



AUDIOMETRY NURSES ASSOCIATION of AUSTRALIA INC.

Professional Development Funding Application Guidelines



Audiometry Nurses Association of Australia Inc.
Professional Development Funding Application Guidelines.

CRITERIA FOR APPLICATION:

1. The applicant has been a financial member of the ANAA Inc for two consecutive years, and is currently financial

and
2. The applicant has been employed as an Audiometry Nurse for two consecutive years
3. Applicants will not be eligible if they have received funding from the ANAA Inc. education fund within the past two years.

CATEGORIES FOR APPLICATION:

Applicants wishing to:

1. Conduct a study project in the field of 'Hearing Health' beneficial to all ANAA Inc members.
2. Undertake nursing research in the field of 'Hearing Health' beneficial to all ANAA Inc members.
3. Conduct an educational program promoting 'Hearing Health' beneficial to all ANAA Inc members.
4. Undertake further professional development beneficial to the field of audiometry nursing
5. Attend an international, national or local conference, seminar or educational program relevant to the clinical practice of the applicant.



HOW TO APPLY:

1. Applications must be received by the ANAA Inc Executive Committee in writing not more than six (6) months and no less than three (3) months prior to the proposed period of use.
2. All documentation supporting the application must accompany the application.
3. Applications to conduct a **study project** or **education program** must include:
 - Aims
 - Objectives
 - Time frame of project/program
 - Costing
 - Methods of evaluation.
4. Applications to attend a **conference** must include:
 - Objectives which reflect and demonstrate relevance to Audiometry Nursing / Hearing Health (preference may be given to those members presenting or co-presenting a paper, workshop or poster)
 - All documentation supporting the conference application
 - An itemised account of costs and proposed expenditure

CONDITIONS OF APPLICATION :

Successful applicants must –

1. Provide a report to the ANAA Inc Executive Committee within three (3) months of attending a conference / seminar / educational program or conducting a study / research project
2. Provide details of how the funding was used
3. Provide details of the benefits obtained for both the applicant and ANAA Inc member with a view to presentation at the Annual Conference and / or publication in the professional newsletter 'EAR TIS'



ASSESSMENT of APPLICATIONS:

1. Members must meet the stated criteria for application
2. The ANAA Inc executive committee will consider applications for funding on the basis of merit and need.
3. The ANAA Inc executive committee are not restricted by the number of applications received in any one category.
4. Applications chosen must benefit all ANAA Inc members.
5. Applications must be accompanied by all relevant documentation.
6. The amount of funds allocated will be at the discretion of the ANAA Inc executive committee.

GUIDELINES FOR AWARDING OF PROFESSIONAL DEVELOPMENT GRANTS

1. The grant will be applied by a majority vote, with a quorum of three. If a casting vote is required it shall be the person chairing the meeting, in most cases this will be the President or Vice President in the Presidents absence.
2. Applications received by the ANAA Inc executive committee will be considered on the basis of merit and need.
3. Grants may be offered to those previously identified in "Categories for application".
4. The ANAA Inc executive committee shall have absolute discretion:
 - To make decisions regarding allocation of funds
 - Determine the amount of the grant
 - Attach terms or conditions to any grant
5. The ANAA Inc executive committee may publicise all applications as they see fit
6. Funds are to be paid to the applicant and may not be paid to any other person or organisation.
7. Money will be paid in Australian dollars only and only to an Australian address.
8. Any unused monies are to be returned to the ANAA Inc Committee.

9. In the event of illness, cancellation or alteration of nominated project/program/research or conference the Committee is to be notified in writing immediately. The applicant will wait for the decision of the Committee.
10. In the event of a dispute the following process should be followed:
 - a) Applicant contacts the Committee in writing as soon as the problem arises
 - b) The Committee should address the problem as soon as possible
 - c) The final decision rests with the Committee and the Applicant will be notified in writing within two weeks following the decision.

Audiometry Nurses Association of Australia Inc. Professional Development Funding Application Form



Application Details: Applications must be received by the ANAA Inc. Committee in writing no more than six (6) months and no less than three (3) months prior to the proposed period of use. Applications must be accompanied by all relevant documentation.

| | |
|---|---|
| Title: (Miss/Mrs/Ms/Mr etc) | |
| Last Name: | First Name: |
| Address: | |
| Contact Phone No: | Email Address: |
| Employment Details: | |
| Current Position: | |
| Hours currently working in audiometry nursing: | |
| Application category: (please circle) | |
| Category 1 | Study project / Research project / Professional development or Education program |
| Category 2 | Attend a conference |
| CATEGORY 1: Please provide the following details of the Study project / Research project / Professional development or Education program | |
| Name of project / program: | |
| Date/s | |
| Aim | |
| Objectives | |
| Timeframe of project / program | |
| Costing / proposed Expenditure | |
| Method/s for evaluation | |

CATEGORY 2: Please provide the following details:

| | |
|-----------------------------------|--|
| Name of conference | |
| Date / s | |
| Venue | |
| Costing | |
| Objectives for application | |

COMMITTEE USE ONLY

| | Yes / No | Action required |
|--|----------|-----------------|
| Applicant is a current financial member of the ANAA Inc. | Yes / No | |
| Has been a financial member for a minimum of two years consecutively | Yes / No | |
| Has not received funding from the ANAA Inc. Education Fund within past two years | Yes / No | |
| Has provided all relevant documentation supporting application | Yes / No | |
| Application approved | Yes / No | Date: |
| Funds allocated to applicant | Yes / No | Date: |

POST APPLICATION DOCUMENTATION

COMMITTEE USE ONLY

| | Yes / No | Action required |
|---|----------|-----------------|
| Applicant notified within two weeks of committee decision | Yes / No | |
| Applicant has provided a report to the ANAA Inc Committee within three months of attending conference /seminar /education program or conducting a study / research project. | Yes / No | |
| Applicant has provided a full account of how funds were used | Yes / No | |
| Applicant has provided a detailed report of benefits obtained with a view to present at next Annual Conference / Workshop and/or publication in 'EAR 'TIS | Yes / No | |