



*Respect*

*Integrity*

*Self-Determination*

*Co-operation*

*Excellence*



# Post Graduate Nursing Education Programme 2012 Handbook



*Nursing & Midwifery  
Wairarapa DHB*



## INTRODUCTION



Welcome to this handbook on postgraduate education for nurses in the Wairarapa District Health Board (WDHB) catchment area. We have tried to put everything you need to know about it into this one book in a way that is easy to understand and hopefully answers many of your questions. Some of it is in official speak and you will have to wade your way through it but otherwise we have made it quite simple and user friendly.

The first introductory bit is all about post graduate education that includes an explanation about the levels and qualifications of post graduate education, as well as what it can do for you as a nurse. There is information on things you need to think about if you are considering accessing this education through HWNZ funding and the whole process of applying is mapped out. We have also included contact details of the advisors from local universities. There are support structures in place to assist you when you are enrolled into study and these are explained. Lastly is all the official stuff and there is also a section on PDRP and the WDHB new grad programmes. In the appendices there is the official WDHB policy, support guidelines, and information on funding for your manager/organisation.

So – happy reading and please feel free to contact the Nursing Directorate if you have any further queries.  
EMAIL: [pgstudy@wairarapa.dhb.org.nz](mailto:pgstudy@wairarapa.dhb.org.nz) or TEL: 06 946 9800 extn: 5845

A handwritten signature in blue ink that reads "Helen Pocknall". The signature is fluid and cursive.

Helen Pocknall  
DIRECTOR OF NURSING & MIDWIFERY

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## Post graduate Education

Post graduate education is a formal education programme within a university or approved tertiary provider. The education programme leads to completion of a qualification at Level 8 on the New Zealand Qualifications Framework such as a post graduate certificate, postgraduate diploma or Masters degree. HWNZ will also fund other post grad education qualifications that are recognised by the NZ Nursing Council as contributing to the development of Nurse Practitioners

Post graduate education for nurses is encouraged and supported by WDHB because it assists to

- ❖ Develop expert practice and advanced practice roles
- ❖ Improve the delivery of nursing care by encouraging the application of evidence based practice
- ❖ Improve health outcomes
- ❖ Promote ongoing professional development for nurses
- ❖ Meet the requirements of the Professional Development Recognition Programme (PDRP) and the nursing council in professional development

There are several ways to access post-graduate education.

### ❖ Self funding

- You can look around yourself and pay for it- average cost for each 30 point paper is around \$2000.00



### ❖ HWNZ funded courses

- There is funding available through HWNZ, if you and the course you want to do meet certain criteria and we would encourage you to access this. This funding covers course fees and release time for your organisation ( see policy and information for employers in the appendices)
- Mental health nurses can also access specific post graduate certificate courses which are funded by Health Workforce NZ (HWNZ) and Te Pou. Te Pou liaises **directly** with the tertiary providers.
- Should you miss the HWNZ cut off date/are not funded but still wish to study there are a number of other options for ongoing nurse education. Have a look at the Wairarapa DHB website: [www.wairarapa.dhb.org.nz](http://www.wairarapa.dhb.org.nz) then click on Nursing/Midwifery and scroll down to go to **Other Funding Options for Ongoing Nurse Education**.

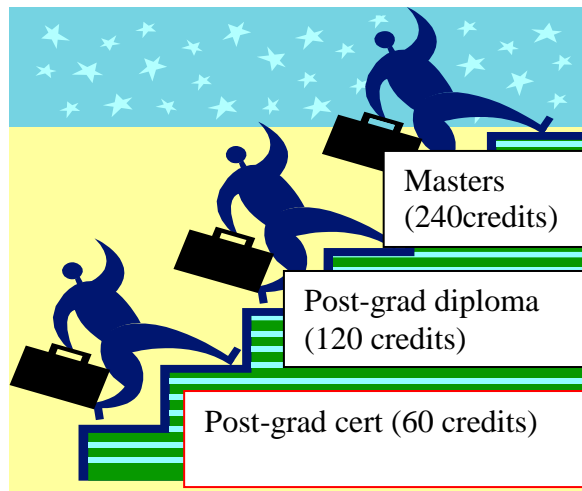


The aim of this handbook is to meet the requirements of HWNZ and minimise barriers to nurses entering postgraduate education. It also gives you some information about the DHB support for professional development/ post graduate education opportunities

## ***Post graduate education made easy***

There is a difference between the qualifications and people often get confused about them and the points values allocated to them. However you do need to understand a bit about them as it's a stated outcome of HWNZ funding.

Each post graduate qualification for nurses has been approved by the relevant education body and the Nursing Council. Each qualification and paper has a credit value assigned to it. Roughly each credit is 10 hours learning time. One way of viewing the differences is to look at them as steps on a stairway.



**A post graduate certificate** is made up of 60 credits and is often the first step in a study programme and can provide the basis for further post graduate study. It is usually completed in a year studying part time. The Postgraduate Certificate requires a minimum of 60 credits at level 8 and serves as a qualification recognising continuing professional development in the same area as the candidate's original degree or relevant skills and knowledge acquired through appropriate work or professional experience.

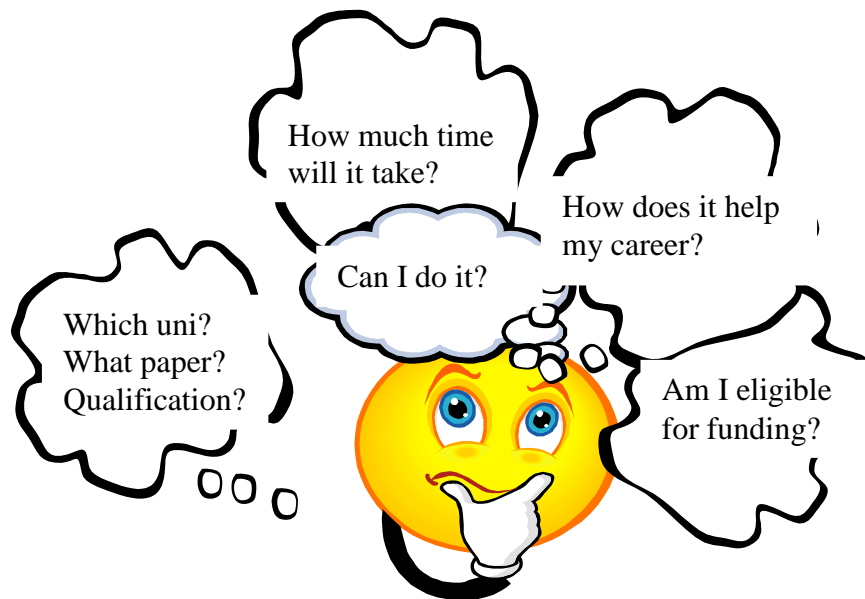
**The post graduate diploma** requires a minimum of 120 credits with a minimum of 72 credits from level 8. A person who starts a diploma will normally have completed all requirements of the relevant Bachelors Degree or is deemed to have acquired the relevant skills and knowledge through appropriate work or professional experience. A person who holds a Postgraduate Diploma may, in most cases, be enrolled for a Masters Degree or a Doctoral Degree.

**The Masters degree** is at least 240 credits. However just to confuse things it can be fewer than 240 credits if it builds on 4 years of prior study at Bachelors degree level or above. However it must comprise a minimum of 40 credits at level 9 with the remainder at level 8. Providers of courses leading to a Masters qualification are responsible for establishing entry requirements.



**SO** – you now think you want to explore this idea further – the next step is to have a really good think as this is a decision you need to make after considering several things seriously. **Balancing work, life and study can be a real challenge!!** The next section identifies some of the issues and gives you information around these considerations

## ***Things to think about before you apply/ enrol for study***



### **Time**

Post graduate education is a big commitment and you do need to think about what is happening at home and work and what is feasible for you to do. While WDHB is committed to supporting you through this – the dedicated study time will have to come from you. As a first time student you should seriously consider taking only one paper per semester to start with. Each semester lasts about 12 weeks.



**A rough estimate of the time commitment is about 10-12 hours per week (average of lectures, tutorials, private study) for a 15 point paper.**

### **Career pathway**

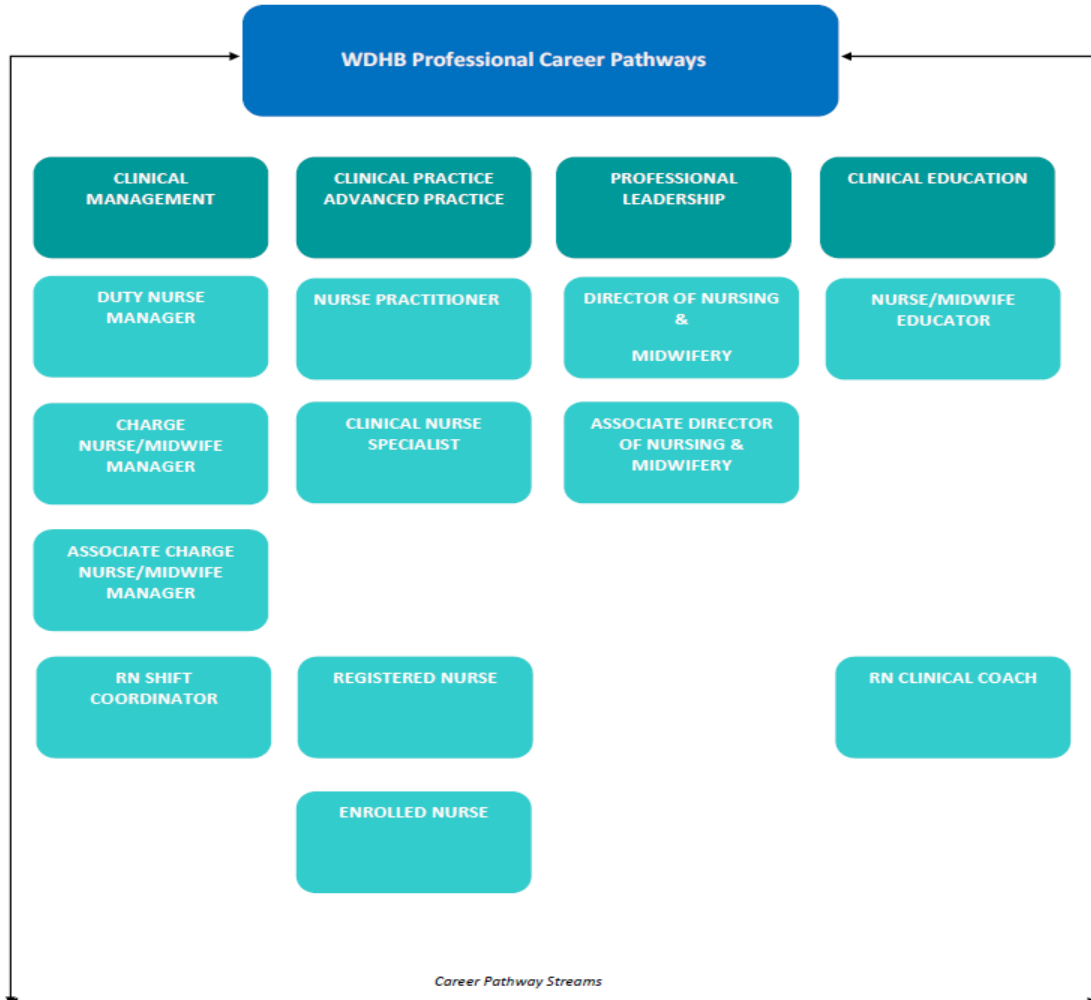
It is important to consider how post graduate study fits into your professional development. Have you thought about where you want to be in your career in five years time? What educational programme will fit with your plans? Have you thought about how you want your practice to grow? You can talk about this with your manager, Associate Director of Nursing (ADoN), Nurse Educators (NE), PHO nurse leader about how to do this. The universities will also be very happy to discuss with you these pathways and what education you can do to get there. There is an opportunity to talk to the providers each year at our 'Education Roadshow' alternatively you can contact them directly.



**Career pathway continued**

Below also is the WDHB organisational chart for different career paths just to give you some ideas.

**HWNZ require that as part of the application process you have a career plan in place so you do need to seriously consider this as part of the whole process.**



**The next thing to think about is which university/ tertiary institution, what papers and what qualifications you should be doing**

**Which university/tertiary institution? What paper/qualification?**

It may seem that the choices are hard but there is advice out there which can make it easier for you to decide.



