

## **AWARDS & GRANTS POLICY**

Approved:	2 June 2023
Review Frequency:	Annually
Last reviewed:	-
Next Review Due:	April 2024

### **PURPOSE**

To provide a policy governing all Australian Nursing and Midwifery Federation (Tasmanian Branch) Awards and Grants.

### **SCOPE**

All ANMF (Tas Branch) employees, workplace representatives, members, students, elected officers and any other such person as covered by the relevant award or grant as outlined.

### **POLICY STATEMENT**

Principles of ANMF (Tas) Awards and Grants processes:

1. Fairness – the Policy is accessible, appropriate and fair.
2. Consistency – administration processes are consistently applied.
3. Integrity – Award and Grant administration is conducted in an environment of integrity, honesty and scrutiny.

Objectives of the Policy:

1. Strategic alignment with the mission of the ANMF (Tas Branch) and its strategic priorities.
2. Clarity for those responsible for the administration of the Award or Grant so they can effectively carry out their roles.
3. Clearly outline the terms of conditions of the Award or Grant.

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## 1. ANMF (Tas) Workplace Representative of the Year

### 1. Purpose

The Australian Nursing and Midwifery Federation (Tasmanian Branch) has established the Faye Hoppitt Workplace Representative of the Year Award to recognise and reward active Workplace Representatives who demonstrate excellence in their Workplace Representative role.

### 2. Criteria for Nominations

1. An elected ANMF (Tas Branch) Workplace Representative.
2. A current financial member of the ANMF (Tas Branch).
3. Demonstrates active recruitment and engagement of new and existing members.
4. Provides assistance and support to members, within their abilities and knowledge, and refers matters to ANMF staff where appropriate.
5. Promotes discussion on industrial and professional issues that impact upon ANMF members.
6. Is visible and approachable within the workplace.
7. Is informed in relation to current issues and campaigns.
8. Acts as an advocate for members if required including advocating for the collective on issues raised in the workplace.
9. Is consistent, ethical and acts with integrity in decision making and behaviour.

### 3. Nomination & Selection Process

1. Financial members may nominate a Workplace Representatives for the Award by completing and returning a nomination form, which may be obtained from the ANMF (Tas Branch) office or on the ANMF (Tas Branch) website.
2. Nominations may be made at any time but will be actively promoted in the lead up to the Annual Delegates Conference each year, where the Award will be presented.
3. Nominations for each yearly award shall close on the date specified by the ANMF (Tas Branch) prior to each schedule Annual Delegates Conference to allow for the selection process to take place.
4. The Workplace Representative of the Year Award Recipient and the Runner Up (where applicable) will be selected by a panel comprising of the

ANMF (Tas Branch) Executive prior to each year's scheduled Annual Delegates Conference.

5. Current Elected Officers (Branch Council and Executive Members) will be excluded from eligibility for the Award.

#### **4. Award Announcements & Prizes**

1. The successful nominee will be announced at the Annual Delegates Conference Dinner each year and all nominees will receive a certificate.
2. Prizes shall be awarded as follows:
  - \$500 to the Award recipient
  - \$200 to the Runner Up

*See Appendix A – ANMF (Tas) Workplace Representative of the Year Nomination Form Template*

## 2. ANMF (Tas) Educational Grants

### 1. Purpose

To encourage, support and promote professional development for members. Via the delegation and standing authority of Nurses Club, ANMF (Tas) will offer educational grants to its members as detailed in this policy. The grants are funded by Nurses Club and are offered in accordance with the educational objectives of both ANMF (Tas) and the Nurses Clubs' Constitution.

### 2. Policy Statement

The Branch will provide financial donations to members/nursing organisations based on the following criteria:

1. A total of \$5,000 worth of grant funding will be available each financial year.
2. Grant funding shall be advertised periodically in the Branch's publications such as eNews throughout the financial year.
3. All requests require completion of a pro-forma application in writing, addressed to the Branch Secretary, who will refer the request to the ANMF Branch Council to award successful applications. Branch Council will consider applications on merit and the following criteria:
  - (a) To be eligible an applicant must have two years of financial membership of the ANMF at any level;
  - (b) Members are eligible to receive a grant once every three years;
  - (c) Grants shall be prioritised for Health Education and Research Centre (HERC) education in the first instance unless HERC courses offered do not meet the learning needs of the requesting member.
  - (d) Grants for ANMF (Tas) Health Education and Research Centre seminars shall be relevant to nursing, patient care or ANMF organisationally but excludes formal academic studies;
  - (e) Individual grants shall be up to \$1000.00 and applicable receipts must be presented to ANMF for reimbursement;
  - (f) It is an expectation that the employer supports professional development and applicants must show that they have considered all other relevant avenues for funding.
4. A written report shall be required and this may be printed in Infusion.

5. Any request for donations from benevolent groups shall be considered by Branch Council and must be directly related to nursing.

*See Appendix B – ANMF (Tas) Educational Grants Application Form Template*

### 3. ANMF (Tas) Andrew Brakey Awards

#### 1. Purpose

The Andrew Brakey Awards will be awarded annually to recognise excellence in practice and innovation across the nursing, midwifery and care worker professions and provide recipients with prize money to put towards further professional development. The Awards are funded by money donated to ANMF (Tas) by Nurses Club in accordance with the educational objectives of both ANMF (Tas) and Nurses Club Constitution.

#### 2. Criteria for Nominations

1. To be eligible, nominees must be currently employed as an Enrolled Nurse, Registered Nurse, Registered Midwife, Care Worker or Assistant in Nursing or (howsoever titled) in the Tasmanian Public Sector Health Service (THS or Health), Private Sector (Private Hospitals, GP Practice, Private Employer) or Aged Care (Private Residential Aged Care, Community Aged Care).
2. Criteria for nominations shall include:
  1. How the nominee has shown exemplary and innovative practice, which has benefited those in care and/or colleagues and profession.
  2. What their future career aspirations are and how they can positively impact their practice/profession.
  3. An explanation of how they will use the prize money to achieve their career aspirations.
3. Current employees and elected officers (Branch Council and Executive Members) will be excluded from eligibility for the Award.

#### 3. Nomination & Selection Process

1. Nominations may be made at any time but will actively be promoted in the lead up to the Annual Delegates Conference each year, where the Award will be presented at the Conference Dinner/Awards event.
2. Nominations will close each year on the date specified by the ANMF (Tas Branch) prior to each scheduled Annual Delegates Conference to allow for the selection process to take place.
3. Award recipients will be selected by a panel comprising of the ANMF (Tas Branch) Executive prior to each year's scheduled Annual Delegates Conference.

4. Applications will be assessed using a criteria assessment process as determined by Executive that will include consideration of:
  1. Innovation & Excellence - What aspects of the nominees practice (current or planned) show innovation and/or excellence, and how innovation and excellence in their practice is applied (or could be applied) to improve the quality of patient care.
  2. Impact & Use - If successful, how will the funds be used? What is the potential impact of receiving the award to those in the nominee's care, their team, or more broadly, Tasmanian healthcare.

#### **5. Award Announcement & Prizes**

1. Three (3) Awards and cash prizes will be presented each year – one Award and prize for each of the three (3) sectors: Public Sector, Private Sector and Aged Care Sector.
2. The cash prize for each of the three (3) annual Awards will be \$2,000 each (total of \$6,000 combined prize money each year).
3. Award Nominees and Recipients will receive a Certificate.

*See Appendix C – ANMF (Tas) Andrew Brakey Awards Nomination Form Template*



## 4. ANMF (Tas) Aged Care Excellence Awards

### 1. Purpose

The ANMF (Tas) Aged Care Excellence Awards will be awarded annually to recognise those who provide excellence and contribute to positive change in the aged care sector.

### 2. Criteria for Nominations

Nominations are open to all care workers, Enrolled Nurses and Registered Nurses providing exceptional care for elderly Tasmanians.

Nominations should include, in 250 words or less:

1. How the nominee shows excellence in their work and/or;
2. How the nominee makes a positive change in aged care either for residents, staff, facilities, or as an advocate.

### 3. Nomination & Selection Process

1. Nominations may be made at any time but will actively be promoted in the lead up to the Aged Care Conference each year, where the Award will be presented.
2. Nominations will close each year on the date specified by the ANMF (Tas Branch) prior to each scheduled Aged Care Conference to allow for the selection process to take place.
3. Award recipients will be selected by a panel comprising of the ANMF (Tas Branch) Executive prior to each year's scheduled Aged Care Conference.
4. Applications will be assessed using a criteria assessment process as determined by Executive.

### 5. Award Announcement & Prizes

1. Three (3) winners will receive a \$200 cash prize awarded to them at the ANMF/HERC Aged Care Conference each year.
2. The funding for the Award Prizes will ordinarily be sourced through sponsorship arrangements with Aged Care Conference and/or other ANMF (Tas) Award sponsors or Nurses Club.

*See Appendix D – ANMF (Tas) Aged Care Excellence Awards Nomination Form Template*

## 5. ANMF (Tas) Sponsorship of University of Tasmania (UTAS) Nursing Prizes

1. To recognise excellence in nursing studies ANMF (Tas Branch) shall sponsor the following UTAS Prizes each year. The Prize money will be met from funds donated from Nurses Club in accordance with the educational objectives of both ANMF (Tas) and Nurses Club Constitution.

<b>Prize code</b>	H03
<b>Prize title</b>	Australian Nursing and Midwifery Federation (Tasmanian Branch) Prize
<b>Eligibility criteria</b>	Awarded to the most outstanding graduand in the Bachelor of Nursing (Pre-registration).
<b>Value</b>	\$750 and offer of three months full ANMF (Tas Branch) membership

<b>Prize code</b>	H16
<b>Prize title</b>	Australian Nursing and Midwifery Federation (Tasmanian Branch) 1st Year Prize
<b>Eligibility criteria</b>	Awarded annually to the most outstanding student in Year 1 Nursing with the highest overall aggregate mark. To be eligible for the award the student must be enrolled in the first year of the Bachelor of Nursing degree course in the year the award is made.
<b>Value</b>	\$500 and offer of student ANMF (Tas Branch) membership

<b>Prize code</b>	H17
<b>Prize title</b>	Australian Nursing and Midwifery Federation (Tasmanian Branch) 2nd Year Prize
<b>Eligibility criteria</b>	Awarded annually to the most outstanding student in Year 2 Nursing with the highest overall aggregate mark. To be eligible for the award the student must be enrolled in the second year of the Bachelor of Nursing degree course in the year the award is made.
<b>Value</b>	\$500 and offer of student ANMF (Tas Branch) membership

2. The Branch Secretary is responsible for authorising confirmation of the sponsorship of the annual prizes each year when requested to do so by UTAS.
3. Upon receipt of the ANMF (Tas) confirmation of sponsorship, the UTAS Prizes Office will issue an invoice for payment by ANMF (Tas). Thereafter, it is the responsibility of UTAS to arrange for the monetary value of the prize to be paid directly into the student's bank account.
4. UTAS are responsible for identifying prize recipients based on the eligibility / selection criteria. Recipients and donors will be advised on the outcome and the Prizes Office.

## APPENDIX A - Faye Hoppitt Workplace Representative of the Year Nomination Form Template

**ANMF (TAS BRANCH) FAYE HOPPITT WORKPLACE REPRESENTATIVE OF THE YEAR AWARD****NOMINATION FORM**

Nominate an ANMF Tasmanian Branch Workplace Representative who has been an outstanding advocate for you and your colleagues. Please provide as much information as possible using the form below, alternatively you can nominate on-line via [anmftas.org.au](http://anmftas.org.au). Forms must be returned by emailing this form to [enquiries@anmftas.org.au](mailto:enquiries@anmftas.org.au), or posting this form to Rep of the Year, Reply Paid 70389, Hobart, TAS 7000.

I hereby nominate (name) \_\_\_\_\_ for the ANMF Faye Hoppitt Rep of the Year Award, as they have displayed consistent commitment as demonstrated by:

Recruitment of Members:

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Representation (Individual and Workplace):

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Activism:

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Other Comments:

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Nominated by: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## APPENDIX B – ANMF (Tas) Educational Grants Application Form Template

**AUSTRALIAN NURSING & MIDWIFERY FEDERATION (TASMANIAN BRANCH)  
EDUCATIONAL GRANTS APPLICATION FORM**

Applications can be made by email to [enquiries@anmftas.org.au](mailto:enquiries@anmftas.org.au) or by post to ANMF (Tas)  
Educational Grants, Reply Paid 70389, HOBART, TAS, 7000

Name: .....

Membership No: .....

Address: .....

Telephone No: .....

- (a) Please provide details on the seminar you want to attend (inc date, name, presenter, topic, venue, etc). Please add copy of flyer or registration if possible.

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- (b) Estimated Costs of seminar (registration, travel, accommodation)

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- (c) Please detail other avenues for funding you have explored

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- (d) Statement to support application

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Upon signing this document I confirm that I have not received a donation from the Australian Nursing & Midwifery Federation (Tasmanian Branch) in the previous three (3) years. I also agree to submit a written report on the seminar attended that the donation was for, and agree to it being published in Infusion if required.

Signed: .....

Full Name: .....

Date: .....

(please attached additional pages)

## APPENDIX C – ANMF (Tas Branch) Andrew Brakey Awards Nomination Form Template

**ANMF (TAS) ANDREW BRAKEY AWARDS APPLICATIONS AND NOMINATION FORM**

Awards will be presented to successful applicant from the Public Sector, Private Sector and Aged Care Sector in Tasmania. Registered Nurses, Midwives, Assistants in Nursing or Care Workers (howsoever titled) in the Tasmanian Public Health Service of private sector / aged care are eligible to apply.

Nominations / applications can be made online at [anmftas.org.au](http://anmftas.org.au), by email to [enquiries@anmftas.org.au](mailto:enquiries@anmftas.org.au) or post to The Andrew Brakey Awards, Reply Paid 70389, Hobart, TAS, 7000.

Nominations / applications should provide as much information as possible and answer the following selection criteria (additional supporting information is welcomed).

I hereby nominate (name) \_\_\_\_\_ for the ANMF (Tas) Andrew Brakey Awards, who undertakes the following role \_\_\_\_\_ in the (public/private/aged care) \_\_\_\_\_ sector, at the following work location: \_\_\_\_\_.

1. Describe how you or your colleague (if nominating someone else) have shown exemplary and innovative practice which has benefited those in your care and/or colleagues and profession? (max. 800 words)

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2. What are future career aspirations and how do you see them positively impacting on your practice and profession? (max. 800 words)

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**ANMF** Australian Nursing & Midwifery Federation Tasmania

## APPENDIX D – ANMF (Tas) Aged Care Excellence Awards Nomination Form Template

**ANMF (TAS) AGED CARE EXCELLENCE AWARDS  
NOMINATION FORM**

Given Names: .....

Last Name: .....

Are you an ANMF member? Yes/No .....

Member Number (if applicable): .....

Phone number: .....

Email: .....

Nominee's Name: .....

Nominee's Workplace: .....

Nominee's best contact details (if known): .....

Nomination – in 250 words or less, tell us how the nominee shows excellence in their work and/or how they make a positive change in aged care either for residents, staff, facilities or even as an advocate: .....

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(please attach additional pages if required)

**Development and Consultation Record**

Review authorised	E Shepherd	Branch Secretary	April 2023
Prepared by	J Bennett	Chief Business Officer	May 2023
Initial consultation with key stakeholders	Finance & Risk Management Committee		May 2023
Final consult	Branch Council		June 2023

**Approval Record**

Endorsed / Approved	Branch Council		June 2023
Additional Approval or Noting as required			
Updated on N Drive	J Bennett		June 2023