2022 Nursing and Midwifery Scholarship Business Rules

|  |  |
| --- | --- |
| **Document title** | 2022 Nursing and Midwifery Scholarship Business Rules |
| **Contact details** | Chief Nursing and Midwifery Office, Department of Health |
| **Approved by** | *A/Deputy Chief Executive* |
|  |  |
| **Document review** | Annually |
| **HPE-CM number** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes made |
| 1.0 | 08/04/2021 | Julieann Domanski | First version |
| 2.0 | 19/08/2021 | Sally Edwards | Second version |
| 3.0 | 12/10/2022 | Michelle Dunham | Third version |

|  |  |
| --- | --- |
| Acronyms | Full form |
| AHPRA | Australian Health Practitioner Regulation Agency |
| CDU | Charles Darwin University |
| CE | Chief Executive |
| Commonwealth supported place | A place in a university or higher education provider course that is substantially subsidised by the Australian Government |
| Course credit | Course credit reduces the amount of learning required to achieve a qualification and may include credit transfer, articulation, recognition of prior learning or advanced standing |
| CNMO | Chief Nursing and Midwifery Officer |
| CSP | Commonwealth supported place |
| Tuition fees | Fees assigned to units of study; excludes student services and amenities fees |
| DoH | Department of Health |
| EN | Enrolled nurse |
| NMBA | Nursing and Midwifery Board of Australia |
| NT Health | Department of Health, Central Australia Health Service and Top End Health Service |
| NT | Northern Territory |
| OCNMO | Office of the Chief Nursing and Midwifery Officer |
| PPO | Project and Program Officer |
| RM | Registered midwife |
| RN | Registered nurse |

Contents

[1. Introduction 4](#_Toc118114886)

[2. Key Dates 4](#_Toc118114887)

[2.1. Applications Open: 1 November 2022 4](#_Toc118114888)

[2.2. Applications Close: 12 December 2022 4](#_Toc118114889)

[2.3. Applicants Notified: 4 January 2023 4](#_Toc118114890)

[3. Scholarships 4](#_Toc118114891)

[4. Funding 4](#_Toc118114892)

[5. Eligibility Criteria 5](#_Toc118114893)

[5.1. Equity 5](#_Toc118114894)

[5.2. General 5](#_Toc118114895)

[5.3. Specific 5](#_Toc118114896)

[5.3.1. Undergraduate EN to RN/RM 5](#_Toc118114897)

[5.3.2. Postgraduate 6](#_Toc118114898)

[6. Exclusions 6](#_Toc118114899)

[7. OCNMO Roles and Responsibilities 6](#_Toc118114900)

[7.1. Pre advertising 6](#_Toc118114901)

[7.2. Application Assessment 7](#_Toc118114902)

[7.3. Funding Allocation 7](#_Toc118114903)

[7.4. Applicant notification 7](#_Toc118114904)

[7.5. Scholarship Records 7](#_Toc118114905)

[8. Scholarship Applicant Roles and Responsibilities 8](#_Toc118114906)

[8.1. Application Process 8](#_Toc118114907)

[8.2. Supporting Evidence 8](#_Toc118114908)

[8.2.1. Confirmation of Enrolment 8](#_Toc118114909)

[8.2.2. Statement of Results/Academic Transcript 8](#_Toc118114910)

[8.2.3. Statutory Declaration 8](#_Toc118114911)

[8.2.4. Manager’s Declaration 9](#_Toc118114912)

[9. Scholarship Selection Criteria 9](#_Toc118114913)

[9.1. 2022 Priority Study Areas 9](#_Toc118114914)

[9.2. Application Ranking and Selection Criteria 10](#_Toc118114915)

[10. Further Information 10](#_Toc118114916)

[Appendix A 11](#_Toc118114917)

[Applicant Evidence Checklist 11](#_Toc118114918)

[Appendix B 12](#_Toc118114919)

[Scholarship Recommendation Form 12](#_Toc118114920)

# Introduction

NT Health, through the Office of the Chief Nursing and Midwifery Officer (OCNMO), offers financial assistance to nurses and midwives undertaking further studies through post registration scholarships. The provision and allocation of scholarship funds is an accountable and transparent process and determined by specific nursing and midwifery workforce requirements and priorities.

The OCNMO values excellence and innovation in nursing and midwifery care. Competent and educated nurses and midwives, who value lifelong learning, are key to the provision of safe, excellent and quality patient care.

The Business Rules set out in this document provide governance for the administration of the Nursing and Midwifery Scholarships. The successful administration of the scholarships is dependent on all stakeholders successfully fulfilling their requirements within these Business Rules.

# Key Dates

## Applications Open: 1 November 2022

## Applications Close: 12 December 2022

## Applicants Notified: 4 January 2023

# Scholarships

Scholarships are available to nurses and midwives who have been continuously employed by NT Health for two years or more in a nursing or midwifery position greater than 0.5 FTE. The aim of the scholarship program is to provide assistance with educational expenses directly associated with an accredited course of study leading to an academic qualification. Scholarships are awarded through a competitive selection process and not all applicants will be awarded a scholarship. The scholarship will not cover all costs associated with a course.

# Funding

Scholarship funding will consist of a single payment to successful applicants dependent on the academic qualification being undertaken. The 2022 scholarship amounts are detailed in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| NT Health Role | AFQ Level | Qualification | Amount per individual (per course of study) |
| Enrolled Nurse (EN) | Level 6 | Advanced Diploma | $1000 |
| Level 7 | CDU Bachelor of Nursing or  Bachelor of Midwifery | Up to 50% of tuition fees\* |
| Registered Nurse (RN)  Registered Midwife (RM)  RN and RM | Level 8 | Graduate Certificate | $2000 |
| Level 8 | Bachelor of Nursing (Honours) | $4000 |
| Level 8 | Graduate Diploma | $4000 |
| Level 9 | Master’s Degree | $6000 |

\**Tuition fees only, excludes student services and amenities fees.*

# Eligibility Criteria

Scholarships are limited to one scholarship per applicant per course of study and only one scholarship per applicant in a three year period.

Applications for scholarships will only be considered if they meet the eligibility criteria. Applications that do not meet the eligibility criteria will not be considered and applicants will be notified that their application has been unsuccessful as it did not meet the eligibility criteria.

## Equity

Nurses and midwives who identify as Aboriginal, and nurses and midwives living with a disability, who meet the eligibility criteria will be given priority ranking and are encouraged to apply.

## General

To be eligible for a Nursing or Midwifery Scholarship, all applicants must:

* Hold current Australian citizenship or permanent residency visa (or equivalent); or
* Hold current New Zealand citizenship and a Special Category Visa (SCV).
* Be registered with the Nursing and Midwifery Board of Australia (NMBA) to legally practice as an enrolled nurse (EN), registered nurse (RN) and/or registered midwife (RM) within their scope of practice; and have no adverse limits or conditions applied to their registration.
* Be continuously employed by NT Health for two years or more in a nursing or midwifery position greater than 0.5 FTE.
* Demonstrate that the course of study is accredited and leads to an academic qualification.
* Declare if they have received funding from other sources for the course of study.
* State whether they have a Commonwealth Supported Place for the course of study.
* Have their manager’s support for undertaking the course of study.
* Be currently enrolled and participating in the course of study.
* Provide official evidence of enrolment for the current year.
* Have successfully completed at least 25% (or equivalent) of the accredited course (not including any course credit).
* Provide evidence of successful completion of 25% (or equivalent) of the accredited course.

## Specific

In addition to the general eligibility criteria, which apply to all applicants, additional eligibility criteria apply to each scholarship category.

### Undergraduate EN to RN/RM

The applicant must:

* Be enrolled in the Charles Darwin University (CDU) Bachelor of Nursing or Bachelor of Midwifery degree.

### Postgraduate

The applicant must:

* Be enrolled in an accredited postgraduate course leading to one of the following academic qualifications:
  + EN – Advanced Diploma
  + RN/RM – Graduate Certificate, Graduate Diploma or Master’s Degree.

# Exclusions

The OCNMO may exclude applications at any time during the application process, including under the following circumstances:

* The application was not submitted through the online Nursing and Midwifery Scholarship application system (Application System).
* The application is incomplete.
* The application does not meet the eligibility criteria.
* The application is submitted after the closing date.
* The applicant has received substantial funding from another source for the course of study.
* The applicant received another scholarship for the course of study.
* The applicant received a NT Nursing and Midwifery Scholarship in the last three years.
* The applicant has not yet commenced the course of study.
* The applicant is taking a break from the course of study.
* The applicant has been granted course credit for more than 50% of the course.
* The application includes false or misleading information.
* The applicant, or a person on their behalf, attempts to give or offer any inducement, gift or reward, which could in any way influence the OCNMO’s actions in relation to an application.
* The applicant, or a person on their behalf, attempts to contact members of the Scholarship Assessment Panel in relation to the assessment of their application.

# OCNMO Roles and Responsibilities

## Pre advertising

* Update the Nursing and Midwifery Scholarship website and add links to the Application System, and relevant documents, including the business rules, forms and application assessment forms.
* Determine the opening and closing dates for scholarship applications.
* Determine scholarship selection criteria in consultation with the NT Nursing and Midwifery Executive Committee (NT NMEC).

## Application Assessment

* The Project and Program Officer (PPO) will assess each application for completeness and eligibility.
* The PPO will exclude incomplete and/or ineligible applications from the scholarship process and notify the applicant by email that their application has been excluded as it is ineligible.
* A Scholarship Assessment Panel (the Panel) will evaluate eligible scholarship applications against the selection criteria.
* The Panel will assign a rank/score to each applicant according to the selection criteria.
* The Panel will provide the CNMO with a list of successful applicants according to their rank/score.
* The CNMO will approve the list of successful applicants.

## Funding Allocation

* The Panel Chair and CNMO will meet to allocate funding according to Panel recommendations and available funds*.*
* The Executive Director People and Organisational Capability will approve the funding allocation.
* The funding allocation determination is final and no correspondence will be entered into.

## Applicant notification

* The PPO will notify applicants of the outcome of their application via email.
* The PPO will notify successful applicants of the monetary value and terms and conditions of the scholarship via email.

## Scholarship Records

* The PPO will create a unique electronic file for Nursing and Midwifery Scholarships for each year.
* The PPO will create records for:
  + Advertising and Promotion (including website)
  + Business Rules and Forms
  + Ineligible Applications
  + Unsuccessful Applications
  + Successful Applications.

# Scholarship Applicant Roles and Responsibilities

## Application Process

* Applications must be submitted via the online Application System before the closing date.
* Only online applications will be accepted.
* All parts of the application form must be completed.
* Late or incomplete applications will not be accepted.
* Applications that are mailed, emailed or faxed will not be accepted.

See Eligibility Criteria and Exclusions for further information on the application process.

## Supporting Evidence

Applicants must submit the following supporting evidence with their application. All supporting evidence must be in a format that clearly shows the required information.

### Confirmation of Enrolment

This MUST be an **official** confirmation of enrolment showing **current** enrolment. Evidence **MUST** include:

* + Education provider’s letterhead/branding and relevant details
  + Applicant’s name and student identification number
  + Course name
  + Subjects/units enrolled in current year and subject/unit weighting values.

### Statement of Results/Academic Transcript

This must be an **official** statement of results or academic transcript showing evidence of successful completion of 25% (or equivalent) of the course.\* Evidence **MUST** include:

* + Education provider’s letterhead/branding and relevant details
  + Applicant’s name and student identification number
  + Course name
  + Subjects/units successfully completed and subject/unit weighting values.

\*The 25% does not include course credit e.g. advanced standing or recognition of prior learning.

### Statutory Declaration

Using one of the statutory declaration templates provided on the Nursing and Midwifery Scholarship webpage, the applicant must complete a statutory declaration that provides details of any funding received from other sources for the course of study. The Panel will take any funding already received into account when assessing applications, including Commonwealth Supported Place subsidies.

### Manager’s Declaration

Using the template provided, the manager completes a declaration stating they support the applicant’s course of study, they confirm the course of study is relevant to the applicant’s role and aligns with work unit/health service needs, and provides details of any funding received from other NT Health sources.

# Scholarship Selection Criteria

A Scholarship Assessment Panel will assess eligible scholarship applications against the 2022 selection criteria. To ensure equity of access, applications will be ranked as follows:

* Rank 1: Aboriginal applicants who meet the selection criteria.
* Rank 2: Applicants living with a disability who meet the selection criteria.
* Rank 3: All other applicants will be ranked according to their total selection criteria score.
  1. 2022 Priority Study Areas

The NT Nursing and Midwifery Executive Committee will determine the study areas to be given priority each year, based on health service and population needs. The priority study areas for 2022 are:

* Child and Family Health
* Chronic Disease Management
* Mental Health
* Rural/Remote Health
* Haemodialysis
* Perioperative
* Critical Care

## Application Ranking and Selection Criteria

|  |  |  |
| --- | --- | --- |
| 2022 Scholarship Application Ranking and Selection Criteria | | |
| **Rank 1: Equity** | Aboriginal, meets eligibility criteria |  |
| **Rank 2: Equity** | Disability, meets eligibility criteria |  |
| **Rank 3: All other applicants ranked in order of total selection criteria score** | | |
| **Selection Criteria** | **Select one** | **Score** |
| 1. **Years of NT Health service:** | >10 years  6 - 10 years  2 - 5 years  < 2 years | 15  10  5  Not eligible |
| 1. **Proportion of course credit** (e.g. advanced standing or recognition of prior learning): | Less than 25%  25% - 50%  More than 50% | 10  5  Not eligible |
| 1. **Proportion of course completed** (excluding course credit): | More than 75%  50% - 75%  25% - 50%  Less than 25% | 15  10  5  Not eligible |
| 1. **Priority Study Area:** | Child and Family Health  Chronic Disease Management  Mental Health  Rural/Remote Health  Other | 10  10  10  10  5 |
| 1. **Total funding received from other sources** (including CSP subsidies)**:** | None  Up to 25% of scholarship amount  25% - 50% of scholarship amount  50% - 75% of scholarship amount  75% - >100% of scholarship amount | 15  10  5  0  Not eligible |
|  | **Total score:** | ­­­\_\_/**65** |

# Further Information

For further information refer to the *Frequently Asked Questions* on the NT Nursing and Midwifery website.

**Contact us**

Office of Chief Nursing and Midwifery Officer

Phone: 1800 000 648

Email: [NursingMidwifery.Scholarships@nt.gov.au](mailto:NursingMidwifery.Scholarships@nt.gov.au)

# Appendix A

|  |  |  |
| --- | --- | --- |
| Applicant Evidence Checklist | | |
| **Application Requirement** | **Evidence** |  |
| Continuous employment by NT Health for two years or more in a nursing or midwifery position greater than 0.5 FTE | AGS number | □ |
| Nursing and Midwifery Board of Australia registration | Registration number | □ |
| Enrolled in accredited course leading to an academic qualification | **Official Confirmation of Enrolment** for current year from education provider | □ |
| Successful completion of at least 25% (or equivalent) of accredited course (excluding any course credits):  For example:  Advanced Diploma – 25%  Graduate Certificate – 1 unit  Graduate Diploma – 2 units  Masters – 3 units | **Official Statement of Results/Academic Transcript** from education provider | □ |
| Declare total funding received from other sources for course of study | Statutory declaration stating total funding (if any) received from other sources for course of study | □ |
| Manager’s support for course of study | Manager Declaration | □ |

# Appendix B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Scholarship Recommendation Form | | | | |
| **Undergraduate Scholarships (EN to RN/RM)** | | |  | |
| **Name** | **AGS** | | **CDU Course** | **Scholarship Amount** |
| 1. |  | |  |  |
| 2. |  | |  |  |
| **Postgraduate Scholarships**  **Rank 1** Equity (Aboriginal) | | |  | |
| **Name** | **Score** | **AGS** | **Course Level** | **Scholarship Amount** |
|  | n/a |  |  |  |
|  | n/a |  |  |  |
| **Rank 2** Equity (Disability) | | | | |
| **Name** |  | **AGS** | **Course Level** | **Scholarship Amount** |
| 1. | n/a |  |  |  |
| 2. | n/a |  |  |  |
| **Rank 3** (Highest to Lowest Score) | | | | |
| **Name** | **Score** | **AGS** | **Course Level** | **Scholarship Amount** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Total** |  |