

Policy: Post Graduate Nursing Education Funding from Health Workforce New Zealand (HWNZ) formally The Clinical Training Agency (CTA).

Purpose

Within the Ministry of Health, the health Workforce New Zealand (HWNZ) formally the Clinical Training Agency (CTA) is responsible for purchasing post-entry clinical training. HWNZ defines post entry clinical training as vocational, clinical, post-entry, formal, a minimum of six months duration and nationally recognized.

This policy is to ensure that the process for registered nurses to receive Post Graduate Education funding is equitable, transparent, consistent and ‘user-friendly’.



Note: This policy must be read in conjunction with the Post Graduate Nursing Education Handbook.

Scope

All registered nurses employed by a health service that is funded by Counties Manukau District Health Board or the Ministry of Health from Vote Health

Policy

Bidding requirements:

Annually, HWNZ allocates funding to all DHBs. The Nurse Coordinator Post Graduate Education (PGE) will ascertain the number of nurses wanting to undertake PGE in the following year via an application process. CMDHB has an opportunity to apply for additional funding if required.

Application Requirements:

CMDHB will have two application rounds per year prior to each semester. All applicants must apply for funding via an application form. All sections must be fully completed for the application to be considered. All applicants must give their permission to release personal details to HWNZ as per the specifications.

Decision making:

All applications will be reviewed against an agreed criteria for selection by Nurse Coordinator PGE and appropriate others (as required).

Criteria for selection:

- Application completed fully within time frames

Object ID:	A5759	Version:	2.0
Department:	Director of Nursing	Last Updated:	01/08/2010
Document Owner:	Nurse Coordinator, Post Graduate Education	Next Review Date:	01/08/2012
Approved by:	CND Governance Group	Date First Issued:	12/03/2007
Counties Manukau District Health Board			

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- Hold a current New Zealand Nursing Council Annual Practising Certificate
- Registered nurses employed in a nursing position in a health service that is funded by Counties Manukau District Health Board or the Ministry of Health from Vote Health
- Must be a New Zealand Resident/Citizen
- Employed in a permanent (full or part time) for 12 months.
- Compliant within the organisation's Professional Development and Recognition Programme (PDRP) (if applicable)
- Application supported by line manager (compulsory)
- Career plan developed with Charge Nurse and/or Nurse Educator and/or Clinical Nurse Director and/or Nurse Leaders and/or Nurse Managers and /or Nurse Coordinators to ensure education appropriate to scope, level of practice, and role
- Priority given to areas of high workforce development need as identified in MOH and CMDHB strategic and workforce development documents
- Preference given to applicants who have commenced a qualification.
- University papers must lead to a nationally recognized level 8 qualification and be able to credited towards a Masters of Nursing approved by New Zealand Nursing Council.

A draft list of approved applications, which have met the agreed criteria, will be sent to the Clinical Nurse Directors and Nurse Leaders for review. If the CND/NL has concerns about a particular application, then the CND/NL must discuss the concerns with the applicant before notification of application decision. Recommendations with rationales will be forwarded to the Nurse Coordinator, PGE. The Nurse Coordinator PGE will make final decisions and inform applicants by letter. All applicants will be notified in writing at least six weeks prior to the beginning of each academic semester.

Wait Listing:

If there are more applications than available funding a wait list will be developed. If there are any withdrawals, the applicant that meets the selection criteria and workforce prioritisation list will be selected. The applicant will be notified in writing by the Nurse Coordinator PGE before the beginning of the semester.

Additional Funding:

Occasionally HWNZ may ask for applications for funding above HWNZ PGNE funding e.g. Long Term Condition Management. The Nurse Coordinator PGE will advertise as determined by the scope of the extra funding. Advice and assistance will be sourced as deemed necessary by the funding scope.

Maori and Pacific Nurses' Support Funding.

Additional funding is available for Maori and Pacific Nurses for mentoring and cultural supervision. Eligible applicants must indicate on the application form if they want the additional funding. Once approved, the applicant must find a mentor and a

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cultural supervisor. The Nurse Coordinator PGE will notify the applicant of any requirements related to the Maori and Pacific Nurses' funding.

