

Te Whatu Ora – Te Matau a Māui Hawke's Bay

Postgraduate Nursing Education Funding

Application Process

2024

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Introduction

With the establishment of Te Whatu Ora as a single entity, the model for funding postgraduate nursing education (previously funded through Health Workforce New Zealand [HWNZ]) has changed. The commitment to support health workforce training continues, but is no longer referred to as Health Workforce funding.

The funding for postgraduate nursing education across Te Whatu Ora Te Matau a Māui Hawke's Bay will continue. Administered through the Office of the Chief Nursing Officer Te Whatu Ora, the application and operational process of managing the funding is coordinated through the Professional Development Unit.

Funding Eligibility

Eligibility Criteria

To be eligible for the funding, you must:

- 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 Te Whatu Ora or from Vote Health funding
- 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 12 of this handbook)

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 (this will vary across papers)
- Subsidised travel and accommodation (where applicable / eligible)
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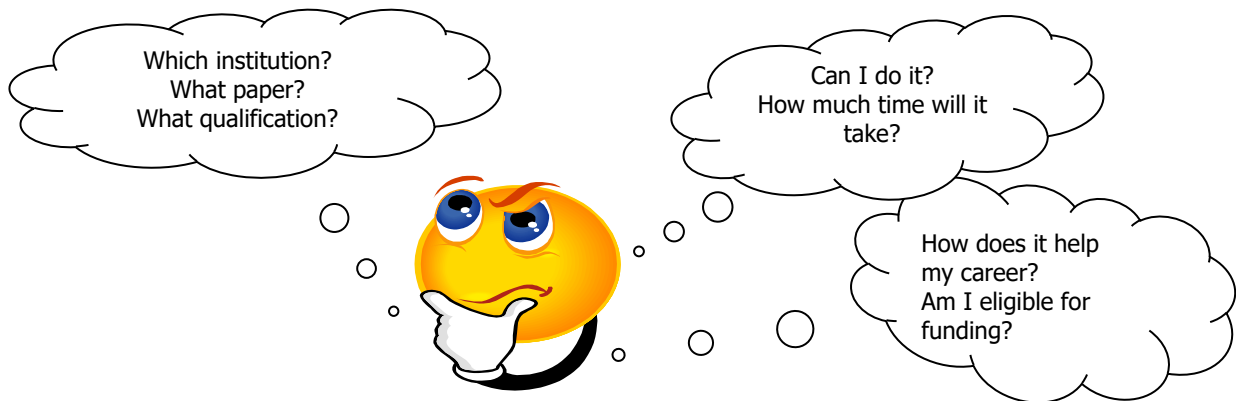
Note: clinical release time will only be funding if the study day occurs on a day in which you as a trainee normally works.

Funding does not cover:

