Professional Development

Funding Framework

For Nurses and Midwives

For Further Information Contact Director of Nursing and Midwifery Office:

<table>
<thead>
<tr>
<th>Data &amp; Funding Support</th>
<th>Nurse Educator, Professional Development</th>
<th>Nurse Consultant, Strategic Workforce</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Professionaldevelopment@ccdhb.org.nz">Professionaldevelopment@ccdhb.org.nz</a></td>
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</tr>
</tbody>
</table>

Information in this toolkit is correct at time of publication but is subject to change.
Introduction

An equitable and transparent allocation of professional development (PD) funds is essential in prioritising targeted workforce development. The Professional Development Funding Framework (PDFF) guides the allocation of funds for targeted workforce development and service need. This guide is a resource to assist nurses and midwives access the three PDFF funding streams.

The 3 professional development funds are:
1. Professional Development and Recognition Programme (PDRP) for Nurses or Quality and Leadership Programme (QLP) for Midwives
2. Scholarship
3. Health Workforce New Zealand (HWNZ)\(^1\) Postgraduate

Hospital and Health Service (HHS) or provider arm nurses and midwives can access these three funding streams while primary sector nurses of the CCDHB district are limited to HWNZ funding for postgraduate study.

Each funding stream has its own criteria for use. Study leave is also available per the relevant Multi-Employer Collective Agreements (MERAS, NZNO and PSA HHS MECAs at this link).

The Health Practitioners Competence Assurance Act (2003) sets the legal requirement and accountability of health practitioners to protect the health and safety of the public. The HPCA Act (2003) requires the Nursing Council of New Zealand (NCNZ) and the Midwifery Council of New Zealand (MCNZ) to ensure the ongoing competence of nurses and midwives. The central mechanism for meeting this legislative requirement is participation in the following competency-based programmes:

- PDRP for nurses
  - PDRP for Enrolled Nurses (EN)
  - PDRP for Registered Nurses (RN)
  - PDRP for Senior Nurses
- QLP for Midwives
- Nurse Practitioner (NP) continuing competence requirements are managed directly with NCNZ every three years and evidence must be shown to Managers in addition to the NP Annual Practicing Certificate (APC) and performance review.

Participation in PDRP or QLP (maintenance or progression) is fundamental to developing the workforce to meet the health needs of the population of the District. Therefore all nurses (EN, RN) and midwives seeking PD funding must be actively participating in the PDRP/QLP and the Nursing Professional Development and Career Pathway. Nurse Practitioners must meet current competency requirements as outlined on the NCNZ website. This includes all permanent and casual staff employed.

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\(^1\) HWNZ includes Nurse Entry to Practice (NETP) Programme
Professional Development Funding Framework

Targeted PD - funds access and utilisation criteria are met

PDRP/QLP Fund
√ Fund application criteria
√ Access criteria
- what is funded
- entitlement
√ Utilisation requirements

Scholarship Fund
√ Fund application criteria
√ Access criteria
- what is funded
- prioritised access
√ Utilisation requirements

Health Workforce NZ PG Education Funds
√ Fund application criteria
√ Access criteria
- what is funded
- prioritised access
√ Utilisation requirements

Complete appropriate pre-approval process
- this is funding specific
- application is relevant to role description
- application is appropriate to level of PDRP/QLP
- application approved by Line Manager

PD Funding criteria met
- Current permanent RN/RM or EN employment & APC
- Role description that requires nursing/midwifery registration
- Participation in PDRP/QLP (maintenance and progression)
- Current Performance Review & Professional Development & Career Plan

Meets targeted service workforce development

Meets professional development principles

Meets District workforce development requirements
To maximise CCDHB regions population health outcomes

Note: Equity and ‘value for money’ are fundamental to allocation of PD resources using this framework
Background
The Capital and Coast District Health Board (CCDHB) nursing and midwifery workforce is central to the delivery of healthcare services within the District. The Regional Services Plan identifies the development of the workforce as a key goal for meeting the changing needs of our population. The PDFF recognises staff access to professional development opportunities is important at two levels:

1. for developing the individual within their role
2. to address strategic and operational Service workforce development to meet regional population health needs.

Guiding Principles for Professional Development
The four guiding principles are targeted to workforce development to improve health care of the local population and consider the individual and organisational workforce development needs. The funding stream pre-approval process will reinforce the relevance of the PD activity at a service level.

A pre-approval process is required to support funding applications within the constraints of the funding available. Each nurse/midwife will monitor use of their PDRP/QLP entitlement to ensure claim requests are within their entitlement balance.

