

# **Postgraduate Nursing Education Funding Guide**

**Funded by  
Ministry of Health – Health  
Workforce Directorate**

**Handbook**

**2023**

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## Introduction

Welcome to this handbook on postgraduate education for nurses within the Hawke’s Bay health sector. This handbook presents what you need to know about postgraduate education in a way that is easy to understand and hopefully answers many of your questions.

Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay encourages nurses to undertake postgraduate education to improve the health outcomes of the population of Hawke’s Bay. We expect nurses who are undertaking postgraduate education to implement the skills and knowledge learnt into their everyday practice.

The first section introduces postgraduate education and includes an explanation about the levels and qualifications of postgraduate education.

The second section provides the information on what you will need to consider when accessing the Ministry of Health, Health Workforce directorate funding when undertaking postgraduate education and the process for applying for this funding.

If you have any questions at any time regarding postgraduate studies, please do not hesitate to contact the Te Whatu Ora – Hawkes Bay PG funding coordinator (as below):

### **Sally Houliston**

Phone 8788109 ext. 4505

Cell 027 453 5271

[pgnursing@hbhdb.govt.nz](mailto:pgnursing@hbhdb.govt.nz)

## Abbreviations

<b>Abbreviation</b>	<b>Definition</b>
CNO	Chief Nursing Officer
CNM	Clinical Nurse Manager
DoN	Director of Nursing
HW	Health Workforce
FTE	Full Time Equivalent
NC	Nurse Consultant
NE	Nurse Educator
PG	Postgraduate

## Ministry of Health – Health Workforce Directorate

The Health Workforce Advisory Board works in partnership with the Ministry of Health to provide strategic oversight and sector leadership for New Zealand’s health workforce.

The Health Workforce Directorate is the team within the Ministry of Health responsible for national coordination and leadership on workforce issues. They provide advice on workforce development and regulation; gather workforce data and intelligence; and invest in health workforce training. Their support is designed to ensure the health system has the right people, in the right place with the right skills to provide the safest care and best outcomes for our population.

The Health Workforce Directorate invests in training and development of the health and disability workforce. This funding:

- supports new graduate nurses, midwives, pharmacists and doctors to transition into the workforce in their first year of practice
- subsidises the costs of vocational (specialist) training for doctors including general practice trainees
- supports the postgraduate training of nurses, midwives and a range of allied health and scientific workers such as anaesthetic technicians, sonographers and medical physicists.

The broad vision for the Postgraduate Nursing training is working in partnership with key stakeholders to deliver a transparent and consistent model of funding for Postgraduate Nursing training that will enable nurses to deliver high quality care to New Zealanders and improve outcomes for Māori and Pacific peoples.<sup>1</sup>

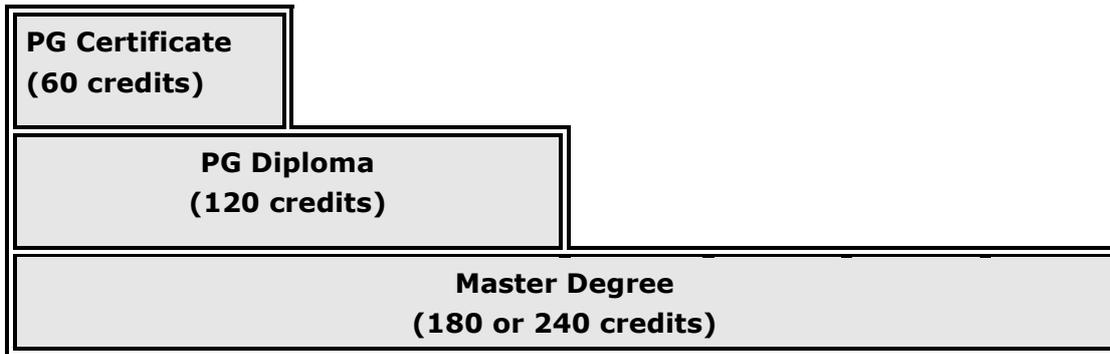
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<sup>1</sup> Health Workforce Postgraduate Nursing Training Service Specification

# Postgraduate Education Explained

Postgraduate education is a formal education programme within a university or approved tertiary provider. The education leads to completion of a qualification at Level 8 or 9 on the New Zealand Qualifications Framework such as a postgraduate certificate, postgraduate diploma or Master Degree.

Each step within the postgraduate education journey ends in a qualification and leads directly into the next qualification or a break may be taken.



## Postgraduate Certificate

Is made up of 60 credits (at level 8) [this is not to be confused with the paper name or number] and is often the first step in a study programme and can provide the basis for further postgraduate study. A PG certificate can be completed in a year studying part time, but may be completed over two years as required. The postgraduate certificate serves as a qualification recognising continuing professional development in the same area as the candidates' original degree or relevant skills and knowledge acquired through appropriate work or professional experience.

## Postgraduate Diploma

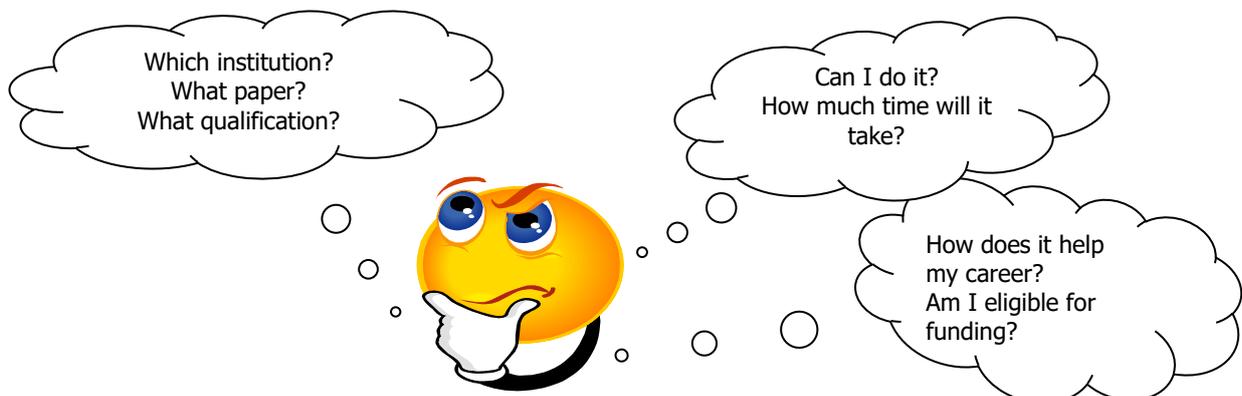
Requires a minimum of 120 credits.

## Master Degree

Is made up of either 180 or 240 credits (depending on programme). Providers of courses leading to a Master qualification are responsible for establishing entry requirements.

# Before You Apply / Enrol for Study

There are many things to think about before you apply / enrol for study. This can include:



