

allied health postgraduate scholarship scheme-2018

applicant guidelines

act health

august 2017

Content

INTRODUCTION3

ALLIED HEALTH POSTGRADUATE SCHOLARShIP SCHEME3

act health seven strategic priorities3-4

section 1: eligibility criteria5

1.1 STAFF ELIGIBILITY CRITERIA5

1.2 STAFF NOT IN SCOPE FOR AHPSS……………………………………...…5

1.3 COURSE ELIGIBILITY CRITERIA…………………………………………….6

1.4 OTHER STUDY SUPPORT SCHEMES………………………………………7

1.5 CLINICAL PLACEMENT IMPLICATIONS…………………………………….7

section 2: submitting an application8

2.1 OPENING AND CLOSING DATES………………………………...………….8

2.2 WHERE TO LOCATE THE 2018 APPLICATION PACKAGE………………8

2.3 COMPONENTS OF A COMPLETE 2018 APPLICATION PACKAGE…….9

2.4 SUBMITTING A COMPLETE 2018 APPLICATION PACKAGE……………9

section 3: ASSESSMENT AND FUNDING OF APPLICATIONS10

3.1 SCHOLARSHIP FUNDING …….………………………………...…………. 10

3.2 ASSESSMENT PROCESS…………………………………… …………… 10

section 4: SCHOLARSHIP OFFER11

4.1 RECEIVING AN OFFER …….………………………………...…………. 11

4.2 SCOPE OF SCHOLARSHIP OFFER………………………………………..12

4.3 ITEMS NOT IN SCOPE AS PART OF SCHOLARSHIP OFFER…………12

4.4 APPEALS……………………………………………………………………….12

section 5: COPYRIGHT AND PUBLICATION IMPLICATIONS………………………………………………………………13

**INTRODUCTION**

**Allied Health Postgraduate Scholarship Scheme (AHPSS)**

The Allied Health Postgraduate Scholarship Scheme (AHPSS) is a workforce retention initiative that operates in alignment with ACT Health’s values of Care, Excellence, Collaboration and Integrity and commitment to reform and innovation priorities. In accordance with these priorities, as set out below, the Scheme aims to respond to the needs of ACT Health through supporting allied health professionals to undertake relevant postgraduate study that enhances their practice in a range of practice contexts including clinical practice, teaching, training and research, and management and leadership areas.

**SEVEN STRATEGIC PRIORITY THEMES**

1. **Access** – is about improving ACT Health’s front door, and how we deliver excellence in patient and family centred care. Included in this stream are projects focused on clinical service redesign and whole of hospital coordinated care.
2. **Quality** – is about setting meaningful and achievable goals and standards for the provision of healthcare in the Territory, benchmarking against our peers, and driving continual improvement.
3. **Mental Health** – a key focus for most contemporary health services is the effective, efficient and supportive implementation of mental health, justice health and alcohol and drug services. This theme will focus on assessing and implementing contemporary delivery models for mental health services.
4. **Innovation and Sustainability** – looking to the future, this theme centres around encouraging strategic thinking, developing a strong program and project delivery capability, and enabling safe access to technological and methodological advances in healthcare to the Canberra community.
5. **Culture** – this theme encompasses workforce strategies, as well as ethos, ethics, and the Directorate’s approach to a positive working environment. Three key elements include

instilling a culture of service, reducing the incidence of unacceptable behaviour in the workplace, and emphasising ‘care’ as central to the delivery of health services.

**6. Partnerships** – developing and building on existing relationships across the ACT

Government, the community and our service delivery partners including NSW and Calvary Public Hospital Bruce. This theme also encompasses our research and educational partners, as well as exploring the possibilities for partnerships with the private sector to support the efficient delivery of ACT Health services.

**7. Infrastructure** – an enabling service, infrastructure is essential to the delivery of health

services. In the immediate future, ACT Health will focus on: optimal utilisation of existing assets, the on time and on budget delivery of capital works, and detailed evidence-based forward planning.

In addition to promoting and supporting ACT Health’s core values and strategic priorities, the AHPSS aims to:

* Facilitate access to relevant postgraduate study for allied health professionals working in ACT Health and Calvary Public Hospital Bruce;
* Attract and retain high quality skilled allied health practitioners;
* Support the delivery of safe, effective and high quality patient-centred care;
* Develop allied health workforce capacity, specifically those allied health disciplines formally identified as being in critical shortage locally and/or nationally;
* Contribute to the organisation’s overall commitment to a quality governance system for learning and development.

