Clinical Backfill Funding Scheme
Allied Health
Implementation Plan

Name:
Profession:

The following tool is a guiding document to assist with planning and support during the funded backfill period to ensure that the expected outcomes are achieved, and individual learning outcomes are maximised.

Funding Details

No. weeks HP level/ HP level:

Projected dates of funding:

Expected Outcomes

What goals and activities do I hope to accomplish during this period?

Goal (e.g., Prepare manuscript)	Activity (e.g., search current literature, write introduction, complete methods, first draft complete, seek draft feedback)

Time frame for achieving activities: Gant Chart completed (see p3)? Yes   No

What are the potential risks to completing above activities in specified time frame?

Potential risk (e.g., inaccessibility of mentors)	Contingency (contact mentors in advance to flag dates when needing draft feedback)

Gold Coast Health
Building a healthier community

Queensland Government

Resources and Development

Have you thought about where you will be physically located during the backfill period? Has this been discussed with your line manager?

[ ]

Is there any computer software I require? (i.e., endnote, SPSS, excel 2010)

[ ]

Are there any **learning resources** I require? (e.g., additional mentorship, workshop training, endnote training)

[ ]

Action plan to obtain these resources:

[ ]

I am supportive of the above implementation plan:

Clinician: _____ _____
Print Name   Signature

Line Manager Approval: _____ _____
Print Name   Signature

Research Fellow Approval: _____ _____
Print Name   Signature

Timeline - Sample Gant Chart

Activity		Week 1					Week 2					Week 3					Week 4				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
e.g., Install endnote	X																				
Find Guidelines for Authors	X																				
Contact project team re: dates, and plan Contact library regarding: literature search	X																				
Appraise literature		X	X	X	X																
Introduction				X	X	X	X														
Methods							X	X	X	X											
Send introduction and methods for feedback to project team											X										
Results and discussion and abstract, conclusion												X	X	X	X	X					
Send final draft for feedback																	X				
Tidy-up tables and figures and references																	X	X	X		
Complete changes																			X	X	