



Terms and Conditions for Career Development Bursary

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1. Introduction:

- 1.1 The Healthcare Infection Society (**HIS**) is a UK registered charity, established in 1980 to foster the advancement of knowledge and the education of all those who have an interest in the field of healthcare-associated infections (**HCAIs**). Its mission is to provide healthcare professionals with the knowledge and tools they need to prevent and control HCAIs.
- 1.2 HIS believes that good science underpins good clinical practice, and views the support of research in the field of infection prevention and control (**IPC**) in healthcare as being a vital component of its work, and it maintains a designated fund from which it can support research projects within this field.
- 1.3 To further these aims, HIS supports and assists clinicians and scientists to discover and develop techniques that will further the aim of stopping preventable infections.
- 1.4 In practice, HIS accepts that it is not always the case that the direct or immediate outcome of a single piece of research will lead to changes in IPC practice or stop preventable infections. However, the awards funded by HIS must include the scientific and clinical knowledge that will further HIS's goal of preventing HCAIs.
- 1.5 For the avoidance of doubt, IPC is the scientific approach and practical implementation of methods to prevent harm caused by infection to both patients and healthcare workers. IPC is a multi-disciplinary field which has patient safety and healthcare quality at its core, but also uses evidence from microbiology, epidemiology, engineering and behavioural science. HCAIs are infections that develop as a direct result of a healthcare intervention or being in contact with a healthcare setting.
- 1.6 The scope of HIS's funding requires that applications be strictly related to HCAIs and show potential for clinical impact. As such, funding is unlikely to be awarded to applications in the broader fields of microbiology (including but not limited to mechanistic, molecular biology, solely *in vitro* and genetic studies).
- 1.7 In the case of the Career Development Bursary, funds will be provided for continued professional development (CPD) events and initiatives in the field of IPC. These include, but are not limited to, traditional, formal learning, blended or online learning, workshops, shadowing or training.

2. Definitions:

- 2.1 For the purpose of these terms and conditions, the following definitions shall apply:
 - '**Application**' the application for the bursary submitted to HIS by the Applicant.
 - '**Applicant**' the person who has signed the Application, other than HIS.
 - '**Bursary**' the type and level of funding awarded pursuant to the Career Development Bursary Application.
 - '**Conditions**' shall mean all terms and conditions applying to any application or award of the bursary, including, for the avoidance of doubt, those contained in this document (including the appendices), those contained in the Application, and any other terms HIS may apply to the bursary, and as amended from time to time whether by agreement between HIS and the Applicants or otherwise in accordance with any term of these terms and conditions.
 - '**CPD**' the event for which the Application was submitted.

- 2.2 Condition, appendix and paragraph headings shall not affect the interpretation of these terms and conditions.
- 2.3 The appendices form part of these terms and conditions and any reference to these terms and conditions or the Conditions includes the appendices.
- 2.4 Unless the context otherwise requires, words in the singular shall include the plural and, in the plural, shall include the singular.
- 2.5 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 2.6 A reference to **writing** or **written** includes emails but excludes faxes.
- 2.7 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 2.8 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.
- 2.9 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 2.10 Any obligation on a party not to do something includes an obligation not to allow that thing to be done.

3. General terms and conditions of the bursary:

- 3.1 The Conditions shall be binding on the Applicant, to the exclusion of any and all other terms and conditions which any person, other than HIS, seeks to impose. A copy of these signed terms and conditions must accompany all completed Applications and submission thereof will signify acceptance of these terms and conditions by the Applicant.
- 3.2 HIS may change the Conditions applicable to the Bursary from time to time, at which point the new Conditions apply.
- 3.3 HIS may consider co-funding. When applying for the Bursary, the Applicant must declare and fully justify why they have sought, or intend to seek, any financial support outside of HIS for the same CPD.
- 3.4 Once the Bursary has been awarded, HIS shall provide funding as specified in the Application for the CPD stated, but subject always to compliance in full of the Conditions by the Applicant.
- 3.5 The Bursary is subject to the continuing availability of funds allocated by HIS, and HIS reserves the right to withdraw the Bursary awarded (in whole or in part) at any time due to a lack of availability of funds.
- 3.6 Applications for the international CPDs (those taking place outside the United Kingdom and Republic of Ireland) will be considered provided that the Applicant is located in the United Kingdom or Republic of Ireland.
- 3.7 For international CPDs, it is the responsibility of the Applicant to obtain the information and eligibility to secure visas and other documentation.
- 3.8 Any additional or supplementary costs associated with the selection and engagement of any person not identified on the Application cannot be claimed.
- 3.9 For the avoidance of doubt, all applications for this Bursary and any decision whether or not to award it shall be at the sole discretion of HIS.

4. Eligibility

- 4.1 This Bursary is only open to Associate and Full members of HIS who have maintained their membership for two (2) consecutive years and are located in the United Kingdom or the Republic of Ireland.
- 4.2 A recipient of the grant will be eligible to reapply for the award every three (3) years, but preference will be given to new applicants.
- 4.3 Applications must be submitted and signed by the Applicant and their supervisor/line manager.

