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| **FORM** |
| **JCU Graduate Research School (GRS)**Version 27/07/15 | **Professional Experience Form for Scholarship Application** | Description: JCU_Logo_RGB |
| [www.jcu.edu.au/grs](http://www.jcu.edu.au/grs) | GRS@jcu.edu.au | 07 4781 5861 or 4735 |

**This form must be submitted with the online application if relevant.**

Please answer each of the following questions in order to demonstrate the skills you have developed through your professional experience which are directly relevant to your capacity to undertake your proposed research.

**Name:**

**Professional Experience Summary:**

Please list below the positions in which you have been employed and gained professional experience relevant to undertaking a higher degree by research. If required, attach an additional page.

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| **Position Title** | **Duration & dates of appointment** | **Brief description of position (max. 100 words per position)** |
| *Example: Project Manager, Quality Improvement*  | *3 years* *(June 2010 – June 2013)* | *Responsible for initiating, managing and reporting on Quality Improvement projects for the Southeastern Area Health Service. Duties included data analysis, preparation of reports, presentations to stakeholders, project and budget management.*  |
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**Methodological Skills:**

Please indicate the methodology/ies that will be required for your proposed research project and how your professional experience has provided you with relevant knowledge and skills.

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| **Methodology to be used** | **Relevant experience** |
| *Example: My study will use a mixed methods approach, combining both quantitative (number of non-fatal medication incidents in public hospitals in Queensland over a five year period) and qualitative data (obtained through interviews and with members of the public in the hospital catchment area, nurses and hospital administration staff.)*  | *Example: I designed the database for recording non-fatal medication incidents in public hospitals in Queensland as part of my current (2012- ) job as a project manager for QLD Health. I thus have a good understanding of the strengths and limitations of the data and have gained the necessary permissions to use these data in my thesis.**I had 3 years’ experience of conducting semi-structured interviews in my previous (2010-2012) job as a research officer with QIMR. I estimate I have conducted 300 interviews during that time.* |
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**Analytical Skills:**

Please indicate analytical methods that will be required for your proposed research project and how your professional experience has provided you with relevant knowledge and skills.

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| **Analytical techniques to be used** | **Relevant experience** |
| *Example: Quantitative data will be analysed using multivariate data analysis to identify clusters and types of incidences and to compare these with factors such as hospital staffing levels, socioeconomic data of the hospital catchment and age and gender profiles. Qualitative data will be analysed using discourse analysis.* | *Example: I have gained extensive experience with multivariate data analysis of hospital incidences, including medication related incidences, as this is how I have identified many of the quality improvement projects I have initiated during my employment as the Project Manager, Quality Improvement. I have a thorough understanding of this methodology, as I had to explain it to stakeholders in gaining approval to commence projects. For example, I undertook a multivariate analysis of re-hospitalisation of patients aged 65 and over within a 48 hour period of discharge in relation to age in order to commence a study to improve the instructions given to these patients at discharge and in-home support following discharge. I have not previously used discourse analysis. The analysis of such data was undertaken by another member of the team. I am familiar with in interpreting the outcome of the analysis of such data.* |
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**Project Management Skills:**

Please indicate how your professional experience has provided you with the relevant knowledge and skills to manage a research project, including planning for deadlines, budgeting and risk assessment.

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| **Relevant experience** |
| *Example: In my current role as Project Manager, Quality Improvement for QLD Health I am required to manage several large-scale project simultaneously and to date have successfully managed 20 quality improvement projects from initiation through to implementation. These projects can involve the supervision of up to 20 staff at a given time. The projects are undertaken within a strict regulatory and reporting framework, as I need to demonstrate to the Area Health Service Directors that the project is progressing in accordance with the agreed timeframe and that government reporting deadlines will be met. Each of the projects I manage can have a budget of up to $1 million which has to be expended within tight guidelines and with all expenditure accounted for. To date, I have brought the majority of my projects in either on or under budget. Additionally, in my previous role as a Research Project Assistant, I was responsible for the management and completion of parts of research projects, such as undertaking literature reviews with a strict deadline. It was essential that I understood the brief of what was required and delivered it on time so as to not delay the rest of the project.* |
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**Additional details**

If there is any relevant experience that you have that you feel has not been captured above, please elaborate below. Please keep in mind that the experience must be directly relevant to the research project you are proposing and your ability to implement a research study. One of the greatest challenges for professionals doing a research higher degree is the need to engage with their Field of Research at a conceptual level rather than in terms of practical outcomes only. Examples of your capacity to think conceptually would be useful to the Scholarships Committee.

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