

Aboriginal Postgraduate Nursing and Midwifery Scholarship Program Application Guidelines

2019

Key Dates

Date	Activity
Thursday 6 December 2018	Release of Expression of Interest Guidelines to health services and other relevant agencies on this date
Friday 22 February 2019	Applicants to submit their Expression of Interest (EOI) by no later than this date EOIs should be submitted using the form found at the end of this document EOIs are to be signed by the Director of Nursing and Midwifery of the health service at which you are employed EOIs can be submitted to nmw@dhhs.vic.gov.au .
Friday March 15 2019	Applicants to be notified of EOI outcome by department, by no later than this date
At program commencement	The department to provide Employers with a candidate evaluation report template
At the conclusion of the program	Employers to submit the completed candidate evaluation report template
At program commencement	The department to provide Scholarship recipients with an evaluation report template
At the conclusion of the program	Scholarship recipients to submit an evaluation report template.

1. Introduction

The Department of Health and Human Services is delivering the Aboriginal Postgraduate Nursing and Midwifery Program in 2019.

This Aboriginal Postgraduate Nursing and Midwifery Program targets registered Aboriginal and Torres Strait Islander nurses and midwives, who are seeking to, or currently undertaking a postgraduate nursing or midwifery qualification, and are currently employed within a Victorian public health service.

Throughout this document, reference to Aboriginal people considers all people living in Victoria who identify as Aboriginal and/or Torres Strait Islander.

Cherie Waight

This scholarship program honours the commitment and dedication that **Ms Cherie Waight** brought to improving palliative care for Aboriginal people.

Ms Cherie Waight worked to improve access to supportive care for the Aboriginal community, and also provided education to palliative care services across Victoria about culturally appropriate care.

Priority for the Cherie Waight Nursing Scholarship will be given to Aboriginal postgraduate students undertaking studies in Palliative Care who exemplify commitment to ensuring the Victorian healthcare system meets the palliative care needs of the Aboriginal community.

Scholarships will be considered in other areas of nursing and midwifery and are noted in Item 3.5 of these guidelines

2. Context

Within the Australian and Victorian health workforce there exists a significant under-representation of Aboriginal people. There is opportunity to strengthen Aboriginal workforce participation and the provision of culturally appropriate care in the services that are delivered to Aboriginal people through the provision of scholarships.

The Aboriginal Postgraduate Nursing and Midwifery Scholarship program aligns with:

- the Korin Korin Balit-Djak, The Aboriginal Health, Wellbeing and Safety Strategic Plan 2017-2027; and
- the Victorian Aboriginal Economic Strategy 2013-2020.

These strategies have also informed the development and funding of complementary programs including the Aboriginal Nursing, Midwifery and Allied Health Cadetship Program, and the Aboriginal Nursing and Midwifery Graduate Program.

The Aboriginal Postgraduate Nursing and Midwifery Scholarship program builds on the successes of these programs, and contributes to strengthened career pathways for Aboriginal nurses and midwives.

3. Aboriginal Postgraduate Nursing and Midwifery Scholarship program

3.1 Purpose

The key purpose of the Aboriginal Postgraduate Nursing and Midwifery Program is to provide an opportunity for Aboriginal nurses and midwives to gain speciality skills whilst employed within a health service. For the individual applicant, the scholarship will contribute to achieving career development, while reducing some of the financial burden of undertaking postgraduate studies.

At the organisational/regional level, the scholarship will contribute to a stronger Aboriginal health workforce and improved service delivery outcomes for the community, by supporting Aboriginal nurses and midwives to gain further skills and formal knowledge.

3.2 Benefits

In seeking to address the under-representation of Aboriginal people within the health workforces, the Aboriginal Postgraduate Nursing and Midwifery Scholarship Program benefits include:

- increased Aboriginal representation and strengthened scope of practice in nursing and midwifery workforces
- increased opportunity for Aboriginal nurses and midwives interested in developing their knowledge and skills in specialty nursing and midwifery practice
- increased opportunity for Aboriginal nurses and midwives to integrate theoretical knowledge into clinical practice while being employed in the specialty area being studied
- financial recognition available for nurses and midwives seeking to complete relevant postgraduate qualifications
- supported best practice in the care of patients in Victorian health services.

3.3 Scholarship applicant eligibility

Scholarship applicants must:

- be employed as a Registered Nurse or Midwife at a Victorian public hospital, metropolitan health service or multipurpose service identified in schedules 1,2,3,4 and 5 of the Health Services Act 1998, a community health service, or an Aboriginal medical service
- demonstrate support from their health service employer to undertake studies
- be currently registered as a nurse or midwife with the Nursing and Midwifery Board of Australia
- identify as an Aboriginal or Torres Strait islander person
- provide evidence of current/pending enrolment in a postgraduate program
- not have previously received a DHHS scholarship to study in the practice area for which the scholarship is sought
- be prepared to complete the course.

3.4 Course eligibility

Eligible postgraduate courses must:

- be delivered by a university or accredited higher education provider
- lead to an award qualification at post graduate certificate, or graduate diploma level
- include clinical nursing or midwifery practice related to the selected area of study.

3.5 Specialty areas to consider when selecting a study program

Aboriginal nurses and midwives are encouraged to consider postgraduate studies, particularly in areas **such as**:

- Palliative care (In honour of Cherie Waight)
- Aged care
- Renal dialysis
- Cardiac care
- Chronic disease management
- Diabetes education
- Oncology
- Mental health
- Midwifery.

Please note that this list is not exhaustive.

3.6 Course dates and duration

Scholarship funding will support one year full-time or equivalent part-time.

It is anticipated that applicants will be starting the course in 2019.

4 Funding

Scholarships will attract the following funding per year

- \$10,000 to undertake a post graduate certificate, including tuition fees and associated study costs.
- \$20,000 to undertake a post graduate diploma, including tuition fees and associated study costs.

The department provides the scholarship with the aim to offset study costs, which can include tuition fees and student contributions, study loans, books and equipment, travel required to attend lectures and clinical placements, child care and other related study costs.

Employers have a responsibility to ensure they facilitate scholarship recipients to successfully complete their postgraduate qualification, by satisfying study leave requirements in accordance with industrial provisions, fair and equitable rostering, enabling access to learning opportunities in the clinical environment, as well as through access to library and e-learning opportunities. Health services may contribute monetary funds in addition to the department scholarships, as required.

Employers and scholarship recipients will be required to submit evaluation report templates at the conclusion of the postgraduate studies.

5 Key Selection Criteria

Applicants are requested to address the following points via the attached application form:

1. Details of current employment
2. Evidence of NMBA registration
3. Name of course, university and chosen specialty area of practice
4. Evidence of enrolment including enrolment status – part time/full time course load
5. Evidence of course details – enrolled units, subjects
6. A description of how this funding will assist your career in nursing or midwifery.

6 How to apply

Expressions of Interest are now invited and should be signed by a nominated Director of Nursing/Midwifery using the attached Application Form by **22 February 2019**.

Expressions of Interest are to be submitted by email to <nmw@dhhs.vic.gov.au>.

Applicants and their employers will be notified by email of the outcome of their application.

7 Scholarship recipient acceptance rules

The following conditions of funding apply to Aboriginal Postgraduate Nursing and Midwifery Scholarships:

Deferment from course

If a student is required to defer their studies they must notify their employer and the department's Nursing and Midwifery Workforce team within one week of the change in study arrangements. If the recipient plans to recommence study in the next 12 months, they will not need to return the funds. If the recipient does not return to study within this time the scholarship funds will be recalled. The amount to be repaid will be based on the 'Withdrawal from course' rules (see below). Students may re-apply in subsequent scholarship rounds.

Withdrawal from course

Scholarship recipients withdrawing from the course are required to notify their employer and department's Nursing and Midwifery Workforce within one week of withdrawal. Scholarship recipients are encouraged to seek support and advice prior to withdrawal. Following withdrawal, total funds may be required to be returned if completion of semester one is unsuccessful. If the candidate withdraws post successful completion of semester one, they will be required to return half of the scholarship funds.

8 Disbursement and conditions

Funds will be disbursed to the employing health service through the normal budget payment system in line with existing finance arrangements.

The employing health service will disseminate funds directly to the recipients for the purpose outlined in these guidelines. Administrative fees must not be levied against the funds by health services. The department has an expectation that scholarship funding to the student will occur within four weeks of the health service receiving this funding.

