



**FLIGHT NURSES AUSTRALIA INC.**

**KAYE MELMETH GRANT GUIDELINES**

**This grant is to attend either an International/Domestic Conference or a Professional Development course and is in memory of Kaye Melmeth.**

**AIM:**

Flight Nurses Australia Inc. will assist a current financial FNA member to attend a relevant International or Domestic Conference or a recognized external Professional Development course, i.e. Advanced Life Support in Obstetrics (ALSO), PreHospital Trauma Life Support (PHTLS), Emergency Nursing Paediatric Course (ENPC) or Trauma Nursing Care Course (TNCC).

**OBJECTIVES:**

- Provide members with the opportunity to attend a relevant International or Domestic Conference
- Ensure that members are kept up to date or are aware of international and domestic advances and practices
- Represent Flight Nurses Australia Inc. in an International or Domestic setting
- Enable members to present at an International or Domestic Conference
- Enable members to maintain clinical competencies

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- Grants amounts are to be determined by FNA Committee.
- Grants are not available for retrospective funding.
- The conference is relevant to the FNA business and service delivery
- The applicant must be a current financial member of Flight Nurses Australia Inc.
- The applicant must commit to being a financial member of Flight Nurses Australia Inc for the two years following successful attainment of the grant.
- The FNA will benefit from the member attending the course or conference.

**Applicants presenting at a Conference**

- The paper being presented must refer to the FNA and must be approved by the FNA President.
- If the paper focuses on workplace specific issues, some general reference should be made to Flight Nursing national issues e.g. general background, recent statistics, structure etc.
- If the member is presenting at the conference the FNA Committee initially review the abstract of the paper for a preliminary decision. (This process may result in either approval pending final review of the full paper or non-approval.)
- The FNA Executive committee will review the completed paper.
- The FNA Executive will make recommendations and the final decision. In the event of a evenly distributed for and against vote, the President will have cast the deciding vote.

## **APPLICATIONS WILL BE ASSESSED AGAINST THE FOLLOWING CRITERIA:**

1. It is the responsibility of the applicant to secure the acceptance of the paper at the relevant conference. The submission of the paper to the relevant conference organising committee is independent of this funding process.
2. The applicant is responsible for all their travel, accommodation and insurance arrangements.
3. Applicants are to submit a request for grant funding on the 'FNA Kaye Melmeth Grant Form' addressing all requirements.
4. The application form must be accompanied by the supporting documentation, and clearly articulate the cost breakdown of their proposal.
5. The Supporting Documentation must be supplied
  - Copy of current Curriculum Vitae
  - Current APHRA registration.
  - Conference Registration Brochure or Call for Abstracts brochure.
  - Conference paper abstract (if the applicant is presenting at the conference).
6. International Travel insurance is the sole responsibility of the applicant and evidence of applicable insurance needs to be provided, if applicable
7. If the applicant is an FNA Committee member then he/she will be excused from the selection process.

The FNA Committee will make a determination based on the number and quality of applications as to the appropriate allocation of grant monies. All decisions of the committee are final and no correspondence will be entered into.

The successful applicant(s) will be notified in writing.

If the successful applicant fails to comply with the post course/ conference requirements they will be required to return the funds provided.

***"The Kaye Melmeth Grant funding amount awarded to the recipient is final. Flight Nurses Australia Incorporated (FNA) will not be held liable for any additional costs related to changes to travel/accommodation/course/conference fees in the event of unforeseen circumstances i.e. weather, flooding, earthquakes, tsunamis, landslides, fire, flooding, terrorist attacks, industrial action, transport/course/conference cancellation."***

Applications should be forwarded to the:

Secretary  
"Kaye Melmeth Grant"  
Flight Nurses Australia Inc  
PO Box 346  
ROCKDALE NSW 2216

## **POST CONFERENCE/ COURSE REPORT:**

- The FNA member who attended a conference or course with financial support must provide a written report of the conference/course within four (4) weeks of attending the conference/course.
- This report should include:
  - At least one or two appropriate photos that can be used for promotion.
  - Information gained from the conference (i.e. Developments in the international/domestic aero-medical sector, new products, procedures, skills).
  - Information relevant to FNA and Flight Nursing.
  - Details of any post conference in-service / training conducted as a result of the conference.
  - Recommendation for future Aeromedical Conferences.
- This report and photos will be included in the FNA Newsletter, promoted via the FNA website and FNA Social media pages.