



Nursing and Midwifery Professional Development Scholarship

GUIDELINES

Purpose

ACT Health Directorate promotes a learning culture through the provision of the Nursing and Midwifery Scholarship Scheme to enhance the ongoing professional development and skill levels of staff across the organisation.

Professional Development Scholarships may be awarded to cover program costs, such as conference attendance, course participation or an innovation project.

Implementation of innovation projects that that will drive improvements in areas of the ACT public health system are encouraged. Nurses and midwives are at the forefront of healthcare delivery and are in the best position to drive innovation and excellence in care. The aim of supporting innovation projects is to:

- enhance nursing and midwifery to provide high quality, appropriate, safe services,
- support care that is coordinated and responsive to individual needs,
- enhance cultures of staff wellbeing to support nursing and midwifery practice and improve service delivery and patient care, and
- apply new models of care and approaches, to strengthen nursing and midwifery practice.

Eligibility

To be eligible for an ACT Health Nursing and Midwifery Professional Development Scholarship, applicants must:

- a) be employed by ACT Public Health Services in a permanent nursing/midwifery position for a minimum of two (2) years prior to their scholarship application,
- b) Tresillian applicants must have an ongoing contract of at least 12 months,
- c) declare if funding from another source has, or intends to be, received for the professional development program,
- d) have not received Scholarship funding from the Nursing and Midwifery Office in the past 2 years,
- e) complete and submit an online application.

Allocation of Funds

ACT Health Directorate has complete discretion to determine distribution of funds awarded to successful applicants. The availability of funding is dependent upon the funding allocation.

Appendix A will be used to prioritise applications

An amount of up to \$4,000 may be awarded to cover program costs, such as conference attendance, course participation or an innovation project.

Scholarships for international study are not supported through this Scheme.

Applications

Scholarship applications must:

- include the requested supporting documents and the completed Supervisor Recommendation form,
- if applying for a course, include the course start and end dates,
- include email addresses for the applicant's Director of Nursing/Midwifery (DON/M) and Executive Director of Nursing/Midwifery (EDON/M) to obtain endorsement. Please ensure these email addresses are **correct** as the application will automatically be sent to the DON/M and EDON/M for endorsement.

If the applicant is not supported by the DON/M and/or EDON/M they will receive an email advising that their application will not be progressed.

The Nursing and Midwifery Office is not responsible for incomplete endorsements and applications.

Assessment of Applications

Each endorsed application will be reviewed by the Nursing and Midwifery Scholarships Team to ensure it is complete and assessed on merit according to the ranking table (Appendix A). Applicants will be advised in writing of the outcome of their scholarship application. Decisions are final and no further correspondence will be entered in to.

Agreement and Reimbursements

Successful scholarship recipients will receive a Scholarship Agreement and Fringe Benefit Tax (FBT) Declaration form. Recipients are required to sign the Agreement and FBT form, have their signature witnessed, and return it to the Nursing and Midwifery Office, ACT Health Directorate by the due date specified in the agreement.

Conference scholarship recipients are required to acknowledge the sponsorship of the Nursing and Midwifery Office, ACT Health Directorate in their conference presentation.

Conference and innovation scholarship recipients are required to their present conference papers/posters and projects to colleagues and highlight experiences arising from the conference or the project. The forum for presentations will be the monthly meeting hosted by SYNERGY: Nursing and Midwifery Research Centre, or divisional meetings.

The scholarship will be paid up front on receipt of evidence of enrollment or registration. The recipient must provide the evidence of attendance/completion/pass grade after the program.

NOTE: If the participant is not able to provide evidence of attendance/completion/pass grade they will be invoiced to pay back the scholarship.

Reimbursements will be processed on submission of required documentation (e.g., attendance certificate, proof of completion or pass grade) within **8 weeks** of completion of the program. Recipients must email the Nursing and Midwifery Office, ACT Health Directorate if the required documentation is not available within this timeframe.

Reimbursements are provided through electronic funds transfer directly into the scholarship recipient's nominated bank account.

Extension and Suspension

All requests for variation to the Scholarship Agreement must be notified in writing to the Nursing and Midwifery Office, ACT Health Directorate, including the intent to defer the program.

Termination

An ACT Health Nursing and Midwifery Scholarship may be terminated at any time:

- at the recipient's request,
- if in the opinion of the ACT Health Directorate, the recipient's performance is unsatisfactory,
- if the recipient fails to observe the conditions of the Scholarship Agreement.

Lapse of Scholarships

A scholarship will be deemed to have lapsed:

- upon completion of the program,
- when all money has been paid according to the agreed amount as stated on the Scholarship Agreement,
- within 8 weeks of completion of the program if a request for reimbursement and the supporting required documentation has not been received by the Nursing and Midwifery Office, ACT Health Directorate.

Income Tax Requirements

Reimbursements received may be subject to taxation. It is recommended that all scholarship recipients obtain advice from a registered accountant or the Australian Taxation Office (ATO).

Fringe Benefit Tax (FBT)

ACT Health Directorate incurs liability for Fringe Benefit Tax on the Nursing and Midwifery Scholarship Scheme. To reduce the amount of this liability and maximise the amount of funds available for scholarships, ACT Health Directorate provide the ATO with documentation from each scholarship recipient covering the nature and the purpose of the expense incurred. All scholarship recipients will be sent a Fringe Benefit Tax (FBT) Declaration form to complete and return. Completion of the FBT Declaration form **will not** result in personal financial liability.

Contact

Nursing & Midwifery Office
ACT Health Directorate
N-MScholarships@act.gov.au

Appendix A:

2022 Professional Development Application Ranking and Selection Criteria		
Rank 1: Equity	Aboriginal and/or Torres Strait Islander descent	Verified <input type="checkbox"/> Confirmation of Aboriginality (COA) Letter of support Community Reference
Rank 2: All other applicants ranked in order of total selection criteria score. Funding will be allocated to highest scoring applicants first, according to available funds.		
	Select one	Score
1. Years of ACT Health service	> 10 years 6 – 10 years 2 – 5 years < 2 years	<input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5 <input type="checkbox"/> Not eligible
2. Scholarship funding received in last 2 years		Not eligible
TOTAL		