



**RULES**

**FOR**

**Heart Failure Association of the ESC**

**HF NURSE TRAINING FELLOWSHIP**

## **HFA NURSE TRAINING F E L L O W S H I P S**

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### **Purpose of the Nurse Training Fellowship Programme**

The goals of the HFA nurse training fellowship are to foster the professional development of nurses in order to improve the outcome of care for the patient with heart failure. The objective is to enhance their future career as an innovator and or researcher to further advance the field of nursing care for heart failure patient as well provide added value to their home institution or country upon their return.

The Training Fellowship aims at nurses working in primary, secondary or tertiary care who wish to develop their academic skills, to build a network aiming at joint publications or start a collaborative research project with the host institution in the field of HF care. The training fellowship includes a research exchange with a HF care-research group. The applicant has to have a nursing degree and a master degree (letter of support of the host research group is needed).

### **Eligibility**

Any European resident or citizen, including those from countries considered as “Associates of the EU” (see list from the European Commission).

Preference will be given to applicants who wish to use the award to work with a research team from another country although working in an institution in the same country is permitted. The Training Fellowship cannot be held in the institution where the applicant is already based.

Fellows may not hold a similar award from another body at the same time as the HFA Nurse Training Fellowship nor have previously been awarded an HFA Fellowship.

### **Tenure**

1 year maximum

### **Level of support**

Fellows will receive a total sum of Euros 24,000 for the year to cover subsistence.

### **Scope of research programme**

Any research proposal that is clearly related to nursing aspects of heart failure patients and where provisional acceptance by the host institution has been confirmed in writing.

Application forms may be obtained from the HFA. The closing date for applications will be 31 October 2014.

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## NOTES ON APPLYING FOR NURSE TRAINING FELLOWSHIPS

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1. All parts of the application should be returned by the closing date to:

**European Society of Cardiology  
Les Templiers  
2035 route des colles  
CS 80179 BIOT  
06903 SOPHIA ANTIPOLIS Cedex, France**

The closing date for applications is 131 October 2014. Late or incomplete applications will not be considered.

2. Candidates should read the regulations for HFA Nurse Training Fellowships. Submission of an application will be taken to imply acceptance of these conditions.
3. Applications will be submitted for consideration as received by the office; applicants are therefore urged not to submit incomplete forms and to arrange for the forms to be completed in clear typescript to ensure good quality reproduction.
4. Applications must conform to the accepted lay-out and provide the necessary information within the space(s) provided in the form; only in exceptional cases can additional sheets be accepted (e.g. list of publications), so make a careful selection of your documentation.
5. Part A and the candidate's name box on Parts B should be completed by the applicant. Candidates are asked to note that responsibility rests with them to pass on Parts B-E of the application form and to ensure that these are returned to the HFA as indicated under 1. Failure to return the parts by this date will hinder the processing of the application in question and may prejudice its final assessment.
6. Section 8. Please give termination date of present appointment if this is not a permanent post.
7. Section 10. It is essential to include all pertinent publications.
8. Section 11. Candidates are advised to seek out a centre in another country in Europe which offers good research opportunities in the field of heart failure nursing research. Commitment of the proposed host centre indicated in Parts D and E is essential and a proposal concerning the research to be accomplished during the Training Fellowship should be developed in collaboration with the proposed supervisor whose name is given in Part D.
9. Applicants are required to clarify with the head or supervisor of the proposed host centre the language requirements needed and should provide evidence that they are fluent enough in the language(s) needed.
10. Section 16. All applicants are asked to complete this section of the form. The referee should be an external examiner for a higher degree or another person outside the departments listed in section 3 and 15.
11. Section 19. Scientifically-qualified candidates who have not yet obtained their masters must have submitted a thesis before taking up an award.
12. Section 23. If an applicant has ever had any serious illness which will hinder his or her future career, he or she is asked to inform the HFA of the ESC. This information may be sent separately addressed to the President of the HFA of the ESC.

## HFA RESEARCH FELLOWSHIPS

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### CONDITIONS AND REGULATIONS

- Part 1 - Purpose and scope of the HFA Nurse Training Fellowship Programme
- Part 2 - Method of application
- Part 3 - Standard regulations
  
- Appendix I - Residence eligibility for HFA Nurse Training Fellowships

## PART 1 - PURPOSE AND SCOPE OF THE HFA NURSE TRAINING FELLOWSHIP PROGRAMME

### **Purpose of programme**

1.1 The HFA Nurse Training Fellowship programme enables nurses to gain specialized research experience in the field of nursing and care for patients with heart failure in a European institution outside their own home country. The programme is designed to promote the development of academic activities in the field of heart failure in areas that are not already well developed in the home institution or country of the applicant. Therefore, it is particularly important to demonstrate what added value would be derived through the Nurse Training Fellowship as compared to undertaking similar training in the home institution or country. Applicants are advised to ensure that the research proposal demonstrates novelty and clear evidence of the research training component. .

1.2 Applicants are advised to seek host Centres that not only offer good research opportunities but are also the most appropriate for the particular field of study in heart failure nursing.

The application and research proposal should be prepared in collaboration with the proposed host centre and supervisor who should provide written confirmation of willingness to host the Fellow, as well as availability of funds to support the work.

1.3 The HFA Nurse Training Fellow is expected to submit an abstract(s) on work undertaken during the award to the Annual HFA Heart Failure Congress during the course of the Training Fellowship. Attendance at the HFA meeting to receive the award is expected.

1.4 A report of work achieved and training received (max 2 pages) must be provided to the HFA within 2 months of the end of the Training Fellowship.

### **Period of support**

1.5 A maximum period of one year.

### **Financial provision**

1.6 The Nurse Training Fellowship provides financial support for the fellow's subsistence of Euros 24,000 for one year, by means of a Training Fellowship Grant to the selected Centre in accordance with regulations of the host institution. The host institution should confirm in writing its agreement with this process. The Nurse Training Fellowship does not cover any direct research costs or bench fees and the host institution must provide written confirmation of the availability of funds to support the programme of research in Part D of the application form.

## PART 2 - METHOD OF APPLICATION

### **Eligibility**

- 2.1 Applicants must meet the residence requirements set out at Appendix 1 (revised).
- 2.2 Applicants who are in doubt about their eligibility on residence grounds are advised to contact the HFA prior to submitting an application.
- 2.3 The qualifications required are as follows:  
  
Nursing degree and Masters graduates: should have completed major part of their training and below consultant grade or equivalent.
- 2.4 Applicants should be a Member of the Heart Failure Association of the ESC

### **Submitting a formal application**

- 2.5 Application forms are available from the HFA. The closing date for applications for the Nurse Training Fellowship competition is 31 October 2014.
- 2.6 Applicants are advised to read the following notes carefully before submitting an application.

### **Location**

- 2.7 Nurse Training Fellowships may be held in a suitable European university department or similar institution. Applicants are expected to make their own arrangements for acceptance in the host institution.
- 2.8 The HFA is unable to provide assistance with transfer or household removal expenses incurred by fellows on taking up an award.

### **Subject of Research**

- 2.9 Proposals must obviously result from discussion between applicant and supervisor but the applicant should submit personally composed proposals for nursing training fellowship in the field of heart failure.  
The application form has been designed to make it clear that the head of the proposed department is willing to receive the candidate and provide the necessary facilities.

### **Conditions for application**

- 2.10 Applications for the Nurse Training Fellowship are made on the understanding that the host institution, the supervisor and the training fellow agree to accept the regulations relating to the programme. The HFA intends the programme to be operated with flexibility and reserves the right to deal as it sees fit with any application of unusual nature. Furthermore, the HFA reserves the right to waive any rule, subject to the need to ensure that Nurse Training Fellowship funds are properly expended.
- 2.11 Applications must be supported in each case by:
  - (I) the head or supervisor of the department or establishment in which the candidate is at present working. The applicant should show the head of department the whole application form with

Part A completed, together with these regulations, and ensure that the latter is aware of the closing date; Part B of the form should then be detached for completion and return to the HFA by the head of department at the time and address indicated on the 1st page.

