for all Australians.