

Professional Development (PD) Funding Guide

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Introduction

This guide explains postgraduate education and funding including:

- The different levels and qualifications of postgraduate education.
- How postgraduate qualifications can assist in care delivery.
- How to access and apply for PG funding.

This guide should be read in conjunction with [The Professional Development Funding Framework](#). A transparent process and equitable allocation of funds is essential in prioritising targeted workforce development that makes a difference and gives value for money.

The three professional development funding streams are:

1. Professional Development and Recognition Programme (PDRP) for nurses and Quality and Leadership Programme (QLP) for midwives
2. Scholarship
3. Professional Development - Postgraduate Education, NETP & ENSIPP programmes

This guide is specific to HW funding and follows the principles of the other funding streams.

The Health Practitioners Competence Assurance 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 in order to protect the health and safety of the public. The central mechanism for Capital, Coast Hospital Health Service meeting this legislative requirement is participation in the following competency-based programmes:

- PDRP for nurses
 - [PDRP for Enrolled Nurses](#)
 - [PDRP for Registered Nurses](#)
 - [PDRP for Senior Nurses](#)

- [QLP for Midwives](#)

Participation in PDRP or QLP (maintenance or progression) is fundamental to developing the workforce to meet the health needs of the population of the region. All Hospital Specialist Service (HSS) nurses and midwives seeking Professional Development (PD) funding must be actively participating in the PDRP/QLP and the [Career Pathways](#).

Primary and Aged and Residential Care (ARC) nurses may only access HW funding and are not required to be on the PDRP to access these funds.

Background

The Capital, Coast Hospital Specialist Service (Capital, Coast Hospital Specialist Service nursing and midwifery workforce are central to the delivery of healthcare services per the [Nursing and Midwifery Priorities \(2019-2023\)](#)) and the Capital, Coast Hospital Specialist Service Annual Plan informed by the Health System Plan (2030). The Plans identify the development of the workforce as a key goal for meeting the changing needs of our population. HW funds are targeted to workforce development to improve health care of the local population using [4 guiding principles below](#).

This funding is important at two levels:

1. For developing the individual and their performance in their role
2. To address Service workforce development requirements and strategic workforce priorities.

PD Guiding Principles

The PD guiding principles consider the individual and organisational workforce development needs and align service workforce development with the allocation of funds. Funding will be allocated on the following ranked criteria:

1. Workforce development - responsive to changing population needs (e.g. Postgraduate paper and level of qualification relevant to identified need within Service and District)
2. Working to optimal skill level - meet professional capability and capacity
3. Role development - targets role effectiveness and supports innovation
4. Recruitment and Retention – Capital, Coast Hospital Health Service an employer of choice

The ranking of the principles differs depending on the general purpose of the professional development funding streams:

- PDRP/QLP Funds – working to optimal skill level
- Scholarship Funds – role development
- HW Funds – workforce development

Funding will be allocated based on ranking the above principles.

PD Aims

The PD aims of postgraduate nursing and midwifery education funding are to have a workforce whose size and skills match New Zealand's current and future needs. This will mean developing new or stronger skills for some, especially those working in teams containing a range of health specialties to support integrated care that is closer to home. There is also a need to reduce the barriers that currently prevent people from using their skills flexibly and fully¹.

¹Ministry of Health: (2016). New Zealand Health Strategy 2016-2026

Midwifery Funding

Capital, Coast Hospital Health Service facilitates the [complex care qualification](#) (PG cert 60pts)². HW also fund grants for Postgraduate Certificate, Postgraduate Diploma, Masters and PhD qualifications which are managed by the [NZ College of Midwives \(NZCOM\)](#).

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

Nursing Funding

Nurses can apply for papers building towards a postgraduate qualification. HW prioritise funding towards a qualification rather than stand-alone papers i.e. BN Hons, Postgraduate Certificate (60 pts), Postgraduate Diploma (120 pt) or Master (180 or 240 pts).

Application

Capital, Coast Hospital Specialist Service promotes information sessions and individual career conversations for all nurses interested in postgraduate study. Those seeking PD funding should consider role development, programme of study, pathway choice and funding requirements for their programme/pathway. This with the guiding prioritisation principles will inform the first level of priority considerations. The process of application is via the [online application form](#).

