

**QUEENSLAND HEALTH COMMUNITY
REHABILITATION WORKFORCE PROJECT**

**COMMUNITY REHABILITATION
POSTGRADUATE SCHOLARSHIP
SCHEME**

**INFORMATION BOOKLET
AND GUIDELINES
2006**



**Queensland
Government**
Queensland Health

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1. THE COMMUNITY REHABILITATION POSTGRADUATE SCHOLARSHIP SCHEME

1.1 Background

The Community Rehabilitation Postgraduate Scholarship Scheme (the Scheme) supports health professionals to undertake postgraduate studies in the area of community rehabilitation. The scheme is part of the Community Rehabilitation Workforce Project which is a Queensland Health project funded through the Pathways Home programme. Pathways Home is an Australian Government initiative which aims to facilitate a greater focus on the care and services provided during the transition from hospital to home. Funding is available until June 2008 to support workforce initiatives.

1.2 Purpose

The purpose of the Scheme is to optimise the capability of the current workforce to develop, implement and evaluate community rehabilitation programmes to meet the current and emerging health needs of the Queensland community.

1.3 Definitions

Through-out this document the term “subject” will be used to indicate a unit of study within a larger “course” or “programme”. The term “programme” will be used to indicate a course or a programme of study which leads to a postgraduate qualification such as a Graduate Certificate, Graduate Diploma or a Masters Degree.

2. ELIGIBILITY CRITERIA

2.1 Inclusion Criteria

The Scheme is targeting **postgraduate coursework** in the area of **community rehabilitation**. Appendix 1 includes a list of relevant programmes and subjects within some programmes. Applicants may apply for other programmes/subjects to be considered by a panel of experts as relevant to the Scheme. The Application Package requires applicants to include an outline of each course/subject in a programme which is not pre-approved. The expert panel will determine relevance. In some cases several subjects but not all subjects of a post-graduate programme may be considered eligible.

Subjects requiring a dissertation or research may be considered relevant if the student selects a community rehabilitation topic.

The Scheme will provide approved applicants with a subsidy/scholarship for up to the equivalent of three years of part-time study.

The Scheme is open to permanent, temporary or casually employed health professionals currently working in Queensland. This includes Queensland

Health staff and staff from other agencies such as non-government organisations, other government agencies and private practitioners.

Successful applicants must maintain their employment status during the period of the scholarship.

Applicants currently working in community rehabilitation will be a priority for the Scheme. Other health professionals who can demonstrate how the study will benefit their ability to develop, implement and evaluate community rehabilitation programmes in the future will also be considered. See the section regarding the selection process on page 7 for further information.

All applicants must be an Australian Citizen or a permanent resident of Australia.

Applicants may be from any health profession but must demonstrate how the qualification will assist them in the development, implementation or evaluation of community rehabilitation programmes. This will be assessed by a panel based on applicant responses to a selection criterion.

In particular, the scholarship scheme will be targeting the following professions:

- Nursing
- Physiotherapy
- Occupational therapy
- Speech Pathology

Professions such as social work, psychology, dietetics and nutrition, medicine, and podiatry will be highly regarded.

All applicants must have an undergraduate degree or meet the admission requirements of the post-graduate programme in which they propose to enrol.

Each applicant's line manager will be required to sign a declaration on the application form regarding the applicant's employment status. Organisational support for the applicant will also be required through approval from both the Line and Area/District Manager (or equivalent for non-Queensland Health employees).

2.2 Exclusion Criteria

Post-graduate studies which lead to a primary qualification for practice or registration will not be included e.g. Graduate Entry Masters Programmes in occupational therapy, speech pathology, physiotherapy, and audiology; Professional Postgraduate Programmes in psychology; Bachelor of Social Work (Graduate Entry).

Specialist mental health; and Alcohol, Tobacco and Other Drugs Services service providers are not eligible for the scholarships.

This round of funding is available for postgraduate study that commences after July 2006. Scholarships will not be retrospective i.e. for study completed before this date.

Funding will also not be considered for the following:

- Overseas study
- Conference attendance
- Higher Education Contribution (HECS) fees
- Student union and service fees
- Salary replacement
- Backfill

3. FINANCIAL ASSISTANCE

The scholarship scheme has been implemented as a demonstration of the commitment of Queensland Health to the development of the workforce in community rehabilitation. The following financial assistance will be provided to successful applicants.

3.1 University Fee Scholarships

Up to 50 full scholarships are available each semester for reimbursement of **full university tuition fees** up to a maximum of **\$1,600 per subject**.

