



SCHOLARSHIP GUIDELINES

Document: Guidelines

Compliance: is mandatory if an application is to be considered

Version: 1

Target Group: Neurosurgical Registered and Enrolled Nurses

Summary: This document contains all information required by a potential applicant to determine their eligibility to apply for a grant from the Neuro Oncology Information Network (NOgIN) trust fund.

Eligibility:

- Registered and Enrolled Nurses whom have current registration and enrolment with the Nurses and Midwives Board of NSW
- Registered and Enrolled Nurses employed in the NSW health system
- Registered and Enrolled Nurses working in a clinical environment for a minimum of six months continuous employment where patients require neuro oncological care and management

Procedure: (These guidelines list and outline all necessary criteria for an applicant)

- The most current NOgIN Scholarship Fund Application Form (**Version 1**) must be used. If your form is not the required version contact either Emma Everingham or Diane Lear
- Review of applications and recipient selection is undertaken by the NOgIN trustees
- Applicants will be notified in writing as to the outcome of their application
- Decisions made by the NOgIN trustees regarding the awarding of scholarships is final and no correspondence will be entered into

All applicants are required to submit:

- All sections of the current NOgIN fund application form are to be completed, including the following accompanying information,
 - Current Curriculum Vitae
 - A copy of your current Nurses and Midwives Board of NSW Authority to Practice
 - Objectives for attendance/ registration at conference/course/other, including a description of the professional development benefits proposed and how the applicant intends to share this information with their colleagues
 - Outline how receiving this scholarship will benefit patients/carers whose lives are affected by a brain tumour
 - Written confirmation of attendance/registration at conference/course/other
 - Copies of all costs including two quotes for accommodation and airfares (where applicable)
 - Or, attach conference/course/other information brochure or similar if registration has not been confirmed at the time of application

Reports:

- Successful applicants have a professional obligation to provide the NOGIN trustees with a written report of between 250 to 500 words of the conference/course/other they participated in or attended. This must be an original work. A copy of the conference/course/other information brochure is not acceptable.
- All reports are to be submitted to the NOGIN trustees within eight weeks of return/completion of attending the conference/course/other. The report includes the applicant's original objectives for attendance at the conference/course/other and describes the educational and professional development benefits gained and how the applicant intends to share this information with their colleagues
- Reports remain the property of NOGIN and at the discretion of the trustees may be published in the NOGIN newsletter
- The reports are important evaluative tools used by the trustees to help to assess the value of a programme for future applicants and in producing the annual report
- Applicants who fail to submit a report will be ineligible to apply for future funding from NOGIN

Funding Availability:

- A staff member may apply for funding up to a maximum of \$500 per calendar year in either a divided or lump sum payment as required
- Funding is granted for conference/course/other costs relating to neuro oncology nursing
- Eligibility may be limited where there are more applications than funding available
- All attempts will be made to ensure that each applicant receives unbiased consideration for funding
- Applicants are not to depend on NOGIN funding when deciding to apply for a conference/course/other
- Successful funding recipients who withdraw from their conference/course/other must notify the NOGIN trustees within one week of the withdrawal as full repayment of funding will be required, subject to individual circumstances.
- Funding amounts may be adjusted where funding is being received from another source for the same purpose

No funding will be considered for salary replacement purposes or for the purchase of equipment

How to Apply:

- Applications must be received at least one month prior to the conference/course/other
- Completed applications are to be forwarded to:

Emma Everingham
CNC Neuroscience
East Wing
Westmead Private Hospital
PO Box 161
WESTMEAD NSW 2145

or
Diane Lear
CNC Neuroscience
Westmead Hospital
Hawkesbury Road
WESTMEAD NSW 2145

Late, incomplete and/or non-current applications will not be considered.

Enquiries:

All enquiries regarding an application should be made in writing to either Emma Everingham or Diane Lear (address appears above) or email: EveringhamE@ramsayhealth.com.au
Diane_Lear@wsahs.nsw.gov.au

Payment:

- Funding cannot be issued until all requisite documentation has been received
Payment will be in the form of a cheque or electronic funds transfer (EFT)