## Study Time Required

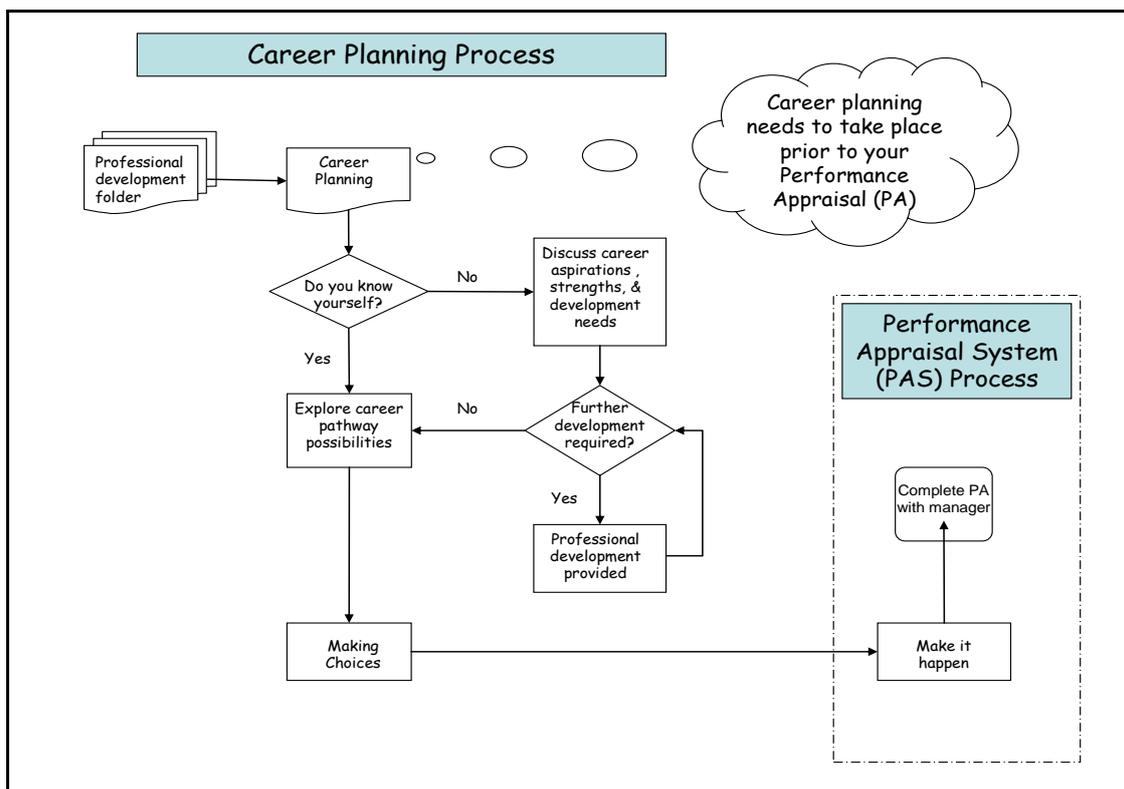
Postgraduate education is a big commitment and you do need to think about what is happening at home and work and what is feasible for you to undertake. While Te Whatu Ora – Hawke’s Bay is committed to supporting you through this – the dedicated study time will have to come from you. As a first time student, you should seriously consider taking only one paper per semester to start with, especially if you work full time, but it is up to you..... Each semester lasts about 12 weeks.

An estimate of the time commitment is approximately 10 – 12 hours per week (average of lectures, tutorials, private study) for a 30-point paper.

## Career Pathway

It is important to consider how postgraduate study fits into your professional development. Have you thought about where you want to be in your career in five years’ time? What education programme will fit with your plans? Have you thought about how you want your practice to grow?

You can talk about this with your Clinical Nurse Manager (CNM), Chief Nursing Officer (CNO), PG funding coordinator, Nurse Consultant, Nurse Educators (NE), Director of Nursing or other relevant nurse leader. Academic institutions will also be very happy to discuss with you these pathways and what education you can do to get there.



A career plan template can be found on page 16 of this handbook.

***HW 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. You are responsible for owning your career plan and this should be discussed with your manager before completing the application form for funding.***

***A career plan IS NOT your academic plan!***

### **Which Tertiary Institution? What Paper/Qualification?**

You may already prefer a specific education provider you wish to undertake your studies with. But this choice is also dependant on which education provider offers the papers you want to study. You should also consider what support they offer to students. It is always a good idea to speak in person with the academic providers' postgraduate nursing coordinator. You can also speak with others who have studied previously and find out their experiences of the academic providers. You are not limited to specific education providers; however, you do have to ensure the choice of paper / course of study you are considering meets HW criteria for funding.

### **HW Eligibility Criteria**

HW provide funding under specific criteria<sup>2</sup>. You must have the following before you may be considered for funding:

- Be registered as a nurse or nurse practitioner under the Health Practitioners Competence Assurance Act (2003)
- Hold a current annual practicing certificate (APC) with no restrictions on that APC that would negatively impact on your ability to participate in the programme
- Be currently employed as a registered nurse by a health service that is funded by the DHB or Ministry of Health from Vote Health
- Be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service
- Have evidence of support by your current employer to meet the training requirements
- Meet the entry criteria required by the education provider
- Have a **current career plan** (for further information refer to page 16 of this handbook)

In addition, Te Whatu Ora – Hawke's Bay have applied the following criteria

- For Te Whatu Ora – Hawke's Bay employees, a currently assessed nursing professional development recognition programme (PDRP) portfolio **at the time of commencing** the funded programme
- Minimum FTE of fully funding training is 0.4 (two days per week), however, each application will be evaluated individually on a case by case basis
- Priority will be given to those applicants with a focus on contributing to the District Annual Plan, Regional Clinical Services Plan, MOH priorities and targets and any other relevant requirements
- Those who have already completed Master qualifications may apply; **however**, these applications will be given a lower priority, as the HW funding is to support those gaining their first qualifications

## **Registered Nurse / Nurse Practitioner Prescribing Practicum**

If you plan to undertake a prescribing practicum paper, please be aware that financial support for the additional mentoring / supervision hours **is not automatically guaranteed**. You must discuss this with the PG funding coordinator and your relevant Nurse Leader to ensure that your organisation will support you on this pathway.

The Nurse Practitioner funding will only be provided to those who have a clear agreed NP plan within their service, and supported by their employer.

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<sup>2</sup> Health Workforce Postgraduate Nursing Training Service Specification

# Application Process

## Part One – Applying to Te Whatu Ora – Hawke’s Bay for HW funding



This part of the process is completed annually and includes papers for the whole academic year – not just semester one. The application round will be open for approximately eight weeks (usually each September - October). All applications will be reviewed by the PG funding funding against the selection criteria, in conjunction with the relevant line manager(s).

***There may be additional opportunities to apply for funding throughout the year, but this is dependent on the availability of funding.***

### Step 1

Check you eligibility with HW criteria (see page 7 of this handbook)

### Step 2

Discuss with the appropriate person e.g. CNM, Nurse Leader, PG funding coordinator, Nurse Educator, Director of Nursing, CNO, Academic Provider advisor etc.

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

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

### Step 3

Obtain a copy of the Te Whatu Ora – Hawke’s Bay HW electronic application form. This is available through:

- Te Whatu Ora – Hawke’s Bay PG funding coordinator
- Clinical Nurse Manager / Nurse Leader
- Te Whatu Ora – Hawke’s Bay website (nursing page)

**Please read the application guide and make sure you fill in all sections**

### Step 4

Complete electronic HW application form and return with all supporting documentation to: [pgnursing@hbdhb.govt.nz](mailto:pgnursing@hbdhb.govt.nz)

All sections of the form must be completed including the section on use of information. Your application is **unable** to be processed unless it is complete. Please be aware that the information collected will be needed for HW reporting purposes.

Once your application is received you will receive acknowledgement of this electronically. After the closing date all applications will be discussed with the relevant Nurse Managers / Leaders.

Funding is then approved or declined through the office of the Chief Nursing Officer, based on set criteria. The decision to give funding approval to each applicant is done through a process of consultation and screening as follows:

- HW criteria eligibility met (refer page 7)
- Completion of a qualification at end of 2023 (starting from MN, then PG Dip, then PG Cert)

- What formal academic qualifications does the applicant already have
- Full time equivalent (FTE) status employed
- Current PDRP level
- What is your role within your organisation – does your role require you to undertake postgraduate education?
- Has support from manager been provided?

**Even if you have received approval for funding for one year of study, you have to reapply every year for continued funding. Your application for funding is not automatically guaranteed and is not based on previous funding approvals.**

## **Part Two – Enrolling at the Academic Provider**

### **Step 5**

When completing the HW application, you should contact your chosen academic provider to discuss enrolment details and how the enrolment process is completed e.g. application pack or on-line application. Check 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. Remember also that you need to enrol in a qualification – whether a postgraduate certificate, diploma or Master. HW require that an outcome of funding is a qualification, not just a single paper (unless you are enrolling specifically into a nurse prescribing practicum paper).

