



S·A·R·R·A·H

Services for Australian
Rural and Remote Allied Health

Nursing and Allied Health Scholarship and Support Scheme (NAHSSS)



Australian Government

Department of Health

NAHSSS Allied Health Clinical Placement Scholarship Stream

The NAHSSS Allied Health Clinical Placement Scholarship is funded by the
Commonwealth Department of Health

Table of Contents

INFORMATION FOR SCHOLARSHIP APPLICANTS	3
1. GENERAL INFORMATION	3
2. ELIGIBILITY CRITERIA	3
2.1. ELIGIBLE ALLIED HEALTH PROFESSIONS	3
2.2. ACCREDITED APPROVED COURSES.....	4
2.3. ELIGIBILITY REQUIREMENTS	5
3. ADDITIONAL SCHOLARSHIP INTRODUCED IN 2014/2015 FEDERAL BUDGET	5
4. APPLICATION PROCESS	5
5. ELIGIBLE CLINICAL PLACEMENT LOCATIONS.....	6
6. SELECTION PROCESS.....	6
6.1. CONDITIONAL OFFERS	7
6.2. SCHOLARSHIP APPROVAL PROCESS	8
6.3. UNSUCCESSFUL APPLICANTS	8
6.4. EFFECT OF OTHER SCHOLARSHIPS AND BURSARIES	9
7. REQUIREMENTS OF THE CLINICAL PLACEMENT ORGANISATION.....	9
8. ARRANGEMENT OF CLINICAL PLACEMENT	9
9. SCHOLARSHIP ALLOWANCES	10
10. PAYMENT TYPES.....	10
10.1. TRAVEL ALLOWANCE	10
10.2. ACCOMMODATION.....	11
10.3. LIVING EXPENSES (STIPEND)	11
11. SCHOLAR EVALUATION	11
12. ROLE OF THE SUPERVISOR	12
13. SELECTION OF SUPERVISORS	12
14. CHANGE OF SUPERVISOR	12
15. SUPERVISOR SUPPORT PAYMENTS	13
16. COMMUNITY SELECTION	13
17. INSURANCE.....	14
18. INABILITY TO ATTEND OR COMPLETE A PLACEMENT	14
19. SCHOLARSHIP PAYMENTS AND TAX/CENTRELINK BENEFITS.....	14
20. APPEALS	15

Information for Scholarship Applicants

1. General Information

The Australian Government aims to consolidate and build on workforce programs to ensure they better align with, and are able to respond to the needs of health professionals to train and practice, particularly in clinical areas and locations of particular need.

The objectives of the consolidated NAHSSS are to:

- Increase the health workforce by facilitating the entry of jobseekers and youths interested in pursuing a career in nursing and allied health professionals.
- Facilitate the continued professional development of nurses and allied health professionals.
- Encourage the pursuit of a health career in both geographic areas and professions where there are shortages.

The next round of applications open for clinical placements that take place from 1 January to 30 June 2016. Applicants are highly encouraged to read frequently asked questions and step by step instruction on how to complete the application form which are available in the clinical placement scholarship page on our website www.sarrah.org.au before commencing your application.

2. Eligibility Criteria

2.1. Eligible Allied Health Professions

The NAHSSS: Allied Health Clinical Placement Scholarships are open to allied health students enrolled in eligible allied health professions listed below:

- Aboriginal Health Worker (Cert IV and above only)
- Audiology
- Chinese Medicine
- Chiropractic
- Dentistry
- Oral Health
- Dietetics & Nutrition
- Exercise Physiology (AAESS approved only)
- Genetic Counselling (Postgraduate study only)
- Medical Radiation Science
 - Medical Imaging
 - Nuclear Medicine Technology
 - Radiation Therapy
- Occupational Therapy
- Optometry

- Orthoptics
- Osteopathy
- Paramedic
- Physiotherapy
- Podiatry
- Prosthetics and Orthotics
- Psychology (*Honours, Postgraduate only in Health, Counselling, Neuro Psychology and Clinical Psychology only*)
- Social Work (Australian Association of Social Workers approved courses only)
- Speech Pathology, and
- Sonography

If the allied health profession of your course is not listed, you will be unable to submit your application form. Please email your course details to clinicalplacement@sarrah.org.au or the relevant professional organisation to confirm if your course is an approved/accredited course.

If you are undertaking Nursing, Pharmacy or Medical degrees please contact the following organisations for more information regarding the scholarships available for these professions.

- Nursing students and professionals should contact the [Australian College of Nursing \(ACN\)](#) for information relating to nursing clinical placement scholarships.
- Pharmacy students and professionals should contact the [Pharmacy Guild of Australia](#) for information relating to pharmacy clinical placement scholarships.
- Medical students should contact the [Australian College of Rural and Remote Medicine \(ACRRM\)](#) for information relating to medical clinical placement scholarships.

The health profession 'public health' is not an eligible allied health profession under this scholarship stream.

If you are a 1st year undergraduate student you will need to wait until your 2nd year of study to be eligible to apply for a scholarship under this scholarship stream.

You are eligible to receive only one scholarship during your course of study under this scholarship stream.

Applications received beyond the application period are not considered for a scholarship.

The scholarship you are awarded is non-transferable between the NAHSSS Scholarship streams.

2.2. Accredited Approved Courses

The courses that are accredited/approved by the professional body for the particular health profession or its specific course-accrediting organisation are the only courses eligible under this scholarship stream.

Please ensure that the course you are undertaking meet this requirement before completing your application form.

2.3. Eligibility Requirements

Applicants will be assessed against the following criteria and the applicants that meet the following eligibility criteria have an equal opportunity to receive a scholarship under this scholarship stream

- a) An Australian Citizens or Permanent Residents of Australia. If you are New Zealand citizen, please [click here](#) to determine your eligibility for Australian Citizenship/Residency.
- b) Enrolled as a full-time or part-time student in an accredited/approved Australian eligible allied health course.
- c) Undertake clinical placements (*minimum 1 week to maximum 6 weeks*) in a relevant calendar year in Australian rural/remote communities.
- d) Undertake clinical placement away from the university town.
- e) Undertake rural clinical placement within ASGC-RA 2-5 classifications.
- f) **Not** receive support for the **same** clinical placement from state or territory government programs or other sources.
- g) Comply with the requirements of the clinical placement organization.

3. Scholarships Introduced in 2014/2015 Federal Budget

As a part of the scholarships introduced by the Commonwealth Government in its 2014/2015 budget, SARRAH will award 10 additional scholarships under the NAHSSS Allied Health Clinical Placement Scholarship Stream in 2016 in identified areas of practice i.e. primary care, aged care, mental health as well as Indigenous Health services. The eligibility criteria, application process and funding amount for these scholarships are the same as for current scholarships noting that these additional scholarships can only be awarded to eligible applicants whose area of placement covers primary care, aged care, mental health and/or indigenous health services.

4. Application Process

A link to the online application will be available on the clinical placement page on the SARRAH website www.sarraah.org.au on the applications opening date. Applications submitted on-line will be assessed against the eligibility and selection criteria. All applicants are highly encouraged to read the [Step by step instructions](#) before commencing the application. All applicants will receive an automated confirmation email once their application has been successfully submitted. If you do not receive this email your application **has not been submitted**. Please check your spam and junk mail boxes for the confirmation email before you contact the Scholarship Administrator to verify successful submission of your application.

The online applications will be open for six weeks, from 18 August to 8 October each year for the subsequent calendar year scholarship funding round. However, the next funding round is for the placements from 1 January to 30 June 2016.

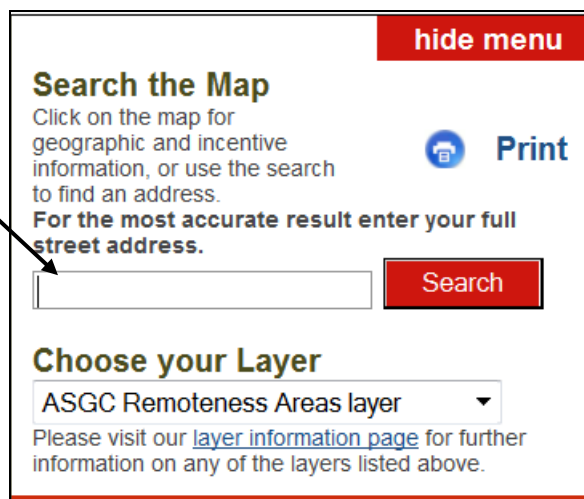
At the time of application, the clinical placement details are not mandatory. Applications can be submitted without this information.

