

# Guidelines

## Innovator Training Program (ITP)

### 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 organisations.


Any member of the aged care workforce can apply to participate in the ITP with the support of their organisation. 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 outcome of the ITP is a project with a well-defined problem that is achievable to address within a 12-month timeframe.

Applications for rounds of the ITP must be made with reference to the terms and conditions in these guidelines and certified by signatures on the application form.

### 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 project to benefit their workplace.

### 3. Training Program Delivery

The ITP will be delivered on-line and can be accessed from any location in Australia with internet access. Hard copies of the training materials will be made available ONLY when internet connectivity is unreliable or unavailable. 

### 4. Training Program Duration

The contact-time commitment is a full-time equivalent period of three weeks. During this time the individual 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.

The Innovator Training Program is offered in four different models for individuals and teams. The ITP for an Individual provides a choice between solving your own problem (Individual ITP) or a problem related to an ARIIA theme (Themed ITP). There are a variety of delivery schedules, each offering the same training content structured in different ways:

#### Individual ITP

- 10-week delivery
- 5-week delivery
- 3-week delivery, alternate weeks over 5 weeks

#### Themed ITP

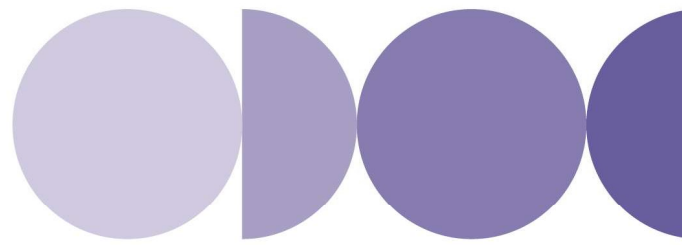
- Round 7 theme: *Building reablement capabilities in aged-care workforce.* (10-week delivery)
- Round 8 theme: *Innovative approaches to retain aged care workers.* (5-week delivery)
- Round 9 theme: *Customising tasty, nutritious and safe meals and settings for older adults.* (Delivery schedule TBC)

#### ITP for a Team

- In-house ITP for 8 or more staff
- Tailored ITP for 5 or more staff

Both offer a flexible schedule to suit your organisation. For more information visit our website.

ITP for an Individual applicants will indicate their first and second preference for delivery schedule during the application process.



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It is anticipated that applicants will be advised of the outcome of their application within 2 weeks of the close of each round.

Allocation to the preferred delivery schedule will be accommodated where minimum numbers of enrolled participants are met. Should an applicant's preferred model not be offered, they will receive an offer of their second preference or an option to defer training to a subsequent round. Training will commence within 2 to 6 weeks of the close of each round and is dependent on the delivery schedule that the applicant is allocated to.

### 5. Salary contribution towards time commitment

A maximum reimbursement of \$2,000 (plus GST if applicable) per participant is available to the employing organisation upon completion of the ITP. This is intended to contribute towards salary costs for the applicant allowing them to participate 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 9.1.

### 6. Eligibility criteria

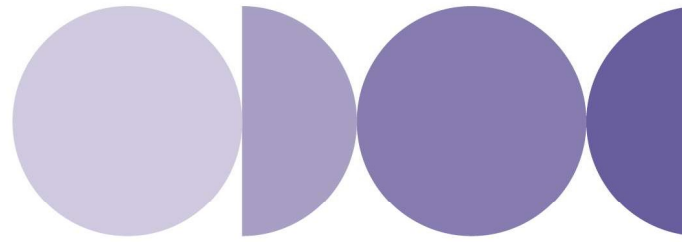
To be eligible the applicant must comply with the following:

- Be employed to provide care or services by an organisation approved by the Aged Care Quality and Safety Commission to deliver Australian Government subsidised home, residential or flexible care services. Alternatively, the applicant might be employed by an organisation which ARIIA's Research Director, at their discretion, deems 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.

- Be the Innovator and undertake the training program.
- Be supported by their employer to participate in the training through:
  - in principle support and acknowledgement of the problem, challenge or opportunity for improvement.
  - nomination of an appropriate 'Sponsor' from within the employing organisation who will support the applicant through the training program. The Sponsor must be a person of suitable authority who can influence changes in workplace practice from within the organisation.
  - An Organisation Authorised representative who will sign the Funding Agreement to allow time-release of the individual staff-member and the Sponsor to participate in the ITP (as outlined in Section 4).
- The 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 and end of life
  - Meaningful lifestyle activities
  - Staff burnout
  - Technology in aged care
  - Clinical governance
  - Urgent & critical need

Each applicant 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).

An individual program participant (an 'Innovator') can only complete one ITP.



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

An organisation may nominate and support applications from multiple potential Innovators in any ITP round or across multiple rounds.

Only applications complying with the above eligibility criteria and who have submitted a fully signed application via Smarty Grants will be deemed eligible for consideration for participation in the ITP, including salary-reimbursement.

Please note that the Sponsor cannot sign on behalf of the Innovator. The Sponsor may sign on behalf of the organisation depending on their role and delegations.

### 7. Application Selection

Research staff of ARIIA shall form the selection panel. The selection panel will make recommendations to the ARIIA Research Director to approve applications for the ITP.

### 8. Application Process

The selection panel will make recommendations for participation based on an assessment of each application using the eligibility criteria outlined in Section 6.

The outcome of the ITP is a project with a well-defined problem that is achievable to address within a 12-month timeframe. Although unpacking the problem, challenge or opportunity is part of the ITP, it is helpful if this has also been considered thoroughly in the application process.

In preparing your application, it is suggested you refer to the Innovator Training Program FAQs to assist you with framing your workplace problem or challenge to be

solved, or opportunity to be implemented by using a tool called the '5 Whys'.

This does not need to be included in the application document but will help to define the problem more precisely.

### 9. Conditions of Award

#### 9.1. 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.

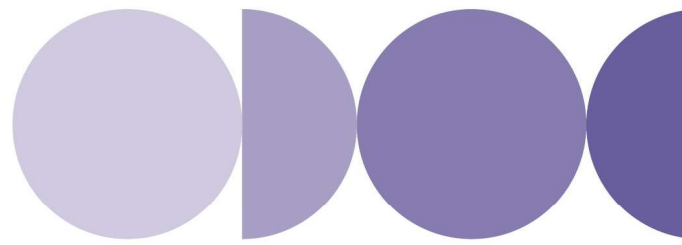
#### 9.2. Participation

The participant and employing organisation will commit to active involvement in the ITP including a commitment to support the equivalent of three weeks full time commitment from the Innovator including regular attendance and completion of learning tasks, and provision of an organisation 'Sponsor' to support the participant.

#### 9.3. 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.

#### 9.4. Reporting requirements



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

### 9.5. 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 participant agree to assist ARIIA in any promotional or reporting activities including case study development to promote the award and its outcomes.

[ariia.org.au](http://ariia.org.au)

For more information email: [itp@ariia.org.au](mailto:itp@ariia.org.au) or call 08 7421 9134

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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.