**Initial expressions of interest close Wednesday 13 March 2019**

**Final Applications close COB Friday 3 May 2019**

**Please note that there are two stages to the application process:**

**Stage 1 –** brief expression of interest

**Stage 2** – full application

Following the review of Stage 1 applications, brief feedback will be provided to applicants and some direction for accessing an appropriate academic mentor as required.

All applications should be emailed to:

[Synergy@act.gov.au](mailto:Synergy@act.gov.au)

**Application forms/further information can be obtained from:**

Elizabeth Harris

SYNERGY

Building 6 Level 3

Canberra Hospital

Email [synergy@act.gov.au](mailto:synergy@act.gov.au)

**For all finance related enquiries please contact:**

Lesley Thomson

Nursing and Midwifery Office

Level 3 Building 6

Canberra Hospital

Email: [lesley.thomson@act.gov.au](mailto:lesley.thomson@act.gov.au)

**The PDS: Support for Nurses and Midwives to undertake practice or process improvement projects.**

The purpose of the PDS is to support Nurses and Midwives to undertake practice or process improvement projects within their work areas.

It is essential that recipients receive ongoing support for the project from their direct supervisor, Director of Nursing or Midwifery and an academic mentor.

**PD Project Academic mentors**

Role of the mentor:

* To become part of the project team
* To attend and contribute to the PDS workshops
* To provide guidance, support and advice to the project lead (who must be an ACT Health employee)
* To work with the ideas of the project lead and guide the development of a feasible practice development proposal.
* Consider projects for instance that will not necessitate HREC approval or will require no more than low risk HREC approval.
* To support the project lead and other team members to develop skills in leadership, project management and practice development.
* Meet with the project lead and other team members on a regular basis.
* To assist with progressing the project to successful completion.
* To support the project lead and team members in dissemination of project results.
* To co-author any papers/presentations for publication with project lead as first author.
* To review and approve progress and final reports

**The aims of the PDS** are to:

* Increase the evidence base of nursing and midwifery practice.
* Support practice or process improvements in the clinical area
* Improve outcomes for health service users.

**Who can apply for a PDS?**

* Nurses and midwives permanently employed or on long term contract with ACT Health.

**How can the PDS be utilized?**

* The scholarship money is primarily intended to pay for backfilling of recipients’ positions to allow them to undertake the project within the 12 month period.
* It may also be used to pay for conference registration and/or poster development and printing, or other expenses directly related to the project aims.
* It is very important that the project budget is discussed regularly between the project leader, DON/M and financial delegate, and definitely before the end of the financial year June 2019.

**What is required in an expression of interest?**

* A very brief summary of the project
* Details of academic mentor (if available) or skills the applicant is seeking for an academic mentor

**What is required in an application?**

Your project proposal will include:

* An outline of what you want to improve and the reasons why it needs to be improved.
* A clear description of the process/method to be used.
* A realistic scope and time frame for achieving the project aims within the PDS year.
* A realistic budget request and justification.
* Likelihood that the project outcomes will be sustained beyond the project period.
* A plan to disseminate results and experiences to others.
* Outcomes that have the potential to be transferable to other units, teams or settings.

The likelihood of any ethical issues within the project will be discussed with successful applicants at Workshop 1 at the beginning of the scholarship period.

**Applicants will be notified of their success or otherwise** in writing in June 2019.

**Funding arrangements**

* Successful applicants will receive 50% of the PDS funding early in the project period and the remainder after submission of their Interim Report.

**Responsibility for expending funds**

* It is the responsibility of the PDS recipient as well as the DON/M and financial delegate to monitor the project budget and ensure scholarship monies are expended before the end of the scholarship period (that coincides with the end of the financial year).
* Receipt of scholarship funds and project expenditure should be noted in the PDS Budget Report.

**Unspent funds**

* The PDS recipient must notify the Clinical Chairs of Nursing & Midwifery, SYNERGY: Nursing and Midwifery Research Centre and Lesley Thomson, Senior Manager, Nursing & Midwifery Office of any unspent monies prior to the end of the scholarship period (financial year 2018/2019).
* The PDS recipient must notify SYNERGY: Nursing and Midwifery Research Centre if the project terminates or is likely to terminate before completion; and must make arrangements with the financial delegate to return unspent funds.

**Compulsory Workshops**

* PDS Workshops are delivered by ACT Health Synergy: Nursing and Midwifery Research Centre/University of Canberra staff and designed to provide information to assist project leaders successfully complete their projects.
* For example Workshop 1 includes the experience of previous recipients, clarifying PDS roles and responsibilities, use of the library (librarian), clarifying project aims and objectives, project management, identifying project challenges and strategies for success, individual assistance as needed.
* PDS recipients will be given at least 6 weeks’ notice of these workshops.

**Requirements of successful applicants**

The requirements are set out in an Agreement that all PDS recipients sign before their project commences. These requirements include:

* Compulsory attendance at: Synergy: Nursing and Midwifery Research Centre workshops for recipients and their academic mentor.
* Submission of reports: interim, final, short report for inclusion in the Research Compendium, and budget.
* Notifying the Clinical Chair Synergy: Nursing and Midwifery Research Centre immediately if the recipient intends to leave the project team and providing the name and contact details of the new project leader.
* Notifying the Clinical Chair Synergy: Nursing and Midwifery Research Centre immediately if the project is in danger of not progressing or completing in order to discuss the impediments. An explanation and budget report are required if the project does not proceed to completion.
* Discussion with the Clinical Chair Synergy: Nursing and Midwifery Research Centre well prior to the end of the scholarship period if the project looks like running over time.
* Acknowledgement of ACT Health in all PDS project related publications and presentations.
* **On completion of project, mandatory requirement for a Project Presentation at a Research and Practice Development Forum scheduled monthly at Canberra Hospital.**

**Timeline 2019 - 2020 Practice Development Scholarship**

Applications open                                                                15 February 2019

Expressions of interest due 13 March 2019

Final applications close                     3 May 2019

Applicants notified of outcome by                                          June 2019

Workshop 1 (Day 1 of PDS period)                                 14 August 2019

Payment 1 (50%) to PDS CCs                                                    September 2018

PDS Mentors & Scholars Catch up session 9 October 2019

Workshop 2                                                                   13 November 2019

Workshop 3                                                                  12 February 2020

Interim reports due 28 February 2020

PDS Mentors & Scholars Catch up session 25 March 2020

Workshop 4 (Presentation to Chief Nurse) 6 May 2020 (TBC)

Payment 2                                                     June 2020

Final Reports due                                                                      28 August 2020