- (II) an independent referee of the applicant's choice who is familiar with his/her work but not attached to the current or proposed host department; the referee should complete Part C of the form and return it directly to the HFA.
  - (III) the head or supervisor of the proposed host department who should complete Part D of the form and return it directly to the HFA.
  - (IV) an appropriate administrative authority (e.g. finance officer, registrar, bursar, secretary) of the proposed host institution who should complete Part E of the form in time for it to be submitted to the HFA by the applicant with Part A of the form.
- 2.12 Applicants are responsible for ensuring that all the parts are returned to the HFA by the normal closing date for applications.
- 2.13 Applications are required to clarify with the head or supervisor of the proposed host centre the language requirements needed for training and they have to provide evidence that they are fluent enough in the language(s) needed.

## PART 3 - STANDARD REGULATIONS

### **Status of Nurse Training Fellows**

- 3.1 An award under these regulations will normally be administered through the medium of a Training Fellowship Grant for the period of the award.
- 3.2 The Board of the Heart Failure Association of the ESC will nominate a co-supervisor from the Board for the winning projects

### **Grants**

- 3.3 Additional grants may be received but must take into account the amount offered by the HFA (24,000 Euros)

### **Insurance and tax**

- 3.4 The applicant is responsible for the set up of his own personal and professional insurance and for compliance with taxation rules according to the local fiscal regulations.

### **Other awards and employments**

- 3.5 Training Fellowships are awarded for full-time research and HFA approval must be sought before any other work is carried out within normal working hours.
- 3.6 It will be a condition of any award that clinical fellows do not engage in private practice for personal gain.
- 3.7 In case fellows are asked by their host institutions to undertake medical duties outside normal working hours their supervisors should consult the HFA in advance about the arrangements and any additional payment which may be involved.

### **Holidays**

- 3.8 Training fellows may take holidays in accordance with the conditions of service of the host institution up to a maximum of six weeks during a complete year. The date and duration of any holiday proposed beyond this period should be reported to the HFA.

### **Sick leave**

- 3.9 Training fellows will be subject to the normal conditions of service of the host institution so far as sick leave is concerned, but the HFA should be notified if a fellow is likely to be away through illness for more than a month.
- 3.10 Training fellows are obliged to have a health insurance either provided by the employing institution or on the fellow's own discretion.

### **Change of project or supervisor**

- 3.11 Any changes in a fellow's research programme or supervisor from those originally approved the HFA will require the HFA's prior consent.



**Final report and subsequent post**

- 3.12 Nurse Training Fellows are required to submit a report at the end of the Training Fellowship on the work undertaken and to inform the HFA of the appointment he or she proposes to undertake on the conclusion of the Fellowship. Fellows are encouraged to submit an abstract to the HFA Annual Congress reporting on work related to this Fellowship, and to take this opportunity of putting forward any comments they may have on the Nurse Training Fellowship Programme.

**Local regulations**

- 3.13 Fellows will be subject to the terms of employment of their host institution.



## **RESIDENCE ELIGIBILITY FOR HFA NURSE TRAINING FELLOWSHIPS**

1. These rules will apply to an award of an HFA Nurse Training Fellowship.
2. Subject to the following provisions of these rules a candidate must at the date of application for an award:
  - (a) be ordinarily resident in Europe or one of its “Associated countries”, according to the EU definition.
  - (b) have been ordinarily resident in Europe for the period of 3 years immediately preceding the date of application.
3. Any candidate who is the child of a citizen of a European State will be eligible for an award if at the date of application:
  - (a) is resident in Europe and
  - (b) his/her parent, being such a citizen, is employed in Europe or if not, was previously last so employed or has been so employed for an aggregate period of 1 year during the period of 3 years immediately preceding the date of application, and
  - (c) has been ordinarily resident in Europe for the 3 years immediately preceding the date of application.
4. A candidate who is a refugee or the spouse or child of a refugee will be eligible for an award if at the date of application the refugee:
  - (a) is ordinarily resident in Europe, and
  - (b) has not been ordinarily resident outside Europe since being recognized as a refugee or granted asylum.
5. For the purpose of these rules:
  - (a) A candidate will not (except for the purpose of paragraph 4) be treated as ordinarily resident in a place specified in these rules in respect of any period during which he is so resident wholly or mainly for the purposes of receiving full-time education:
  - (b) A period of ordinary residence will not be treated as being interrupted by an absence which is caused:
    - (I) by the temporary employment abroad of the candidate, his spouse or his parents, or
    - (II) the temporary full-time education abroad of the candidate or his spouse.

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