

NSW Rural and Remote Scholarship Program 2009



GUIDELINES & APPLICATION

**2009 Quarterly Scholarship Periods close
March 31, June 30, September 30 and December 31**



BACKGROUND

The NSW Institute of Rural Clinical Services and Teaching (IRCST) was formed in 2003 following recommendations from the NSW Health Plan. It is a "virtual institute" with staff working across NSW and aims to support rural clinicians across all stages of their careers and promote good practice in rural health service delivery.

- **PROMOTE EXCELLENCE**
Identify and share good practice in rural health service delivery and build research capacity amongst rural clinicians,
- **NETWORKING**
Assist the development of networks between rural health staff and services within and between Area Health Services.
- **INFORMATION**
Act as a source of information for rural and remote stakeholders on rural health workforce and service issues.
- **FUNDHOLDER/FACILITATOR**
Use its funds to create incentives for organisations to respond to perceived gaps in rural health service delivery.
- **ADVOCACY**
Provide a voice for rural health services and the rural health workforce, the issues they face and strategies to address those issues and facilitate dialogue between professional groups involved in rural health.

Supporting rural and remote health service employees has been specially identified as a priority in the 2008 -10 Business Plan. The NSW Rural and Remote Scholarship program has been established to provide financial assistance to rural and remote health service staff to attend State, National or International Conferences/workshops/seminars and to assist in writing up research.

SCHOLARSHIP CATEGORIES

- Attendance at State, National or International conference
- Attendance at Workshop/Seminar relevant to the applicant's role
- Assistance to write up research

Applicants should be aware that scholarship funding may not necessarily cover the whole of conference/workshop/seminar/research costs, and that applicants must demonstrate their willingness to self-fund a proportion of their expenses.

No funding will be considered for salary replacement purposes.



ELIGIBILITY

The NSW Rural and Remote Scholarship Program is open to those who meet the following criteria:

- Health Service employees (excluding staff specialists). Applications will be accepted from Career Medical Officers (CMO) for Continuing Medical Education and Professional Development (PD) activities which meet the scholarship categories if the CMO has exhausted the entitlement under the Award for paid PD leave and associated expenses.
- Must reside and be currently employed in rural or remote areas of NSW. Anywhere in Greater Western Area Health Service, Greater Southern Area Health Service, or North Coast Area Health Service.
Hunter New England Area Health Service including Maitland and points north.
South East Sydney Illawarra Area Health Service; Nowra and south only.
- Conference/workshop/seminar must relate directly to current role.
- Applicants for National or International Conferences must have been accepted to present a paper or poster presentation and attach a copy of the abstract and acceptance letter.
- Employees who meet the above criteria will require written endorsement by their Department Head for National Conference, or Area Health Service CEO for International Conference, and as per NSW Health policy.
- Applicants for National or International Conference scholarships must attach a copy of submitted abstract for oral or poster presentation, and must conform with Policy PD 2005_619 that prior 'approval in principle' to submit the abstract/paper has been obtained from AHS CE. Funding Grants will be forwarded when IRCST are notified that the abstract has been accepted.
- Not be a recipient of other Scholarship for this conference/workshop/seminar/research.
- Applicants with ARIA remote scores > 5.92 will have special consideration
- To calculate the ARIA remote score of place of residence go to www9.health.gov.au/aria/ariainsrch.cfm

Accessibility Remoteness Index of Australia (ARIA)

0 – 0.2	Major Cities
> 0.2 – 2.4	Inner Regional Australia
> 2.4 – 5.92	Outer Regional Australia
> 5.92 – 10.53	Remote Australia
> 10.53	Very Remote Australia

- Each applicant will be assessed on merit. The total amount funded per application will depend on available funding.

HOW ARE SCHOLARSHIPS AWARDED?

- All applications are assessed by IRCST against demonstrated selection criteria.
- Both residential and workplace addresses must be included in application. The address for correspondence should preferably be a home address.
- 75% of scholarship funding grant will be deposited by Electronic Funds Transfer to the nominated Bank Account on the EFT form at commencement.



- Successful applicants will be required to indicate that they will use the scholarship for the purposes agreed upon and meet the conditions outlined in the Letter of Acceptance.
- Successful applicants will be required to provide a short evaluation report (maximum one page) of conference/workshop/seminar/research achievements to the committee within four (4) weeks of return/completion of the conference/workshop/ seminar or research.
- Reports should include the objectives of the educational opportunity, the benefits from attending and how the participant intends to share the information with colleagues.
- Receipts as proof of purchase must be submitted with the evaluation report.
- The remaining 25% of your scholarship funding grant will be deposited on the return of your evaluation report and receipts.
- Reports may be used to assess the value of a conference/workshop/seminar or research for future applicants and in producing a report for the NSW Institute of Rural Clinical Services and Teaching and Area Health Services.

Scholarships are awarded at the absolute discretion of the IRCST. The decision is final and there will be no appeal mechanism.

A six monthly report will be provided to Area Health Services with information on successful scholarship recipients within their health service.

In the event of illness or other reason preventing fulfilment of the term of scholarship, the Executive Director of IRCST is to be advised. The Executive Director will then determine the amount of monies to be returned to IRCST.

A scholarship may be suspended or terminated at any time during it's currency, either at the recipients request or, if in the opinion of the Executive Director IRCST the recipient fails to attend the conference/workshop/seminar or meet the terms of the scholarship.

If the scholarship is terminated or suspended as above, all grant monies must be returned within 4 weeks of the suspension or termination.

CLOSING DATE

Applications for 2009 quarterly scholarship periods must be received by close of business March 31, June 30, September 30 and December 31. Applications received at other times will only be reviewed by the panel at the conclusion of each quarterly scholarship period.

WHEN WILL I KNOW?

Receipt of application will be acknowledged by email within one week.

All applicants will be advised of the outcome of their application in writing within one month of application. Letters will be forwarded to the RESIDENTIAL address on the application form unless otherwise noted.



HOW DO I APPLY?

You are required to complete the following;

1. Application form addressing selection criteria
 2. Employment History (past 5 positions)
 3. Budget details
 4. Proof of registration for Conference/Workshop/Seminar
 5. Research topic and summary of progress to date
 6. Proof of current employment with a rural AHS
 7. AHS approval to attend
 8. Copy of submitted abstract for National and International Conferences
 9. Signature of applicant and date
- ✓ Obtain an application form by:
- Downloading from www.ircst.health.nsw.gov.au
 - Telephoning Jenny Preece 02 66927716 or IRCST 02 68412650
 - Sending an email to Jenny.Preece@ncahs.health.nsw.gov.au cc Dianne.Bartholomew@gwahs.health.nsw.gov.au
- ✓ Complete the application form and attach copies as requested. Ensure only copies of any documents are attached and **not original documents**.
- ✓ Forward application Form and requested documentation to:
Attention: Ms Linda M Cutler
Rural and Remote Scholarship Program
The Institute of Rural Clinical Services and Teaching
PO Box 4061, DUBBO NSW 2830
- ✓ One electronic submission should be sent by email to:
Linda.Cutler@gwahs.health.nsw.gov.au and one hard copy is to follow by mail to the above address.

Before submitting your application, please tick to ensure you have included the following ESSENTIAL criteria

- I have included a cover letter demonstrating that I reside in a rural and remote area and I am currently employed by a rural Area Health Service.
- Email and post completed application as listed (Q 4)
- I have included a copy of submitted abstract (applicable for National or International Conferences) (Q 5)
- I have included the proof of registration for Conference / Workshop (Q 6)
- I have listed expenditure details (Q 7)
- I have written endorsement of my Area Health Service/Facility Manager (Q 8a)
- I have written endorsement of my AHS CEO for International Conferences (Q 8b)
- I have listed any other Scholarship received in the last 2 years (Q 9b)
- I have included my employment history (Q 10)
- I have included a photocopy of my Name Badge or photo ID (Q 13)
- I have described how the Conference/Workshop/Seminar or Research relates directly to my current role, and how the Conference/Workshop/Seminar/Research will benefit my work practice. (Q 15)
- I have signed and dated my application

Incomplete applications will not be accepted