



Postgraduate Nursing Education Guide

**Funded by
Health Workforce New Zealand
(HWNZ)**

Handbook

2019

Table of Contents

Introduction	3
Health Workforce New Zealand (HWNZ)	4
Postgraduate Education Explained	4
NCNZ Approved Masters Level Programmes	Error! Bookmark not defined.
Before You Apply / Enrol for Study	5
Registered Nurse / Nurse Practitioner Prescribing Practicum	7
Application Process	7
Applicant Responsibilities	9
Application Process Summary	10
Frequently Asked Questions	11
Available Support	12
Plagiarism	13
HWNZ Funding	13
Clinical Release Time (Study Leave)	13
Travel and Accommodation Subsidy	14

HBDHB wishes to acknowledge the PG HWNZ Coordinators at Counties Manukau and Waitemata District Health Board's, for sharing their resources to assist with the development of this handbook.

Introduction

Welcome to this handbook on postgraduate education for nurses within the Hawke's Bay health sector. This handbook presents what you need to know about postgraduate education in a way that is easy to understand and hopefully answers many of your questions.

Hawke's Bay District Health Board (HBDHB) encourages nurses to undertake postgraduate education to improve the health outcomes of the population of Hawke's Bay. HBDHB expects nurses who are undertaking postgraduate education to implement the skills and knowledge learnt into their everyday practice.

The first section introduces postgraduate education and includes an explanation about the levels and qualifications of postgraduate education.

The second section provides the information on what you will need to consider when accessing Health Workforce New Zealand (HWNZ) funding when undertaking postgraduate education and the process for applying for this funding.

If you have any questions at any time regarding postgraduate studies, please do not hesitate to contact the HBDHB Coordinator of HWNZ PG funding (as below):

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Note: This handbook must be read in conjunction with the HBDHB Health Workforce New Zealand Funding – Postgraduate Nursing Education Policy (HBDHB/PPM/077)

Abbreviations

Abbreviation	Definition
CNMO	Chief Nursing and Midwifery Officer
CNM	Clinical Nurse Manager
HWNZ	Health Workforce New Zealand
FTE	Full Time Equivalent
HBDHB	Hawke's Bay District Health Board
NC	Nurse Consultant
NE	Nurse Educator
PG	Postgraduate
PHO	Primary Health Organisation

Health Workforce New Zealand (HWNZ)

Health Workforce New Zealand (HWNZ) is responsible for addressing the issues faced in health sector workforce development. Its responsibilities encompass all aspects of health workforce development including investment and purchasing. Information regarding HWNZ is available at:

<http://www.health.govt.nz/our-work/health-workforce>



The broad vision for HWNZ postgraduate nursing training:

"Working in partnership with key stakeholders to deliver a transparent and consistent model of funding for postgraduate nursing training that will enable nurses to improve health outcomes and disparities of New Zealanders"¹

HWNZ provide funding to the DHB specifically for nurses to access postgraduate training in order to advance nursing practice and facilitate career pathways towards specialist nursing roles. The HWNZ funding is available for all registered nurses who are employed in the HBDHB catchment area and whose employer is funded through Vote Health funding. The HWNZ specifications outline very clear outcomes for nurses who are undertaking postgraduate education. These include:

Trainee Outcomes:

- Conferring/awarding of a BN (Honours), postgraduate certificate, postgraduate diploma or Master’s degree

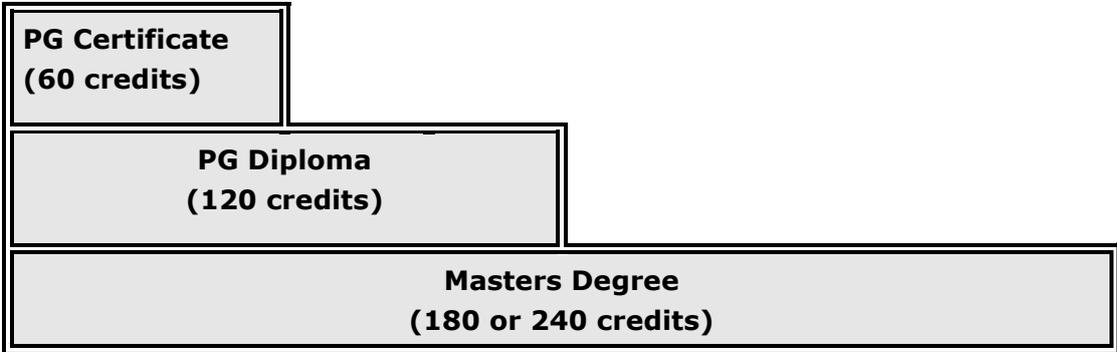
Client/Service Outcomes:

