



*In Pursuit of Excellence*

## **NURSES' EDUCATION FUND**

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# **GUIDELINES**

## **Background and Objectives**

The Royal Adelaide Hospital Nurses Education Fund (NEF) was established in 1980 by a group of nurses interested in the professional development of nursing and the quality of nursing care patients received at the Royal Adelaide Hospital.

The objective of the NEF is to promote nursing education for Royal Adelaide Hospital nurses by providing funds for:

- conference attendance

## **Membership**

- 1 All Registered and Enrolled Nurses who are registered with AHPRA and employed at Royal Adelaide Hospital are eligible to become members of the NEF.
- 2 The subscription fees for membership shall be determined by the Committee members and any alteration to this fee shall be approved by the Committee quorum.
- 3 Subscription fees shall be payable by fortnightly payroll deductions.
- 4 A minimum of one months notice will be given to members in relation to any changes to fee's for membership
- 5 Any person who applies for membership of the NEF must complete the NEF Membership form and lodge this form with the NEF Secretary/Treasurer.
- 6 Upon receipt of the application by the Secretary/Treasurer, and upon payment of the first fortnightly subscription, the applicant shall be a member of the NEF.
- 7 To be eligible to apply for financial support, members must serve the waiting period of 6 months from the receipt of their first contribution.
- 8 All eligible members are entitled to make an application for financial support for one (1) conference every financial year.
- 9 Any member whose subscription is outstanding for more than one month after the due date for payment shall cease to be a member.
- 10 In the event that an individual's membership is ceased, they are welcome to reapply at any stage, however are subject to any waiting periods before applying for support.
- 11 Applications for funding must be received prior to the conference date or not longer than one month post the date of the conference.

- 12 Any member of the NEF taking approved unpaid leave for an extended period can, on return to paid duty, be reinstated as a member and retain previous length of membership status.
- 13 Any member who wishes to resign from the NEF may do so by giving written notice to the Secretary/Treasurer.
- 14 Any member so resigning shall be liable for any outstanding subscriptions which shall be recovered as a debt to the NEF.

## **Committee**

- 1 The Committee shall be comprised of the nominated Chairperson and a minimum of ten other persons or such other number of persons as the Committee shall, from time to time, determine.
- 2 All members of the NEF are eligible to stand for Committee Membership.
- 3 The Chairperson will be nominated by the previous Chairperson.
- 4 The Secretary and Treasurer positions will be called for from all NEF members and will be appointed from within and by the Committee.
- 5 The Secretary will be appointed as a non-voting Administrative Officer responsible to the Committee for the day to day management of the NEF.
- 6 In the event of a casual vacancy, an expression of interest will be sent to members to self-nominate in order to replace the vacant position. The Committee will meet monthly. Extraordinary meetings may be called intermittently to discuss financial or other matters.
- 7 Every matter arising at these meetings shall be determined by the majority of the votes of the members of the Committee present and voting on the matter.
- 8 A quorum for a meeting of the Committee shall be six members with at least one of the following, Chairperson, Secretary or Treasurer being present.
- 9 The Secretary shall provide and keep minutes on file in which shall be entered the proceedings of the Committee and which shall be signed by the Chairperson when the minutes have been duly confirmed. The minutes are to be uploaded to the intranet including a notation of the total funds allocated in that month as well as the conference title. Individual names and individual dollar values will not be reflected or made available for public dissemination.

## **Management of Funds**

- 1 The Committee shall invest subscriptions, donations, bequests and other gifts with the Commissioner of Charitable Funds in accordance with the Public Charities Fund Act 1935-74.
- 2 Funds are allocated within the financial year to suitable applicants.
- 3 The NEF is allocated a yearly budget which is allocated over the 12 monthly cycle. Any funds not claimed during a period may be carried over to the next month for allocation to grant applicants.

- 4 Funds are allocated on the basis of the monthly funds available and the number of applications received each month.
- 5 In order of priority, the committee will appoint the payment of conference registration fees first within the monthly allocated budget and award additional funds judiciously dependant on the number of applications received for that month.
- 6 The Committee shall have the power, as they may in the absolute discretion think fit, to award such funds to members of the NEF in accordance with the objectives of the NEF.
- 7 The Committee Business Manager shall maintain a working bank account, with signatories to the NEF being the Chairperson, Secretary and Treasurer. The Treasurer shall provide completed financial documentation to the Business Manager for processing through the Oracle system. The Committee Treasurer shall provide members of the NEF whose application for funding is successful with information for gaining reimbursement from the NEF.
- 8 The Committee will receive a current list of financial members of the NEF from Shared Services prior to a pay run.
- 9 The Committee shall provide records in which shall be kept proper accounts of all monies received and paid respectively by, or on behalf of, the Committee for the purpose of the NEF.
- 10 The Committee shall arrange for the accounts to be audited yearly in conjunction with the Business Manager, Chair, Secretary and Treasurer.
- 11 The Committee will provide an ongoing reporting to members of the NEF via the CALHN Intranet Nurses Education Fund page. This will include copies of minutes, total amount allocated per month and names of conferences attended. No names or individual amounts will be reported.

## **Regulations**

All recipients of financial support must demonstrate to their direct line manager, some form of report back to their team or wider audience on the conference. Ideally this should form part of a Quality Improvement Project.

## **Subscriptions**

Membership subscriptions rates (GST inclusive) per fortnight are: \$6.00 for all nurses who are members of the NEF.

## **To apply**

Applications for Nurses Education Fund Grants are available on the CALHN Intranet or by contacting the NEF Secretary/Treasurer and should be forwarded to the RAH NEF Secretary/Treasurer, Level 2, Eleanor Harrald Building.