



## TOOWOOMBA HOSPITAL FOUNDATION

### EDUCATION, TRAINING, PROFESSIONAL DEVELOPMENT & CONFERENCE ATTENDANCE

## GUIDELINES

### Background

The Toowoomba Hospital Foundation exists to support local health services through the provision of funds for equipment and resources, staff development, research and scholarships across the Darling Downs Health region.

### Policy

Grants are awarded under the Hospitals Foundations Act 2018.

### Eligibility

1. Applications are accepted from Darling Downs Health employees servicing the Darling Downs Health Region.
2. Applications are **NOT** accepted for studies leading to an Academic Award (**Refer Guidelines for Scholarship Funding**).
3. Applications will not be accepted for retrospective funding unless accepted as a presenter at an International Conference.
4. Staff with an award or certified agreement entitlement to professional development funds are expected to use this before applying to the Foundation. If professional development funds have been used, please list details in relevant space on the application form to determine level of support.
5. Have all funding options available through DDH (eg Right to Private Practice fund, SARAS, AO Training & Development, OO Training Incentive, Other Special Purpose funding and Divisional Operating Budget) been investigated and exhausted?
6. The Applicant has not received similar funding in the same financial year.
7. Temporary staff can apply and will be assessed accordingly.
8. Medical Officers employed by DDH are to direct their funding applications to the Right to Private Practice Education & Research Trust Fund Committee as they will not be considered by the Toowoomba Hospital Foundation – ROPP Phone queries 4616 6961.

### Funding Details

1. Applications are accepted for two categories:
  - (i) Certificate Studies or Continuing Education Programs
  - (ii) Conference or Seminar Attendance
2. Applications are accepted for funds up to \$2,000 for both categories
3. Applications are accepted for partial funding
4. Applicants must disclose any other funding received internally or externally.

### How to Apply

1. Complete the Education, Training, Professional Development & Conference Attendance Application Form accompanying these Guidelines and lodge by the closing date. (**Refer Lodgement Deadline**)
2. Forms are available in hard copy from the Toowoomba Hospital Foundation office at the address below or electronically on QHEPS located on the HHS website/intranet and the Toowoomba Hospital Foundation's website. (**Refer Submission Contact Details**)

### **Lodgement Deadline**

Applications for funding must be received prior to the 2<sup>nd</sup> Monday of each month to be included on the Agenda for the monthly meeting.

### **Fringe Benefits Tax**

These grants may attract FBT, please seek independent advice prior to applying.

### **Required Endorsements**

Line Manager and Relevant Member of Darling Downs Health Executive or relevant Hospital Service Managers. ie Service Manager – Medical Services, Surgical Services or Nursing Services etc.

### **Overseas Conference/Seminar Attendance**

*Use of Toowoomba Hospital Foundation funding to cover any overseas travel costs (conference registration, flights, accommodation, meals, fares and other incidentals) is subject to approval of the overseas travel by the Director-General, Queensland Health / Minister for Health.*

*If travelling overseas please refer to the Queensland Government Overseas Travel Policy for Queensland Health Workers – <https://qheps.health.qld.gov.au/darlingdowns/finance/revenue/travel-services>*

### **Assessment Criteria – general**

1. The proposal meets the Mission and Objectives of the Foundation as defined under the Hospitals Foundations Act 2018.
2. The proposal outcomes demonstrate benefit to the Health Service.
3. The funding is unavailable through DDH budget allocations or funding sources.
4. The Conference and Seminar attendance includes local, national and international events.

### **Assessment Criteria – Specific**

#### *Certificate Studies or Continuing Education Programs*

1. The Applicant has a demonstrated ability to successfully complete the study.
2. The Applicant clearly articulates relationship between longer-term professional goals and current position within the organisation. Supporting documentation would be an advantage.

#### *Conference or Seminar Attendance*

1. The Applicant demonstrates that attendance will result in improved quality of practice and health service delivery.

### **Assessment Process**

1. Applications are to be considered and approved by the Toowoomba Hospital Foundation Grant Sub-Committee and Board.
2. The Board reserves the right to seek additional information, to consult externally as part of the decision-making process and to approve part or full funding.

## Undertaking

1. The Applicant will be required to submit evidence of successful completion of study within one (1) month of receiving results.
2. The Applicant must advise the Toowoomba Hospital Foundation if they either withdraw from the course or are unsuccessful and the Toowoomba Hospital Foundation reserves the right to require reimbursement of all or part of the funds.
3. The Applicant attending a Conference or Seminar is required to submit a written report or conduct a presentation to the Toowoomba Hospital Foundation Board.
4. **If successful in obtaining a THF grant - funds must be expended within 12 months from the approval date or the grant will be cancelled and the applicant will be required to reapply.**

## Submission Contact Details

Toowoomba Hospital Foundation

PO Box 7646

Toowoomba Qld 4350

Telephone: 07 46166166

Email: [admin@toowoombahospitalfoundation.org.au](mailto:admin@toowoombahospitalfoundation.org.au)

Website: [www.toowoombahospitalfoundation.org.au](http://www.toowoombahospitalfoundation.org.au)