http://www.waikatodhb.health.nz/hwnz

Postgraduate Nursing and Midwifery Education Handbook
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Introduction

Welcome to this handbook on Health Workforce New Zealand (HWNZ) postgraduate education funding for nurses and midwives embarking on postgraduate study. This handbook is designed to be a user friendly guide to enable you to make decisions regarding postgraduate study. It will also help you to step through the procedures involved when applying for HWNZ funding. If you still have questions after reading this handbook please contact the Professional Development Unit, Administrator 0212415802

Alternatively the link below outlines key processes for you to follow:

Am I eligible for Health Workforce New Zealand (HWNZ) Funding?

What is the HWNZ?

It is a unit within the Ministry of Health that provides funding for Post Entry Clinical Training (PECT) programmes.

Funding by HWNZ

There is funding available through HWNZ, if you meet the following criteria:

- You are a registered nurse (RN) or registered midwife (RM who is also an RN)
- Hold a current annual practicing certificate (APC).
- Be currently employed as an RN or RM by a health service that is funded by a DHB or the Ministry of Health from Vote Health.
- Be a NZ citizen or hold a NZ residency permit as conferred by the NZ Immigration Service.
- Have supporting evidence from current employer to meet training requirements.
- Meet the criteria required by education/ tertiary provider.
- Application completed fully within time frame.
- A Career plan is developed with Clinical Nurse Manager or Nurse Educator to ensure that education is appropriate to scope, level of practice and role.
- Priority will be given to areas of high workforce development need. A priority framework is on the Waikato DHB HWNZ website to inform applicants of the areas which will be considered first for funding. (see Page 6)
What Makes Up a Qualification?

When applying for HWNZ funding, you must identify which programme you are enrolling in. A programme consists of:

* Postgraduate Certificate
* Postgraduate Diploma
* Masters

Postgraduate Certificate = 60 pts
Postgraduate Diploma = 120 pts
Masters = 240 pts

WINTEC and Victoria University
All papers offered by these tertiary providers are 30 pts each paper- therefore you need:
- Two papers for a Postgraduate Certificate
- Four papers for a Postgraduate Diploma

\[
\text{PLUS }  \square + \square = \text{ Postgraduate Certificate} \\
\square + \square = \text{ Postgraduate Diploma}
\]

University of Auckland, Massey and Auckland University of Technology
Papers are worth either 15 and 30 pts, therefore 15 pts require:
- Four papers for a Postgraduate Certificate
- Eight papers for a Postgraduate Diploma

\[
\text{PLUS }  \square + \square + \square + \square = \text{ Postgraduate Certificate} \\
\square + \square + \square + \square = \text{ Postgraduate Diploma}
\]

30 pt papers please refer to the grid for WINTEC and Victoria University

Masters requires:-
120 points from the Postgraduate Diploma plus another 120 points.
This can be made up from:
- 120 point thesis
- Papers and a dissertation
- All papers.

Discuss the most appropriate pathway to complete a Masters' qualification with the tertiary provider you enrol with.

**When applying for funding with HWNZ**, if you have never completed any post graduate study, you MUST apply for a post grad certificate, before a post graduate Diploma for funding purposes.
How is HWNZ funding prioritised
To establish transparency and equity in the HWNZ funding programme, the following priority funding framework has been developed.

**General Funding**
Within the general funding, the following groups will receive priority
- Completion of a qualification – includes RN2’s
- Required for role – senior nurse position
- Identified service workforce development need.

This prioritising demonstrates support by the District Health Board to those in nursing leadership, specialist and management positions. These applications receive high priority consideration for HWNZ funding.

A career plan that has been discussed at latest performance review must be included as part of the HWNZ application process.

**Population priorities:**
- Aged Care
- Maori health
- Pacific peoples health
- Primary Health
- Rural health, mental health and addictions.

Planning my postgraduate study.
Before you undertake the commitment to do study you need to consider the following:

**How much time will it take?**

What is happening in your life and is it feasible for you to fit in time for studying?
While Waikato DHB and other agencies in the Waikato region are committed to supporting you through this – the dedicated study time will have to come from you.

*A rough estimate of the time commitment is about 20 hours per week (average of lectures, tutorials, private study) for a 30 point paper.*
Have you thought about where you want your career to go? What study programme will enable you to achieve your goals? It is advisable to talk this over with your

- charge nurse or midwife manager
- nurse or midwife educator
Another option is to talk to other staff/colleagues that have completed or are enrolled in study. Most of the universities will also be very happy to discuss pathways and what education you can do to get there.