Firstly – the educational institution – you may already have a preference for the provider you want to go to. But this choice is also dependant on which education provider offers the papers you want to do. Another thing to think about is the support that they offer to students. It is always a good idea to speak in person to the post graduate coordinator of the nursing departments in the provider. You can also talk to others who have done post grad study and find out their experiences of the institutions. The following links will guide you as to how to access the information from three local providers, about different course offerings and who to talk to about them. However you don't have to use these ones- just ensure the course of study you are considering meets HWNZ criteria for funding



Don't forget to also check your eligibility against the university requirements. This is SEPARATE from HWNZ eligibility

**University/Tertiary Provider Contacts:**



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Now it's time to check your eligibility criteria against HWNZ requirements

**HWNZ eligibility criteria**



HWNZ provide funding under the following criteria. You must have the following to even be considered for the funding

- Be a registered nurse under the Health Practitioners' Competence Assurance Act (2003)
- Hold a current annual practicing certificate
- Have a career plan
- Be a NZ citizen or NZ resident
- Show evidence of support to meet training requirements by current employer- for WDHB employees this includes discussion and/or sign off with clinical manager/charge nurse manager and the ADoN.
- Be currently employed as a registered nurse by a health service that is funded by the DHB or MOH from Vote Health. This includes rest home and residential care and primary health care providers
- Meet entry criteria required by the education provider
- Supply a fully completed application form within the stated application timeframe

Our policy states also the following criteria

- It is preferable that the minimum FTE of fully funded training is 0.8 (4 days per week). However each application will be viewed individually on merit.
- Have undertaken personal practice development and be compliant with the PDRP framework (if your organisation does not have an official programme then you must have a portfolio which contains the minimum NZNC requirements)

Now you have figured out that you are eligible for funding and you know what papers you might like to take, you also need to know what support is available to you to do these papers. As previously stated post-grad education is a big commitment and once you have enrolled and the funding approved for you, **dropping out or not completing is an option at the bottom of the list.** We would, of course, prefer that you access the support in place for you and let us know if you are having difficulties so we can assist you to get through.



**Please read the policy section on withdrawal and retrieval by WDHB of fees payment. In a nutshell – if you withdraw after the university withdrawal date or do not complete or fail the paper, UNLESS you have a good reason, we will be RECOVERING the course costs from YOU**

### **Support for you during the paper**

**University support** – the universities have student learning centres which are there to assist the students. Libraries usually have facilities and teaching sessions on how to search for literature. You can also talk to the paper co-ordinators/ lecturers if you are struggling and we are sure they will be able to clarify some things for you



**Clinical supervision** – HWNZ talk about the provision of clinical supervision for those that access HWNZ funding, if it is required by the particular training programme being undertaken – for example- a practicum. The tertiary institutions will have specific guidelines and processes for this so in the first instance please discuss it with them. There is no extra funding available for this supervision. If you are having trouble with this component, contact the ADoN. Please note that this is **not** the same as some of the clinical supervision practices you may already have in place in your workplaces and we don't want there to be any confusion around this. We are also building an available a list of those who can offer support and guidance to you through the paper, if you require this.

**Please note that the clinical supervision requirements for the nurse prescribing practicum are complex and extensive and therefore there is funding available for this.**

**Assignment help** – This seems to be a biggie for people as assignments are usually the way you are assessed. Again the universities should offer help in this area from the student learning centres. Some universities offer an assignment writing sessions at the beginning of their first papers for new students and we encourage you to do access these.

**Organisational support** - You **must** have documented support from your manager in order to qualify for funding. You must then be released for the study days (pro-rata) that are required for your paper – provided you have indicated on your application form how many days you need for study. Funding will go to your organisation/service for your release time, and therefore you should not have to take annual leave or use your days off to attend, unless in some circumstances, the release money from HWNZ does not sufficiently cover requirements. In these cases you will need to negotiate with your employer. A general guide of the funding available is 6 study days per 30 point paper (pro-rata).

**Other students** – It may be invaluable to get contact details from the other students doing your papers. Having your own informal study group may be helpful –just discussing assignments or studying together for tests is a good way to support each other. If you have a study group we are happy to come along and chat and help work through any difficulties you are all having.

**Other funding** – there are a couple of other funding streams available for those that meet the criteria

Firstly – there is separate funding available for Maori and Pacific Island nurses, that is aimed at providing mentoring, cultural supervision and cultural development activities. This funding needs to be separately applied for but there is space on the application form to indicate you wish this to be done. Please note that you will have to complete a supervision plan. Please discuss this with the ADoN.

Secondly - there is funding for a **subsidy** of travel and accommodation costs ONLY if the course is more than 100km away and this needs to be indicated on the application form. It cannot be done retrospectively. **This funding is discretionary.**

**Library** - there are some nursing journals and information available in the WDHB library. However, by enrolling at your university you will have access to their libraries electronically and through them access to many journal databases. If you get a chance to attend a session on searching a data base attend it – it is very helpful and can markedly reduce the time you need to spend on the computer.



**REMEMBER to ask for and access**



**EARLY!!**

So now you have made the decision that you might like to access the funding available and do some study. What is the next step?? And when do you have to do it by? The following section outlines the application process, the steps to take and the significant dates for the next year.



It may be easier to view the application process in two parts.  
**Part one** is to apply to the WDHB Nursing Directorate for funding  
**Part two** is to enrol in the university

### ***PART ONE – applying to WDHB for HWNZ funding***



***This part of the process is only done ONCE each year and includes papers for the whole academic year – not just the first semester***



#### **Step 1**

**Check** your eligibility with HWNZ criteria (outlined in this booklet) and the university (contact details are in this booklet)



#### **Step 2**

**Discuss with the appropriate person.....**

- Whether your manager/organisation will support your application
- Your career plan/ goals
- The appropriate paper/ programme choices for you in relation to your scope of practice, role and career plan

...

#### **Who may be**

- your charge nurse and/or
- nurse educator and/or

- your ADON and/or
- a university advisor - universities are happy to career counsel you

It is also wise to discuss the commitment with your family as their patience and support will be needed.



### Step 3



Get a copy of the **WDHB** application form. This is available online through the nursing midwifery intranet webpage OR from [www.wairarapa.dhb.org.nz](http://www.wairarapa.dhb.org.nz) OR you can email: [pgstudy@wairarapa.dhb.org.nz](mailto:pgstudy@wairarapa.dhb.org.nz) to request one.

PLEASE

**READ THE APPLICATION GUIDE AND MAKE SURE YOU FILL IN ALL SECTIONS**



### Step 4

**Complete and send** in an application form – **via email** to [pgstudy@wairarapa.dhb.org.nz](mailto:pgstudy@wairarapa.dhb.org.nz) supporting documentation may be mailed to:

Gemma Howie  
 HWNZ post graduate programme  
 Wairarapa DHB  
 PO Box 96  
 Masterton



All sections of the form must be completed, including the section on use of information. We are **unable** to process your application unless it is complete. Please be aware that the information collected will be needed for HWNZ reports.

Each year the applications for the following year have to be in by a specific date – usually in October. This year (2011) applications for the whole of the academic year 2012 need to be in by

**16<sup>th</sup> OCTOBER**



**Even if you have received approval for funding for one year of study you have to re-apply every year for continued funding**

## ***PART TWO – enrolling at the university***



### Step 5

Don't wait to hear if your application is successful, enrol in the university **IMMEDIATELY**. **DON'T WAIT!!!** Check the university websites for enrolment dates and requirements for supporting documentation. This is especially important if you are a first time student – as often the enrolment date is early. Be aware that some universities require you to accept an offer of place as part of the enrolment process.

Remember also that you need to enrol in a **qualification** – whether a post graduate certificate, diploma or Masters. HWNZ require that an outcome of funding is a qualification.

