



SA Premier's Nursing and Midwifery Scholarships 2012/2013

Guidelines



Government
of South Australia

SA Health

Introduction

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.

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

The scholarships for 2012/2013 must be taken between 1 July 2012 and 30 June 2013.

Who can apply?

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

Eligibility criteria

Funding under this scheme is available for applicants who meet the following criteria:

- > Australian citizen or permanent resident.
- > Holds a current practicing certificate with the Nursing and Midwifery Board of Australia.
- > Is employed in South Australia, and at the completion of the scholarship agrees to return to their substantive position.
- > Unless in independent practice, written support and endorsement from the health services' Director of Nursing and Midwifery; and Health Unit CEO or Administrator, who has agreed to pay salary maintenance during the scholarship.

Selection Criteria

Scholarships will be awarded on the recommendation of a scholarship selection committee who will assess applications against their scholarship proposal including the following points:

- > have a willingness to share experiential learnings with colleagues for the benefit of patients/clients
- > demonstrate how you 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).

The process

Prior to applying, applicants need to:

- > formulate and discuss the proposal and 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.

Upon notification that you are a successful scholarship recipient, you are then required to:

- > confirm the agreement and details of the study arrangement with the interstate/overseas health unit(s)
- > submit to the Nursing and Midwifery Office:
 - o the Confirmation of Scholarship Proposal (Form 2)
 - o 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 paid into your nominated bank account.

Scholarship recipients must complete the study as planned and approved. The scholarship report and budget acquittal (Study Tour Itinerary & Expenses Acquittal Form) are required two months after your study tour has ended. The scholarship report must demonstrate how the scholarship recipients will share the learnings gained from the study with their colleagues.

Exemptions

Outside the scope of the scholarship funding is:

- > research proposals
- > conference or congress attendance
- > participation in formal courses
- > personal care items and clothing
- > personal equipment i.e. computers, mobile phones, luggage, passport, camera's.

Checklist

- | | |
|---|--------------------------|
| Application Form - 1 copy | <input type="checkbox"/> |
| Completed Health Unit Approval – 1 copy | <input type="checkbox"/> |
| Copy of current Annual Practising Certificate – 1 copy | <input type="checkbox"/> |
| Supporting documentation: | |
| • Study tour proposal as per scholarship proposal guidelines - 7 copies | <input type="checkbox"/> |
| • Curriculum Vitae – 7 copies | <input type="checkbox"/> |
| • Please staple your documents on the top left hand corner
<i>(do not send folders, paper clips, plastic sleeves, coversheets or copy of guidelines)</i> | <input type="checkbox"/> |

Applications to be addressed to:

Forward **one original** copy of completed application form; health unit approval and practising certificate; plus **seven** copies of supporting documentation to:

Jane Knight
Scholarship Coordinator
Nursing and Midwifery Office
Department of Health
PO Box 287
RUNDLE MALL SA 5000

Or deliver to:

Jane Knight
Scholarship Coordinator
Nursing and Midwifery Office
Department of Health
Level 5, Citi Centre Building
11 Hindmarsh Square
ADELAIDE SA 5000

Application form and guidelines are available at: www.nursingsa.com/office_scholarships.php

Further enquiries:

Jane Knight
Scholarship Coordinator
Telephone: 08 8226 5882 or
Email: jane.knight@health.sa.gov.au

Applications close at 5pm on Friday 9 March 2012

Scholarship proposal guidelines

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

> **The purpose of the study**

Outline issues and how it warrants investigation, and demonstrate that the method of investigation (the study) is suitable and reasonable. Where possible, 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**

Outline any events leading up to the issue and describe any projects or research that has been done previously on the issue.

> **Objectives of the study**

Outline what you aim to achieve with your study tour. Ensure to follow the **SMART** principle - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imely.

> **Proposed outcomes of the study**

Relate outcomes to your objectives (eg improved knowledge, skill development, initiative development, network building).

> **Study plan**

Demonstrate how your proposed study tour will meet your 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**

Outline how this study will benefit you as a nurse and/or midwife and your workplace (eg patient care, new initiatives, leadership skills, improved knowledge).

> **Study learning and its application / implementation in the workplace**

Outline how you plan to apply the learnings from the study tour to your 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**

Outline the costs for all aspects of the study. Where possible, include overseas airfares, domestic travel (air & land), transfers, accommodation, insurance, daily expenses, daily transport, phone calls, fees for health unit visits (if required), etc.

Further information

Travel arrangements

Applicants are required 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 required 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 evidence of travel insurance with the highest cover during work and non-work periods and for health care services
- > within two months of return, submit a report to the Chief Nurse (hard and soft copy) on the study and a comprehensive budget acquittal (Study Tour Itinerary & Expenses Acquittal Form) along with all expenditure receipts. The study tour 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 as a mentor to future scholarship applicants and assist in the development of their applications
- > give permission to SA Health to publish their report findings for information purposes.

Scholarship recipients are required to notify, in writing, the Scholarship Committee if they are unable to complete the planned and approved study. Please contact the Scholarship Coordinator for more information.

Employer obligations

Employers of the scholarship recipients are required to:

- > authorise the Health Unit Approval section in Applicant Form and 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 its employees upon activation of same. Self-employed and private sector employees need to provide appropriate indemnity insurance.

Further enquiries:

Jane Knight
Scholarship Coordinator
Telephone: 08 8226 5882 or
Email: jane.knight@health.sa.gov.au