The application process is available **ONCE** each calendar year. Applications should include papers for the whole academic year i.e. Summer School, Semester 1 and Semester 2.

Steps include:

1. Complete your [professional development and career plan](#) in discussion with the appropriate person (Manager, Nurse Educator, Director of Nursing (DON)) 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. Complete a [Professional Development and Career Conversation](#).
3. **Check your eligibility with:**
 - [The PG funding criteria](#)
 - Your Tertiary Education Provider (TEP)
4. [PG application form](#): If you are having difficulties completing the application form, please contact the [Workforce & Practice Development Unit](#) person for assistance.
5. Ensure the Workforce & Practice Development Unit has received a copy of your Professional Development & Career Plan and academic transcript. Email to Professional.Development@ccdhb.org.nz.
6. Your application should reach the Workforce & Practice Development Unit before the deadline. You and your manager will receive an email acknowledging receipt of your application.

²From time to time this qualification will change based on HW prioritisation identified by the sector

7. Capital, Coast Hospital Health Services only – Your service DON and line manager will prioritise applications for their area considering 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 applicant. Nursing and Midwifery Leadership complete the prioritisation process within the funding allocation.

All applications will be reviewed to ensure they meet eligibility criteria and final prioritisation undertaken by the HW Advisory Group to ensure a fair and equitable selection of eligible nurses.

PG Funding Application Criteria

Prioritisation follows the initial application supported by line managers and Nurse Directors. The criteria below is the minimum requirement for eligibility.

- Current portfolio on the Professional Development and Recognition Programme (PDRP) at time of application
- 0.6 FTE and above
- Educational preparation the role requires for delivery to service outcomes
- Parameters for applicants eligibility for one paper are:
 - Competent RNs may be funded to PG certificate level (2 papers) based on service specifications/role
 - Proficient RNs may be funded to PG certificate/diploma level (2 to 3 papers) based on service specifications/role
 - Expert RNs may be funded to PG diploma level (4 papers) based on service specifications/role
 - The prioritised papers include Pathophysiology/anatomy and physiology, Advanced assessment, Pharmacology for nurses on the clinical pathway. Other papers may be funded where directly relevant to the nurses role or strategic goals e.g. Māori health & wellbeing.
 - RN Expert on a service agreed Nurse Practitioner pathway may be funded to Masters level based on service specifications. This may include nurses that have previously completed Master's degree
 - Nurses in senior designated roles may be funded to Masters level
 - Nurse Educators may be funded to Masters level with a focus on education

It is important that services support HW applications that target PD. Applications need to reflect service workforce requirements with specific focus on role development.

RN Prescribing Practicum and Advanced Practice and Prescribing for Nurse Practitioners Practicum Application

For Prescribing Practicum follow the RN Prescribing and Support flowchart [Support Flowchart for Nurse Practitioner \(NP\)](#) and Prescribing Practicum Support Plan.

PG Fund - What you can claim

HW 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 Population Based Funding Formula (PBFF) funding received.

Claimable:	Not Claimable:
Tertiary study fees that meet HW criteria	Costs related to attending PD activities e.g. Food and beverages.
A subsidy is available towards actual trainee costs incurred for accommodation (limited to \$200 per night).	Accommodation claims exceeding subsidy level.
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 based on best rates and booked via preferred provider. Public Service Mileage rates will be claimed when travel incurred by use of motor vehicle is necessary. 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	Car-parking fees Insurance costs: travel insurance if not using Capital, Coast Hospital Health Service preferred provider. HHS staff travelling for work purposes are covered under corporate insurance (contact finance). Taxis or shuttles between home and airport or within Wellington Region.
PD Resources are not available via PG funding	

In addition to the above criteria, the following may also be partially funded (for full details please see [Postgraduate Nursing Training Specification](#)):

Clinical Release – Primary/ARC:

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. Online courses have no formal requirement to attend the training programme, however Capital, Coast Hospital Specialist Service supports nurses with two days funded study time for online courses.

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 - HSS: Clinical release costs are not available to HSS nurses as there are mechanisms in place to allow release from the clinical environment in order to attend the formal education and mentoring. Online courses have no formal requirement to attend the training programme, however Capital, Coast Hospital Health Service supports nurses with two days funded study time for online courses.

Clinical Mentoring – Primary/ARC: This funding is available for papers/courses that require clinical mentoring/clinical mentor in addition to academic teaching/mentoring. It is for the provision of teaching, coaching and mentoring by a relevant registered health professional (experienced competent practitioner and/or prescriber) to support the trainee to integrate their postgraduate learning into the practice setting. Approval for a maximum up to 10-hours clinical mentoring support may be available.

- 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 and the negotiated plan for accessing clinical mentoring (which differs between HHS and Primary/ARC).
- Clinical mentoring must be negotiated by the applicant in consultation with your DON/DOM and Charge Nurse/Midwife Manager/Team Leader for HHS and your Manager/Nurse Leader for Primary/ARC. The mentoring plan (embedded in the application) is approved by the Nurse Consultant – Strategic Workforce.

Prescribing Practice Supervision: Prescribing practice ...

Clinical Mentoring – HHS: Clinical Mentoring hours if required, are provided to HHS nurses by the Nurse Educator when there is a requirement of the training programme or as identified by the Nurse Consultant – Strategic Workforce.

Nurse Practitioner Candidacy Roles: Nurses who have entered into an agreement with their Service in conjunction with the Workforce & Practice Development Unit for Nurse Practitioner Candidacy roles ([Nursing PD and Career Pathway](#)) may have additional funding for the following:

- **Clinical Access** - If you are enrolling in a practicum paper please discuss practicum requirements with your DON, your service and the Workforce & Practice Development Unit to formalise a Practicum Support Plan. PD funding subsidises clinical access costs for Nurse Practitioners for the prescribing practicum. The Practicum Support Plan will address additional expectations of clinical teaching/preceptorship (often medical), mentoring and professional supervision associated with these papers.

- **Professional Supervision** -see above. Funding may be available on a case by case basis for professional supervision.

Cultural Support: Additional funding is available to Māori and Pacific nurses for mentoring, cultural supervision and cultural development activities to assist in the successful completion of the HW funded training programme. The Workforce & Practice Development Unit will contact you.

Prioritisation

Capital, Coast Hospital Specialist Services work with tertiary education providers to support Registered Nurses and Midwives (trainees) across the district to study toward postgraduate qualifications. The PD specifications state that the HSS must allocate the funding according to:

1. Prioritised workforce need, identified by the [Nursing & Midwifery Priority Goals & Objectives \(2019-2023\)](#)
2. [Health System Plan \(2030\)](#) and [District Annual Plan \(DAP\)](#)
3. The Workforce Action Plan (WAP), as required by District Health Boards New Zealand
4. Government priorities and national health policy

The funding is allocated to each Capital, Coast Hospital Health Service based on a population based funding formula (PBFF).

The Professional Development Funding Framework outlines funding allocations based on the following criteria:

1. Workforce development - responsive to changing population needs
2. Working to optimal skill level - meet professional capability and capacity
3. Role development - targets role effectiveness and supports innovation
4. Recruitment and retention – Capital, Coast Hospital Health Service an employer of choice

The level of prioritisation will be determined by the volume of eligible 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:

- 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 PD. Applications reflect service workforce requirements with focus on role development

Step 3

Nurses supported to complete qualifications based on the following:

- Those nurses seeking HW funding will be supported in paper choices that align with targeted role development, Health System Plan (2030) and Annual Plans
- The Capital, Coast Hospital Health service will collaborate to agree the sub-regional workforce requirements and how these will be aligned with the HW funding streams
- Primary/ARC nurses will be enabled to participate in the PDRP via workshops
- Graduates who completed NETP in 2021 will be prioritised for funding in 2023 to complete their PG certificate
- Competent RNs may be funded to PG certificate level (2 papers) based on service specifications/role
- Proficient RNs may be funded to PG certificate/diploma level (2 to 3 papers) based on service specifications/role
- Expert RNs may be funded to PG diploma level (4 papers) based on service specifications/role
- The first 3 papers that are prioritised are pathophysiology/anatomy and physiology, advanced assessment, pharmacology
- RN Expert on a service agreed NP pathway may be funded to Masters level based on service specifications
- Nurses in senior designated roles may be funded to Masters level
- Nurse Educators may be funded to Masters level with a focus on education

Step 4

- 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.

Additional Considerations

- Nurse Practitioner Candidates will be prioritised above others.
- 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.

Confirmation of HW Funding

Once the selection process is completed you will receive notification.

Conditional Funding

PDRP/QLP is fundamental to the commitment Capital, Coast Hospital Health Service has to nursing and midwifery workforce development. All HHS applicants for postgraduate funding need to be progressing or maintaining PDRP/QLP. This includes having a current (not older than 1 year) Performance Review and Professional Development and Career Plan (PDCP) including a career conversation to ensure choice of postgraduate papers is appropriate to scope, level of practice, and role. This expectation is to be met prior to the closing date for applications.

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. Mental health nurses may also apply for HW funding if they are on a prioritised pathway.

Late Applications

In the first instance late applications will not be considered. However, they may be added to a waiting list for funding.

Payment

Capital, Coast Hospital Health Service has an agreement with most Tertiary Education Provider to bulk pay the fees. You do not have to pay the fees as the TEP will bulk invoice Capital, Coast Hospital Health Service for all students. Please inform your TEP that you have been granted HW funding via Capital, Coast Hospital Health Service.

Study Leave

Study leave is available per the [District Health Boards/NZNO Nursing Midwifery Multi Employer Collective Agreement \(4June2018-31July2020\)](#) for HHS. Primary/ARC nurses negotiate with the manager for release days to attend the compulsory aspects of the paper. Manager to invoice the Capital, Coast Hospital Health Service (see Clinical release).

Career Conversations and Advice

Role development advice is available via an individualised career conversation with a member of the Workforce & Practice Development Unit. Please arrange a time before you apply.

Academic Support

TEPs 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 [Capital, Coast Hospital Specialist Service Wellington Medical and Health Sciences Library](#) or if in the Primary/ARC sector <https://otago-med.libguides.com/phc>. Paper coordinators/lecturers can also assist in clarifying assignments and course material.

See link below for further information of services available to students:

[Whitireia Student Services](#)
[Victoria Student Services Counselling](#)
[Victoria Student Services Health](#)
[Massey Student Services](#)
[Otago 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 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.

Other students

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 – Strategic Workforce can assist you to access an academic mentor, and provide advice regarding your academic pathway.

Professional Development and Recognition Programme Support

The Professional Development Nurse Educator can assist you in attaining or maintaining an appropriate level on the Professional Development and Recognition Programme (PDRP).

Postgraduate Education – Your Responsibility

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

- To keep the Workforce & Practice Development Unit [Data and Funding Support](#) role 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
- Actual costs may be requested to be reimbursed in the event the applicant leaves Capital, Coast Hospital Health Service within 4 weeks of completing the education
- Minimise all costs
- Apply electronically via [Postgraduate Funding Application Form](#) within the timeframe
- Submit to Professional.Development@ccdhb.org.nz an evaluation of the paper when requested and overall results in a timely manner
- Each individual is responsible for claiming their own costs. E.g. when attending a paper with a colleague and you pay for their accommodation, you must claim costs separately to ensure each person's entitlements are accurately recorded

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 Chief Nursing Officer (CNO)
- 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 TEP and the Workforce & Practice Development Unit Data and Funding Support **immediately**.

Transferring from the Region

If you are leaving your current role but staying in the Capital, Coast Hospital Specialist Service region, there may be an opportunity to continue PG funding. Contact the Workforce & Practice Development Unit [Data and Funding Support](#) person. If you are leaving the region you should contact the new Hospital Health 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.

Appeals

If the application is declined, notification and rationale will be provided in writing to the applicant. On receipt of this, the applicant has 5 working days to notify the Nurse Advisory Committee Chair (the CNO) if they wish to appeal the decision. The appeal committee includes the CNO 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.

Moderation

The purpose of the Nurse Advisory Group is to provide advice to Capital, Coast Hospital Specialist Service Nursing and Midwifery Leadership (NAML) to support robust and transparent processes regarding the use of HW funded postgraduate programmes and how they align to work across the Health System.

Measurement Criteria

The funds are subject to the following measurement criteria:

- Annual report to the Nurse Advisory Group and NAML demonstrating optimal and effective use of funds
- PG funding audit

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.