

## GUIDELINES

### Background

The Toowoomba Hospital Foundation exists to:

- Support and promote the service of the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home;
- Promote integration of the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home into the Toowoomba urban community;
- Support the pursuit of excellence in service and people's health outcomes at the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home by improving facilities, equipment, research and development, and education and training;
- Support the pursuit of excellence in service and health outcomes in regional health services in Queensland and Australia.

### Policy

Grants are awarded under the Hospitals Foundations Act 2018.

### Eligibility

1. Applications are accepted from Darling Downs Health (DDH) employees servicing the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home.
2. Applications are accepted for Undergraduate Studies and Postgraduate Studies at a recognised training organisation, including Universities & TAFE.
3. 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.
4. 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?
5. The Applicant has not received similar funding in the same financial year.
6. The study being applied for *must* be relevant to your current position within Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home.
7. Temporary staff are not eligible.
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 – Phone queries 4616 6961 or <http://qheps.health.qld.gov.au/darlingdowns/pdf/procedure/4-01-009.pdf>

### Funding details

1. Applications are accepted up to \$5000 for Undergraduate Studies
2. Applications are accepted up to \$5000 for Postgraduate Studies
3. Reimbursement of scholarship funds will be made to the *Applicant* upon successful completion of each study unit. Reimbursement will be made upon presentation of payment proof (ie tax invoice/receipt) and academic record.
4. Expenses relating to course costs materials and other costs may be reimbursed at the discretion of the Chief Executive Officer.
5. Applicants must disclose any other funding received.

## How to apply

1. Complete the Scholarship 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 website. **(Refer Submission Contact Details)**

## Lodgement Deadline

1. Applications for Scholarship funding must be received prior to the 3<sup>rd</sup> Wednesday of each month the year of commencing study.

## Fringe Benefits Tax

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

## Required Endorsements

Have the form signed by your Line Manager and Relevant Member of Darling Downs Health Executive or relevant Hospital Service Manager.

<http://qheps.health.qld.gov.au/darlingdowns/html/our-service/executives.htm>

## 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 Toowoomba Hospital, Baillie Henderson Hospital & Mt Lofty Heights Nursing Home.
3. The funding is not available through DDH budget allocations or other funding sources.

## Assessment Criteria – Specific

1. The Applicant has demonstrated an ability to successfully complete the study.
2. The Applicant has demonstrated a commitment to health care delivery in the Toowoomba District.
3. The Applicant has clearly demonstrated a goal to improve their knowledge and skills
4. The Applicant clearly articulates relationship between longer-term professional goals and current position within the organisation. Supporting documentation would be an advantage.

## Assessment Process

1. Applications are considered and approved by the Toowoomba Hospital Foundation 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. If funding is not accessed within 2 years of having the Scholarship approved – funding may be revoked.
3. 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 from the applicant.

## 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)