

## Nurse Maude Campbell Ballantyne Fellowship Information for applicants

### **Sponsored by the Nurse Maude Foundation for the Benefit of the Canterbury Community**

The Nurse Maude Campbell Ballantyne Fellowship was established in 1999, to recognise the contribution of Mr Campbell Ballantyne who served on the Nurse Maude Association's Board and Committees for almost 30 years between 1970 and 1998.

### **1. The Purpose**

The Fellowship provides an opportunity for those working for Nurse Maude and those associated with the organisation to generate ideas and knowledge which are of application and benefit to Nurse Maude, its consumers and community based health care.

It is intended that this research, knowledge and experience will add to the body of knowledge available within New Zealand. In particular, with regard to innovative and progressive methods or models of health service within the community that would contribute to best practice and improved patient outcomes.

### **2. Categories of Applicants**

Applications will be received from the following candidate groupings:

- Staff employed
- Researchers who are partnering with Nurse Maude staff in research projects that are linked and relevant to the activities of Nurse Maude.
- Professional staff from other not-for-profit health related agencies, who work in a co-operative way with Nurse Maude may be considered.

### **3. Eligibility Criteria**

- 3.1 The scope of any proposal received from applicants must be entirely relevant to the purposes for which the Fellowship has been established and the proposed activity/research must be specifically relevant to the work of Nurse Maude.
- 3.2 The applicant(s) will have consulted with a member of the Nurse Maude Senior Management Team and received their approval for the project.
- 3.3 The applicant(s) will have consulted with the New Zealand Institute of Community Health Care Director.

### **4. Application Process**

- 4.1 Applications available from May and close on 31 July 2018.  
Candidates should make application in the recognised format which is available from the Nurse Maude Website ([www.nursemaude.org.nz](http://www.nursemaude.org.nz)) or the New Zealand Institute of Community Health Care. The NZICHC manages the Fellowship application process and monitors the progress of Fellowships.
- 4.2 The application form requires a detailed research/project plan and budget.  
Candidates should complete the application form by outlining such personal information as requested, as well as providing a research/project programme. It needs to include the name of the Nurse Maude Senior Management Team (SMT)

member who will be most closely associated with the project/research and a reference from that person. The scope of activity, a timetable and completion date is required, including a date upon which a final written report will be received. Full indicative budget for the proposal must be completed on the form provided as part of the application. Any travel and accommodation must be at the best available rate.

4.3 Funding up to NZ\$30,000 is available.

The Fellowship will provide to a successful candidate funding for completion of the research/project including direct costs which are verifiable up to a limit of NZ\$30,000 (plus GST if applicable) in any one year.

**5. Rules of the Fellowship**

- 5.1 The Fellowship will be carried out in a way approved by the Nurse Maude Foundation Trustees and any deviation to the original plan must not be undertaken without the permission of the Nurse Maude Campbell Ballantyne Selection Committee.
- 5.2 If no Fellowship has been awarded in a previous year(s), the Nurse Maude Campbell Ballantyne Selection Committee, at their absolute discretion may determine to recognise equally meritorious proposals by awarding a Fellowship to more than one candidate.
- 5.3 Except with the express permission of the Nurse Maude Campbell Ballantyne Selection Committee, a Fellow may not hold any other award concurrently with the Nurse Maude Campbell Ballantyne Fellowship. Other funding could be obtained if the Fellowship will not meet total costs.
- 5.4 Unless agreed to by the Nurse Maude Campbell Ballantyne Committee, the project/research will be completed within 12 months of receipt of the Fellowship and the report will be presented to the Nurse Maude CEO and Director of Nursing for approval to distribute further.
- 5.5 If the Fellowship has not been uplifted within 12 months of notification of approval the Foundation reserves the right to withdraw the approval.
- 5.6 The successful candidate will involve the New Zealand Institute of Community Health Care in monitoring and reporting to the Nurse Maude Campbell Ballantyne Selection Committee on progress of the research/project.
- 5.7 For employees it is expected by the Nurse Maude Foundation Trustees that the Fellow will remain employed with Nurse Maude for at least 12 months following completion of the Fellowship, provide a written report within the agreed timetable, make such presentations as requested to interested parties and apply the knowledge gained to the benefit of Nurse Maude and community health services within New Zealand.
- 5.8 Any costs associated with the publication of the candidate's report are to be included in the direct costs section of the application form. Any publication is to acknowledge and record the support of Nurse Maude in full.

5.9 Copyright of the report is held jointly by the author and Nurse Maude. The report is to be made available free of cost to Nurse Maude. The author shall not be entitled to make any charge relating to the publication of the report, but its authorship will be acknowledged.

