**GUIDELINES FOR PROPOSALS FOR TRAUMA RECOVERY PROGRAMS – POSTTRAUMATIC STRESS DISORDER**

The Department of Veterans’ Affairs (DVA) funds a number of public and private hospitals to provide evidenced-based trauma recovery day programs for posttraumatic stress disorder (PTSD).

To be considered by DVA, Trauma Recovery Program (TRP) proposals must provide evidence-based treatment for PTSD and its common comorbidities, consistent with the *Australian Guidelines for the Prevention and Treatment of Acute Stress Disorder, Posttraumatic Stress Disorder and Complex PTSD* (*Phoenix Australia, 2020)* *(the Guidelines)*, as amended from time to time. The Guidelines are available from [www.phoenixaustralia.org/australian-guidelines-for-ptsd](http://www.phoenixaustralia.org/australian-guidelines-for-ptsd).

DVA evaluates the clinical effectiveness of the TRPs through the collection of clinical and functional outcome data from Entitled Persons attending the program. This data is collected at specific time points during (assessment and intake) and after the program (discharge, and 3 and 9 months post-discharge follow-up), as amended from time to time. Further information about DVA’s data collection requirements is available in the Implementation Manual available at <https://www.dva.gov.au/get-support/providers/programs-services/trauma-recovery-program-information-hospitals>.

**Accreditation**

Hospitals providing TRPs must be accredited against the current *National Safety and Quality Health Service Standards* (NSQHS Standards). Once DVA has agreed to purchase a TRP, your hospital will have twelve months to be accredited. Evidence of accreditation must be provided to DVA once obtained. Where a hospital does not proceed with accreditation within the timeline, DVA may not be in a position to continue to fund the program.

**Completing the application**

In providing a proposal, the hospital should refer to the Implementation Manual available at <https://www.dva.gov.au/get-support/providers/programs-services/trauma-recovery-program-information-hospitals>. The Implementation Manual will assist you in providing sufficient evidence to enable DVA to evaluate your application.

You are required to provide a brief summary against the below criteria and provide documentation that demonstrates your hospital has systems and processes in place to address the criteria and actions.

Some examples of documentation as follows:

1. Clinical workforce qualifications, skills and expertise
2. Risk management strategy/policy
3. Intake and assessment processes and procedures
4. Program facilitator and participant program manuals
5. Program timetables

