



NZHPA Mental Health Special Interest Group (SIG)

Study Grant Rules

- 1) The name of the grant is to be the “NZHPA Mental Health SIG Study Grant”.
- 2) The aim of the grant is to encourage more pharmacists to specialise in mental health pharmacy, to continue their specialist mental health education, and to contribute to mental health pharmacy practice in New Zealand.
- 3) Preference will be given to applicants who are currently working as a pharmacist in an area of mental health (whether this be hospital or community based).
- 4) Applicants are expected to first approach their employer for funding of the course which they wish to undertake. Evidence for this must be attached to the application.
- 5) Applicants are expected to contribute to some of the cost of their course, either from their employer (as per the above clause) or by themselves.
- 6) The amount of money available each year is to be capped at \$5000. For applications related to the Aston University (UK) Postgraduate Certificate in Mental Health Therapeutics, a maximum of \$5000 may be awarded to a single applicant. For all other activities, a maximum of \$2000 may be awarded to a single applicant.
- 7) Priority will be given to applicants wishing to complete the Aston University Postgraduate Certificate in Mental Health Therapeutics. In the absence of successful applicants for this course, consideration will be given to partially funding other appropriate mental health continuing education activities, including the Aston University (UK) Postgraduate Diploma in Psychiatric Pharmacy. Each application will be considered on a case by case basis, based on individual merits and circumstances.
- 8) The grant will be advertised every second year inviting applications from pharmacists who want to apply for the Aston University Postgraduate Certificate in Mental Health Therapeutics. If the full grant is not awarded, the grant will be re-advertised in January the following year for anybody wishing to do the Aston University Postgraduate Diploma in Psychiatric Pharmacy or those wishing to apply for other continuing education opportunities. This allows time for review of applications and for successful applicants to enrol into the specified course. Each advertisement will state the closing date for applications and a date when applicants can expect to know if their application has been successful.
- 9) Applications for the grant are to be made on the Mental Health SIG Study Grant Application Form and sent electronically. This can be downloaded from the NZHPA website or requested from the SIG committee.
- 10) Applications are to be sent via the NZHPA Administrator in the first instance. The Administrator will then forward applications to members of the MHSIG Committee and the NZHPA Executive. Any member who has a conflict of interest (e.g. as a referee for an applicant) will not be involved in the selection process.

- 11) Applications will be reviewed by both the MHSIG Committee and the NZHPA Executive. Final decisions will be made by the NZHPA Executive.
- 12) The grant selection criteria will be based on the applicant's expected input back into New Zealand mental health pharmacy practice, as well as any other relevant information as stated on the application form. Recipients of the grant will be expected to contribute to mental health pharmacy practice in New Zealand after completing the course for which they received funding.
- 13) Recipients of the grant will be expected to successfully complete the course within the required timeframe (e.g. the Aston University courses must be completed within two years). Recipients must inform the NZHPA Executive if they cannot complete the course within the agreed timeframe.
- 14) Recipients of the grant must communicate with the NZHPA Executive within one month of completing the course of study to confirm that the course has been completed successfully.
- 15) Recipients of the grant will be expected to present at the next Mental Health SIG seminar. The presentation should reflect how they applied their learning to their everyday work (e.g. case study). Recipients must also write a brief report for inclusion in the NZHPA newsletter or similar.
- 16) Grants awarded for the Aston University Postgraduate Certificate or Diploma may be awarded in advance at the discretion of the NZHPA Executive. This is to acknowledge that mental health pharmacy training in New Zealand is limited and that training provided by international universities is more expensive and cannot be paid for using a New Zealand student loan. Grants for any other activity will be awarded on a retrospective basis, after evidence of successful completion/attendance has been forwarded to the NZHPA Executive.
- 17) Receipt of payment should be forwarded to the NZHPA Executive as soon as practicable, but no later than one month after fee payment.
- 18) Applicants who receive the grant in advance would be required to re-pay the grant to the Mental Health SIG if any of the following situations arise:
 - a) The successful applicant does not successfully complete the course within the required time frame,
 - b) The successful applicant leaves the New Zealand pharmacy workforce within two years of the grant being awarded.Requirement to re-pay the grant will take into account extenuating circumstances and will be at the discretion of the NZHPA Executive.
- 19) There is no requirement for the grant to be awarded in any given year if there are no suitable applicants. There is no requirement for the full value of the grant to be awarded in any given year. If there is more than one successful applicant in a given year, the grant can be split between the successful applicants at the discretion of the NZHPA Executive.
- 20) The Mental Health SIG Study Grant rules will be reviewed every three years.