

# RURAL MEDICAL TRAINEE SCHOLARSHIP APPLICATION GUIDELINES

## ABOUT THE SCHOLARSHIP

HETI aims to support equity of access to education and training for NSW Health medical trainees working in rural or remote areas. Rural Medical Trainee Scholarships are available to these trainees to provide financial support for costs directly incurred by accessing activities of continuing professional development (CPD). Scholarship amounts are capped at \$4,500 (including GST) per applicant, per financial year.

Applications for the second intake for the Rural Medical Trainee Scholarship 2022/23 will be open from Wednesday 22 March 2023 to 11:59pm Wednesday 19 April 2023. Late applications will not be accepted.

## ELIGIBILITY CRITERIA

In order to qualify for the Rural Medical Trainee Scholarship, applicants must be:

- Accessing a CPD activity that is relevant to their training and is completed between 1 July 2022 and 30 June 2023
- An Australian or New Zealand citizen or permanent resident and;
- In attendance of CPD activities while based in a NSW Health rural hospital site (MMM3-7) with a contract of nine months or greater and;
- Employed as a medical trainee (full-time or part-time) under the NSW Health Public Hospital Medical Officers (State) Award and;
- Supported by their Network Director of Training or Line Manager.

## APPLICATION REQUIREMENTS

All scholarship applications must be submitted via MyHETIConnect ([connect.heti.edu.au](https://connect.heti.edu.au)) and include the following supporting attachments:

- Proof of Australian / New Zealand citizenship or permanent residency and;
- Document confirming current employment at a rural training facility with a contract of 9 months or greater (e.g. Letter of Offer, Letter from employer) and;
- Evidence of CPD activity (e.g. information flyer or email from the event organiser noting the following details: payment receipt, date, location, purpose and intended attendees of activity/event) and;
- A letter from Network Director of Training or Line Manager on Health Service letterhead (template included on Page 4 for reference) containing confirmation of their support for the nominated CPD activity;
- Quotes (minimum of two each) or receipts for any travel and/or accommodation expenses.

## ASSESSMENT OF APPLICATION PRIORITY

An applications review panel will assess all applications for priority against the following criteria:

### Priority 1 (P1): Mandatory Requirement

- Completion of the CPD activity is a mandatory requirement for completion of current training program.

### Priority 2 (P2): Essential Knowledge or Skill

- CPD activity addresses a knowledge or skill gap considered to be an essential requirement for current stage of training program;

### Priority 3 (P3): Desirable Knowledge or Skill

- CPD activity may be a requirement for prospective entry onto a training program or rotation or;
- CPD activity addresses an individual or service skill gap but is a non-essential requirement for training program or current training rotation.

### Priority 3-4 (P3-P4): Leadership and Management Development

- CPD activity develops skills in clinical teaching, supervision, leadership or management. Development in these areas for PGY3+ applicants will be granted Priority 3.

All applicants who identify as Aboriginal or Torres Strait Islander will be categorised as Priority 1 (P1) for scholarship.

## OTHER GENERAL CONDITIONS AND GUIDELINES

1. Total scholarship funds are capped at \$4,500 (incl. GST) per applicant, per financial year. The \$4,500 scholarship cap applies to the combined cost of the nominated CPD activity and the travel and accommodation expenses directly incurred by the activity. Although scholarships may be approved prospectively, scholarships will be awarded as a reimbursement of actual expenses.
2. Applicants must be working in rural or remote hospitals with classifications between MMM3 and MMM7 inclusive, as classified by the Modified Monash Model.  
<https://www.health.gov.au/resources/apps-and-tools/health-workforce-locator/health-workforce-locator>
3. Nominated CPD activities must take place between 1 July 2022 and 30 June 2023 and must be completed during the applicant's period of employment at the rural site.
4. Limits on travel and accommodation costs apply. Please refer to Travel Policy ([PD2016\\_010](#)) for more detail. For use of a personal vehicle, please calculate reimbursements at 78c per kilometre travelled, in line with [ATO guidelines](#). Petrol and meals are not accepted as eligible reimbursable costs.
5. Applicants must provide evidence of attendance immediately after successful completion of the CPD activity. Scholarship funds will be released upon receipt of proof of attendance. Applicants may have their scholarship offer rescinded should they fail to attend and/or successfully complete their nominated CPD activity.
6. Only domestic CPD activities are eligible for scholarship. Eligible CPD activities may include short-courses, long-courses, workshops, programs, exams, conferences, and tertiary study. College registration fees and relocation costs to complete term rotations are not accepted as eligible activities of continuing professional development.
7. Only complete applications with all supporting documentation will be reviewed. Requests to follow-up incomplete applications will be made via email. Applicants will be provided with 4 days to submit missing information or documentation. Failure to return requested information within 4 days will automatically annul the application.
8. Applicants must declare other alternative sources of funding support received or to be received for the nominated activity/event.
9. Scholarship funding is not guaranteed. All applications are required to undergo an applications screening and assessment process to determine eligibility and priority for funding.
10. Final scholarship funding amounts are determined on an application-by-application basis according to the application criteria, total funding requested, total funding available, total number of CPD

activities nominated and priority of the CPD activities nominated. Funds awarded may not cover all costs disclosed in the application.

11. HETI will email applicants to confirm receipt of their application. Applicants will be notified of their application outcome via email within 28 days of application closing date. Due to the high volume of applications received, applicants should follow-up if they not received correspondence from HETI within 28 days of submitting their application.
12. Applicants must notify HETI of any changes to information provided in their application. HETI reserves the right to rescind a scholarship offer if a disclosed change of circumstances affects eligibility for a scholarship under the Rural Medical Trainee Scholarship eligibility criteria.
13. Funds granted to eligible trainees under this scheme does not negate any of the Trainees' State Award employment conditions.
14. Trainees are advised that the ATO may consider support received under the scheme to be an assessable allowance which may attract income tax obligations. Trainees are advised to seek independent taxation advice where required.
15. All applicants are bound by the NSW Health Code of Conduct ([PD2015 049](#)). Information supplied by the applicant will be taken in good faith to be true and accurate. If an applicant is found to have supplied misleading or false information, this may result in a scholarship offer being rescinded, or a return of any scholarship funds awarded.

## APPENDIX 1: Template Letter of Support

<Agency/institution letterhead>

<Date>

Dear HETI Rural Medical Trainee Scholarship Applications Review Panel,

**Re: Letter of Support for Dr <Applicant Name> to receive HETI Rural Medical Trainee Scholarship 2022/23**

I am writing to provide my support for Dr <Applicant Name>'s application for the HETI Rural Medical Trainee Scholarship 2022/23.

Dr <Applicant Name> is currently employed at <Site> as a <Applicant Position (PGYx)> on a temporary contract commencing on the <Contract Commencement Date> and concluding on the <Contract Conclusion Date>.

I am aware that Dr <Applicant Name> has applied to receive a scholarship to complete the <CPD Activity Name> to be held on <CPD Activity Date>.

<Enter any further information or character reference>

I fully support Dr <Applicant's Name> for a HETI Rural Medical Trainee Scholarship. Please do not hesitate to contact me should you need any further information.

Kind regards,

<Network Director of Training/Line Manager Signature>

<Network Director of Training/Line Manager Name>

<Position>

<Contact Email>

<Contact Phone>