The **five** most meritorious applications under each the following professional groups will be awarded a full scholarship:

- Registered nurse
- Occupational therapist
- Physiotherapist
- Speech pathologist
- Social work, psychology, dietetics and nutrition, medicine, and podiatry professionals
- Other professionals

In addition, a total of a **further 20 scholarships** will be available to the eligible applicants from the following groups:

- Person from Aboriginal and/or Torres Strait Islander background
- Person with a disability
- Person who has migrated to Australia and whose first language is a language other than English, and the children of those people;
- Person from rural/remote area

The following link outlines the equal employment opportunity for Queensland Health which further clarifies the definitions the first three target groups.

http://www.health.qld.gov.au/industrial_relations/Masters/SECT3/irm3_15_2.pdf

Below is a list of Health Service Districts that are classified as Rural and Remote in Queensland Health. The geography of these Districts will be used

to determine eligibility of all applicants. The attached link takes applicants to the relevant section of the Queensland Health internet site to enable non-Queensland Health applicants to determine their eligibility <http://www.health.qld.gov.au/hospitals/maps/>

RURAL	REMOTE
Banana	Cape York
Bowen	Central West
Central Highlands	Charleville
Charters Towers	Mt Isa
Gympie	Torres Strait & Northern Peninsula
Innisfail	
Moranbah	
North Burnett	
Northern Downs	
Roma	
South Burnett	
Southern Downs	
Tablelands	

The applicant's Line Manager will be required to confirm the applicant's eligibility under the indicated category(ies).

The selection panel will award scholarships across Queensland based on the most meritorious applicants in each category. If all full scholarship categories are not fully allocated, additional numbers may allocated under other categories.

3.2 University Fee Subsidies

Approximately 90 subsidies will be offered each semester. Queensland Health will reimburse approved applicants **two-thirds of the university tuition fee per subject**, or up to **\$1,060 per subject** (if the tuition fee is greater than \$1,500).

3.3 Travel subsidies

Subsidies for travel expenses of **up to \$1,500** per semester will be available to successful applicants. Eligible travel must be within Australia and be greater than 200km outside the applicant's location of origin. This travel must be compulsory i.e. intensive days as part of the programme. This is to cover costs including economy flights, accommodation, meals and incidentals. Queensland Health will provide a subsidy in accordance with Queensland Government policy. The relevant policy is included on the Queensland Health internet site via the following link:

http://www.health.qld.gov.au/industrial_relations/Masters/SECT2/lrm2_3_3.pdf

Applicants must use the allowance amounts in this policy to calculate the travel subsidy required up to a maximum of \$1,500 per semester. An itemised travel expense budget must be included in the application.

If travel is required for more than one semester, a new travel budget for the next semester must be submitted every six months with course results.

3.4 Payment of Financial Assistance

The Scheme will provide approved applicants with a subsidy/scholarship for the equivalent of up to three years of part-time study. Funding will be provided to successful applicants on a six monthly basis with the applicant being required to submit their university results with a minimum grade of pass before further funds will be provided for subsequent subjects.

The scholarships are regarded as an expense reimbursement and cannot be considered as being exempt from income tax because the criteria for exemption are not satisfied. Therefore, alternative methods of payment have been investigated to maximise the benefit to be gained.

To ensure Queensland Health is compliant with taxation and fringe benefits requirements and to maximise the benefit for the recipients the following process is to be followed when expending scholarship funds:

For Queensland Health employees:

- i. Scholarship funds are transferred to the relevant Health Service Districts (HSD) via a Post Budget Adjustment (HSD will be advised of the recipients and scholarships amounts).
- ii. HSD transfers funds into a dedicated cost-centre for management purposes.
- iii. Scholarship recipients submit a completed *Expense Payment Benefit Declaration* form to the Director of Corporate Services for their HSD. The declaration requires the employee to estimate and state the extent to which the outlays will be tax deductible. As this is the employee's individual responsibility, it is recommended that independent advice be taken.
- iv. The Accounts Payable section of the HSD processes payments as follows:
 - **University Fees** – recipient submits university invoice for payment. The Health Service District directly pays the university up to the scholarship total. Recipient funds any difference between the invoiced and scholarship amounts.

- **Travel and Accommodation** to be organised and paid for through the HSD Travel Hub. An *Expense Claim Form* must be completed for meals and incidentals. A *Vendor Set-Up Form* may be required.