**Trauma Recovery Program (PTSD) Assessment Proforma**

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| **Hospital Name:** | |
| **TRP Assessment Criteria** | **Provide a brief summary for each criteria** |
| **Program information (information can be included as an attachment)** | |
| 1. **Title of TRP** |  |
| 1. **Target population** |  |
| 1. **Target cohort numbers**   [Noting research evidence that optimal group size is 5-9, please provide clinical justification for larger group sizes and specify whether additional facilitator/s will be present] | \_\_\_\_  OR  \_\_\_\_ to \_\_\_\_ (range) |
| 1. **Number of group programs per year** |  |
| 1. **Specify the aims and expected outcomes of the TRP** |  |
| 1. **Program format**  |  |  | | --- | --- | | **Mode of treatment** | Face-to-face  Online  Combination/Hybrid | | Total number of days  Total number of weeks  Number of days per week  Number of treatment hours per treatment day  Total number of treatment hours | \_\_\_\_\_ days  \_\_\_\_\_ weeks  \_\_\_\_\_ days per week  \_\_\_\_\_ treatment hours per treatment day  = \_\_\_\_\_ total treatment hours[[1]](#footnote-1) |   The above totals:  Include individual treatment  OR  Exclude individual treatment | |
| 1. **Program design: Individual treatment component** | *Please outline what is involved in the delivery of individual therapy sessions including:*   * *evidence-based treatments and techniques used*[[2]](#footnote-2) * *who delivers them* * *length of sessions* * *frequency* |
| 1. **Program design: Group treatment component** | *Please provide a high-level summary of program content including:*   * *Evidence-based treatments and techniques used*[[3]](#footnote-3) * *Topics covered (noting that core program content should be consistent with evidence-based treatment)* * *Involvement of families/carers*   *Please also attach copies of facilitator and participant manuals*.  *A good participant manual is:*   * *written in language that the majority of patients will understand* * *easy to use with page numbers, chapter headings, contents page* * *provides space for notes, homework etc* * *logically follows the program outline/timetable*   *A good facilitator manual will enable a therapist unfamiliar with the program to step in if required.* |
| 1. **Timetable** | *Please provide a timetable, detailing the specific days and times, start and end times for each session, topic/focus of each session and the facilitator/s for each session* |
| 1. **Clinical Processes**   Please include information on:   * Intake and assessment procedures * The discharge process including provision of a discharge plan:  1. clinical assessment and treatment outcomes; 2. risk assessment; 3. ongoing treatment requirements; and 4. referral to support services  * Whether processes and systems are in place to ensure Entitled Persons have the opportunity to attend a group relapse prevention session 1 to 3 months post-discharge |  |
| **Workforce** | |
| 1. **Clinical workforce** **and staffing capacity**   Please provide a list of all staff involved in program delivery (including Clinical Director, lead facilitator, co-facilitator/s, individual therapist/s) in the table below   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Clinical Role (e.g. Clinical Psychologist)** | **Mental Health and other Qualifications [including qualifications in evidence-based treatment] (e.g. Master of Applied Psychology, Dip Ed TF-CBT)** | **Role in Program** | |  |  |  | Clinical Director | |  |  |  | Lead facilitator | |  |  |  | Co-facilitator | |  |  |  | Individual therapist |  * All clinical staff are trained to deliver evidence-based treatment consistent with the *Australian Guidelines for the Prevention and Treatment of Acute Stress Disorder, Posttraumatic Stress Disorder and Complex PTSD (Phoenix Australia, 2020)),* [www.phoenixaustralia.org/australian-guidelines-for-ptsd/](http://www.phoenixaustralia.org/australian-guidelines-for-ptsd/) and have mental health qualifications that are credentialed and registered with relevant professional bodies to support the TRP * The Clinical Director of the TRP must be a Psychiatrist or Clinical Psychologist * The lead group facilitator must be either a Psychiatrist, Clinical Psychologist, Psychologist, Social Worker (mental health) or Occupational Therapist (mental health) * Co-facilitators can be of other professions, such as a mental health nurse | |
| **Data** | |
| 1. **Clinical Data Collection**   Do you agree to provide DVA’s contracted data collection provider with clinical outcome data from the following time points?   * Assessment and intake; * Post-completion / discharge; * Three months post-discharge; and * Nine months post-discharge. | Yes  No – Please explain reason |

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| **Accreditation** | **Provide details including timelines** |
| NSQHS Standards |  |

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| --- | --- |
| **Costing** | **Provide detailed program costs (incl/excl GST)** |
| Pre-program assessment  Individual therapy/treatment  Group treatment program  Program administration  Post-program assessment  Group debriefing session post discharge  Data collection post discharge   * At three months * At nine months |  |
| **Total unit cost per person** |  |

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| --- | --- |
| **Contact Details** | |
| Contact person 1  Name:  Title:  Phone number:  Email: | Contact person 2  Name:  Title:  Phone number:  Email: |
| **Signature of authorised representative**  Name and position: ………………………………………………………………………………………………………………………………  Signature: ………………………………………….…………………. Date: ………/………../………… | |

1. DVA must be advised of any proposed change to total number of contact hours [↑](#footnote-ref-1)
2. Refer to the Australian Guidelines for the Prevention and Treatment of Acute Stress Disorder, Posttraumatic Stress Disorder and Complex PTSD (Phoenix Australia, 2020), [www.phoenixaustralia.org/australian-guidelines-for-ptsd/](http://www.phoenixaustralia.org/australian-guidelines-for-ptsd/) [↑](#footnote-ref-2)
3. Refer to the Australian Guidelines for the Prevention and Treatment of Acute Stress Disorder, Posttraumatic Stress Disorder and Complex PTSD (Phoenix Australia, 2020), [www.phoenixaustralia.org/australian-guidelines-for-ptsd/](http://www.phoenixaustralia.org/australian-guidelines-for-ptsd/) [↑](#footnote-ref-3)