- Trainees will be able to contribute to the achievement of DHB population health outcomes and goals

Postgraduate Education Explained

Postgraduate education is a formal education programme within a university or approved tertiary provider. The education leads to completion of a qualification at Level 8 on the New Zealand Qualifications Framework such as a postgraduate certificate, postgraduate diploma or Masters Degree.

Each step in postgraduate education ends in a qualification and leads directly into the next qualification or a break may be taken.



¹ HWNZ Postgraduate Nursing Training Specification (2017)

Postgraduate Certificate

Is made up of 60 credits (at level 8) [this is not to be confused with the paper name or number] and is often the first step in a study programme and can provide the basis for further postgraduate study. A PG certificate can be completed in a year studying part time, but may be completed over two years as required. The postgraduate certificate serves as a qualification recognising continuing professional development in the same area as the candidates' original degree or relevant skills and knowledge acquired through appropriate work or professional experience.

Postgraduate Diploma

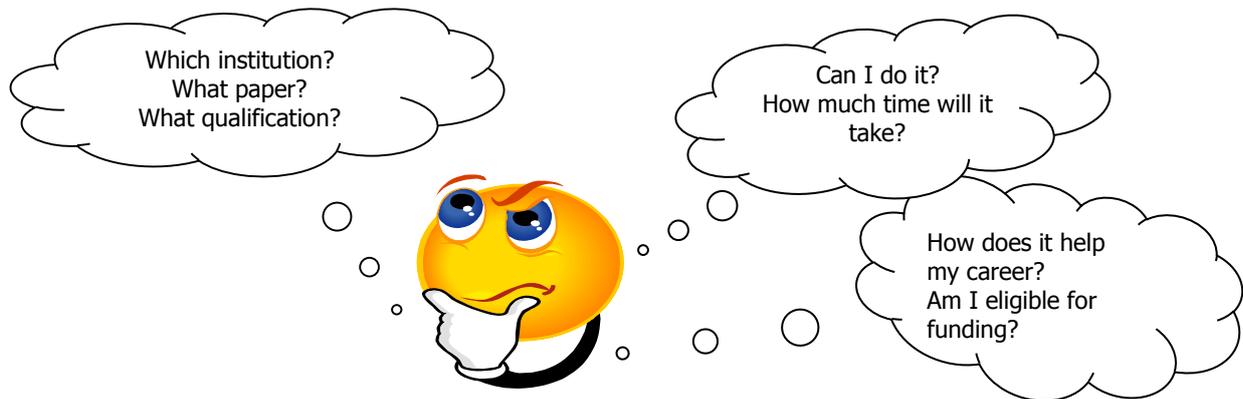
Requires a minimum of 120 credits.

Masters Degree

Is made up of either 180 or 240 credits (depending on programme). Providers of courses leading to a Masters qualification are responsible for establishing entry requirements.

Before You Apply / Enrol for Study

There are many things to think about before you apply / enrol for study. This can include:



