

# 2019 Guide for Applicants

## Graduate Certificate in Health Sciences (Health Service Innovation)

MNHHS has partnered with AusHSI and QUT to develop the Graduate Certificate in Health Services Innovation to enable senior clinicians and health service administrators to develop, assess and implement innovations within the healthcare setting.

Applications are open to all staff in MNHHS but this is a competitive process and application does not predicate successful admission to the course.

### **Prerequisites**

There are no prerequisites for submitting an application apart from being a staff member at MNHHS and attaining

sign-off from your Facility or Directorate Executive Director.

However, if you are successful, QUT does have the following requirements for enrolment into postgraduate study:

- A completed recognised bachelor degree in any discipline; **or**
- A completed recognised diploma qualification (or higher award) with at least three years full-time equivalent (FTE) professional work experience which includes at least one year in a supervisory or leadership role (e.g. with responsibility for decision making, team work, quality assurance, and/or policy development); **or**
- Current registration within the applicant's field of practice with a nationally recognised professional body with at least three years full-time equivalent (FTE) professional work experience

If you are not able to fulfil any of these requirements then you will be precluded from enrolling.

### Application Process

- Complete an application form through the online grants management system "SmartyGrants", hosted on the Metro North Research website <https://metronorth.health.qld.gov.au/research>
- Upload your 2 page CV
- Print both and submit to your Executive Director (Facility or Directorate) for review and sign off
- Upload the signed page from your Executive Director
- Submit all documents via SmartyGrants, by Closing date – Midnight Monday 3rd of September 2018
- Applicants will receive an automated acknowledgement email when application is successfully submitted

### MNHHS Selection Process

Date	Applicant	Metro North Research
August 1 <sup>st</sup> 2018	Applications Open	
September 3 <sup>rd</sup> 2018	Applications Close	
September 4 <sup>th</sup> – 10 <sup>th</sup> 2018		Review and Rank by Executive Directors
September 12 <sup>th</sup> – 20 <sup>th</sup> 2018		Review by Selection Panel Members
September 20 <sup>th</sup> 2018		Panel select successful applications
September 28 <sup>th</sup> 2018	Applicants notified	
Early October 2018 (TBC)	Information session for successful applicants	

In addition to initial review and ranking by Facility and Directorate ED's, a multi-profession multi-directorate panel will convene to review and select applications against the following criteria:

- Experience in health service research or innovation
- Reasons for wishing to enrol in the course
- Project concepts are strategic and within scope
- Level of skill, experience and aptitude to carry out the proposed project

## Successful Applicants

Successful applicants will receive a Letter of Offer outlining the Terms and Conditions of award. Award is contingent upon a signed acceptance of the offer, and no enrolments will proceed until the acceptance of offer is received by the MNHHS Office of Research.

Successful applicants are requested to attend an information session in early October 2018 where details about the offer and enrolment requirements for entry to QUT post graduate courses, is provided. This is not compulsory however applicants will be provided with enrolment forms at this time.

If you are not able to attend, forms will be emailed to you.

Upon receipt by MNHHS Office of Research of the signed Letter of Offer and completed enrolment forms, applicants will be enrolled into the AusHSI/QUT Graduate Certificate in Health Science (Health Services Innovation) for commencement in February 2019.

## Unsuccessful Applicants

Unsuccessful applicants will be notified in writing of the outcome.

Where an application is unsuccessful, resubmissions are welcome in subsequent program rounds. These future rounds will be offered by AusHSI/QUT and open to all members of the public, including MNHHS staff.

## Student Responsibilities

Successful applicants enrolled in the course are required to:

- Attend all block course days
- Complete and submit assessment to the best of their ability by the due date
- Remain enrolled for the full duration of the course
- Complete a work based project
- Build learning's from the course into their day to day activities

## Course Fees

MNHHS is subsidising course fees for the 2019 Cohort of students.

However, there is a requirement that students will contribute to their course fees in the following ways:

- Use your yearly Queensland Health professional development leave, up to a maximum of 7 days per year; less if you get less, for course work days
- Use your yearly Queensland Health professional development allowance as a co-contribution toward the course. If you don't receive an allowance there will be an out-of-pocket fee of \$500 per year.
  - Health Practitioner - \$1600 PDA per year
  - Nursing - \$1550 PDA per year
  - Medical - \$5100 PDA in 2019 and \$5250 PDA in 2020
  - Administration – no professional development allowance - \$500 per year contribution

**Note:** Fees are accurate as of July 2018. Any increase in Professional Development Allowances in 2019 / 20 will be reflected in the contributions outlined above.

## **Self-Funded Positions**

There are a limited number of positions in the course and MNHHS is heavily subsidising these. However, there is an opportunity to self-fund an additional position in the course. Please be aware that self-funding does not guarantee a place but is taken into consideration when reviewing final numbers.

Course costs

2019 - \$5 100

2020 - \$5 250

Opportunities to nominate for a self-funded position are provided in the application.

## **Variations**

Where students are experiencing difficulties completing course requirements or believe they are entitled to RPL for any units, contact must be made with the MNHHS or QUT Learning Coordinators to discuss and resolve the issue.

## **Outcomes and Impact**

At the conclusion of the course there is an expectation that:

- Skills and knowledge acquired in the course will be applied
- Students will continue to network and work together
- Outcomes from the course, projects and ongoing practice will be promoted throughout and beyond MNHHS
- Students will join the course Alumni
- Students agree to mentor and support others upon completion of the course

For further information contact MNHHS Learning Coordinator – [Claire.harrison@health.qld.com.au](mailto:Claire.harrison@health.qld.com.au) or [MNHHS-Research@health.qld.gov.au](mailto:MNHHS-Research@health.qld.gov.au)