

IAN O'ROURKE SCHOLARSHIP IN PATIENT SAFETY



CLINICAL
EXCELLENCE
COMMISSION



POLICY AND GUIDELINES FOR **APPLICANTS**

UPDATED OCTOBER 2017

Background & Objectives of the Scholarship

The Clinical Excellence Commission (CEC) is a statutory health corporation established under the *Health Service Act* to develop policy and strategy related to improvements of clinical quality and safety across the NSW public health system and to promote and support improvement in clinical quality and safety in public and private health services. The CEC is committed to assisting in the development of effective health professional managers and leaders and encouraging the translation and innovation from research by fostering a dynamic and supportive research culture through strategic leadership and governance.

The aim of the scholarship is to enable successful applicants to:

- have advanced skills in using research to improve quality and safety in health care
- develop expertise in evidence-based practice and policy
- network with national and international experts in quality and safety and patient based care who will be available for ongoing cross-national exchange and collaboration
- become future leaders of quality and safety in patient care.

Details of the Scheme

Ian O'Rourke Scholars will:

- Undertake a brief project of work – duration approximately 7 – 21 days – under the guidance of a local mentor. The project will be based on a challenge facing the applicants organisation and/or the NSW health system at large; it will encompass a brief literature review, a brief description of solutions implemented internationally and recommendations for future approaches by the organisation
- Visit a national or international agency with expertise in the area of interest to seek input into their project and to develop collaborative links
- Provide a report and presentation to the Research Committee of the CEC Board at the end of their project

Application proposals must outline how they will achieve (i) and (ii) above in a project plan. Applicants will need to have made contact with potential national or international host institution at which they would spend a significant period of their scholarship. The scholarship may also involve other forms of professional experience including visits to relevant organisations and attendance of conferences/training courses. While the program may include attending a conference, this does not fulfil the requirements for the agency visit part the scholarship.

Eligibility & Conditions

The Ian O'Rourke Scholarship is open to all employees of NSW Health facilities and/or agencies and employees of NSW-based academic institutions. Applicants should be undertaking or intending to undertake a relevant PhD, Masters or other degree or diploma at an accredited academic institution during the period of the scholarship. Funds will be available to each scholar dependent upon the provision of a fully costed proposal. Generally this will include no more than a one month international visit up to the value of \$10,000, unless a more extensive program can be justified. Depending upon the applications received and the value of the proposals, up to four fellowships may be awarded per annum. Applicants can use the Ian O'Rourke Scholarship as a supplement to an existing or prospective scholarship.

Application Review Process & Selection Criteria

Applications will be called for on a twelve monthly basis. A scholarship panel chaired by the Research and Education Committee Chair will review the applications against the extent to which the project:

- Addresses a question of national interest and significance to the employing organisation in the area of patient safety and quality.
- Will contribute to the individual's professional development
- Will deliver on the objectives and aims of this the scholarship program scheme.

The panel will independently review applications in line with guidance provided prior to the final assessment meeting to agree rankings. In a circumstance where consensus cannot be met by the panel the decision of the chair will be final.

Application Form

All candidates must complete a formal application including:

- Statement of professional objectives;
- Curriculum vitae;
- Preliminary project plan (up to five pages) for a policy-oriented research project that fits within the Ian O'Rourke Scholarship;
- Letter of reference from the applicant's Chief Executive or Academic Director of his or her institution (more than one applicant may apply from the same institution);

Timetable & Notification

- Announcement: Wednesday 25 October 2017
- Closing date: Friday 23 February 2018
- Notification of award: Week commencing Monday 30 April 2018
- Announcement of award: Monday 7 May 2018
- Scholarships are to conclude by no later than 31 May 2019

APPLICATION FORM

2018 IAN O'ROURKE SCHOLARSHIP IN PATIENT SAFETY

APPLICATION CHECKLIST

DO NOT submit your application without this attached

General Guidelines

1. Responses should be typed and entered directly into this document electronically. The application is to be completed using Calibri size 11 font.
2. Applicants must submit a completed application and supporting documents via email. Applications cannot be considered unless they are complete.
3. The deadline for the receipt of all applications is 5pm Friday 23 February 2018. The application **MUST** include "Ian O'Rourke Scholarship Application" and the applicant's name in the subject line.
4. Applications and institutional letters of reference and organisational support should be emailed to cec-scholarships@health.nsw.gov.au
5. If you have any questions or require further information, please contact the Scholarships Officer on 02 9269 5520 or cec-scholarships@health.nsw.gov.au

Application Checklist

All applications for Ian O'Rourke Scholarships commencing in July 2018 must be submitted electronically. Please check to make sure that each item listed below is complete.