## Payment/ Reimbursement



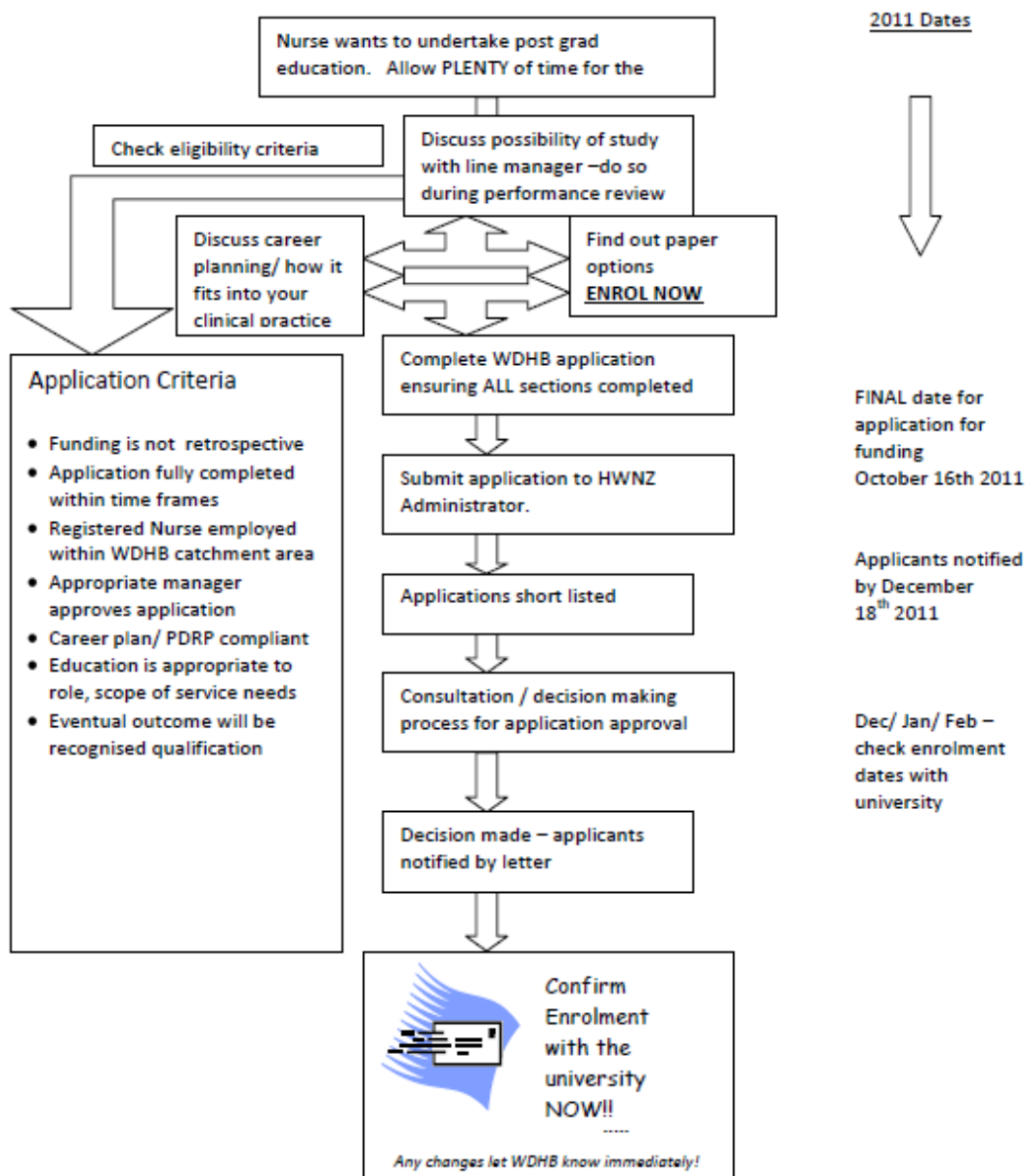
You will receive an invoice from the university. Once paid send the receipt to the HWNZ Administrator. You will be reimbursed through our reimbursement processes. Once the DHB receives the funding from HWNZ (be aware there may be a delay).

NOTE: if you enrol in two papers one being in Semester two you **DO NOT** have to pay the fees for Semester two until the start of Semester two. We **WILL NOT** reimburse semester two fees in semester one.



Just to make sure it's clear – here is the process again in diagrammatic form

## Process of Application



## FAQ

### What happens to my application?

First of all it is checked by the HWNZ Administrator that it is complete and that you fit eligibility criteria. Those that meet the criteria are then short-listed. Those that don't are notified why they cannot be considered.



The short-listed applications are then discussed with the ADoN, your manager and the DONM. Decisions are made by a panel of senior nurses.

The applicant is then informed in writing of this decision

The data is then entered into the HWNZ spreadsheet and funding applied for based on this information

### What happens if my application is unsuccessful?

In some cases you will be placed on a waiting list for funding that may become available. The final decision rests with the Director of Nursing/ Midwifery

### Can I change my paper?

Applicants MUST discuss the option of changing papers with the HWNZ Coordinator (ADoN) before undertaking this. We are fixed in our contract with HWNZ and often changing papers has an impact on this. The decision is at the discretion of the HWNZ Coordinator after discussion with the appropriate nurse manager and the DONM.

### What if I change my mind and want to withdraw?

We would much rather you complete your study once started so if you feel you need to change your mind please contact the HWNZ Coordinator **early**. If you withdraw after the university's set dates it means that you will be responsible for the full cost of the paper. If you withdraw at any stage (even before the university set dates) you **MUST notify the HWNZ Administrator in writing your decision, the reason for withdrawal and the date of withdrawal from the university**. You are also responsible for completing the tertiary institution's process of withdrawal.

### What happens if I don't pass the paper?

Again – please ask for help if you are struggling (see SUPPORT section). If, because of fair and reasonable circumstances you don't successfully complete the course requirements we will understand. However if you have not done all you can we will take steps to retrieve the full cost of the paper back from you. This decision is made by the DON and is taken on a case by case basis. If there is a medical reason you may need to provide a medical certificate.

### What do I have to do when the paper is completed?

**You must notify the HWNZ Administrator of your results at the end of each semester/ paper and when you have completed your qualification.** We are also required to get some evaluative feedback from you about the experience so at the end of the semester you will be emailed a quick survey for you to fill out. If you have anything you want to say in person please feel free to contact the HWNZ Coordinator (ADoN). We will also be contacting the university in order to get a summary of the student evaluations they complete part of their quality processes



as

Please consider providing support and guidance for someone else doing post graduate study. The more we have, the more effective the programme is and the less the workload is for those who are willing.

