

# HWD Funded Postgraduate Nurse Education

## Frequently Asked Questions

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### Who can apply for Health Workforce Directorate (HWD) postgraduate nursing funding?

There is funding available through HWD, if you meet the following criteria:

- You are a registered nurse (RN) or registered midwife (RM who is also an RN)
- Hold a current annual practicing certificate (APC).
- Be currently employed as an RN or RM by a health service that is funded by Te Whatu Ora – Nelson Marlborough or the Ministry of Health from Vote Health.
- Work .6 or above (equivalent to 3 days per week or more)
- Be a NZ citizen or hold a NZ residency permit as conferred by the NZ Immigration Service.
- Meet the criteria required by education/ tertiary provider.
- Complete the electronic career plan AND application within application time frame
- Supply all documentation within application time frame

### What does the funding cover?

HWD funding may be used for the following:

- The cost of the postgraduate paper (i.e. tuition fees and other compulsory fees)
- A subsidy towards travel and accommodation where a trainee is required to travel more than 100km one way from their usual place of work to the place of study.
- Clinical release to enable attendance at the compulsory components of the paper (i.e. block courses)
- Reimbursing time for mentors/clinical supervisors for papers that require this. For Te Whatu Ora – Nelson Marlborough employees, this reimbursement is transferred to the supervisor's department.
- **HWD funding is NOT paid directly to the trainee and does NOT cover meal costs.**

### What is Māori and Pacific Support Funding?

This funding is available for mentoring, cultural supervision, and cultural development that can be accessed to support Māori and Pacific nurses to successfully complete their qualification. There is a section in the online HWD application for you to indicate if you wish to apply for this funding, which requires a cultural support plan to be developed. Please discuss this with the ADON Workforce Development at the time of application.

### How do I apply for HWD funding?

Review and complete all components identified in the Application process for HWD postgraduate funding flowchart. All required components must be completed in order for your application to be accepted.

### **When do applications for HWD funding need to be submitted?**

In general, applications are open for an 8 week period in the year preceding study, the exact dates will be advertised.

### **How many study days am I entitled to?**

Block study days are determined by the school and vary depending on the paper. All compulsory study days are funded and are to be arranged in conjunction with your manager(s) – this includes your clinical and practice manager. Study leave for HWD funded postgraduate papers is additional to those entitlements under the MECA professional development clause.

### **How do I record clinical release on my timesheet?**

When completing your timesheet, change Shift to CTPG and input hours for each day where you attended a compulsory study day. You will be paid for these days according to your usual pay rate. For nurses employed externally, your employer can invoice us to recover these costs.

### **How will my course fees be paid?**

Once your study has been approved, your course fees will be paid directly to your education provider. If an invoice is sent to you, please request that the education provider invoices Te Whatu Ora – Nelson Marlborough directly. The tertiary provider will issue a “third party invoice”.

### **How will I be reimbursed for travel and accommodation?**

You will be reimbursed as per the “HWNZ post graduate funding – travel & accommodation reimbursements guideline” which will be sent to you before your semester begins.

### **What do I need to do when I have finished my course?**

You will be asked to indicate whether or not you have passed your course and will also be required to complete a survey which will be emailed to you when the semester has ended. All information shared is confidential and is required as part of outcome-based reporting to HWD.

### **What if I feel that I am struggling and may not end up passing my paper?**

There is no penalty for not passing your paper. If at any stage you feel you are struggling, please contact the [PGNursing@nmdhb.govt.nz](mailto:PGNursing@nmdhb.govt.nz) immediately. There may be several options available for ensuring you receive the support required to be successful with your studies.

### **What do I do if I have any queries regarding HWD funding for my postgraduate study?**

For any queries regarding HWD postgraduate study, please feel free to contact us at: [PGNursing@nmdhb.govt.nz](mailto:PGNursing@nmdhb.govt.nz)