

COASTCITYCOUNTRY TRAINING

CONTRACTING POLICY

BOARD POLICY NO 11.0



1. Policy Context

1.1 This CCCT Contracting Policy recognises:

1. The quality of CCCT's training program has direct consequences for the standard of primary health care and the distribution of workforce in the CCCT region. This means that CCCT's focus in its relationships with contractors must be on the promotion of quality training that is regionally sensitive, as well as efficiency.
2. CCCT expects contractors to deliver results as contracted but CCCT also provides contractors with scope and flexibility to manage for results.
3. CCCT acknowledges that general practice training is part of a larger picture (primary health care delivery) in which relationships are crucial and skill transfer and capacity building critical. Therefore an essential CCCT expectation of contractors is that they will share CCCT's goals relating to providing quality training in a supportive training environment. Equally CCCT undertakes to consider the pressures on Supervisors and practices including workforce-related issues, when contracting for services.
4. Contractors are accountable to CCCT. CCCT is accountable to General Practice Education and Training Ltd who is in turn accountable to the Department of health and Ageing, therefore CCCT is governed by policy and legislation which focuses on value for money, probity, due process and accountability. CCCT engages contractors in a manner consistent with these principles.

2. Policy Principles

2.1 The different approaches to education delivery in each LTG are viewed by the CCCT Board as an organizational strength, reflective of CCCT's commitment to supporting regional needs. However, the CCCT Board also sets out the following common principles to be observed in the formulation of contracting strategies:

1. LTGs may independently devise contracting strategies to support business plans where business plans and funds to support such plans have been approved by the Board.
2. All CCCT Contracts for services will be drafted by the CEO CCCT for approval and signature by the appropriate officer/s
3. All CCCT Contracts for services will be managed by the CEO CCCT who will appoint a contract review group from the LTG/s to which the contract applies.

4. The CEO may draft and sign contracts for services where funds to support such services have been approved (in budget submissions) by the Board to the value of \$10,000.00.
5. The Chair of the Finance and Audit Committee or Chairperson CCCT, with the CEO (as company Secretary) may sign contracts for services where funds to support such services have been approved (budget submission) by the Board to the value of \$ 30,000.00.
6. All contracts signed in accordance with this policy must be reported to the CCCT Board at the next applicable Board meeting.
7. All contracts for Services in excess of \$30,000.00 must be approved by the Board prior to signature by The Chair of the Finance and Audit Committee or Chairperson CCCT, with the CEO (as company Secretary)
8. CCCT will have individual contracts (Supervisor Service Agreements) in place with Practices and Supervisors who have been allocated Basic and Advanced Term Registrars. Contracts will be negotiated in December each year and extended in May each year where Registrars remain in the same practice beyond a six month period.
9. The CEO CCCT is delegated by the Board to sign Supervisor Service Agreements on behalf of CCCT.
10. Reflecting a commitment to local regionalized training and vertical integration, preference will be given to tertiary institutions and divisions in the CCCT region, in tendering processes seeking to purchase education and related services.
11. The Agreement between GPET and CCCT will be signed annually by the CCCT Chair and CEO (Company Secretary).

3. Review of this policy

This policy will be reviewed annually.

4. Related Policies

CCCT Vertical Integration Policy

Coast City Country Training Ltd

Last reviewed May 2007