5. Non-employment

- 5.1 The relationship between HIS and the Applicant is intended to be and shall be one of Bursary-maker and Bursary-recipient and shall not be an employment relationship. No Applicant shall be regarded as an employee of HIS under any circumstances.
- 5.2 HIS accept no responsibility, financial or otherwise, for expenditure or liabilities other than those expressly applied for in the Application and included in the Bursary award, and subject always to HIS's right to terminate or withdraw the award pursuant to the Conditions.
- 5.3 In particular, HIS shall not be liable for any liability any Applicant incurs towards any other person or institution.
- 5.4 HIS will only fund costs directly associated with CPDs. HIS will not fund, for instance, and the Bursary shall not be applied, to back-pay for the events attended prior to Bursary award.
- 5.5 Applicants must promptly notify HIS in writing of any changes they are aware of that may impact the attendance of the CPD.

6. Reporting

- 6.1 It is a condition of the Bursary that within sixty (60) days of the CPD, the Applicant must write and deliver a report for HIS. Instructions on the content and style of this report must be obtained from HIS and must be followed. Any outputs arising must be included.
- 6.2 HIS may approach the Applicant with requests for blog articles and members' newsletter articles relating to their HIS Bursary.
- 6.3 All outputs, including but not limited to, oral and written presentations, these and other documentation resulting from the Bursary must include acknowledgement of HIS funding, and where possible include a copy of the HIS logo.

7. Termination of Funding

- 7.1 Funding for the Bursary may be terminated, or its conditions varied at any time and with immediate effect, at the absolute discretion of HIS.
- 7.2 Without prejudice to the generality of condition 7.1, HIS may, at its discretion, terminate or suspend the Bursary funding with immediate effect, in the event that the Applicant is in breach of the Conditions, or has done anything or omitted to do anything which results in a breach of the Conditions; if so terminated, the Applicant will be required to repay the Bursary in full on demand by HIS (unless HIS demands only part repayment, in which case the Applicant shall

repay the part so demanded). Such repayment obligations shall also apply if HIS discovers after the CPD that a breach occurred.

- 7.3 HIS shall reimburse expenditure covered by the Bursary and properly incurred up to the date of termination, and any expenditure irreversibly committed at the date of notice of termination save that irreversibly committed expenditure shall not be reimbursed by HIS where termination is made in accordance with condition 7.2, or where the Applicant has not complied with any of the Conditions.

8. General Terms

8.1 Waiver

- (a) A waiver of any right or remedy under this agreement or by law is only effective if it is given in writing and is signed by the party waiving such right or remedy. Any such waiver shall apply only to the circumstances for which it is given and shall not be deemed a waiver of any subsequent breach or default.
- (b) A failure or delay by any party to exercise any right or remedy provided under this agreement or by law shall not constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict any further exercise of that or any other right or remedy.
- (c) No single or partial exercise of any right or remedy provided under this agreement or by law shall prevent or restrict the further exercise of that or any other right or remedy.
- (d) A person that waives a right or remedy provided under this agreement or by law in relation to one person or takes or fails to take any action against that person, does not affect its rights or remedies in relation to any other person.

8.2 Law and Jurisdiction

- (a) This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- (b) Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

12. Signatures

Applicant (signing in their personal capacity)	
Print name	
Position	
Institution	
Signature	
Date	X _____

Supervisor/Line Manager (confirming that the Applicant will be released from their duties to attend the CPD)	
Print name	
Position	
Institution	
Signature	
Date	X _____

HIS – to be signed and returned by HIS if awarded	
Print name	Healthcare Infection Society
Print name of authorised signatory	
Position of authorised signatory	
Signature	
Date	X _____

For further information or enquiries, please contact Dr Aggie Bak via email at grants@his.org.uk

Appendix 1: Regulations relating to Career Development Bursaries

- A1.1 This bursary scheme supports the CPD of full and associate members (with 2 years continuous membership).
- A1.2 Members are eligible to apply for the bursary every three years, although preference will be given to those who have not previously received the bursary.
- A1.3 We are open to receiving requests for a wide range of learning experiences. This includes traditional, formal learning, blended or online learning, workshops, shadowing or training.
- A1.4 The development opportunity must have clear objectives and a clear impact on your professional development, delivery of your service or development of the profession.
- A1.5 The awardee will be required to prepare a short report for HIS to use on the Society's website or in the members newsletter and may be asked to disseminate their newly gained knowledge.
- A1.6 Up to £2,500 is available for UK or internationally-based events. Claims against the award should be made in arrears once the CPD initiative has finished.
- A1.7 Only one place on the Engineering course will be funded per year.
- A1.8 A total of £10,000 is allocated to Career Development Bursaries per annum, with the maximum of four (4) Bursaries per year awarded.
- A1.9 The Society would consider co-funding an application for CPD where this was declared and fully justified. It is important that applicants state whether any financial support from another funding body is already provided or is being applied for on the application form.
- A1.10 This award will not fund: research, conference attendance, or microbiology courses with no demonstrable IPC/HCAI content on the program. HIS will consider funding for post-graduate courses, however the preference will be given to the applications not including this type of request.