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September 7, 2004

To: Whom it May Concern

Subject: Enhancing Clinical Capacity Project Fund

It is my pleasure to announce Round Two of the Enhancing Clinical Capacity Project Fund (ECCPF). The ECCPF is an initiative funded by Alberta Health and Wellness and developed in collaboration with Alberta Learning. The purpose of the ECCPF is to encourage, stimulate and fund innovative projects that enhance the capacity of organizations to provide health discipline student clinical learning opportunities in alternate, sustainable ways.

Round One took place over the Spring and Summer of 2004. I am pleased to report that we were able to support numerous creative and innovative projects from a variety of stakeholders across the province.

A broad range of organizations in the health and education sectors are being invited to participate in Round Two of funding for the fiscal year 2004/2005. We will be proceeding with a two-stage proposal process: a letter of intent stage followed by a full proposal stage. A joint committee of Alberta Health and Wellness and Alberta Learning will review the letters of intent and select those organizations that will be invited to submit a full proposal. The committee must receive letters of intent by October 8, 2004.

I invite your organization and any partners to participate in this process. Attached is a Request for Proposal (RFP), which outlines in detail the requirements of each stage. For your convenience, the RFP is also available on the Alberta Health and Wellness website at www.health.gov.ab.ca.

Sincerely,

[Original signed by Roger Palmer]

Roger Palmer
Deputy Minister

Attachment

**ENHANCING CLINICAL CAPACITY PROJECT FUND
REQUEST FOR PROPOSALS
ROUND TWO – FALL 2004**

BACKGROUND

In past years, the health and education sectors, as well as individual organizations, have come under increasing pressure as they attempt to meet the clinical learning needs of students of health disciplines. The Departments of Alberta Health and Wellness and Alberta Learning have been working together to look at ways of enhancing the capacity of the health and education systems to provide clinical learning opportunities for students.

Alberta Health and Wellness has allocated funding to support a number of initiatives in the area of health care education programs. This includes addressing medium and long-term clinical placement shortages and meeting the following objectives:

- i) better balance between the didactic and clinical placement components of curriculum, resulting in reduced pressure on clinical placements, and
- ii) better timing/coordination of clinical placements in order to reduce the impact on employers who preceptor multiple programs simultaneously.

Further issues have been identified and refined in consultation between the Departments and with stakeholders. As a result, a specific funding initiative -- the Enhancing Clinical Capacity Project Fund (ECCPF) -- was developed to support the enhancement of clinical capacity within the health and education sectors.

The ECCPF supports both Departments' ongoing commitment to increase system capacity to meet labour market needs in the health sector. The ECCPF is consistent with the business plans and priorities of both departments. The Enhancing Clinical Capacity Steering Committee (the Committee), composed of representatives from both departments, will oversee decisions around project funding.

PURPOSE

The purpose of the ECCPF is to encourage, stimulate and fund innovative projects that enhance the capacity of organizations to provide health discipline student clinical learning opportunities in alternate, sustainable ways.

FUNDING OVERVIEW

Alberta Health and Wellness has made funding available in 2004-05 to support two calls for proposals from health and education stakeholders to enhance clinical capacity for students in health programs. Approximately \$5,000,000.00 has been or will be allocated in each of the two rounds. Round One, was held in the Spring and Summer of 2004. This RFP pertains to Round Two, which will take place over the Fall 2004.

Projects that are funded in either Round One or Two within the fiscal year 2004/05 must commence during the fiscal year, and be completed no later than March 31, 2006.

Proponents must note that capital costs relating to renovation or construction cannot be covered by the ECCPF. However, some funding for equipments costs may be available.

CURRENT ISSUES

Alberta Health and Wellness and Alberta Learning, in consultation with stakeholders, have identified several key issues and challenges that face us today in the area of clinical placement.

Some of the key issues are:

- Increased numbers of students
- Roles and responsibilities of employers
- Issues around payment/stipends for preceptors and students
- Bottlenecks in system
- Registration requires counted clinical hours
- Shortage of willing/able preceptors and quality clinical sites
- Students: benefit or burden
- There is a lack of standardization across the province that creates inefficiencies (e.g., regional placement co-ordination, standardized contracts and templates).
- Issues facing rural areas are different from those facing urban areas; cost is a major barrier to better utilization of rural placements.
- Practitioners' roles are changing (e.g., changing scopes of practice, primary care).
- The current system fosters competition between regions and institutions.
- Changes need to recognize the growth in private education and private practice.
- Recruitment, utilization and professional development for preceptors are issues.
- The needs and circumstances of students are key considerations.
- Curriculum design remains based upon traditional approaches to clinical placements.
- Demographic trends and provincial policies and directions have an impact and need to be considered.

GUIDING PRINCIPLES

Six guiding principles have been developed in joint discussion between the two Departments and through consultation with stakeholders.

- 1. Initiatives should promote making the best use of our physical, human and financial resources.*
- 2. Change must be collaborative, and include key stakeholders.*
- 3. Change needs to recognize that all stakeholders share ownership of the problems, and of the solutions.*
- 4. Clear and measurable outcomes need to be in place for change initiatives.*
- 5. Change should not compromise quality of care or education; positive outcomes for patients and students are key.*
- 6. Change initiatives need to show flexibility in application and respond to unique needs of local environments.*

ECCPF CRITERIA TO GUIDE PROJECT FUNDING DECISIONS

The criteria below will assist the committee in determining how well a project proposal demonstrates fit with the guiding principles and overall strategic directions of Alberta Health and Wellness.

Principle 1 - Initiatives should promote making the best use of our physical, human and financial resources

Criteria

- How well does the project optimize the use of existing resources?
- The proposal should demonstrate how the project responds to the resourcing pressures facing the organizations that support clinical learning opportunities.
- What are the short and longer-term implications for costs and for sustainability?

Principle 2 - Change must be collaborative, and include key stakeholders.

Criteria

- How is the project a collaborative effort?
- How have affected stakeholders been involved or consulted?
- Identify the shared key issue(s) or challenge(s) that the proposal participants are attempting to resolve. Proposals should identify no more than three key issues.

Principle 3 - Change needs to recognize that all stakeholders share ownership of the problems, and of the solutions.

Criteria

- The proposal should describe the commitment of resources and roles of various stakeholders involved in the project.
- How does the project forge partnerships between stakeholders?

Principle 4 - Clear and measurable outcomes need to be in place for change initiatives.

Criteria

- Proposals should identify both broad goal statements, as well as specific project targets, timelines and outcomes.
- Detailed project evaluation will not be required of proponents. However, the project goals and targets should be specific enough to show how the parties would determine whether the project is successful.

Principle 5 - Change should not compromise quality of care or education; positive outcomes for patients and students are key.

Criteria

- How are clinical competency learning objectives identified and achieved?
- What are the key potential positive outcomes on patient care that might be achieved?

Principle 6 - Change initiatives need to show flexibility in application and respond to unique needs of local environments.

Criteria

- What are the project elements that make it unique and innovative?
- How well does the project respond to the needs of its environment?
- How could the project be applied in a sustainable manner in another setting?

SUBMISSION GUIDELINES

Overview

There will be two rounds of project funding in 2004/05. Round One has been completed. This RFP defines Round Two.

The ECCPF funding process will consist of two stages for proponents: 1) a letter of intent from proponents and 2) a full proposal from proponents who are accepted by the ECCPF Steering Committee.

Decision Making Process

The ECCPF Steering Committee will review and make recommendations for funding projects under the ECCPF. Final decisions for funding will be made by Alberta Health and Wellness.

Timelines

September 6, 2004 - RFP is available to interested parties

October 8, 2004 – Letter of Intent must be received by the ECCPF Steering Committee.

October 2004 – ECCPF will review each Letter of Intent in accordance with the criteria and specified requirements.

Commencing October 22, 2004 - ECCPF Steering Committee will send a response letter to each Letter of Intent advising applicants whether they have been accepted to submit a full proposal. Accepted applicants may be provided with specific feedback they must consider in their full proposals.