For Non-Queensland Health Employees

- i. Funds will be administered through the project cost centre.
- ii. Scholarship recipients submit a completed *Expense Payment Benefit Declaration* form to the Senior Project Officer. The declaration requires the employee to estimate and state the extent to which the outlays will be tax deductible. As this is the employee's individual responsibility, it is recommended that independent advice be taken.

Scholarship recipients who are employed by other Queensland Government Departments must also submit a completed *Expense Payment Benefit Declaration* form both to the relevant officer in their Department. The declaration requires the recipient to estimate and state the extent to which the outlays will be tax deductible. As this is the employee's individual responsibility, it is recommended that independent advice be taken.

- iii. **University Fees** – recipient submits invoice to the Senior Project Officer for payment. Queensland Health directly pays the university up to the scholarship total. The recipient funds any difference between the invoiced and scholarship amounts.
- iv. **Travel and Accommodation** - to be organised and paid for through the project HSD Travel Hub. An *Expense Claim Form* must be completed for meals and incidentals. Payment will be via electronic funds transfer. A *Vendor Set-Up Form* will be required.

It is essential that applicants obtain independent advice from a taxation consultant/accountant regarding taxation issues with these payments.

The appropriate forms will be provided to successful applicants once the scholarships/subsidies are allocated.

4. SELECTION AND APPLICATION PROCESS

4.1 Selection Panel

A panel will be convened to assess all applications and to award subsidies/scholarships across Queensland. The awarding of subsidies/scholarships will be based on responses to the selection criteria and the information provided in the applicant form. Therefore, it is important that applicants complete all relevant sections of this form and obtain required signatures.

4.2 Mandatory Criteria

All of the following mandatory criteria must be met for an application to be eligible:

- Currently working in a health professional capacity in Queensland
- Australian Citizen or Permanent Resident
- Programme is postgraduate
- Applicant has an undergraduate degree or meets University entry requirements

4.3 Selection Criteria

Applicants to the scheme are required to specifically address the selection criteria. Include half to one page maximum (per criteria) addressing the following selection criteria:

1. Demonstrated understanding of how the postgraduate programme of study will improve your ability to develop, implement and evaluate community rehabilitation programmes to meet the current and emerging health needs of the Queensland community.

2. Detailed plan of action for successful management and completion of the postgraduate study programme (e.g. time, study, assignments, residential schools, leave arrangements from work if required, etc).

The selection panel will award scholarships across the state based on answers to the above criteria. The preferred format for the responses to the selection criteria is:

- Dot point format with sub-headings
- Font: Times New Roman, 12 point
- Line spacing 1
- Margins: 2.5cms

4.4 Merit Selection Process

Financial assistance will be provided based on merit and the priorities of the Scheme. The panel will firstly determine if the applicant is eligible for the Scheme and whether the subject(s) or programme nominated are eligible for the Scheme. The panel will then score each application against the selection criteria.

Applications which meet all of the selection criteria and which include subject or programmes which the panel regard as eligible, will then be sorted into the relevant category. The scholarships/subsidies will be provided to the following categories of applicants (in order of priority).

- i. Nursing, physiotherapy, occupational therapy and speech pathology professionals currently working in community rehabilitation.
- ii. Social work, psychology, dietetics and nutrition, medicine, and podiatry professionals currently working in community rehabilitation.
- iii. Other professionals currently working in community rehabilitation.
- iv. Nursing, physiotherapy, occupational therapy and speech pathology professionals not currently working in community rehabilitation but able to demonstrate future benefit to community rehabilitation.
- v. Social work, psychology, dietetics and nutrition, medicine, and podiatry professionals not currently working in community rehabilitation but able to demonstrate future benefit to community rehabilitation.
- vi. Other professionals not currently working in community rehabilitation but able to demonstrate future benefit to community rehabilitation.

Scholarships/subsidies will then be awarded to all applicants in Category i based on merit. Once these are all awarded and if funds are still available, Category ii applicants will be awarded scholarships/subsidies in order of merit. Category iii applicants will follow, then category iv, etc.

4.5 Application Package

The application package includes all of the relevant information and must be completed in full. Incomplete applications will not be considered by the panel.

Step 1

Access and complete an Application Package from the Queensland Health internet site at: <http://www.health.qld.gov.au/qhcrwp>

Send three copies including all attachments to the address in Section 6.

Step 2: For Queensland Health employees only

Access and complete a Study and Research Assistance Scheme (SARAS) Form available from your District if you are going to seek assistance under this scheme. Liaise with your District's Human Resource Management area for further information.