Application Form:	Complete <i>Please indicate</i>
SECTION A: Personal Details	Yes
SECTION B: Educational Qualifications and Employment History	Yes
SECTION C: Research Proposal & Scholarship Plan	Yes
SECTION D: Statement of Professional Objectives	Yes
SECTION E: References	Yes
SECTION F: Disclosure Statement	Yes
Attachments:	Complete: <i>Please indicate</i>
Attachment 1: Curriculum Vitae	Yes

SECTION A

PERSONAL DETAILS

1. Name:

Title	
Surname	
First	
Other	

2. Telephone:

Work	
Home	
Mobile	

3. E-mail address:

4. Home address:

5. Contact address:
(if different to above)

5. Current job and
employer

SECTION B

EDUCATIONAL QUALIFICATIONS & EMPLOYMENT HISTORY

THIS SECTION IS A MAXIMUM OF THREE PAGES

1. Highest degree awarded:

2. Academic discipline /
professional field:

3. Area of specialisation:

4. Course planned or enrolled
for duration of scholarship:

5. Expected completion date:
(Month / Year)

6. Academic institution:

7. Academic qualifications, most recent first:

Award	Field	Institution	Date started	Date completed

8. Relevant professional honours, awards, fellowships, scholarships

Award	Date held

9. Current position:

Position	Employer	Address

10. Previous positions, most recent first (last 5 years):

Position	Employer	Address	Date of employment
			MM/YY - MM/YY
			MM/YY - MM/YY
			MM/YY - MM/YY

11. Recent and relevant publications (no more than 1 page)

Please distinguish between books and articles.

- *For books, title (underlined) publisher and date.*
- *For articles, title (in quotes), journal or collection (underlined) and date.*

SECTION C

RESEARCH PROPOSAL & SCHOLARSHIP PLAN

THIS SECTION IS A MAXIMUM OF FIVE PAGES

Please give details of your proposed program, outlining the relevance and potential long term benefits of your project

1. Title of proposed research / project:

2. Summary of Proposed Use of Scholarship:

Maximum of 300 words

3. Summary of Overall Proposal:

Please provide a statement (up to 300 words) describing the proposed research and its objectives and how the activities described above support these objectives

4. How will this project address a question of national interest and significance to your employing agency in the area of patient safety and clinical quality?

Maximum of 300 words

5. How will this project deliver on the objectives of the Ian O'Rourke scholarship scheme?

Maximum of half a page – please use sub-headings

6. Outputs and dissemination strategy

Maximum of half a page

7. Work plan

Maximum of half a page

SECTION D

STATEMENT OF PROFESSIONAL OBJECTIVES

THIS SECTION IS A MAXIMUM OF TWO PAGES

1. What are your career objectives, and how are they relevant to this scholarship?

2. How will this scholarship-funded activity assist with these career objectives?

3. Describe your professional accomplishments or experience that you feel best demonstrate your qualifications or potential to take advantage of the Ian O'Rourke Scholarship

4. Give an example of how you have integrated evidence from research in policy and programs to improve the quality of health services

SECTION E

REFERENCE

THIS SECTION MAY BE SCANNED AND ATTACHED SEPARATELY

Institutional Letter of Reference and Organisational Support

Applicant Name: _____

GM, CEO or
Dean of School: _____

Organisation: _____

Address: _____

Suburb: _____ Post Code: _____

Phone (BH): _____ Mobile: _____

Email: _____

I, _____ (*GM, CEO or Dean of School*) am aware that the employee named above has applied for the Ian O'Rourke Scholarship in Patient Safety. I have reviewed their project and endorse their application.

Signature: _____ Date: _____
(*GM, CEO or Dean of School*)

SECTION F

DISCLOSURE STATEMENT

THIS SECTION MAY BE SCANNED AND ATTACHED SEPARATELY

I certify that the information given in this application is complete and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____