

CONDITIONS FOR THE PROVISION OF HETI AWARDS IN PSYCHIATRY AND MENTAL HEALTH

HETI will select which applicants will be offered an Award (“the Awardee”) and the terms and conditions attached to such Awards (“the Award”). All successful applicants will be notified in writing as will their employers and their names and the Award will be displayed on the HETI website for the duration of the term of the Award.

1 Supervision

- 1.1 The oversight of the Awardee's training in the Project will be carried out by a supervisor approved of and designated as such by HETI who has formally indicated commitments to the Project and the Awardee's training and/or research.
- 1.2 While HETI may approve and nominate a supervisor, HETI is not responsible for the supervisor or the supervisor's advice, mode of supervision, directions or availability or any cost or expense of the supervisor incurred in supervising the Project.
- 1.3 Should the supervisor report that the Awardee is not complying with his/her obligations under this Agreement, HETI may give notice to the Awardee to provide details of his/her actions. If the Awardee does not provide such details within the period prescribed by the notice or if HETI believes that the explanations given by the Awardee are not satisfactory, in the reasonable opinion of HETI, HETI may terminate the Award. At the end of this notice period if the Awardee has not provided the required explanations, the Award will be terminated.

2. Ethics

For Projects involving research that require ethics approval, the Awardee will be required to submit details of their Human Research Ethics Committee (HREC) approval before commencing the Award. In the event that the Awardee does not have access to a locality or domain HREC, HETI has negotiated a service contract with a HREC for Awardees' use. It will be necessary for any Awardee so affected to advise as early as possible if ethics approval is needed but not yet obtained.

3 Teaching Commitment

There is an expectation that Awardees will participate in postgraduate teaching for up to five sessions per year whilst undertaking their Award. Awardees are expected to contribute to postgraduate teaching at HETI during their Award at a level consistent with the Awardee's expertise and experience.

Where postgraduate teaching is deemed appropriate during the term of the Award, part of such teaching may (as a condition of HETI's approval) be required by HETI to take place at HETI or such other place or places as HETI may, in its absolute discretion, nominate.

4 Reports

- 4.1 Within the first three (3) months of the Award, the Awardee must forward to HETI a report on his/her progress, in such form and containing such information as may be required by HETI.
- 4.2 A final report, in such form and containing such information as may be required by HETI, on the Project and tenure of the Award is to be submitted to the Director not more than three (3) months later than the Termination Date. This report will, at a minimum, summarise the training received during the term of the Award and the outcomes of the year of study.
- 4.3 In lieu of a final report, a paper submitted to a peer-reviewed journal, which has acknowledged receipt thereof, will be acceptable. The Awardee must be the first author of the paper and the provisions of clause 5 must be complied with.
- 4.4 A formal confidential report from the designated supervisor should be also submitted.

5 Publications

- 5.1 The following conditions apply to publications on or related to the Project and the Award prepared by the Awardee after the completion of or as a result of the training he/she receives or any research carried out during or as part of the training ("the Works"):
 - 5.1.1 Any published or unpublished Works shall state that the work has been carried out by the author as an Awardee of the Health Education & Training Institute and two (2) copies of all such Works are to be forwarded to HETI for approval before publication.
 - 5.1.2 If HETI authorises the Awardee to publish the Works, the Awardee agrees, at the request of HETI to acknowledge and agree that Copyright in the Work shall be the property of HETI;
- 5.2 HETI does not accept financial responsibility relating to the publishing of works (including the cost of publication and presentation to the publisher).

- 5.3 HETI accepts no responsibility relating to the accuracy of the Works, and the Awardee hereby indemnifies HETI and keeps HETI indemnified, from and against all actions, claims, demands, costs or other claims brought against HETI for or in respect of the content of the Works, including defamation or claims for breach of privacy or client/patient confidentiality.

6. Applicable Policies and Guidelines

- 6.1 At all times during the Award the Awardee will be bound by NSW Health Policy Directives and Guidelines as published from time to time. (<http://www.health.nsw.gov.au/policies/Pages/default.aspx>)
- 6.2 In addition the Awardee may be required to comply with any local policies, procedures and guidelines of their respective employers.

Acceptance of Award

- ☐ **I ACCEPT** the Award and I understand the conditions of the Award as outlined above.
- ☐ **I DO NOT ACCEPT** the Award.

I will commence the Award on [date].

Name:

Signed: Date: