



**HEALTHY  
NORTH COAST**

**phn**  
NORTH COAST  
An Australian Government Initiative

# INFORMATION SESSION NURSE COORDINATOR FOR ADHD IN CHILDREN – EXPRESSION OF INTEREST

Luke Elias & Ashley Arroyo

7 November 2024, 12:30pm

## **Acknowledgment of Country**

We acknowledge the Traditional Custodians of the lands across our region, which includes the Githabul, Bundjalung, Yaegl, Gumbaynggirr, Dunghutti and Birpai Nations. We pay respect to the Elders past, present and those on their journey. We recognise these lands were never ceded and acknowledge the continuation of culture and connection to land, sky and sea. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's First Peoples and honour the rich diversity of the world's oldest living culture.

# PURPOSE & AGENDA

- Procurement Approach
- EOI Documents
- How to Apply
- Application Process
- Key dates – Estimated timeline
- Background and Context
- Service Specifications and Requirements
  - Scope of Services
  - Core Services
- Monitoring and Evaluation
  - Key performance indicators
  - Reporting requirements
- Proposal Requirements
- Questions

# Procurement Approach

EXPRESSION OF INTEREST (EOI)

Healthy North Coast (HNC) is seeking a qualified and experienced Nurse Coordinator to help implement a shared model of care for managing Attention Deficit Hyperactivity Disorder in children.

## EOI Documents:

### Section A: Invitation

- Service Requirements and Specification
- Conditions of Participation

### Section B: Application – Complete online

- **This is an online form** to be completed directly on the HNC website
- Attachments can be added where requested (these are not included in the word count)

Nurse Coordinator for ADHD in Children



**Request for proposal**

**Section A INVITATION**

FOR **An insights and analysis review of Residential Aged Care Homes across North Coast and mid-North Coast NSW.**

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Healthy North Coast is an independent, not-for-profit organisation proudly delivering the PHN program in North Coast NSW. We are committed to improve health of our communities through quality primary health care. The PHN program is an Australian Government initiative.

[www.hnc.org.au](http://www.hnc.org.au)

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# How to Apply

Complete the online application (EOI Section B)

If you are interested in learning more about the role or to view the application, please submit your details below.

We will send you the expression of interest invitation and link to the application form and the information session meeting details.

The expression of interest includes hours of work, location of work and project fee.

Submit your details receive more about the Nurse Coordinator role supporting childcare with ADHD.

Name *(Required)*

First	Last
<input type="text"/>	<input type="text"/>

Email *(Required)*

Enter Email	Confirm Email
<input type="text"/>	<input type="text"/>

Comments

Please let us know what's on your mind. Have a question for us? Ask away.

0 of 800 max characters

Confirm you would like to receive communication from Healthy North Coast *(Required)*

Yes

Submit

Nurse Coordinator for ADHD in Children

## Apply Now Nurse Coordinator for ADHD in Children

Application: Section B - closes 13 November at 5:00pm

### Implementing a shared model of care for managing Attention Deficit Hyperactivity Disorder in children

#### EOI Section B

Step 1 of 9

11%

Legal Name of Organisation *(Required)*

Trading Name of Organisation (if applicable)

Legal Entity

Legal Structure

- Company with more than one director
- Company with one director
- Provider is an individual
- Provider is a statutory body
- Other



#### Expression of interest

Section A INVITATION

FOR Nurse Coordinator for ADHD in Children

Healthy North Coast is seeking expressions of interest for the role of Nurse Coordinator for ADHD in Children. This opportunity is open to all eligible providers. The role will be based in the North Coast Health Services, Newcastle. For more information, please contact the project manager, Dr. [Name], on [Phone Number] or [Email Address].

phn  
www.phn.nsw.gov.au

Download expression of interest

Have questions?

Register for our online information session on 7 November 12:30 AEST

# EOI Application Process

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Register  
Online

Information  
Session

Review EOI  
Section A.  
Ask  
Questions.  
FAQ

Complete  
EOI Section  
B via online  
application  
form

Applications  
Close 13  
November  
2024

## Conditions of Participation:

- **All enquiries in writing via HNC Website or [commissioning@hnc.org.au](mailto:commissioning@hnc.org.au)** (Questions close 06 October 2024))
- Enquiries must not be addressed directly to Staff or Board members of HNC
- Maintain confidentiality

# Application Process– Estimated Timeline

Milestone	Dates
EOI Closing	13 November 2024 (5:00pm)
Panel Evaluation – Independent Scoring	14 – 18 November 2024
Award Notification	6 December 2024
Contract Preparation, Approval and Execution	6 – 20 December 2024
Activity commencement	January 2025

