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## B. SHELTON MEMORIAL STAFF EDUCATION SCHOLARSHIP

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**Distribution:** Corporate

**Section:** Human Resources Management

**Authorised by:** Chief Executive Officer

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### **Purpose**

To commit financial support through the provision of two \$500 scholarships for:

- Staff undertaking relevant study that will benefit the operations and/or Strategic direction of ODH.

### **Target Audience**

All Omeo District Health staff

### **OBJECTIVE:**

- To act as a support mechanism for the continuing education of the recipient.
- To encourage staff to undertake further training in areas of organisational need.
- To build on succession planning

### **Policy Statement**

Omeo District Health (ODH) supports the ongoing learning and development needs of staff and community members.

Omeo District Health's position on scholarships is that scholarships are made available for staff seeking to broaden clinical and non-clinical expertise and implement learnings and practice at ODH.

- This scholarship is made available for fields of study that are relevant to the current and future requirements of ODH and must be undertaken through a university / TAFE or registered training organisation.
- A clear commitment must be received to remain at ODH for 12 months after completion of study (ODH reserves the right to recoup the funding should this obligation not be met).
- That Award entitlements through CPD / Training allowances have been utilised or offset against the scholarship request.

## **APPLICATION PROCESS**

### **ELIGIBILITY**

Advanced study leading to Certificate 2, 3 or 4, Diploma, Degree or Advanced Qualification i.e. RIPERN or Nurse Practitioner

A panel of CEO, DON, BOM director and one staff representative will assess the applications and interview the candidates.

- A "Scholarship Application Form" (Attached) must be completed and forwarded to the Scholarship Selection Panel by the determined close of application date.

The application will be considered on individual merit and guided by the following considerations:

- Demonstrated benefit to the health service
- Length of service and employment status, e.g. casual, part time or student.
- History of ongoing professional development training, especially over the past 12 months
- The impact on the ability to cover rosters and to staff area.

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- The contribution to be made by the employee
- The scholarship is to be used for the cost of study including registration fees, travel, accommodation, etc.
- A partial scholarship may be offered.

### PROCESS

1. In order for the Scholarship Selection Panel to make an informed merit-based decision regarding applications sufficient detail regarding the proposed use of the scholarship funds is required.
  - a. Applications will be invited annually by the Chief Executive Officer on behalf of the Board of management.
  - b. Prior to applying applicants should discuss their course / scholarship application with his /her manager and seek a letter of support towards the training.
2. Applications will be discussed by the Leadership Management Team and a shortlist provided to the Scholarship Selection Panel.
3. Should the scholarship not be fully utilised, the Board of Management reserves the right to offer an additional scholarship for the balance, in the same year.
4. Where no application of sufficient merit is received, in the opinion of the Scholarship Selection Panel, the award may be deferred for the financial year in question.
5. The decision to offer annual scholarships will be made by the BOM.
6. Books, equipment, software etc. purchased or received in connection with the scholarship are to be donated back to ODH for general staff resource.
7. The applicant will be ineligible for the Scholarship if they are the recipient of any other scholarship/grant for the same application.
8. Scholarship applications must demonstrate a clear link to the organizations Strategic direction.
9. Applications should use the attached template for their submission.
10. Applicants are required to commit to 12 months' service at ODH following completion of course. Successful recipients that are unable to commit to 12 months' service will be required to repay scholarship amount.

### Desired Outcome

- To act as a support mechanism for the continuing education of the recipient.
- To encourage staff students to undertake further training in areas of organisational / rural health need.
- To build on succession planning.

### Evaluation

People Matter survey results

Employment of local students in the health field

### Key Aligned Documents

Application Form

### Key Legislation, Acts & Standards

### References

### Author / Contributors

Position	Service / Program
CEO	Corporate
DON	Nursing

### Keywords

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### APPLICATION FORM OMEO DISTRICT HEALTH B. SHELTON MEMORIAL STAFF EDUCATION SCHOLARSHIP

**Applications addressed to the ODH Chief Executive Officer, marked Private & Confidential, must be received by 4 p.m. on Friday 1st March 2019**

**Applications may be submitted at the ODH front reception, via post at PO Box 42, Omeo VIC 3898 or via email to [ward.steet@omeoohs.com.au](mailto:ward.steet@omeoohs.com.au)**

<b>Name of Applicant:</b>
<b>Position:</b>
<b>Department:</b>
<b>Employee No:</b>
<b>Phone No:</b>
<b>Signature:</b>
<b>Manager:</b>
<b>Signature of Manager:</b>

<b>Description of proposed course of Study :</b> ( Include Training organisation, start and finish dates)	
<b>Why do you want to do this course?</b>	
<b>How will completing this course assist you in achieving your life goals?</b>	
<b>How does this course relate to the ODH Strategic plan?</b>	
<b>Benefit/s that will accrue to the organisation and/or improve patient care</b>	
<b>Linkage to the Strategic Plan</b>	

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<b>Funding requested from any other source</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>  If Yes, identify source:
<b>Itemise course costs to be covered by scholarship i.e. registration, books (proof required)</b>	
<b>Evidence that EBA entitlements towards CPD have been utilised. (If incompletely utilised record unused portion.)</b>	
<b>Length of Service at ODH (Please record type of employment i.e. Casual, FT,PT)</b>	
<b>Scholarship amount requested</b>	\$