

GUIDE

Clinical Initiative Scholarships Terms and Conditions

Surgery, Anaesthesia and Interventional Medicine



AGENCY FOR
**CLINICAL
INNOVATION**

Collaboration. Innovation. Better Healthcare.

The Agency for Clinical Innovation (ACI) works with clinicians, consumers and managers to design and promote better healthcare for NSW. It does this through:

- *service redesign and evaluation* – applying redesign methodology to assist healthcare providers and consumers to review and improve the quality, effectiveness and efficiency of services
- *specialist advice on healthcare innovation* – advising on the development, evaluation and adoption of healthcare innovations from optimal use through to disinvestment
- *initiatives including guidelines and models of care* – developing a range of evidence-based healthcare improvement initiatives to benefit the NSW health system
- *implementation support* – working with ACI Networks, consumers and healthcare providers to assist delivery of healthcare innovations into practice across metropolitan and rural NSW
- *knowledge sharing* – partnering with healthcare providers to support collaboration, learning capability and knowledge sharing on healthcare innovation and improvement
- *continuous capability building* – working with healthcare providers to build capability in redesign, project management and change management through the Centre for Healthcare Redesign.

ACI Clinical Networks, Taskforces and Institutes provide a unique forum for people to collaborate across clinical specialties and regional and service boundaries to develop successful healthcare innovations.

A key priority for the ACI is identifying unwarranted variation in clinical practice. ACI teams work in partnership with healthcare providers to develop mechanisms aimed at reducing unwarranted variation and improving clinical practice and patient care.

www.aci.health.nsw.gov.au

AGENCY FOR CLINICAL INNOVATION

67 Albert Avenue
Chatswood NSW 2067

PO Box 699 Chatswood NSW 2057
T +61 2 9464 4666 | F +61 2 9464 4728
E aci-info@health.nsw.gov.au | www.aci.health.nsw.gov.au

SHPN (ACI) XXXXXX, ISBN XXX-X-XXXXX-XXX-X.

Produced by: Surgery, Anaesthesia and Interventional Medicine Stream.

Further copies of this publication can be obtained from the Agency for Clinical Innovation website at www.aci.health.nsw.gov.au

Disclaimer: Content within this publication was accurate at the time of publication. This work is copyright. It may be reproduced in whole or part for study or training purposes subject to the inclusion of an acknowledgment of the source. It may not be reproduced for commercial usage or sale. Reproduction for purposes other than those indicated above, requires written permission from the Agency for Clinical Innovation.

Version: 1.0 **Trim:** ACI/D18/4135

Date Amended: 11 09 2018

© Agency for Clinical Innovation 2017

Contents

Contents	ii
Introduction	3
Purpose	3
Applications	3
Scholarship Value	3
Eligibility Criteria	3
Application Outcomes and Reporting	4
Scholarship Processes:	6
Appendix 1: Application Procedure	7
Appendix 2: Assessment Process	9
Appendix 3: Post Scholarship Reports	10
Document Control	11

Introduction

Purpose

The Agency for Clinical Innovation (ACI) Surgery, Anaesthesia and Interventional Medicine (SAIM) Clinical Initiative Scholarship furthers the tertiary education, vocational training and professional development of recipients. Scholarships are awarded on the basis of academic or other achievement through a formal application process and aim to support recipients to increase their knowledge and skills base.

The ACI is the lead agency in NSW Health for clinician engagement, promoting innovation and developing and supporting the implementation of models of care. Previously known as the Neurosurgical Nurses Professional Development Scholarship (NNPDS) Fund, the Scholarship Fund was later expanded to include neurosurgery allied health, gynaecological oncology, urology, ophthalmology, surgery, clinical genetics, blood and marrow transplant, anaesthesia and perioperative care clinical specialty areas

Applications

Applications for funding through the SAIM Scholarship are completed [online](#).

Further information is available in Appendix 1, Application Procedure

Scholarship Value

Applications may be accepted for education and training support up to the values noted in the table below:

Scholarship Values	Domestic	International
Conference – Oral presentation	\$ 2200	\$ 3000
Conference – Poster presentation	\$ 1700	\$ 2500
Conference - Attending	\$ 1200	\$ 2200
Postgraduate course e.g. graduate certificate or masters degree	\$ 3000 / course	N/A

*Important: in your online application form, please choose the type of scholarship that you are applying for in order to receive correct amount of funding if successful.