## How do I contact the HWNZ Team?

The HWNZ Team are contactable in the following ways;

Email : [pgstudy@wairarapa.dhb.org.nz](mailto:pgstudy@wairarapa.dhb.org.nz)

Phone: (06) 946 9800 ext 5845



## ***Background blurb/official stuff***

This last section just outlines some information about the official bodies involved in the process and also a little of the PDRP and NETP programmes offered at WDHB

The Health Workforce NZ(HWNZ) is a business unit of the Ministry of Health



Information about HWNZ is available on  
[www.moh.govt.nz/HWNZ](http://www.moh.govt.nz/HWNZ)



HWNZ provide funding to the DHB specifically for nurses to access postgraduate training in order to advance nursing practice and facilitate career pathways towards specialist nursing roles. The funding is applied for yearly by the Director of Nursing (DON) and is approved or declined based on set criteria.

The HWNZ specifications outline some very clear outcomes for nurses who are undertaking postgraduate training

These outcomes include

- ❖ Completion of a postgraduate certificate, diploma or Masters degree
- ❖ Application of evidence based practice in a range of treatment/ care models relevant to the healthcare service setting
- ❖ Application of advancing nursing practice in the provision of clinical care to people and their families
- ❖ Demonstration of meeting organisational nursing workforce requirements
- ❖ Provision of clinical leadership, clinical management and mentoring skills
- ❖ Provision of care and facilitation of service coordination between relevant healthcare services required for the client and their family.
- ❖ Improved contribution to client and/or service outcomes by providing
  - Accessible, skilful, and timely nursing assessment, management and coordination of client care needs in the relevant health care setting
  - Interdisciplinary approaches to care including establishing an appropriate plan of care and ongoing management
  - Culturally competent clinical care
  - The benefit of applied evidence-based nursing practice in the relevant health care service settings

The New Zealand Nursing Council is required by law (Health Professionals Competency Assurance Act 2003) to ensure the competency of nurses to protect public safety. The Council has developed the Continuing Competence Framework and audit system to monitor the continuing competence of nurses on application for a practising certificate. Nurses must demonstrate their competence to practice on a yearly basis, with the application and issuing of the yearly practicing certificates, and are responsible for seeking opportunities to learn and maintain their competence.

One of the competencies specified by the nursing council is:  
Competency 2.9 Maintains professional development.

Indicators of meeting this competence include

- ❖ Contributes to the support, direction and teaching of colleagues to enhance professional development
- ❖ Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice
- ❖ Takes responsibility for one's own professional development and for sharing knowledge with others



Further information is available on the Nursing Council of New Zealand website

[www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz)



**Post graduate education provides a way to assist in meeting this competency and also fits well into the Professional Development Recognition Programme (PDRP) of WDHB. Most of the health services in the DHB area have gone into partnership with the WDHB PDRP programme**

Professional Development Recognition Programme (PDRP)

The New Zealand Nursing Council has approved the Professional Development and Recognition Programme (PDRP) of Wairarapa District Health Board (WDHB). This means WDHB can assess the competence of all nurses employed by WDHB and their partnership organisations on behalf of the Nursing Council. By preparing a portfolio and being assessed as competent on our programme you are exempt from audit! As well as ensuring that nurses meet their professional obligations to provide safe and effective care, the PDRP forms a framework that helps nurses to develop their professional practice and assists them on a career pathway. The PDRP encourages nurses to reflect on their practice and to set goals to plan for their future in care delivery and leadership. To meet the professional and organisational obligations, each nurse should

- Annually demonstrate their competence
- Have this validated 3 yearly by presenting a portfolio for formal assessment

For further information contact

Lucy McLaren  
Nurse Educator

Tel: 06 946 9800 extn: 5780

Email: [lucy.mclaren@wairarapa.dhb.org.nz](mailto:lucy.mclaren@wairarapa.dhb.org.nz)

New Graduate Programme (NETP)

Wairarapa DHB has offered a new graduate programme in the general health setting since 2001 and continues to be **absolutely committed to supporting, developing and retaining** these new nurses.

The NETP programmes are partially funded by HWNZ and the vision is that:

‘New Zealand nursing graduates enthusiastically commence their careers in New Zealand: well-supported, safe, skilled and confident in their clinical practice; equipped for further learning and professional development; meeting the needs of health and disability support service users and employers; and building a sustainable base for the New Zealand registered nursing workforce into the future’ (Future Workforce, 2006, p.4).

At Wairarapa, all new graduates are included in the programme and all complete the NETP programme within 10-12months with the aim to graduate from the programme as competent Level 2 nurses.



In this whole HWNZ / funding thing different people have different roles and responsibilities. These are outlined in the policy on HWNZ funded post graduate education – which we have attached to this document in the appendices



**FINALLY - Below is the interpretation of abbreviations used**

**Please also read the appendices as they have further information in them.**

**We wish you well in your journey into the world of post-graduate education**

### **Abbreviations**

<b>Abbreviation</b>	<b>Interpretation</b>
HWNZ	Health Workforce New Zealand
WDHB	Wairarapa District Health Board
MoH	Ministry of Health
PDRP	Professional Development Programme
NETP	Nurse Entry to Practice
ADoN	Associate Director of Nursing
NE	Nurse Educator
PHO	Primary Healthcare Organisation
DON/M	Director of Nursing/Midwifery
FTE	Full time equivalent

# Appendices

**Appendix One**  
**Appendix Two**  
**Appendix Three**  
**Appendix Four:**

FUNDING PROCESSES  
GUIDELINE TO THE APPLICATION FORM  
REIMBURSEMENT PROCESSES INFORMATION SHEET  
POLICY FOR NURSING - HWNZ FUNDED POSTGRADUATE EDUCATION

### What is HWNZ?

The Health Workforce NZ (HWNZ) is a business unit of the Ministry of Health



Information about HWNZ is available on [www.moh.govt.nz/HWNZ](http://www.moh.govt.nz/HWNZ)

### What is HWNZ- post graduate nursing training funding?

HWNZ provide funding to the DHB specifically for nurses to access postgraduate training in order to advance nursing practice and facilitate career pathways towards specialist nursing roles.

The funding must be used to provide programmes that meet prioritised workforce needs, the District Annual and Strategic Plans, the DHB Workforce Action Plan and government priorities and national health policy. There is some ring-fenced funding available specifically for rural health, primary health care and management of long term conditions

It is expected that outcomes from the funding include completion of a post graduate qualification, application of advancing nursing practice and improved contribution to client and/or service outcomes. (See post grad handbook for full information on these)

### What does the funding cover?

There is a fixed amount for each approved trainee and out of this the following costs should be covered

- ❖ Full course fees
- ❖ Clinical release time for compulsory study days. Rate is paid hourly at the current MECA rate at Level 2, step 5. There is a cap on this – at present funding covers 3-4 days for a 15 point paper, 4-5 days for 20 points and 6-7 days for 30 points pro rata.
- ❖ Subsidised travel and accommodation ONLY if study days are 100km or more away at the discretion of the DONM
- ❖ Subsidised clinical access costs for Nurse Practitioner Prescribing practicum where applicable.