Study Time Required

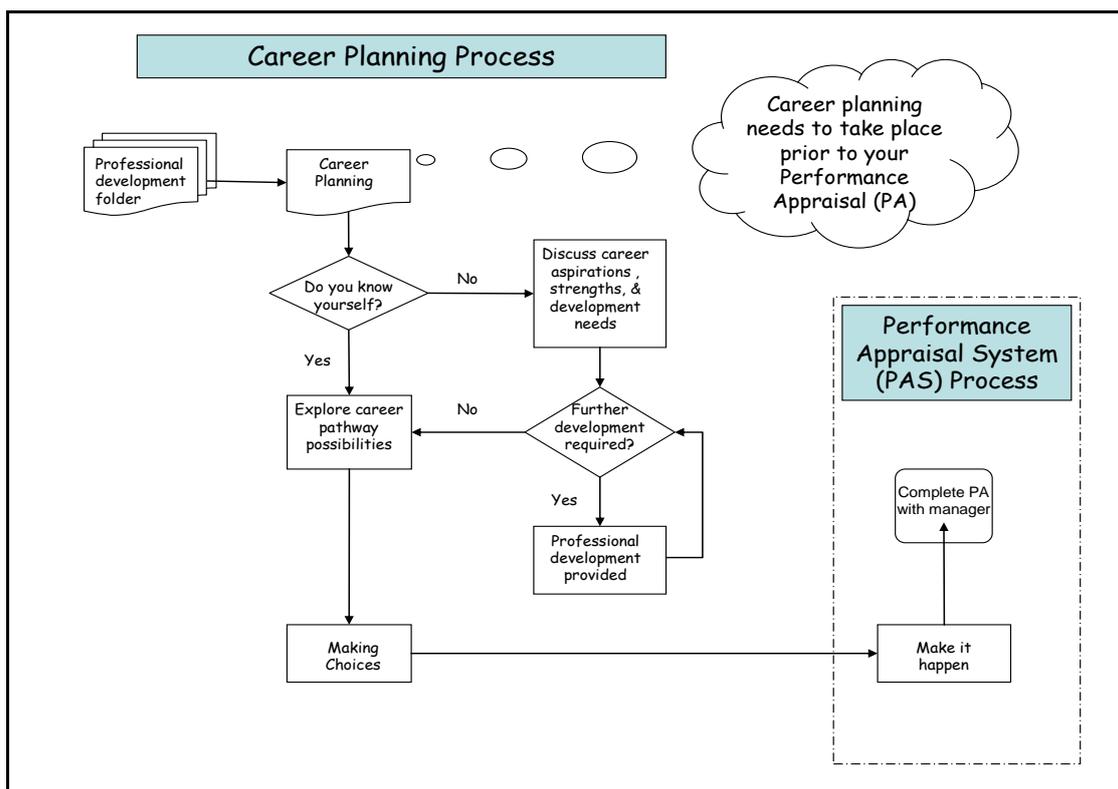
Postgraduate education is a big commitment and you do need to think about what is happening at home and work and what is feasible for you to undertake. While HBDHB is committed to supporting you through this – the dedicated study time will have to come from you. As a first time student, you should seriously consider taking only one paper per semester to start with, especially if you work full time, but it is up to you..... Each semester lasts about 12 weeks.

An estimate of the time commitment is approximately 10 – 12 hours per week (average of lectures, tutorials, private study) for a 30 point paper.

Career Pathway

It is important to consider how postgraduate study fits into your professional development. Have you thought about where you want to be in your career in five years' time? What education programme will fit with your plans? Have you thought about how you want your practice to grow?

You can talk about this with your Clinical Nurse Manager (CNM), Chief Nursing and Midwifery Officer (CNMO), Nurse Consultant Workforce Development, Nurse Educators (NE), Nurse Director, or other relevant nurse leaders. Academic institutions will also be very happy to discuss with you these pathways and what education you can do to get there.



A career plan template can be found on page 18 of this handbook.

HWNZ require that as part of the application process you have a career plan in place so you do need to seriously consider this as part of the whole process. You are responsible for owning your career plan and this should be discussed with your manager before completing the application form for funding.

A career plan IS NOT your academic plan!

Which Tertiary Institution? What Paper/Qualification?

You may already have a preference for the education provider you wish to attend. But this choice is also dependant on which education provider offers the papers you want to study. You should also consider what support they offer to students. It is always a good idea to speak in person with the academic providers' postgraduate nursing coordinator. You can also speak with others who have studied previously and find out their experiences of the academic providers. You are not limited to specific education providers, however, you do have to ensure the choice of paper / course of study you are considering meets HWNZ criteria for funding.

