

## Probity & Governance Responsibility Course

This one day session has been designed for staff within hospitals, responsible for the conduct of procurement including Supply, Engineering, and Environmental, Food Services, IT, Contract Managers, Pharmacy, Corporate Services, Facilities or any other key personnel who may undertake procurement activities

Objectives	To increase the awareness of probity within hospitals across Victoria and increase the capability of key personnel responsible for implementing and managing procurement practice
Content	<ul style="list-style-type: none"> <li>* Procurement legislative framework               <ul style="list-style-type: none"> <li>⇒ Victorian Government Purchasing Board (VGPB)</li> <li>⇒ Health Purchasing Victoria (HPV)</li> <li>⇒ Guide to Ministerial Direction No. 1 - Tendering Provisions for Public Construction</li> <li>⇒ Ministerial Direction No 2. – Contractual Provisions for Public Construction</li> </ul> </li> <li>* Principles of procurement</li> <li>* Procurement profiling – value adding opportunities               <ul style="list-style-type: none"> <li>⇒ Annual supply contracts</li> <li>⇒ Panel contracts</li> </ul> </li> <li>* Procurement planning</li> <li>* Tender documentation</li> <li>* Tender evaluation methodologies</li> <li>* Contract management process</li> </ul>
Format	<ul style="list-style-type: none"> <li>* an interactive workshop with significant participant involvement</li> <li>* extensive use of case studies and exercises</li> </ul>
Numbers	maximum number is 20
Duration	1 day (9am to 5pm)
Venue	To be advised – Metropolitan and Regional