**SECTION 1: ELIGIBILITY CRITERIA**

1.1 Staff eligibility criteria

For the purposes of the Scheme, an eligible allied health professional is defined as below:

* Must be from an eligible allied health discipline profession-refer Appendix 1; **AND**
* Be an Australian citizen or permanent resident of Australia; **AND**
* A permanent employee of ACT Health and/or Calvary Public Hospital Bruce for a period of at least 12 months duration as at the Scheme closing date, **OR** a temporary employee of ACT Health and/or Calvary Public Hospital Bruce **and** able to provide evidence of having been continuously employed by ACT Health and/or Calvary Public Hospital Bruce for at least 12 months as at the Scheme closing date; **AND**
* Have a minimum of **two year’s full-time equivalent post-qualification clinical experience**; **AND**
* Able to provide evidence of current registration for professions regulated by the National Law; **OR**
* Where the applicant is from a self-regulated or non-regulated allied health profession they are required to provide a certified copy of their allied health qualification or if relevant evidence of eligibility for membership of the relevant professional association.



 It is the applicant’s responsibility to ensure that they check their eligibility to apply

and to submit an eligible application.

1.2 Staff not in scope for the AHPSS

* Nurses, midwives, and doctors are not eligible to apply.
* Staff employed in a Health Professional Officer or other classification and who do not have an eligible allied health qualification are not eligible to apply.

1.3 Course eligibility criteria

Eligible courses are:

* Relevant to the applicant’s discipline, workplace and organisation; and
* Aligned with the organisation’s core values and current priorities; and
* Of at least six month’s full-time duration (new in 2018); and
* Offered by an Australian on-shore university at one of the following qualification levels:
* Graduate Certificate-Australian Qualifications Framework[[1]](#footnote-1)(AQF) Level 8; or
* Graduate Diploma-AQG Level 8; or
* Masters (Coursework only)-AQF Level 9; and
* Related to clinical practice, health professional education, management and leadership and/or research.

**NOTE**: 

Some courses conducted by an approved Registered Training Organisation may be

eligible for the Scheme-please contact the Scheme Administrator at

 AlliedHealthScholarShips@act.gov.au to confirm course eligibility.

**Ineligible courses**:

* Courses offered by overseas universities, whether through online study, on-campus study or partnerships with Australian universities.
* Courses of less than 6 months full-time duration (from start to completion).
* Courses with a vocational qualification.
* Masters by Research or Masters courses that lead to an entry level allied health qualification.
* PhD courses and Massive open online courses (MOOCS).

1.4 Other Study Support Schemes

ACT Health applicants may be eligible to apply for other study related schemes but it should be noted that a) the Chief Allied Health Office does not administer these and b) any applicant who seeks support from these should note this on their AHPSS Application Form at Section 8.

* Studies Assistance-refer to [Shared Services](https://actgovssc.custhelp.com/app/answers/detail/a_id/924) for more information.
* Loan Scheme for Tertiary Study-refer to [ACT Health Staff Development](http://acthealth/c/HealthIntranet?a=da&did=5388500&pid=1355100016) for more information.

 **NOTE:** Approved AHPSS recipients who apply to another funding source for the same course of study may be required to choose which funding source they accept. Further advice can be obtained from the AHPSS Administrator.

1.5 Clinical Placement Implications

If your course of study has a requirement for practicum or placement hours, either within or external to your immediate work area, you must discuss the implications with the ACT Health Student Clinical Placement Office on (02) 6174 5887 or mailto:scpu@act.gov.au

**Notes**

**SECTION 2: SUBMITTING AN APPLICATION**

2.1 Opening and Closing Dates

* Applications for the 2018 round (for study in the 2018 academic year) will open on **Monday 6th November 2017.**
* Applications for the 2018 round will close at **5:00pm on Friday 16th February 2018**.

2.2  Where to locate the 2018 Application Package

The following documents are available from the ACT Health website at:<http://www.health.act.gov.au/professionals/allied-health/learning-and-professional-development/allied-health-postgraduate>

* 2018 Applicant Guidelines
* 2018 Application Form
* 2018 Referee Report Form
* Applicants are strongly advised to obtain the documentary evidence regarding their employment status ASAP so as to avoid making last minute requests to Shared Services or Calvary HR.
* Applicants are required to familiarise themselves with the Scheme Guidelines, the Application Form and Referee Report template so that they understand the requirements of the Scheme and for completing and submitting an eligible application by the closing date.

2.3 Components of a complete 2018 Application Package

A complete 2018 Application Package comprises the following documentation:

* 2018 AHPSS Application Form-all sections completed;
* Up to date Curriculum Vitae and Duty Statement;
* 2018 AHPSS Referee Reports x 2;
* Evidence of employment status by way of letter from Shared Services Payroll or Calvary HR;
* Certified[[2]](#footnote-2) evidence of allied health qualification, or of eligibility for membership of professional association (self-regulated allied health professionals);
* Evidence of enrolment in course;
* Copy of or link to course outline;
* Where available, copy of invoice for Semester 1/2018

2.4 Submitting a Completed Application Package

* Applicants are required to submit a complete application-meaning all documents outlined at 2.3 must be submitted together as a package including a completed application form, signed referee reports and all other requested documentary evidence.
* Applications are to be submitted to the AHPSS email address, AlliedhealthScholarShips@act.gov.au on or before 5:00pm of the advertised closing date.
* Incomplete and/or late applications (received after 5:00pm of the advertised closing date) **will not be accepted**.
* All applications will be acknowledged by the Scheme Administrator within 24hrs of receipt.