Principle 1: Recruitment and retention - CCDHB an employer of choice
- Develop our workforce via Nurse Entry to Practice Programme (NETP), Graduate Midwifery Orientation Programme, PDRP/QLP and Nurse Practitioner Candidate Programme
- Assist where funding allows, graduate nurse (post NETP) access to complete a postgraduate certificate to enhance recruitment and retention of these nurses
- Commitment to professional and career development
- Access to learning opportunities other than those gained in current role which optimises retention of experienced staff
- Strengthen the Maori and Pacific health workforce to recognise cultural contribution and role development as leaders
- Build workforce resilience through effective and targeted development

Principle 2: Role development - targets role effectiveness and supports innovation
- Incremental skill acquisition leads to career development
- A Professional Development and Career Pathway, Nursing is the mechanism for career development and is an annual requirement prepared for performance review discussion
- In collaboration with education providers, encourage targeted PD opportunities for identified career paths i.e. clinical, education, research and management
- Job satisfaction resulting in increased resilience with support
- Building the capability of our Maori and Pacific workforce
**Principle 3: Working to optimal skill level** - meet professional capability and capacity

- Improve appropriately qualified skill mix to meet service delivery and health care needs
- Professional advancement via PDRP/QLP or across scopes and roles (e.g. Enrolled Nurse (EN) to Registered Nurse (RN), RN Expert to senior role/nurse practitioner)
- Optimal use of professional training and post registration education
- Advances in evolving technology and models of care are met by a responsive workforce
- Develop staff to deliver care in the appropriate setting through integrated services across the care continuum
- Building the capability of our Maori and Pacific workforce
- Professionalism that incorporates organisational values

**Principle 4: Workforce development** - responsive to changing population needs

- Practice development across the organisation
- Workforce reflects changing population demographic priorities
- Skill development to meet the need for community-based care
- Address workforce shortages in the region to prioritise areas to improve population health outcomes
- Workforce development requirements as identified in Annual Workforce Plans
PDRP and QLP Funding Stream

It is an expectation that all nurses (apart from NPs) and midwives actively participate on the PDRP/QLP.

The CCDHB package includes:
- CCDHB entitlement amounts for professional development
- Salary allowance (for non-senior designated roles)
- Professional development leave
- NP Professional Development Package

The PDRP/QLP funding stream focuses on the CCDHB Entitlement Amounts for Professional Development (Table 2). These recognise attitude, skill and knowledge at various levels. This package also indicates how these funds can be used – Access Criteria (Table 4). PDRP/QLP Application Criteria.

PDRP/QLP Application Criteria

The following criteria must be met:
- Maintenance or progression on PDRP/QLP at appropriate level
- Current Annual Practising Certificate (APC)
- A current role description that requires registration as a nurse or midwife
- Current Performance Review (less than 12 months old at time of application)
- Annual Professional Development and Career Plan
- Follow Pre-Approval Process Postgraduate Education (HWNZ), PDRP/QLP and Scholarship (Appendix D) i.e. Completed Pre-Approval Form approved by Line Manager (Executive Director of the directorate & COO for international travel) and Associate Director of Nursing or Midwifery (ADON/ADOM) for the Service².
- Maintenance of a record of your funding entitlement and balance

NOTE: All funding is at the discretion of the Director of Nursing & Midwifery.

Table 1: PDRP/QLP Allowances (as per NZNO MECA)

<table>
<thead>
<tr>
<th>Registered Nurse/Midwife</th>
<th>Salary allowance per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Expert</td>
<td>$4500</td>
</tr>
<tr>
<td>RM Leadership</td>
<td></td>
</tr>
<tr>
<td>RN Proficient</td>
<td>$3000</td>
</tr>
<tr>
<td>RM Confident</td>
<td></td>
</tr>
<tr>
<td>Enrolled Nurse</td>
<td></td>
</tr>
<tr>
<td>EN Accomplished</td>
<td>$4000</td>
</tr>
<tr>
<td>EN Proficient</td>
<td>$2500</td>
</tr>
</tbody>
</table>

Note (Table 1):

² These will be escalated to the Chief Executive for external training courses and conferences that are not within employment contract conditions.
The allowances are paid fortnightly pro-rata based on full time equivalent (FTE) worked and apply as long as the employee maintains that level of PDRP/QLP. The allowances are discontinued if the level is not maintained.

Table 2: PDRP/QLP Funding Entitlement for Professional Development

<table>
<thead>
<tr>
<th>Level</th>
<th>FTE worked</th>
<th>Annual entitlement from date of progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDRP (Nurses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QLP (Midwives)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expert/Leadership/Accomplished</td>
<td>0.6 to full time</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>Less than 0.6 FTE</td>
<td>$250</td>
</tr>
<tr>
<td>Proficient/Confident</td>
<td>0.6 to full time</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>Less than 0.6 FTE</td>
<td>$150</td>
</tr>
<tr>
<td>Competent</td>
<td>0.6 to full time</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>Less than 0.6 FTE</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Note (Table 2):** Entitlement is allocated annually from the date the level on the PDRP/QLP is attained. Proficient/confident or expert/leadership entitlement amounts can be accrued for a maximum of two years from the date of attainment of this level. Competent level entitlement does not accrue.

Table 3: PDRP/QLP Professional Development Leave (study days)

<table>
<thead>
<tr>
<th>Registered Nurse or Midwife</th>
<th>PD leave per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN/RM Senior</td>
<td>10 days</td>
</tr>
<tr>
<td>RN Expert/RM Leadership</td>
<td>10 days</td>
</tr>
<tr>
<td>EN Accomplished</td>
<td>6 Days</td>
</tr>
<tr>
<td>RN/EN Proficient/RM Confident</td>
<td>5 days</td>
</tr>
<tr>
<td>RN/EN/RM Competent</td>
<td>4 days</td>
</tr>
</tbody>
</table>

**Note (table 3):**

Proficient/Confident study day allowance includes one day for activities to support Portfolio progression or maintenance.
Expert/Leadership/Accomplished study day allowance includes two days for activities to support Portfolio progression or maintenance.