- Course textbooks
- Meal costs
- Internet access

Before You Apply / Enrol for Study

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



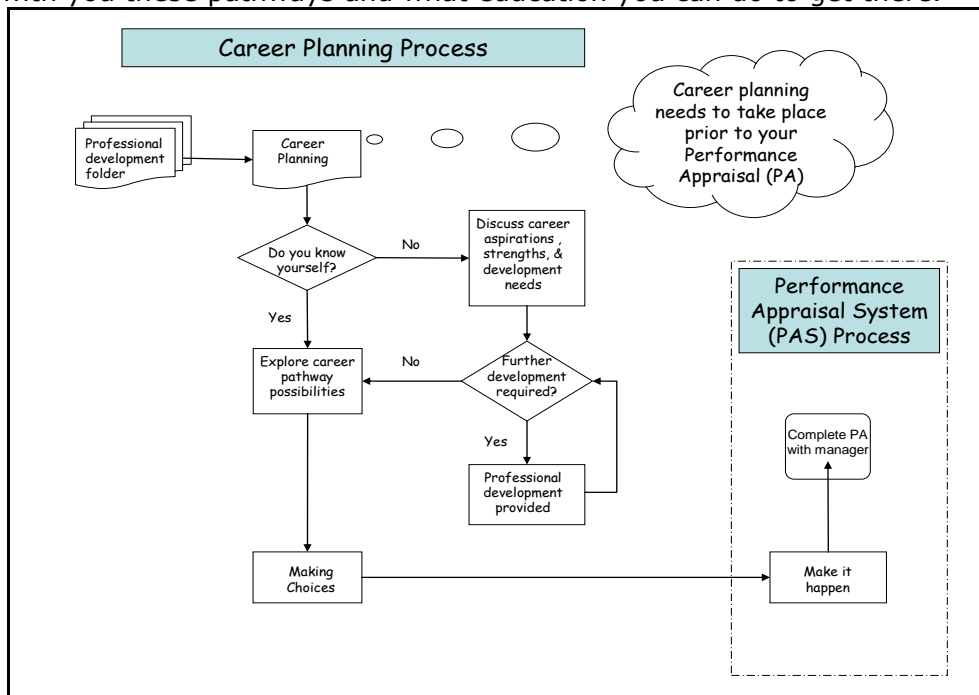
Study Time Required

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. Whilst Te Whatu Ora Te Matau a Māui Hawke’s Bay is committed to supporting you through this – the dedicated study time will have to come from you. It is recommended that you consider taking only one paper per semester. 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 12 of this handbook.

We do 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 funding criteria.

Registered Nurse Prescribing Practicum

If you plan to undertake the Registered Nurse prescribing practicum paper (to attain designated RN prescribing through Nursing Council), you must discuss with your study plans with your relevant Nurse Leader to ensure that your organisation will support you on this prescribing pathway (this is also required by the academic provider) and that have a clear agreed and documented plan to complete the requirements of the programme.

Further information on the registered nurse prescribing in primary health and specialty teams is available at

https://www.nursingcouncil.org.nz/Public/Nursing/Nurse_prescribing/NCNZ/nursing-section/Nurse_Prescribing.aspx?hkey=091ed930-56ca-4f25-ae9e-52b33decb227

Nurse Practitioner Practicum

The Nurse Practitioner Training Programme (NPTP) is a national programme that includes the final year of preparation for Nurse Practitioner (NP) registration.

Te Whatu Ora currently funds the NPTP as a national programme. Nurse Practitioner training is provided through a coordinated programme between the partner universities. Nurses will apply to the programme of their choice from the approved providers to complete the NPTP. The training programme provides increased coordination between potential NPs, their employers, tertiary education providers, and the Nursing Council of New Zealand (NCNZ). All NP trainees will apply for registration as an NP with the NCNZ by the end of the NPTP practicum year. There are priority areas for developing the NP workforce. These include primary health care, community and residential care settings, mental health and addiction, Māori health, Pacific health, populations with high health needs, rural and hard to reach areas communities and areas with high deprivation.

Further information regarding NPTP is available at [Nurse Practitioner Training Programme | Nurse Workforce Programme \(auckland.ac.nz\)](#)

Anyone considering this pathway must speak with their line manager and senior nursing leader as you must have a clear agreed NP development plan within their service, and have the support from your employer.

Application Process

Part One – Applying for funding

Applications will be open ahead of each academic semester.

Step 1

Check your eligibility criteria (see page 3 of this handbook)



Step 2

Discuss with the appropriate person e.g., CNM, Nurse Leader, 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

Complete application form and then submit the required supporting documentation to: 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 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:

- Eligibility criteria met
- Completion of a qualification at end of 2024 (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 4

When completing the funding 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.

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 5

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

What Happens to Your Funding Application?

Your application is checked by the funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay 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 are then informed in writing (electronically) of the decision.

What happens if my application is initially unsuccessful?

If your funding application is unsuccessful, you will be advised by the funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay as to the reason. Most commonly, your application is not initially successful is due to more applications being received than funding available to allocate. In this instance, your application will be placed on a waiting list for funding that may become available as other applicants who were successful change study plans and no longer require their allocated funding.

