

2024 Nursing and Midwifery Scholarship Business Rules

Document title	2024 Nursing and Midwifery Scholarship Business Rules
Contact details	Office of the Chief Nursing and Midwifery Officer, NT Health
Approved by	A/Deputy Chief Executive, Commissioning and System Improvement
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
4.0	06/02/2024	Michelle Dunham	Fourth version

Acronyms	Full form
AHPRA	Australian Health Practitioner Regulation Agency
CE	Chief Executive
CNMO	Chief Nursing and Midwifery Officer
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
CSP	Commonwealth supported place
EN	Enrolled nurse
NMBA	Nursing and Midwifery Board of Australia
NT	Northern Territory
NT Health	Northern Territory health service, encompassing 5 Regions: East Arnhem, Top End, Big Rivers, Barkly, and Central Australia
OCNMO	Office of the Chief Nursing and Midwifery Officer
PPC	Project and Program Coordinator
RM	Registered midwife
RN	Registered nurse
Tuition fees	Fees assigned to units of study; excludes student services and amenities fees

Contents

1. Introduction	4
2. Key Dates	4
2.1. Applications Open: 14 th of February 2024	4
2.2. Applications Close: 22nd of May 2024	4
2.3. Applicants Notified: July 2024	4
3. Scholarships	4
3.1. Postgraduate	4
3.2. Undergraduate	4
4. Funding	5
5. Eligibility Criteria	5
5.1. Equity	5
5.2. General	6
5.3. Tax implications	6
6. Exclusions	7
7. OCNMO Roles and Responsibilities	7
7.1. Pre advertising	7
7.2. Application Assessment	8
7.3. Reimbursement Allocation	8
7.4. Applicant notification	8
7.5. Scholarship Records	8
8. Scholarship Applicant Roles and Responsibilities	9
8.1. Application Process	9
8.2. Supporting Evidence	9
8.2.1. Confirmation of Enrolment	9
8.2.2. Complete course structure	9
8.2.3. Proof of payment of course fees	9
8.2.4. Statement of Results/Academic Transcript	10
8.2.5. Statutory Declaration	10
8.2.6. Manager's Declaration	10
9. Scholarship Selection Criteria	11
9.1. 2023/24 Priority Study Areas	11
9.2. Application Ranking and Selection Criteria – EN, RN and RM	12
9.3. Application Ranking and Selection Criteria – RUSoN/M	13
10. Further Information	13
Appendix A	14
Applicant Evidence Checklist	14
Appendix B	15
Scholarship Recommendation Form (for OCNMO use only)	15

1. 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.

2. Key Dates

2.1. Applications Open: 4th March 2024

2.2. Applications Close: 22nd May 2024

2.3. Applicants Notified: July 2024

3. Scholarships

The aim of the scholarship program is to provide assistance via the reimbursement of 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.

3.1. Postgraduate

Scholarships for postgraduate studies are available to registered nurses and midwives who have been continuously employed by NT Health for 12 months or more in a nursing or midwifery position greater than 0.5 FTE.

3.2. Undergraduate

Scholarships are available to enrolled nurses who have been continuously employed by NT Health for 12 months or more in a position greater than 0.5 FTE, as well as to Registered Undergraduate Students of Nursing/Midwifery (RUSoN/M) who have been employed by NT Health in a RUSoN/M position for a minimum of 6 months in a casual or part time capacity. The aim of this scholarship is to support attainment of an undergraduate qualification leading to registration as a nurse or midwife.

4. Funding

Scholarship funding will consist of a payment to successful applicants dependent on the academic qualification being undertaken. The 2024 scholarship amounts are detailed in the following table:

NT Health Role	AFQ Level	Qualification	Amount reimbursed per individual (per course of study)*, up to the value of	Amount reimbursed per individual (if receiving 50% UTAS reduced fees)
Registered Undergraduate Student of Nursing/Midwifery (RUSoN/M)	Level 7	Bachelor of Nursing or Bachelor of Midwifery	\$2,000	\$1,000
Enrolled Nurse (EN)	Level 7	Bachelor of Nursing or Bachelor of Midwifery	\$2,000	\$1,000
Registered Nurse (RN) Registered Midwife (RM) RN and RM	Level 8	Graduate Certificate	\$2,000	\$1,000
	Level 8	Bachelor of Nursing (Honours)	\$2,000	\$1,000
	Level 8	Bachelor of Midwifery	\$2,000	\$1,000
	Level 8	Graduate Diploma	\$2,000	\$1,000
	Level 9	Master's Degree	\$4,000	\$2,000

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

Note: Consideration will be given for Enrolled Nurses undertaking their Advanced Diploma.

5. Eligibility Criteria

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

The 2024 Nursing and Midwifery Scholarship are only for the reimbursement of course fees incurred in the 2023 calendar year (including Summer Semester 2023/24).

5.1. Equity

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

5.2. General

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

- Be registered with the Nursing and Midwifery Board of Australia (NMBA) either
 - as an enrolled nurse (EN), registered nurse (RN) and/or registered midwife (RM) to practise within their scope of practice; and have no adverse limits or conditions applied to their registration. Or
 - as a student nurse and/or midwife to work within their scope of practice; and have no adverse limits or conditions applied to their registration.
- EN / RN / RM - Be continuously employed by NT Health for 12 months or more in a nursing or midwifery position greater than 0.5 FTE.
- RUSoN/M - Be employed by NT Health for 6 months or more in a RUSoN/M position in a casual or part time capacity.
- 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.
- State whether they are in receipt of a reduced partner university sponsored place i.e. University of Tasmania (UTAS).
- Have their manager's support for undertaking the course of study.
- Have successfully completed at least 25% (or equivalent) of the accredited course (not including any course credit).
- Provide official evidence of enrolment for the 2023 academic year.
- Provide official evidence of payment method for the 2023 academic year i.e. tax receipt or HECS-HELP or FEE-HELP deferral.

5.3. Tax implications

- Any work expenses reimbursed by NT Health (i.e. employer), inclusive of this scholarship, are not deductible in your personal income tax return

6. 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 has received another scholarship for the course of study. Note: if the applicant is enrolled with partner university (UTAS), a reduced scholarship is available.
- The applicant received a NT Nursing and Midwifery Scholarship in the last two years.
- The applicant has not already successfully completed at least 25% (or equivalent) of the accredited course (not including any course credit).
- The applicant is taking a break from the course of study.
- 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.

7. OCNMO Roles and Responsibilities

7.1. Pre advertising

- Review and update the Nursing and Midwifery Scholarship business rules, forms and application assessment forms as necessary.
- 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.

7.2. Application Assessment

- The OCNMO Project and Program Coordinator (PPC) will assess each application for completeness and eligibility.
- The PPC 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 be convened to evaluate eligible scholarship applications against the selection criteria. The Panel will include the Director of Nursing and Midwifery, Clinical Learning Education and Research Services (CLEaRS) and two other NT Nursing and Midwifery Executive Committee (NT NMEC) members. The Panel Chair will be the PPC.
- The Panel will assign a rank/score to each applicant according to the selection criteria.
- The Panel will provide the Chief Nursing and Midwifery Officer (CNMO) with a list of successful applicants according to their rank/score.
- The CNMO will approve the list of successful applicants.

7.3. Reimbursement Allocation

- The Panel Chair and CNMO will meet to allocate reimbursement according to Panel recommendations and available funds.
- The Deputy Chief Executive Commissioning and System Improvement will approve the reimbursement allocation.
- The reimbursement allocation determination is final and no correspondence regarding it will be entered into.

7.4. Applicant notification

- The PPC will notify applicants of the outcome of their application via email.
- The PPC will notify successful applicants of the reimbursement value and terms and conditions of the scholarship via email.

7.5. Scholarship Records

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

8. Scholarship Applicant Roles and Responsibilities

8.1. 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.

8.2. 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.

8.2.1. Confirmation of Enrolment

This **MUST** be an **official** confirmation of enrolment showing **relevant** enrolment period (i.e. the 2023 academic year). Evidence **MUST** include:

- Education provider's letterhead/branding and relevant details
- Applicant's name and student identification number
- Course name
- Subjects/units enrolled in and subject/unit weighting values.

8.2.2. Complete course structure

This must be a complete overview of the course of study and **MUST** include:

- A complete course structure inclusive of credit point allocation.

8.2.3. Proof of payment of course fees

- Tax invoice
- Receipt of payment
- Proof of HECS-HELP or FEE-HELP deferral.

8.2.4. 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.

8.2.5. Statutory Declaration

Using the statutory declaration template 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, for example By-law 41 or a University of Tasmania Scholarship. The Panel will take any funding already received into account when assessing applications, including Commonwealth Supported Place subsidies.

8.2.6. Manager's Declaration

Using the template provided, the applicant's 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.

9. Scholarship Selection Criteria

A Scholarship Assessment Panel will assess eligible scholarship applications against the 2024 selection criteria. To ensure equity of access, applications will be ranked as follows:

- Rank 1: Aboriginal and/or Torres Strait Islander 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.

