



OFFICIAL

Clinic Extension Grants 2020 Guidelines

The Screening and Innovation Team is pleased to offer Clinic Extension Grants of up to \$5500 to increase the reach of cervical screening clinics within South Australia.

Applications will receive additional scoring if they ensure eligible consumers have access to self-collection and incorporate promotion of bowel and breast screening (for eligible women).

COVID-19 and screening

The impact of COVID-19 may mean that some women have delayed having their Cervical Screening Test. These grants will provide an opportunity to engage with these groups and encourage them not to neglect regular preventative health checks. For regular updates about COVID-19 restrictions within South Australia, please visit <https://www.covid-19.sa.gov.au/>

Applications close COB Friday, 29 January 2021

Please note: Organisations which already receive government funding for services that include cervical screening are not eligible to apply (for the purposes of this application, the term 'government funding' does not include MBS funding or PIP QI funding).

Note: If you are planning on targeting Aboriginal and Torres Strait Islander women as part of your application, please contact Sharon Clarke, Senior Project Officer, Aboriginal Well Women's Screening Program on 0421619641 for details of the Aboriginal Well Women's Screening Grants.

Background

The SA Cervix Screening Program (SACSP) sits within Wellbeing SA and supports the delivery of the National Cervical Screening Program in South Australia. Towards this goal, SACSP is focussed on improving service delivery and maximising participation in cervical screening in South Australia via community education, partnerships with groups at increased risk of cervical cancer, awareness campaigns, grants, healthcare provider updates and training, local research and partnerships with key agencies.

The Australian Institute of Health and Welfare's participation data reported in May 2020 shows that SA is achieving the highest cervical screening participation in the nation (60.8% vs 54.1% nationally). While this figure is comparatively good, it also indicates that 39% of women are not participating as recommended.

Target Group

The target group for these grants are women who either:

- a) have never had a Pap smear or Cervical Screening Test, referred to as 'never screened'; or
- b) are 2 or more years overdue for cervical screening- referred to as 'under-screened'

Grant applications will need to demonstrate how women in this target group will be identified and supported to participate.

Note: The most reliable way to confirm the date of your patient's last screen is to check with the National Cancer Screening Register, either via phone call (1800 627 701) or fax form or electronically via the [healthcare provider portal](#). [This fax form](#) can be used to obtain screening histories for up to 20 patients at a time, to electronically look up your patients' screening histories.

If very few of your existing patients are under-screened, you may wish to partner with agencies or services that support women who are in groups at higher risk of under-screening, for example you may choose to partner with:

- cultural groups
- social or welfare services, such as food rescue services, support groups or housing services
- community centres or local government services

Self-collection

Self-collection is a key tool for engaging clients who are overdue or never-screened, hence these grants aim to support clinicians and women in ensuring it is accessible.

Key Facts on self -collection

- Recent evidence has shown that self-collection has comparable sensitivity to clinician-collected samples (insert Arbyn).
- Many under-and never-screened women will fit the eligibility criteria for self-collection which are listed below:
 1. Age 30 or over
 2. Overdue for screening by 2 years or more (last screen 4 or more years ago), or never-screened.
 3. Decline speculum examination (no reason required)
- A large percentage of samples being submitted from SA have been found to be ineligible and hence can't be processed by laboratories. The main reason for ineligibility

is that women are not 4 or more years overdue. The exact date of your patient's last screen can be checked by requesting a screening history from the National Cancer Screening Register, either via phone call (1800 627 701), [healthcare provider portal](#) or [by fax](#) (for up to 20 patients per form).

- A consultation with a healthcare provider is still required, to ensure the woman is eligible and that she has correct information regarding how to take the test.
- Under or never-screened pregnant women are now eligible to undertake self-collection, provided counselling is provided by a health care professional regarding the risk of bleeding.

Getting started with Self-collection

SA Clinics have the choice of two pathology providers who are currently accredited to process self-collected samples: these are Victorian Cytology Service (who accept samples by mail in a free postage-based system) and ClinPath (who receive samples via the usual courier system).