Appeals process:

The applicant may initiate this process once they have received written notification of the HWNZ application by making contact with the Nurse Coordinator, PGE. Each application appeal will be review on a case-by-case basis. Necessary and appropriate action will be taken to resolve the issue/s. Unresolved cases relating to applications will be discussed the relevant CND/ Nurse Leader and/or DON. The final decision for any unresolved conflict rests with the DON.

Payment:

Payment will be made directly to the university, by the Nurse Coordinator PGE. Any invoices sent to the individual from the university must be directed to the Nurse Coordinator, PGE. Payment will be for course fees only. Additional charges e.g. payment for overseas trained nurses application process, will not be funded.

Educational Leave:

Full educational leave is to be provided for all of the study days for nurses undertaking HWNZ funded postgraduate education. Papers that are studied completely on-line with no official study days are eligible for educational leave time. All education leave is to be negotiated with the line manager at performance review and application round.

Nurse Prescribing Practicum Papers:

There is a separate application process for applicants who wish to undertake a nurse prescribing practicum paper. There is additional funding for clinical supervision if payment of supervisor is required.

Criteria for funding for Prescribing Practicum:

- Service agreement from Clinical Nurse Director/ Nurse Leader/ Service Manager
- On pathway to Nurse Practitioner with prescribing
- Requires additional funding for clinical supervision of prescriber.

NB. Successful application for funding does not indicate appropriate role available. Contact the Nurse Coordinator PGE or CND/Nurse Leader for further details

Coaching and Mentoring:

CMDHB will provide coaching and mentoring for all HWNZ funded applicants, as required, to assist them to successfully complete the courses. It is up to the applicant to contact the Nurse Coordinator PGE for assistance if required. A list of available coaches and mentors will be made available via PGE website. Coaches and mentors must be appropriately qualified. At all times, the nurse remains accountable for his/her own practice.

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Failure to complete papers successfully:

The Nurse Coordinator PGE will investigate any results that indicate that the trainee has failed. Failure to complete the course successfully may result repayment of fees to CMDHB and /or a formal support plan may be put in place for applicants who fail a paper and continue to study and/or refusal of future funding. The applicant's line manager will be notified if any applicant fails.

Withdrawal from paper:

Successful applicants can only withdraw from papers if it is within the timeframes set out by the tertiary institution. Any withdrawals after the tertiary institutions set dates must be only occur under exceptional circumstances e.g. personal illness or bereavement. Late withdrawals may result in the repayment of fees to CMDHB. The Nurse Coordinator PGE must be informed firstly by phone then by writing indicating the withdrawal reason. All university procedures must also be followed. The final decision for any unresolved conflict rests with the DON. If the trainee decides to continue with postgraduate study, the NC-PGE may place a formal support plan in place (depending upon reason with the withdrawal).

Changing of papers:

Applicants are to discuss the option of changing papers with the Nurse Coordinator PGE before undertaking this. The Nurse Coordinator PGE has sole discretion to approve change. The decision can be discussed with appropriate personnel (e.g. applicant's CND) at his/her discretion.

HWNZ Registered Nurses Records:

All records pertaining to the administration of the Nursing PG contract with HWNZ will be maintained by the Nurse Coordinator -PGE. Data will be provided to CTA as per the HWNZ reporting requirements.

Quality Standards and reporting requirements:

A quality plan is required to monitor and evaluate training programmes under the contract to ensure that education aspects are being fulfilled.

Reports will be completed as per HWNZ specifications and CMDHB requirements. See PGNE handbook.

Associated Documents

Other documents relevant to this policy are listed below:

NZ Legislation	Health Professionals Competency Assurance Act (2003)
CMDHB Clinical Board Policies	

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NZ Standards	Head Agreement and Standard Terms which form part of all Service Agreements between CMDHB & HWNZ (MOH), 2006. Contracts between HWNZ and CMDHB. HWNZ Postgraduate Nursing Training Specifications (2009)
Organisational Procedures	CMDHB Learning and Development Organisational Learning and Development (2008)
Other related documents	CMDHB's Post Graduate Nursing Education handbook (2009) CMDHB Professional Development and Recognition Programme policy and handbook CMDHB Nursing Mentoring Guidelines (2008)

References (Evidence Based Practice)

HWNZ Postgraduate Nursing Training Specifications (2009)

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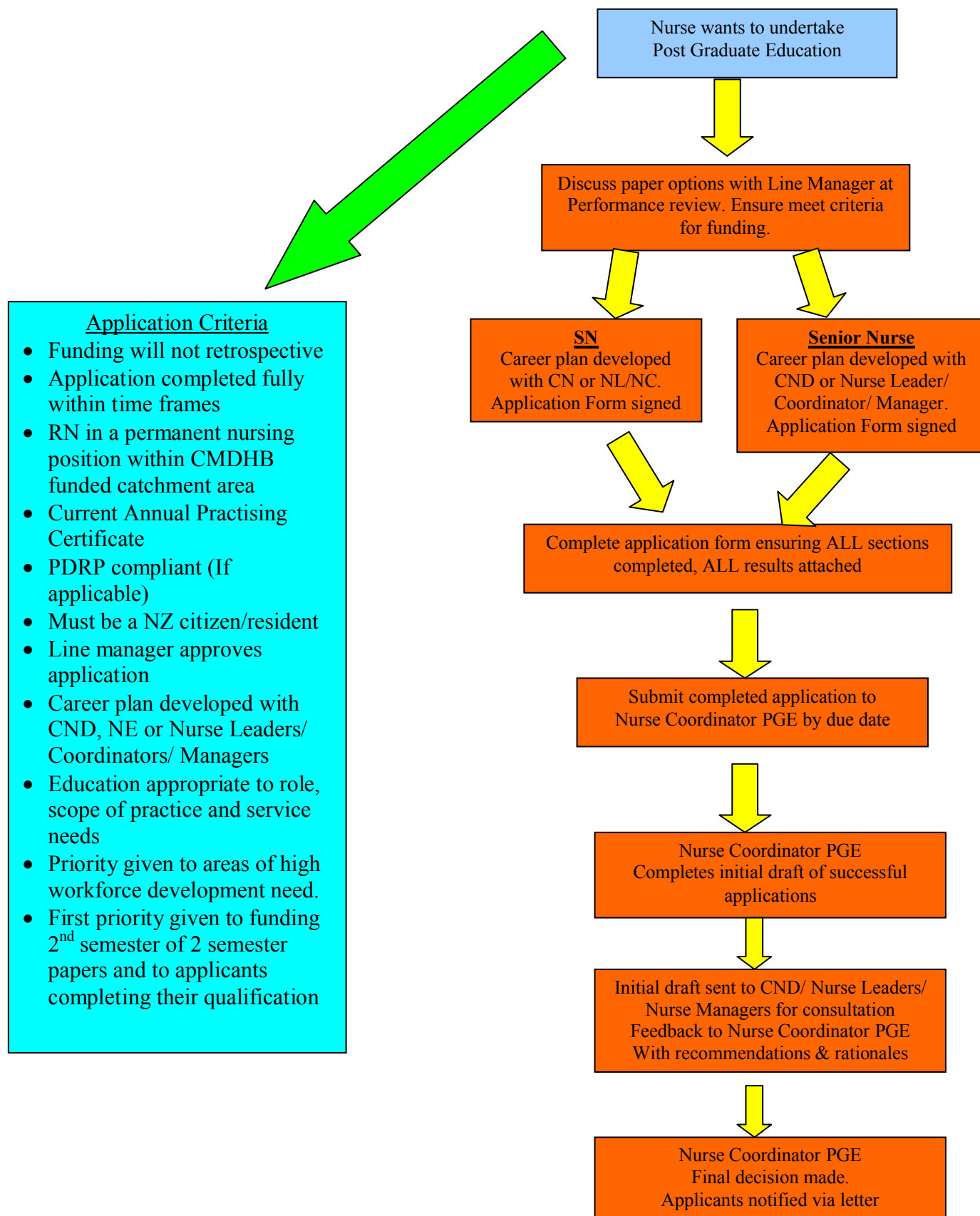
Definitions

Terms and abbreviations used in this document are described below:

Term/Abbreviation	Description
CMDHB	Counties Manukau District Health Board
CTA	Clinical Training Agency
HWNZ	Health Workforce New Zealand formally CTA
MOH	Ministry of Health
PGE	Post Graduate Education
PGNE	Post Graduate Nursing Education
DON	Director of Nursing
CND	Clinical Nurse Director
Level 8 Qualifications	Include Bachelor of Nursing (Honours), Postgraduate Certificate, Postgraduate Diploma and Masters of Nursing.

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Appendix 1: Post Graduate Nursing Education Funding Application Process



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