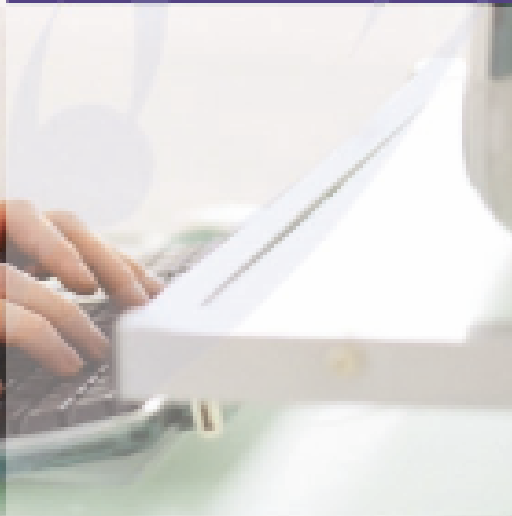
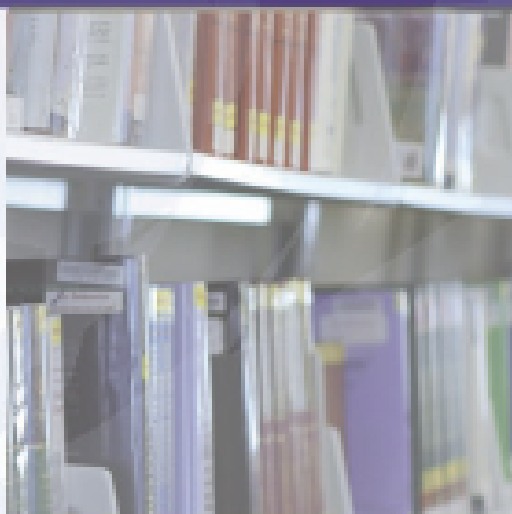


Cancer Institute NSW  
Education Scholarship  
Guidelines



Closes: Friday 18 January 2008

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# Section One: Cancer Institute NSW Education Scholarship Program Overview: Guiding Principles & Priorities

## Introduction

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Education is integral to the role of cancer health professionals. The ongoing education of clinicians and allied health staff working in oncology is considered crucial to maintaining a skilled and knowledgeable workforce.

In 2008, the Cancer Institute NSW will fund a number of cancer professionals to participate in accredited courses including graduate certificates, diplomas and masters courses with a focus on oncology and/or research. These will be provided at universities, tertiary institutions and Area Health Services in NSW. They may be administered face-to-face or via distance education. Interstate universities also provide similar educational opportunities in a range of cancer related disciplines.

## NSW Cancer Priorities

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The Cancer Institute NSW has the statutory responsibility to substantially improve cancer control in NSW under its Act. The specific objectives of the Cancer Institute NSW are to:

1. increase cancer survival;
2. reduce cancer incidence;
3. improve the quality of life of cancer patients and their carers; and
4. provide expert advice to patients, the public, health care professionals and the Government.

## Guiding Principles

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The Cancer Institute NSW Education Scholarship Program is strategically designed to provide cancer health professionals working in oncology access to post-graduate studies.

The principles underpinning the Cancer Institute NSW Education Scholarship Program are the:

- ✓ ongoing professional development of cancer health professionals caring for cancer patients;
- ✓ retention of high quality staff working in oncology in NSW; and
- ✓ further development of clinical expertise and research applied to clinical practice.

## **Section Two: Introduction to the Cancer Institute NSW Education Scholarship Program**

### **About the Program**

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This program aims to ensure cancer health professionals caring for cancer patients are well supported by further enhancing their knowledge, clinical skills and expertise.

The program operates through a competitive application process enabling recipients to receive financial support to undertake an accredited postgraduate course that leads to a tertiary qualification. Consideration will also be given to provide financial support to undertake a short course that will contribute to an oncology related graduate certificate at a later date. This scholarship type is not open to cancer health professionals wishing to complete a PhD.

Applications are invited for relevant courses commencing in Semester 1, 2008. These are open to cancer health professionals providing care to oncology patients, including nurses working in oncology disciplines (medical, radiation, surgery, haematology or palliative cancer care), clinical trials nurses, data managers, social workers, psychologists, radiation therapists, medical physicists and other health professionals working in the area of cancer services (e.g. cancer genetic counsellors, dieticians, occupational therapists, physiotherapists or speech therapists). During the period of the scholarship, it is expected that the recipient will remain working in oncology or palliative care.

The Education Scholarship Program is only open to cancer health professionals currently employed within the NSW public hospital sector, cancer centres and/or NSW hospitals, or community health services that provide cancer care and/or treatment. Scholarship recipients may also apply for further funding during the period of the scholarship to convert to a higher degree. However, this will be considered as part of a competitive process at that time.

## Program Objectives

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The objectives of the Cancer Institute NSW Education Scholarships are to:

- ✓ provide an opportunity for cancer health professionals to further develop their knowledge, clinical competency and/or research skills;
- ✓ encourage cancer health professionals to develop long-term careers in a specialised oncology practice in NSW;
- ✓ facilitate the transfer of clinical expertise, knowledge, and/or new research outcomes directly into patient care;
- ✓ facilitate evidence-based clinical practice and the use of multi-disciplinary patient care;
- ✓ support the development, recruitment and retention of an increasingly skilled cancer workforce in NSW; and
- ✓ aid the further development of best practice in cancer care in NSW.

## Section Three: Education Scholarship Application

### About the Application

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Applications are sought from cancer health professionals working in oncology for the Cancer Institute NSW Education Scholarship Program commencing in Semester 1, 2008.

Cancer Institute NSW Education Scholarships are available up to \$20 000 (including GST), pending the quality of the application. Funding allocations will be determined based upon the cost of the enrolled course. Applications must include all required documents and must be received at the Cancer Institute NSW by **COB 18 January 2008**. Late applications will not be considered. Offers of Scholarships will be made in **February 2008** and must be accepted or declined by letter, fax or email by **29 February 2008**. If acceptance is not received by this date, the scholarship offer may be withdrawn.

Funding will be provided to successful applicants at the commencement of the initial semester and each subsequent semester, following submission of a transcript from the previous semester, demonstrating the achievement of a pass (minimum requirement), signed by a Justice of the Peace.

## **Eligibility and Selection Criteria**

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Cancer health professionals who meet the following criteria are eligible to apply.

- ✓ Currently employed in NSW in an oncology specialty area (medical, radiation, surgery, haematology or palliative care), or in areas where a significant proportion of their work load is with people affected by cancer (community settings).
- ✓ Currently a resident of NSW and an Australian citizen or permanent resident.
- ✓ Enrolled to commence an accredited post-graduate course in 2008.

In order to be considered for a Cancer Institute NSW Education Scholarship, the applicant must:

1. provide a rationale explaining how this course will add skills, knowledge and understanding that will benefit the care of cancer patients in NSW
2. provide evidence that they are currently employed by an institution within the NSW public sector, a cancer centre and/or a NSW hospital or community health service that provides cancer care and/or treatment;
3. provide a CV that demonstrates substantial ability and excellence commensurate with their stage of career;
4. organise for two (2) written clinical referee reports that confirm the applicant's suitability for a Scholarship to be faxed directly to the Cancer Institute NSW using the template provided on the application form;
5. outline a clear career development pathway in oncology following the Scholarship;
6. provide evidence of enrolment from the course provider;
7. provide an estimated itemised budget to a maximum of \$20,000 (GST inclusive) detailing course fees, travel and accommodation costs to attend residentials (if completing via correspondence) or any other related expenses; and
8. complete two (2) copies of the Australian Taxation Office 'Statement by a Supplier' form which can be found at: [www.ato.gov.au/content/downloads/nat3346a.pdf](http://www.ato.gov.au/content/downloads/nat3346a.pdf)

## **Use of Funds**

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Funds up to \$20 000 (including GST) will be provided to assist a cancer health professional caring for cancer patients to undertake nominated accredited postgraduate studies within the timeframe suggested by the institution. The funds can only be used by the recipient for the achievement of the postgraduate certification nominated at the time of approval.

The Cancer Institute NSW Education Scholarship Deed Poll, provided by the Cancer Institute NSW to successful recipients, must be signed and returned prior to commencement of payment. Funds will be paid to the recipient each semester for the duration of the course following provision of receipts. Where a financial

request exceeds the available limit, additional funding sources must be identified and approved prior to submitting an application.

Support for the recipient to attend required study is the responsibility of the employing institution. Recipients can apply for an extension of their scholarship for a further year in certain circumstances. However, this will be considered as part of a competitive process at that time.

Funds allocated to the recipient are intended to cover course registration fees. Should a recipient be completing a course by distance education, residential activities, return travel and reasonable accommodation costs may also be included in course expenses. If attending a residential school, scholarship recipients are required to adhere to the Department of Health Official Travel Policy Directive 2005\_619 and obtain the required permissions prior to travel (<http://internal.health.nsw.gov.au/jobs/travel/index-travel.html>). Evidence that attendance at the residential is a compulsory component of the course must also be submitted with receipts.

## **Reporting Requirements**

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Scholarship recipients must submit copies of course transcripts at the conclusion of each semester. Failure to provide a transcript by the required date will prevent payment to the scholarship recipient for the following semester's course work. A written summary of the recipients' cancer related learning for the semester will also be submitted at this time.

Scholarship recipients must achieve a minimum pass in all subjects. Where a recipient fails a subject, he/she will be required to reimburse the Cancer Institute NSW for the cost of the subject in full, unless due cause for failure can be shown to the satisfaction of the Institute. Successful recipients who withdraw or alter their study load during the course must notify the Cancer Institute NSW in writing within fourteen (14) days outlining the reasons for the change prior to any change being undertaken. A copy should also be submitted to the manager/supervisor and the Director of Area Cancer Services (or Executive Officer if a private institution) as soon as possible. Full or partial repayment of scholarship funding may be required after review by the Cancer Institute NSW of the individual circumstances.

## **Preparing an Application**

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Applicants must fully complete the *Cancer Institute NSW Education Scholarship Application Form*. Each selection criteria must be addressed. Supporting documentation is to be provided with the application. This must include:

- ✓ a current curriculum vitae;
- ✓ evidence of employment (a copy of a recent payslip);
- ✓ evidence of enrolment from the course provider;
- ✓ a signed covering letter from the appropriate supervisor endorsing the application; and
- ✓ written support from the Director of Area Cancer Services (or Executive Officer if a private institution).

Two referee reports are to be completed using the *Referee Report* template provided on the application form and faxed directly to the Institute. Only applications that adhere to the *Cancer Institute NSW Education Scholarship Guidelines* (this document) will be reviewed. The *Cancer Institute NSW Education Scholarship Application Form* is available from the web site ([www.cancerinstitute.org.au](http://www.cancerinstitute.org.au)).

It is the responsibility of the applicant to ensure that all details are complete. Applicants should retain a copy of all completed documentation for their own records.

## **Selection Process**

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Applications received by **COB Friday 18 January 2008** will be reviewed for completeness and adherence to submission requirements. Scholarships will be awarded through a competitive process.

The Clinical Grants Review Committee will meet in February 2008 to evaluate submitted applications. Each application will be scored against the selection criteria, based on merit and the applicant's ability to meet the scholarship and proposed course of study requirements. All applications will be ranked in order of priority.

The Committee may call for additional information in order to reach a final outcome. Each applicant and Director of Area Cancer Services will be notified in writing of the final outcome.

## **Submitting an Application**

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It is the responsibility of the applicant to submit the application to the Cancer Institute NSW Education Scholarship Program.

**Applications must be received by  
COB Friday 18 January 2008.**

The original signed application form and 10 copies of all documentation are to be provided to the Cancer Institute NSW. It is the responsibility of the applicant to ensure each referee faxes the *Referee Report* directly to the Cancer Institute NSW by the closing date.

Date	Action
October 2007	Call for Cancer Institute NSW Education Scholarship Applications
18 January 2008	Applications due to the Cancer Institute NSW by COB
February 2008	Review Committee evaluation of submitted applications
February 2008	Applicants notified of review outcome
29 February 2008	Written acceptance or decline response from recipients due to the Cancer Institute NSW

**Privacy and Personal Information Protection Act 1998**

Documents containing personal information will be handled and protected in accordance with the provisions of the Privacy and Personal Information Protection Act 1998.

Applicants consent to the information supplied as part of their application being disclosed for the purposes of the review of their application and for purposes connected with the making and administration of the scholarship. Such disclosure includes, but is not limited to, disclosure to the manager/supervisor, the Director of Area Cancer Services, relevant employees of the institute of employment, Clinical Grants Review Committee members and Cancer Institute NSW staff involved in the review process. Information contained in applications will be regarded as confidential.

Recipients will be promoted on the Cancer Institute NSW web site and other related documentation.

## **Submitting Documentation**

Completed applications should be marked *CONFIDENTIAL*.

Please post to:

**Education and Training Manager  
The Cancer Institute NSW  
PO Box 41  
Alexandria NSW 1435**

or deliver to:

**Education and Training Manager  
The Cancer Institute NSW  
Biomedical Building, Level 1  
1 Central Avenue  
Eveleigh NSW 1435**

The original signed application form and ten copies of all documentation must be provided. Faxed, emailed, incomplete or late applications will not be accepted. Referee reports are to be faxed directly to the Cancer Institute NSW by the referee.

## **Further Information**

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Further information and enquiries should be directed to the:

**Education and Training Manager  
Cancer Institute NSW  
Phone: (02) 8374 5600  
Email: [information@cancerinstitute.org.au](mailto:information@cancerinstitute.org.au)  
Website: [www.cancerinstitute.org.au](http://www.cancerinstitute.org.au)**