Invitation to tender for the development of

Confidence in Disability Management

# Introduction

The Australian Physiotherapy Association (APA) is seeking tenders from interested persons/parties to develop educational materials that will form the teaching and learning sessions to be delivered across 1 day as part of the *Confidence in Disability Management* Course, more information is provided in Schedule 1 – Course Details.

The Course is at Foundation and Intermediate level aligned to the Competence Framework.

*Foundation level*

A physiotherapy practitioner at this level can independently manage a range of clients with uncomplicated presentations in this area of practice, they can establish the client’s goals and deliver safe and effective management. It would suit physiotherapists:

* commencing post entry-level development with an interest in this area of practice
* seeking to re-enter the workforce or returning to this area after an absence
* who are currently practicing and moving into this area who are expected to perform at this level

*Intermediate level*

A physiotherapy practitioner at this level can independently manage clients with more complex presentations. It would suit physiotherapists:

* with some years of experience in this area of practice
* who have undertaken relevant further learning or qualification in this area of practice

The Course uses a mix of teaching and learning approaches with a focus on active learning and learner-centred strategies. This will include presentation, demonstration, practical / hands-on, practicals and facilitated case-based group discussions. Within the Course, participants will apply and demonstrate their enhanced knowledge, and translate this into practical application. A range of case studies will allow the presenters to work within their experience.

Developer parties achieving successful tender must enter into a written contract with APA recording the rights, obligations and responsibilities between the developer and APA which will contain, in substance, substantially the same terms as in this Invitation on the issues included in this Invitation. The contract may include other terms on other issues not mentioned in this Invitation.

# Definitions

In this Invitation, unless the subject matter or context requires otherwise in this Invitation, the following words and expressions shall have the meanings respectively assigned to them below:

1. “**intellectual property rights**” means any and all intellectual property rights which include, but are not limited to, the following:
2. the entire copyright throughout the world and all other rights of a like nature now subsisting or conferred by the law in force in any part of the world including all renewals and extensions;
3. by way of assignment of future copyright, the copyright and all other rights of a like nature from time to time which may be conferred or may subsist in any alterations or additions and any and all renewals and extensions; and
4. any and all common law rights and statutory or common law remedies available at the date of the assignment;
5. “**the Works**” means any course name; course manual; format, choice and design of course materials and content (including, but not limited to, format of course presentations); videos; audio files; presenter guidelines; course timetable; case studies and learning aids and activities, which are created or otherwise produced or provided by a developer for the Course. For the avoidance of doubt, “the Works” do not include any research, evidence, techniques or other clinical materials referred to in the Course.

# Conditions

In submitting a tender, the developer(s) agree to the following conditions:

1. Ownership of Intellectual Property

All intellectual property rights in the Works will be licensed to and otherwise be assigned to the APA immediately upon creation of the Works or any part thereof. The developer warrants to APA that upon their creation and licensing or other assignment to APA, APA will be the sole and unencumbered owner of all intellectual property rights in the Works.

As owner of the intellectual property rights in the Works, the APA can alter, copy, distribute, license (including, but not limited to, developers and presenters of the Works), or otherwise provide the Works in whatever format it deems appropriate, at its sole discretion and without additional payment to the developer of any kind (other than the consideration provided for in the contract between the developer and APA).

As APA will be the licensed owner of all intellectual property rights in the Works immediately upon their creation, the developer or any other party must not use the Works in any way except as expressly authorised by APA in writing. However, developers may automatically use parts of the Works as per the copyright considerations detailed below.

1. Course Delivery

It is expected that the content in the Works for the Course will allow APA to offer a consistent and high standard course delivered across all Australian states and territories. The decision on where and when to deliver the Course will rest solely with APA as the owner of all intellectual property rights in the Works. The APA will consult with the relevant stakeholders regarding the delivery schedule. The APA, after consultation with and approval of relevant stakeholders, will engage appropriate presenters to deliver the Course; the APA will grant the presenters a non-exclusive license to use the Works for the purpose of delivering the Course.

1. Copyright Considerations

Written materials, content, images, audio and video that are reproduced by a developer from an original source in order to create the Works may be subject to copyright of a third party. APA is authorised by law to allow content developers commissioned by APA to reproduce a proportion of content sourced from third party external sources without breaching copyright of that third party, however, the amount of third party content reproduced by the developer in the Works must not exceed 10% of the source content.