What if I Want to Withdraw from Studies?

Once enrolled and you have been notified that funding has been approved, you are responsible for meeting all the course requirements. However, we realise that circumstances change and this may impact on your ability to commence or complete the paper.

Need to withdraw prior to the course commencing

Withdrawing prior to the semester commencing does not result in any academic or financial penalty, however you must:

1. Discuss options with funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay as funding **may be** able to deferred to the following semester
2. Notify academic provider

Need to withdraw after the course has commenced

Most academic providers permit a student to withdraw within the first two weeks of the semester commencing without any academic or financial penalty, however you must:

1. Discuss ongoing options with funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay
2. Notify academic provider

If you do need to withdraw after the first two weeks (or fail to advise the academic provider in the first two weeks of plan to withdraw) then course fees still require to be paid.

However, depending on the circumstances for the need to withdraw, there are options available and you must:

1. Contact the paper coordinator to discuss your circumstances and possible options e.g., extensions, additional support etc
2. Contact the funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay of your circumstances and outcome of discussions with paper coordinator
3. Formally apply to the academic provider for consideration of circumstances (and the paper coordinator at the academic provider will be able to assist with this)

Once an outcome of the formal application is known please advise the funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay. Each situation will be reviewed on a case-by-case basis and what implications this means on the funding allocated to you.

What Happens If I am Struggling or Fail the Paper?

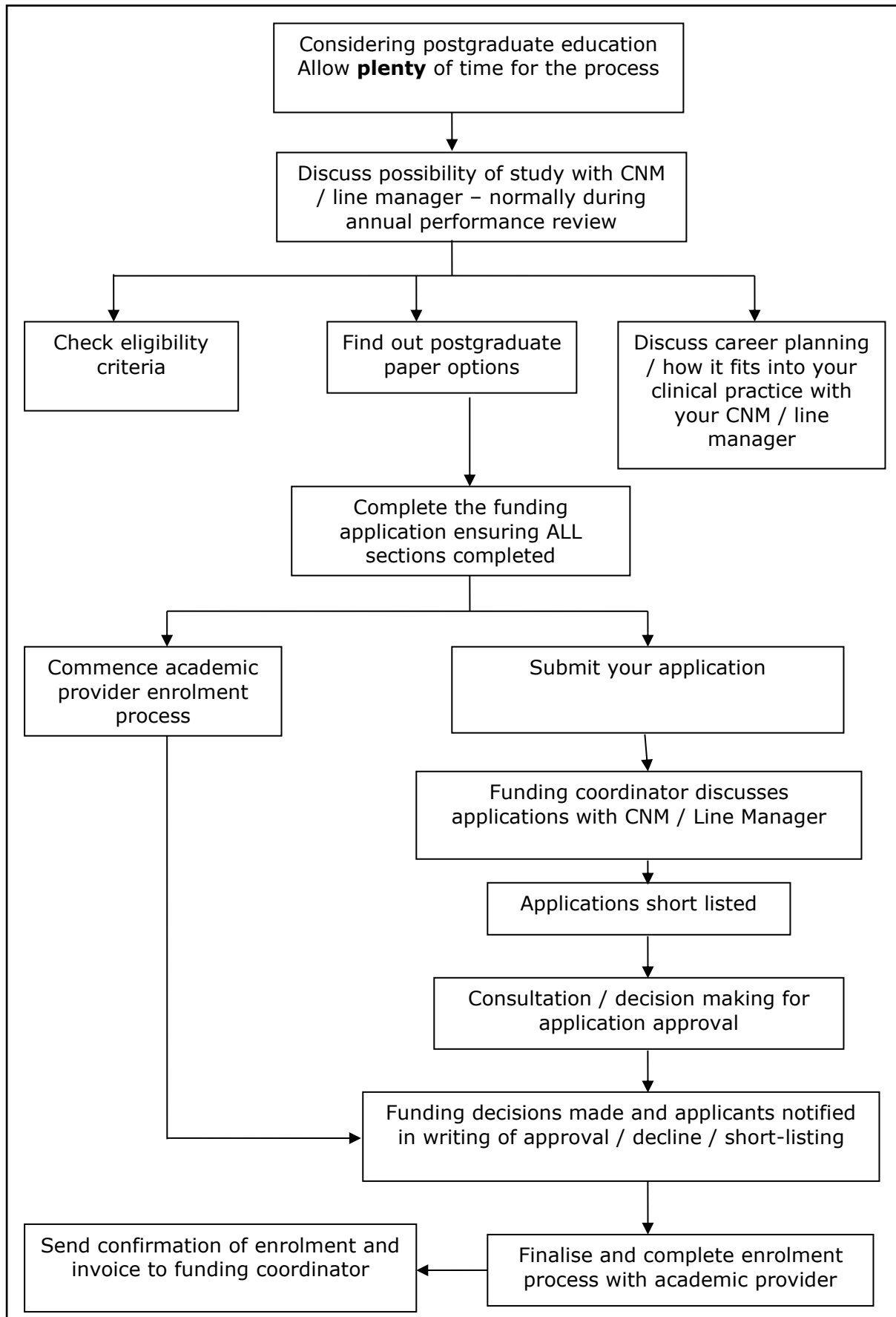
Please ask for help if you are struggling and contact your academic paper coordinator. If, because of fair and reasonable circumstances you don't successfully complete the course requirements we will understand.