Successful applicants are responsible for enrolling and paying course fees (or deferring fees) or HECS by the due date, and are responsible for debts incurred in the course of study, including FEE-HELP and HECS-HELP loans. Students with a Commonwealth Supported Place may be eligible for a discount if the student's HECS contribution is paid ahead of the census date for each semester.

Taxable Income

The department is not required to withhold tax (PAYG) from scholarships paid. Recipients should be made aware that:

- they may be liable to pay tax on their scholarship. For more information refer recipients to the calculator on the Australian Taxation Office website <<https://www.ato.gov.au/calculators-and-tools/is-your-scholarship-taxable/>>.
- they may be entitled to claim a tax deduction for self-education expenses – for more information please refer recipients to the Australian Taxation Office site at the following link <https://www.ato.gov.au/individuals/income-and-deductions/deductions-you-can-claim/self-education-expenses>.
- The department strongly recommends that recipients seek independent tax advice in respect to their scholarship payments.

9 Contact/further information

For further information please contact:

- Kathy Phythian, Senior Policy Advisor, Nursing and Midwifery Workforce.
- Email <kathy.phythian@dhhs.vic.gov.au>
- Telephone: (03) 9096 9067

Application Form

Aboriginal Postgraduate Nursing and Midwifery Scholarship Program 2018-19

Applicant details

Title		Family name		Given name/s	
Residential address					
Suburb		State		Postcode	
Postal address (If different to above)					
Contact details	Work		Home		Mobile
E-mail					
Nursing and Midwifery Board of Australia registration number				Registration expiry date	
<i>Applicants are required to provide a copy of their current Nursing or Midwifery registration certificate</i>					
Have you received a scholarship or funding from the Department of Health and Human Services in the past? (please tick ✓)				Yes	No
If yes, health services must contact the department's Nursing, Midwifery and Paramedicine Workforce team to ensure eligibility					

Employment details

Position					
Area of practice					
Employer					
Name and title of employer contact person					
Campus					
Employment status	Full time		Part time		
Is your employment for the duration of the course confirmed?				Yes	No
Is your employer/ manager aware that you are undertaking a course with a supervised clinical component? (please tick ✓)				Yes	No
If not, provide explanation:					

Course details

Name of course				
Name of tertiary institution (including campus)				
Course commencement date	/ /	Course completion date	/ /	
What qualification level will you attain with this funding? Please tick award qualification (exit point) at completion of studies.	Graduate Certificate		Graduate Diploma	
Is your study part-time or full time in semester one 2017/18? (please tick ✓)	Part time		Full time	
Course place (please tick ✓)	Full-Fee Paying		Commonwealth Supported Place (CSP or HECS)	
Fees payment method for semester one 2017/18 (please tick ✓)	Upfront payment to the university		FEE-HELP Loan	
	HECS-HELP		Combination	
Course costs and other related study expenses				
<p><i>Applicants are required to provide evidence of enrolment including enrolment status(part time/full time course load), evidence of course details (enrolled units, subjects) and evidence of payment or deferment of fees (full-fee paying students only)</i></p>				

Provide details below of other professional development assistance sought				
Have you been awarded a scholarship, grant or professional development funding from another source for this course? (please tick ✓) Exclude loans from your employer or other bodies that you are required to repay.	Yes		No	
Name of Source		Amount	\$	

Relevant education and clinical history

Briefly describe any relevant post-secondary education qualifications			
Year of course completion	Name of course/program of study	Institution/education provider	Additional comments

Briefly describe details of relevant professional experience (prior to course commencement)	
Dates	Description of clinical/professional experience

Commitment to specialty area of practice

Provide a brief description of your interest/commitment to the specialty area of nursing / midwifery practice for which the scholarship is sought.
How will this funding assist your career in nursing or midwifery?

Declaration of applicant and Director of Nursing (or equivalent role)

To the best of my knowledge the information I have provided is true and correct. I have read the Guidelines and agree to the conditions for successful applicants.		
Applicant's name:	Signature:	Date: / /
To the best of my knowledge the information provided is true and correct and it reflects organisational readiness to support the application. I acknowledge I will be required to fill in a candidate evaluation report in 12 months' time.		
Director of Nursing name and title:	Signature:	Date: / /
Email address: (Please Print)	Phone:	Alternative Phone: