



## **ONCOLOGY NURSING POST-GRADUATE STUDY SCHOLARSHIP PROGRAM**

### **Applicant Guidelines**

#### **Governing Policy**

The AWRCC Trust Fund Scholarship Program is a program aimed at improving the skill, capacity and scope of practice of oncology nursing staff within the Albury Wodonga Regional Cancer Centre by supporting Post Graduate Oncology studies.

This policy sets out the governance arrangements for the administration and disbursement of scholarships for nurses interested in the program.

#### **Policy Scope & Application**

The policy applies to the creation and maintenance of scholarships that are donor funded.

#### **Definition**

A scholarship is awarded primarily on the basis of meeting the eligibility criteria covered elsewhere in the policy.

#### **Principles**

1. Donor relationships are overseen by the AWRCC Trust Fund.
2. Every Scholarship will have defined, approved and published selection criteria.
3. Scholarships must be directly related to training and up skilling oncology nurses who will provide services to the AWRCC. Scholarships are awarded as a contribution toward the annual cost of the course. If a course extends beyond one year, evidence of satisfactory completion of previous studies is required for a second year of funding to be provided.

#### **Establishment of the Scholarship Program**

1. ***Donor liaison contact*** – Where funds are to be provided by a donor/sponsor, the Trust Fund Manager will be nominated by the Trust Fund Board to be the person responsible for maintaining communication and relations with the donor, which will include publicity functions to publicize the achievement.
2. ***Funding level for Post Graduate studies***  
Graduate Certificate \$5,000 per year  
Graduate Diploma \$8,000 per year  
Masters Degree \$10,000 per year
3. ***Financial Commitment to scholarship funding per year***  
\$20,000 (2-4 scholarships, depending on cost)
4. ***Duration of availability of the scholarship***  
Up to 2 years
5. ***Method of payment***  
Payment will be made at the start of each semester provided satisfactory results are obtained for previous units of study. Payment will be made directly to the education provider upon receipt of invoice for course fees.
6. ***Eligibility criteria***
  - Evidence to support the achievement of primary professional qualification
  - Evidence of employment in the AWRCCC (full or part-time)

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- Evidence to support the need to undertake study or up skilling activities that will fill the established, high priority gaps in the AWRCC
- Information on the individual's commitment to continue working at the AWRCC after completing the course for period of two years.
- Information on the merits of a particular course of study chosen compared to the range of alternatives
- Willingness to participate in media events to promote the scholarship program

### **7. Selection criteria**

Recipients for Scholarships will be selected in order of merit on the following criteria:

- Academic qualifications
- Employment arrangements
- Alignment of the proposed study to the needs of the AWRCC
- Demonstrated interest in the field (short courses attended, additional shifts in the area)
- Record of study & experience in the field
- Professional Experience
- Co contribution by the applicant, (eg travel, accommodation)
- Connection to the community of the Albury Wodonga region

### **8. Application process**

Applications will be opened from the 19<sup>th</sup> of November to the 7<sup>th</sup> of December 2019.

### **9. Applicant responsibilities**

Applicants must provide proof of employment in a letter that:

- a) is on the employer's letterhead and from the immediate manager.
- b) is dated and signed within the last three months
- c) states the applicants name
- d) states the applicants position title
- e) states the applicants employment status (full-time/part-time)
- f) states the location of services provided
- g) states the length of the applicants employment in their present position.
- h) states their approval for the applicant to use study leave to complete the course

### **10. Official Confirmation of Enrolment from the Institution/University**

Applicants must provide:

- a. Receipt of fees on official University documentation for the Post Graduate course specified in the application
- b. This document must include the applicants name, the name of the course, the year of study and a list of the subjects to be studied in the course.

### **11. Selection process**

The AWRCC Trust Fund Board will establish a Selection Panel to consider the applications and make recommendations to the Board for funding.

### **12. Administration of applications**

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The AW Regional Cancer Centre Trust Fund Manager will:

- coordinate the receipt and processing of applications
- provide administrative support to selection panels
- ensure that all applicants are advised in writing of the outcome of their application and that the successful recipients formally accept the offer and the terms and conditions of the scholarship in writing

### **13. *Parties to the agreement***

An agreement will be established between the successful applicant and the Trust Fund Board for the term of the funding which will include repayment arrangements for non-completion of the course

### **14. *Monitoring applicant progress***

A six monthly academic progress report from the University should be provided to the Trust Fund Board

### **15. *For more information, contact:***

Kristy McMahon  
Manager, Albury Wodonga Regional Cancer Centre Trust Fund  
Ph: (02) 6064 1538  
Email: [info@awcancertrust.org.au](mailto:info@awcancertrust.org.au)