**Section 3: ASSESSMENT AND FUNDING OF APPLICATIONS**

3.1 Scholarship Funding

The ACT Health Chief Allied Health Officer is the authorised financial delegate for the AHPSS, and is responsible for the following:

* Adhering to the AHPSS Business Rules
* Confirming the available scholarship budget;
* Determining priority or ranking criteria where demand exceeds available budget;
* Allocating and approving scholarships both in number and funding level;
* Authorising payments to approved recipients.

Definitions

* **Continuing applicant**- a recipient of a previous ACT Health allied health postgraduate scholarship who re-applies for the *same* course of study;
* **New applicant**-defined as a *first time* applicant;
* **Repeat Applicant**-a recipient of a previous ACT Health allied health postgraduate scholarship who re-applies for a *new* course of study.

3.2 Assessment Process

The AHPSS is an eligibility based Scheme, not an entitlement Scheme.

Where demand exceeds supply it may be the case that not all eligible applicants will receive a scholarship. All applications are assessed in accordance with the AHPSS Business Rules and a five step process is followed, which is detailed on the following page.

Five step assessment process

**1:** All applications are screened by the AHPSS Administrator and assessed against the eligibility and selection criteria.

**2:** Applications from Continuing and Repeat Applicants assessed as meeting the criteria are provisionally recommended for a postgraduate scholarship and then identified to the Chief Allied Health Officer and/or an Assessment Panel for further consideration.

**3:** Applications from New Applicants will be screened by the Administrator for eligibility and further assessed in partnership with the Chief Allied Health Officer and/or an Assessment Panel. Provisional recommendations will be made.

**4:** The Scheme Administrator and Chief Allied Health Officer will assess the Scheme’s capacity to support the provisionally recommended applicants and if the total funding required to support all provisional recommendations is greater than the available budget then the AHPSS Business Rules regarding prioritisation of applicants and/or disciplines will be applied.

**5:** Provisional recommendations are made and may be referred to ACT Health Executive for a final determination, noting that scholarship offers must be informed by the available funding.

**SECTION 4: SCHOLARSHIP OFFER**

4.1 Receiving an offer

* All applicants will be advised of the outcome of their application by email.
* Where an offer is made, the offer will be made by email including the amount of funding offered and the Semester/s for which the funding is offered.
* Applicants who receive an offer will be required to accept the offer within a specified timeframe and once the offer is accepted a formal Deed of Agreement will be mailed to

the applicant to their preferred postal address. Applicants who do not receive an offer will be notified by email, outlining the reason for why no offer is being made.

* Once a scholarship offer is made and formally accepted the applicant‘s status changes to that of **scholarship recipient**.
* Scholarship recipients will be provided with detailed information on how to submit a scholarship claim and this will be issued as part of the formal Deed of Agreement information package.

4.2 Scope of Scholarship Offer

Where a scholarship offer is made, the offer is intended as a *contribution only* towards the cost of postgraduate study.

Specifically, the scope of the funding offer is limited as follows:

* Approved postgraduate scholarships are a contribution towards the cost of actual tuition fees only-tuition fee being the fees identified by the university on the applicant’s tax invoice or Commonwealth Assistance Notice relevant to a period of study.
* The maximum period of study supported per application is 3 semesters per a single academic year.

4.3 Items not in scope as part of scholarship offer

The scholarship offer does not include any of the following study related items:

* Student Services and Amenities Fees (SSAF)
* Late fees
* Course books
* Training materials
* Costs associated with face-to-face on-campus attendance
* Any other study related costs or arrangements including Study Leave, accommodation, salary and wages, travel etc

4.4 Appeals

There is **no appeals process** and applicants cannot appeal the decision or the amount of funding.

**SECTION 5: COPYRIGHT AND PUBLICATION IMPLICATIONS**

Funding support from the ACT Health Allied Health Postgraduate Scholarship Scheme must be acknowledged in all reports, publications, conference papers and posters that have direct correlation with the recipient’s course of study. The AHPSS Administrator must be advised in advance of the intention to disseminate a report, publication, conference paper or poster in which funding support from the ACT Health Allied Health Postgraduate Scholarship Scheme is acknowledged.

**END GUIDELINES**



## ACTGov_inline_black.wmf

ACT HEALTH

August 2017

1. <http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF-2nd-Edition-January-2013.pdf> [↑](#footnote-ref-1)
2. <https://www.ag.gov.au/Publications/Statutory-declarations/Pages/List-of-authorised-witnesses.aspx> [↑](#footnote-ref-2)