MSc in Digital Health Transformation HSCP Scholarship Application

MSC IN DIGITAL HEALTH TRANSFORMATION – HSCP SCHOLARSHIP APPLICATION FORM

This form has been developed to facilitate a discussion between an individual applying for support in pursuit of the MSc in Digital Health Transformation and their line manager. It is envisaged that both the applicant and the line manager complete the form together and consider honestly, openly and realistically their joint responses to the questions.

1.   Section One – Applicant background Information

1.1 Surname:	1.2 First Name (s):
1.3 Employee Number:	1.4 E-mail Address:
1.5 Work Address (include Department Name)	1.6 Address for Correspondence
1.7 Work Tel No.	

2.   Section Two – Applicants Current Role Information

2.1 Current Job Title:

2.2. Length of Time in <u>Current Role</u>:   Years   months

Length of Service with present employer _____ Years _____ months

2.3 What are the key responsibilities of the current role

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*Please supply an overview your previous career history details on Appendix A.

3.   Section Three – Previous Formal Qualifications

3.1 Please List Previous Qualifications Obtained			
Qualification	**Key Subject (s)**	**Awarding Body & Date**	**Funded Y/N**

3.2 Internal Programmes or relevant Continuous Professional Development (CPD) if not listed above.			
Qualification	**Key Subject (s)**	**Awarding Body & Date**	**Funded Y/N**

4.   Section Four – Learning Contract

4.1 What are your motivations for applying for the MSc in Digital Health Transformation?
4.2 What contribution will the programme make in assisting you in the objectives of your present role?
4.3 What is expected to be gained personally (by the applicant) from this programme?
4.4 How will the learning relate to current & future practice?
4.5 Describe a problem you have encountered in your practice which you hope to address by engaging in the MSc.in Digital Health Transformation?

5.   Section Five – Agreement on Recommended Support and Learning Contract contd

5.1 Applications for study and exam leave is a matter for the services and should be clarified and agreed with your line manager in advance of commencing the programme.

5.2 Applicants Declaration

I agree with the above & all of the following.

- That all material arising from sponsored academic study will become the property of the HSE. Thesis and other research material could be placed on the Irish Health Repository "Lenus" " & HSE Change Hub Case Study Repository.

- If I leave the Health Services either during or within 24 months of completing the programme, I must repay 50% of the fees paid for me in respect of this course at the time of leaving.

- I will furnish results on successful completion of examinations. Failure to do so will result in recoupment of 50% of fees, directly from salary over the following year

- If I fail to attend the programme, which has been funded in advance, the full cost of the programme must be repaid, directly from salary over the following year

- I agree that recoupment of fees arising from academic study costs can be deducted from monies due to me by the organisation from whatever source available, including salaries, gratuities etc.

- I agree to engage with the Health & Social Care Professions Office periodically throughout the course of study

Signed: _____ Date: _____

6.2 Line Managers Declaration

I have held a discussion with _____ about this application. I fully support and recommend this application based on the terms outlined above and have set out my rationale for doing so below.

PLEASE PRINT NAME & Sign

Line Managers Name; _____ Job Title; _____

Working   Address: _____

Contact Number: _____

Signed: _____   Date: _____

Line Manager's Rationale for Recommendation

Appendix A.		Relevant Work History	
Date From	**Date To**	**Employer & Grade/Title**	**Description (max 100 words)**

Scholarship Terms & Conditions

Application must be received on or before <u>Monday 14th November, 2022 at 5pm</u>
Late applications will not be accepted.

Please read the following terms and conditions before completing the application: -

1) The programme will lead to the attainment of a Master's Degree in Digital Health Transformation

2) All applicants must be recommended by line managers as part of the completion of the learning contracts.

3) **<u>Original results</u>** must be submitted following the successful completion of the course and any subsequent examinations. Failure to submit this information will result in the process of recoupment of costs from the employee being enacted. **See Section 6.1**

4) Please retain a copy of the application form and any correspondence from this office.

5) Incomplete application forms will not be accepted

6) Please send an electronic copy of the application to Ruth Kilcawley at the e-mail address below

If you have any queries please click on www.digitalhealthtransformation.ie or alternatively contact Ruth Kilcawley, HSCP Development Manager
Tel: 0877036857 email: ruth.kilcawley@hse.ie

Completed Applications should be sent to
Ruth.kilcawley@hse.ie not later than 5pm Monday 14th Novemeber 2022

<u>Applicants Role & Managers Role</u>

The Role of the Line Manager

As a line manager it is your responsibility to:

- Ensure a meeting is held between you and the applicant in order to discuss the application

- Prepare for this meeting by working through the form, considering what you would like to contribute and anticipating reactions

- Offer advice and guidance to the applicant, considering both their best interests and the interests of the department/team

- Come to an appropriate and realistic decision as to whether or not the application will be supported.

- If it is not to be supported, the reasons should be clear and specific. Alternative development actions should be agreed with the individual.

The Role of the Applicant

As an applicant it is your responsibility to:

- Consider if this course of study is in line with your career development and with the needs of the department/organisation

- Arrange a meeting with your manager to discuss the application for support. In advance of this meeting you should fill out the form in draft so that you have considered your responses to some of the questions

- Accept and (if necessary) clarify the feedback and advice that your line manager may give you in relation to the application

- Should you be successfully chosen you must commit in writing to completing the course in line with the agreed terms and conditions herein. Therefore you should fully understand in advance of making the application the level of commitment required and be prepared to maximise the benefit of this course both for yourself and the department/organisation. This may involve sharing your learning with others in the team etc.

The applicant must read the application form in its entirety and complete sections one to four before completing sections five and six in association with your line/senior manager