Dietitians Australia General Policy and Procedures Manual

Awards

Dietitians Australia Fay McDonald Academic Scholarship

# BACKGROUND

In 2006 Dietitians Australia received a notice of a bequest from Fay McDonald. Fay had been a leading NSW dietitian who worked in the Department of Health with a particular interest in food service and provisioning of fifth schedule hospitals (Psychiatric) and rural hospitals. She undertook postgraduate study in food service in the USA and remained passionate about it throughout her career. She felt strongly that more dietitians should consider food service as a career option.

In May 2007 Dietitians Australia received $203,000 as a bequest from Fay’s estate requiring that a scholarship be made available for a Dietitians Australia member to undertake postgraduate study in food service at Cornell University or an equivalent program. The Board resolved that the scholarship should be funded out of the interest from investment of this bequest which would allow a perpetual scholarship.

# AIM

‘To support a member of Dietitians Australia in pursuing further study and training in foodservice management.’

The scholarship is to provide financial assistance for an individual planning to complete formal postgraduate study, to develop higher level skills in foodservice management applicable to the work of dietitians in an Australian healthcare setting and to further the skills of the dietetic workforce.

Applicants may wish to consider programs available at international institutions but proposals involving study at other institutions including those in Australia are welcome, as well as proposals that articulate into existing Australian postgraduate degrees (e.g. Graduate Certificate in Advanced Dietetic Practice).

# Value of scholarship

The Dietitians Australia Fay MacDonald Academic Scholarship (FMS) supports a higher degree or other approved study program related to developing professional practice in food service management. It is available to APD practitioners with an interest in pursuing this aspect of dietetic practice and may be awarded over a **maximum of three (3) years to a total value of up to $20,000**.

The selection committee will recommend the final value of the scholarship based on the requested budget and may offer less than the maximum amount. Partial scholarships may be awarded to more than one recipient.

# Eligibility

Essential

* Accredited Practising Dietitian
* At least 3 years’ experience working as a dietitian

Desirable

* Experience working in foodservice management

# Selection process

* Selection will be by open competition
* Applicants must complete the official application form and supply required documentation by the closing date
* Interviews may be conducted
* A Curriculum Vitae (CV) may be requested
* Applications will be assessed by a selection panel which is a subcommittee of Dietitians Australia’s Award and Recognition Advisory Committee (ARAC).
* The focus of the assessment will be on previous food service experience and the strength and quality of responses to the following sections:
  + Reasons for application
  + Contribution to improving practice in the area of food service management

# Conditions of Funding

* The successful applicant will be required to enter into a contract with Dietitians Australia to manage the scholarship. Dietitians Australia funding support must be acknowledged in all relevant work done during the scholarship period and in all associated presentations and publications.
* The applicant must declare any additional sources of support (financial and in kind) and resources available for the study program. All applications approved for funding must provide budget details (including GST) and receipts.
* Funds are allocated at the discretion of the Dietitians Australia Board. All funds may not be allocated, depending on applications received. All decisions will be made by the Dietitians Australia Board and will be final. After the scholarship is successfully awarded, any discounts received on enrolment fees or course costs must be returned to Dietitians Australia.
* The successful applicant will be required to provide significant CPD opportunities for others in the area of food service management at the completion of their study program, for example a conference workshop or a webinar on food service. This must be planned upfront and included in the application.
* The Student must provide progress reports to Dietitians Australia every six months for the duration of their scholarship as per contract schedule. These reports are to be completed on the Dietitians Australia progress report form as provided by Dietitians Australia.
* The supervisor(s) of the Student is also required to provide progress reports every six months on the Student including their progress in the research and their prospects for completion of the higher degree. These reports are to be completed on Dietitians Australia progress report forms provided by Dietitians Australia.
* The Student must provide a final report to Dietitians Australia which provides a summary of their achievements for the duration of the scholarship. The report is to be completed on the Dietitians Australia annual scholarship report form as provided by Dietitians Australia.

# Application Process

1. Applications must be submitted on the official Nomination Form (Appendix 1).
2. Applications and supporting documentation must be in electronic form and in Word format for the preparation of reports.
3. Save this document in a different name: that of the person being nominated   
   (eg: JONES\_Mary – 2023 Fay McDonald Scholarship Application).
4. Nominations and supporting documentation must address the selection criteria.
5. Referees details including signatures must be supplied on the Application Form.
6. Add electronic signature where available. Where not available, a signed copy will need to be scanned and emailed to the Award and Recognition Advisory Committee (ARAC) Secretariat with the nomination submission.

