

NURSING AND MIDWIFERY OFFICE

Travel Scholarships

There are four (4) Travel Scholarships for nurses and midwives working in the NSW public health system available on a competitive basis. These scholarships aim to provide an opportunity for nurses and midwives to undertake a study tour to observe and learn about innovative and best practice in nursing and or midwifery. The study tour can be applied to all areas of nursing and midwifery practice including clinical, education and management.

Scholarships will be valued up to \$AUS 12,000 each. Scholarships will be awarded in May for travel during the following financial year.

Applications open 1st February 2011 and close on Thursday 7th April 2011.

These Travel Scholarships are not available for participation in courses or for conference attendance overseas.

Eligibility and Selection Criteria include

- A nurse or midwife who is a permanent employee of the NSW public health system.
- Australian Citizen or Permanent Resident and a resident of NSW.
- Support from your Area Director of Nursing and Midwifery.

In addition, the applicant must satisfy each of the following criteria:

- Submit a draft study tour plan
- Provide a quote for travel costs including airfare and an estimate of accommodation costs

Demonstrate the proposed benefit of the study tour to both the individual and to the service that they are employed at.

Provide information on how you will apply the learning of the study tour to the individual service.

Provide evidence of agreement from the institution/services you plan to visit.

Terms and Conditions

The lodging of an application for a Travel Scholarship does not confer any entitlement upon the applicant.

The making of a recommendation for a Scholarship is totally within the discretion of the Scholarship Assessment Committee.

If there are insufficient applicants who meet the standard required, the Committee reserves the right not to award a scholarship. The Committee's decision is final and no correspondence will be entered into.

Leave is to be in accordance with NSW Department of Health Policy Directive PD2009_016 Section 5.2.3.

On return from the study tour recipients are required to submit a Report to the Chief Nursing and Midwifery Officer within 30 days.

Copies of the following documents must be included with your report:-

- airplane ticket
- an account of how you spent the scholarship funds.

Please note you will need to keep your receipts for taxation purposes.

The scholarship is not transferable either in whole or part to any other person or for any other purpose.

Recipients of this travel scholarship may be required to present findings in an appropriate forum. This may be a presentation on International Nurses or International Midwives Day of the following year.

Recipients of this travel scholarship are expected to publish outcomes in a relevant journal/newsletter. If information is published acknowledgment must be included to indicate that the study tour was achieved with the assistance of the Travel Scholarship.

Use of Funds

Travel Scholarship monies may be used for the following purposes:

Fares, accommodation and per diem allowance that covers such items as meals, personal laundry, telephone calls etc.

Visits to hospitals, centres, providers of health services of excellence in public and/or private health care sectors.

No additional funds will be allocated over and above the awarded scholarship amount.

Please note late or incomplete applications will not be accepted.

Completed applications must be received in the Nursing and Midwifery Office by close of business on: Thursday 7th April 2011

ID: (Office use only)

**Nursing & Midwifery Office NSW DEPARTMENT OF HEALTH
Travel Scholarship Application Form**

Please print clearly in the space provided and use a black pen

SECTION A PERSONAL DETAILS

Name:

Title	
First Name	
Last Name	

Telephone:

Work	
Home	
Mobile	

Email address:

Home address:

No & Street Name		
Suburb		
State		Postcode

Are you an Australian Citizen or Permanent Resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a Resident of NSW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you of Aboriginal or Torres Strait Islander Origin?	Yes Aboriginal <input type="checkbox"/> Yes Torres Strait Islander <input type="checkbox"/> Yes Aboriginal and Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/>	

What is the name of the Hospital/facility/service where you work?

What is the name of the Area Health Service?

What is your classification and position?

SECTION B STUDY TOUR DETAILS

Please attach a separate document covering the following:

1. Proposed area of study and main destination.
2. Summary of key objectives and proposed outcomes of your proposed study tour (Maximum 500 words).
3. Proposed itinerary listing date, organisation/service to be visited, focus/objective of visit, duration of visit, key contact for visit.
4. Proposed budget (itemised) covering all aspects to be funded from the scholarship. Please include a quote for air travel to and from Australia.
5. Any supporting documentation to or from relevant contacts regarding visits.
Note: final confirmation of visits is not required at this time but as a minimum, an indication of willingness to accept the proposed visit is required. If not all responses have been received please indicate who has been contacted and that you are awaiting a response.
6. Attach a brief resume (no more than 4 pages).

SECTION C SUPPORT FROM DIRECT LINE MANAGER

Area Health Service support must be given and the following signed:

TO BE COMPLETED BY YOUR DIRECT LINE MANAGER

I have seen the application and proposal and consider the applicant has the expertise, leadership ability and attributes to advance the concepts of the study tour into practice. I am prepared to support the applicant to undertake the study tour for a period not exceeding _____ continuous working days during which time, salary maintenance will be provided and his/her substantive position maintained.

Please include any further comments you may have:

Supported by: Direct Line Manager

Name (please print)

Signature

Date

SECTION D APPLICATION CHECKLIST

Please ensure that you have completed and attached all relevant information. **REMEMBER INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED.** This checklist will assist you.

- | | | |
|-----------|---------------------------|--------------------------|
| Section A | Personal Details | <input type="checkbox"/> |
| Section B | Study Tour Details | <input type="checkbox"/> |
| | Area of study | <input type="checkbox"/> |
| | Key Objectives/Outcomes | <input type="checkbox"/> |
| | Itinerary | <input type="checkbox"/> |
| | Budget | <input type="checkbox"/> |
| | Supporting documentation | <input type="checkbox"/> |
| | Resume | <input type="checkbox"/> |
| Section C | Support from Line Manager | <input type="checkbox"/> |

SECTION E TERMS AND CONDITIONS

I have read and understand the terms and conditions associated with this Application as found on the Nursing and Midwifery Office website at www.health.nsw.gov.au/nursing/scholarships.asp

Signed _____

Date: _____

Forward completed application with all attachments to your
Area Director of Nursing and Midwifery (ADNM).

It is suggested you keep a copy of your application for your records.
Please ensure documents are forwarded with sufficient time to allow your ADNM to forward onto the Nursing and Midwifery Office to meet the closing date.

SECTION F**SUPPORT FROM AREA DIRECTOR OF NURSING AND MIDWIFERY****TO BE COMPLETED BY YOUR AREA DIRECTOR OF NURSING AND MIDWIFERY**

I have seen the application and proposal and consider the applicant has the expertise, leadership ability and attributes to advance the concepts of the study tour into practice. The proposed study tour will contribute to enhancing nursing and/or midwifery practice and to improving patient care in NSW.

Please include any further comments you may have:

Supported by: Area Director of Nursing and Midwifery

Name (please print)

Signature

Date

Area Director of Nursing and Midwifery to forward complete application to the Nursing and Midwifery Office by close of business:

Thursday 7th April 2011

Address for applications:

NSW Department of Health
Travel Scholarships
Nursing and Midwifery Office
Locked Mail Bag 961
NORTH SYDNEY NSW 2059