Where do I want to study?

Nursing and Midwifery papers are offered by:

- Auckland University (UOA)
- Auckland Institute of Technology (AUT)
- Wintec
- Victoria University
- Massey University

You need to find out which institution offers the papers that you want to do and also find out what support they will offer you.

Nurses: If you are commencing post graduate study the Advanced Assessment Paper is what will be considered for a first post graduate paper in nursing.

Midwives: Midwifery Practice 1: Clinical Decision Making will be considered for a first post graduate paper in midwifery. It is always a good idea to talk any of the resource roles listed above.

Talking to colleagues who have done postgraduate study to find out their experiences of the institutions is also a good idea. Once you have chosen an institution it is recommended that you to stay with this institution until you have completed your qualification. Each institution has a different points system which was explained in detail earlier in this handbook.

What financial support will I get?

Financial Support

Financial support is offered to students who work 0.6 and upwards. Those with higher FTE are prioritized.

Paper Costs

- The full cost of your paper will be paid for those 0.6 and upwards.
Travel and Accommodation

- Costs if travel is –
  a) under 100kms, no travel or accommodation allowance.
  b) 100kms and over, up to $1000 for actual costs of a 30point paper.

Waikato DHB Employees

- You need to complete a reimbursement for travel and accommodation form which you will find on www.waikatodhb.health.nz/HWNZ.

Non DHB/MOH Funded Services

- You will need to complete a reimbursement form for your expenses and send to the Professional Development Unit Administrator.
- Some providers eg UOA offer some papers in the Waikato which is usually based on numbers being sufficient to provide this option. The funding for these papers does not include travel or accommodation.

Unfortunately, if you enrol in an onsite paper which then changes back to the original provider, such as UOA, travel costs and accommodation will not be able to be claimed as they have not been included in the budget balancing.

Depending on the amount of study days required, the allowance may not cover ALL travel and accommodation costs.

Clinical Release

This covers the cost (per hour) of releasing you to attend the study days of your course during working hours. The maximum amount is $28 per hour. You do not need to be replaced. HWNZ expects that you will complete all the formal components of the course. If you are required to take the study day as annual leave or leave without pay then your employer is not eligible for clinical release funding. If you are required to take leave without pay then you may be paid the clinical release directly. This would need to be approved on a case by case basis.

Waikato DHB Employees:

- Clinical release reimbursement will be at the discretion of your Nurse/ Midwife Manager and the Clinical Nurse Director of the Professional Development Unit.

Non-DHB/MOH funded services:

- Your employer can also claim for clinical replacement funding by sending a GST invoice to Professional Development Unit Administrator.

The cost of text books and any other expenses are not covered.
**Clinical Mentoring**

- Funding is also available to assist in meeting a portion of the costs if clinical mentoring is a requirement of the paper.

**Support services available**

Universities have student learning centres which are there to assist the students. You can also talk to the paper coordinators/lecturers if you are struggling and they should be able to clarify some things for you.

**Libraries**

Libraries usually have facilities and teaching sessions on how to search for literature. Waikato DHB library will have some nursing journals and information available. If you are a Waikato DHB employee you can access this. If you are not employed by the Waikato DHB you are also able to access the library, borrowing up to ten books at a time. By enrolling at your university you will have access to their libraries electronically and through them access to many journal databases. If you get a chance to attend a session on searching a database, attend it. It is very helpful and can reduce the time you need to spend on the computer.

**Assignment Help**

Assignments are the usual assessment process. The universities should offer help in this area from the student learning centres. Some universities offer assignment writing sessions at the beginning of their first papers for new students and we encourage you to access these. The support is being offered by people who are already walking the postgraduate pathway or who have already completed it. The Waikato DHB offers workshops onsite in February/March and July 2016 to help in these areas. To get further information on these workshops go to the following website: [http://www.waikatodhb.health.nz/](http://www.waikatodhb.health.nz/)
HWNZ Funding Process

Waikato DHB employees
Applications for Waikato DHB employees are to be completed through the customer portal request 341

Key points regarding tertiary study leave:

1. A level three manager is required to authorise Masters programmes.

2. A two year bond for Masters tertiary programmes will be applied to all Masters programmes except when the Masters programme is required as part of your training, or fees and leave are contractual entitlements. The latter requirement needs to be noted on the tertiary study form. Where Waikato DHB is in receipt of external funding (e.g. Health Workforce New Zealand) to cover the costs of the programme, then the requirement to be bonded may be waived by a level 3 manager.