Nomination documentation as outlined above must be submitted to the ARAC Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20Award%20of%20Merit%20Application) by **COB Monday 16 January 2023.**

**Late applications will not be accepted.**

# Method of Selection

* The ARAC will be responsible for the selection.
* The ARAC will consider nominations in accordance with the selection criteria.

# grant Notification

* The successful nominees and the member/s who made nominations will be notified in March 2023 of the ARAC’s decisions regarding their particular nominations.
* The successful nominee will need to submit a high-resolution professional photo for publishing in Dietitians Australia awards promotions and Annual Report.

## Appendix

1. Fay McDonald Scholarship Application Form

# Appendix 1: fay mcdonald scholarship application form

**Applications will only be considered if submitted on this Form**

## Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Title and Name: |  | **Date of Birth:** |  |
| Address: |  | | |
| Telephone: |  | **Mobile:** |  |
| Email: |  | **Fax:** |  |

## Academic qualifications

Include all completed, uncompleted and/or current undergraduate/postgraduate studies. Attach certified copies of official academic transcripts.

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification Obtained | Institution/University | Year of Study From/To | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Proposed study program

Include all formal course programs, study tours or traineeship components. Attach details of course curricula and proposed subjects (and demonstrated eligibility to enrol), and written agreement from any proposed supervisors or mentors for study visits or work experience.

|  |  |
| --- | --- |
| Proposed Study Program | Timeline |
|  |  |
|  |  |

**Have you applied for, or will you receive, any other funding for the proposed study program?**

**Yes,** Provide details:

No

## Proposed budget

Attach documents supporting these fees.

|  |  |
| --- | --- |
| Description of fees | Cost |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: |  |

## Professional practice experience relevant to foodservice management

Briefly describe your professional practice experience in foodservice management.

|  |  |  |
| --- | --- | --- |
| Details of Position Held | Dates | Key Tasks/activities |
|  |  |  |
|  |  |  |
|  |  |  |

## Reasons for application (maximum 250 words)

|  |
| --- |
| **What key skills do you hope to develop from this course?** |
|  |
| **How will these skills assist in your future role as a dietitian?** |
|  |

## Contribution to improving practice in the area of food service management (maximum 250 words)

|  |  |  |  |
| --- | --- | --- | --- |
| **How will your experience be of benefit to the Australian Dietetic Profession?** | | | |
|  | | | |
| **How do you plan to provide CPD to the Dietetic profession?** | | | |
| 1 hour pre-recorded Webinar for Dietitians Australia library | PEN content | Local branch event | Dietitians Australia conference workshop |
| Other: | | | |
| Provide details regarding this plan: | | | |

## Referee 1

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | **Institution:** |  |
| Address: |  | | |
| Telephone: |  | **Mobile:** |  |
| Email: |  | **Fax:** |  |

## Referee 2

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | **Institution:** |  |
| Address: |  | | |
| Telephone: |  | **Mobile:** |  |
| Email: |  | **Fax:** |  |

Provide a brief (Maximum 100 words) citation **suitable for publishing in the Annual Report** summarising the nominee’s relevant achievements.

Provide a short biography (maximum 200 words) **suitable for publishing in the Annual Report**.

# ATTACHMENTS

Please attach each of the following to this application form.

Certified copies of official transcripts

Evidence of eligibility to enrol in any proposed formal study programs

Written agreement from any proposed supervisors/mentors

Documents supporting the proposed budget items.

# DECLARATION

I declare that the information supplied by me on this form and supporting documentation is complete, true and correct.

I authorise Dietitians Australia to obtain any details, records or relevant information from other institutions and authorities at any time.

I am aware that the provision of false or misleading information in any respect may result in the withdrawal of any offer of an award to me.

**Applicant’s signature:**

**Date:**

Email completed application forms to ARAC Secretariat [awards@dietitiansaustralia.org.au](mailto:awards@dietitiansaustralia.org.au?subject=2022%20Award%20of%20Merit%20Nomination)

**Completed forms must be received at the National Office by 5pm AEDT Monday 16 January 2023**