



SA Nursing and Midwifery Premier's Scholarships 2010/2011

Guidelines and Application Form



Government
of South Australia

SA Health

SA Nursing and Midwifery Premier's Scholarships 2010/2011

The Premier of South Australia is committed to building a valued and sustainable nursing and midwifery workforce. Scholarships are being offered to nurses and midwives to explore innovative practices within their chosen field, either nationally or internationally.

Purpose

The purpose of the scholarships is to provide nurses and midwives with an opportunity to enhance their professional development by increasing their knowledge, skills and abilities through life-based learning; seeking best practice or innovative initiatives which are likely to make a difference to professional practice and community outcomes

Scholarships being offered

- > Four overseas scholarships to the value of \$12,000 each.
- > Two Australasian scholarships to the value of \$5,000 each.

The scholarships for 2010/2011 **must** be taken between 1 July 2010 and 30 June 2011.

Who can apply?

- > Nurses and midwives employed within South Australia.
- > People of Aboriginal and Torres Strait Islander origin are particularly encouraged to apply.

Eligibility criteria

Applicants must:

- > be registered or enrolled with the Nursing and Midwifery Board of South Australia and have a current Annual Practising Certificate
- > work in South Australia and must return to their substantive position at the end of the scholarship
- > unless in independent practice, have the support of the Director of Nursing & Midwifery and Health Unit CEO or Administrator who has agreed to pay salary maintenance during the scholarship.
- > have consolidated knowledge and experience
- > have a willingness to share experiential learnings with colleagues for the benefit of patients/clients
- > in their application, show they seek to develop knowledge, skills and abilities in innovative nursing and midwifery practice:
 - within the area of expertise
 - for leadership development
 - for professional development.

Priority will be given to applications that:

- > demonstrate the enhancement of nursing and midwifery practice not readily available

in South Australia (the area of interest does not have to be a part of the applicant's current area of practice or employment)

- > demonstrate the ability to advance nursing and midwifery practice in South Australia
- > demonstrate how new learnings can be implemented into the nursing and midwifery workplace
- > demonstrate how a scholarship will further develop the vision and leadership of the applicant
- > align with current health priorities (eg national and state health strategies).

Scholarship recipients will be required to write a report to the Chief Nurse on the learnings gained from their study and how they can be (or have been) implemented into their workplace.

Exemptions

Outside the scope of the scholarship funding is:

- > research proposals
- > conference or congress attendance
- > participation in formal courses
- > personal care items
- > personal computers and associated equipment
- > clothing.

The process

Applicants should:

- > formulate and discuss the proposal with their Director of Nursing and Midwifery and Chief Executive Officer or Administrator
- > gain the support of their Director of Nursing and Midwifery and Chief Executive Officer or Administrator
- > make contact with the interstate/overseas health unit(s) they wish to study and seek a preliminary agreement for visit(s)
- > submit the scholarship application (Applicant Details (Form 1), Scholarship Proposal, Curriculum Vitae) to the Nursing and Midwifery Office
- > begin preliminary investigations on travel arrangements, accommodation etc.

The scholarship recipients will then be required to:

- > confirm the agreement and details of the study arrangement with the interstate/overseas health unit(s)
- > submit the Confirmation of Scholarship Proposal (Form 2) to the Nursing and Midwifery Office
- > submit the Grant Fund Allocation (Form 3) to the Nursing and Midwifery Office.

Upon receipt of Forms 2 and 3 the Nursing and Midwifery Office will give final authorisation to proceed with the scholarship and for the funds to be released.

Scholarships recipient must complete the study as planned and approved. A Scholarship Report and budget acquittal (travel diary and allowance travel form) are required one month after return. The Scholarship Report must demonstrate how the scholarship recipients will share the learnings gained from the study with their colleagues.

