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## **ANZONA INTERNATIONAL ORTHOPAEDIC NURSES GRANT** **INFORMATION & GUIDELINES**

**For the allocation of a grant to fund attendance at the biennial ANZONA conference for (up to) three orthopaedic nurses from a developing country.**

### **Objective:**

Provide financial aid in the form of conference registration to orthopaedic nurses from developing countries to facilitate their attendance at the ANZONA conference.

### **Criteria for application/consideration**

1. Nurses must be residents of a country that is considered a developing country where resources are limited and exposure to international conferences is restricted due to limitation of resources.
2. Applications from individual nurses from different countries will be considered however it may preferable to have all nurses from the same country for each application period. (The ANZONA committee will discuss and make a decision about this point where needed)
3. Applicants must be involved in the care of Orthopaedic patients and have at least 2 years of experience in nursing (by the date of the conference) Ideally the applicants should be relatively senior nurses who, following conference attendance, will be able to disseminate knowledge learnt and influence practice in their local setting & country.
4. Applications are open to registered and enrolled nurses (or equivalent role titles)
5. Applicants must seek & attain the support/sponsorship of a local ANZONA chapter who will act as their advocates.
6. Applicants must commit to attend the conference. Other costs such as travel, accommodation and living expenses are to be borne by the applicant or in assistance with the supporting chapter.
7. The same nurses are not able to apply for consecutive conferences however other nurses from the same country may apply. In this event the ANZONA committee may consider applications from other countries first.

### Application process

1. Applications must be submitted by the supporting chapter on behalf of the applicants with the use of the International grant application form.
2. The completed grant application form must be submitted to the ANZONA secretary via email ideally 6 months before the conference. Further supporting documentation may be submitted later after the initial application as needed. [secretary@anzona.net](mailto:secretary@anzona.net)
3. The initial application should include the names of the applicants, a brief CV that outlines the each applicant's current role/s, their education level and employment history.
4. The application should also have a supporting letter from the president of the local chapter that outlines the suitability of the nurses for the conference and the potential benefits for their patients & their healthcare system.
5. The supporting chapter should provide the ANZONA committee an outline of how associated costs are being met by the chapter and/or the applicants no later than 2 months prior to the conference

### Approval Process

1. All applications should be distributed by the ANZONA secretary to all committee members at least 4 months prior to the conference.
2. Consideration must be made by the ANZONA committee that applicants will need to be advised of the status of their application as early as possible to allow them time to organise travel etc.
3. All applications and allocation of grants will be ratified by the ANZONA committee during a committee meeting. If a quorum is not reached during that meeting, or there is no scheduled meeting within the required time frame then a vote via email should be pursued.
4. Once a decision is made the ANZONA secretary should inform the applicants as soon as possible via email. This notification should also go to the supporting chapter as well as the organising committee of the conference.
5. Decisions made by the committee will be made in accordance with the principles of equity and transparency providing all criteria have been met.

### Grants

1. 3 individual grants will be allocated each to the value of an early bird registration.
2. The local conference organising chapter will provide registration costs at the early bird rate for a member of ANZONA (even if the time frame has past)
3. ANZONA bears the cost of the grant/s and will pay the registration directly to the conference organiser as soon as possible once approved.
4. If an applicant fails to attend the conference (once approved & registration has been paid) the usual refunding conditions of the conference apply- If failure to attend was unavoidable then recover of costs will not be sought by

ANZONA however if other conditions caused failure to attend then ANZONA may seek to recover all or part costs.

Conditions & notes

- The ANZONA committee reserves the right to vary the above guidelines as needed.
- The decision of the committee in respect to grant applications is final but may be adjusted if the committee see fit.
- Grant guidelines should be reviewed every 4 years by the committee or their delegate.
- Where possible- successful applicants should be encouraged to present at the conference to share with the other delegates the challenges of providing care to orthopaedic patients in their country. ANZONA may give priority to the group/individual to present at the ANZONA conference (by verbal presentation of poster.
- Successful applicants should be encouraged to provide a simple report of their conference experience & any potential impact in their practice to the local chapter that supported them. This may be disseminated to other chapters or ANZONA Website. Lack of engagement in this process may affect consideration of future grants.
- Supporting chapters should discuss any potential applications with the ANZONA president as well as the organising committee as soon as possible.

**Sign:**

**Date:**

Please refer to Appendix for instructions re what countries are considered developing countries.

Appendix 1

**List of developing countries as declared by the Minister for Foreign Affairs**

<b><u>EUROPE</u></b>	<b><u>AFRICA</u></b>	<b><u>South of Sahara</u></b>
Albania	<b><u>North of Sahara</u></b>	Angola
Armenia	Algeria	Benin
Azerbaijan	Egypt	Botswana
Belarus	Libya	Burkina Faso
Bosnia & Herzegovina	Morocco	Burundi
Georgia	Tunisia	Cameroon
Kosovo		Cape Verde
Macedonia (former Yugoslav Republic)	<b><u>Middle East</u></b>	Central African Rep.
Moldova	Iran	Chad
Serbia & Montenegro	Iraq	Comoros
Turkey	Jordan	Congo, Rep.
Ukraine	Lebanon	Congo, Dem. Rep.
	Syria	Cote d'Ivoire
<b><u>Pacific</u></b>	West Bank and Gaza Strip	Djibouti
Cook Islands	Yemen	Equatorial Guinea
Micronesia, Federated States		Eritrea
Fiji		Ethiopia
Kiribati		Gabon
Marshall Islands		Gambia
Nauru		Ghana
Niue		Guinea
Palau Islands		Guinea-Bissau
Papua New Guinea		Kenya
Samoa		Lesotho
Solomon Is.		Liberia
Tokelau		Madagascar
Tonga		Malawi
Tuvalu		Mali
Vanuatu		Mauritania
Wallis & Futuna		Mauritius
		Mozambique
		Namibia
		Niger
		Nigeria
		Rwanda
		St. Helena
		Sao Tome & Principe
		Senegal

		Seychelles Sierra Leone Somalia South Africa South Sudan Sudan Swaziland Tanzania Togo Uganda Zambia Zimbabwe
<b>AMERICA</b> <b>North &amp; Central</b> Anguilla Antigua & Barbuda Belize Costa Rica Cuba Dominica Dominican Rep. El Salvador Grenada Guatemala Haiti Honduras Jamaica Mexico Montserrat Nicaragua Panama St. Kitts & Nevis St. Lucia St. Vincent & Grenadines	<b>South America</b> Argentina Bolivia Brazil Chile Colombia Ecuador Guyana Paraguay Peru Suriname Uruguay Venezuela	<b>ASIA</b> Afghanistan Bangladesh Bhutan Burma Cambodia China, (excl. Hong Kong) East Timor India Indonesia Kazakhstan Korea, Dem. Rep. Kyrgyz Rep. Laos Malaysia Maldives Mongolia Nepal Pakistan Philippines Sri Lanka Tajikistan Thailand Turkmenistan Uzbekistan Vietnam