

POLICY**HWNZ (CTA) FUNDING OF POSTGRADUATE NURSING STUDY****Overview**

This policy describes the eligibility process for nurses employed by NMDHB (or Ministry of Health funded health services) to access Health Workforce New Zealand (HWNZ) funding for Postgraduate Nursing Study.

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

Purpose

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

- Prioritised workforce needs identified by NMDHB
- District Annual Plan and District Strategic Plan objectives
- DHBNZ Future Workforce Strategy
- Government Priorities and NZ national health policy

Scope

This policy applies to Registered nurses employed by NMDHB or Ministry of Health funded health services nursing workforce within the NMDHB geographic area

Policy Statement

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

Eligibility to Apply

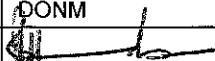
To apply for funding the Registered nurse must:

- Be registered as a nurse under the HPCA Act (2003)
- Have a current Annual Practising Certificate
- Currently be employed for a minimum of 0.5 FTE by NMDHB or a Ministry of Health funded health service within the Nelson Marlborough geographical area
- Be a NZ citizen or permanent resident
- Have evidence of support by their current employer to meet the education requirements for post graduate study
- Meet the entry criteria required by the education provider
- For Postgraduate Diploma and Master's Level study, provide evidence of previous sound academic record and attendance
- Have a **current Portfolio**. For DHB employees this must have been assessed through the NMDHB Professional Development and Recognition Programme (PDRP) framework

Eligible Courses of Study

To be eligible for HWNZ funding the programme must include:

- Be at level 8 (Masters Level) on the NZQA framework and inform advanced nursing practice
- Integrate theory and clinical practice to develop knowledge and skills in the nurse's specialty area
- Acknowledge the cultural characteristics of NZ society
- Be approved by NCNZ or be recognised by NCNZ as contributing to the development of Nurse Practitioners

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Application

Applications must be made on or before 30 September in the year prior to commencement of the study.

Application will be on the NMDHB HWNZ (CTA) funding application form and will include:

- A current Curriculum Vitae
- Outline of proposed career plan (as discussed with CNM/Unit Manager or Nurse Consultant)
- Expected outcome of the programme of study for the student and the service
- Presentation of the nurse's portfolio with a current performance review

Applications by Mental Health Nurses will follow the same policy, application and selection process but will be forwarded to the Nurse Consultant Mental Health for advice regarding the appropriate funding stream (some HWNZ funding is administered separately by the Mental Health Service).

Selection Process & Funding Priorities

Each HWNZ (CTA) applicant will be interviewed by 2 members of the HWNZ Advisory Committee (including the chairperson)


The needs of the workplace will be considered. The course of study must be related to the current practice area of the nurse.

In situations where funding needs to be prioritised NMDHB may choose to limit funding to one paper per applicant as a method of equitably distributing funds.

Within the following criteria nurses who have been employed for 12 months or more will be given priority.

Funding will be allocated in the following order:

- Nurses for whom completion of a particular qualification is a requirement of their employment contract.
- Nurses in Designated Senior Positions or Nurses assessed at Level 3 or 4 on the PDRP who have not previously studied at Postgraduate Certificate level.
- Nurses working in specialty practice areas that have been identified as National or Regional Health Priorities.
- Nurses with CNM/Employer support who have identified postgraduate study as a goal for professional / performance or role development at performance review.
- Nurses studying toward a Postgraduate Diploma or Masters qualifications who demonstrate evidence of PDRP advancement.
- Nurses undertaking a postgraduate diploma who have been working in their practice areas for three or more years.
- Nurses with CNM/Employer and DM support to undertake study towards a Postgraduate Diploma or Masters qualification who **have not** previously been allocated HWNZ or other funding.
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Selection Process & Funding Priorities Cont'd

- Nurses who have a history of completing a planned course of study

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

A record of the prioritisation process and a list of the final ranking of all applications will be maintained by the Nurse Consultant Practice Development.

Acceptance of Funding

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

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

Waiting Lists

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 that are 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.:

- Ring fenced Primary funding will be offered to the highest ranked Primary employed applicant
- 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 the application is accepted 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.

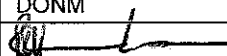
Fail Grades

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 2 members of the HWNZ Advisory Committee. If the application is accepted 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 the better academic history will take precedence.

Fees Payment

HWNZ funding covers the full cost of academic fees for funded students. NMDHB will pay fees directly to the Education Provider.

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Clinical Release

Funding is available for clinical release time to attend compulsory course requirements. The funding covers:

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

Further release time must be negotiated with NMDHB HWNZ coordinator and Employer prior to the commencement of the course.

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

- Be incorporated into the roster as part of your employed FTE
- Be agreed by your employer prior to the commencement of the course
- For NMDHB employees the code PGCTA must be used in your Actor roster

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 NMDHB staff travel and accommodation policy. Spending on travel and accommodation must be cost effective. Approval and audit processes are required for travel expenditure.

- All flights are to be travelled in economy class at the lowest possible airfare. Flights paid with airpoints are not eligible for reimbursement.
- Reimbursement for accommodation is capped at a rate of \$100 a night.
- Reimbursement is available up to a capped total amount.

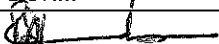
The capped reimbursement amount will vary each year and semester. This amount is calculated by deducting fully funded costs from the total amount of funding available (e.g. fees and backfill). The remainder is then divided by the total number of funded students. This amount will be communicated to all funded students at the beginning of the semester of study.

Feedback of information

NMDHB encourages nurses who have completed Postgraduate Study to share information gained with other staff within the workplace.

Associated Documents

NMDHB District Annual Plan
 NMDHB Strategic Plan
 Workforce Action Plan (DHBNZ)
 Health Practitioners Competence Assurance Act (2003)
 National Professional Development and Recognition Framework (2003/2005)
 Competencies for the Registered Nurse Scope of Practice (NCNZ, 2005)
 Competencies for the Nurse Practitioner Scope of Practice (NCNZ, 2005)
 NMDHB staff travel and accommodation policy

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