HWNZ Eligibility Criteria

HWNZ provide funding under specific criteria². You must have the following before you may be considered for funding:

- Be registered as a nurse or nurse practitioner under the Health Practitioners Competence Assurance Act (2003)
- Hold a current annual practicing certificate (APC) with no restrictions on that APC that would negatively impact on your ability to participate in the programme
- Be currently employed as a registered nurse by a health service that is funded by the DHB or Ministry of Health from Vote Health

² HWNZ Postgraduate Nursing Training Specification (2017)

- Be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service
- Have evidence of support by your current employer to meet the training requirements
- Meet the entry criteria required by the education provider
- Have a **current career plan** (for further information refer to page 18 of this handbook)

In addition, HBDHB have applied the following criteria

- For HBDHB employees, a currently assessed nursing professional development recognition programme (PDRP) portfolio **at the time of commencing** the funded programme
- Minimum FTE of fully funding training is 0.4 (two days per week), however, each application will be evaluated individually on a case by case basis
- Priority will be given to those applicants with a focus on contributing to the HBDHB District Annual Plan, Regional Clinical Services Plan, MOH priorities and targets and any other relevant requirements
- Those who have already completed Masters qualifications may apply; **however**, these applications will be given a lower priority, as the HWNZ funding is to support those gaining their first qualifications

Registered Nurse / Nurse Practitioner Prescribing Practicum

If you plan to undertake a prescribing practicum paper, please be aware that financial support for the additional mentoring / supervision hours **is not automatically guaranteed**. You must discuss this with the HBDHB Coordinator of HWNZ PG funding, and the Chief Nursing and Midwifery Officer and your relevant Nurse Leader to ensure that your organisation will support you on this pathway. The Nurse Practitioner funding will only be provided to those who have a clear NP business case within their service, which has both CNMO and Managers support.

Application Process

Part One – Applying to HBDHB for HWNZ funding

This part of the process is completed annually and includes papers for the whole academic year – not just semester one. The application round will be open for approximately eight weeks (usually each September - October). All applications will be reviewed by the HBDHB Coordinator of HWNZ PG funding against the selection criteria, in conjunction with the HBDHB HWNZ Advisory Group.



There will be additional opportunities to apply for funding throughout the year, but this is dependent on funding still being available.

Step 1

Check your eligibility with HWNZ criteria (see page 6 of this handbook)

Step 2

Discuss with the appropriate person e.g. CNM, Nurse Leader, Nurse Educator, CNMO, Nurse Director, HBDHB Coordinator of HWNZ PG funding, Academic Provider advisor etc.

- Whether your manager / organisation will support your application

- What your career plan / goals are
- The appropriate paper / programme choices for you in relation to your area of practice, role and career plan

It is also a wise to discuss the commitment with your family as their patience and support will be needed.

Step 3

Obtain a copy of the HBDHB HWNZ electronic application form. This is available through:

- HBDHB nursing education page on Nettie
- HBDHB Coordinator of HWNZ PG funding
- Clinical Nurse Manager / Nurse Leader
- DHB Website (nursing page)

Please read the application guide and make sure you fill in all sections

Step 4

Complete electronic HWNZ application form and return with all supporting documentation to: pgnursing@hbdhb.govt.nz

All sections of the form must be completed including the section on use of information. Your application is **unable** to be processed unless it is complete. Please be aware that the information collected will be needed for HWNZ reporting purposes.

Once your application is received you will receive acknowledgement of this electronically. After the closing date all applications will be discussed with the relevant Nurse Managers / Leaders.

Funding is then approved or declined through the Chief Nursing and Midwifery Officer office, based on set criteria. The decision to give funding approval to each applicant is done through a process of consultation and screening as follows:

- HWNZ criteria eligibility met (refer page 6)
- Completion of a qualification at end of 2019 (starting from MN, then PG Dip, then PG Cert)
- What formal academic qualifications does the applicant already have
- Full time equivalent (FTE) status employed
- Current PDRP level
- What is your role within your organisation – does your role require you to undertake postgraduate education?
- Has support from manager been provided?

Even if you have received approval for funding for one year of study, you have to reapply every year for continued funding. Your application for funding is not automatically guaranteed and is not based on previous funding approvals.

Part Two – Enrolling at the Academic Provider

Step 5

When completing the HWNZ application, you should contact your chosen academic provider to discuss enrolment details and how the enrolment process is completed e.g. application pack or on-line application. Check for enrolment dates and requirements for supporting documentation. This is especially important if you are a first time student as often the enrolment date is early. Remember also that you need to enrol in a qualification – whether a postgraduate certificate, diploma or Masters. HWNZ require that an outcome of funding is a qualification, not just a single paper.