**\*All dates are estimated timelines and may change according to Operational need/availability**

# SERVICE SPECIFICATIONS & REQUIREMENTS





# Background & Context – ADHD Facts & Figures

Most common mental disorder for children

Risk factor for the development of substance use disorders

Extensive waitlists and increasing referral rates for paediatric outpatient services across the Healthy North Coast region

Lack of access to specialist services and consultation

Almost 7,000 children and adolescents with an ADHD diagnosis across our region

Age	Presence %	ADHD Dx
5	1.95%	98
6	3.80%	179
7	6.78%	308
8	9.34%	414
9	11.83%	502
10	12.48%	529
11	13.25%	586
12	13.73%	617
13	13.16%	601
14	13.05%	610
15	12.78%	646
16	11.41%	609
17	10.12%	545
18	9.62%	531

# This initiative – General Background

Healthy North Coast Clinical Advisory Council identified key issue

Collaboration and partnership with between PHN, NNSWLHD and MNCLHD

Codesign of Shared Model of care with multiple stakeholders – public/private, acute/primary, medical/nursing/allied, specialist/GP/AMS

Consensus agreement and unanimous support

Different levels of readiness and planned phased adoption and rollout across the region

Initial implementation and rollout planned for Northern NSW

# Service Requirements and Specifications

## THE NURSE COORDINATOR

- supports the implementation of a shared model of care for the management of ADHD in children
- supports integration between primary care and paediatric outpatients
- plays a key liaison role with GPs, LHD services and clinicians involved in the management of ADHD in children
- coordinates the delivery of education
- champions a paediatric integrated model of care through engagement and change management
- supports the adoption of new clinical referral and management pathways

# Requirements

## CREDENTIALS AND MANDATORY REQUIREMENTS

- Insurances
- ABN
- Valid unrestricted drivers' licence for use in NSW/Australia.
- Valid NSW Employee Working With Children Check
- Registered Nurse with the Nursing and Midwifery Board of Australia
- 5 years full time equivalent post registration experience



# Hours, Location & Project Fee

- A hybrid working arrangement will be required.
- Majority of the early program work will involve stakeholders in Northern NSW region.
- Will involve a combination of face to face engagements in hospital and general practice settings as well as home based program design and implementation support activities
- Planned contingent worker status with NNSWLHD – allows access to LHD applications, waiting lists, clinical information systems
- 4 day guideline 28+ hrs
- Project fee alignment at senior nursing grade, requirements aligned with CNC level role
- On costs, equipment and all travel expenses (vehicle, accommodation, allowances) included in project fee

# Monitoring and Evaluation

Healthy North Coast requires providers to deliver Quarterly Reports

## Standard Reporting Requirements:

- Quarterly Project Status Reports (template provided by HNC)
- Quarterly Financial Acquittal Reports (template provided by HNC)
- An annual audited financial acquittal report (on the Provider's independent auditor template and showing the specific budget for this funding)

Key Performance Indicators will be outlined in the final contract Agreement, encompassing, but not limited to:

KPI	KPI Measure	KPI Target
Improved Health Outcomes	Proportion of GPs who report being confident to adjust ADHD medication within the parameters of their Safescript approval	80%
Improved service efficiency - access	Improved wait times for ADHD diagnosis and assessment	Less than 6 months
Provider Experience – GP stakeholders	Proportion of GPs who report being satisfied and confident with ADHD work up and referral processes Proportion of GPs who self-report having the knowledge and skills they need to prescribe ADHD medication	80%
Patient Experience	Parents and carers are satisfied with co-management models of ADHD care	80%

# EOI Requirements

## SECTION B: PARTICIPANT RETURN SCHEDULES- ONLINE APPLICATION FORM

	Information to be Submitted in application	Section B: Schedules
Expression of Interest	Applicant Details	Proposal Form
	Ability to Deliver Services specified	Schedule 1
	Demonstrated Experience	Schedule 2
	Proposed Project Fee and Budget	Schedule 3
	Referees	Schedule 4
	Financial Capacity	Schedule 5
	Insurance Details	Schedule 6
	Conflict of Interest	Schedule 7
	Acceptance and Declaration	Schedule 8

# Evaluation Criteria / Weighting

Criteria	Weighting
<b>Ability</b> to deliver services specified	<b>50%</b>
<b>Demonstrated experience</b> in model of care implementation, care coordination and clinical quality improvement activities.	<b>40%</b>
<b>Value</b> for money	<b>10%</b>





# QUESTIONS?