



ONTARIO OCCUPATIONAL HEALTH NURSES ASSOCIATION

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NANCY HICKS EDUCATIONAL BURSARY FUND

PURPOSE: The purpose of the Nancy Hicks Educational Bursary Fund is to provide financial assistance to Occupational Health Nurses who wish to further their education in Occupational Health.

POLICY:

1. The bursary shall be administered by Nancy Hicks of Wellpoint and the OOHNA Board of Directors through the Executive Director. All monies received in the fund will be spent only for the purposes outlined in this document.
2. The award(s) shall not exceed \$1000.00 per year and no one award will exceed \$500.
3. The bursary applicants will be considered once a year on May 1.
4. The bursary shall be awarded upon proof of successful completion of the academic endeavor:
 - a. Full-time/part-time study programme
 - b. CNA Exam
 - c. Research and Educational Seminars
5. Applications must be received by the Executive Director through the OOHNA office no later than March 15 of the year in question. Review of the applications for the bursaries and the selection of the recipients will be completed in time to announce the recipients at the annual conference.
6. Granting of the bursaries is at the discretion of Nancy Hicks of Wellpoint Health Ltd. and the Board of Directors of the Ontario Occupational Health Nurses Association.
7. The Executive Director will present the candidates for approval.

CONDITIONS OF APPLICATION:

The applicant must:

- be actively employed as an Occupational Health Nurse or a registered nurse interested in the field of occupational health
- submit a brief statement outlining her/his purpose in undertaking the academic endeavor
- submit a current resume
- provide proof of successful completion by submitting one of the following:
 - a) transcript (or photocopy of original transcript) of grade achieved in a study programme
 - b) proof of attendance at an educational seminar, research proposal, with costs
 - c) present research proposals with cost

SELECTION CRITERIA:

The criteria considered when selecting a recipient will include:

- Certification in Occupational Health Nursing or currently working towards certification as an Occupational Health Nurse
- Preference will be given to a member of Ontario Occupational Health Nurses Association
- Relevancy to occupational health
- Academic standing
- Leadership qualities

CONDITIONS FOR BURSARY AWARD:

1. The award is conditional on proof of successful completion of academic endeavor, or confirmation of attendance at an educational seminar.
2. The recipient will be encouraged to:
 - submit an article for possible publication in the OOHNA journal
 - or
 - submit an abstract for possible presentation at OOHNA conference/workshop.
3. A recipient may not apply for the Nancy Hicks Bursary for three years after receiving the award.

THE SELECTION COMMITTEE:

1. Nancy Hicks of Wellpoint Health Ltd, the Board of Directors and the Executive Director shall administer the Nancy Hicks Bursary Fund.
2. Nancy Hicks of Wellpoint Health Ltd., and the Executive Director shall review all applications for the bursaries, and with the Board of Directors select the recipient in time to announce the recipient at the annual conference.
3. In the event that a member of the Selection Committee applies for the bursary, they would have to excuse themselves from the Selection Committee process.