It is highly recommended that you commence the enrolment process prior to notification of funding application outcome. Notification of your funding application will usually not occur until early December, so you need to have commenced the enrolment process. **Do not wait, as you may miss enrolment deadlines from academic providers.**

### **Step 6**

You will receive confirmation of your enrolment and an invoice from the academic provider. Please forward this confirmation to the PG funding coordinator as soon as you receive it. **Please do not pay the invoice.** Te Whatu Ora – Hawke’s Bay will pay the invoice directly to the academic provider on your behalf.

## **Applicant Responsibilities**

Once you have applied for funding, you must enrol with you academic provider. By submitting the HW funding application form, you also agree to the PG funding coordinator discussing your progress within your PG paper with your academic provider as required.

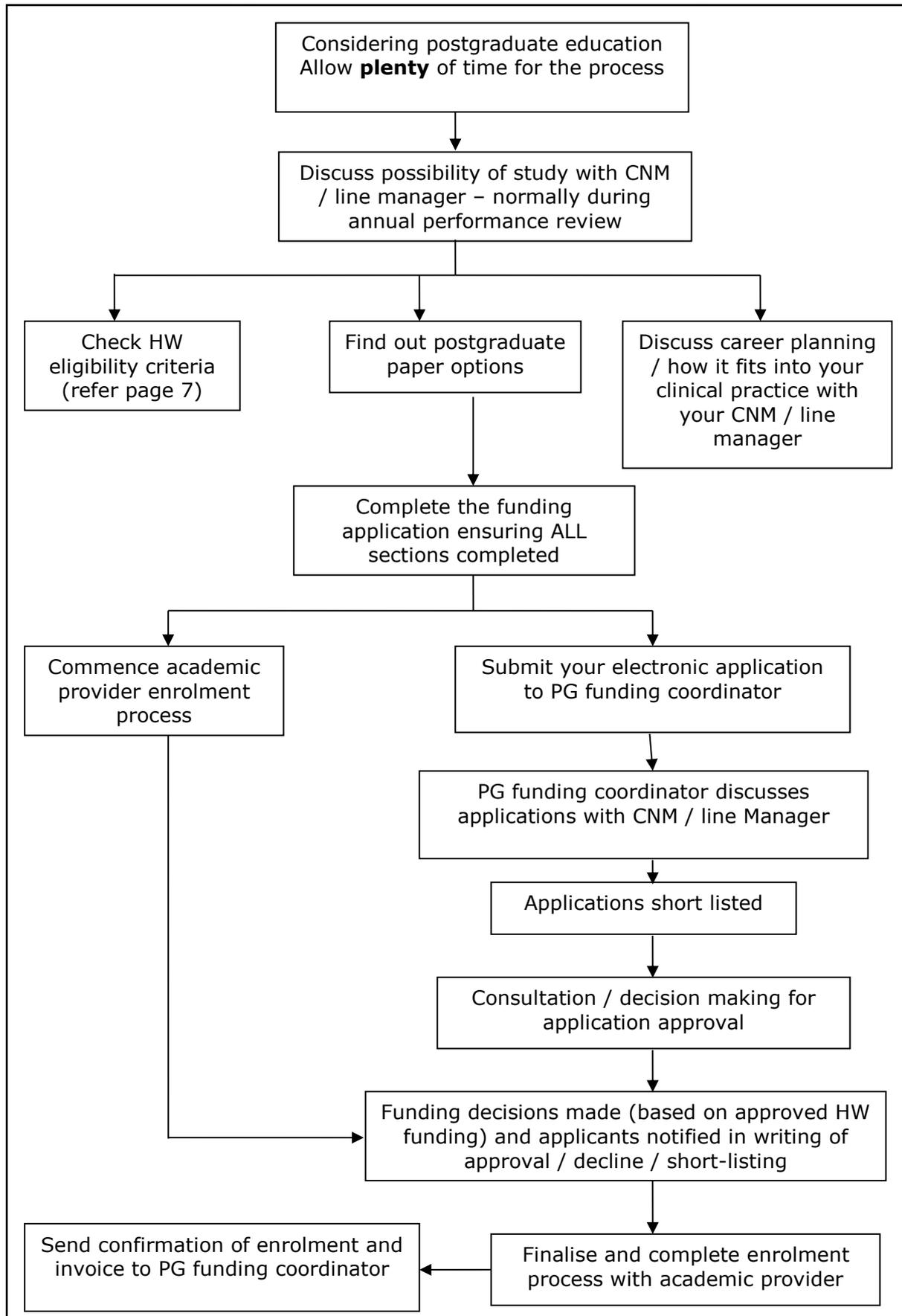
Once enrolled and funding has been approved, you are responsible for meeting all the course requirements.

If you withdraw from the paper once the academic semester has commenced, OR fail to complete academic assessments OR fail the paper at the end of the semester you must notify the PG funding coordinator in writing immediately with any relevant / supporting information.

All notifications of withdrawal / failure will be reviewed by the PG funding coordinator in conjunction with the CNO as required, and assessed on a case by case basis, with the applicant notified in writing of any outcome.

***This may result in the applicant not being eligible for future allocation of HW funding for a specified period of time.***

## Application Process Summary



# Frequently Asked Questions

## **What happens to my application?**

Your application is checked by the PG funding coordinator that it is complete and that you meet eligibility criteria. Those that meet the criteria are short listed. Those who do not meet the criteria are notified and advised of the reason why they cannot be considered.

Short-listed applicants are then discussed with the selection panel and relevant CNM / Nurse Leader. Decisions are made by this consultation process.

The applicant and their employing manager is then informed in writing (electronically) of the decision.

## **What happens if my application is unsuccessful?**

In some cases your application will be placed on a waiting list for funding that may become available. You may initiate an appeal process by making written notification to the PG funding coordinator. Each appeal will be reviewed on a case by case basis and the final decision for unresolved conflict will rest with the Chief Nursing Officer (CNO).

## **Can I change my paper?**

Applicants **MUST** discuss the option of changing papers with the PG funding coordinator before undertaking this. Te Whatu Ora – Hawke’s Bay has a funding contract with HW and changing papers has an impact on this. The final decision to allow a change of paper, with continued HW funding, is at the discretion of the PG funding coordinator after discussion with the appropriate nurse leader if required.

## **What if I change my mind and want to withdraw after commencing a paper?**

We would much rather you complete your study once started, so if you feel you need to change your mind please contact the PG funding coordinator **early**. If you withdraw after the academic providers set dates the cost of the paper will still be incurred.

If you withdraw at any stage (and this includes any time before commencing the paper) you **MUST** notify the PG funding coordinator in writing your decision to withdraw, the reason for withdrawal and the date of withdrawal from the academic provider. You are also responsible for completing the tertiary institution’s process of withdrawal. ***Withdrawal from a paper may result in the inability to access future allocation of funding from HW.***

## **What happens if I do not pass the paper?**

Again – please ask for help if you are struggling (see the support section page 12). If, because of fair and reasonable circumstances you don’t successfully complete the course requirements we will understand. Failure from a paper may result in the inability to access future allocation of funding from HW.

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

You must notify the PG funding coordinator of your results at the end of each semester / paper and when you have completed your qualification e.g. PG certificate, diploma or Masters.

## Available Support

### Support for You during the Paper

Once you have identified you are eligible for HW funding and you know what paper/s you might like to take, you also need to know what support is available to you to do these papers. As previously discussed postgraduate education is a big commitment and once you have enrolled and the funding approved for you, withdrawing or not completing the paper is not desirable. We would 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.

Academic Provider Support – all academic providers have student learning centres which are there to assist the student. Libraries usually have facilities and teaching sessions on how to search for literature. You can also talk to the paper coordinators / lecturers if you are struggling.

Clinical Mentoring – this may be required when undertaken specific papers as identified by the academic provider e.g. a practicum. The academic provider will have specific guidelines and processes for this, so in the first instance please discuss with them this requirement. HW funding is available for clinical mentoring if required, however, if funding is provided by the tertiary education provider, then the HW funding will not be available.

**Please note that the clinical access and mentoring requirements for the nurse prescribing practicums are complex and extensive.**

Māori Health Service – support from the Māori Health Service is available to those students who identify themselves as Māori.

Assignment Help – this is an area of concern for many people as assignments are the most common form of assessment utilised. Academic providers should offer help in this area through the student learning centres. Some academic providers offer an assignment writing session at the beginning of their first papers for new students and we encourage you to 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 that are required for your paper – provided you have indicated on your application form how many days you need for study.

Other Students – it may be useful to get contact details from the other students undertaking the same papers as you. 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.

Library – there are some useful nursing journals and information available in the medical library at HB Hospital. You do need to be a Te Whatu Ora – Hawke's Bay employee to access this. However, by enrolling at your academic provider will give you access to their libraries electronically and through them access to many journal databases. It is highly recommended, if offered, you attend a session on database searching, do so. It is very helpful and can markedly reduce the time (and stress) you need to spend on the computer.

**REMEMBER to ask for and access HELP EARLY!**

## Plagiarism

Plagiarism is viewed as a very serious academic offence. As the funder, we also view this very seriously and any funded trainee who has a proven case of plagiarism will risk any future HW funding from Te Whatu Ora – Hawke’s Bay.

## HW Funding

HW provide funding 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 Te Whatu Ora – Hawke’s Bay nursing workforce priorities, government priorities and national health policy.

It is expected that outcomes from the funding include completion of a postgraduate qualification, application of advancing nursing practice and improved contribution to client and/or service outcomes.

### What Does the Funding Cover?

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

- Full course fees
- Clinical release time for compulsory study days
- Subsidised travel and accommodation ONLY if you are required to attend a study day more than 100km from place of employment (refer to page 14 for further information)

**Note:** clinical release time will only be funding if the study day occurs on a day in which you as a trainee normally works.

Funding does not cover:

- Course textbooks
- Meal costs
- Internet access

## Clinical Release Time (Study Leave)

### Number of Study Days

As a general guide a 15-point paper will be granted two (2) - four (4) study days and a 30-point paper will be granted three (3) - six (6) study days, paper dependent. Additional study days may be required and these will need to be negotiated individually with the PG funding coordinator on presentation of written evidence of the requirement.

### Request for Clinical Release Time (Study Leave)

All successful recipients of HW funding are required to submit to their line manager study leave application form/s to attend the study days as part of the paper/s being undertaking (for class room and on-line study days). The HW study days relate to the 2023 academic year only.

### **Study Leave Arrangements for Te Whatu Ora – Hawke’s Bay nurses**

HW provides funding study days to complete compulsory elements for each paper you are undertaking. These study days will only be paid if they occur on a day that you would normally be working. This paid study leave is in addition to the study leave provided through the DHB/NZNO MECA.

### **Study Leave Arrangements for nurse’s external organisations e.g. PHO’s, NGO’s, Aged Care, Plunket Nurses, Practice Nurses, Hospice Nurses etc.**

HW provides funding for study days to complete compulsory elements for each paper you are undertaking. These study days will only be paid if they occur on a day that you would normally be working. On receipt of an invoice to PG funding coordinator, the HW funding will pay the clinical release time of the HW trainee at actual hourly rate of trainee. If you work part time you may not get release time for all study days e.g. where a study day falls on a day you do not normally work.

### **Payment of Clinical Release (Study Days)**

For all Te Whatu Ora – Hawke’s Bay employees please enter the payroll code ‘**CTAP**’ into the appropriate day within the PAL\$ system for a HW related study day. All HW related study days will be reconciled on a fortnightly basis (via the payroll system) and discrepancies will be discussed with the approving line manager.

For non-Te Whatu Ora – Hawke’s Bay nurses, on receipt of an invoice from your employer (no later than six weeks after the study day) to the PG funding coordinator, HW funding will reimburse your employer, the clinical release time for your study days. If you work part time you may not get release time for all study days e.g. where a study day falls on a day you do not normally work.

## **Travel and Accommodation Subsidy**

HW provide some subsidy for travel and accommodation when travelling >100kms from your place of work to location of the training programme. This funding is limited and may not cover all costs associated with travel and accommodation required to complete your paper. The subsidy is capped (and you may not receive all of this) at a maximum rate of:

- \$500.00 (for a 15 point paper)
- \$1000.00 (for a 30 point paper)

It is highly recommended that you plan your travel and accommodation requirements for the duration of your paper prior to commencing your paper at the beginning of the semester, in order to access cheapest rates available. Bookings made at the last minute will be expensive and you may incur additional expenses in excess of your approved subsidy (at your own cost).

Wherever possible / practicable, travel should be made on the day in which the campus courses commences. This will reduce the need for an additional night’s accommodation.

### **Travel**

It is expected that transport will be shared e.g. shuttles, private car, if more than one nurse attending the same course. A list of all those completing the same post-graduate paper is available through the PG funding coordinator.

#### **a) Airfares**

- If you intend to fly, it is expected that you will book any airfares as early as possible to ensure you can access the cheapest airfares.

### **b) Taxis or Shuttles**

It is expected that you will take a shuttle (rather than taxi) from the airport to the relevant course venue

### **c) Petrol Costs**

If a private car for travel is utilised, actual petrol costs will be reimbursed. You are required to ensure your vehicle is fuelled to the maximum level prior to departure (at your own cost) from your place of residence to your course from Hawke's Bay and on return to Hawke's Bay refuelled. It is the actual refuel costs on return to your place of residence which you may claim.



For those travelling to Palmerston North, you are expected to travel the morning of the campus course, therefore accommodation reimbursement will not be provided for the night prior to the commencement of the campus course.

### **Reimbursement of Travel and Accommodation Costs**

A HW reimbursement claim form must be completed for all requests for reimbursement.

1. All original tax invoices and receipts (which must show the GST amount and a GST number) must be attached to the reimbursement application form and forwarded to the PG funding coordinator as soon as possible. EFTPOS machine receipts without this information cannot be accepted.
2. Any discrepancy between funding subsidy approved and receipts will be incurred by the applicant.
3. For Te Whatu Ora – Hawke's Bay employees, any reimbursement will be paid directly into your nominated bank account in which your wages are paid.
4. For non-Te Whatu Ora – Hawke's Bay nurses, you will be required to provide a bank deposit slip with verification of bank account details in which your reimbursement can be paid.
5. **Incomplete forms or forms received without receipts will not be processed by the PG funding coordinator and returned to the applicant.**
6. This travel subsidy does not include meals, beverages, internet access or other discretionary items.

Career planning is a continuous process of self-assessment and goal setting. This plan incorporates your career and professional development aspirations and aligns these with organisational goals as reflected in your role description. The Directors of Nursing manage HW funding for nurses. A requirement for accessing this funding is to have an agreed Professional Development and Career Plan (PDCP). Professional development activities require a feedback loop (report on outcomes) as part of the follow-up for activities supported by the organisation. This link provides further information on the career planning process <http://www.health.govt.nz/our-work/health-workforce/career-planning>. Before starting your career plan, it's important to work through the career planning process, so that your plan is realistic and achievable for you, taking into account your self-assessment (Know Yourself) and your career research (Explore Possibilities). Consider what knowledge and skills you need to fulfil the role description (i.e. clinical competences and professional behaviours) and meet objectives and develop in your career.



<b>Career Plan for:</b>	<b>Name:</b>	<b>Date:</b>	
	<b>Career &amp;/or Professional Development Goals</b>	<b>Action Plan to Achieve Goals</b>	<b>Timeframe for achievement</b>
<b>Short Term (within 1 year)</b>			
<b>Longer Term (up to 5 years)</b>			
<b>I have discussed my professional development and career aspirations with my line manager who is in agreement.</b>		<b>The plan meets the needs of the service and fits with the strategic direction of workforce development within the organisation. I have discussed this plan and agree to support the achievement of these goals.</b>	
<b>Staff Member Sign Off:</b>		<b>Line Manager Sign Off:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Title:</b>		<b>Title:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	