November 19, 2004 – Proposals must be received by the ECCPF Steering Committee

November/December – ECCPF Steering Committee will review each proposal. Final decisions and announcement letters to follow.

REQUIREMENTS – LETTER OF INTENT

1. Received by October 8, 2004
2. Eight copies sent by courier or mail. Each copy must be stapled and 3-hole punched.
3. Directed to:

ECCPF Steering Committee
Attention: Bill DuPerron
Workforce Policy and Planning Branch, Alberta Health and Wellness
17th floor, 10025 – Jasper Ave
Edmonton, AB T5J 2N3
4. No more than 3 pages in length, single sided and in no smaller than 10 point font
5. Names, addresses and contact information of each and all parties involved with the proposal, and of any sponsoring organization
6. Project title
7. Statement of purpose
8. How project addresses identified issues
9. Brief description of fit with ECCPF Guiding Principles and Criteria
10. Project goals
11. Specific expected results
12. Time frame – start and completion date
13. Project plan template – fill out in format provided (numbers 10, 11 and 12 can all be addressed in the template)
14. Total project costs in each of the four budget categories:
 - Development
 - Implementation/Delivery
 - Project Management
 - Product Achievement/Results
15. Identify portions contributed by other funders/partners (if any)
16. Signature of CEO or equivalent (e.g., V.P.-Academic, Executive Director) of each and all sponsoring institutions or organizations
17. Name and contact information of the primary contact for the proposal

TEMPLATE FOR LETTER OF INTENT

**Names, addresses and contact information of all parties involved with the proposal,
and of any sponsoring organization**

Project title

Statement of purpose

How project addresses identified issues

Brief description of fit with the ECCPF Guiding Principles and Criteria

Goals, Results and Time Frame

Goal	Results or Deliverables (list more than one per goal if appropriate)	Timeframe (expected date of each result/ deliverable)

Total project costs and portions contributed by other funders/partners (if any)

Budget Summary	
Category	Amount
<i>Development Costs</i>	
<i>Implementation/Delivery Costs</i>	
<i>Project Management Costs</i>	
<i>Product Achievement/Results</i>	
TOTAL PROJECT COST	

Other Funding Contributions:

Signatures of officers of sponsoring institutions or organizations

Name and contact information of the primary contact for the proposal

DRAFT REQUIREMENTS – FULL PROPOSAL

1. Received by November 19, 2004
2. Eight copies sent by courier or mail. Each copy must be stapled and 3-hole punched.
3. Directed to:
ECCPF Steering Committee
Attention: Bill DuPerron
Workforce Policy and Planning Branch, Alberta Health and Wellness
17th floor, 10025 – Jasper Ave,
Edmonton, AB T5J 2N3
4. No more than 12 pages in length including appendices, single sided and in no smaller than 10 point font
5. Names, addresses and contact information of all parties involved with the proposal, and of any sponsoring organization
6. Project title
7. Description of project purpose
8. Explanation of how the project addresses ECCPF identified issues.
9. Explanation of how project fits with ECCPF Guiding Principles and Criteria
10. Project goals and specific objectives
11. Detailed explanation of expected results
12. Description of how expected results will be measured
13. Description of project design, methodology and project management (include detailed timelines and explanation of roles of involved parties). Template will be provided to eligible proponents.
14. Detailed budget information, including information on all funding sources and cost breakdown for human resources, materials/supplies, travel/accommodation and any other costs. Budget template will be provided to eligible proponents.
15. Detailed information of the financial or other commitments of all project funding sources and partners
18. Signature of CEO or equivalent (e.g., V.P.-Academic, Executive Director) of sponsoring institutions or organizations
19. Name and contact information of the primary contact for the proposal

ADDITIONAL INFORMATION

For additional information regarding this proposal, please contact:

Bill DuPerron
Principal Consultant
Workforce Policy and Planning Branch
Alberta Health and Wellness
Phone: (780) 422-2528
Email: bill.duperron@gov.ab.ca