

# Applicant Guidelines

## Scholarships 2022

Epworth  
Medical  
Foundation



### 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.

Funding starts from \$2,500 up to \$10,000 for a range of projects and/or activities such as:

- attend a local or online/digital 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 that students studying a Commonwealth support place are not eligible to receive an Epworth scholarship)
- Participate in the MBS New Leaders Development Program (available for Frontline leaders only)

Please note that due to COVID-19, scholarship activities can only take place within Australia.

### Applications

Applications open Monday 21 June 2021 and close Friday 23 July 2021. 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.

The application form will include a question on how the proposed project or activity could align to the Group Strategy 2018 – 2022 (refer to Appendix).

For group applications, each group member will need to complete the online application form.

### 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
- Have not received a scholarship for use in the previous year.

*\*If you are on a fixed contract, you may apply for a scholarship providing that your contract with Epworth HealthCare will be renewed for the full year of your scholarship.*

Applications should only be submitted for future activities to occur in 2022. Applications for past expenses or activities will not be considered.

Employees who have previously commenced a course that will continue in 2022 can apply, however can only submit a budget for 2022 expenses.

Employees who received a scholarship for use in 2020 are eligible to apply for a scholarship again for 2022. Note: if applying for a scholarship a second time, you will be asked to demonstrate how you shared and embedded your learnings in the workplace (e.g. education sessions, implementation of a quality improvement initiative, newsletter article, presentation etc.) from your previous scholarship opportunity.

### Funding

Only future expenses that relate to the project, activity or area of study identified at the time of application can be approved. All allocated funding must be used in the 2022 calendar year; recipients cannot claim reimbursement after this time. Any unclaimed funding will be returned to the Epworth Medical Foundation on 31 December 2022.

In the event that recipients are unable to progress with a scholarship (e.g. illness, cancellations etc.) the recipient will need to advise the Scholarship Coordinator in writing. In some cases, funding may be extended or used for another purpose. This is subject to approval and the request could also involve review by the Executive Director of People & Culture and Executive Director of the Epworth Medical Foundation

In the event that a recipient is overpaid, they will be required to return the funds. The Scholarships Coordinator will work with recipient to recoup the funds as a lump sum or develop a mutually agreeable payment plan.

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

A portion of 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 2022. In addition to the eligibility requirements for Scholarships, applicants for this program must also meet the 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
- have not participated in the formal Frontline Leaders or Operational Leaders programs
- are available on the dates listed above.

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

Refer to the MBS New Leaders Development Program Flyer available on the EMF Grants Hub Scholarship Page for further information on this course.

### Study leave

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.

### Travel

Due to COVID-19, international travel is not included or permitted for recipients in 2022. This includes flights, accommodation and travel insurance.

## Selection and Interview Process

Applications **under \$5,000** will be reviewed, assessed and awarded by the selection panel based on the quality of the application. Notification for successful and unsuccessful applicants under \$5,000 will occur in mid-October 2021.

Applications **over \$5,000** will be reviewed and assessed by the selection panel and shortlisted based on the quality of the application. Shortlisted applicants will be invited to attend a 5-minute interview with an Executive Panel. Applicants will be provided with a PowerPoint template to complete prior to the interview for further discussion.

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 2021.

Interviews will be conducted in September 2021 and final selection will be based on both the quality of the application and interview. Notification for successful and unsuccessful applications over \$5,000 will occur in mid-October 2021.

## Award Ceremonies

Award ceremonies are attended by recipients, recipients' managers, members of the Executive, donors and sponsors and are tentatively scheduled for late-November 2021.

## Reporting

Recipients will be required to submit 3 reports throughout the year in 2022.

- > Thank you letter or card Due at the award ceremony in November 2021
- > Mid-year report Due Friday 1 July 2022
- > End of year report Due Friday 2 December 2022

A template will be provided to complete the reporting requirements which are shared with donors/sponsors. Within these reports could 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.

Recipients may also be approached to share progress updates, demonstrate implementation of improvement initiatives and provide strategies for sharing and embedding learnings. Recipients may also be featured in internal and external communications e.g. newsletters, website, social media pages, annual report etc.

## Assistance

Questions regarding Scholarships can be directed to:

Julia Sanderson, Learning & Organisational Development and Scholarships Coordinator

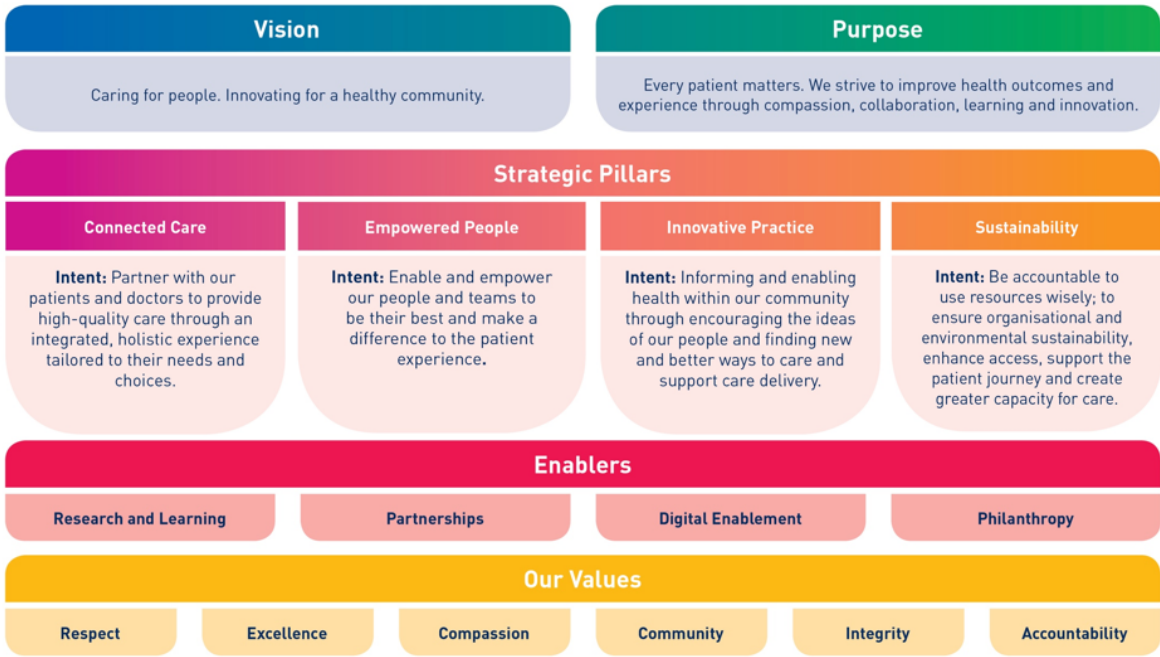
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*Scholarships are made possible with thanks to our generous donors and the Epworth Medical Foundation in partnership with People & Culture.*

Appendix

**Epworth Strategy 2018 – 2022**



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

**Application Tips**

**1. Check you are eligible**

Check that you meet the eligibility criteria outlined on the **EMF Grants Hub**.

**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** and will ultimately benefit Epworth. There won't be any extensions for applications which are to be submitted before 23 July 2021!

**3. Research and talk to others**

Refer to the **EMF Grants Hub** page for lots of resources including the **Ideas Flyer** as a good starting point. 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:  
Julia Sanderson, Learning & Organisational Development and Scholarships Coordinator