Leave is pro-rated based on full time equivalent (FTE) worked as long as the employee maintains that level of PDRP/QLP. **Example:** RN Proficient is entitled to 5 study days (40 hours) for full time. If working 0.6 FTE then 40 hours at 0.6 FTE is 24 hours per annum. Pro rated to no less than 8 hours per calendar year for part-time employees (section27.1 NZNO MECA)

Entitlement is from date of entry or progression onto the PDRP/QLP.
### PDRP/QLP Funds Entitlements – What you can claim

**Table 4: PDRP/QLP Professional Development Entitlement – What you can claim**

<table>
<thead>
<tr>
<th>What you can claim:</th>
<th>What you cannot claim:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NB: collate claims up to $100 before submitting for reimbursement</td>
<td>Costs related to attending PD activities e.g. food and beverages</td>
</tr>
<tr>
<td><strong>PD activities:</strong></td>
<td></td>
</tr>
<tr>
<td>Short courses</td>
<td></td>
</tr>
<tr>
<td>Seminars, symposiums, conferences</td>
<td></td>
</tr>
<tr>
<td>Tertiary study fees (additional to HWNZ funded fees)</td>
<td></td>
</tr>
<tr>
<td>Level 7 specialty specific courses</td>
<td></td>
</tr>
<tr>
<td>Professional/clinical supervision</td>
<td></td>
</tr>
<tr>
<td>Research, and exploration of innovative practice and visiting other areas of best practice</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation:</strong></td>
<td></td>
</tr>
<tr>
<td>A subsidy is available towards actual trainee costs incurred. Accommodation is limited to $160 per night for a single and $200 twin share</td>
<td>Accommodation claims exceeding subsidy level.</td>
</tr>
<tr>
<td><strong>Travel:</strong></td>
<td></td>
</tr>
<tr>
<td>Flights and rail booked via preferred provider and based on Smart Saver rates (flights). Actual petrol costs if a private car is used. The vehicle should be filled prior to travel and again on return. The receipt for the second fill is to be claimed. It is expected that transport will be shared if more than one person attends the same event. Indicate on Pre-approval application form if there are others applying for the same event</td>
<td>Car-parking fees</td>
</tr>
<tr>
<td></td>
<td>Insurance costs: Staff travelling for work purposes are covered under corporate insurance (contact finance). Travel insurance is not claimable. Taxis or shuttles between home and airport.</td>
</tr>
<tr>
<td><strong>PD Resources:</strong></td>
<td></td>
</tr>
<tr>
<td>Clinical equipment when ownership supports advanced practice and role e.g. stethoscopes, examination torch, journal subscription, sphygmomanometer etc</td>
<td>Technological devices or clinical equipment that are organisational requirements e.g. laptop, applications</td>
</tr>
<tr>
<td>Books and learning resources for practice/role development</td>
<td>Magazines, Professional organisation membership subscriptions</td>
</tr>
<tr>
<td><strong>Service costs:</strong></td>
<td></td>
</tr>
<tr>
<td>Internal mandatory core competencies and organisational requirements</td>
<td></td>
</tr>
<tr>
<td>Mandatory service specific training/education</td>
<td></td>
</tr>
<tr>
<td>Service development initiatives</td>
<td></td>
</tr>
<tr>
<td>Staff service costs such as Annual Practising Certificates, uniforms etc</td>
<td></td>
</tr>
</tbody>
</table>

It is important that services supporting pre-approval applications for these funds target PD applications to meet service workforce requirements and career development of the individual.
PDRP/QLP – Your Responsibility

Nurses and midwives who receive these funds agree to the following:

- To keep the DONM Data and Funding Support informed of any change in circumstance e.g. course unavailable, enrolment declined, employment change, moving cities, withdrawing or parental leave.
- If the applicant leaves CCDHB within 4 weeks of completing the education the cost may be requested to be reimbursed.
- Minimise all costs.
- PD pre-approval applications are made at least 6 weeks in advance to ensure bookings at the best travel/accommodation rates and registration at the Early Bird rate. In all cases the Early Bird rate only will be reimbursed.
- Submit to the DONM Data and Funding Support an evaluation of the paper when requested and overall results (i.e. pass/fail) in a timely manner.
- Conference attendance will require a formal report and presentation back to your Service within 1 month of returning.
- Each individual is responsible for claiming their own costs to ensure entitlements are accurately recorded against your entitlement. If you pay for a colleague (not preferred) you may claim their costs but it will be deducted from your entitlement.
- Pre-Approval applications must be received within six months of paying/attending conference, seminar, course etc.
- Approved pre-approvals must be finalised with an ER1 reimbursement form within 3 months of approval after which time the claim lapses.
- If you are presenting at a conference, it is expected that you first present locally or regionally/ nationally prior to international presentations.
Nurse Practitioners Professional Development Package