Eligibility Criteria

The Scholarship is available to support professional development opportunities for staff who meet the following criteria:

- Registered nurses, enrolled nurses, allied health staff, blood and marrow transplant (BMT) and genetics hospital scientists or orthoptists;
- Are currently employed by NSW Health;
- Have current registration with the Australian Health Professionals Regulation Authority (AHPRA) or Australian Orthoptic Board, as appropriate;

- Are employed in a relevant clinical specialty area (i.e. neurosurgery, gynaecological oncology, urology, ophthalmology, surgery, clinical genetics, blood and marrow transplant, anaesthesia and perioperative care); or
- Are employed in a clinical environment where patients require relevant clinical specialist knowledge (i.e. neurosurgery, gynaecological oncology, urology, ophthalmology, surgery, genetics, blood and marrow transplant, anaesthesia and perioperative care);
- The conference, course or workshop is relevant to the clinical speciality area (i.e. neurosurgery, gynaecological oncology, urology, ophthalmology, surgery, genetics, blood and marrow transplant, anaesthesia and perioperative care);
- Can demonstrate twelve months' continuous employment in the relevant specialty;
- Have completed the SAIM Clinical Initiative Scholarship Application Form and submitted all relevant documentation (please see the checklist included in the online application form for details of required documentation);
- Have not received funding through the SACC / SAIM Clinical Initiative Scholarship in the preceding 12 month period. (Previously known as the Surgery, Anaesthesia and Critical Care Clinical Initiative Scholarship);
- If previously received funding through the SACC / SAIM Clinical Initiative Scholarship completed the required report to ACI within 30 days of the event;
- Have submitted their application by the due date, at least 6 weeks prior to the conference, course or workshop. Funding applications received retrospectively for events will not be considered.

*Please note that applications can only be assessed from the information provided. Incomplete applications will not be considered.

Application Outcomes and Reporting

All Scholarship applications must be submitted at least six weeks prior to the conference, course or workshop for consideration, with no funding available for retrospective applications.

Following submission, applications will be assessed by the relevant Network or specialty committee using the criteria outlined in this document. The application process will be conducted in consultation with the Network Manager/s and endorsement by the Clinical Associate Director SAIM. All SAIM Scholarship applications will all be assessed using the same process to ensure equity and transparency of decision-making. Please note that all scholarship decisions are reviewed by the Clinical Associate Director, SAIM and are final.

Where an application for the SAIM Scholarship is successful, the recipient will be required to provide a report to ACI within 30 days of the event, detailing the educational benefit of attending and how they intend to share the knowledge gained with colleagues. Use the [template for Scholarship reports](#).

Further information is available below in **Appendix 2: Assessment Process** and **Appendix 3: Post Scholarship Reports**.