It is highly recommended that you commence the enrolment process prior to notification of HWNZ application outcome. HWNZ do not notify DHB's of the funding outcomes until early December, so you need to have commenced the enrolment process. **Do not wait, as you may miss enrolment deadlines from academic providers.**

Step 6

You will receive an invoice from the academic provider. Please forward this invoice to the HBDHB Coordinator of HWNZ PG funding as soon as you receive it – **please do not pay this yourself**. HBDHB will pay the invoice directly to the academic provider on your behalf.

Applicant Responsibilities

Once you have applied for funding, you must enrol with your academic provider. By submitting the HWNZ funding application form, you also agree to HBDHB discussing your progress within your PG paper with your academic provider.

Once enrolled and funding has been approved, you are responsible for meeting all the course requirements.

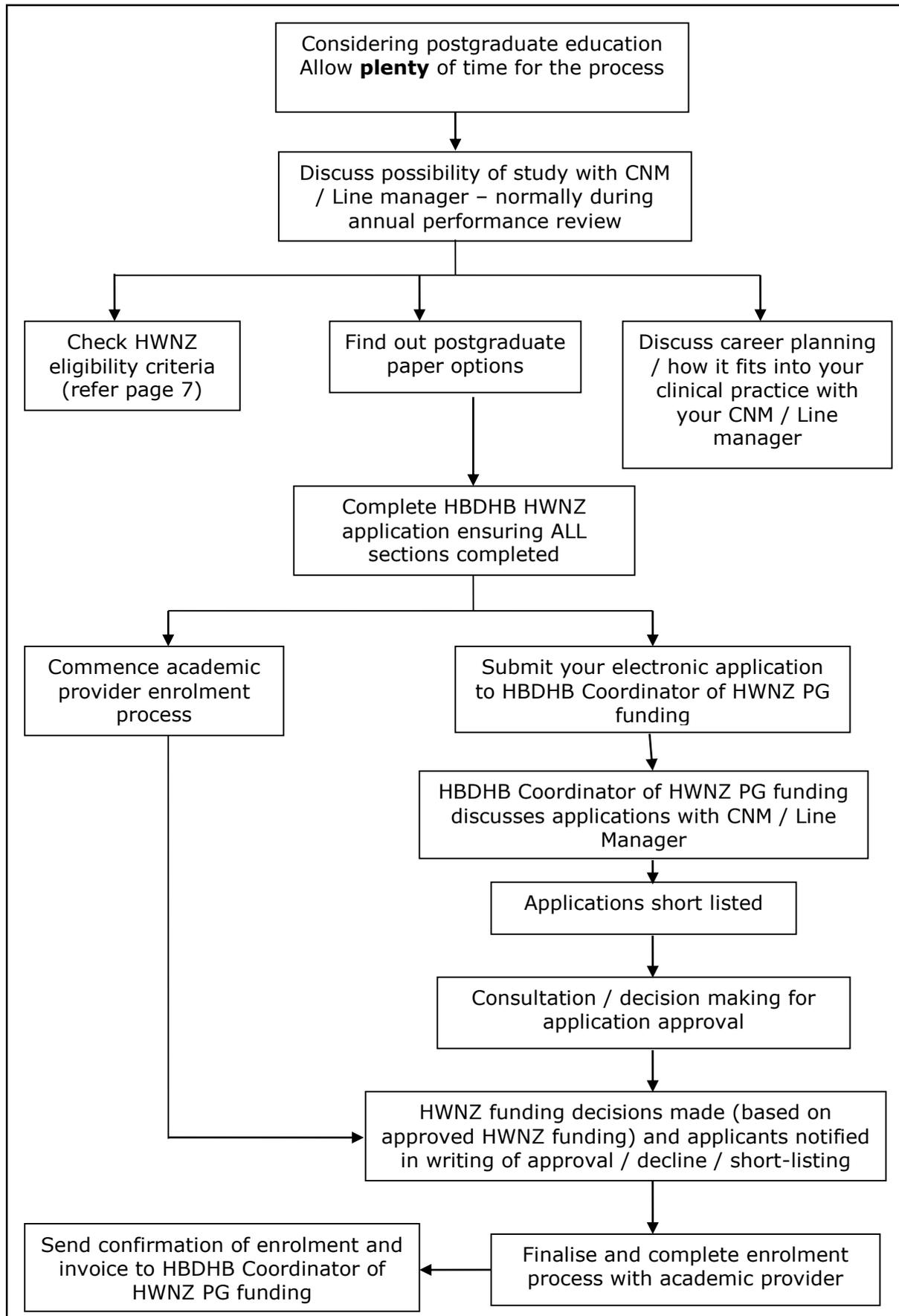
If you withdraw from the paper once the academic semester has commenced, OR fail to complete academic assessments OR fail the paper at the end of the semester you must notify the HBDHB Coordinator of HWNZ PG funding in writing immediately with any relevant / supporting information.

All notifications of withdrawal / failure will be reviewed by the Chief Nursing & Midwifery Officer, and assessed on a case by case basis, with the applicant notified in writing of any outcome. Outcomes of this assessment may include:

1. Return of some or all of the funding utilised to the DHB
2. Ineligibility to access future HWNZ PG nursing funding

This may result in the applicant not being eligible for future allocation of HWNZ funding for a specified period of time.

Application Process Summary



Frequently Asked Questions

What happens to my application?

Your application is checked by the HBDHB Coordinator of HWNZ PG funding that it is complete and that you met eligibility criteria. Those that meet the criteria are short listed. Those who do not meet the criteria are notified why they cannot be considered.

Short-listed applicants are then discussed with the HBDHB HWNZ nursing selection panel and relevant CNM / Nurse Leader. Decisions are made by this consultation process.

The applicant and their employing manager is then informed in writing (electronically) of the decision.

What happens if my application is unsuccessful?

In some cases your application will be placed on a waiting list for funding that may become available. You may initiate an appeal process by making written notification to the HBDHB Coordinator of HWNZ PG funding. Each appeal will be reviewed on a case by case basis and the final decision for unresolved conflict will rest with the Chief Nursing and Midwifery Officer (CNMO).

Can I change my paper?

Applicants **MUST** discuss the option of changing papers with the HBDHB Coordinator of HWNZ PG funding before undertaking this. The DHB is fixed into a contract with HWNZ and changing papers has an impact on this. The final decision to allow a change of paper, with continued HWNZ funding, is at the discretion of the HBDHB Coordinator of HWNZ PG funding after discussion with the appropriate nurse leader if required.

What if I change my mind and want to withdraw after commencing a paper?

We would much rather you complete your study once started, so if you feel you need to change your mind please contact the HBDHB Coordinator of HWNZ PG funding **early**. If you withdraw after the academic providers set dates the cost of the paper will still be incurred.

If you withdraw at any stage (and this includes any time before commencing the paper) you **MUST** notify the HBDHB Coordinator of HWNZ PG funding in writing your decision to withdraw, the reason for withdrawal and the date of withdrawal from the academic provider. You are also responsible for completing the tertiary institution's process of withdrawal. ***Withdrawal from a paper may result in the inability to access future allocation of funding from HWNZ.***

What happens if I do not pass the paper?

Again – please ask for help if you are struggling (see the support section page 12). If, because of fair and reasonable circumstances you don't successfully complete the course requirements we will understand. Failure from a paper may result in the inability to access future allocation of funding from HWNZ.

What do I have to do when the paper is completed?

You must notify the HBDHB Coordinator of HWNZ PG funding of your results at the end of each semester / paper and when you have completed your qualification e.g. PG certificate, diploma or Masters.

Available Support

Support for You during the Paper

Once you have identified you are eligible for HWNZ funding and you know what paper/s you might like to take, you also need to know what support is available to you to do these papers. As previously discussed postgraduate education is a big commitment and once you have enrolled and the funding approved for you, withdrawing or not completing the paper is not desirable. We would prefer that you access the support in place for you and let us know if you are having difficulties so we can assist you to get through.

Academic Provider Support – all academic providers have student learning centres which are there to assist the student. Libraries usually have facilities and teaching sessions on how to search for literature. You can also talk to the paper coordinators / lecturers if you are struggling.

Clinical Mentoring – this may be required when undertaken specific papers as identified by the academic provider e.g. a practicum. The academic provider will have specific guidelines and processes for this, so in the first instance please discuss with them this requirement. HWNZ funding is available for clinical mentoring if required, however, if funding is provided by the tertiary education provider, then the HWNZ funding will not be available.

Please note that the clinical access and mentoring requirements for the nurse prescribing practicums are complex and extensive. There is additional funding for this, however HBDHB require a separate application process (forms are available from the HBDHB Coordinator of HWNZ PG funding) which clearly outlines support from your service / manager and a mentoring plan.

