

Professional Development (PD) Funding Framework for Nurses and Midwives

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

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Introduction

An equitable and transparent allocation of professional development (PD) funds is essential in prioritising targeted workforce development. The Professional Development Funding Framework 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 Funding Framework funding streams.

The three professional development funds are:

1. Professional Development and Recognition Programme (PDRP) for nurses or Quality and Leadership Programme (QLP) for midwives
2. Scholarship
3. Postgraduate

Hospital and Specialist Service (HSS) and midwives can access these three funding streams while nurses working in the Primary Health Care and Aged and Residential Care sector are limited to HW funding for postgraduate study. Some primary and aged care facilities have their own funding incentives.

Each funding stream has its own criteria. Study leave is also available per the relevant [Multi-Employer Collective Agreements \(MERAS, NZNO and PSA HSS MECAs\)](#).

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. It should be noted that the requirement to access Scholarship funds is a current Performance Review and PDCP whilst the requirement to access PDRP/QLP remains active participation on the PDRP/QLP:

- 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 Practising Certificate (APC) and performance review.

This includes all permanent and casual staff employed.

Background

The Capital and Coast District Health Board (CC) nursing and midwifery workforce is central to the delivery of healthcare services per the [Nursing and Midwifery Priorities \(2019-2023\)](#) and the 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. This framework recognises staff access to professional development opportunities is important at two levels:

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

Professional Development 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 criteria:

Principle 1: Recruitment and retention - CC an employer of choice

- Build workforce resilience through effective and targeted development
- Develop our workforce via Nurse Entry to Practice (NETP) Programme, Graduate Midwifery Programme, PDRP/QLP and Nurse Practitioner Intern Programme
- Strengthen the Māori and Pacific health workforce to recognise cultural contribution and role development as leaders
- Pathway to assist graduate nurses to complete a postgraduate certificate to enhance retention of these nurses
- Access to learning opportunities beyond their current role which optimises retention of experienced staff

Principle 2: Role development - targets role effectiveness and supports innovation

- Incremental skill acquisition leads to career development. A [Professional Development and Career Plan](#) is the mechanism for career development and is an annual requirement prepared for performance review discussion
- Building the capability of our Māori and Pacific workforce
- 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

Principle 3: Working to optimal skill level - professional capability and capacity

- Improve appropriately qualified skill mix to meet service delivery and health care needs
- Building the capability of our Māori and Pacific workforce
- 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
- 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

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
- PG Funds – workforce development

Funding will be allocated based on ranking the above principles.

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.

PDRP and QLP Funding Stream

It is an expectation that all nurses (except NPs) and midwives actively participate on the [PDRP/QLP](#).

The CC package includes:

- CC entitlement amounts for professional development (for non-senior designated roles)
- Salary allowance (for non-senior designated roles)
- Professional development leave
- NP Professional Development Package

The PDRP/QLP funding stream focuses on the CC Entitlement Amounts for Professional Development (Table 4). These recognise aptitude, skill and knowledge at various levels. This package also indicates how these funds can be used – Access Criteria (Table 6).

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 i.e. Completed [Pre-Approval Form](#) approved by Line Manager or Nurse/Midwife Educator, workforce & practice development unit (WPDU)(Nurse Director Workforce Development, Group Manager of the directorate & Chief Nursing Officer (CNO) for international travel) and Midwifery Director if Women’s Health Service¹
- Maintenance of a record of your funding entitlement and balance

NOTE: All funding is at the discretion of the Chief Nursing Officer (CNO)

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

Registered Nurse/Midwife	Salary allowance per annum
RN Expert RM Leadership	\$4500
RN Proficient RM Confident	\$3000
Enrolled Nurse	
EN Accomplished	\$4000
EN Proficient	\$2500

Note (Table 1): 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

PDRP/QLP Level	Annual entitlement from date of progression by FTE	
	Less than 0.6 FTE	0.6 to full time
Expert/Leadership/Accomplished	\$250	\$500
Proficient/Confident	\$150	\$300
Competent	\$50	\$100

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.

¹ These will be escalated to the Chief Executive for external training courses and conferences that are not within employment contract conditions.