The required release time for study days and the need for travel/accommodation funding MUST be indicated on the application forms. Retrospective application is NOT POSSIBLE

Funding does NOT cover

- ❖ Books
- ❖ Refreshment costs
- ❖ Organisational overheads

Other funding is available for cultural supervision for Maori and Pacific Island nurses. This also needs to be indicated on the application form and there is a requirement to complete a supervision/mentoring plan. Please see the HWNZ Coordinator for further information.

### How is funding approved?

The funding is applied for yearly to HWNZ by the Director of Nursing & Midwifery (DONM) and is approved or declined based on set criteria. The decision to give funding approval to each applicant is done through a process of consultation and screening. This process is outlined in the post graduate handbook and policy

### Reimbursement processes

#### Course fees

The applicant will pay the course fees in the first instance so that reimbursement can be arranged. Once paid, a copy of the receipt/ proof of payment should be sent to the HWNZ Administrator.

For WDHB employees reimbursement will be paid through payroll – usually with the next pay period. For others the process is done through our accounts payable department and may be done through direct credit if bank account details are provided, otherwise a cheque will be issued. This process usually takes about one month.

Organisations' may choose to pay for their employees invoices and seek reimbursement from the DHB in bulk – please contact the HWNZ Administrator should your organization choose to do this.

#### Release/backfill time

Reimbursement for release time will not take place until after the end of the semester. Each service/organisation must invoice the DHB for release time taken, based on the current hourly MECA rate for a registered nurse. Reimbursement will occur once the following happens

- ❖ An invoice is received from the service/organisation
- ❖ Funding from HWNZ is received for the trainees. Please be aware that this funding is ALWAYS retrospective and may take 6 months or more to happen

#### Travel and accommodation costs

Travel and accommodation costs are subsidized only. The need for this subsidy has to be indicated clearly on the application form, as extra funding needs to be applied for to HWNZ.

This funding is available ONLY if the compulsory study days are held more than 100km away. At the end of the semester the nurse must supply proof of travel/ accommodation costs to the NE –HWNZ.

Reimbursement will then occur as per fees reimbursement processes.

Travel and accommodation funding is discretionary and the final decision rests with the DONM.

If you require any further clarification please contact the HWNZ Team at the DHB – details below

Email: [pgstudy@wairarapa.dhb.org.nz](mailto:pgstudy@wairarapa.dhb.org.nz)

Phone: (06) 946 9800 ext 5845

*Guideline to the Application Form*

<b>NAME</b>	This must be the name as it appears on your annual practising certificate. If you are known by another name there is also space to write this.
<b>EMAIL ADDRESS</b>	You <b>MUST</b> have an email address for communication. It is really important that this is <b>CORRECTLY</b> completed as all semester communication from the HWNZ Coordinator/Administrator is done via email.
<b>ADDRESS</b>	Please ensure you complete your post code.
<b>HOURS OF WORK</b>	Please include your hours of work per week. If you work your hours over a fortnight divide by two for the average weekly hours.
<b>EMPLOYER AND WORKPLACE</b>	Please name your employer eg. WDHB or a GP practice etc. The service area means the area that you work in – eg adult mental health, child health, primary etc. The clinical area means the specific clinical area of practice e.g. surgical medical, long term conditions, forensics etc.
<b>PORTFOLIO ASSESSMENT</b>	<p>If you are a WDHB employee you <b>MUST</b> complete a portfolio by 1<sup>st</sup> July 2012. If you do not work for the DHB but your organisation has a PDRP Programme you <b>MUST</b> complete a portfolio by 1<sup>st</sup> July 2012 or we will not fund you.</p> <p>If your employer does not have an official PDRP programme you must have a completed portfolio by the 1<sup>st</sup> July 2012 to reflect NZNC requirements. If you are currently working on your portfolio this <b>MUST</b> be completed before the uptake of next years funding.</p>
<b>APC NUMBER</b>	Please fill in the number that appears on your annual practicing certificate. It is assumed that this will be current. Please note that HWNZ check on the currency of this and if it is found to be expired you will not be eligible for funding and it will be withdrawn.
<b>PERMANENT RESIDENCY</b>	You <b>MUST</b> be a permanent resident or NZ citizen to be eligible for HWNZ funding. You may be asked for proof of this.
<b>QUALIFICATION INFORMATION</b>	<p>You need to name the qualification you have enrolled in. HWNZ <b>WILL NOT FUND SINGLE PAPERS</b> that are not part of a full qualification. If you have enrolled in a Masters then this Masters needs to be approved by NZNC. Check out this link for all those approved Masters qualifications:  <a href="http://www.nursingcouncil.org.nz/educa.html#pg">http://www.nursingcouncil.org.nz/educa.html#pg</a></p> <p>You need to indicate your start date and intended finish date in dd/mm/yyyy format. This is information that HWNZ requires.</p>

<p><b>PAPER INFORMATION</b></p>	<p>You need to know the name and number of the paper/s you are enrolling in. Highly important is the point's value of the paper as this is what the funding allocation is based on. There is some room for changing papers prior to the semester starting however this is a case by case basis and at the discretion of the DONM/ADON.</p>
<p><b>STUDY RELEASE TIME</b></p>	<p>In order for your manager to agree to roster you on study leave for your papers, you need to indicate how many study leave days you will require. It is not intended that annual leave be used for this attendance, if you are doing an online paper you should negotiate with your manager to have some paid study days, which we will reimburse according to the paper value. Please note that study leave is funded on a pro rata basis. Employees whose FTE is 0.8 or above will be eligible for the full amount of days for their particular paper. Employees whose FTE is 0.7 or below are only eligible for a portion of the study days.</p>
<p><b>CULTURAL SUPERVISION</b></p>	<p>If you have identified your ethnicity as Maori or Pacific there is some funding available for cultural supervision/mentoring. The HWNZ coordinator will apply for this on your behalf but you do need to meet with him/her and use the cultural support template to show how the money will be spent with a suitable supervisor/mentor.</p>
<p><b>MANAGER/ADON SUPPORT</b></p>	<p>It is a requirement of HWNZ that you manager/organisation will support you in your study. You therefore need to get signed agreement for this. WDHB employees may also need to get signed agreement from the Associate Director of Nursing (ADON)</p>
<p><b>APPLICANT AGREEMENT</b></p>	<p>By submitting your application you are agreeing for the information on the application form to be shared with HWNZ as well as being used to check enrolments and results with the universities (we are required under the Privacy Act (1993) to get your agreement for this). You are also agreeing to keep the HWNZ Coordinator informed of any changes to your circumstances, study pathways, and results.</p>

**Reimbursement Processes Sheet - Fees and Study Days**

**Reimbursement of fees**

Trainees must pay for their course fees and submit a copy of the receipt to the HWNZ Administrator (PA to the DONM) at Wairarapa DHB. They will be reimbursed for the course fees promptly. The process for this is outlined in the HWNZ postgraduate policy and on the fees information sheet.

