



SA Health Nursing and Midwifery CATSINaM National Conference 2024 Scholarships

Prospectus



Government
of South Australia

SA Health

Introduction

The Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) is the sole representative body for Aboriginal and Torres Strait Islander nurses and midwives in Australia. CATSINaM's primary function is to implement strategies to increase the recruitment and retention of Aboriginal and Torres Strait Islander Peoples into nursing and midwifery professions.

The CATSINaM National Conference 2024 brings together delegates to share information while working towards an integrated approach to improving the outcomes for Aboriginal and Torres Strait Islander Peoples.

The Nursing and Midwifery Office is committed to building a valued and sustainable nursing and midwifery workforce and is providing three (3) scholarships for Aboriginal or Torres Strait Islander nurses and/or midwives to attend the 2024 CATSINaM National Conference in Walyalup, Western Australia, from 29-31 October 2024

The SA Health Nursing and Midwifery CATSINaM National Conference 2024 Scholarships aim to assist in fostering and strengthening relationships between Aboriginal or Torres Strait Islander nurses and midwives and their peak body CATSINaM, and to build the capacity and capabilities of Aboriginal or Torres Strait Islander nurses and midwives so they may deliver best care, first time, every time within the context of person-centred care.

It is imperative for scholarship applicants to submit all required documentation in full and within the specified timelines. Failure to comply may result in the scholarship application being declared incomplete and therefore ineligible.

Scholarships Offered

- > Three (3) Scholarships up to the value of \$5000 AUD will be offered in 2024.

Scholarship Eligibility

CATSINaM National Conference 2024 Scholarship applicants must:

- > Identify as and are recognised within their community as Aboriginal or Torres Strait Islander,
- > Be employed by SA Health and working permanently, either full-time or part-time as a nurse and/or midwife, and
- > Be registered and hold current registration with the Nursing and Midwifery Board of Australia (NMBA)

Nurses and midwives are **not** eligible if they:

- > Have previously received a SA Health Nursing and Midwifery CATSINaM National Conference Scholarship in the previous three years.
- > Have conditions/undertakings or limitations on their registration,
- > Are on short term contractual employment (where there is an end date to employment, i.e., no substantive ongoing employment) or who are casual employees,
- > Are receiving funding support to attend the CATSINaM National Conference 2024 through any other organisation, State or Federal Scholarship program,
- > Cease employment in the South Australian health care system during the Scholarship period,
- > Have any disciplinary or formal investigative processes at any point during the Scholarship period and must notify the Nursing and Midwifery Office of any occurrence following acceptance of the scholarship.

Scholarship Requirements

Scholarship recipients will need to:

- > Attend the CATSINaM National Conference 2024.
- > Advise the Nursing and Midwifery Office of any unforeseen circumstances that result in the applicant being unable to attend all or part of the congress.
- > Agree to participate and share any learnings in a feedback process within their workplace and complete a 500-word report outlining what has been gained from the CATSINaM National Conference.
- > Sign a Talent Release form providing SA Health permission to use any photographs or recordings of them in relation to their congress attendance.
- > Sign and comply with the terms and conditions of the CATSINaM National Conference scholarship, outlined in the Terms and Conditions (Form 1).
- > Complete the relevant HR leave application forms and have them approved by your relevant manager prior to undertaking travel to the CATSINaM National Conference.
- > Promote the Scholarship through professional networks in future years.
- > Exercise due diligence in the expenditure and acquittal of funds, particularly in relation to comprehensively researching available options for travel, accommodation and living expenses. Flights will be organised by the Nursing and Midwifery Office.
- > Comply with the terms and conditions of the scholarship which includes submitting all required documentation within the specified timelines.
- > Utilise Scholarship funds only for the purpose for which it has been granted.

Application components

Form 1: CATSINaM Application & Terms and Conditions

This form must be signed and completed by:

- > the applicant
- > the applicant must provide a maximum of 250 words stating reasons for applying for this scholarship. *For example:*
 - What do you hope to gain professionally from attendance?
 - What are the benefits for your workplace and your community in having you attend the conference?

Form 2: Health Unit service endorsement

This form must be completed by:

- > the applicant
- > the relevant direct line manager/supervisor; and
the relevant Chief Executive Officer or Executive Director of Nursing/Midwifery.

Talent Release Form

This form must be signed and completed by:

- > the applicant

Please note the declaration must be signed, dated and the titles of persons signing clearly annotated. Completed forms are to be emailed to:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

Applying for a Scholarship

Prior to completing an application, applicants will need to:

1. Visit the CATSINaM website and read through the Conference information when available. Look for particular areas / topics of interest or benefit to your practice or workplace.
2. Discuss your application with your line manager and seek their endorsement.
3. Complete the forms available on the Nursing and Midwifery Office website
4. Receive endorsement of your application from:
 - > direct line manager / supervisor; and
 - > the Local Health Network (LHN) Chief Executive Officer or Executive Director of Nursing / Midwifery.

Scholarship Application Selection Process

Scholarships will be assessed and awarded based on the recommendation of the CATSINaM Scholarships Selection Panel.

The selection process includes a formal assessment of each application including that the applicant:

- > Meets the eligibility criteria,
- > The application meets/addresses the proposal requirements; and

- > The applicant has submitted all required forms completed in full.

The Selection Panel will make a recommendation to the Chief Nurse and Midwifery Officer who will have the final decision on the successful Scholarship recipients.

The decision made is final and there is no appeal process.

Successful applicants will be notified in writing with all relevant information on the next steps and specific conditions of the Scholarship, including forms that require completion within return timeframes.

Failure to submit all required documentation in full and within the required timelines may result in the Scholarship being rescinded so that the monies can be re-allocated to other applicants.

Unsuccessful applicants will be notified in writing. They may re-apply in future years and will be required to submit a new application.

Scholarship Inclusions

The following are approved, claimable items within the Scholarship funding.

- > air travel, including airport taxes (Coordinated by the Nursing and Midwifery Office)
- > accommodation, including room fees
- > ground travel, including public transport by train, tram and bus and private transport including hire car, taxis and ride share
- > living expenses, including meals, beverages (excluding alcohol) and incidentals
- > registration to attend the 2024 CATSINaM National Conference

Scholarship Exclusions

The following lists examples of items (but not limited to) that are outside the scope of the Scholarship funding and some may also incur Fringe Benefit Tax:

- > personal care items/expenses
- > local private telephone calls
- > laundry
- > alcohol and entertainment,
- > purchase of personal travel insurance/policy
- > textbooks
- > clothing
- > travel costs on non-business (private/free) travel days
- > salary
- > mobile phone costs
- > purchase of a computer, laptop, mobile phone, or tablet
- > gifts totalling \$300 or more may be subject to FBT and are not claimable within the context of the Scholarship
- > any other expenditure not directly related to attending the congress

This is not an exhaustive list and determination will be made on items which may not be claimable on a case-by-case basis.

Scholarship Funding

Upon receipt of all documentation outlined above, the Nursing and Midwifery Office will give final authorisation to proceed with coordinating Flights and a payment of the remainder of funds into the Scholarship recipient's nominated bank account.

Please note that the payment of funds and acquittal process must occur within a six (6) month period. It is important for recipients to declare in the acquittal process where they have unused Scholarship funds. If the period exceeds six (6) months, it is considered a Loan Fringe Benefit which has taxation implications.

SA Health employees should refer to the [SA Health Fringe Benefits Tax Exemption Public Hospital and Salary Sacrifice Policy](#) which outlines the FBT capped exemption, fringe benefits and FBT shortfalls. SA Health employees may wish to contact their salary sacrifice provider to discuss their circumstances. [Shared Services SA Taxation Services](#) may also be able to assist with enquiries that relate to FBT and Goods and Services Tax (GST). They can be contacted via email TaxHelpdesk@sa.gov.au. Scholarship recipients must seek their own personal Income Tax advice in relation to potential personal income tax implications.

Where, as a result of Scholarship expenditure, FBT applies and the capped FBT exemption has been exceeded, the Scholarship recipient will be responsible to pay the FBT as per the [South Australian Government Salary Sacrifice Arrangements](#) ('SAGSSA').

Scholarship recipients are strongly encouraged to seek independent financial advice on how receipt of scholarship funding can impact on their personal circumstances and how they can ensure compliance with all relevant taxation requirements.

Travel Considerations

Recipients will need to plan, organise, and book conference registration and accommodation requirements.

When making bookings recipients must:

- > Choose accommodation in accordance with the requirement to make efficient use of public resources.

Recipients must ensure that processes are followed in the application and approval of leave to undertake the study tour in accordance with local protocols and policies.

Private Travel

Private travel associated with the CATSINaM National Conference scholarship is not encouraged by the Nursing and Midwifery Office. Dual purpose travel may result in FBT shortfall therefore, applicants should investigate the potential FBT implications of undertaking private travel.

For public sector recipients who plan to travel with a partner or relative please refer to the [SA Health Travel Diary and Travel Reimbursement Financial Policy and Procedure](#) documents listed below.

After CATSINaM National Conference

On return from the CATSINaM National Conference, Scholarship recipients are required to produce the following within 30 days after the last day of the approved congress dates:

- > Reflective Summary Report-
500-word reflective report outlining what has been gained from attending the CATSINaM National Conference
- > Expenses Acquittal –
Comprising spreadsheet and expenditure receipts. Itemised electronic copies of receipts must be submitted to the Nursing and Midwifery Office, with originals kept for personal records. If there is any difference between the submitted receipts and stated acquittal amounts(s) reasons why this has occurred need to be documented. Where expenses are being claimed that are not verified with invoices and/or receipts they are not considered acquitted. Where funds are not acquitted to the value of the payment, repayment of the difference will be required.

Scholarship recipients are also required to share their learnings.

This may include:

- > presenting the outcomes/learnings from the CATSINaM National Conference
- > attending meetings or forums organised by the Nursing and Midwifery Office or recipient's health network/organisation,

It is important to notify the [Nursing and Midwifery Office](#) if you are placed into any disciplinary processes from the time of application, through to execution of the Scholarship obligation.

Key Dates and Forms

Due Date	Form Required	Further Information
March/April 2024 <i>(At time of application)</i>	Talent Release Form	This gives consent for your photo to be used by the Nursing and Midwifery Office, in publication of any promotional material.
March/April 2024 <i>(At time of application)</i>	Form 1: Scholarship Terms and Conditions Statement	Confirms agreement to undertake the Scholarship in accordance with the agreed terms and conditions.
March/April 2024 <i>(At time of application)</i>	Form 2: Health Unit Service endorsement	Confirms support from Health Unit to release you for the length of the CATSINaM National Conference
May 2024	SA Health Supplier Creation/Maintenance Form	This form enables upfront payment of your scholarship funds
May 2024	SA Health Employee Reimbursement Form	The form enables upfront payment of your scholarship funds. This form is for SA Health employees only.
30 Days from the last day of the CATSINaM National Conference	Reflective Summary	500-word reflective report outlining what has been gained from the CATSINaM National Conference
30 Days from the last day of the CATSINaM National Conference	Expenses Acquittal Spreadsheet & Itemised Receipts	Record of expenditure and itemised receipts for acquittal.

Scholarship Terms

- > No additional funds will be allocated over and above the authorised scholarship funding.
- > If, due to circumstances beyond the scholarship recipient's control, the CATSINaM National Conference is prematurely terminated, the Nursing and Midwifery Office will negotiate the full or pro-rata return of scholarship funds based on costs already incurred.
- > The Nursing and Midwifery Office reserves the right to request return of scholarship funds in cases where the funds have been misappropriated, cannot be adequately acquitted and/or where the cost of the trip was less than the scholarship funding provided.
- > It is expected recipients will utilise scholarship funds for the purpose it is intended for.

Useful Links

Please refer to the following documents when preparing to undertake your CATSINaM National Conference scholarship and on your return.

- > [Employee Reimbursements and Payments Policy](#)
- > [Fringe Benefits Tax Public Hospital Exemption and Salary Sacrifice Policy Directive](#)
- > [Professional Development and Fringe Benefits Tax Policy Directive](#)
- > [Domestic Travel Policy Directive](#)
- > [Travel and FBT Policy Directive](#)
- > [Tax Fact Sheet 1 - Scholarships & Education Reimbursements](#)
- > [Tax Fact Sheet 7 - Salary Sacrifice for Public Hospitals and Public Ambulance Services and the capped FBT Exemption](#)
- > [Tax Fact Sheet 19 - Documentary Evidence](#)
- > [Code of Ethics for the South Australian Public Sector](#)
- > [Commissioner for Public Sector Employment Guideline: Gifts and Benefits](#)
- > [Management of Work-Related Injury/Illness \(WHSIM\) Policy Directive](#)

For further details on the 2024 SA Health Nursing and Midwifery CATSINaM National Conference Scholarships, email the Nursing and Midwifery Office:

Health.NursingandMidwiferyOfficeScholarships@sa.gov.au

For more information

Nursing and Midwifery Office
Clinical Collaborative | Clinical System Support & Improvement
SA Health
Hindmarsh Square, Adelaide
Telephone: 8226 0813
Email: Health.NursingandMidwiferyOfficeScholarships@sa.gov.au
<https://www.sahealth.sa.gov.au/NursingandMidwifery>



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