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## **CONDITIONS OF AWARD**

The WCH Friends Fellowship Program was established in August 2004.

The Fellowships are offered for research, study or professional development to non-medical staff based at the Women's and Children's Hospital (WCH Campus) who wish to undertake such a program in Australia or overseas. The Friends Fellowship Program offers two Fellowships valued up to \$6,000 each.

***Successful applicants are required to sign an agreement, the conditions being:***

1. The award of the Fellowship implies recognition of the Fellow's achievement in a particular field of work and that the Fellowship will further his/her work in that field. Therefore the Friends Fellowship Committee reserves the right to cancel or terminate the Fellowship if the Fellow changes employment or vocation.
2. The Fellow returns to work at the Hospital for at least one year after the completion of the Fellowship.
3. The Fellow shall devote the whole of his/her time to the requirements of their Fellowship. Activities outside the scope of the Fellowship and paid work may not be undertaken except with the prior written consent of the Friends Fellowship Committee.
4. Within six (6) weeks of the completion of the Fellowship, a report and an electronic copy (Word document) are to be submitted to the Research Grants Officer, C/- Research Secretariat, email: katherine.mcphail@health.sa.gov.au.
5. Any presentation or publication by the Fellow describing the work which has been supported wholly or partly by the Fellowship shall make due acknowledgment of such support.
6. Illness, which reduces the effective tenure of the Fellowship, shall not automatically entitle the Fellow to an extension of the original period of tenure, but the Friends Fellowship Committee may, on application, grant any extension that it sees fit.
7. The award of the Fellowship is subject to the applicant's assurance that he/she does not suffer from any ailment or disability which might interfere with the completion of the approved Fellowship Program. If necessary, the award of the Fellowship may be subject to furnishing a satisfactory report on the health of the applicant after examination by a medical practitioner/s approved by the Committee.
8. The Fellow will be responsible for obtaining all necessary passports, visa, etc. required for the countries visited. The Fellow shall make adequate arrangements for health and accident insurance prior to taking up the Fellowship, these matters not being the responsibility of the Friends Fellowship Committee. Before departure, the Fellow must submit and obtain the approval of the Friends Fellowship Committee for the final program and itinerary of travel. Any modification to the final program and itinerary must have the prior approval of the Chief Executive.
9. The Fellowship may be suspended or terminated before the approved completion date, either at the Fellow's request or on the recommendation to the Chief Executive by the Friends Fellowship Committee if:
  - i. Performance is unsatisfactory, or
  - ii. The Fellow has failed to observe the conditions governing the Fellowship or,
  - iii. The Fellow is guilty of misconduct
10. The Fellow agrees to be bound by the 'Contract and Conditions of the Award' as agreed and signed between the Committee and the Fellow.
11. It is essential that Fellowship applicants are endorsed by their Departmental Head, Divisional Chief and Executive Director, and that provision has been made in the Departmental budget process for any leave which may require backfilling during the period of the Fellowship. The WCH Friends Fellowship Program cannot provide additional funds to cover backfilling.
12. It is expected that applicants will be able to undertake the proposed program within 12 months of receiving the Fellowship.