## 6. Selection process.

6.1 Following closure of applications, the Institute in consultation with the Foundation will appoint a Selection Committee. The Committee may consist of:

- Director New Zealand Institute of Community Health Care
- Independent academic researcher(s)
- CEO of Nurse Maude or representative
- DON of Nurse Maude or representative
- Chair of the NM Quality and Risk Committee

6.2 The Institute will submit all completed application forms and relevant documents to the Chair of the Selection Committee who will arrange for the applications to be placed on file for the Committee members to review on site at Nurse Maude.

6.3 The Committee will convene to select the applicants within one month of the applications and scoring forms being made available.

6.4 Successful applicants will be notified by the Chair of the Selection Committee to confirm their acceptance of the Fellowship.

6.5 Selection criteria (below) for the Nurse Maude Campbell Ballantyne Fellowship will be completed for each application and the independent scoring by the Selection Committee used to inform the final decision.

Criteria	Criteria description	Required
Applicant is an employee or has a 'connection' with Nurse Maude	<ul style="list-style-type: none"> <li>• Staff <b>employed by Nurse Maude</b>.</li> <li>• Researchers who are <b>partnering with Nurse Maude</b> staff in research projects that are linked and relevant to the activities of Nurse Maude.</li> <li>• Professional staff from other not-for-profit health related agencies, <b>who work in a co-operative way with Nurse Maude</b> may be considered.</li> </ul>	Y/N
Proposal is relevant to the work of Nurse Maude	The scope of any proposal received from applicants must be entirely relevant to the purposes for which the Fellowship has been established and the proposed activity/research <b>must be specifically relevant to the work of Nurse Maude</b> , as it changes from time to time.	Y/N
Supported by a member of Nurse Maude SMT	The project/research is approved by a member of the Nurse Maude Senior management team with whom the applicant has discussed the proposal (Note: this NM manager will be one of the referees as per the application form.	Y/N

Criteria	Criteria description	Weighting
The research/project question and aims are relevant	<p>The <b>research/project question</b> is clear, relevant to current and future health care needs and explores issues that are relevant to:</p> <ul style="list-style-type: none"> <li>• the Nurse Maude service</li> <li>• Nurse Maude clients, and/or</li> <li>• Nurse Maude staff</li> </ul> <p><b>The aims of the research/project</b> are clear and relevant to exploring the research question.</p> <p>There is <b>sufficient evidence</b> to support such an initiative and it will add to a body of knowledge, service innovations and/or service quality.</p>	20%

Criteria	Criteria description	Weighting
The research/project plan is clear and logical	The plan described to meet the research/project objectives is <b>clear, appropriate and seems to provide a logical process</b> . The timeframe seems achievable.	25%
Benefits of the research/project are clear and relevant.	These are <b>clearly articulated and relate</b> to the researcher, the specialty, Nurse Maude and consumers.	25%
The budget is appropriate and reasonable.	The budget has been <b>completed, calculates to within the allocated \$30,000</b> and appears feasible.	20%
Referees support the applicants ability to complete the project	Referees <b>support the applicant's capability</b> to undertake and complete this project.	10%

## 7. Timetable for Applications

7.1 Applications are available through the NZ Institute of Community Health Care website ([www.nzichc.org.nz](http://www.nzichc.org.nz)) or

The Institute Administrator  
New Zealand Institute of Community Health Care  
P O Box 36-126  
Merivale  
Christchurch  
Telephone: (03) 375 4635  
Fax: (03) 375-4267  
Email: [gill.coe@nzichc.org.nz](mailto:gill.coe@nzichc.org.nz)

<b>Applications close</b>	<b>31 July</b>
<b>Recommendations by Managing Trustees to Foundation</b>	<b>September/ October</b>
<b>Awards presented at AGM of the Nurse Maude Association</b>	<b>AGM (date determined year by year) usually early December</b>

7.2 The Nurse Maude Foundation Trustees may change the timetable at their discretion, but in any event the closing date for applications will not be less than three months before a proposed travel date.

7.3 All applications must be supported by the names of two relevant referees including the member of the Nurse Maude SMT supporting the proposal.

7.4 The successful candidate/s is/are required to commence the project/research within 3 months, or if agreed otherwise at the absolute discretion of the Trustees.

## 8. Expenditure Claims

The budget presented with the application is to be further developed and used to monitor management of the funding and agree with the Institute (which administers the Fellowship) the deliverables and payments over the course of the project.

**General Principles**

- All expenses under a Fellowship grant will be comprehensively accounted for to ensure the highest degree of integrity in the spending of grant money.
- All claims are fully supported by:
  - Tax invoices for all New Zealand expenses.
  - Invoices for all overseas expenses.
- All travel expenses will be reimbursed on evidence of paid invoices.
- The total of all claims is limited to the agreed total grant advised by the Trustees and cannot be increased without the written agreement of the Trustees.
- The Nurse Maude Chief Executive Officer will approve the total budget and expense claims.

**Expense Claim Methods**

- All expenses are to be submitted on the approved expense claim form, supported by full documentation to support and authenticate the expenses claimed.