9.1. 2024 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 2023/24 are:

- Mental Health
- Rural/Remote Health
- Renal
- Perioperative
- Emergency
- Critical Care
- Midwifery
- Education
- Research
- Oncology

9.2. Application Ranking and Selection Criteria – EN, RN and RM

2024 Scholarship Application Ranking and Selection Criteria		
Rank 1: Equity	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander, meets eligibility criteria	
Rank 2: Equity	<input type="checkbox"/> 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:	<input type="checkbox"/> >10 years <input type="checkbox"/> 6 - 10 years <input type="checkbox"/> 1 - 5 years <input type="checkbox"/> < 1 years	<input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5 <input type="checkbox"/> Not eligible
2. Proportion of course completed (excluding course credit):	<input type="checkbox"/> More than 25% <input type="checkbox"/> Less than 25%	<input type="checkbox"/> 15 <input type="checkbox"/> Not eligible
3. Priority Study Area:	Mental Health	<input type="checkbox"/> 10
	Rural/Remote Health	<input type="checkbox"/> 10
	Renal	<input type="checkbox"/> 10
	Perioperative	<input type="checkbox"/> 10
	Emergency	<input type="checkbox"/> 10
	Critical Care	<input type="checkbox"/> 5
	Midwifery	<input type="checkbox"/> 5
	Education	<input type="checkbox"/> 5
	Research	<input type="checkbox"/> 5
	Oncology	<input type="checkbox"/> 5
	Other	<input type="checkbox"/> 5
4. Is this a CSP supported place	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> 10 <input type="checkbox"/> 5
5. Total funding received from other sources	<input type="checkbox"/> None <input type="checkbox"/> Up to 25% of scholarship amount <input type="checkbox"/> 25% - 50% of scholarship amount <input type="checkbox"/> 50% - 75% of scholarship amount <input type="checkbox"/> 75% - >100% of scholarship amount	<input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5 <input type="checkbox"/> 0 <input type="checkbox"/> Not eligible
Total score:		__/60

9.3. Application Ranking and Selection Criteria – RUSoN/M

2024 Scholarship Application Ranking and Selection Criteria		
Rank 1: Equity	<input type="checkbox"/> Aboriginal and/or Torres Strait Islander, meets eligibility criteria	
Rank 2: Equity	<input type="checkbox"/> Disability, meets eligibility criteria	
Rank 3: All other applicants ranked in order of total selection criteria score		
Selection Criteria	Select one	Score
1. Length of NT Health service:	<input type="checkbox"/> > 6months <input type="checkbox"/> < 6 months	<input type="checkbox"/> 5 <input type="checkbox"/> Not eligible
2. Is this a CSP supported place	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> 10 <input type="checkbox"/> 5
3. Total funding received from other sources	<input type="checkbox"/> None <input type="checkbox"/> Up to 25% of scholarship amount <input type="checkbox"/> 25% - 50% of scholarship amount <input type="checkbox"/> 50% - 75% of scholarship amount <input type="checkbox"/> 75% - >100% of scholarship amount	<input type="checkbox"/> 15 <input type="checkbox"/> 10 <input type="checkbox"/> 5 <input type="checkbox"/> 0 <input type="checkbox"/> Not eligible
	Total score:	__/30

10. 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

Appendix A

Applicant Evidence Checklist		
Application Requirement	Evidence	
Continuous employment by NT Health for 12 months or more in a nursing or midwifery position greater than 0.5 FTE Or Be employed by NT Health for 6 months or more in a RUSoN/M position in a casual or part time capacity	AGS number	<input type="checkbox"/>
Nursing and Midwifery Board of Australia registration	Registration number	<input type="checkbox"/>
Enrolled in accredited course leading to an academic qualification	<u>Official Confirmation of Enrolment</u> for 2023 academic year from education provider	<input type="checkbox"/>
A complete course structure inclusive of credit point allocation	<u>Complete course structure</u>	<input type="checkbox"/>
Proof of payment of course fees	<u>Tax invoice and receipt of payment</u> or <u>Proof of HECS-HELP or FEE-HELP deferral</u>	<input type="checkbox"/>
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	<u>Official Statement of Results/Academic Transcript</u> from education provider	<input type="checkbox"/>
Declare total funding received from other sources for course of study	<u>Statutory declaration</u> stating total funding (if any) received from other sources for course of study and/or CSP place	<input type="checkbox"/>
Manager's support for course of study	<u>Manager Declaration</u>	<input type="checkbox"/>

Appendix B

Scholarship Recommendation Form (for OCNMO use only)				
Registered Undergraduate Student of Nursing/Midwifery (RUSoN/M) Scholarships				
Name	AGS	Course	Scholarship Amount	
1.				
2.				
Undergraduate Scholarships (EN to RN/RM)				
Name	AGS	Course	Scholarship Amount	
1.				
2.				
Postgraduate Scholarships				
Rank 1 Equity (Aboriginal and/or Torres Strait Islander)				
Name	Score	AGS	Course Level	Scholarship Amount
1.	n/a			
2.	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.				
3.				
4.				
5.				
6.				
7.				
8.				
			Total	