It is the sole responsibility and liability of the developer to ensure that these copyright parameters are adhered to and that all external sources are properly and accurately referenced and acknowledged in the Course and the developer indemnifies APA to the extent of any cost, loss, expense, liability or other damage suffered by APA with respect to any breach or potential breach of intellectual property rights of any third party relating directly or indirectly to the Works.

If the Developer wishes to use the material contained in the Works, the Developer shall request permission from APA, which permission shall not be reasonably withheld for the proposed uses that do not materially interfere with the rights granted to APA hereunder. Notwithstanding the foregoing, the Developer or any other party must not use the Works in its entirety in any way to produce or deliver a course in direct competition with the Course.

The Developer or any other party must request permission from the APA to use any component of the Works in a commercial professional development activity. The Developer shall be entitled to use the material contained in the Works without obtaining the APA’s permission in the Developer’s classroom lectures and non-commercial training, for presentations or lectures at professional meetings, in preparing articles for publication in scholarly or professional journals, in contributions to conferences/symposia, in a book, and any like manner that such use by the Developer does not materially interfere with the rights granted to the APA hereunder.

1. Moral rights

A Developer has these moral rights until copyright in the work expires:

* a right to attribution of authorship, so people acquiring or viewing the work have notice of the creator’s identity
* a right not to have authorship falsely attributed to another person
* a right of integrity of authorship, meaning their work should not be subjected to derogatory treatment, such as a material distortion, mutilation or a material alteration of the work that is prejudicial to the creator's honour or reputation.
1. Videos

If the developer and APA agree to include videos within the Works, the following conditions apply:

1. Unless agreed otherwise between APA and the developer in the written contract, all videos included in the Course form part of “the Works”; and
2. Videos used as part of the Course must not be sourced from internet sites or YouTube.

# Developer Skills and Experience

The course content should be relevant nationally and have a strong theoretical base supported by high quality evidence. Information on the following aspects should be included in the response to tender:

* Content relevant nationally
* Evidence-based medicine
* Risk identification and management
* Application to practice
* The person/people with carriage of this, and briefly include their skills and experience

The Works must be designed to maximize active learning and to practice skills. Information on the following aspects should be provided in the response to tender:

* The educational design approach and/or methods that will be used
* The person/people with carriage of this, and briefly include their skills and experience

Assessment should include engaging formative and summative (if relevant) competency-based assessment activities that cover required knowledge and practical skills. Information on the following aspects should be included in the response to tender:

* The assessment approach and/or methods that will be used
* The person/people with carriage of this, and briefly include their skills and experience

# Project Deliverables

The developer(s) will be required to undertake the following project activities and deliverables as part of the remuneration package, with more detailed information provided in Schedule 2 – Project Deliverables.

1. Project kick-off meeting
2. Develop the Works
3. Incorporate feedback
4. Feedback Meetings
5. Deliver a Train-the-Trainer
6. Conduct two Pilot deliveries\*
7. Supply final version of the Works

\* *Remuneration for pilot deliveries will be at the standard APA presenter rates within the usual APA presenter payment model (an additional remuneration to the tender remuneration), including flights and accommodation where required.*

# Course Information

The intended learning outcomes and course structure have been developed by the Disability Subcommittee and approved by the APA. The developer may wish to suggest modifications or adjustments, these must be mutually agreed by the Disability Subcommittee/APA.

**Purpose:**

To increase the number of physiotherapists who are capable and confident in providing services to people with a disability.

**Intended Learning Outcomes:**

At the end of this course, participants should be able to:

* Outline the assessment, treatment and management of patients with a disability.
* Identify any ‘red flags’ or serious concerns that require referral to a general practitioner or other health professional
* Outline the process for treating and billing NDIS participants
* Identify relevant disability services in your local area
* Identify opportunities to expand your physiotherapy practice to provide services to people with a disability

**Target Audience:**

Physiotherapists working as primary health practitioners who would like to build confidence and capacity in working with patients with a disability.

Final year physiotherapy students who would like to build better awareness and capability to work with people with a disability.

**Pre-requisites:**

General physiotherapy experience. Is currently working, or planning to work clinically in the physiotherapy profession. At least final year physiotherapy student.

**Course Structure:**

Session 1 – Introduction to the NDIS – 1 hour

* Introduction to the NDIS - background, purpose and structure
* Outlining the various streams of funding for NDIS participants – agency / plan / self-managed
* The role of the NDIS planners / delegates, LAC and planners for plan-managed participants

Session 2 – Access and Inclusion – 1.5 hours

* Presenting the various access and inclusion considerations to providing services to people with a disability
* Introduction to the broad spectrum of disabilities and the different access implications for each
* Ability to audit a workplace to ensure it is accessible for people with a disability (could include an audit tool / checklist)
* Actions and measures that can be taken to improve accessibility for people with a disability

Session 3 – Assessment, treatment & management for people with a disability – 2 hours

* Assessment
	+ special considerations for people with a disability
	+ assessment techniques & tools
	+ positioning
	+ red flags and reasons for concern
* Understanding what are issues to be treated versus symptoms to be managed
* treatment and management considerations
	+ specific tools for people with a disability
	+ modifications and considerations
	+ Assistive technology
	+ Positioning

Session 4 – Referral, funding & business development - 1.5 hours

* Increased awareness of existing services and key stakeholders in the NDIS and disability sector
* Who to refer to and when
* How to charge and claim payment for NDIS participants
* Considerations and concerns
* Business development in the disability sector

The content in the Works must align with the above learning outcomes and the detailed course information provided in Schedule 1 – Course Details.

# The Works

The Works should contain the following:

* Presenter and Program Manual
* Pre-work
* Presenter Materials for each session
* Participant Materials for each session provided in a Course Manual, and handouts if applicable

Developer Responsibilities

The developers are responsible for ensuring that all deliverable documents and files are supplied to the following standards at each draft, as well as the final version:

* APA-branded using supplied templates and styles
* Reference style - JAMA
* Edited and proofread, including but not limited to: spelling, grammar, expression, referencing, citation, formatted and laid-out with attention to heading levels, bullets and all presenter manuals, presentations and participants materials are aligned
* The use of all images, diagrams, etc. have been properly sourced, the right to use has been ascertained or obtained, and no material contained in the works is in breach of copyright

More detailed information is provided in Schedule 3 – The Works and Schedule 4 – Standards and Format.

# Milestones

The key milestones are outlined below, more detailed information on the milestones are provided in Schedule 5 – Development Milestones.

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Lead** | **Due Date** |
| Tender process opens | APA | Late Feb 2020 |
| Tender submissions close | APA | April 1st 2020 |
| Contract signed | APA & developer | April 2020 |
| First draft submitted  | Developer | May 2020 |
| Second draft submitted | Developer | June 2020 |
| Final draft submitted | Developer | June / July 2020 |
| Pilot #1 delivered | Developer | Late July 2020 |
| Pilot #2 delivered | Developer | Early August 2020 |
| Pilot review and feedback meeting | APA, developer, review committee | August 2020 |
| Final version submitted with pilot feedback incorporated | Developer | August 2020 |
| Final product approved | Review committee | August 2020 |
| Train-the-trainer | Developer | August 2020 |
| Delivery commences | APA | September 2020 |

These dates may be discussed and adjusted slightly with the successful contractor as mutually agreed.

# Remuneration

The tender application should include the overall financial commitment for the content development, excluding GST. Please note, this is a competitive, merit-based process.

Remuneration will be paid in instalments:

* 40% on receipt of first draft
* 30% on receipt of final draft
* 30% on receipt of final version once all project activities have been completed, including Train-the-Trainer

Final payment will be made on the condition that the APA General Manager – Policy and Government Relations is satisfied that the project deliverables have been supplied to the required standard.

Payment will be made within 30 days of receipt of a valid invoice. If more than one person or organization will be developing, the Tender Submission must outline if and how the remuneration will be apportioned.

# Tender Process

1. **Developing the Tender Submission**

The following documents and information should be included for your tender to be considered, this includes but is not limited to:

* + Completion of the Tender Response Form detailing how you will meet the requirements and outlining the relevant experience and/or expertise i.e in clinical practice, curriculum development, academic writing and/or research, education delivery or other
	+ Provide a copy of content-relevant samples to support your application. i.e. 50% of a lecture with presenter/tutor notes for one online lecture, evidentiary video files if relevant for your stream and any other relevant evidence of quality product that you would like to submit to support your tender.

You may submit a non-conforming Tender (in relation to the Tender Conditions or the Tender Documents) provided that this is accompanied by a full and accurate description of the way in which your Tender is non-conforming.

1. **Submitting the Tender**

Your tender application must be submitted by email in word or PDF format to: policy@australian.physio by the due date of 1st April 2020.

Documents can be made available in any of the following methods:

* + Email – total file size and attachments must be under 8 MB
	+ Large file transfer services such as WeTransfer
	+ Shared folder services such as OneDrive or Dropbox

You should send a separate email to confirm that you have submitted a tender which states the method you have used to provide the tender documents. (This provides APA with a quality assurance mechanism in the event the full tender pack does not transmit successfully.)

1. **Selection**

The tender submissions will be reviewed by the Subcommittee in consultation with the APA. The Subcommittee and/or APA may request further information during the process.

Any decision is final. Upon selection of the successful tender application, the APA may negotiate for changes in scope without the requirement for a further tender process.

The APA Product Development Team will support you throughout your development, and we ask that you make contact with the APA to discuss potential challenges prior to you commencing the development.

## **Enquiries & Contact Details**

Where clarification is required about the terms of the tender, enquiries may be made to policy@australian.physio.

We will endeavor to respond as quickly as possible. Please allow up to 2 – 3 days for us to respond, as we may need to follow up with the Disability Subcommittee.

# Schedule 1 – Course Details

**Course Title:**

Confidence in Disability Management

**Purpose:**

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* Business development in the disability sector

# Schedule 2 – Project Deliverables

The developer(s) will be required to undertake the following project activities and deliverables as part of the remuneration package:

1. **Project kick-off meeting**

This may include the APA and some or all of the subcommittee, may be via teleconference or similar

1. **Develop the Works**

The details of the Works are included in this Invitation and Schedules.

1. **Incorporate feedback**

It is intended there will be two sets of reviews and feedback from the subcommittee/expert panel, with final draft used for pilot delivery. After the pilot deliveries, there will be feedback from participants, independent observers, developers etc. which will guide any final adjustments or modifications.

If required, there may be up to two additional review and feedback cycles.

1. **Feedback Meetings**

These will occur during the draft development phase and after the pilot deliveries.

1. Development feedback meetings - Once written feedback has been provided to the developer by the subcommittee/expert panel, there will be a meeting to discuss adjustments and modifications (may be via a teleconference or similar).
2. Pilot feedback meetings – Once APA has received feedback from participants and independent observers and this has been provided to the developer and the subcommittee/expert panel, there will be a meeting to discuss adjustments and modifications (may be via a teleconference or similar).
3. **Deliver a Train-the-Trainer**

This session is a Train-the-Trainer or similar content information session for prospective Course presenters. It is expected to be no less than 1 hour in length for the course. This will be delivered to prospective Course presenters who will participate from across Australia. This session will be recorded for the purpose of a perpetual resource for prospective Course presenters. This session will be coordinated by the APA and delivered by the developer. This session is part of the tender remuneration package.

1. **Conduct two Pilot deliveries**

The developer(s) will be required to deliver two pilot deliveries of the Works, if face-to-face, at a location specified by the APA, to a class of APA members who have registered to attend the Course as participants. Prospective Course presenters will also be able to attend this iteration to observe the developer’s delivery of the Works for the purpose of further training.

Remuneration for pilot deliveries - developers who deliver the initial delivery of the Works will be remunerated at the standard APA presenter rates within the usual APA presenter payment model (an additional remuneration to the tender remuneration). Flights and accommodation will also be covered by the APA where required. The APA have the right to set a limit on the number of individual developers who can deliver the pilot of the Works, based on the overall number of contributing developers, their city of residence and the location of the initial delivery of the Works.

1. **Supply final version of the Works**

The developer(s) will be required to implement any revisions, changes or modifications to the Works that are identified in the post-pilot review and provide the final version. This revision is part of the tender remuneration package.

# Schedule 3 – The Works

The Works should contain the following:

* + 1. **Presenter - Program Manual**

This must include, but is not limited to:

* Course Title
* Course purpose
* Intended Learning Outcomes: (course level)
* Target Audience:
* Pre-requisites
* Course Structure
* Course timetable with timeslots and session descriptions/topics (include timing for when pre-work should be supplied)
* Pre-work document/s or files, as applicable
* Suggested venue-type
* Resource and equipment requirements for each session, including participant ratio
* Session:
	+ Timing
	+ Key focus or messaging
	+ Key takeouts
	+ Activity instructions and answers / suggested responses as applicable
	+ Activity debrief and suggested key takeouts
	+ Formative and summative answers / suggested responses
		1. **Pre-work**

Developers will need to determine what is required to be completed as pre-work or pre-reading, guided by the Course information provided in the Invitation to Tender and any relevant Schedules. The purpose of the pre-work is to prepare participants for the content to be covered within the Course.

Any papers or similar which form part or all of the pre-work must be publicly available and/or not limited by copyright. If the full paper is not supplied, full reference information including title, author/s, journal/publication must be included, and DOI if available.

These courses are offered to members and non-members of the APA, and their course fee covers all related course material. Supply of pre-reading material which is restricted, for example by access to a research database, is not allowed. If there are pre-readings that form a critical part of the course which are restricted, a pre-reading paper or similar may be developed which contains the relevant information, cited and referenced appropriately.

Pre-work may include, but is not limited to:

* online learning
* pre-reading papers
* a document containing a list of pre-reading
* pre-work activity
* combination of above
	+ 1. **Presenter Materials**

Each session of the Course must include:

* PPT presentation
* Multimedia files if applicable

Please note, presenter instructions, responses/answers to activities and case studies, etc. will be provided in the Presenter-Program Manual.

* + 1. **Participant Materials - Session**

The Works must contain a Participant Course Manual, for multi-day courses there may be one per day:

* Participant Course Manual:
	+ Pre-work
	+ Session ILOs
	+ References for each session
	+ Further reading – may be by session or overall for the course
	+ Activity/case study worksheets or response sheets as applicable
* Handouts as applicable

Please note, participants will be supplied with a PDF version of the PPT presentation in addition to the above materials. The PPT presentation should not be included in the Participant Course Manual.

# Schedule 4 – Standards and Format

The developers are responsible for ensuring that all deliverable documents and files are supplied to the following standards at each draft:

1. **Format and Presentation**
* All documents must be supplied as fully editable documents or files, in their native file format unless otherwise mutually agreed
* APA-branded using supplied templates and styles
* Referenced in JAMA
* Edited and proofread for spelling, grammar, expression, referencing, citation, etc.
* Formatted and laid-out with attention to heading levels, bullets, etc.
* The use of all images, diagrams, etc. have been properly sourced, the right to use has been ascertained or obtained, and no material contained in the works is in breach of copyright
* Each session file name and heading in the Course must align to the timeline
* PPT, Participant Course Manual and Presenter & Program Manual must align
1. **Content**
* Each session start with ILOs
* Each session conclude with a summary and key takeouts aligned to ILOs
* Evidence-base of practice
* Nationally relevant and applicable
* Risk identification and management strategies
* Clinical application
* Overall or by session: further readings
* Where possible and appropriate: cultural responsiveness
1. **Face-to-face and live delivery**
* 2-5 minutes per slide
* Presenter notes expand, illustrate, explain the on-screen text; presenters should not be expected to read on-screen text
1. **eLearning - PPT style**
* Content divided into 3-6 minute sub-topics
* Total module length not more than 15-20 minutes
* Compression ratio of 30% - e.g. 3 hours of face-to-face content compresses to less than 1 hour of eLearning
* Script supplied
* Script expands, illustrates, explains the on-screen text, it does not repeat it
* Multiple choice quiz with single correct response
* Initial drafts must be submitted in editable storyboard format, final draft should be submitted in eLearning publication to check interactions (please note, it is usual to have 3 storyboard drafts and 3 interactive version drafts in eLearning development)
* Final version supplied in html 5, standard SCORM-compliant format, developed in Articulate Storyline, Adobe Captivate or similar.

APA may assist with the coordination of this on request.

1. **Video**
* Content divided into 3-6 minute sub-topics
* Total length not more than 15-20 minutes per video
* Initial drafts should include flow, topics, structure, a script outline or detailed script, and as relevant: description of location, equipment, practical activities or demonstrations, etc.

APA may assist with the coordination of this on request.