<table>
<thead>
<tr>
<th>Registered NP</th>
<th>per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PD leave</strong></td>
<td><strong>10 days</strong></td>
</tr>
<tr>
<td><strong>Scholarship funds</strong></td>
<td><strong>up to $3000</strong></td>
</tr>
<tr>
<td><strong>Service based PD funds</strong></td>
<td><strong>$3000</strong></td>
</tr>
</tbody>
</table>

Professional development funding (PD) and discretionary PD leave

- 10 study days as per CCDHB Senior Nurses with Service /Manager discretion if additional PD leave is required e.g. to support Service research or project work or practice site visits beyond conference.
- Up to $3,000 from Scholarship pa
  - $3000 from Service pa in addition to scholarship funding:
  - Service supports Professional Supervision monthly (approx. $1000 pa).
  - Note Professional Supervision is an APC requirement by NCNZ. If funds are not required due to an internal access to professional supervision funds can support PD.
  - $2,000 in addition to $1000 allocated to professional supervision to support international conferences/training/education. Note: NPs should be attending conferences that support the advanced level of practice and have expectations of participation and outcomes.
Scholarship Funds Funding Stream

HHS nurses and midwives: scholarship funds were initiated in the Nurses and Midwives Collective Employment Agreement prior to 1996. The agreement states that CCDHB and NZNO agree that ongoing education is of value to both the employer and the HHS nursing staff employed by the employer. To that end the employer has set aside a fund of $200,000 in each financial year. This fund is unique to CCDHB. Application amounts are prorated based on FTE and cannot exceed $3,000 per annum.

All scholarship funds applications will be considered and prioritised within available funds and at the discretion of the DONM. You may contact one of the 3 Scholarship Funding Delegates for assistance. Scholarship Fund Poster

Table 5 – FTE Pro-Rated for EN, RN, NP and Midwives

<table>
<thead>
<tr>
<th>Full time Equivalent (FTE)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.6 to 1.0 FTE</td>
<td>$3000</td>
</tr>
<tr>
<td>0.2 to 0.5</td>
<td>$1500</td>
</tr>
<tr>
<td>Less than 0.2</td>
<td>Nil</td>
</tr>
</tbody>
</table>

Note (Table 5): Approval for scholarship funds per nurse/midwife will not exceed $3,000 (pro-rata) per financial year (1 July – 30 June).

Primary Sector nurses: have access to an annual scholarship round linked to International Nurses Day which is advertised from February. This differs to the scholarship funds of the HHS and criteria for these are determined annually.

Scholarship Fund Application Criteria

All HHS nurses and midwives can access scholarship funds provided they meet the following criteria:

- Maintenance or progression on PDRP/QLP at appropriate level
- NPs maintain NCNZ Continuing Competence requirements every three years
- Current Annual Practising Certificate (APC)
- A current role description that requires registration as a nurse or midwife
- Current Annual Practising Certificates (less than 12 months old at time of application)
- Annual Professional Development and Career Plan
- Follow Pre-Approval Process Postgraduate Education (HWNZ), PDRP/QLP and Scholarship (Appendix D) i.e. Completed Pre-Approval Form approved by Line Manager (Executive Director of the directorate & COO for international travel) and ADON/ADOM of the Service³.
- Monitor your own use of funds to ensure claim requests are within your available balance.

³ These will be escalated to the Chief Executive for external training courses and conferences that are not within employment contract conditions.
## Scholarship Funds Access Criteria - What you can claim

**Table 6 - Scholarship Funds – what you can claim**

<table>
<thead>
<tr>
<th>What you can claim:</th>
<th>What you cannot claim:</th>
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<tr>
<td><strong>NB:</strong> collate claims up to $100 before submitting for reimbursement</td>
<td>Costs related to attending PD activities e.g. food and beverages</td>
</tr>
</tbody>
</table>

### PD activities:

**Short courses**  
Seminars, symposiums, conferences  
Specialty specific courses below level 8  
Research, and exploration of innovative practice and visiting other areas of best practice

### Accommodation:

A subsidy is available towards actual trainee costs incurred.  
Accommodation is limited to $160 per night for a single and $200 twin share  
Accommodation claims exceeding subsidy level.

### Travel:

Flights and rail booked via preferred provider and based on Smart Saver rates.  
Actual petrol costs if a private car is used. The vehicle should be filled prior to travel and again on return. The receipt for the second fill is to be claimed. It is expected that transport will be shared if more than one nurse attends the same event. Indicate on Pre-approval application form if there are others applying for the same event.  
Car-parking fees  
Insurance costs: Staff travelling for work purposes are covered under corporate insurance (contact finance). Travel insurance is not claimable. Taxis or shuttles between home and airport.

### PD Resources:

Technological devices or clinical equipment e.g. stethoscopes, examination torch, sphygmomanometer etc  
Books and learning resources  
Journals, magazines, Professional Organisations membership subscriptions

### Service costs:

Internal mandatory core competencies and organisational requirements  
Mandatory service specific training/ education  
Service development initiatives  
Staff service costs such as Annual Practising Certificates, uniforms etc

It is important that services supporting pre-approval applications for these funds target PD development to meet service workforce requirements:

- Conference funding per nurse/midwife is limited to $3,000 every two years.  
- No more than two attendees for the same international conference will be funded via this funding stream.
Scholarship Funds – Your Responsibility

Nurses and midwives who receive these funds agree to the following:

- To keep the DONM Data and Funding Support informed of any change in circumstance e.g. course unavailable, enrolment declined by education provider, employment change, moving cities, withdrawing and parental leave. This is important so that funding can be reallocated where possible.

- If the applicant leaves CCDHB within 4 weeks of completing the education the cost may be requested to be reimbursed.

- Minimise all costs.

- PD pre-approval applications are made at least 6 weeks in advance to ensure bookings at the best travel/accommodation rates and registration at the Early Bird rate. In all cases the Early Bird rate only will be reimbursed.

- Submit to the DONM Data and Funding Support an evaluation and overall results (i.e. pass/fail) of the specialty specific courses below level 8 when requested.

- Each individual is responsible for claiming their own costs to ensure entitlements are accurately recorded against your entitlement. If you pay for a colleague (not preferred) you may claim their costs but it will be deducted from your entitlement.

- Pre-Approval applications must be received within six months of paying/attending conference, seminar, course etc.

- Approved pre-approvals must be finalised with an ER1 reimbursement form within 3 months of approval after which time the claim lapses.

- If you are presenting at a conference, it is expected that you first present locally or regionally/ nationally prior to international presentations.

- Conference attendance will require a formal report and presentation back to your Service within 1 month of returning.

Appeals for Scholarship Funds

If the application is declined, notification and rationale will be provided in writing to the applicant. On receipt of this, the applicant will have 5 working days to notify the Nursing and Midwifery Scholarship Funds Committee Chair (c/o Director of Nursing & Midwifery Office) if they wish to appeal the decision. The appeal committee includes the Director of Nursing and Midwifery and one other nursing or midwifery representative who has not been involved in the original decision. The decision made by the Appeals committee is binding.
HWNZ Postgraduate Education Funding Stream

CCDHB work with Health Workforce New Zealand (HWNZ) and tertiary education providers to support registered nurses and midwives across the district to study toward postgraduate qualifications. The HWNZ specifications state that CCDHB must allocate the funding according to:

1. Prioritised workforce need, identified by the DHB
2. District Strategic Plan (DSP) and Regional Services Plan (RSP)
3. The Workforce Action Plan (WAP), as required by District Health Boards New Zealand (DHBNZ)
4. Government priorities and national health policy

The funding is allocated to each DHB based on a population based funding formula (PBFF).

HWNZ Aims

The aims of the postgraduate nursing and midwifery education are to:
- Promote quality care
- Promote ongoing professional development
- To assist staff to maintain the requirements of the PDRP/QLP
- Meet the HWNZ’s specifications for postgraduate education
- Minimise barriers undertaking postgraduate education

Midwifery Funding

CCDHB facilitates the complex care qualification (PG cert 60pts). HWNZ also fund grants for Postgraduate Certificate, Postgraduate Diploma, Masters and PhD qualifications via the NZ College of Midwives.

Midwives holding joint nursing and midwifery registrations and APCs and joint employment requirements, may access HWNZ funds for nursing papers. Please discuss this with your Charge Nurse/Midwife Manager or the Nurse Consultant, Workforce and Informatics. For PG study that does not meet the HWNZ criteria, midwives may access QLP funds. This requires completion of the PD Pre-Approval Application Form.

Nursing Funding

Nurses can apply for papers building towards a postgraduate qualification. HWNZ prioritise funding towards a qualification rather than stand alone papers i.e. Postgraduate Certificate (60 pts), Postgraduate Diploma (120 pt) or Master (180 and 240 pts). Additional funding supports all graduate nurses in their first year of practice via the Nurse Entry to Practice (NETP) Programme.

Applications

CCDHB holds joint marketing initiatives with the DHBs of the sub-region, tertiary education providers and professional staff to support nurses and midwives to apply for HWNZ funding.

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4From time to time this qualification will change based on HWNZ prioritisation identified by the sector
Those seeking HWNZ funding should consider role development, programme of study, pathway choice and funding requirements for their programme/pathway.

**HWNZ PG Nursing Funding – Application Process**

1. Complete your professional development and career plan (PDCP) in discussion with the appropriate person (Manager, Nurse Educator, ADON) and identify career goals and how you will attain them i.e. appropriate paper/programme choices in relation to your scope of practice, role and career plan. The Manager/NE and applicant agree and sign PDCP.

2. **Check your eligibility:**
   - The HWNZ criteria
   - Your Tertiary Education Provider

3. **HWNZ application form:** It is important that all sections are completed. If you are having difficulties completing the application form, please contact the DONM Data and Funding Support for assistance.

4. Ensure the DONM Office has received a copy of your PDCP and academic transcript. Email to professional.development@ccdhb.org.nz

5. Your application should reach the DONM Office before the deadline. You and your manager will receive an email acknowledging receipt of your application.

6. Manager and NE consider service provision in relation to all applications in their area. Consider roster implications, skill mix on ward, how this paper will improve patient outcomes, how it fits with your areas PD plan, PDRP level of the nurse – have they attained the appropriate level or be supported to attain it. Where there are too many
studying, has the area prioritised. Score the individual applications accordingly. You may wish to discuss with your Operations Manager and/or ADON/ADOM.

Following the cut-off all applications will be reviewed to ensure they are appropriately completed and final prioritisation undertaken by the Nursing and Midwifery HWNZ Advisory Committee to ensure a fair and equitable selection of eligible nurses.

**HWNZ Funding Application Criteria**

All nurses and midwives can apply for HWNZ postgraduate funds provided they meet the following criteria:

- Complete HWNZ Postgraduate Funding Application
- Maintenance or progression on PDRP/QLP at appropriate level
- Current Annual Practising Certificate (APC) with no restrictions that would negatively impact on your ability to participate in the programme
- A current role description that requires registration as a nurse or midwife
- Current Performance Review (less than 12 months old at time of application)
- Annual Professional Development and Career Plan
- Application approved by Line Manager
- NZ citizen or hold a NZ residency/work permit (with proof) as conferred by the NZ Immigration Service (HWNZ funding only)
- Current permanent RN/RM or EN employment
- Have evidence of support by their current employer to meet the training requirements
- Meet the entry criteria required by the education provider

**NOTE:** All funding is at the discretion of the Director of Nursing & Midwifery

It is important that services support HWNZ applications that target PD. Applications need to reflect service workforce requirements with specific focus on role development.
Nurse Practitioner Candidate Prescribing and other Practicum’s

For Prescribing Practicum follow the Support Flowchart for Nurse Practitioner (NP) and Prescribing, non-Prescribing & Placement Papers Form

HWNZ Fund - What you can claim

HWNZ funding partially funds the following costs. It should be noted that tuition fees are fully funded but other costs are subsidies only based on the amount of PBFF funding received.

<table>
<thead>
<tr>
<th>What you can claim:</th>
<th>What you cannot claim:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PD activities:</strong></td>
<td>Costs related to attending PD activities e.g. Food and beverages.</td>
</tr>
<tr>
<td>Tertiary study fees that meet HWNZ criteria.</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodation:</strong></td>
<td>Accommodation claims exceeding subsidy level.</td>
</tr>
<tr>
<td>A subsidy is available towards actual trainee costs incurred for accommodation. Accommodation is limited to $160 per night for a single and $200 twin share.</td>
<td></td>
</tr>
<tr>
<td><strong>Travel:</strong></td>
<td>Car-parking fees</td>
</tr>
<tr>
<td>Travel subsidy towards actual costs for trainees required to travel further than 100kms one way from the usual place of work to the agreed training programme location. Flights and rail booked via preferred provider and based on best Smart Saver rates. Actual petrol costs if a private car is used. The vehicle should be filled prior to travel and again on return. The receipt for the second fill is to be claimed. It is expected that transport will be shared if more than one nurse attends the same event. Indicate on application form if there are others applying for the same event</td>
<td>Insurance costs: Staff travelling for work purposes are covered under corporate insurance (contact finance). Travel insurance is not claimable.</td>
</tr>
<tr>
<td><strong>PD Resources are not available via HWNZ</strong></td>
<td>PD Resources are not available via HWNZ</td>
</tr>
</tbody>
</table>

In addition to the above criteria, the following may also be partially funded: For full details please see HWNZ Postgraduate Nursing Training Specification.

Clinical Release – Primary:

*(Conditions apply).* Clinical release costs (actual hourly rate up to $28 per hour) to release the trainee while they attend the formal aspects of their training programme, including academic and clinical mentoring during the trainees working hours. Where an employer requires a trainee to take annual leave or leave without pay to attend the formal aspects of their training, the employer will not be eligible for clinical release funding.

Clinical Release - Hospital and Health Service: Clinical release costs are not available to HHS nurses as there are mechanisms in place to allow release from the clinical environment in order to attend the formal education and mentoring.

Clinical Mentoring – Primary: For the provision of teaching, coaching and mentoring by a relevant registered health professional (experienced competent practitioner) to support the trainee to integrate their postgraduate learning into the practice setting. Approval for a maximum of up to 10-hours clinical mentoring support may be available. This funding is only available for papers/courses that require clinical mentoring/clinical mentor in addition to academic teaching/mentoring.
Clinical mentoring supports nurses and midwives to extend knowledge and skills through clinical experience, critical thinking, skilled health assessment and comprehension of diagnostic measures and outcomes. These skills are required for evidence based clinical reasoning.

The use of this funding depends on the paper and programme level you are enrolled in, the negotiated plan for accessing clinical mentoring (this will differ for DHB provider arm - HHS and non-provider arm).

Clinical mentoring must be negotiated by the nurse enrolling in the paper in consultation with your ADON/ADOM and Charge Nurse/Midwife Manager/Team Leader for HHS and your Manager and Nurse Leader for Primary. A HWNZ Clinical Mentoring and Support Plan is required (HWNZ 1). The Plan is approved by the Nurse Consultant - Workforce and Informatics.

**Clinical Mentoring – HHS:** Clinical Mentoring hours if required, are facilitated to HHS nurses by the Nurse Coordinator Professional Development when there is a requirement of the training programme or as identified by the Nurse Consultant - Workforce and Informatics.

**Cultural Support:** Additional funding is available to Maori and Pacific nurses for mentoring, cultural supervision and cultural development activities to assist in the successful completion of the HWNZ funded training programme, Cultural Support Plan form.

**Nurse Practitioner Candidacy Roles:** Nurses who have entered into an agreement with their Service in conjunction with the DONM for Nurse Practitioner Candidacy roles (see Nursing PD and Career Pathway) may have additional funding for the following:

- **Clinical Access** - If you are enrolling in a practicum paper, discuss practicum requirements with your ADON, your service and the DONM to formalise a Practicum Support Plan (HWNZ 3). HWNZ funding subsidises clinical access costs for Nurse Practitioner prescribing practicum(s) based on the annual DHB prioritisation principles. The Practicum Support Plan will address additional expectations of clinical teaching/preceptorship (often medical), mentoring and professional supervision often associated with these papers.

- **Professional Supervision (Nurse Practitioner)** – see above. Funding may be available on a case by case basis for professional supervision.
Prioritisation

The level of prioritisation will be determined by the volume of valid applications received compared to the funding allocation. The following steps inform the prioritisation process:

**Step 1**
Meet application criteria outlined in the above framework and received on time.

**Step 2**
Valid applications then considered in the initial prioritisation round based on the following:
- Work 0.6 FTE or more (this varies depending on volume of applications)
- Some services prioritised above others based on workforce priorities identified in the above Workforce Strategy and other documents
- Application is appropriate to level of PDRP/QLP and role
- Services support applications for targeted professional development (PD). Applications reflect service workforce requirements with focus on role development

**Step 3**
- Nurses supported to complete qualifications based on the following:
  - All nurses will as a minimum, achieve competent on the PDRP unless they are graduate nurses in their first year of practice\(^5\)
  - All nurses (HHS, Primary) are on the appropriate level of an approved PDRP
  - Those nurses seeking HWNZ funding will be supported in paper choices that align with targeted role development, Regional Services Plan (RSP) and Annual Plans
  - The DHBs will collaborate to agree the Sub-regional workforce requirements and how these will be aligned with the HWNZ funding streams
  - Nurses will be enabled to participate on the PDRP via workshops that require partial completion of a portfolio
  - Graduate nurses who have successfully completed the CCDHB NETP paper will be prioritised where possible to complete a postgraduate certificate
  - Competent RNs may be funded to postgraduate certificate level based on service specifications and role
  - Proficient RNs may be funded to postgraduate certificate or diploma level based on service specifics and role
  - Expert RNs may be funded to postgraduate diploma level based on service specifications and role. Assessment or Research papers are prioritised.
  - Senior RNs may be funded to Masters level based on service specifications and role
  - Charge Nurse Managers (CNMs) may be funded to Masters level
  - Clinical Nurse Specialists may be funded to Clinical Masters level
  - Nurse Educators may be funded to Postgraduate Certificate level in education

\(^5\) *All midwives* will achieve competent as a minimum before they are supported for NZ College of Midwives (NZCOM) funding
**Additional Considerations**

- Nurse Practitioner Candidates will be prioritised above others.
- Prospective NP students wanting to move into NP Candidate roles are limited to the Practicum Paper with the possibility of mentoring support.
- When studying at a Tertiary Education Provider located outside the greater Wellington area that requires travel and accommodation, funding to attend compulsory study days will be considered for a specific paper that is not offered locally, is essential to your role and the health needs of the population you serve. Travel and accommodation will be limited to a maximum of $1000.
- Proficient nurses who have previously been declined funding may be reconsidered if prioritised by area/service.
- Senior Nurses completing Masters who are nearing University imposed time frame for completion may be given additional consideration.

**Confirmation of HWNZ Funding**

Once the selection process is completed you will receive notification (copy to your manager) outlining what is funded and the process.

**Mental Health Nurses**

MOH funds mental health nurses via Te Pou/Skills Matters funding. In addition to supporting new entrants to mental health and addiction Te Pou support existing practitioners in mental health and addiction to develop advanced or specialist skills in particular areas. These are the coexisting, cognitive behaviour therapy (CBT) and clinical leadership in nursing practice programmes, but may change from time to time. Currently there is no other HWNZ funding available for mental health nurses unless they are Nurse Practitioner Candidates.

**Late Applications**

In the first instance late applications will not generally be considered.

**Payment**

CCDHB has an agreement with most Tertiary Education Provider to pay all fees on the applicants behalf (bulk fee payment). Please ensure that you have informed your TEPs that you have been granted HWNZ funding so that a bulk fee invoice can be sent directly to us.

**Study Leave**

Study leave is available per the Nursing and Midwifery Multi-Employer Collective Agreements (NZNO & PSA). Please negotiate this with your Manager and apply via the Kiosk.

**Advice**

Role development and professional advice is available within services and from the Director of Nursing and Midwifery Office. One to one professional mentoring is available if identified on the HWNZ application. The level of priority considerations required will be determined by the volume of valid applications for funding.