Māori Health Service – support from the Māori Health Service is available to those students who identify themselves as Māori.

Assignment Help – this is an area of concern for many people as assignments are the most common form of assessment utilised. Academic providers should offer help in this area through the student learning centres. Some academic providers offer an assignment writing session at the beginning of their first papers for new students and we encourage you to access these.

Organisational Support – you must have documented support from your manager in order to qualify for funding. You must then be released for the study days that are required for your paper – provided you have indicated on your application form how many days you need for study.

Other Students – it may be useful to get contact details from the other students undertaking the same papers as you. Having your own informal study group may be helpful – just discussing assignments or studying together for tests is a good way to support each other. If you have a study group, the HBDHB Coordinator of HWNZ PG funding will be happy to come along and help work through any difficulties you may be having.

Library – there are some useful nursing journals and information available in the HBDHB library. You do need to be a HBDHB employee to access this. However, by enrolling at your academic provider will give you access to their libraries electronically and through them access to many journal databases. It is highly recommended, if offered, you attend a session on database searching, do so. It is very helpful and can markedly reduce the time (and stress) you need to spend on the computer.

REMEMBER to ask for and access HELP EARLY!

Plagiarism

Plagiarism is viewed as a very serious academic offence. The HWNZ Advisory Group views this very seriously and any funded trainee who has a proven case of plagiarism will risk any future HWNZ funding from HBDHB and may face disciplinary action.

HWNZ Funding

HWNZ provide funding to the DHB specifically for nurses to access postgraduate training in order to advance nursing practice and facilitate career pathways towards specialist nursing roles. The funding must be used to provide programmes that meet prioritised workforce needs, the District Annual and Strategic Plans, the DHB Nursing Workforce Plan and government priorities and national health policy.

There is some ring-fenced funding available specifically for rural health and primary health care.

It is expected that outcomes from the funding include completion of a postgraduate qualification, application of advancing nursing practice and improved contribution to client and/or service outcomes.

What Does the Funding Cover?

There is a fixed amount for each approved trainee and from this the following costs should be covered:

- Full course fees
- Clinical release time for compulsory study days
- Subsidised travel and accommodation ONLY if you are required to attend a study day more than 100km from place of employment (refer to page 14 for further information)

Note: clinical release time will only be funding if the study day occurs on a day in which you as a trainee normally works.

Funding does not cover:

- Course textbooks
- Meal costs
- Internet access

Clinical Release Time (Study Leave)

Number of Study Days

As a general guide a 15 point paper will be granted two (2) - four (4) study days and a 30 point paper will be granted three (3) - six (6) study days. Additional study days may be required and these will need to be negotiated individually with the HBDHB Coordinator of HWNZ PG funding on presentation of written evidence of the requirement.

Request for Clinical Release Time (Study Leave)

All successful recipients of HWNZ funding are required to submit to their line manager study leave application form/s to attend the study days as part of the paper/s being undertaking (for class room and on-line study days). The HWNZ study days relate to the 2019 academic year only.

Study Leave Arrangements for HBDHB Nurses

HWNZ provides funding study days to complete compulsory elements for each paper you are undertaking. These study days will only be paid if they occur on a day that you would normally be working. This paid study leave is in addition to the study leave provided through the DHB/NZNO MECA.

Study Leave Arrangements for Nurses in Non-HBDHB Organisations e.g. PHO's, NGO's, Aged Care, Plunket Nurses, Practice Nurses, Hospice Nurses etc.

HWNZ provides funding for study days to complete compulsory elements for each paper you are undertaking. These study days will only be paid if they occur on a day that you would normally be working. On receipt of an invoice to HBDHB, the HWNZ funding will pay the clinical release time of the HWNZ trainee at actual hourly rate of trainee. If you work part time you may not get release time for all study days e.g. where a study day falls on a day you do not normally work.

Payment of Clinical Release (Study Days)

For all HBDHB employees please enter the payroll code '**CTAP**' into the appropriate day within the PAL\$ system for a HWNZ related study day. All HWNZ related study days will be reconciled on a fortnightly basis (via the payroll system) and discrepancies will be discussed with the approving line manager.

