

## Guidelines

### Background

The Victorian Government has established the \$20 million Health Service Violence Prevention Fund (HSVPF) as part of its commitment to addressing violence in healthcare settings and reducing violence against hospital staff.

#### How will this money be allocated?

The Victorian Department of Health & Human Services (the department) will oversee an annual grants process for four years from 2015-16 to 2018-19. \$7 million will be allocated in 2017-18 for eligible acute health services, sub-acute and community health services auspiced by a health service, acute mental health facilities and Ambulance Victoria.

Notwithstanding the capacity to stage projects, funds will be made available as a one-off grant only, thus applicants should demonstrate that project viability is not dependent on continuing or recurrent State Government funding.

#### Safewards funds

\$1.24 million HSVPF grant funds will be provided to Victorian public health services and acute mental health facilities to fund relevant sensory modulation equipment within the Safewards program model.

The \$1.24 million (\$20,000 per unit) will be allocated directly to the 18 Victorian public health services (62 acute mental health units), across adolescent, adult, aged, and secure extended care units associated with implementation of Safewards to reduce the occurrence of occupational violence. Health services do not need to apply for Safewards funds, which will be provided via the budget payment system.

#### What are the grants for?

To assist public health services to identify, access and control high priority occupational violence hazards and risks in the workplace and remediate these risks with minor capital works / equipment targeted at improving safety of staff in workplaces.

#### Behavioural Assessment Rooms

Applications for behavioural assessment rooms in emergency departments will be considered as part of Round 3. The department has released guidelines to assist health services on the design and use of behavioural assessment rooms.

<https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/acute-care/emergency-care>

#### How much are the grants for?

Minor capital works, up to the value of \$500,000 (exclusive GST).

#### Who can apply?

The following Victorian public health services will be able to apply to the HSVPF Round 3

- Acute health services
- Sub-acute services auspiced by a health service
- Community health services auspiced by a health service
- Local health services including small rural health services
- Acute mental health facilities
- Ambulance Victoria

Only facilities listed in Appendix 2 are eligible to apply for funding.

Capital works funded under this program may be available for property not owned or controlled by the State Government.

## Timeline for Round 3

Applications close	28 July 2017
Applicants notified of outcome	December 2017 – February 2018

## Grants criteria

Integral to the criteria is a clear description of the problem to be addressed and how the proposed works will meet the government's objectives of improving staff safety and be evidence-based.

HSVPF Round 3 funding will prioritise those applications that demonstrate:

- A clear description of the problem
- An evidence base for the request, e.g. incident data, trends supporting the issue, data that supports the level of risk
- How the proposed changes will prevent / minimise occupational violence against staff / improve safety for staff, consumers and visitors
- Alignment with the government's commitments and policies, e.g. Health 2040 and 10 Year Mental Health Plan, Framework for preventing and managing occupational violence and aggression – the department's strategy to address occupational violence and aggression, Guidelines for behavioural assessment rooms in emergency departments.

Note an indicative quote / costings supporting requested funding is required.

## Exclusions

- Retrospective payments for projects that have already commenced will not be considered
- Major capital works proposals (greater than \$500,000)
- Training
- Operating costs, maintenance costs, administration fees
- Replacement of existing infrastructure where improvement in violence prevention has not been directly demonstrated.

## Submission requirements

All submissions to the 2017-18 HSVPF Round 3 must be:

- Received no later than 5:00pm 28 July 2017.
- Submitted on the HSVPF Excel spreadsheet Proposal template (Excel format) (all proposals entered on to the one Excel worksheet).
- Submitted by electronic copy to [hsvpf@dhhs.vic.gov.au](mailto:hsvpf@dhhs.vic.gov.au)

The following documents must be included as part of the submission:

- De-identified risk reports attached as PDFs
- WorkSafe Audit Tool (Tab 3 of the Excel template) needs to be completed for each proposal put forward
- Indicative quotes / costings attached as PDFs (mandatory)
- Plans and documentation as PDFs
- Signed CEO Priority Summary Sheet (separate Word document) attached as a PDF.

## Assessment of submissions

Submissions will be assessed by a panel of department representatives, ranked according to highest priority risks, and include the:

- Likelihood of the hazard or risk concerned eventuating
- Degree of harm that would result if the hazard or risk eventuated
- Level of evidence provided regarding the hazard or risk and ways of eliminating or reducing the hazard or risk
- Availability and suitability of ways to eliminate or reduce the hazard or risk
- Cost of eliminating or reducing the hazard or risk.

## What will you report back?

Successful applicants are required to report back by the end of June 2018. The report back will include confirmation of completed work according to the submitted plan and evidence of improvement in staff safety.

## Consultation and advice

Applicants are encouraged to seek assistance when preparing submissions. It is suggested that assistance could be sought from the following:

- Manager, Worker Health and Wellbeing (03) 9096 8325
- Mental Health Branch (03) 9096 8349
- Ambulance Services (03) 9096 1871
- WorkSafe Advisory Service 1800 136 089
- Infrastructure Planning & Delivery Branch (03) 9096 2119 (general enquiries)
- Email: [hsvpf@dhhs.vic.gov.au](mailto:hsvpf@dhhs.vic.gov.au)

## Further information

Refer to the following links for further information on:

- Health Service Violence Prevention Fund website  
<https://www2.health.vic.gov.au/hsvpf>
- Health 2040: Advancing health, access and care  
<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Health-2040-advancing-health-access-and-care>
- The 10 Year Mental Health Plan  
<https://www2.health.vic.gov.au/mental-health/priorities-and-transformation/mental-health-plan>
- Framework for preventing and managing occupational violence and aggression  
<https://www2.health.vic.gov.au/health-workforce/worker-health-wellbeing>
- Design and aggression – generic audit tool (WorkSafe Victoria)  
<https://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/prevention-and-management-of-aggression-in-health-services-a-handbook-for-workplaces>
- Safewards Victoria  
<https://www2.health.vic.gov.au/mental-health/practice-and-service-quality/safety/safewards>
- Australasian Health Facility Guidelines  
<https://healthfacilityguidelines.com.au/>
- Guidelines for behavioural assessment rooms in emergency departments  
<https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/acute-care/emergency-care>

## Appendices

1. Conditions of funding grants
2. List of eligible facilities

## Appendix 1 - Conditions of funding grants

1. The funds provided must not be used for any purpose other than that for which the grant was made.
2. The funds will be provided exclusive of GST.
3. The funds provided are based on the organisation's submission to this fund. Any increased capital/project costs associated with the project will be the responsibility of the health service.
4. Capital works and equipment acquisitions shall not require additional recurrent funding from the department.
5. If only specific items have been approved from a group of items requested against any submission, the health service must ensure that funds are used for these items.
6. Payments will be funded in alignment with final invoices, up to the maximum approved allocation, whichever is less.
7. The project(s) will be directly managed by the health service.
8. Any equipment item acquired will need to be placed on the health service's asset register.
9. Capital development projects must be completed in accordance with National Construction Code and relevant Australian Standards and Guidelines  
(<http://www.capital.health.vic.gov.au>)
10. A report should be provided on completion of the project.
11. The department must be notified if there is to be a prolonged delay in the procurement of equipment or minor capital works.
12. It is the responsibility of the health service to seek their own legal advice to ensure all relevant legislation is complied with in the installation and use of equipment and facilities.

## Appendix 2 – Eligible Facilities

The following Victorian public health services are considered eligible to apply to the 2017-18 Health Service Violence Prevention Fund – Round 3 program and include the following areas:

### Metropolitan

Alfred Health  
Austin Health  
Eastern Health  
Melbourne Health  
Mercy Health  
Monash Health  
Northern Health  
Peninsula Health  
Peter MacCallum Cancer Centre  
Royal Children's Hospital  
Royal Victorian Eye and Ear Hospital  
Royal Women's Hospital  
St Vincent's Health  
Victorian Institute of Forensic Mental Health (Forensicare)  
Western Health  
Calvary Health Care Bethlehem

### Regional

Albury Wodonga Health  
Ballarat Health Services  
Barwon Health  
Bendigo Health  
Goulburn Valley Health  
Latrobe Regional Hospital

### Sub-Regional

Bass Coast Health  
Bairnsdale Regional Health Service  
Central Gippsland Health Service  
Echuca Regional Health  
Mildura Base Hospital  
Northeast Health Wangaratta  
South West Healthcare  
Swan Hill District Health  
West Gippsland Healthcare Group  
Western District Health Service  
Wimmera Health Care Group

### Local Health Services

Benalla and District Memorial Hospital  
Castlemaine Health  
Colac Area Health  
Djerriwarrh Health Services  
East Grampians Health Service  
Gippsland Southern Health Service  
Kyabram and District Health Services  
Maryborough District Health Service

Portland District Health  
Stawell Regional Health

### Small Rural Health Services (SRHS)

Alexandra District Hospital  
Beaufort and Skipton Health Service  
Beechworth Health Service  
Boort District Health  
Casterton Memorial Hospital  
Cobram District Health  
Cohuna District Hospital  
East Wimmera Health Service  
Edenhope and District Memorial Hospital  
Heathcote Health (formerly Mclvor)  
Hepburn Health Service  
Hesse Rural Health  
Heywood Rural Health  
Inglewood and Districts Health Service  
Kerang District Health  
Kilmore and District Hospital  
Kooweerup Regional Health Service  
Kyneton District Health Service  
Lorne Community Hospital  
Maldon Hospital  
Mansfield District Hospital  
Moyne Health Services  
Nathalia District Hospital  
Numurkah District Health Service  
Omeo District Health  
Rochester and Elmore District Health Service  
Rural Northwest Health  
Seymour District Memorial Hospital  
South Gippsland Hospital  
Tallangatta Health Service  
Terang and Mortlake Health Service  
West Wimmera Health Service  
Yarram and District Health Service  
Yarrawonga District Health Service  
Yea and District Memorial Hospital

### Multi-purpose Services (MPS)

Alpine Health  
Mallee Track Health and Community Service  
Orbost Regional Health  
Otway Health  
Robinvale District Health Services  
Timboon and District Healthcare Service  
Upper Murray Health and Community Service

### Ambulance Victoria

Applications need to be in accordance with eligibility criteria.