1. Choose a pathology provider
2. Call your chosen provider to
 - a. order your swabs (red-top COPAN) and patient education materials
 - b. obtain details on how to forward samples
3. Ensure all staff are aware of the above details, eg via staff update or email.
4. SACSP can provide staff updates or additional information to support the process
5. Update your records-
 - a. run a report on women who are 30 years or older and overdue for screening by 4 or more years, or never-screened.
 - b. Confirm that these patient records are correct by checking their screening histories with the NCSR (phone, [healthcare provider portal](#) or [fax form](#))
 - c. Provide personalised support for these women to access the option of self-collection.

For more information about self-collection, please see the *Cancer Screening fact sheet for healthcare providers* via <https://openyourworld.sa.gov.au/cervicalscreeninggrants>

NCSP Renewal (Changes) to the National Cervical Screening Program

On 1st December 2017, the two yearly Pap test for women aged 18 to 69 changed to a five yearly human papillomavirus (HPV) test for women aged 25 to 74. Women are due for their first Cervical Screening Test two years after their last Pap smear. If the test shows no signs of HPV, the patient will then be invited to re-screen in five years.

A summary of the changes includes:

- Women are invited when they are due to participate via the National Cancer Screening Register <https://www.ncsr.gov.au/>
- The Pap smear has been replaced with the more accurate Cervical Screening Test
- The time between tests has changed from two yearly to **five** yearly
- The age at which screening commences has increased from 18 years to 25 years
- Women aged 70 to 74 are now invited to have an exit test.

Barriers to screening

Trends in participation rates show a link between increasing cervical screening participation rates and an increase in socio economic status. Vulnerable population groups, remote communities and socio economically disadvantaged areas have lower cervical screening rates, and greater numbers of women who are either lapsed screeners or have never been screened.

Factors that may increase participation rates include: accessible and sensitive health care services, female general practitioners (GP's), nurses, culturally appropriate health services, information in community languages, use of appropriate interpreters, assistance navigating a complex health care system, knowledge of and information about preventative health and screening, cost, proximity of health services and transport.

Target group(s)

All clinics funded under the Clinic Extension Grant must target under-screened or never-screened women.

- Under-screened women are defined as women aged 25-74 years who are 2 or more years overdue (last Pap was four or more years ago).
- Never-screened women are those who have never had a Pap smear/Cervical Screening Test

Note: Many under-screened women will be eligible for self-collection (collection of a vaginal swab for HPV testing) and hence the grants are designed to ensure self-collection is accessible and well understood by clinicians and patients.

You may also choose to target specific groups such as:

- Women of low socio economic status
- Women with a disability
- Culturally and Linguistically Diverse (CALD) and newly arrived refugee women
- Women with disabilities
- Working women (who are overdue) – i.e. after hours / weekend clinics
- Immuno-compromised women
- LGBTI community members
- Women who have experienced sexual trauma

Your application should outline how you intend to engage and support the needs of the target group(s) identified for your project.

How much is each grant worth?

Clinic Extension Grants up to \$5,500 are available and will be paid in one lump-sum payment to successful grant applicants. Applications are assessed on merit.

Eligibility Requirements

- Women who are under-screened (4 or more years since last cervical screening), or who are never- screened must be targeted.
- Evidence must be provided regarding the number of under-screened women (four or more years since last screen) who can be reached through this proposal at your practice.

- All appointments offered as part of these grants must be a free (bulk billed) service for all women attending.
- Only incorporated organisations based in South Australia with an ABN are eligible.
- Organisations which already receive government funding for services that include cervical screening are not eligible to apply. NB: for the purposes of this grant, MBS funding is not considered as 'government funding', and neither is the PIP QI funding via PHN's.
- Extended hours will be for the purpose of cervical screening providers working in general practice, community health or outpatient services to offer free cervical screening clinics outside of standard business hours such as after hours or weekend clinics. **If offering extended hours please specify what these hours are** (for example: 'opening 5 pm until 8 pm on Thursdays')
- Outreach clinics are for existing cervical screening providers to run free outreach services in rural/regional communities, high need suburbs or communities within metropolitan Adelaide.
- A minimum of two cervical screening clinics or outreach clinics must be implemented.
- Successful applicants will be required to demonstrate effective use of medical records management tools (i.e. [National Cancer Screening Register](#) for obtaining screening histories, Medical Director, PENCAT, Practice Based Reminder systems) and reminder systems to identify and invite women clients who are >4 years overdue for cervical screening and/or demonstrate effective promotional activities or partnerships with community organisations to ensure participation of vulnerable under screened women and communities in cervical screening clinics.
- Numbers of women screened must be recorded and provided for the project evaluation and acquittal at the end of the project. Data required includes: number of under-screened women screened, number of never-screened women screened, and the number of total women screened as a result of the project.

2020 Funding Priorities

The funding priorities for this round of grants are reflected in the eligibility requirements and the scores assigned to each question in the application form.

What will be funded

Funding will cover the costs associated with implementing cervical screening extension clinics or supporting outreach programs including:

- Promotional expenses including advertising costs
- Venue hire
- Transport (for nurses or general practitioners providing outreach services, or for women attending services)
- Administration that supports targeted cervical screening clinics or clients or both
- Incentives for participants (i.e. women's health and pampering activities/products, afternoon tea)
- Interpreting/translating language services
- Practical support for women to attend screening (i.e. support workers)
- Practices have the option of undertaking a broader quality improvement process under the newly launched PIP QI program offered via Primary Health Networks (PHN's). Practices are eligible to

apply for both PIP QI and Clinic Extension Grant funding and this approach will not be penalised in the grant assessment process.

What will NOT be funded

- GP/medical practitioner salary
- Establishment of new or ongoing cervical screening clinical services (unless future sustainability without assistance can be demonstrated).
- Cervical screening clinical services that generate commercial and competitive income or profit.
- Funding of existing debts or shortfalls.
- Sponsorship of fundraising events.
- Employment and training programs (training for community or women's health nurses to become cervical screening providers).
- Capital items such as computers or other office equipment, mobile phones and clinic equipment.
- Resource development costs where a similar resource is or has already been developed by SA Cervix Screening Program or the National Cervical Screening Program.

Examples of activities that CAN be funded

- Outreach education, health promotion and cervical screening provided to under-screened women in isolated rural areas.
- Improving access to appropriate, sensitive and respectful Cervical Screening Test services for under screened women with, for example, the assistance of an interpreter.
- Implementing self-collection for eligible women.
- Partnerships with other GPs, health or community services, community groups or organisations to support cervical screening clinics targeting under-screened women.
- Out of hours/twilight/Saturday morning clinics with a female GP and/or practice nurse.
- Follow up reminders to women >4 years overdue for cervical screening, encouraging women not to delay important screening tests during COVID-19, and tick cervical screening off their 'to do' list
- Providing incentives for targeted/invited women attending a clinic (e.g. pamper packs, coffee vouchers, movie tickets, gift cards, free nails session etc.).
- Provision of bulk billing service with female GP and/or practice nurse.
- Utilising a visiting or agency female GP, practice nurse or the Rural Women's GP Service.
- Additional administrative support to improve medical records and reminder systems to identify and invite women who are overdue for their Cervical Screening Test.

Application process and timelines

It is not possible to fund all application requests. Funding should therefore not be anticipated or deemed automatic.

All applications will be reviewed and assessed against criteria with recommendations made and sent to a senior executive at Wellbeing SA for approval.

To ensure fairness and avoid conflict of interest, Wellbeing SA cannot provide help with writing your application. Reading this guide and the application form will give you the tips to help understand how to write your application. If you need more support, you could try contacting your local council or local Member of Parliament to see if they can help.

Successful applicants will receive a letter notifying them of the outcome of their application. This will be approximately 2 weeks after the closing date for applications.

The current Cervix Screening Grant Program will fund approved projects for an 18 month period .
--

Successful applicants will receive a grant agreement detailing the terms and conditions of funding. Please note that organisations may have to wait from the time the grant round closes to receive their grant funding.

Tips for answering application questions

Questions 1-6 – please answer using checkboxes provided on application form.

SECTION C. Question 7. Please describe your project, including:

- *what is planned (in addition to what your practice normally offers for cervical screening); and*
- *what strategies will the project use to increase participation by under-screened/ never-screened women?*

In answering this question, your application must cover and/or address the following:

Please clearly outline what activities you are planning over and above what is normally provide by your practice, “ie women invited to group information session/specifically invited via SMS or letter, and then extended clinics with a female provider will be made available”.

These activities should also incorporate how you intend to increase participation via the above means, ie

- Provide a raffle/coffee voucher/small gift for attendance (ensure this is included within your budget scope)
- Ensure patients feel as comfortable as possible, with access to a female provider, times and days that suit their schedules, and/or opportunity to attend in a small group
- Follow-up phone calls and/or SMS reminders

Questions 8-11 – please answer using checkboxes and tips provided on application form.

Question 12. Do you intend to support women aged 50-74 to access breast screening and bowel screening? If so, please outline what strategies you will use.

Should you wish to provide support in these areas, your application should:

- Provide education about the importance of breast screening from age 50;
- Contact [BreastScreen SA](#) for resources about breast screening and breast cancer; including information/support about where to book a mammogram;
- Call the National Bowel Screening Register on 1800 627 701 to determine patient eligibility; and if possible; to order a bowel screening kit for the patient;
- Provide support with printed and [online resources](#) regarding how to take the bowel screening test. The bowel screening test hotline (p 1800 930 998) can also assist with this.
- For more information about breast and bowel screening for healthcare providers, please see the Cancer Screening fact sheet for healthcare providers fact sheet available at <https://openyourworld.sa.gov.au/cervicalscreeninggrants>

Question 13. How do you intend to promote your extended clinics or outreach program to appeal to under-screened women, given that these women are often hard to reach?

In answering this question, your application might consider the following ideas:

- Understand the barriers unique to the under-screened women within your practice and/or local area;
- Using practice software, identify patients who are under-screened and then invite them to screen via targeted letters, phone calls or SMS; with explanation regarding what you are offering (ie out of hours clinic, female provider, bulk billed, opportunity to go into raffle)
- Offer self-collection to women who meet the criteria (should clinician-collected be a barrier for them);
- Using regular GP/Practice Nurse patient consults as an opportunity to discuss cancer screening (time permitting);
- Actively follow-up patients via phone call who have indicated they will attend.

Question 14. What will you do to minimise the Do Not Attend (DNA) rates for the women who book in?

In answering this question, your application must cover and/or address the following:

- Clearly outline if DNA's have occurred in the past and if so, what strategies have worked to resolve them;
- Discuss strategies that will help minimise DNA's, for example:
 - Follow-up phone call or SMS the day before the booked appointment;
 - Reassuring patient that all needs will be met;
 - Working with practice reception staff to provide active follow-up, including understanding barriers preventing patient from attending.

Accountability requirements

All organisations approved for **funding will be required to:**

Sign and **comply with reporting requirements** in the grant agreement. You may also be required to fill in finance related forms to ensure you receive funding correctly.

Provide numbers of women >4 years since last cervical screening who were identified (pre project implementation), invited to attend and numbers of Cervical Screening Tests provided (post project implementation) to identified women.

Provide **reports and financial expenditure statements** which must be completed and returned to SA Cervix Screening Program at agreed milestones. Clear pro-formas are supplied for these reports.

Funding **can only be used** for the purposes of the project.

Appropriately acknowledge the SA Cervix Screening Program, as the funding body and use the Wellbeing SA logo **in any promotional material**. The logo can be supplied on request.

How do I apply?

Read these grant funding **guidelines**

Fill in the grant application form. Applications available online at:

<https://openyourworld.sa.gov.au/cervicalscreeninggrants>

Hard copies of applications will not be accepted. All applications are to be filled in electronically and returned via email to:

WellbeingSAcancer_screening@sa.gov.au

For more information

Should you have any further queries after reading the guidelines, please email WellbeingSAcancer_screening@sa.gov.au with your best contact number and we will get back to you asap.

For any other information, please visit www.sahealth.sa.gov.au/cervicalscreening



Government
of South Australia

Wellbeing SA



www.ausgoal.gov.au/creative-commons
© Department for Health and Wellbeing,
Government of South Australia. All rights reserved.