3. The Waikato DHB Learning and Development Policy, and the criteria detailed in the link below will be used when considering applications.
   Tertiary Study Information

4. Applications will be authorised by managers with either a level three, four or five level of authority (may be sub delegated), and where applicable the relevant professional leader/advisor.

Employee and manager:
   a) discuss career goals, proposed tertiary programme and papers relevant to the service, organisation, and practice. These need to be based on PG pathways relevant to your role and area of practice
   b) complete or update a career and development plan
   c) The plan must be attached to the customer portal application.

HWNZ Funding for Non-DHB Registered Nurses and Midwives

Health Workforce New Zealand (HWNZ) provides post graduate funding for nurses and midwives embarking on post graduate study. The funding is available for registered nurses and midwives with a current Annual Practising Certificate and employed by a health service funded by a DHB. To be eligible for funding, nurses and midwives will need to be a NZ citizen or hold a NZ residency permit.

A career plan must be provided with the application and this must be signed by the manager. The career plan template is provided with the funding application form (see link below). If you provided a career plan with your previous application you may submit this plan again if it is still relevant.

Each year the applications for the following year have to be in by a specific date which is usually in September. This covers the whole of the following academic year (semester A, B and summer semester). Please check website for the submission date.
Who do I send my application form to?
Professional Development Unit Administrator, Waikato DHB Private Bag 3200
Hamilton
Email: Nicola.McKenzie@waikatodhb.health.nz Phone: 07 8398752 or
021241802

Enrolling with university

You now need to start the enrolment process. You will need to state your enrolment
is on the proviso that you get HWNZ funding. Check the university websites for
enrolment dates and requirements for supporting documentation.

Payment

The postgraduate Administrator liaises with the university and a bulk invoice is sent
from the university directly to Waikato DHB, who will then pay the university.

Fees Reminder

If you receive a reminder that your fees have not been paid please contact us straight
away.

Applicants Notified

When the funding has been approved, successful and unsuccessful applicants are
sent a letter informing them of the decision. A list of the successful applicants is then
sent to the appropriate universities so that there is a way to double check enrolment
does take place. Successful applicants are also asked to notify the Nurse Manager
Workforce Development, Professional Development Unit by a specified date, whether
they wish to accept the funding or not.

You are responsible for ensuring your enrolment process with the tertiary
provider is completed. This process should be started prior to funding
approval notification.

If you have been granted funding and decide not to take up this money, please
inform the Nurse Manager Workforce Development as soon as possible as it can
then be given to someone on the waiting list.

Unsuccessful Applications

If your application is unsuccessful you may initiate the appeal process by making
contact with the Professional Development Unit, Nurse Manager Workforce
Development. In some cases you will be placed on a waiting list for funding that may become available. The final decision rests with the Director of Nursing/Midwifery.

**Can I Change My Paper?**

Applicants **must** discuss the option of changing papers with the Nurse Manager Workforce Development before doing this. We are fixed in our contract with HWNZ and often changing papers has an impact on this.

**What If I Want To Withdraw?**

If you are thinking of withdrawing from a paper please discuss with your manager and contact the Nurse Manager Workforce, Professional Development Unit as soon as possible so personal implications can be discussed with you. This may mean more support can be put around you which will assist and lead to success in the paper. If it is agreed by all parties that the best solution is to withdraw from the paper you must email both your manager and Nurse Manager Workforce, Professional Development Unit to inform them. Once the decision to withdraw has been made, you are responsible for processing your withdrawal with the tertiary provider.

**What Happens If I Don’t Pass?**

You will need to self fund your next paper but on successfully passing this paper you will be eligible to again apply for HWNZ funding for the next paper to complete the qualification.

**Do I Need To Notify Anyone When I Have Completed My Paper?**

Your grades are provided by the university directly to the Professional Development Unit.

**Do I Need To Keep In Contact During The Semester?**

As a HWNZ requirement the Professional Development Unit must forward monthly reports to HWNZ. This is to ensure that your circumstances have not changed e.g. you have not withdrawn. You need to contact us if your circumstances have changed.
Please remember the Professional Development Unit staff are available to answer any queries you may have.

Nurse Practitioner Role
If you are interested in exploring the possibility of a nurse practitioner role, please discuss this with the Director of Nursing & Midwifery. These roles need to be considered against the needs of the organisation, including external bodies. If an interest in a nurse practitioner role is expressed, a proposal will be submitted to management of the hospital, PHO or other organisations which access HWNZ funding. This is to ensure that the funding provided is being used most effectively and that a nurse practitioner role is required and the expected salary for a nurse practitioner is available.