

Health workforce New Zealand Funding of Post Graduate Nursing study

Overview

This policy describes the eligibility criteria and process for nurses employed by Te Whatu Ora Nelson Marlborough (or Ministry of Health funded health services) to access Health Workforce New Zealand (HWNZ) funding for postgraduate nursing study.

Nurses are a key workforce contributing to improved health outcomes for New Zealanders. A highly skilled and educated and culturally competent nursing workforce that is responsive to need and is efficient and flexible is required to improve health outcomes for New Zealanders.

The post graduate nursing training funding will assist DHBs to develop their nursing workforce according to their planned needs in response to government policy.

HWNZ funding is intended to cover course fees and backfill for the work area, and to subsidise travel and accommodation required to undertake postgraduate study.

Purpose

To allocate HWNZ funding to nurses undertaking postgraduate programs of study which are consistent with:

- Prioritized workforce needs identified by Te Whatu Ora Nelson Marlborough.
- Prioritize equity and recognise Māori and Pacific Island applicants
- Improve outcomes for Māori and Pacific Island peoples
- Te Whatu Ora Nelson Marlborough Annual Plan and Strategic Plan objectives
- regional and local Future Workforce Strategies
- government priorities and NZ national health policy

Policy statement

The process for allocation of HWNZ funding will be transparent, equitable and regionally negotiated.

Scope

This policy applies to Registered Nurses employed by Te Whatu Ora Nelson Marlborough and to nursing workforce employees of Ministry of Health-funded health services within the Te Whatu Ora Nelson Marlborough geographic area.

Eligibility to apply

To apply for funding the Registered Nurse must:

- be registered as a nurse under the HPCA Act (2003)
- have a current Annual Practicing Certificate
- currently be employed for a minimum of **0.7 FTE** by Te Whatu Ora Nelson Marlborough or a Ministry of Health funded health service within the Nelson Marlborough geographical area
- be a NZ citizen or hold a permanent resident visa
- have evidence of support by their current employer to meet the education requirements for postgraduate study meet the entry criteria required by the education provider have a current PDRP and Career plan: for Te Whatu Ora Nelson Marlborough employees this must have been assessed through the Te Whatu Ora Nelson Marlborough Professional Development and Recognition Programme (PDRP) framework
- Primary health applicant **do not require a PDRP for consideration**. Primary health **must** have a documented career plan in place

Eligible courses of study

To be eligible for HWNZ funding the program must:

- Be consistent with Te Tiriti o Waitangi
- To integrate theory and clinical practice to develop advanced nursing practice to scaffold the RN towards their career goals clinically, leadership, management and or education.
- Be accredited by the appropriate accrediting body i.e. new Zealand qualifications authority (NZQA) and lead to a nationally recognized qualification at **level 8** on the National qualifications framework or
- Lead to an internationally recognised qualification where subspecialty training is not available in New Zealand
- Eligible programs will be funded at the level of bachelor or nursing (honours) BN (Hons), postgraduate certificate, post graduate Diploma or master's degree level. Trainees will need to apply to the DHB for continuing funding, if on Programme completion they decide to continue with further training.
- be approved by the Nursing Council of New Zealand (NCNZ) or be credited towards a NCNZ approved programme, where it leads to a qualification for nurse practitioner or registered nurse prescribing and

Application

Applications must be made on or before the date stipulated on the application form in the year prior to commencement of the study.

Application will be on the Te Whatu Ora Nelson Marlborough HWNZ funding application e-form and will include:

- A robust and agreed career plan (as discussed with DONM/ CNM/Unit Manager ADON Workforce Development for the Director of Nursing for primary health.
- Expected outcome of the program of study for the student and the service
- Evidence of a current portfolio (Te Whatu Ora Nelson Marlborough employees) , performance appraisal document, demonstrate achieved departmental core competencies and up- to-date curriculum vitae

Application for prescribing papers

Must submit a prescribing practice support plan following a discussion with the ADON for workforce development and or the Director of nursing for primary health.

- The support plan must be supported to by your employer and clinical supervisor.

The support plan must include:

- Optimal clinical experience (time, opportunities within existing clinical activities to extend clinical reasoning skills through supervised and transitional practice development).
- Consider additional clinical placement access to best support advanced practice knowledge and skill development (a secondary placement required for NP practicum).
- Negotiate clinical supervisor/s (medical/NP)
- Negotiate release time for clinical supervision/mentoring
- Professional supervision (NP practicum if applicable).
- **Note for the NP practicum** apply to the National nurse practitioner training Programme (NPTP) when applicable.

Selection process & funding priorities

- The strategic development of the Te Whatu Ora Nelson Marlborough workforce is considered (areas requiring specific development).
- The needs of the workplace will be considered. The course of study must be related to the current practice area of the nurse and their career plan.

In situations where funding needs to be in Ministry of Health identified areas of strategic priority, Te Whatu Ora Nelson Marlborough may limit funding to one paper per applicant as a method of equitably distributing funds across the nursing workforce.

Funding will be allocated in the following order:

- Māori and Pacific Island nurses will be prioritized for HWFNZ funding.
- Nurses for whom completion of a particular qualification is a requirement of their employment contract for their role.
- Nurses working in areas that have been identified as national or regional health priorities
- Nurses working in primary health care and community settings in line with government priorities around shifting more services to the community
- Nurses with CNM/employer support who have identified postgraduate study as a goal for professional / performance or role development at performance review (part of career plan).
- Nurses studying toward a Postgraduate Diploma or Master's qualifications who demonstrate evidence of PDRP advancement with clear career goals
- Nurses undertaking a postgraduate diploma who have been working in their practice areas for three or more years
- Nurses with CNM/employer support to undertake study towards a Postgraduate Diploma or Master's qualification who **have not** previously been allocated HWNZ or other funding
- Nurses who have a history of completing a planned course of study.

