

Application Package for Caring for Our Community

**A two-day program to enhance the role, knowledge and practice of
Aboriginal and Torres Strait Islander Health Workers in cancer care,
prevention, screening and early detection, and end of life care**

Toowoomba 13 + 14 February, 2018

Cancer Council Queensland (CCQ) supports the ongoing professional development of Aboriginal and Torres Strait Islander health professionals working with people affected by cancer. The two-day program will support Aboriginal and Torres Strait Islander Health Workers in providing cancer care, prevention, screening and early detection, and end of life care. When returning to the workplace, it is expected that health professionals will use their learning experiences to contribute to improved cancer outcomes across Queensland.

Participants need to register for the program and bursary funding is available for Aboriginal and Torres Strait Islander people working as health professionals to learn about cancer care, end of life, cancer screening and prevention. Please complete the Bursary section of this application package if you would like to apply for financial assistance.

Course Details

Course Date: 13 + 14 February, 2018

Course Location: Toowoomba, venue to be advised

Course Program:

Tuesday 13 February 2018, 9am start, 5.45pm end

- Welcome to Country, Welcome Address and Introductions
- What is Cancer?
- Death and Dying / End of Life / Palliative Care / Sad News, Sorry Business
- Cancer Council Queensland Lodge Accommodation Tour
- Community Gathering

Wednesday 14 February 2018, 9am start, 5pm end.

- Cancer Council Queensland Services that support Aboriginal and Torres Strait Islander people
- Screening for cancer and finding cancer early
- Preventing cancer and creating healthy lifestyles
- Creating networks
- 4pm - Close
- Optional: 4-5pm – Visit to screening, treatment, cancer care or palliative care centre

Cost: There is no cost to attend the program. Financial assistance (bursary) of up to \$700 is available to support Aboriginal and Torres Strait Islander people working as health professionals to attend the course.

Participants: Aboriginal and Torres Strait Islander people working as health professionals from the South West region and all other regions across Queensland.

Catering: Morning tea, lunch and afternoon tea will be provided.

Application Contents

The application package contains the following:

- Course Application (all applicants to complete)
- Bursary Application Details – only complete this section if you are applying for a financial assistance to assist with travel, accommodation or meals
- Application Declaration (all applicants to complete)
- Employer / Supervisor Recommendation (all applicants to complete)

To Apply

Participants are responsible for submitting their application in full. Incomplete submissions will not be accepted.

Send completed applications by email to: communitysupportservices@cancerqld.org.au. A receipt of application will be acknowledged within two working days.

Participants are encouraged to submit a bursary application, included in this application package. Please submit your application early as bursaries may be limited for your chosen location.

Applications Close: Tuesday 6th February, 2018

Please complete and return your application by Tuesday 6th February, 2018 to communitysupportservices@cancerqld.org.au

Further information

For further information, please email communitysupportservices@cancerqld.org.au, phone 07 3634 5188 or contact your Regional Community Support Coordinator.

Course Application

Participant Details (Please print or type)

Given Names: _____
Surname: _____
Preferred Name: _____
Address: _____
_____ Post Code: _____
Email Address: _____
Work Telephone: _____ Mobile or Home Phone: _____
Workplace: _____
Position: _____
Qualification / Education: _____

Do you identify as: ☐ Aboriginal ☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander ☐ Neither

Do you have dietary requirements: ☐ Yes ☐ No

Details: _____

What courses have you attended that relate to cancer, early detection and screening or end of life care? _____

Briefly tell us about what you do in your work _____

On a scale from no knowledge (0) to excellent knowledge (10), rate your current knowledge about:

Cancer:

0 1 2 3 4 5 6 7 8 9 10
No knowledge Excellent knowledge

Screening for cancer and finding cancer early:

0 1 2 3 4 5 6 7 8 9 10
No knowledge Excellent knowledge

Cancer prevention and healthy lifestyles:

0 1 2 3 4 5 6 7 8 9 10
No knowledge Excellent knowledge

Death and Dying / End of life care:

0 1 2 3 4 5 6 7 8 9 10
No knowledge Excellent knowledge

Why would you like to attend this course? _____

How will you share your knowledge and skills when you return home? _____

How did you find out about this course?

☐ Email ☐ Work ☐ Flyer ☐ CCQ Website
☐ Other _____

Will you be attending the optional Site Visit to a screening, treatment, cancer care or palliative care centre between 4 and 5pm on the final day of the course?

☐ Yes ☐ No ☐ Uncertain

Financial Assistance (Bursary) Application

Please skip this section if you are not applying for a bursary.

The Cancer Council Queensland Bursary is for Aboriginal and Torres Strait Islander people living and working as health professionals in Queensland.

Cancer Council Queensland will provide a one-off bursary valued **up to \$700 AUD** (including GST) to successful applicants. Participants who are successful in obtaining the bursary are encouraged to reduce costs wherever possible by carpooling with other participants, or staying with friends or family or at Cancer Council Queensland lodges if available. The bursary is a contribution to the cost of attending the course and may not cover all expenses to attend. The bursary will be paid via Electronic Funds Transfer.

We understand that costs may change slightly between when you apply for the bursary and when you make bookings. The final amount of the bursary will be determined based on the needs outlined in your application as well as a discussion between Cancer Council Queensland and the participant. **Please outline the estimated costs for reimbursement based on the costs at the time of completing this application.** Participants are advised to keep their receipts and to provide them to Cancer Council Queensland if requested to do so. If participants are unable to attend the course, or if costs to attend change, applicants will be asked to repay funds to Cancer Council Queensland (in full or the difference in amount).

Selection Details

Bursary applications must

- Register for the Caring for Our Community Course in Toowoomba on 13 + 14 February, 2018
- Identify as Aboriginal and or Torres Strait Islander
- Be a health worker living and working in Queensland at the time of the course
- Be able to provide information to networks within their communities after the course
- Live more than 50km from the course location and require financial assistance to be able to attend the course
- Please contact communitysupportservices@cancerqld.org.au if you do not meet the criteria and need assistance to attend the course

Selection Process

Once received, the applications will be reviewed for completeness. The CCQ Bursary Selection Committee will meet weekly to evaluate the submitted applications and may call for additional information in order to reach a final decision. Each applicant will be notified via email of the outcome. Applications will be assessed within 7 working days of receiving the application.

Bursary Details

(Please only complete this page if you wish to apply for a bursary to attend the course. The applicant is responsible for making their own bookings)

Accommodation: The course will commence at 9am on the 13th of February. Funding is available for accommodation between the 12 March and 15 March as needed.

Number of nights needed: _____ Cost per night: _____

Travel: Funding is available for flights, bus or train travel or fuel costs

Type of travel: _____ Cost of travel: _____

Meals: Morning tea, lunch and afternoon tea will be providing on both days of the course. Funding is available for breakfasts (up to \$25 each) and dinners (up to \$40 each).

Number of breakfasts: _____ Cost of breakfast: _____

Number of dinners: _____ Cost of dinner: _____

Provide details / reasons for requiring these funds: _____

Amount requested

Item	Allowance	Amount requested
Accommodation	E.g. \$150/night	\$
Fuel	E.g. \$150	\$
Food	Breakfast E.g. \$25 Dinner E.g. \$40	\$
Flights, bus or train	E.g. \$500	\$
TOTAL	Cannot exceed \$700	\$

Application Declaration – all applicants to complete

I, _____
(Applicant name – please print)

hereby make formal application to Cancer Council Queensland to attend the Caring for Our Community Course and bursary (please strikethrough if not applicable) for Aboriginal and Torres Strait Islander Health Workers taking place in **Toowoomba on 13 + 14 February, 2018.**

If applying for a Bursary I agree to repay Cancer Council Queensland's bursary funds paid to me if I do not attend the course or if there are significant changes to the costs outlined above.

Privacy Statement

Your Personal Information is being or has been collected by Cancer Council Queensland (ACN 009 784 356) ("Cancer Council", "we", "us" or "our") [www.cancerqld.org.au], to facilitate services or products requested by you and/or to keep you informed about Cancer Council related activities. We may send you information about programs, products, services, fundraising or other activities which we think may interest you. Your Personal Information may be provided to third parties where required by law or so that such third parties may provide Cancer Council with services. In so doing your Personal Information may be disclosed to overseas recipients. Please refer to our Privacy Policy (which is available at the website above or on request by calling 13 11 20) for further details. By providing your information to us you consent to your information being disclosed or used for this purpose. We will take reasonable steps to ensure that such third parties deal with your information appropriately and only for Cancer Council purposes. If you wish to unsubscribe please email dataservices@cancerqld.org.au or write to Data Services, Cancer Council Queensland, PO Box 201, Spring Hill, QLD 4004. Our Privacy Policy explains how you can contact us to access and correct your personal information or make a privacy complaint.

Applicant Signature: _____

Date: _____

Employer/Supervisor Recommendation:

I, _____
(Employer/Supervisor name – please print)

fully endorse the application of: _____
(Applicant name – please print)

for Cancer Council Queensland's Caring for Our Community Course and Bursary (please strikethrough if not applicable) for Aboriginal and Torres Strait Islander Health Workers in Toowoomba on 13 + 14, February 2018.

Employer/Supervisor's Signature: _____

Date: _____