

Scholarship Schemes Standard

Department of Health Standard
QH-IMP-460-1:2018

1. Statement

The Department of Health and Hospital and Health Services will ensure that the Queensland Health Rural Scholarship Scheme, Queensland Health Bonded Medical Scholarship Scheme and Queensland Health Allied Health Area of Priority Scholarship Scheme (Scholarship Schemes) are conducted in accordance with the agreed governance framework.

2. Scope

This standard applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units.

This standard applies to all Scholarship Schemes managed by the Department of Health and the Hospital and Health Services from the date of endorsement onwards.

3. Requirements

Responsibilities and Accountabilities.

The Scholarship Scheme Responsible, Accountable, Consulted and Informed model (RACI) outlines the accountabilities and responsibilities of respective stakeholders in managing the Scholarship Schemes and is to be used to guide the Department of Health and Hospital and Health Services processes. The following responsibilities relate to the management of scholarships.

Responsible position	Accountability/ Responsibility
DDG Strategy, Policy & Planning Division (DDG SPP)	<p>The accountable policy officer for the Queensland Health Scholarship Schemes is the DDG SPP.</p> <p>The DDG SPP is the approving authority for:</p> <ol style="list-style-type: none"> 1.1. all new scholarship applications 1.2. the acceptance of remedy under a breach process 1.3. the approval of an approach to complex debts when a Scholarship Holder breaches their Scholarship contract 1.4. approval of approach to Contract Variations 1.5. the endorsement of contract addendum 1.6. the approval of return of service (RoS) placements outside of usual locations and placements in Non-Public Sector locations
DDG Healthcare Purchasing & System Performance Division (DDG HPSP)	<ol style="list-style-type: none"> 2. The DDG HPSP is the accountable officer for: <ol style="list-style-type: none"> 2.1. the execution of contracts 2.2. the termination of a contract 2.3. the execution of an addendum to a contract or Contract Variations 2.4. Six monthly reporting on the Scholarship Schemes to Department of Health executive.

<p>Clinical Leads</p> <ul style="list-style-type: none"> • Chief Dental Officer • Chief Nursing and Midwifery Officer • Chief Allied Health Officer • Executive Director, Rural and Remote Medical Support Services 	<p>3. The Clinical Leads are responsible for:</p> <ol style="list-style-type: none"> 3.1. identifying breaches of Scholarship contract terms and conditions by Scholarship Holders 3.2. identifying Scholarship Holders who have withdrawn from a Scholarship Scheme 3.3. providing documentation of withdrawals 3.4. recommending termination of a Scholarship Holder's scholarship 3.5. identifying the need for a Contract Variation 3.6. monitoring RoS service periods served by Scholarship Holders 3.7. facilitating the employment of Scholarship Holders in line with the Health Service Directive Queensland Health Scholarship Schemes 3.8. communicating with Scholarship Holders concerning RoS placements 3.9. endorsement of proposals for Non-Public Sector RoS placements for DDG SPP approval 3.10. written notification to Scholarship Holders approving Non-Public Sector RoS placements
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4. Business Rules

Contract Variations

- 4.1. Are to be approved by the DDG SPP.
- 4.2. The number of contract deferrals longer than six months for an individual Scholarship Holder is at the discretion of the DDG SPP or approved delegate, but should be limited to no more than two deferrals for each Scholarship Holder, as per the terms and conditions of the respective Scholarship contract
- 4.3. The number of Contract Variations for speciality advanced skills training, where required, is at the discretion of the DDG SPP but should be limited to no more than two Contract Variations for each Scholarship Holder.
- 4.4. No new Service Deferral Deeds for Scholarship Holders to undertake speciality training will be approved by the DDG SPP.
- 4.5. Queensland Health Rural Scholarship Scheme (QHRSS) holders previously granted a Service Deferral Deed and undertaking specialist training will begin their RoS obligations once training is completed. RoS obligations are to be performed in a location approved by the DDG SPP or delegate following advice from the respective Clinical Lead.
- 4.6. Scholarship Holders who have not been granted a deferral will commence their RoS obligations as per the terms and conditions of the respective Scholarship contract.

Return of Service (RoS) Obligations

- 4.7. RoS may be performed in the Non-public Sector if approved by the DDG SPP or approved delegate.
- 4.8. RoS hours in the Non-Public Sector will be based on full-time employment (consistent with the requirements for full-time employment in the relevant and then current industrial contract relating to such employment) as per the terms and conditions of the respective Scholarship contract.

- 4.9. Overtime hours will also be considered as RoS if the Scholarship Holder can provide sufficient evidence, verified by their employer, of the on-duty overtime hours worked.
- 4.10. Where RoS is performed in the Non-public Sector, the Department of Health may request a statement of service, certified by the employer, confirming the working arrangements of the scholarship holder.
- 4.11. The Department of Health may also request that a Statutory Declaration accompanying the statement of service to confirm the working arrangements in the Non-Public Sector.
- 4.12. Monitoring of RoS obligations is to be undertaken in line with the RACI model.
- 4.13. In the case of the QHRSS, RoS in larger regional centres is at the discretion of the DDG SPP after endorsement from the relevant Clinical Lead. Different locations may be approved for different disciplines and programs at the discretion of the DDG SPP after endorsement from the relevant clinical lead.
- 4.14. QHRSS RoS locations should be guided by the QHRSS Return of Service Locations Matrix.
- 4.15. QHBMS RoS locations should be guided by the Queensland Health Bonded Medical Scholarship Program Guideline on Area of Priority Service Post-graduation Placement.
- 4.16. Queensland Health Allied Health Area of Priority Scholarships (QHAAHOPS) RoS locations should be guided by the decision of the Chief Allied Health Officer.
- 4.17. For oral health programs, the RoS obligation should be performed at a facility that would be eligible for a Rural Incentive Package under Schedule One - HR Policy C62.

Contract Breaches

- 4.18. Scholarship Holders who fail to meet contractual obligations will breach their Scholarship Contract. The breach will be reported to the DDG SPP or approved delegate by the respective Clinical Lead on the endorsed template.
- 4.19. Scholarship Holders who do not complete their studies will be required to repay the Scholarship Debt incurred, calculated as per the terms and conditions of their respective Scholarship contract.

5. Legislation

Assisted Students (Enforcement of Obligations) Act 1951

6. Supporting documents

- A. Scholarship Schemes Policy (QH-POL-460:2018)
- B. Scholarship Scheme Responsible, Accountable, Consulted and Informed model (RACI) model (QH-IMP-460-1-att).
- C. Dental – Rural Incentives Schedule One - HR Policy C62
- D. QHRSS Return of Service Locations Matrix
- E. Queensland Health Bonded Medical Scholarship Program Guideline

7. Definitions

Term	Definition
Clinical Lead	Either the Chief Dental Officer, Chief Nursing and Midwifery Officer, Chief Allied Health Officer, Chief Health Officer or Executive Director, Rural and Remote Medical Support Services.

Term	Definition
Contract Variation	An amendment of a contract with consent of all existing parties to the contract which modifies some of the rights or obligations of the parties without amounting to a rescission of the original contract and formation of a new one.
DDG	Queensland Health Deputy Director-General
Deputy Director-General, Healthcare Purchasing and System Performance Division (DDG HPSP)	Deputy Director-General, Healthcare Purchasing and System Performance is responsible for the execution of contract related functions of the Scholarship Contract.
Deputy Director-General, Strategy, Policy and Planning Division (DDG SPP)	Deputy Director-General, Strategy, Policy and Planning is the Accountable Policy Officer for the Queensland Health Rural Scholarship Scheme, Queensland Health Bonded Medical Scholarship Scheme and Queensland Health Allied Health Area of Priority Scholarship Scheme.
Director-General	Queensland Health Director-General
Non-Public Sector	An employer who does not fall under the Queensland Government.
QHBMS	Queensland Health Bonded Medical Scholarship Scheme
QHRSS	Queensland Health Rural Scholarship Scheme
QHAHAOPS	Queensland Health Allied Health Area of Priority Scholarships
Return of Service (RoS)	Refers to the Service Period or Work Period of the scholarship holder as outlined in the Scholarship Contract.
Rural Incentive Package	Dental – Rural Incentives Policy - C62 (QH-POL-416)
Scholarship Contract	The contract entered into by the scholarship holder and Queensland Health
Scholarship Debt	Following termination of the Scholarship Contract, the scholarship holder is liable to pay an amount to Queensland Health as stipulated in the Scholarship Contract.
Scholarship Holder	A person who has signed a Queensland Health Rural Scholarship Scheme or Queensland Health Bonded Medical Scholarship Scheme or Queensland Health Allied Health Area of Priority Scholarship Scheme contract with Queensland Health.
Service Deferral Deed	A Service Deferral Deed varies the original Scholarship Contract (and any previous variations to it). The Service Deferral Deed becomes effective on the Commencement Date, as outlined in the Deed itself. Deferral or extension of the study period or RoS is a variation to the Scholarship Contract that requires contract variation documentation

Version Control

Version	Date	Comments
V1	07/09/2018	Created (to be reviewed annually or when relevant organisational change occurs)