5. Eligible Clinical Placement Locations

Allied health scholarship recipients may undertake a clinical placement in a variety of regional or remote allied health practices including an Aboriginal medical service, community health care centre, hospital, public or private practice, or a combination of these with an AGSC-RA rating of 2-5.

Rural classifications are determined by use of the ASGC-RA which is a geographic classification system that was developed in 2001 by the Australian Bureau of Statistics (ABS), as a statistical geographical structure which allows quantitative comparisons between 'city' and 'country' Australia.

To ensure that your community is an ASGC-RA classified area 2 – 5, please follow this link for clarification www.doctorconnect.gov.au . Type your address of your clinical placement location in this box to check the rural classification.



The screenshot shows a web interface for searching maps. At the top right is a red button labeled "hide menu". Below it is the heading "Search the Map" followed by instructions: "Click on the map for geographic and incentive information, or use the search to find an address." To the right of this text is a "Print" button with a printer icon. Below the instructions is a bolded instruction: "For the most accurate result enter your full street address." Underneath this is a text input field and a red "Search" button. Below the search section is the heading "Choose your Layer" and a dropdown menu currently showing "ASGC Remoteness Areas layer". At the bottom, there is a link: "Please visit our [layer information page](#) for further information on any of the layers listed above."

In determining rural or remoteness for NAHSSS: Allied Health Clinical Placement, the Australian Government acknowledges that universities within **Tasmania** and the **Northern Territory** do not provide oral health and most allied health courses. For the purpose of this scholarship program, **clinical placements in the Northern Territory and Tasmania will be considered eligible regardless of the ASGC-RA classification.**

6. Selection Process

Selection of scholarship recipients will be based on the applicant's eligibility against the selection criteria. Applications are invited from across Australia; however, placement rurality and other criteria are used as a ranking tools when the applications are oversubscribed. The Administrator is responsible for selecting scholarship recipients and deciding on the number of scholarships to be awarded each year in accordance with these Guidelines and the Funding Agreement.

If there are more applicants for scholarships than there are places available, not all applicants who meet the eligibility criteria will be offered a scholarship.

There is a **three-stage selection process** to determine which applicants are offered a scholarship:

- Stage 1:** Applications are first assessed against the eligibility criteria. The applications that meet these criteria move to Stage 2.
- Stage 2:** Eligible applications are ranked against selection criteria to determine a scholarship recipient shortlist called an 'Order of Merit'.
- Stage 3:** The Selection Process provides the Order of Merit, based on which, applicants may be conditionally offered scholarship places. The Order of Merit is valid for that year's application round only. Unsuccessful applicants can reapply in future years. The order of merit will not be made available publically and students will not be informed of their rank.

All applicants will be advised of the outcome of their application by e-mail.

6.1. Conditional Offers

A conditional offer is provisionally awarded to an applicant based on the information provided in the application form (**this is not an offer of a scholarship**). A provisional offer does not guarantee scholarship approval until all requested/mandatory documents are submitted within an agreed timeframe.

Instructions to Applicants on Conditional Offer:

- Step 1:** Read carefully the "**Conditional Offer Terms & Conditions**" ensuring you understand all the requirements.
- Step 2:** Indicate your acceptance/decline of the conditional offer by ticking appropriate box, sign and date the document and return to SARRAH by the due date.
- Step 3:** **Option 1:** If your clinical placement details are confirmed, complete the scholar agreement and submit with mandatory supporting documents as per the checklist by the due date. Email or faxed copies will not be accepted.

Option 2: If your clinical placement details are not known by the due date, you **MUST** contact the NAHSSS: Allied Health Clinical Placement Scholarship team to arrange an extension. To support this extension, you must provide written evidence from your university stating the expected timeline on the announcement of your eligible rural clinical placement. **Failing to**

respond by the due date to arrange extension will forfeit the conditional offer. The acceptance of the offer and university letter must be submitted by post only. Email and faxed copies will not be accepted.

6.2. Scholarship Approval Process

Recipients of the conditional scholarship offer must provide the completed “**Scholar Agreement**” with **certified copies** of the following documents to confirm the information provided on the application form:

- **Evidence of Citizenship/Residency:** Birth Certificate, Australian Passport, Permanent Resident Status).
- **Photo & Signature ID:** Drivers Licence, Student ID, Proof of Age Card etc.

In addition to the above, applicants must also provide the following information:

- **2016 Enrolment Details.**
- **2015 Semester 2 results** (if placement is in Semester 1) **or 2016 Semester 1 results** if placement is in Semester 2.
- **All other information listed in the “Document Checklist”.**
- If the documents submitted satisfy the NAHSSS Allied Health Clinical Placement Scholarship requirements, approval will be granted.

The “**Approval Letter**”, including the following information will be emailed to the scholarship recipient:

1. breakdown of eligible allowances and dates of payment,
2. scholar evaluation link and due date for evaluation,

At the time of approval, the following third parties will also be contacted:

1. **Supervisor** – to complete the registration requirement prior to the commencement of the placement.
2. **Accommodation Provider:** requesting invoice for payment prior to the placement.
(a copy of the email communication will also be emailed to the scholar to confirm accommodation booking.

6.3. Unsuccessful Applicants

Unsuccessful applicants will be advised by e-mail. However, unsuccessful applicants may progress up the order of merit and have a conditional offer awarded at a later date, due to forfeiture of conditionally offered or awarded scholarships

Should places become available, an 'Expression of Interest' (Eoi) will be emailed to the next eligible applicant on an established order of merit basis. Respondents will then receive the 'Conditional Offer Pack' by email. The process for applicants will be same as outlined in 6.1-6.2 above. If unsuccessful applicants are not contacted within the relevant scholarship round, they may re-apply for a scholarship in subsequent application rounds if they meet the eligibility criteria.

6.4. Effect of Other Scholarships and Bursaries

A Clinical Placement applicant is ineligible if they receive support for the **same** clinical placement from state or territory government programs or other sources.

Only the NAHSS Undergraduate and Clinical Psychology scholars are exempt from this rule and are able to apply for the Clinical Placement Scholarship.

7. Requirements of the Clinical Placement Organisation

Allied health students undertaking a clinical placement within an **Indigenous Australian community** must undertake **safety & cultural sensitivity training**. You will need to provide evidence of having completed such training. Alternatively, if training is provided by your placement facility or organisation at the commencement of the placement, you will need to provide proof of this. Scholarship payments will not be made until such evidence is provided to the Administrator.

The Clinical Placement organisations may also require recipients to comply with certain requirements such as providing a criminal history check. The scholarship recipient is responsible for ascertaining the necessary requirements and for complying with them.

8. Arrangement of Clinical Placement

The clinical placement arrangements must be agreed to by the Clinical Placement Organisation, Supervisor, Education Institution and the Administrator. Clinical placements may occur during semester or vacation periods, provided the placement is completed during the eligible funding round as defined in the Application Form.

Where clinical placement is a compulsory course requirement, the education institution normally arranges the placement location, organisation and supervisor. They may also arrange accommodation, where required. The recipient must confirm with their education institution on the arrangements made by the education institution and what the recipient will need to organise.

It is the recipient's responsibility to arrange a letter of confirmation from the Supervisor agreeing to provide clinical support for the duration of the placement and submit this letter with the Scholar Agreement.

If the education institution does not arrange clinical placements, the recipient must do so. This includes choosing the placement community, confirming the placement with the organisation and arranging a supervisor. In these circumstances, the scholarship recipient must also organise travel and accommodation if required.

9. Scholarship Allowances

Scholarship allowances of up to \$11,000 are available for eligible clinical placements in approved/accredited disciplines for placements in the relevant calendar year.

Recipients will receive funding support for a placement of up to six weeks only. The scholarship funding is available for travel, accommodation and living expenses but will not necessarily cover all costs incurred.

The placement weeks may be split, however the travel component of the funding will be provided for only one return trip from the point of residence to the clinical placement site. Any additional travel costs must be met by the student. Accommodation, living expenses and supervisor support will be available for each stage of split placement, up to a maximum combined total of six weeks.

10. Payment Types

There are four separate payment types available for clinical placement scholarships. The Administrator will provide payment towards the cost of travel, accommodation (if appropriate), supervisor honorarium and general living expenses for up to a maximum 6 week placement.

10.1. Travel Allowance

Travel allowance is determined and approved by the Administrator on a case-by-case basis and the methodology used may include equivalent costs of flights, bus, train and ferry transport, or a combination.

Where scholars are using private transport, a travel allowance will be paid to the student prior to the commencement of the clinical placement. Mileage/petrol costs are calculated as follows:

- By using 'Google Maps' as a guide to determine the number of kilometres travelled @ \$0.70/km, then
- Determining the cost of the most economical method of alternative transport.

The less expensive of the two travel estimates is then paid to the scholar prior to the commencement of the placement.

Scenario:

For instance, a scholar from Melbourne is undertaking a clinical placement in Albury and wishes to drive his/her own vehicle.

- *Kilometres travelled using 'Google Maps' estimated at 652 kms return.*
- *652 kms @ \$0.70.km = \$456 travel allowance.*

- *A return flight from Melbourne – Albury – Melbourne is around \$350 return (at the time of writing).*
- *The approved travel allowance payable is \$350 in this instance.*

This is an example only.

Where Flights are required, scholars must contact the Administrator before booking any flights. Flight booking and confirmation is subject to Scholarship Approval.

10.2 Accommodation

Accommodation allowance of up to \$100 per night or \$700 per week is available. However higher accommodation rates in high cost country centres as governed by the Australian Taxation Office, will be considered if placements are undertaken in the high cost country centres.

Any cost incurred in excess of the approved budget shall be paid by the Scholar.

Eligible accommodation allowance will be paid on the scholar's behalf to the service supplier prior to the commencement of the clinical placement. The Administrator will contact the supplier for a valid tax invoice for payments.

Reimbursement on accommodation will only be made to scholars upon submitting evidence of payment made to the accommodation provider. Where a refundable deposit is required, scholars MUST pay this. However, some accommodation providers may require security deposit and full payment in advance. This information should be immediately communicated to the Administrator to enable follow-up with the Service Supplier for invoice and payments. Otherwise scholars may pay the deposit and submit receipt(s) to the Administrator for reimbursement.

Accommodations with private providers or boarding with families/friends can be considered, however sufficient evidence such as the lease agreements, written evidence, receipts etc. will be required.

It is the Scholars responsibility to book and confirm the accommodation prior to the commencement of the clinical placement. A quotation and contact details (phone and email) of the accommodation provider must be submitted with the Scholar Agreement.

10.3. Living Expenses (Stipend)

Scholars are eligible for \$500 weekly living allowance and this will be paid to the Scholar in advance and on a fortnightly basis for the duration of the clinical placement, up to six weeks (*the maximum length of time a scholar can receive NAHSSS: Allied Health Clinical Placement*).

11.Scholar Evaluation

All completing scholars are required to complete the online Scholar Evaluation. Responses to the survey are confidential, and will only be seen by the Clinical Placement Scholarship team. Only

aggregated/grouped results will be reported to the Department of Health and Ageing, and responses will be de-identified and themed in the survey report.

The Evaluation will enable scholars to provide feedback on their clinical placement experience, as well as provide valuable feedback about NAHSSS: Allied Health Clinical Placement for future improvements.

12. Role of the Supervisor

Nominated supervisors must be qualified allied health practitioners and will generally be employed in the same health service and discipline in which the clinical placement takes place.

The Administrator will directly liaise with the nominated supervisor for relevant paperwork. Scholarship recipients must provide the name and contact details of their nominated supervisor prior to the commencement of the clinical placement.

Prior to the placement, the supervisor will communicate with the scholarship recipient to discuss preparation for, and organisation of, the placement.

The supervisor will, for the duration of the placement:

- provide clinical experiences that are appropriate to the recipient's year of study;
- provide opportunities for the student to interact with other health providers and a range of professionals in the community;
- facilitate linkages for the student with the nearest University Department of Rural Health or Rural Clinical School (if appropriate); and
- provide an overview of health services in the community.

13. Selection of Supervisors

If the placement is a compulsory component of a course of study, the tertiary education institution will normally specify a location and the recipient will then liaise with the host site to identify a supervisor. Otherwise, the recipient will choose a host site and liaise directly to arrange the clinical placement, including identifying a supervisor.

14. Change of Supervisor

If at some point a nominated supervisor is unable to continue in that role, the student or the educational institution's clinical placement coordinator will identify a replacement and inform the Administrator of the changed arrangements.

15. Supervisor Support Payments

The Administrator will pay supervisor support payment of \$300 (+ GST if applicable) per approved NAHSSS clinical placement week. Should a supervisor's circumstances change during the placement and they are no longer able to continue in that role, the payment will be redirected to the new supervisor.

Where the placement is undertaken in a State/Territory health facility, Private Practice or Not for Profit Organisations, the supervisor needs to seek advice from their employer to confirm whether they can receive the supervisor support payment personally, or if it must be paid to their employer. An authorization letter from the employer must be submitted for personal payment to be made to the supervisor.

To be eligible for the supervisor honorarium payment, Supervisors are required to:

1. Submit a completed registration form prior to the commencement of the placement with a copy of photo & signature ID.

If the nominated supervisor is already registered with NAHSSS, the registration process is not required unless the supervisor's employer has changed.

2. Submit an online evaluation* on behalf of the scholar on completion of the clinical placement (*evaluation link will be emailed when the registration form is received*).
3. Submit a valid invoice as soon as the supervisor evaluation is complete.

**Responses to the survey are confidential, and will only be seen by the Clinical Placement Scholarship team. Only aggregated/grouped results will be reported to the Department of Health, and responses will be de-identified and themed in the survey report.*

The Evaluation will enable supervisors to provide feedback on the scholars clinical placement experience, as well as provide valuable feedback about NAHSSS: Allied Health Clinical Placement for future improvements.

16. Community Selection

Priority will be given to clinical placements where the community is classified as inner regional, outer regional, remote or very remote as per the ASGC-RA or any location in the Northern Territory or Tasmania. The clinical placements must be undertaken away from the university town.

Scholarship applicants must provide details of any confirmed clinical placement as part of their application. Where this is not possible, details must be provided to the Administrator prior to commencement of an eligible clinical placement.

17. Insurance

Scholarship recipients must liaise with their clinical educator/coordinator about appropriate professional indemnity and workers compensation insurance.

Scholarship recipients must also provide the Administrator with documentary evidence of appropriate insurance coverage prior to the commencement of clinical placement.

18. Inability to attend or complete a Placement

If a recipient is unable to attend or complete the clinical placement, she/he must provide written evidence of the circumstances to the Administrator. All requests must be provided to the Administrator within 14 calendar days of the event occurring.

Requests for scholarship or clinical placement deferral are not automatically approved and will generally only be approved in exceptional circumstances. For the purposes of the NAHSSS Allied Health Clinical Placement Scholarships, exceptional circumstances are defined as “circumstances outside of the control of the scholarship recipient” and include, but are not limited to, illness, injury, bereavement or natural disaster.

Being unable to arrange or attend an eligible clinical placement between the defined eligible placement period is NOT grounds to defer the scholarship funding. The eligible placement period is generally the upcoming calendar year, but applicants should refer to the Application Form to confirm the eligible placement period for each application round.

If deferral is approved, the remaining scholarship funds will be held by the Administrator until the recipient can resume or attend the clinical placement. The funds may not be deferred for more than one academic year. If a recipient is unable to resume or attend the clinical placement by a date agreed between the Administrator and the scholarship recipient, the scholarship will be withdrawn and offered to the next person on the Order of Merit.

A recipient unable to resume/commence the clinical placement for valid reasons will be required to forfeit the remainder of their placement without penalty. They will retain payments already received.

Recipients who cease to meet the ongoing eligibility criteria must immediately inform the Administrator and will not receive a penalty.

Payments to the scholarship recipient’s supervisor will cease from the date that the recipient advises they are unable to attend or complete their clinical placement.

19. Scholarship Payments and Tax/Centrelink Benefits

Scholarship applicants and recipients are encouraged to seek advice from the Australian Taxation Office and/or Centrelink about any impact the awarding of a scholarship may have on their financial situation.

Depending on the scholarship and your mode of study, scholarship payments may be taxable.

Information is available from the Australian Taxation Office at www.ato.gov.au and from Centrelink at www.centrelink.gov.au.

20. Appeals

Scholarship applicants may not appeal the selection of scholarship recipients or the amount of funding awarded.

Compulsory Documents to read for the application process:

1. Frequently Asked Questions

2. How to Complete the Application Form

3. Clinical Placement Specific Guidelines