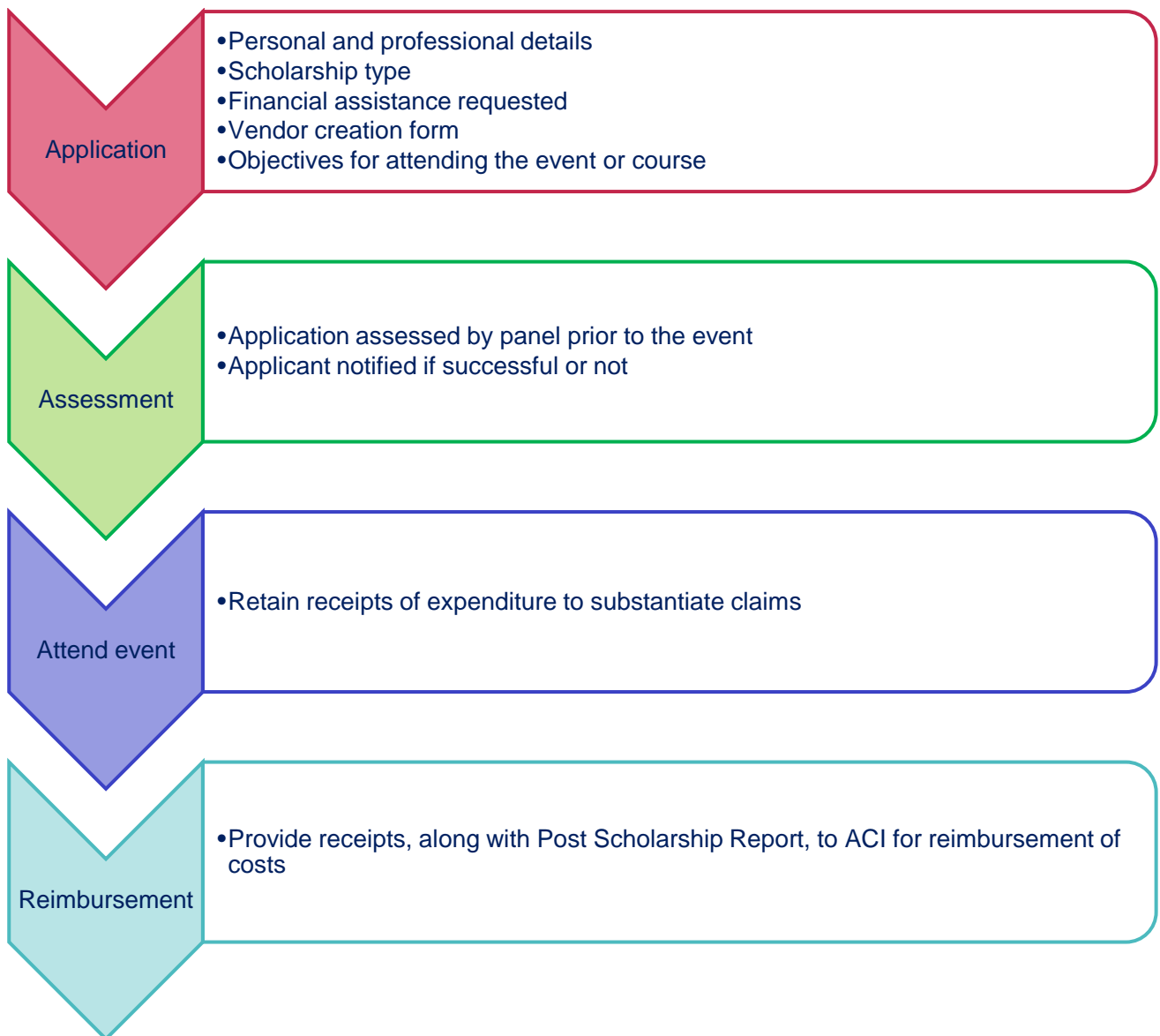
Submission Deadlines

2018 deadlines for submission of scholarship applications are as follows:

Clinical Area	Applications to be received by:					
Anaesthesia & Perioperative Care	Rolling applications through the year					
Gynaecological Oncology & Urology	Mon 25 June	Mon 30 July	Mon 27 Aug	Mon 24 Sept	Mon 29 Oct	Mon 26 Nov
Neurosurgery	Thurs 10 May	Thurs 12 June	Thurs 9 Aug	Thurs 13 Sept	Thurs 11 Oct	Thurs 8 Nov
Ophthalmology	Mon 26 Mar	Mon 21 May	Mon 23 Jul	Mon 24 Sept	Mon 26 Nov	
Surgery	Rolling applications through the year					
BMT	Rolling applications through the year					
Clinical Genetics	Rolling applications through the year					

¹ Please note that Neurosurgery retains preference ahead of other specialty areas.

Scholarship Processes:



Appendix 1: Application Procedure

Complete the [SAIM Clinical Initiative Scholarship Application Form](#).

Section	
1: Personal and professional details	
2: Scholarship type	<ul style="list-style-type: none"> • Title of conference, course or workshop. *Important: in your online application form, please choose the type of scholarship that you are applying for in order to receive correct amount of funding. • Venue and select whether this is domestic or international • Dates of the conference, course or workshop • Attach conference, course or workshop program and registration confirmation (if applicable) • A copy of abstract or poster submitted (if applicable); and • A copy of the acceptance to present, either oral or poster.
3: Financial assistance requested (in Australian dollars)	<ul style="list-style-type: none"> • Total amount • Conference, course or workshop registration (preference will be given to applicants who register with “early bird” fees) • Two current airfare quotes for different airlines • Two current accommodation quotes for different hotels (twin share) • Any other related costs • Applicant's own financial contribution • To be reimbursed, applicants are required to complete the ‘Employee Vendor Creation Form – stafflink’ form to create vendor number • Applicants are advised to seek their own taxation advice regarding the income tax/fringe benefits tax and its effect on any scholarship funding they receive.
4: Objectives	<p>A detailed list of objectives for attending the conference, course or workshop. Separate documentation should be attached with the</p>

	application, if required.
5: Previous SAIM Scholarship funding details	<p>Applicants who have previously received scholarship funding are required to provide:</p> <ul style="list-style-type: none"> • Details of the amount and the date it was received. • If a report was submitted, the date of submission must be provided.
6: Other funding sources	Applicants are required to declare any other source of funding that they have applied for regardless of whether the application for other funding has been successful.
7: Evidence of manager support	Applicants must have written support from their manager or supervisor to attend the conference, course and workshop. Applicants must adhere to local LHD travel approval processes.
8: Declarations	By submitting the online application form, the applicant has agreed to abide by the Scholarship Terms and Conditions as set out in this document.
9: Checklist	<p>Applicants must use the checklist to ensure that all documentation has been provided. Incomplete applications will not be accepted</p> <p>NB: Accommodation costs will not be covered for Sydney conferences, unless applicants live outside of the Greater Sydney area and are required to travel a significant distance. Scholarship applications may be accepted up to values outlined in the table below. Exceptions to these value limits are at the discretion of the Clinical Associate Director, SAIM.</p>

Appendix 2: Assessment Process

- All Scholarship Fund applications must be submitted at least six weeks prior to the conference, course or workshop. Funding for retrospective events will not be considered.
- Review of applications is undertaken by the relevant neurosurgery, gynaecological oncology, urology, genetics, blood and marrow transplant, anaesthesia & perioperative Care or ophthalmology committee in consultation with the Network Manager. Final approval of successful applications will be provided by the ACI Clinical Associate Director, Surgery, Anaesthesia and interventional Medicine.
- The committees meet regularly to review applications and the relevant ACI Network Manager will advise all applicants of the outcome in writing.
- Neurosurgery applicants will be given priority in the first instance.
- Next priority will be given to first time applicants and those who have been accepted to give an oral presentation, followed by poster presentations
- Funding will not be considered for
 - Salary replacement purposes or for the purchase of hospital related equipment.
 - Applicants who have received funding through the SAIM Clinical Initiative Scholarship Fund in the 12 months preceding their application (formally known as SACC scholarship)
 - Applicants who have previously received funding support, where a Post Scholarship Report has not been submitted
- Successful applicants are obliged to attend the conference, course or workshop for which they have received funding, and in the capacity described in their application.
- Successful scholarship recipients who withdraw from their conference, course or workshop must notify the relevant contact person (see page 11) within one week of the withdrawal. Full or partial repayment of funding will be required, subject to individual circumstances.
- Scholarship amounts may be adjusted where funding is being received from another source for the same purpose.
- Successful applicants are required to submit all relevant receipts following payment for the conference, course or workshop. Once these documents have been received reimbursement will be made into the nominated bank account supplied by the applicant in the Employee Vendor Creation Form – stafflink' form.

Appendix 3: Post Scholarship Reports

- In order to process scholarship payments, successful applicants must submit receipts to validate expenditure related to the event as well as a written report on their attendance at the conference, course or workshop (template available on application webpage - see above). Where relevant, a copy of the recipient's examination results may be required to ensure continuation of the scholarship.
- The post scholarship report must be an original work and comply with academic standards. A copy of the conference, course or workshop information brochure is not acceptable, nor is plagiarism of any content contained therein.
- Reports should be completed using the reporting template
- All reports are to be submitted electronically to the relevant contact person (see below) within 30 days of the conference, course or workshop completion. The report must include the applicant's original objectives for attending the conference, course or workshop, describe the educational and professional development benefits gained and outline how the applicant intends to share this information with their colleagues.
- The reports are used by the Committee to evaluate the value of the conference, course or workshop for future applicants.
- Applicants who fail to submit a report within the specified timeframe will not be eligible to apply for future funding.

Contacts

General Enquiries	
<u>Ms Helen Vaz</u> Email: Helen.Vaz@health.nsw.gov.au	
Network Specific Enquiries	
Neurosurgery	As above for 'General Enquiries'.
Anaesthesia Perioperative Care	Ms Helen Badge
Gynaecological Oncology & Urology	Ms Violeta Sutherland
Ophthalmology	Ms Helen Badge
Surgery	Ms Crystal Burgess
BMT	Mr Richard Makin
Clinical Genetics	Ms Sally Howard

Document Control

Document Date	October 2018
Document Review Date	December 2018
Version	1.0
Approved by	Ellen Rawstron, Clinical Associate Director, Surgery, Anaesthesia and Interventional Medicine