**Reimbursement of study days**

- Managers are expected to support/pay nurses for their attendance at study days (as part of workforce plans).
- At the end of the semester and on completion of the paper, non DHB organisations/services are reimbursed for compulsory study days that have been attended by the trainees. (on a pro-rata basis)
- The reimbursement is based on the current hourly rate of \$28.90 per hour (2009) MECA rate of a Level 2 nurse - stage 5) and adjusted to provide a flat day rate. There is NO GST content to this.

Refer to the tables below for the maximum number and costs of study days per semester that will be Reimbursed. Ring-fenced funding refers to Primary health care, Long-term conditions and Rural nursing

**Table One – Postgraduate Certificates and Diplomas**

Point value (per semester)	15points		20 points		30 points		60 points	
Cost per study day 8 hours @ \$28.90 (adjusted to provide flat daily rate)	\$230.00		\$230.00		\$230.00		\$230.00	
Study days reimbursed by funding category	General	3	General	4.5	General	6	General	12
	Ring-fenced	3.5	Ring-fenced	5	Ring-fenced	7	Ring-fenced	14
Total General	\$690		\$1035		\$1380		\$2760	
Total ring-fenced	\$805		\$1150		\$1610		\$3220	

**Table Two – Years 3 and 4 of Masters programmes**

Point value (per semester)	15points		20 points		30 points		60 points	
Cost per study day 8 hours @ \$28.90 (adjusted to provide flat daily rate)	\$230.00		\$230.00		\$230.00		\$230.00	
Study days reimbursed by funding category	General	3	General	5	General	7	General	13.5
	Ring-fenced	3.5	Ring-fenced	5.5	Ring-fenced	8	Ring-fenced	16
Total General	\$690		\$1150		\$1610		\$3105	
Total ring-fenced	\$805		\$1265		\$1840		\$3680	

**We will not reimburse study day costs for trainees who do not complete their paper as we do not get funded for non-completion.**

**For non DHB agencies**

- At the end of each semester, an invoice must be filled out by the manager for each trainee who has completed paper(s).
- The form should then be sent to the HWNZ Administrator **with an invoice** for payment.

- Once semester funding from HWNZ has been received, WDHB will process the invoice for payment, authorised through Accounts Receivable. Some organisations may wish to bulk invoice for several trainees and this is acceptable to us.
- WDHB does not reimburse study day costs for trainees who do not complete their paper as we do not get funded for non-completion. If we do not receive a correct, completed invoice, your organisation will not be reimbursed.

**Reimbursement Processes Sheet – Supervision, Cultural Support and Travel/ Accommodation**

**Reimbursement of travel/accommodation subsidies (as applicable)**

- Eligible trainees are reimbursed for travel and accommodation subsidies at the end of the semester and/or on completion of the paper **AND once we have received HWNZ semester funding.**
- Proof of accommodation and travel costs for attendance at study days is to be sent to the HWNZ Administrator - (PA to the DONM) at the end of the semester.
- Once results are confirmed and funding from HWNZ is received the trainee will be reimbursed through usual processes.

**Please note that travel/ accommodation subsidies are only given if travel one way to the study days is over 100km and if the need for travel has been indicated on the application form and approved at this time.**

**Please note that this funding is discretionary and only SUBSIDISES the costs of travel for study days and is applied only to the number of study days paid for by HWNZ funding (see tables over page for study days per semester allowance.)**

**The following costs are an approximate guide only**

**\$50 per study day available for both travel and accommodation for travel from 100-250km one way and \$100 per study day for travel 250km+ one way.**

**Reimbursement for cultural support costs**

- Reimbursements for costs for cultural support are based on the individual cultural support contracts and templates applied for and approved by HWNZ.
- When this application is approved, the HWNZ Administrator will inform the trainee and cultural supervisor/ mentor.
- At the end of each semester, the cultural supervisor/mentor will provide the HWNZ Administrator with an invoice. This invoice must be based on the approved costs/contract.
- Payment of this invoice will be processed when the funding is received from HWNZ.
- Payment will not be made if a correct invoice is not supplied.

**Reimbursement for clinical supervision costs**

- Nurses undertaking the prescribing practicum must advise the HWNZ Administrator on enrolment so that the correct application to HWNZ can be made.
- Clinical supervision costs will only be reimbursed in the instance of the practicum required for prescribing and within the amount provided by HWNZ.
- A copy of the clinical supervision contract must be supplied to the HWNZ Administrator
- At the end of the prescribing practicum, an invoice must be sent by the clinical supervisor to the HWNZ Administrator detailing the costs of the supervision.
- The reimbursement will take place once final semester funding is received from HWNZ.
- PLEASE NOTE – there is a maximum of funding available for these supervision costs. This information can be accessed by contacting the HWNZ Coordinator ADON - contact details below:

<p>Janice Byford-Jones Associate Director Nursing &amp; Midwifery Wairarapa DHB P O BOX 96, Masterton</p>	<p>Ph (06) 946 9800 extn: 5729 Cell: 027 269 9276 Email: <a href="mailto:Janice.byford-jones@wairarapa.dhb.org.nz">Janice.byford-jones@wairarapa.dhb.org.nz</a> <a href="mailto:pgstudy@wairarapa.dhb.org.nz">pgstudy@wairarapa.dhb.org.nz</a></p>
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## POLICY

HEALTH WORKFORCE NZ – APPLICATION FOR FUNDING	
Applicable to: <b>Nursing &amp; Midwifery Staff</b>	Issued by: <b>Director of Nursing Office</b>
	Contact person: <b>Director of Nursing</b>

### 1.0 PURPOSE

To ensure adequate requisition and fair distribution of Health Workforce NZ (HWNZ) funding for postgraduate nursing education – (Post-Entry Clinical Training).

To support the professional development of nurses through the appropriate use of HWNZ funding.

### 2.0 SCOPE

All nursing and midwifery staff

### 3.0 ROLES & RESPONSIBILITIES

- Director of Nursing/  
Associate Director Nursing
  - manages funding applications
  - liaises with HWNZ
  - completes annual report
- HWNZ Administrator - submits monthly reports to HWNZ
- Finance Department - invoices HWNZ monthly once schedules released
- Nurses & Midwives - notify intent for post graduate study in a timely manner

### 4.0 DEFINITIONS

- HWNZ - Health Workforce New Zealand
- PECT - Post-Entry Clinical Training
- NCNZ - Nursing Council of New Zealand
- MCNZ - Midwifery Council of New Zealand

### 5.0 PREREQUISITES

- Education Programmes must comply with the requirements of HWNZ & NCNZ & Midwifery Council for approved programmes for PECT.

### 6.0 PROCEDURE

- 6.1 Nurse/midwife discusses post graduate training intentions with Charge Nurse Manager (CNM), Clinical Nurse/Midwife Educator (CNE) or Director of Nursing (DON) or Associate Director of Nursing (ADON)
- 6.2 Nurse/midwife submits WDH specific HWNZ application form to the Director of Nursing after being approved by CNM/Service Manager with all relevant details, i.e. papers/course enrolled

- in, Tertiary institution, costs, number of days required at university. This is required to ascertain whether or not the course/papers fit HWNZ funding criteria.
- 6.3 The Director of Nursing office will notify the applicant of whether or not their application has been successful.
  - 6.4 HWNZ funds some release time to allow staff to attend courses. Release time is pro-rated.
  - 6.5 Courses funded by HWNZ money will fit the WDHB Education framework for nurses and midwives.
  - 6.6 The nurse/midwife funds their course fees upfront. Nurses/Midwives are entitled to apply for a student loan through the normal process to pay for these fees. This together with initial receipt for course fees should be presented to the Nursing Directorate for reimbursement.
  - 6.7 HWNZ approved applications are internally recharged by the Finance Department to the Nursing Directorate HWNZ cost centre. The cost of replacing the nurse/midwife comes from the Nursing Directorate.
  - 6.8 Every September indications for PECT for the following year are requested by the Director of Nursing office.
  - 6.9 Every November the Director of Nursing completes a report for HWNZ indicating the number of nurses and midwives planning to undertake PECT in the following year, the programmes they will be enrolled in, and total funding required.
  - 6.10 If the number of nurses or midwives applying for funding exceeds the total amount allocated then a rationalising process will occur. The Director of Nursing will undertake this and may seek advice from the HWNZ Advisory Group regarding fund distribution.

## **7.0 POINTS TO NOTE**

- 7.1 Post Entry Clinical Training (PECT) Criteria - Each individual application will be considered on its own merits and in line with the PECT criteria which are:
- 7.1.1 Vocational: rather than academic or research based.
  - 7.1.2 Clinical: clinically based, with a substantial clinical component where employment in a clinical setting is integral for completion of the qualification.
  - 7.1.3 Post-Entry: occurs after entry to a health profession, so that a person is already eligible to practice in a particular occupation.
  - 7.1.4 Formal Programme: formally enrolled in a training programme which leads to a recognised qualification.
  - 7.1.5 6 Months: the formal training programme is to be equivalent to a minimum of 6 full time months in length.
  - 7.1.6 Nationally Recognised: recognised by the profession and/or health sector and meeting a national health service skill requirement rather than a local employer need

## **8.0 REFERENCES**

- Ministry of Health – HWNZ
- HWNZ – Criteria for Purchases of Post-Entry Clinical Training

## **7.0 RELATED WAIRARAPA DHB DOCUMENTS**

- HR – Course/Conference leave Application

## **8.0 FURTHER INFORMATION/ASSISTANCE**

- Director of Nursing
- Associate Director of Nursing
- Nurse/Midwife Educator

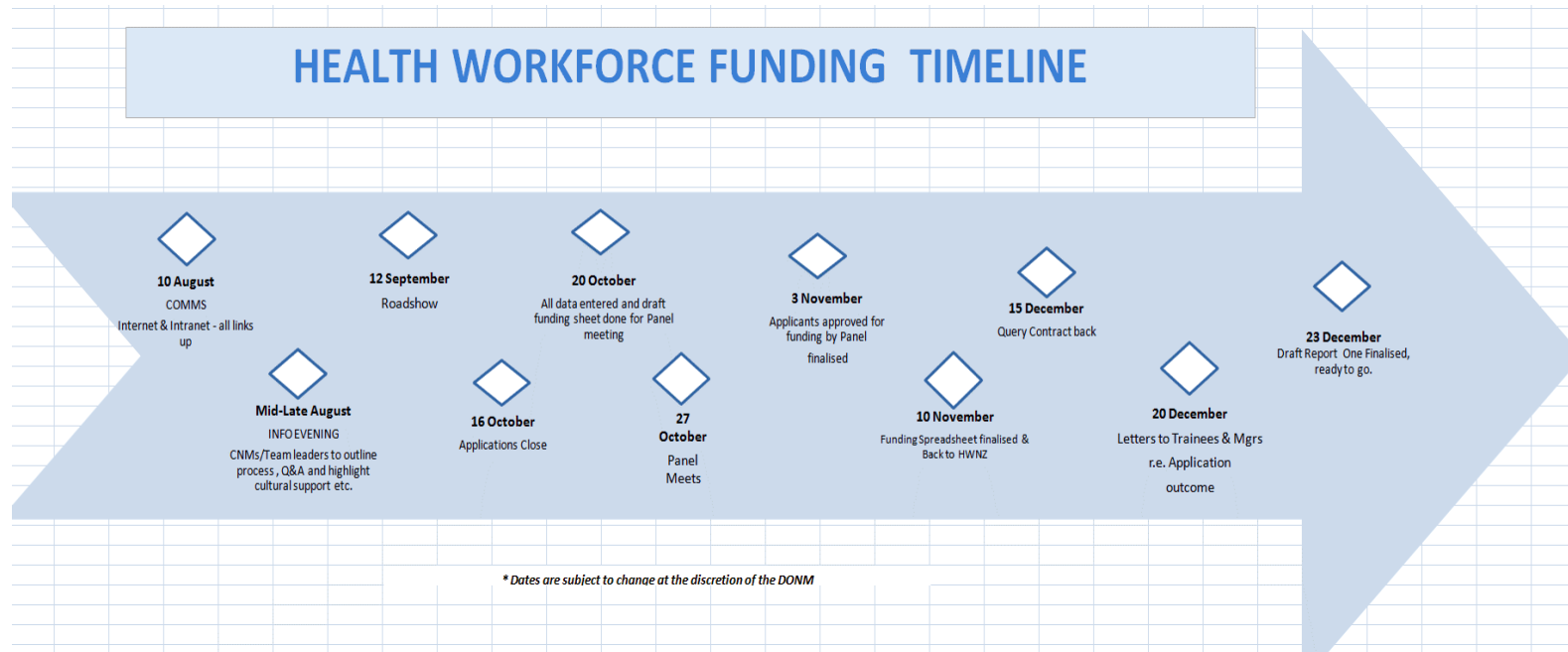
## **9.0 KEYWORDS**

- Funding
- Application
- HWNZ
- Training

# POLICY

## APPENDIX 1

### TIMELINE



*Dates are subject to change at the discretion of the DONM and are indicative only.*