What to include

Applications must include:

- > a scholarship proposal (see below for details)
- > a completed application form
- > current Practising Certificate Number
- > current curriculum vitae
 - qualifications
 - broad nursing and/or midwifery experience
 - relevant specific nursing and/or midwifery experience
 - life-based learning activities

Submit

Please mail the application plus **three** copies to:

Premiers' Nursing and Midwifery Scholarship Coordinator
Nursing and Midwifery Office
PO Box 287 Rundle Mall
ADELAIDE SA 5000

For further information contact:

Marcia Hakendorf
Phone: (08) 8226 6370
Email: marcia.hakendorf@health.sa.gov.au

Scholarship proposal guidelines

Scholarship proposals are to be a maximum of eight pages and should include:

> The purpose of the study

Applicants must outline their issue and how it warrants investigation, and demonstrate that the method of investigation (the study) is suitable and reasonable. Where possible, they should include supporting evidence such as client demographics, what would be required for improvement, what are the possible gaps and what are the possible solutions.

> Background

Applicants must outline any events leading up to their issue and describe any projects or research that has been done previously on the issue.

> Objectives of the study

Applicants must outline what they aim to achieve with their study. Ensure to follow the **SMART** principle and ensure the objectives are **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imely.

> Proposed outcomes of the study

Applicants must relate their outcomes to their objectives (eg improved knowledge, skill development, initiative development, network building).

> Study plan

Applicants must demonstrate how their proposed study will meet their proposed objectives (eg venues where the objectives can be met, people who have the expertise required, the length of time required)

> Expected benefits of the study

Applicants must outline how this study will benefit themselves as nurses and/or midwives and their workplace (eg patient care, new initiatives, leadership skills, improved knowledge)

> Study evaluation and objective implementation

Applicants must outline how they plan to apply the learnings from their study to their workplace setting (eg implement a best practice model or new initiative, introduction of new or review of existing documentation, dissemination of information – present at conferences, workshops, forums etc).

> Costs of the study

Applicants must outline the costs for all aspects of the study. Where possible, they should include overseas airfare, domestic travel (air or land), transfers, accommodation, insurance, daily expenses, daily transport, phone calls, fees for health unit visits (if required).

Further information

Travel arrangements

Applicants will be expected to plan, organise and book all travel requirements and organise and confirm all study arrangements and professional programs.

Scholarship funds

Applicants are informed that:

- > no additional funds will be allocated over and above the authorised grant
- > scholarship monies are not to be used as salary
- > it is the expectation of SA Health that the study will be completed in its entirety within the specified timeframe and within the monies allocated
- > If, due to circumstances beyond the scholarship recipient's control, the tour is prematurely terminated, SA Health will expect to negotiate the pro-rata return of some scholarship funds based on time completed and costs already incurred
- > SA Health reserves the right to request return of scholarship funds in cases where the funds have been misappropriated
- > upon receipt of the scholarship recipient's budget acquittal of costs incurred (post study tour), SA Health may request clarification and/or additional supporting information.

Obligations of recipient

Scholarship recipients are expected to:

- > plan, organise and confirm all travel and study arrangements including accommodation
- > ensure any annual leave negotiated with the employer is taken before or after the study timeframe and not during
- > ensure the study timeframe includes travelling to and from the overseas or interstate destination (ie getting there and getting back)
- > provide their Annual Practising Certificate
- > provide evidence of travel insurance with the highest cover during work and non-work periods and for health care services
- > within one month of return, submit a report to the Chief Nurse (hard and soft copy) on the study and a comprehensive budget acquittal along with all expenditure receipts (refer to Travel Diary and Allowance claim form). The report must be a maximum of 25 pages (including the budget acquittal) and include a 6-8 page summary suitable for publication.

In order for the knowledge and skills gained by the study benefit the wider nursing and midwifery workforce, scholarship recipients will:

Overseas study

- > submit an abstract and present at a local, interstate or international conference
- > present at a seminar given at their local health unit or at a professional body forum of which they are a member

- > submit an article to a recognised nursing and midwifery journal or publication
- > agree to possible publication by the Nursing and Midwifery Office in a monograph or similar

Australasian study

- > present at a seminar given either at their local health unit or at a professional body forum of which they are a member
- > agree to possible publication by the Nursing and Midwifery Office in a monograph or similar.