After My Paper is Completed

You are required to provide a copy of your finalised paper result to the funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay – this can be emailed to pgnursing@hbdhb.govt.nz

This supports the ongoing audit and monitoring of funding allocated and supports the accurate reporting of training outcomes.

Application Process Summary



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 funding coordinator at Te Whatu Ora Te Matau a Māui Hawke's Bay on presentation of written evidence of the requirement.

Request for Clinical Release Time (Study Leave)

If you receive this funding, you will be required to follow your organisational processes for applying for study leave. These study days will only be paid if they occur on a day that you would normally be working.

For **Te Whatu Ora Te Matau a Māui Hawke's Bay employees** this paid study leave is in addition to the study leave provided through the Te Whatu Ora / NZNO Collective Agreement. Once your study days are approved enter the payroll code '**CTAP**' into the appropriate day within the PAL\$ system for the related postgraduate study day.

For all others (e.g., primary care, hospice, aged care etc), you must discuss how these will study days will be taken with your employer. It is your responsibility, to ensure your employer is aware of your study plan. For those organisations external to Te Whatu Ora Te Matau a Māui Hawke's Bay, your employer, they should still pay you directly for the study day taken and then they will need to send an invoice to the Te Whatu Ora Te Matau a Māui Hawke's funding coordinator (via email pgnursing@hbdhb.govt.nz) to receive this funding retrospectively to cover the cost of your study day. This is paid at your 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.

Travel and Accommodation Subsidy

There may be some subsidy for travel and accommodation provided 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.

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 Te Whatu Ora Te Matau a Māui Hawke's Bay 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 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 Te Matau a Māui 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 Te Matau a Māui 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 Te Whatu Ora Te Matau a Māui Hawke's Bay funding coordinator and returned to the applicant.**
6. This travel subsidy does not include meals, beverages, internet access or other discretionary items.

Nursing Professional Development & Career Plan

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 Te Whatu Ora Te Matau a Māui Hawke's Bay Chief Nursing Officer holds budget to fund postgraduate education 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. 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 and your career research. 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.

Career Plan for:	Name:	Date:
	Career &/or Professional Development Goals	Action Plan to Achieve Goals
Short Term (within 1 year)		
Longer Term (up to 5 years)		
I have discussed my professional development and career aspirations with my line manager who is in agreement.		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.
Staff Member Sign Off:		Line Manager Sign Off:
Name:		Name:
Title:		Title:
Signature:		Signature:
Date:		Date: