



The UNEP/AAPM Western Australian Aboriginal Health Service Scholarship

The purpose of the Scholarship is to foster and promote continuing training and professional development to Aboriginal Health Service employees in Western Australia, supporting a pathway to Practice Management

The Scholarship provides the course fees for an enrolment in the UNE Partnerships Professional Development Program for an on-line course. The course awarded will be decided as follows:

Diploma of Professional Practice Leadership

In order to be considered as a candidate for this Scholarship, applications must meet the following criteria:

1. Minimum two years working in an ACCHO/AMS
2. Currently employed in an Aboriginal or Torres Strait Islander Health Service in Western Australia
3. Be nominated and supported by their current employer

Successful applicants undertake to:-

1. Complete the course of study within two years of announcement of the scholarship.
2. Provide an article for publication in the AAPM National Journal, "The Practice Manager"
3. Provide an article for publication in the UNE Partnerships newsletter
4. Promote the WA Aboriginal Health Service Scholarship program
5. Work alongside an AAPM Mentor to promote the role of Practice Manager within the Aboriginal and Torres Strait Islander Healthcare sector

Applications must be made on the Aboriginal Health Service Scholarship Application Form and be accompanied by:

1. A submission describing why you should be granted a scholarship. The submission should include career history, professional goals for your future in Practice Management, service to the profession and any other relevant information.
2. Provide a written statement or be able in interview to provide an understanding of the AAPM Core Principles of Practice Management (attached)
3. Your current Curriculum Vitae
4. Reference from your employer and/or other relevant organisation's CEO who can attest to your ability to undertake a role in professional practice management.
5. Nominating and seconding letters of recommendation.

The selection committee will comprise of four members - two members of the AAPM Indigenous Taskforce, a member from the Board of AAPM, and a representative from UNE Partnerships. AAPM reserves the right to change the make-up of this committee should a member of the Selection Committee feel a conflict of interest exists.

NB: Scholarship recipients who fail to maintain any of the above criteria for the duration of the scholarship will forfeit the benefits of the scholarship.

Appendix A: Core Principles of Health Care Practice Management

1. Financial Management

A high level of financial literacy with the ability to manage all financial and legal requirements of the business.

2. Human Resources Management

A well-developed understanding of the attraction, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture, and ensuring compliance with employment and labour laws.

3. Planning and Marketing

The ability to develop strategic plans defining the organisation's direction, and allocate its resources to pursue this strategy. The skill to develop public relations and customer relation programs that identify, anticipate and satisfy customer requirements, including establishing partnerships and strategic alliances.

4. Information Management

A good understanding of data management technology with the ability to conduct information needs analysis, facilitate the development and implementation of appropriate information systems, including training and support, maintenance and security.

5. Risk Management

A high level understanding of risk management including the identification, assessment, and prioritization of risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities. Risks will include financial, legal, human resource, security of personnel and assets (data, property and equipment), physical and clinical incidents.

6. Governance and Organisational Dynamics

A good knowledge of the structures and systems and understandings that enable the organisation to make the right decisions and set the right course along with the ability to develop leadership and change-management skills.

7. Business and Clinical Operations

The ability to ensure the organisation operates efficiently to maximise productivity and profit while providing a safe service to the satisfaction of patients. This includes ensuring sufficient resources, efficient processes, legal compliance and quality assurance programs. .

8. Professional Responsibility

The Practice Manager has legal and moral duty to promote ethical standards for individual and organisational behaviour and to develop interpersonal skills to achieve this. He or she should maintain their continued professional development to ensure their knowledge remains up to date and that it is applied in ways that benefit the patients, and the wider community.