

**(4 May 2010)**



## **RAMUS CONFERENCE PLACEMENT PROGRAM 1 July 2010 – 30 June 2011**

### **GUIDELINES**

#### **I OUTLINE**

The RAMUS Scheme Conference Placement Program is funded by the Australian Government and is administered by the National Rural Health Alliance (NRHA).

##### **1.1 Program aims**

The Program aims to assist RAMUS scholars and Alumnus members who are former scholars to attend conferences that have either a rural and remote health context or will enhance clinical skills in rural practice. These conferences will:

- encourage current and former RAMUS scholar's choice of a rural career; and/or
- broaden their professional knowledge; and/or
- provide useful information about living and working in rural communities; and/or
- enable them to establish contacts for future rural employment or postgraduate training placements.

##### **1.2 Funding**

Three levels of funding support towards the costs of attendance at conferences are available:

- \$750 for conferences within 200km of the applicant's term residence
- Up to \$1500 for conferences within 200km of the applicant's term residence where the applicant can demonstrate the requirement for additional funds above \$750
- \$1500 for conferences further than 200km from the applicant's term residence

Funding is available for conference registration and for other costs associated with attending the conference. Eligible 'other costs' include transport, travel insurance, accommodation and living expenses.

Assistance under this program is not available in conjunction with any other Australian Government award (for example: awards made under Australian Government funded programs administered by the National Rural Health Students' Network or the Rural Doctors Association of Australia.)

### **1.3 Number of awards**

Grants are available to current RAMUS scholars and RAMUS Alumnus members who are former scholars.

No more than one-third of the total expenditure in 2010-11 will be on members of the Alumnus.

For current scholars, up to six grants per university per annum will be available and for Alumnus members who are former scholars, up to three grants per State/Territory per annum will be available. These allocations may be varied, depending on the number of applications overall. Preference will be given to applicants who have not previously received support from the Conference Placement Program.

### **1.4 Eligible conferences**

Eligible conferences must be held in Australia between 1 July 2010 and 30 June 2011 and have a rural and remote health context or enhance clinical skills in rural practice. The list of eligible conferences is updated regularly and is available on the RAMUS website (<http://nrha.ruralhealth.org.au/scholarships/?IntContId=77&IntCatId=7>).

Some other conferences may be eligible if they are organised by accredited Australian professional health/medical organisations. See Section 1.7 of these guidelines for information on how to apply for a conference not on this list.

### **1.5 Application forms**

Application forms and guidelines are available from the website: <http://nrha.ruralhealth.org.au/scholarships/?IntContId=77&IntCatId=7>

### **1.6 Deadline for applications**

Applications should be submitted by the due date given on the list of eligible conferences or no later than six weeks before the conference date. Applications submitted after the due date may not be considered.

### **1.7 How to apply to attend a conference not listed as eligible**

Send an email to RAMUS: [ramus1@ruralhealth.org.au](mailto:ramus1@ruralhealth.org.au)

The email should set out details of the conference you would like to attend including its name, scheduled dates, and website address. You should also provide a brief evaluation of the proposed conference against the criteria set out in the Program Aims section of these guidelines.

Acceptance of the proposed conference as eligible should not be taken as approval of a Conference Placement award. Consideration of an award is subject to receipt of a valid application. It is therefore extremely important to allow plenty of time for consideration of a proposal to include an additional eligible conference.

## 2 APPLICATION AND ASSESSMENT PROCESS

The application form has three sections. All applicants are required to complete Sections 1 and 3 which will provide the information on which your application will be assessed.

Only Alumni are required to complete Section 2 to provide current demographic data so that our records can be updated. We will use this information to contact you and, if your application is successful, to make payments.

If you are a current scholar you do not need to complete Section 2. We will rely on existing RAMUS records for your contact and payments details.

### 2.1 Selection criteria

Application will be assessed against the selection criteria for the Conference Placement Program which are to:

- encourage current and former RAMUS scholars' choice of a rural career;
- broaden their professional knowledge;
- provide useful information about living and working in rural communities; and
- enable them to establish contacts for future rural employment or postgraduate training placements.

Applicants must provide brief answers (up to 200 words) to each of the questions below to explain how they would benefit from attending the conference.

- How would attending this conference assist you in choosing your future career and provide you with contacts, professional affiliations or insights relevant to your decisions about working and/or training in a rural, regional or remote area?
- What do you expect to learn (academically, professionally or otherwise) by attending this conference and how is this conference relevant to your current stage of professional development? (Please note here if you expect to have a specific role at the conference, such as presenting a paper.)

### 2.2 Assessment of applications

Applications must be received by the National Rural Health Alliance by close of business on the due date given on the list of eligible conferences.

Applications may be submitted by email or by post to the following addresses:

Email:	<a href="mailto:ramus1@ruralhealth.org.au">ramus1@ruralhealth.org.au</a>
Post:	RAMUS Conference Placement Program P O Box 280 DEAKIN WEST ACT 2600

Applications will be assessed by a committee comprising the Manager, RAMUS and two members of the National Rural Health Alliance staff. Applicants will be advised by email of the decision of the Assessment Committee. The decision of the Assessment Committee is final. No appeals will be considered.

### 3 PAYMENTS AND REPORTING REQUIREMENTS

Successful applicants will be offered funding assistance at one of the three levels established under the Scheme, as outlined in Section 1.2.

Payment of the award will be made in two instalments:

Instalment	Payment
1	50% following receipt by the NRHA of documentary evidence of completed registration to attend the approved conference.
2	Up to 50% following receipt by the NRHA of the final report (see 3.1 below) from the applicant.

Payments will be made at the earliest possible date by direct deposit to the applicant's nominated bank account.

Successful applicants must organise and pay for their conference registration, travel bookings and insurance (if appropriate) and accommodation themselves.

#### 3.1 Final reporting requirements

The final report required of each applicant awarded funding comprises two components:

- a conference report (750-1,000 words) evaluating all aspects of attendance at the conference with comments on each of the selection criteria and on how the knowledge acquired from the conference will be applied professionally; and
- a properly executed statutory declaration as set out at Attachment 2 to these guidelines.

The final report and the statutory declaration must be submitted within one month of attending the conference. Reports or extracts from reports may be published in the *Gone Fishin'* RAMUS newsletter, RAMUS website and other NRHA publications.

If a scholar is unable to attend a conference for which he/she has been awarded funding, repayment of funds will be required. In this circumstance, scholars should contact the National Rural Health Alliance to discuss repayment.

Appendix:

- I. Statutory declaration (pro forma)

Commonwealth of Australia  
 STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

1. I was awarded a grant of \$*[insert amount of grant]* under the Rural Australia Medical Undergraduate Scholarship Conference Placement Program to assist my attendance at *[insert name of conference]*.
2. I have not sought nor received any funding assistance from any other organisation to attend this conference.
3. I attended the conference named in paragraph 1 on *[insert date(s)]*.
4. I have fully expended the grant referred to in paragraph 1 on costs associated with attendance at that conference.
5. In addition to the amount specified in Paragraph 1, I have expended a total of \$*[insert amount of additional expenditure (not greater than \$750)]* on costs associated with attendance at that conference. *[Delete this paragraph if the amount specified in Paragraph 1 is greater than \$750.]*

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*  
 5 *Day*  
 6 *Month and year*

Declared at <sup>4</sup> \_\_\_\_\_ on <sup>5</sup> \_\_\_\_\_ of <sup>6</sup> \_\_\_\_\_

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution