



Rural Health Education Foundation Satellite Site Subsidy Application Form

Background

The Rural Health Education Foundation has subsidies available to help qualifying rural and remote health organisations join our distance learning professional development satellite network.

The network currently includes more than 660 locations (mostly hospitals, clinics or educational institutions) in every state and territory of Australia. To see if there is already a site in your area, please check the list on our website: <http://www.rhef.com.au/viewing-sites/>

This call for applications is made possible through support provided by the Australian Government Department of Health and Ageing.

Applications & Selection Criteria

1) Full Subsidy

In some cases the Foundation may be able to offer **full** subsidy funding. Applications will be accepted at any time, however **because funding is limited, we strongly encourage you to submit your application as soon as possible.**

Organisations will receive priority for funding if they fall into one of the following two categories:

- a) Remote communities (with a special emphasis on communities with Aboriginal or Torres Strait Islander populations) with at least one full-time health professional and no existing satellite access; and
- b) Rural communities where:
 - there are a significant number of health professionals
 - there are no existing Foundation sites within a reasonable distance
 - there is a local organisation willing to host the satellite signal receiving equipment and welcome local viewing audiences after business hours to view rural health education programs approximately twice per month.

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2) Partial Subsidy

In some cases the Foundation may be able to offer **partial** subsidy funding. Applications will be accepted at any time, however **because funding is limited, we strongly encourage you to submit your application as soon as possible.**

Organisations will receive priority for funding if they fall into one of the following two categories:

- c) Remote communities (with a special emphasis on communities with Aboriginal or Torres Strait Islander populations) with at least one full-time health professional and no existing satellite access; and

d) Rural communities where:

- there are a significant number of health professionals
- there are no existing Foundation sites within a reasonable distance
- there is a local organisation willing to host the satellite signal receiving equipment and welcome local viewing audiences after business hours to view rural health education programs approximately twice per month.

This subsidy covers the once off installation, plus the purchase of the equipment (satellite dish, decoder and smartcard). Once installed, the Foundation then only covers the maintenance of the decoders and smartcards. The site is responsible for the maintenance cost of repairs for the dish, TV, video/DVD recorder or any relocation of equipment that may need to occur after the original installation, unless otherwise authorised by the Rural Health Education Foundation.

The Foundation may, at its discretion, provide funding for organisations that do not fit into one of these two criteria above. Please contact our office for details.

A 'Foundation site' is a local organisation with a satellite reception dish and a TV set-top decoder, connected to a suitable television, able to receive the Foundation's broadcasts, with a room suitable for local health professionals to gather to view Foundation broadcasts at least twice a month after hours and with a volunteer site coordinator. Some sites already have suitable equipment. Alternatively, the Foundation may install it as part of setting up the site.

The volunteer site coordinator must be willing to host local viewers approximately twice per month during and after business hours for the broadcasts; receive communications from the Foundation; notify other local health professionals of scheduled programs; and organise attendance sheets and fax completed sheets to the Foundation after a broadcast. For the complete list of duties please see below.

Note: If your organisation is interested in becoming a Foundation site, but does not wish to apply for subsidy, please let us know. If you already have existing Optus satellite access, it may be very easy to connect you to the Foundation's network.

To submit your application, or for further information, please contact Michelle at the Rural Health Education Foundation's Canberra office on: tel. (02) 6232 5480 or fax (02) 6232 5484 or (email) operations@rhef.com.au

APPLICATION FORM

To apply for financial assistance to become a Rural Health Education Foundation site and part of the Foundation's Rural Health Satellite Network, please fill in the details below. Contact us if you have any questions. (Please attach more pages if needed.)

Organisation Name: _____

Organisation Postal Address: _____

Contact name of person authorised to submit this application form:

Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

(Note – an email address is required in order to communicate with you effectively)

Please answer the following questions, either in the format provided or via a proposal/letter which addresses the criteria on page 1. (Add more pages if you like.)

1. How did you hear about the Foundation?

2. What is your organisation? (eg district hospital, aged care facility, community health clinic, Division of General Practice etc)

3. What service does your organisation provide?

4. Where will the proposed Foundation site be located? (eg local hospital, local clinic, etc)

5. To the best of your knowledge, where is your nearest existing Foundation site and how far away is it? (please refer to our website, or contact us)

6. What is the physical address of the proposed Foundation site?

7. Does the proposed site currently have any functioning satellite dishes? If so from what satellite(s) do they pick up signals? What else can you tell us about the proposed site's telecommunications infrastructure – telephone lines etc. – that will help us to assess the need in your area?

8. Why would your organisation like to become a Foundation satellite site?

9. How many of the following health and medical professionals are located near or working in your community who might access the broadcasts using your site?

- General Practitioners/Doctors _____
- (how many of these have been trained overseas?) _____
- Nurses _____
- Pharmacists _____
- Allied health workers (including type) _____
- Indigenous Health Workers _____
- Health service managers _____
- Others (please specify) _____

10. Do you have a building that will accommodate the satellite dish on the roof? Please provide details of building structure (eg flat tin roof, sloped tiled roof, single storey, multi-storey, etc)

11. What type of room will be used to view the programs? (eg conference room, boardroom, training room etc)

12. Are you able to provide a television and VCR or DVD copier? (VCRs/DVDs are recommended, but not essential) (Note: Your organisation will be expected to provide a TV, although very limited subsidy may be available for purchase of a television for communities with special needs and extremely limited resources.)

13. The Rural Health Education Foundation requires each Foundation site to identify a site coordinator and an alternate site coordinator who can be contacted via email, telephone and Australia Post. Please provide their details:

Coordinator Name: _____

Phone (BH, AH and mobile preferred): _____

Email: _____

Alternate Name: _____

Phone (BH, AH and mobile preferred): _____

Email: _____

Privacy note: Personal information supplied by you in this application will be confidential and will not be shared with any other organisation or person except as required by law. The Foundation may share organisational details with both the Australian Government Department of Health & Ageing as part of the application review process.

AGREEMENT TO BECOME A SATELLITE COORDINATOR IN THE RURAL HEALTH EDUCATION SATELLITE NETWORK

Terms and Conditions

In order to become a Rural Health Education Foundation site, we ask that you provide the following information:

Organisation Name: _____

Organisation Address: _____

Site Coordinator's Tel: _____

Site Coordinator's Fax: _____

Site Coordinator's Email: _____

Alternate Site Coordinator's Tel: _____

Alternate Site Coordinator's Fax: _____

Alternate Site Coordinator's Email: _____

Site Coordinator Duties

I/We _____ agree to perform the following Site Co-ordinator duties and responsibilities:

- The Site Co-ordinator will act as the primary contact and the alternate site coordinator will act in the role in the site co-ordinator's absence.
- Accept information on Rural Health Education Foundation programs (site packs posted, faxed and/or emailed).
- Promote the satellite programs as widely as possible in our region, both in and around the Site and to any local hospital/health centre.
- Book the satellite viewing room and advertise each broadcast to doctors, nurses, pharmacists and relevant specialists and allied health professionals in our area.
- Look after the satellite equipment and test the satellite equipment prior to each broadcast, ensuring that the venue is receiving the satellite signal. **(Please note that if anything goes wrong with the dish, television or DVD/Video machine, the site covers the costs of repair, unless otherwise authorised by the Rural Health Education Foundation).**
- Book the agreed broadcast viewing room. It is important to let the Foundation know if the room is NOT available for viewers to attend on a broadcast date (or the equipment is not working) and also let us know of any alternative arrangements you have organised.
- Open the agreed broadcast viewing room on the broadcast date (unless there are no RSVPs for a particular broadcast) and make sure the room is accessible to viewers, that the equipment is working and the attendance and evaluation sheets are available for completion in the room.
- Ensure the contents of the site pack are left in the room on the afternoon of each broadcast.
- Organise for the Evaluation Questionnaire and Attendance Form to be completed and returned to the Rural Health Education Foundation via reply paid envelope or our free 1800 555 501 fax number. This is requested for every broadcast, even if there are no attendees, as the information is important for our records and also for accreditation purposes.
- Tape the program if a VCR or DVD recorder is part of the site and ensure it is available as a resource to the health professionals in our area.
- Provide feedback to the Rural Health Education Foundation regarding the broadcast programs, the local health professional reactions to the programs and any other relevant matters.
- Identify other support personnel at the site to assist if neither the primary site coordinator nor the alternate site coordinator is available, or leave their position in the organisation.
- Notify the Foundation if contact details change on (telephone) (02) 6232 5480.

Please note that installation of the Rural Health Education Foundation software/hardware is at the user's risk, although we will provide support on a best efforts basis without liability.

The decoder and the Optus smartcard will remain the property of Rural Health Education Foundation due to upgrades that may be required. The decoder is used to translate the satellite transmission into images and audio, and the smartcard needs to be authorised with Foundation's program information and products to allow you to view our broadcasts.

The Rural Health Education Foundation will not accept liability for you or anyone claiming through you for any loss or damage or costs sustained or incurred by you, your employees, contractors or agents or any third party, arising in any way in connection with this agreement or from your use of, or our provision of the products or service or any Foundation product or service, including without limitation, anything arising from any failure or delay by us to transmit or receive data.

The Rural Health Education Foundation will not be liable for incidental and/or consequential damage caused by the use of the satellite dish, equipment and products. The Foundation will not cover the repair or replacement of any item that has been mishandled, returned inadequately packed and/or otherwise interfered with, or any damage caused by operation outside of designed working and storage environments, power surges, weather fluctuations and electrical interference.

The Rural Health Education Foundation will do the following:

- Provide promotional material for each program (the site pack) including flyer, attendance form, questionnaire form, technical form, fax question sheet.
- Include and promote your site on our web-site and also in printed promotional materials distributed by the Foundation.
- Provide technical support during general work hours (9.00am – 5.00pm Sydney/Melbourne time) and in the evening of the program (7.00pm – 9.45pm Sydney/Melbourne time) on 1800 646 015.
- Provide support and assistance at any time to help you carry out your duty as the Site Co-ordinator or alternate Site Co-ordinator.
- Telephone and email RSVPs we receive for your site for each program to you, and notify you by email and/or post the week before the program.
- Supply electronic and printed copies of our timetable, listing the programs we broadcast, (this timetable is also shown and kept up-to-date on our web-site - www.rhef.com.au). This includes information on the program topic, the dates and broadcast times the programs are scheduled, the repeat broadcast details and the broadcast channels.

This application has been signed by: _____

Print name/s: _____
(Authorised representatives)

Date: _____

(form current as of 1 May 2009)