



Ideas Bank Specification and Guidance Document

Do you want to make a difference to the health outcomes for Gippsland people?

Do you have an innovative idea that responds to local population health needs, national and state priorities and Gippsland PHN strategic directions?

Gippsland PHN is a not for profit primary health organisation with the key objectives of:

- Improved health outcomes for people with chronic disease and those patients at risk of poor health outcomes
- Improved coordination of care that ensures patients receive the right care in the right place at the right time
- Lower prevalence of locally prioritised conditions
- Increased efficiency and effectiveness of medical services and other primary health services

Gippsland PHN key focus areas and priorities are:

Gippsland PHN Priorities 2019-21		
Supporting people	Main health issues	Better health services
Children (0-14 years)	Alcohol and other drugs	Access to services
People with disabilities	Cancer	Better use of technology
Indigenous people	Heart related issues	Services working together
People with social and financial worries	Ongoing lung related issues	High quality care
People 65 years and over	Diabetes	Enough trained health professionals
Young people (12-25 years)	Immunisation	
	Mental health	
	Reproductive/sexual health	
Prevention		
Community connectedness	Family violence	Lifestyle factors

Information about Gippsland PHN identified priorities is available at <http://www.gphn.org.au/populationhealthplanning/>

What is the Ideas Bank?

The Ideas Bank is the method Gippsland PHN will use from 2018-19 to encourage and promote the proactive development and documenting of innovative ideas and proposals that respond to local population health needs, national and state priorities, and Gippsland PHN strategic directions.

Ideas are sought from health services, community organisations, community groups and individuals. Where a proposal is evaluated as representing a well-developed, innovative idea it will be progressed to the Gippsland PHN Ideas Bank. This Ideas Bank will be used by Gippsland PHN to work with partners and community to identify funding sources to implement the project.

Eligibility Criteria

The Ideas Bank template must be used to submit your proposal. There are no other mandatory eligibility criteria to submit an idea to Gippsland PHN.

Evaluation Criteria

Evaluation criteria are scored using the following scoring guide:

Scoring Guide	Score
Exceeds all requirements	10
Meets all requirements and exceeds some	9
Satisfies all requirements	7-8
Meets some requirements only	5-6
Does not meet requirements	1-4

The evaluation criteria and weightings are listed below:

Evaluation Criterion	Raw Score /10	Weight	Weighted Score
1. Proposed innovative idea, including alignment to local needs, priorities and strategic directions, sustainability, and anticipated outputs and outcomes.	/10	40%	/4
2. Demonstrated capability, capacity and performance.	/10	20%	/2
3. Sector engagement and integration, including key stakeholders and partners to be involved.	/10	10%	/1
4. Service governance including consumer engagement.	/10	10%	/1
5. Clinical governance and risk.	/10	10%	/1
6. Budget.	/10	10%	/1
FINAL SCORE			/10

Timelines

Idea submitted to Gippsland PHN	Any time
Acknowledgement of receipt of idea	Within 2 business days of submission
Screening and review of idea by Health Planning, Research and Evaluation Team	Within 4 weeks of submission
Evaluation by Leadership Team	Within 8 weeks of submission
Notification of evaluation outcome and next steps (if relevant) to applicant	Within 12 weeks of submission

Submission Evaluation

Ideas will be screened initially by the Health Planning, Research and Evaluation Team and then evaluated by the Gippsland PHN Leadership team.

General Conditions

The person or organisation agrees, by submitting an idea, that it is bound by these conditions:

- To submit ideas as requested any time to tellmaria@gphn.org.au.
- To submit all documents as required by Gippsland PHN.
- That all submitted proposal documents become the property of Gippsland PHN upon submission.
- To keep submission documents succinct and free from any unnecessary information.
- That all information in the submission is accurate and complete.
- That it will keep confidential any information provided by Gippsland PHN in connection with the submission.
- That it will make any enquiries relating to the submission process only through the contact details provided.
- Not to reproduce any Gippsland PHN documents (or any part of them) except where necessary for preparation and submission of its submission.
- That pursuant to the Privacy Act 1988 (Commonwealth), it will be bound by the Privacy Principles and any applicable Code of Practice with respect to any act done or practice engaged in by the person or organisation in connection with this submission process in the same way and to the same extent as Gippsland PHN would have been bound in respect of that act or practice had it been directly done or engaged in by Gippsland PHN.
- To licence Gippsland PHN to use and reproduce the whole or any portion of the submission documents for evaluation, contract negotiation and audit.

Gippsland PHN rights

Notwithstanding anything else in this specification document, and without limiting its rights at law or otherwise, Gippsland PHN reserves the right, at its absolute discretion at any time, to:

- aggregate or disaggregate any submission;
- cease to proceed with, or suspend the Ideas Bank Process;
- alter the structure and/or the timing of the Ideas Bank Process;
- vary or extend any time or date specified in this Specifications and Guidance document;
- terminate the participation of any person or organisation in the Ideas Bank Process;
- require any person or organisation submitting a proposal to provide additional information or clarification;
- reject any proposal received; and
- reject any proposal that does not comply with the requirements of this specification document.

How to Submit

Submissions to be made to tellmaria@gphn.org.au using the Ideas Bank Template.

* NOTE: If this Idea is regarded as commercial-in-confidence, please submit the idea to commissioning@gphn.org.au.

We will let you know we have received it and the next steps, including timeframes. Thank you!