

# Applicant Guidelines

## 2023 Scholarships

Epworth  
Medical  
Foundation



**2023 Scholarships are open for application Monday 27 June to Friday 29 July 2022**

Scholarships are made possible with thanks to donors and sponsors of the Epworth Medical Foundation

Questions regarding Scholarships can be directed to:

Amanda Gordon

Grants Coordinator, Epworth Medical Foundation

[scholarships@epworth.org.au](mailto:scholarships@epworth.org.au)

03 9426 8170

0477 940 511

### Overview

The Epworth Scholarship Program provides a unique opportunity for Epworth HealthCare to support further education, development and research opportunities. The program is the largest of its kind in the healthcare industry in Australia. All Epworth employees who meet the eligibility criteria are encouraged to apply.

Scholarships, made possible with thanks to our donors and the Epworth Medical Foundation in partnership with People & Culture, provide our people with a broad range of activities, projects, opportunities, initiatives and support to assist you to be the best you can.

Scholarships can support a range of projects and/or activities such as:

- attend a conference, seminar or workshop
- training support i.e. certificate, one on one training
- visit another hospital, organisation or centre of excellence to research models of care
- undertake an innovation project
- return to study (please note, Graduate Certificate in Critical Care Nursing, and any Commonwealth Supported Place enrolments are ineligible for Epworth scholarship)
- participate in the MBS New Leaders Development Program (available for Frontline leaders only)

Over 200 scholarships will be available to Epworth staff for use in 2023 (40 of these awards are allocated to support staff in the MBS program). Scholarships range from \$2,500 to \$10,000 in value.

### Applications

Applications open Monday 27 June and close Friday 29 July 2022. For applications tips, refer to Appendix of this document.

Visit the [EMF Grants Hub Scholarship page](#) to apply online. The online form can be completed on any device.

Funding is available to support activities to be undertaken in 2023.

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### Manager approval for applications

Once an application is completed and submitted, the form will be sent to the applicants' direct line manager. Applications without manager approval will not progress.

### Eligibility

Applicants must:

- Be employed on an ongoing contract\*
- Have worked at Epworth for a minimum of 12 months at 1 July 2022
- Have not received a scholarship for use in 2022

*\*If you are on a fixed contract, you may apply for a scholarship providing that your contract includes the full 2023 calendar year*

Employees who have previously commenced a course that will continue in 2023 can apply, however can only submit a budget for 2023 expenses.

Employees who received a scholarship for use in 2021 or prior are eligible to apply for a 2023 Scholarship. You will be asked to be able to demonstrate your learnings and the impact of these on patient care at Epworth.

### Funding

Applications should only be submitted for future activities to occur in 2023. Applications for past expenses or activities will not be considered.

All allocated funding must be used in the 2023 calendar year; recipients cannot claim reimbursement after this time. Any unclaimed funding will be returned to the Epworth Medical Foundation on 31 December 2023.

In the event that recipients are unable to progress with the nominated scholarship in the 2023 calendar year please contact the Grants Coordinator. Extensions are only available in the result of extenuating circumstances and at the approval of the Chief People Officer and Executive Director Epworth Medical Foundation.

In the event that a recipient is overpaid, they will be required to return the funds, this may be as a lump sum or develop a mutually agreeable payment plan.

Funds are not available to support the costs of any government mandated isolation or quarantine requirements as a result of pandemic protocols and restrictions.

Staff interested in undertaking a Graduate Certificate in Critical Care Nursing should contact the [Epworth Healthcare TSP](#) Program Coordinator or their site Education Manager.

Personal technological devices, such as laptops, cannot be funded via the scholarship program.

### Melbourne Business School (MBS) New Leaders Development Program

40 Epworth Scholarships have been allocated to support employees to undertake a leadership program at MBS.

Frontline leaders will have the opportunity to apply to participate in a 5-day short-course at MBS Carlton campus in early 2023. In addition to the eligibility requirements for Scholarships, applicants for this program must also meet the full extended criteria below:

- are a frontline leader who is leading a team with direct reports
- are in early to mid-career
- live the Epworth values
- want to be a catalyst for positive change
- are committed to continuous improvement

Recipients undertaking this program will also be required to complete the reporting outlined in this document.

### Study Leave & Labour Hours

Scholarship recipients are entitled to study leave entitlements under their relevant agreement or award, as approved by relevant Divisional processes. Questions regarding study leave can be directed to P&C Assist.

In circumstances where projects are based on research or the development and roll out of pilot programs, funding may be awarded for labour hours and backfill. Scholarship funds cannot be used for labour hours or backfill when employees are returning to study, attending a conference, or undertaking a study tour.

### Selection Process

Applications **under \$5,000** will be reviewed, assessed and awarded by the selection panel based on the quality of the written application.

Applications **over \$5,000** will be reviewed and assessed by the selection panel and shortlisted based on the quality of the written application. Shortlisted applicants may be required to attend a 5-minute interview. Interviews will be conducted in October 2022.

Applicant notification is a centrally coordinated process and applicants can expect final notification in late October / early November 2022.

Applications for the **MBS New Leaders Development Course** will be reviewed and assessed by Divisional Executive teams and centrally approved by the selection panel based on the quality of the application. Interviews are not required. Notification for successful and unsuccessful applicants for this course will occur in mid-October 2022.

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### Award Ceremonies

Award ceremonies are attended by recipients, recipients' managers, members of the Executive, donors and sponsors. Ceremonies, in person at Epworth Richmond, are currently schedule on the below dates.

Recipients will be invited to attend one of the four events.

- Thursday 24 November, 2pm
- Monday 29 November, 2pm
- Wednesday 30 November, 2pm
- Thursday 1 December, 2pm

### Reporting

Recipients will be required to submit 3 reports throughout the year in 2023.

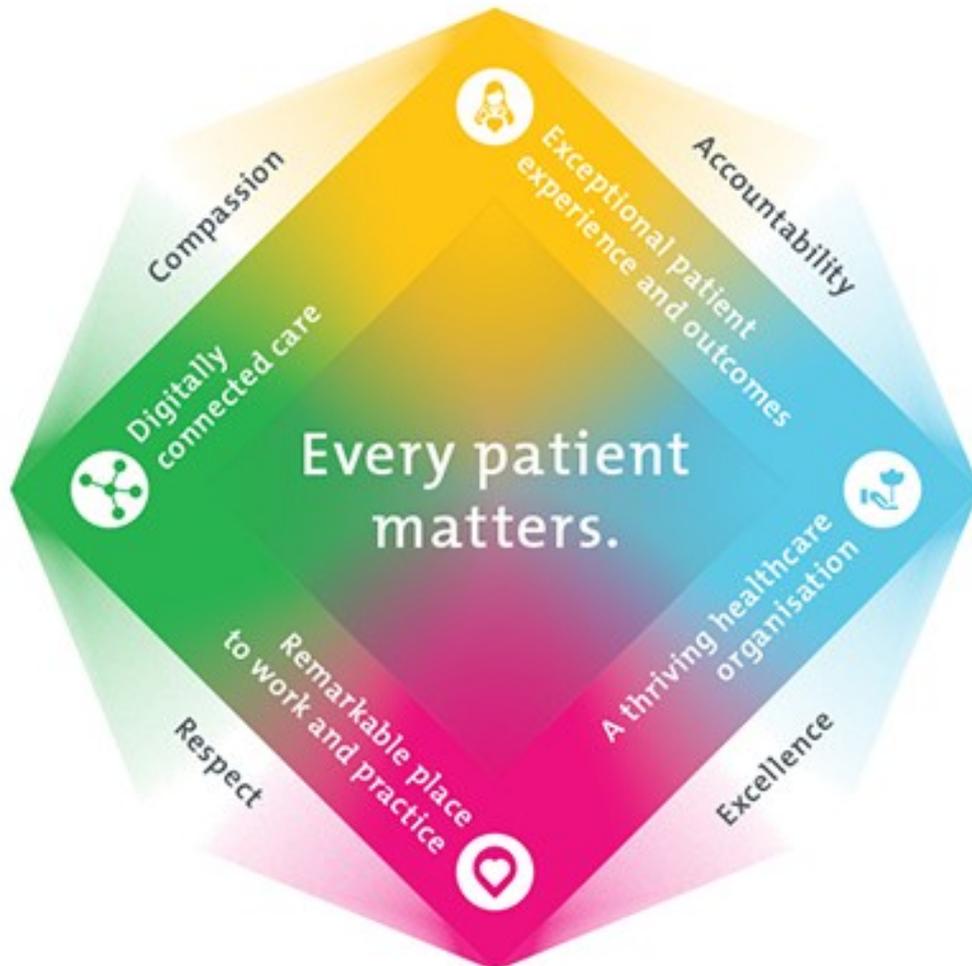
- |                            |   |
|----------------------------|---|
| > Thank you letter or card | Due at the award ceremony in November/December 2022 |
| > Mid-year report          | Due Friday 26 May 2023                              |
| > End of year report       | Due Friday 1 December 2023                          |

Reports are submitted via the EMF Grants Portal which are then shared with donors/sponsors. Recipients are asked to include anecdotal stories, academic results, presentations or photos to share your experiences with the donor or sponsor.

**Not meeting reporting requirements may impact upon the opportunity to continue to access scholarship funding.**

## Appendix

Epworth Strategy 2018 – 2022



More information here: <https://intranet.epworth.org.au/AboutEpworth/Pages/strategic-plan.aspx>

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### Application Tips

#### 1. Check you are eligible

Check that you meet the eligibility criteria outlined on page 2

#### 2. Plan your time

Make sure you have enough time to complete your application before the deadline. Keep in mind the application will include a series of questions related to your role and how a scholarship will help you. You will also be asked how your activity **aligns to the Epworth strategy** (see page 5) and will ultimately benefit Epworth. **There won't be any extensions for applications which are to be submitted before 29 July 2022!**

#### 3. Research and talk to others

Do your research, talk to your manager and peers about your activity and seek their advice as they may have some helpful suggestions for you to improve your application.

#### 4. Strategies to share learnings

Consider the ways you intend to share and embed your learnings from your scholarship and how you might introduce improvement initiatives. This will be an important focus for the selection panels in determining which applications should be invested.

#### 5. Proofread your application

Check that you've answered all the required sections, double-check for spelling and grammatical errors before hitting submit!

#### 6. Get in touch

If you would like to discuss your application or learn more tips, you can direct any questions to:

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