Step 1:

All applications will be assessed by two members of the HWNZ Advisory Committee and ranked according to the above prioritization criteria.

At Te Whatu Ora Nelson Marlborough all applicants are ranked according to the following criteria:

- Specialty practice area
- Health of older persons primary
- FTE as per policy
- Completion of qualification if funded
- Manager support
- Career plan submitted
- Evidence of PDRP (not primary)
- In position >one year
- Study is related to practice
- PG dip/Masters sound academic record
- PG dip/Masters in practice are > 3 years

Step 2

Once ranked the ADON for operations both sites, ADON for ambulatory care and Director of Nursing for Primary care have an opportunity to review and feedback to ADON for workforce.

Step 3

ADON for Workforce Development and Director of Nursing (or a delegated alternative(s) from the ADON team) discuss applications and allocate funding and rank the wait list for semester one and two.

A record of the prioritisation process and a list of the final ranking of all applications will be maintained by the Associate Director of workforce Development.

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Acceptance of funding

Successful applicants will complete the *Acceptance of HWNZ Funding* form to indicate formal acceptance of the funding.

Successful applicants will notify ADON Workforce of confirmed enrollment to applied course.

As specified by HWNZ reporting requirements, student information and study results will be reported to HWNZ

Waitlist

If an applicant is declined funding, then they will be placed on a waiting list for consideration if further funding becomes available.

Applications that meet eligibility criteria received after the closing date will be added to the waiting list in the order they are received.

If further funding is made available, it will be offered to the person at the top of the ranked priority list who best meets the criteria of that funding – e.g.:

- Primary funding will be offered to the highest ranked primary employed applicant
- Nurses employed with a development plan designed to meet their role requirements that has been developed in collaboration with the employing CNM and ADON for workforce development
- Full-year funding will go to the highest ranked applicant enrolled for a full-year course.

Withdrawal and postponement

Once the *Acceptance of HWNZ Funding* form has been signed, any changes to study plans will be considered a withdrawal from HWNZ funding. This includes postponing study from one semester to the next. History of withdrawal may affect future applications for funding.

Nurses who have previously been enrolled but not completed a course of study will have new applications for funding considered on a case-by-case basis.

If a further application is accepted from the above withdrawal/postponement candidate, it will be prioritised according to the funding priorities listed above. In situations where two applicants are ranked at the same level the applicant with no history of withdrawal will take precedence.

Fail grades

Nurses who have previously failed a HWNZ funded course of study will have new applications for funding considered on a case-by-case basis.

The new application will be considered by the director of nursing and a member of the ADON Team. The application information combined with the information provided by the CNM /Manager, organisational strategy, employment history and area of need that has been identified as requiring development. These factors inform and guides the funding decision.

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A waitlist is developed and each applicant is prioritised as per the above process and ranked as per who is offered placements if candidates withdraw prior to the semester starting or further funding is made available via other MOH opportunities.

Fee payment

HWNZ funding covers the full cost of academic fees for funded students. Te Whatu Ora Nelson Marlborough will pay fees directly to the education provider.

Clinical release time

Funding is available for clinical release time (maximum 8 hours per day) to attend compulsory course requirements.

The funding covers up to:

- seven days per 40-point paper
- six days per 30-point paper
- five days per 20-point paper
- four days per 15-point paper.

Further release time must be negotiated with Te Whatu Ora Nelson Marlborough Nurse Consultant Education & Development and employer prior to commencement of the course.

To be eligible for payment of clinical release time study days must be:

- incorporated into the roster as part of the employee's FTE
- Agreed by the employer prior to the commencement of the course For Te Whatu Ora Nelson Marlborough employees the Actor roster code CTPG must be used.

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Travel and Accommodation

Travel and accommodation costs are provided on a partial subsidy basis only. It is likely that some costs associated with travel and accommodation will need to be met by the applicant.

Travel and accommodation costs must adhere to the principles of the Te Whatu Ora Nelson Marlborough [Staff Travel and Accommodation](#) policy.

Spending on travel and accommodation must be cost-effective.

- All flights are to be travelled in economy class at the lowest possible airfare **and must be paid for by each individual**. Flights paid with air points are not eligible for reimbursement
- Reimbursement for accommodation is capped at \$100 + GST per night.
- Reimbursement is available up to a capped total amount
- Accommodation costs must be paid by each individual student and individual receipts must be presented for reimbursement and audit processes. **Sharing accommodation is discouraged as it can be difficult for individual payment to be made and receipts to be issued.**

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Feedback of information

It is an expectation of the provision of funding, that Te Whatu Ora Nelson Marlborough nurses who have completed postgraduate study share information gained with other staff within the workplace.

Association Documents

- Staff Travel intranet page: [Booking Courses, Conferences & Travel](#)
- [Staff Travel and Accommodation Policy](#)
- Te Whatu Ora Nelson Marlborough District Annual Plan
- Te Whatu Ora Nelson Marlborough Strategic Plan

References

- Health Practitioners Competence Assurance Act (2003)
- National Professional Development and Recognition Framework (2003/2005)
- Competencies for the Registered Nurse Scope of Practice (NCNZ, 2007)
- Competencies for the Nurse Practitioner Scope of Practice (NCNZ, 2012)
- [South Island Alliance](#) website & linked documents