4.6 Application closing date

Applications close at **5pm on Friday 9th June for Semester 2, 2006.**

There will be subsequent application rounds which close in January and June 2007. The Scheme will then be reviewed and may be offered in 2008 depending on outcomes.

5. OBLIGATIONS OF RECIPIENTS

- Recipients shall comply with the conditions of the Scholarship.
- Recipients must demonstrate commitment to successful completion of the study programme.
- Recipients must maintain their employment as indicated on the application form.
- Applicants are required to pass any subsidised/funded subject and must provide the Executive Sponsor, Queensland Health Community Rehabilitation Postgraduate Scholarship Scheme with their university results at the end of the semester.
- Students who withdraw from their postgraduate programme, or who do not complete a subject with a pass or above, or who change their employment status are required to immediately:
 - notify the Executive Sponsor, Queensland Health Community Rehabilitation Postgraduate Scholarship Scheme,
 - refund any subsidy/scholarship money paid by Queensland Health for non-completion/fail grade of a subject/s. This must be done within 10 working days of withdrawing from/failing the programme/subject.
 - If there are extenuating circumstances, the student should explain the reasons and the outcome they are seeking in writing to the Executive Sponsor, Queensland Health Community Rehabilitation Postgraduate Scholarship Scheme.
 - The Executive Sponsor, Queensland Health Community Rehabilitation Postgraduate Scholarship Scheme will assess subsidy/scholarship holders who withdraw, or who do not pass, on a case by case basis.
 - Students who have withdrawn from the subsidy or scholarship scheme may reapply for a subsidy or scholarship at a later stage.
- A financial reconciliation must be included with subject results once the post-graduate programme is completed.
- In accepting the subsidy/scholarship the recipients agree to de-identified outcomes of the Scheme being made available for dissemination at a State / National level.
- Recipients agree to participate in any evaluation activities regarding the effectiveness or outcomes of the Scheme.
- Recipients shall notify the Executive Sponsor, Queensland Health Community Rehabilitation Postgraduate Scholarship Scheme of changes in their circumstances which may affect their eligibility to receive / continue with the scholarship.

6. ADDRESS FOR CORRESPONDENCE AND TO SUBMIT AN APPLICATION:

**Queensland Health Community Rehabilitation Postgraduate
Scholarship Scheme
PO Box 6053
BURANDA QLD 4102**

7. FURTHER ENQUIRIES

For further enquires, please contact:

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Appendix 1: Eligible Post Graduate Coursework Programmes and Subjects

N.B.

- Applicants may request programmes/subjects not listed in this Appendix be considered for eligibility under the Scheme.
- Applicants may request discipline specific programmes be considered for eligibility under the Scheme
- Applicants must liaise directly with universities to ascertain the availability of programmes/subjects and their personal eligibility to undertake them.

1. All subjects within the following programmes (Table 1) are eligible for the Scheme

Table 1

Institution	Programme
Flinders University	Grad Cert/Grad Dip in Clinical Rehabilitation Master of Clinical Rehabilitation
Griffith University	Graduate Certificate in Disability Studies Master of Human Services (Disability)
University of Melbourne	Graduate Certificate in Case Management
University of Newcastle	Grad Cert/Grad Dip in Stroke Management Master of Stroke Management
Queensland University of Technology	Graduate Certificate in Aged Care
University of Sydney	Grad Certificate of Health Science (Behavioural Science) –gerontology stream Grad Diploma of Health Science (Gerontology) Master of Health Science (Gerontology)

2. Particular subjects within the following programme/s (Table 2) are eligible for the Scheme

Table 2

Institution	Programme	Subject
University of Queensland/University of Southern Queensland	Grad Cert/Grad Dip in Applied Health Science (Rural & Remote) Master of Applied Health Science (Rural & Remote)	Understanding Rural & Remote Practice (USQ)
		HRSS7120 Home and Community Management of People with Disabilities
		HRSS7201 Occupational Health and Safety in Rural & Remote Areas: Practitioner, Client & Community
		PUBH7010 Healthy Aspects of Ageing
		PUBH7012 Delivering Health Care in Communities
		HLTH7001 Clinical Online Communication
		HLTH7003 Group Working in Healthcare

3. These individual subject/s (Table 3) are eligible for the Scheme

Table 3

Institution	Subject
Flinders University	Community Based Rehabilitation: Primary Health Care for People with Disabilities
University of Queensland	HRSS4201 or HRSS7804 Community-based Health Care for Disabled and Healthy People