Scholarship recipients may also be required to:

- > present the outcomes of their study to a forum organised by the Nursing and Midwifery Office
- > act a mentor to future scholarship applicants and assist in the development of their applications
- > given permission to SA Health to publish their report findings for information purposes.

Scholarship recipients will be required to notify the Scholarship Committee if they are for any reason unable to complete the planned and approved study.

Employer obligations

Employers of the scholarship recipients are required to:

- > authorise the section in Applicant Details (Form 1) that includes:
 - support for the proposal
 - the assurance that the applicant has the expertise to advance the concepts of the study into practice
 - the authorisation of leave
 - a commitment to salary maintenance during the study
 - the assurance that the applicant's substantive position will be maintained.
- > clearly indicate the maximum number of working days the applicant may be released to undertake the scholarship
- > ensure any annual or special leave of the applicant be taken before or after the study timeframe
- > ensure normal health unit WorkCover will apply subject to the provision of the Workers Rehabilitation and the Compensation Legislation.

SA Health will provide unlimited professional indemnity insurance for it employees upon activation of same. Self-employed and private sector employees need to provide appropriate indemnity insurance.

The scholarship committee

The Premier's Nursing and Midwifery Scholarship Selection Committee by the Minister for Health and includes:

- > Chief Nurse, SA Health (Chairperson)
- > Australian Nursing and Midwifery Federation (SA Branch) representative
- > Public Sector/Community Director of Nursing and Midwifery representative
- > Rural Director of Nursing and Midwifery representative
- > Private Sector Director of Nursing and Midwifery representative
- > Nursing and midwifery experts co-opted as required with no voting rights

The decision of the selection committee is final and no further correspondence will be entered into.

Form 1 – Application Form

Applicant Details – Please print clearly

Mr Mrs Miss Ms Prof

Surname:

First name:

Contact Details

Home address:

Home phone:

Fax:

Work place and
address:

Work phone:

Fax:

Mobile phone:

Email address:

Current
position

Title

(RN/RM/EN):

Do you identify yourself as Aboriginal and/or Torres Strait Islander and accepted as such in your community (optional):

Aboriginal Torres Strait Islander Both

Form 1 – Health Unit Approval

Health unit approval must be given and the following signed:

To be completed by either Director of Nursing and Midwifery or Chief Executive Officer.

I have seen _____ (applicant's name) application and proposal and consider them to have the expertise, leadership ability and attributes to advance the concepts of the study tour into practice. I am prepared to support them to undertake the scholarship for a period not exceeding _____ continuous working day during which time salary maintenance will be provided and his/her substantive position maintained.

Director of Nursing & Midwifery

Date

Chief Executive Officer

Date

SA Premiers' Nursing and Midwifery Scholarship – Checklist

- | | |
|---|--------------------------|
| Completed application form | <input type="checkbox"/> |
| Copy of current Annual Practising Certificate provided | <input type="checkbox"/> |
| Proposal which addresses all key criteria (item 1 in guidelines) | <input type="checkbox"/> |
| Applicant details (Form 1) completed, signed and dated by applicant | <input type="checkbox"/> |
| Curriculum Vitae which demonstrates: <ul style="list-style-type: none">> Current work experience> Broad nursing and/or midwifery experience> Relevant general or specific nursing and/or midwifery experience> Life based learning activities> Demonstrated application of tangible outcomes informing practice> A commitment to the nursing and midwifery profession | <input type="checkbox"/> |
| Employer support section completed by CEO/ Administrator or Director of Nursing and Midwifery | <input type="checkbox"/> |
| Original and THREE copies of application provided | <input type="checkbox"/> |

APPLICATIONS CLOSE FRIDAY 5 MARCH 2010 at 5.00pm.

For further information please contact:

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Phone No: 08 8226 6370
Fax No: 08 8226 7602
Email: Marcia.Hakendorf@health.sa.gov.au