For non-HBDHB nurses, on receipt of an invoice from your employer (no later than six weeks after the study day) to the HBDHB Coordinator of HWNZ PG funding, HWNZ funding will reimburse your employer, the clinical release time for your study days. If you work part time you may not get release time for all study days e.g. where a study day falls on a day you do not normally work.

Travel and Accommodation Subsidy

HWNZ provide some subsidy for travel and accommodation when travelling >100kms from your place of work to location of the training programme. This funding is limited and may not cover all costs associated with travel and accommodation required to complete your paper. The subsidy is capped (and you may not receive all of this) at a maximum rate of:

- \$500.00 (for a 15 point paper)
- \$1000.00 (for a 30 point paper)

It is highly recommended that you plan your travel and accommodation requirements for the duration of your paper prior to commencing your paper at the beginning of the semester, in order to access cheapest rates available. Bookings made at the last minute will be expensive and you may incur additional expenses in excess of your approved subsidy (at your own cost).

Wherever possible / practicable, travel should be made on the day in which the campus courses commences. This will reduce the need for an additional night's accommodation.

Travel

It is expected that transport will be shared e.g. shuttles, private car, if more than one nurse attending the same course. A list of all those completing the same post-graduate paper is available through the HBDHB Coordinator of HWNZ PG funding.

a) Airfares

- If you intend to fly, it is expected that you will book any airfares as early as possible to ensure you can access the cheapest airfares.

b) Taxis or Shuttles

It is expected that you will take a shuttle (rather than taxi) from the airport to the relevant course venue

c) Petrol Costs

If a private car for travel is utilised, actual petrol costs will be reimbursed. You are required to ensure your vehicle is fuelled to the maximum level prior to departure (at your own cost) from your place of residence to your course from Hawke's Bay and on return to Hawke's Bay refuelled. It is the actual refuel costs on return to your place of residence which you may claim.



For those travelling to Palmerston North, you are expected to travel the morning of the campus course, therefore accommodation reimbursement will not be provided for the night prior to the commencement of the campus course.

Reimbursement of Travel and Accommodation Costs

A HWNZ reimbursement claim form must be completed for all requests for reimbursement.

1. All original tax invoices and receipts (which must show the GST amount and a GST number) must be attached to the reimbursement application form and forwarded to the PG HWNZ Coordinator as soon as possible. EFTPOS machine receipts without this information cannot be accepted.
2. Any discrepancy between funding subsidy approved and receipts will be incurred by the applicant.
3. For HBDHB employees, any reimbursement will be paid directly into your nominated bank account in which your wages are paid.
4. For non-HBDHB employees, you will be required to provide a bank deposit slip with verification of bank account details in which your reimbursement can be paid.
5. **Incomplete forms or forms received without receipts will not be processed by the HBDHB Coordinator of HWNZ PG funding and returned to the applicant.**
6. This travel subsidy does not include meals, beverages, internet access or other discretionary items.

Professional Development & Career Plan Nursing

Career planning is a continuous process of self-assessment and goal setting. This plan incorporates your career and professional development aspirations and aligns these with organisational goals as reflected in your role description. The Directors of Nursing manage HWNZ funding for nurses. A requirement for accessing this funding is to attain the appropriate level of the Nursing Professional Development and Recognition Programme (PDRP) and have an agreed Professional Development and Career Plan (PDCP). Professional development activities require a feedback loop (report on outcomes) as part of the follow-up for activities supported by the organisation. This link provides further information on the career planning process <http://www.health.govt.nz/our-work/health-workforce/career-planning>. Before starting your career plan, it's important to work through the career planning process, so that your plan is realistic and achievable for you, taking into account your self-assessment (Know Yourself) and your career research (Explore Possibilities). Consider what knowledge and skills you need to fulfil the role description (i.e. clinical competences and professional behaviours) and meet objectives and develop in your career.



Career Plan for:	Name:	Date:
	Career &/or Professional Development Goals	Action Plan to Achieve Goals
Short Term (within 1 year)		
Longer Term (up to 5 years)		
I have discussed my professional development and career aspirations with my line manager who is in agreement.		The plan meets the needs of the service and fits with the strategic direction of workforce development within the organisation. I have discussed this plan and agree to support the achievement of these goals.
Staff Member Sign Off:		Line Manager Sign Off:
Name:		Name:
Title:		Title:
Signature:		Signature:
Date:		Date: