

RANZCOG BRIAN SPURRETT FOUNDATION

General Information and Application Process

RANZCOG BRIAN SPURRETT FOUNDATION (BSF) MANAGEMENT COMMITTEE

The Management Committee of the Brian Spurrett Foundation (BSF) comprises:

Dr Rajat Gyaneshwar (Chairman), Mrs Kerry Spurrett, Professor Jeremy Oats, President RANZCOG, Honorary Treasurer RANZCOG, Chief Executive Officer RANZCOG, Manager Executive Services RANZCOG and Senior Co-ordinator Asia Pacific Services RANZCOG.

The 'Functions, Terms of Reference and Management of the RANZCOG Brian Spurrett Foundation Management Committee' are available on request to the Senior Co-ordinator Asia Pacific Services RANZCOG, who acts as the BSF Co-ordinator.

The day-to-day affairs of the BSF are managed by the BSF co-ordinator in collaboration with the Chairman, BSF Management Committee.

AIMS OF THE BSF

The aims of the BSF are:

- o to provide fellowships to support doctors and nurses actively working in reproductive health in the Pacific, to undertake short-term training in an Australian or New Zealand institution.
- o to hold or sponsor meetings, lectures, seminars, symposia or conferences for the promotion of knowledge in obstetrics and gynaecology and related subjects in Asia and the Pacific.
- o to promote friendly partnership between members of the medical profession and other scientists.
- o to strengthen professional linkages between The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) and the Pacific Society for Reproductive Health (PSRH).
- o to facilitate teaching and skill sharing visits for reproductive health care workers in Pacific island countries.

BSF-FUNDED TRAINING

The BSF Management Committee will consider requests for appropriate and relevant training for reproductive health workers in the Pacific in consultation with, and on the recommendations of, PSRH. BSF-funded training opportunities targeted to meet the aims of the BSF as above will usually be accessed in the following ways:

(a) **BSF Fellowships.**

The application and process for BSF Fellowships is detailed below.

(b) **BSF-supported regional training courses and workshops.**

Requests for regional training courses and workshops should be directed to PSRH in the first instance. The PSRH Executive Committee will consider such requests and seek support from the BSF Management Committee in cases where this is deemed appropriate.

APPLICATION AND PROCESS FOR BRIAN SPURRETT FOUNDATION FELLOWSHIPS

The procedure for application for a BSF Fellowship is as follows:

1. A call for applications for Brian Spurrett Fellowships will be advertised through the PSRH newsletter, PSRH website <http://www.ranzcog.edu.au/psrh/index.shtml> and through the PSRH country liaison officers. Closing date for applications is 30 October each year.
2. Application forms are available on the PSRH website <http://www.ranzcog.edu.au/psrh/index.shtml> , via the PSRH Secretariat, and via the PSRH country liaison officers.
3. Application forms, accompanied by a curriculum vitae, are to be completed by prospective applicants and submitted to the PSRH Secretariat by the closing date of 30 October each year. (Fax +64 9 2760072).
4. The PSRH Secretariat will facilitate the Executive Committee to appraise applications using a BSF 'Fellowship Application Assessment Form' and submit recommendations in priority order to the BSF Management Committee by 31 November, for BSF Fellowships the following year. In this regard, the PSRH Executive Committee will recommend at least *two* Fellowships per year. PSRH will advise unsuccessful candidates that their nomination was not one of the nominations supported by PSRH that year.
5. The BSF Management Committee will consider and if supported, endorse the PSRH recommendations for Fellowships the following year, prior to 31 December. The CEO RANZCOG will advise PSRH and the successful candidates of their BSF Fellowship awards.
6. The BSF Chairman and Co-ordinator will arrange the fellowship placements in an Australian or New Zealand hospital with the supervisor for the visit (in line with the information provided on the application form). The training visits will usually take place in March/April, subject to suitability for the applicant and supervisor for the Fellowship.
7. For BSF Fellowships to be undertaken in Australia, medical practitioners intending to participate in hands-on activities, will need to apply for an occupational training visa (OTV) at an Australian Government office, and meet requirements and appropriate documentation required by the Department of Immigration, Multicultural and Indigenous Affairs (DIMIA). The host hospital will need to complete a 'Nomination for Occupational Training' form with the DIMIA.
8. For nursing personnel and medical practitioners not intending to participate in hands-on activities, a Short Stay Business Visa must be acquired in-country prior to travel to Australia/New Zealand. Such Fellowships are undertaken in an observer capacity.
9. The role and responsibilities of the supervisor at the host hospital for the fellowship placement are:
 - To assist with securing accommodation for the duration of the Fellow's visit – hospital accommodation is ideal
 - To forward to the BSF Fellow any documentation required by the hospital, six weeks prior to the visit. Hospital requirements will likely include Human Resources documentation including a routine

police record check or other forms that must be completed and returned to the supervisor by the BSF Fellow at least one month before the commencement date for the visit.

- To develop a program to complement and meet the needs identified by the BSF Fellow in their application
- To liaise with and inform the BSF Co-ordinator about the program, evaluation of the visit and any matters that arise before or during the BSF Fellowship placement
- To provide a caring and stimulating environment for the BSF Fellow during their visit
- Note: as indicated in Item 7 above, for medical practitioners undertaking a practical training fellowship, the host hospital will need to assist with documentation required for an occupational training visa (OTV) and complete a 'Nomination for Occupational Training' form for the DIMIA.

10. When the placement arrangements are agreed with the supervisor at the host hospital, the BSF Co-ordinator will communicate the details of the placement to the successful applicant and the applicant's local head of department. The arrangements for the visit should be confirmed at least two months prior to the expected date of commencement of the visit.
11. The BSF Co-ordinator will arrange travel, travel insurance, accommodation and arrival arrangements for the BSF Fellows in liaison with the supervisor for the visit. The BSF Co-ordinator will also arrange payment of a weekly living allowance to the BSF Fellow via the supervisor at the host hospital.
12. Towards completion of the visit the BSF Fellow will be given an evaluation form for completion prior to their departure. This form will be prepared by the BSF Co-ordinator and the supervisor for the visit.
13. Following completion of the visit, the Brian Spurrett Fellow will prepare a report within two months of completion of the training. The report, together with the evaluation form, is to be forwarded to the BSF Co-ordinator for distribution to the BSF Management Committee, PSRH Executive Committee, the Supervisor for the visit at the host hospital and the local Supervisor at the fellow's usual workplace.

CRITERIA FOR APPLICATIONS FOR BSF FELLOWSHIPS

Applicants must:

- o be a citizen of a Pacific island nation
- o be a financial member of PSRH
- o be engaged in active clinical practice
- o have demonstrated leadership roles
- o identify their own training needs in obstetric care or reproductive health
- o have good command of both spoken and written English

FURTHER INFORMATION

For further information please contact:

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