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

Registered Nurse or Midwife	PD leave per annum
RN/RM Senior	10 days
RN Expert/RM Leadership	10 days
EN Accomplished	6 Days
RN/EN Proficient/RM Confident	5 days
RN/EN/RM Competent	4 days

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 rata to no less than 8 hours per calendar year for part- time employees (section 27.1 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

What you can claim:	What you cannot claim:
<p>PD activities: Short courses Seminars, symposiums, conferences Tertiary study fees (additional to HW funded fees) Level 7 specialty specific courses Professional/clinical supervision Research, and exploration of innovative practice and visiting other areas of best practice</p>	<p>Costs related to attending PD activities e.g. food and beverages</p>
<p>Accommodation: A subsidy is available towards actual trainee costs incurred. Accommodation is limited to \$200 per night</p>	<p>Accommodation claims exceeding subsidy level Accommodation within the Wellington Region</p>
<p>Travel: Flights and rail booked via preferred provider and based on Smart Saver rates². 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 person attends the same event. Indicate on Pre-approval</p>	<p>Car-parking fees Insurance costs: Staff travelling for work purposes are covered under corporate insurance (contact finance). Travel insurance is not claimable.</p>

² Air travel should be booked through CC Travel Request Form received upon approval.

application form if there are others applying for the same event	Taxis or shuttles between home and airport or within Wellington Region.
PD Resources: Clinical equipment when ownership supports advanced practice and role e.g. stethoscopes, examination torch, journal subscription, sphygmomanometer etc. Books and learning resources for practice/ role development	Technological devices or clinical equipment that are organisational requirements e.g. laptop, applications Magazines, Professional organisation 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 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 workforce & practice development unit (WPDU) Data and Funding Support role informed of any change in circumstance e.g. course unavailable, enrolment declined, employment change, moving cities, withdrawing or parental leave.
- If the applicant leaves CC 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 before close of early bird rates, and/or departure and event start dates 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 workforce & practice development unit (WPDU) 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.

- Approved pre-approvals must be finalised with Flexi Purchase within 3 months of expense being incurred after which time the claim lapses (aligns with staff reimbursement procedure).
- If you are presenting at a conference, it is expected that you first present locally or regionally/ nationally prior to international presentations.

Scholarship Funds Funding Stream

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

All scholarship funds applications will be considered and prioritized within available funds and at the discretion of the CNO. You may contact one of the [2 Scholarship Funding Delegates](#) for assistance.

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

Full time Equivalent (FTE)	Amount
0.6 to 1.0 FTE	\$3000
0.2 to 0.5	\$1500
Less than 0.2	Nil

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 from time to time to a scholarship round usually linked to International Nurses Day and advertised from February. This differs to the scholarship funds of the HSS and criteria for these are determined annually.

Scholarship Fund Application Criteria

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

- Maintenance or progression on PDRP/QLP at appropriate level or Current Performance Review (less than 12 months old at time of application) and Annual Professional Development and Career Plan
- 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

- Follow Pre-Approval Process PDRP/QLP and Scholarship i.e. Completed [Pre-Approval Form](#) approved by Line Manager or Nurse/Midwife Educator, workforce & practice development unit (WPDU), (Group Manager of the directorate & CNO) and Nurse or Director of Midwifery if Women’s Health Service
- Monitor your own use of funds to ensure claim requests are within your available balance or contact workforce & practice development unit (WPDU) Data & Funding Support Professional.development@CC.org.nz

Scholarship Funds Access Criteria - What you can claim

Table 6 - Scholarship Funds

What you can claim:	What you cannot claim:
<p>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</p>	<p>Costs related to attending PD activities e.g. food and beverages</p>
<p>Accommodation: A subsidy is available towards actual trainee costs incurred. Accommodation is limited to \$200 per night</p>	<p>Accommodation claims exceeding subsidy level. Accommodation within the Wellington Region</p>
<p>Travel: Flights and rail booked via preferred provider and based on Smart Saver rates³. 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 Pre-approval application form if there are others applying for the same event</p>	<p>Car-parking fees</p> <p>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 or within Wellington Region.</p>
<p>PD Resources:</p>	<p>Technological devices or clinical equipment e.g. stethoscopes, examination torch, sphygmomanometer etc.</p> <p>Books and learning resources Journals, magazines, Professional Organisations membership subscriptions</p>
<p>Service costs:</p>	<p>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.</p>

³ Air travel should be booked through CC Travel Request Form received upon approval.

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

- International conference funding per nurse/midwife is limited to once 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 workforce & practice development unit (WPDU) 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.
- Minimise all costs.
- PD pre-approval applications are made at least 6 weeks before close of early bird rates, and/or departure and event start dates 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 workforce & practice development unit (WPDU) 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 and it will be deducted from their entitlement with their permission.
- Approved pre-approvals must be finalised with the Flexi Purchase within 3 months of expense being incurred after which time the claim lapses (aligns with staff reimbursement procedure).
- 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.

Please read the [Sensitive Expenditure Policy](#) for more information

Mātanga Tapuhi Nurse Practitioners Professional Development Package

Mātanga Tapuhi Nurse Practitioners (NPs) Professional Development Package is paid by their Service proportional to the FTE employed to support appropriate professional development opportunities.

Table 7 – Mātanga Tapuhi NP Professional Development Package

Registered NP	per annum
PD leave	10 days
MECA PD Allowance	\$5,000
NZNO DHB MECA Implementation Plan 24.11.2021	\$1,000
Total PD allowance paid by Service	\$6,000

This allowance may be accrued for up to two years (\$12,000). Such opportunities will be discussed between the Nurse Practitioner and their line manager.

Continuing Medical Education (CME) Funding

Some nurses and midwives in senior roles have employment contracts that entitle them to access continuing medical education (CME) funding – this is usually between \$1,000 and \$2,000 per annum.

Those who have CME in their contracts are only entitled to Scholarship Funds to make up to the SF maximum of \$3,000. i.e. if their CME is \$2,000 they would be able to access up to \$1,000 SF only.

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 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.

Postgraduate Education Funding Stream

CC work with tertiary education providers to support Registered Nurses and Midwives trainees across the district to study toward postgraduate qualifications. The specifications state that the HSS must allocate the funding according to:

1. Prioritised workforce need, identified by the DHB ([Nursing & Midwifery Priority Goals & Objectives \(2019-2023\)](#))
2. [Health System Plan \(2030\)](#) and [Annual Plan 2019/20](#)
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 HSS based on a population based funding formula (PBFF).

Aims

The aims of the 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.

Midwifery Funding

CC facilitates the [complex care qualification](#) (PG cert 60pts)⁴. In addition, PG funds 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 Director, Workforce. For PG study that does not meet the HW criteria, midwives may access 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 Honours, Postgraduate Certificate (60 pts), Postgraduate Diploma (120 pt) or Master (180 or 240 pts).

Application

CC promotes information and career conversations for all nurses interested in postgraduate study. Those seeking PG 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 applications 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.

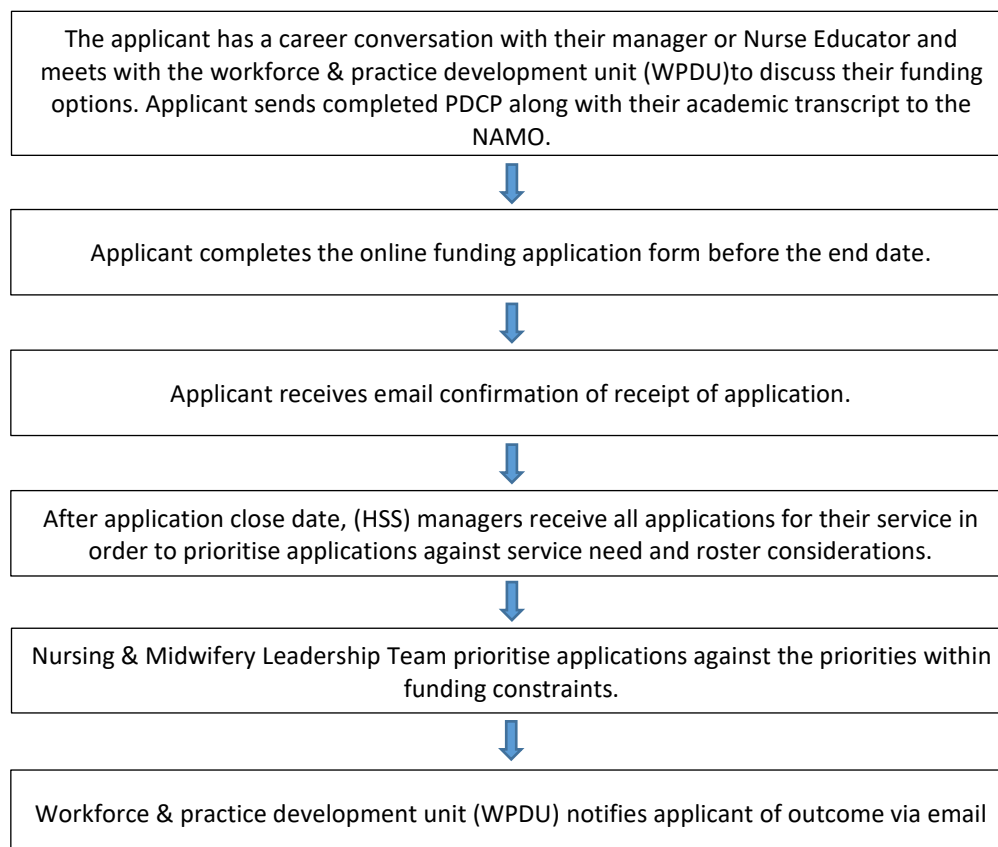
⁴From time to time this qualification will change based on HW prioritisation identified by the sector

Steps include:

1. Complete your [Professional Development and Career Plan](#) (PDCP) in discussion with the appropriate person (Manager, Nurse Educator, NDDON) 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:**
 - [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 \(WPDU\) Data and Funding Support](#) for assistance.
5. Ensure the workforce & practice development unit (WPDU) receives 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 (WPDU) before the deadline. You and your manager will receive an email acknowledging receipt of your application.
7. The Nurse Directors (and for HSS also the line manager) will prioritise applications considering roster implications, skill mix, how this paper will improve patient outcomes, how it fits with your area's PD plan, PDRP level of the applicant. Nursing and Midwifery Leadership Team complete the prioritisation process within the funding allocated by the Ministry of Health.
8. For nurses who have approved HW funding and anticipate being away on annual leave (not LWOP) for no more than 6 weeks and have approval of the TEP, their funding may continue if they are able to demonstrate completion of all course requirements.

All applications will be reviewed to ensure they meet the eligibility criteria and final prioritisation undertaken by the Nursing and Midwifery Leadership Team to ensure a fair and equitable selection of eligible nurses.

PG Nursing Funding – Application Process



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 nurse's 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 applications that target PD. Applications need to reflect Service workforce requirements with specific focus on role development.

Eligibility guiding principles/criteria

Hospital and Specialist Services (HSS)	Primary, Community and Aged & Residential Care
Applicants to have professional development and career conversations prior to application.	Applicants to have professional development and career conversations prior to application.
Applicants need to be current on the PDRP at time of application.	Applicants need to be current on the PDRP at time of application. NB: new requirement
Paper cost and clinical release costs inform the CTN code (previously informed by Health Workforce funding. e.g. CTN 21 funds paper without mentorship, CTN 22 partially funds paper that requires mentorship e.g. RN prescribing when applicable. CTN 23 funds those on NP pathway for paper and clinical release, professional supervision, mentoring costs of doctor/NP). Nurse Practitioner practicum funding is a contribution to enable nurses to have the required supervision and clinical release time in order to meet the prescribing practicum requirements. Travel and accommodation is included in the contribution.	Paper cost and clinical release costs inform the CTN code (e.g. CTN 21 funds paper without mentorship, CTN 22 partially funds paper that requires mentorship e.g. RN prescribing. CTN 23 funds those on NP pathway for paper and clinical release, professional supervision, mentoring costs of doctor/NP). Nurse Practitioner practicum funding is a contribution to enable nurses to have the required supervision and clinical release time in order to meet the prescribing practicum requirements. Travel and accommodation is included in the contribution.
Clinical release funding not journalled to clinical areas	Clinical release funding provided to PHC and ARC
One paper per nurse allocated. Further prioritisation may occur based on equity or population need.	One paper per nurse allocated. Further prioritisation may occur based on equity or population need.
Māori and Pacific applicants prioritised as per Te Pae Tata.	Māori and Pacific applicants prioritised per Te Pae Tata.
Papers delivered in Wellington will be supported. RNs in MHAIDs and NICU will be supported to complete specific papers/course (excluding the NESP PG Cert) at Auckland (costs of paper, subsidised travel and accommodation). Study beyond postgraduate certificate is supported locally.	Papers delivered in Wellington will be supported. RNs in MHAIDs if applicable will be supported to complete PG Cert at Auckland (costs of paper, subsidised travel and accommodation). Study beyond PGC is supported locally.

Mātanga Tapuhi Nurse Practitioner Intern Prescribing and other Practicums

For Prescribing Practicum follow the [Support Flowchart for Prescribing Practicum](#) and [Prescribing Practicum Support Plan](#)

PG Fund - What you can claim

PG funding partially funds the following costs. It should be noted that tuition fees are usually fully funded but other costs are subsidies based on the amount of Population Based Funding Formula (PBFF) funding received.

Table 8 – PG Fund – what you can claim

What you can claim:	What you cannot claim:
<p>PD activities: Tertiary study fees that meet HW criteria.</p>	<p>Cross crediting fees Costs related to attending PD activities e.g. Food and beverages.</p>
<p>Accommodation: A subsidy is available towards actual trainee costs incurred for accommodation. Accommodation is limited to \$200 per night</p>	<p>Accommodation claims exceeding subsidy level.</p>
<p>Travel: 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 travel provider and based on best Smart Saver rates. Public Service Mileage rates may be used 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</p>	<p>Car-parking fees Insurance costs: CC Staff travelling for work purposes are covered under corporate insurance (contact finance). Travel insurance is not claimable.</p>
PD Resources are not available via HW	

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 (Conditions apply): Clinical release costs (RNs 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 CC supports nurses with at least two days funded study time for online courses. This varies depending on the paper requirements outlined in the prospectus.

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 (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.

Clinical Mentoring – Primary: 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) 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.

- 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 HSS and Primary/ARC).
- Clinical mentoring must be negotiated by the nurse applicant in consultation with the Manager/Nurse Director. The mentoring plan (embedded in the application) is approved by the Nurse Director Workforce.

Clinical Mentoring – HSS: Clinical Mentoring hours if required, are provided to HSS nurses by the Nurse Educator when there is a requirement of the training programme.

Mātanga Tapuhi Nurse Practitioner (NP) Intern Roles: Nurses who have entered into an agreement with their Service in conjunction with the workforce & practice development unit (WPDU) for NP Intern roles ([Nursing PD and Career Pathway](#)) may negotiate additional funding for the following:

- **Clinical Access** - If you are enrolling in a practicum paper please discuss practicum requirements with your Nurse Director, your service and the workforce & practice development unit (WPDU) to formalise a [Practicum Support Plan](#). PG funding subsidises clinical access costs to support the Nurse Practitioner in the prescribing practicum. The Practicum Support Plan will address additional expectations of clinical teaching/preceptorship (often medical), mentoring and professional supervision associated with the practicum.
- **Professional Supervision** - see above. Funding may be available on a case by case basis for professional supervision.

Cultural Support Additional support 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 courses. The workforce & practice development unit (WPDU) will contact you.

Prioritisation

Prioritised workforce need, identified by the HSS ([Nursing & Midwifery Priority Goals & Objectives \(2019-2023\)](#))

1. [Health System Plan \(2030\)](#) and [Annual Plan 2019/20](#)
2. The Workforce Action Plan (WAP), as required by District Health Boards New Zealand (DHBNZ)
3. Government priorities and national health policy

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

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

1. [Recruitment and retention](#) - CC an employer of choice
2. [Role development](#) - targets role effectiveness and supports innovation
3. [Working to optimal skill level](#) - meet professional capability and capacity
4. [Workforce development](#) - responsive to changing population needs (e.g. postgraduate course and level of qualification relevant to identify need within Service and District)

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 Workforce Strategy and other documents
- Application is appropriate to level of PDRP/QLP and role (HSS & Primary/ARC)
- 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 PG funding will be supported in paper choices that align with targeted role development, Health System Plan (2030), and Annual Plans
- The HSS will collaborate to agree the sub-regional workforce requirements and how these will be aligned with the PG funding streams
- Primary/ARC nurses will be enabled to participate in the PDRP via workshops
- Graduates on completion of NETP will be prioritised for funding in their third year of employment to complete their PG certificate. This gives them the opportunity to complete Service Essential skills follow the NETP year
- 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 4 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 or anatomy and physiology, advanced assessment, clinical 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 Interns 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 PG Funding

Once the selection process is completed you will receive notification through email.

Conditional Funding

PDRP/QLP is fundamental to the commitment CC has to nursing and midwifery workforce development. All HSS & Primary/ARC 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

CC has an agreement with most Tertiary Education Providers to bulk pay the fees. You do not have to pay the fees as they will invoice CC for all students via one invoice sent directly to us. Please inform your TEPs that you have been granted HW funding via CC.

Study Leave

Study leave is available per the [District Health Boards/NZNO Nursing Midwifery Multi Employer Collective Agreement \(4 June 2018 – 31 July 2020\)](#) for HSS. Primary/ARC nurses negotiate with your manager for release days to attend the compulsory aspects of the paper which they will invoice the DHB for (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 (WPDU) team. 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 [CC Wellington Medical and Health Sciences Library](#). 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. Approach your Nurse Educator, CNM or Nurse Director for support or your lecturer to access an academic mentor, or advice regarding your academic pathway.

Professional Development and Recognition Programme Support

The Professional Development Nurse Coordinator 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 (WPDU) 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 CC within 4 weeks of completing the education
- Minimise all costs
- Apply electronically via the 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 workforce & practice development unit (WPDU)
- 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 [workforce & practice development unit \(WPDU\) Data and Funding Support](#) **immediately**.

Transferring from the Region

If you are leaving your current employer but staying in the CC region, there may be an opportunity to continue PG funding. Contact the Nurse Director Workforce.

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.

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 Nursing 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 Nursing Advisory Group is to provide advice to CC Nursing and Midwifery Leadership Team (NAMLT) 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 CNO demonstrating optimal and effective use of funds
- Ministry of Health HW 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.