**Academic Support**
The tertiary education providers (TEP) have counselling services and student-learning centres to assist students in their studies. Their library services also have facilities/education on searching literature. Once enrolled at the TEP you can access the libraries electronically which gives access to many journal databases. Attend a session on searching databases as it will markedly reduce the time you spend searching. Also access the CCHDB library. Paper coordinators/lecturers can also assist in clarifying assignments and course material.

See the following services available to students:
- Whitireia Student Services
- Victoria Student Services Counselling
- Victoria Student Services Health
- Massey Student Services

**Assignment writing**
Tertiary education providers offer assistance in assignment writing via the student learning centres. Some tertiary education providers offer assignment writing sessions at the beginning of the first papers for new students. You can also discuss assignments with your support and guidance person if you have one.

**Organisational support**
Seek documented support from your manager to qualify for funding. Negotiate with your manager for release days to attend the compulsory aspects of the paper as indicated on your application.

**Student Support**
Other students doing the same paper may be interested in an informal study group to discuss assignments, study together and support each other.

**Senior Nurses and Midwives**
Those who have already studied can assist particularly if you are struggling. The Nurse Consultant – Workforce & Informatics can assist you to access an academic mentor, and provide advice regarding your academic pathway.

**Professional Development and Recognition Programme Support**
The Nurse Coordinator Professional Development can assist you in attaining or maintaining an appropriate level on the PDRP.

**HWNZ Postgraduate Education – Your Responsibility**
Nurses and midwives who receive these funds agree to the following:
- To keep the DONM Data and Funding Support informed of any change in circumstance e.g. course unavailable, enrolment declined by education provider, employment change, moving cities, withdrawing and parental leave. This is important so that funding can be reallocated where possible.
- If the applicant leaves CCDHB within 4 weeks of completing the education the cost may be requested to be reimbursed.
- Minimise all costs.
- Apply electronically via the HWNZ Postgraduate Funding Application Form within the timeframe.
- Submit to the DONM Data and Funding Support an evaluation of the paper and overall results (i.e. pass/fail) when requested.
• Each individual is responsible for claiming their own costs.

Failing or Withdrawing
• It is important to contact us early if you are struggling with papers (as well as discussing this with your academic lecturer) so that support can be put in place
• Discuss your studies with your Nurse Educator monthly
• If you fail a paper future funding will be at the discretion of the DONM
• If you withdraw from papers within the Education Providers timeframe and arrange a full refund, there is no penalty. If you withdraw outside this timeframe, you will hold the liability for the penalty costs. You must notify both the Education Provider and the DONM Data and Funding Support immediately.

Transferring from the Region
If you are leaving your current employer but staying in the CCDHB region, there may be an opportunity to continue HWNZ funding. Contact the Nurse Consultant, Workforce and Informatics. If you are leaving the region you should contact the new DHB region to check availability of funding.

Parental Leave
When on parental leave, entitlement to all funds stops and is reactivated upon return. Study costs undertaken while on parental leave cannot be reimbursed.

Moderation
The function of the Nursing and Midwifery HWNZ Advisory Committee is to:
• Review prioritisation principles for consideration by the HHS Executive annually
• Moderate processes to ensure consistency, fairness and transparency of the funding allocation process
• Assess allocation in line with the evidence provided, criteria and principles.

Measurement Criteria
The funds are subject to the following measurement criteria:
• Annual report to DONMs demonstrating optimal and effective use of funds
• MOH HWNZ audit
Continuing Medical Education (CME) Funding
Some nurses/midwives in senior roles have employment contracts that allow them to access continuing medical education (CME) funding – this is usually between $1000 and $2000 per annum.
Those who have CME in their contracts are only entitled to Scholarship Funds to make up to the SF maximum of $3000. i.e. if their CME is $2000 they would be able to access up to $1000 SF only.

Useful Websites
Nurse education NZNO site information provides information about credits and levels. Use the search function for information about any qualifications you are interested in.
Appendix D:

Funding Stream Pre-Approval Process – Postgraduate Education (HWNZ), PDRP/QLP and Scholarship

Professional Development (PD)

Applicant

- Applicant completes PD Pre-Approval Application form

Service Endorsement

- Return for more information

DONM Office

- PG Study Checks completed and returned for more information then forwarded to Nursing & Midwifery Leadership Group
- Scholarship/PDRP Checks completed and returned for more information/approved or declined

Prioritisation by Nursing & Midwifery Leadership

- Reviewed fortnightly and prioritised at NAML meeting Approved or Declined with rationale

Appeals

- Checks Required for all funding types
  - PDRP/QLP Current
  - Performance review current
  - Funding available (i.e. not exceeded)
  - Appropriate authorisations
  - All required documentation

- Appeal within 5 days. Reviewed and decision reached

- Appeal? No
  - Approved

- Appeal within 5 days. Reviewed and decision reached

- Appeal? Yes
  - Approved

- Appeal within 5 days. Reviewed and decision reached

- Declined no funding approved

- Declined

- Approved

- Approved

- Book and attend educational event submit ER1(SF) for reimbursement

- Declined no funding approved

- Declined

- Approved

- Approved

- Approved