



BAY OF PLENTY
DISTRICT HEALTH BOARD
HAUORA A TOI



Postgraduate Nursing Education Programme 2011

**For Registered Nurses not employed by the Bay of
Plenty District Health Board**

Updated September 2010

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Introduction

This handbook has been designed to support nurses thinking about or undertaking Postgraduate Education through the Bay of Plenty District Health Board (BOPDHB) as well as providing information for their managers. This handbook includes an explanation around the different levels and qualifications of Postgraduate Education, what it can do for you as a nurse, information in regards to accessing funding through Health Workforce New Zealand (HWNZ) and the application process.

Inclusive of this document are contact details of key personnel within a number of our main tertiary providers as well as within the Bay of Plenty District Health Board who can support you as you prepare to undertake this study.

Lastly, it includes a copy of the HWNZ funding application form.

If you have any questions or queries related to Postgraduate Education, please do not hesitate to contact me.



Liz Buckley
Nurse Co-ordinator - Postgraduate Education

Postgraduate Education

Postgraduate Education is a formal education programme within a university or approved tertiary provider. The education programme leads to completion of a qualification at Level 8 or 9 on the New Zealand Qualifications Framework such as a Bachelor of Nursing (BN) (Hons), Postgraduate certificate, Postgraduate diploma or Masters Degree. Postgraduate Education for nurses is encouraged and supported because it assists to

- ✚ Develop expert practice and advanced practice roles
- ✚ Improve the delivery of nursing care by encouraging the application of evidence based practice
- ✚ Improve health outcomes
- ✚ Promote ongoing professional development for nurses

HWNZ funded courses

- ✚ There is funding made available through HWNZ if you, and the course you want to do, meet certain criteria. This funding covers course fees and release time for your studies and in some cases subsidy towards travel and accommodation costs.

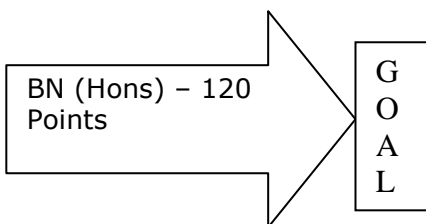
The aim of this handbook is to assist with meeting the requirements of HWNZ and minimise barriers to nurses entering Postgraduate Education. It also provides some information about the DHB support for professional development and Postgraduate Education opportunities

Postgraduate Education made easy

There is a difference between the qualifications and people often get confused about them and the points values allocated to them. However you do need to understand this as it is a stated outcome of HWNZ funding.

Each Postgraduate qualification for nurses has been approved by the relevant education body and the Nursing Council of New Zealand. Each qualification and paper has a credit value assigned to it with each credit equating to approximately 10 hours of learning time. One way of viewing the differences is to look at them as an arrow leading to the goal.

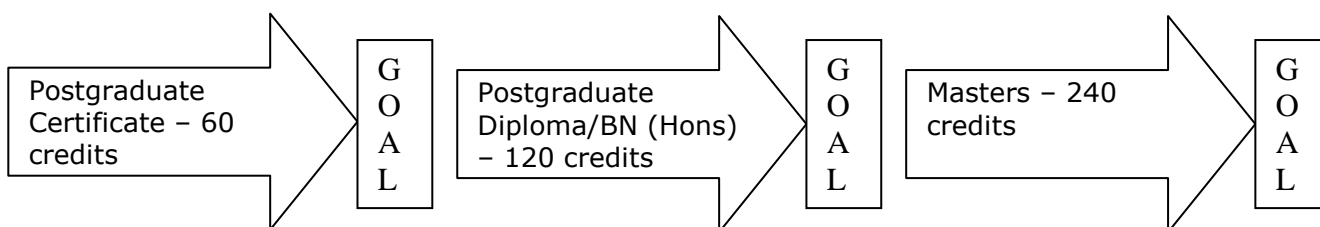
Bachelor of Nursing (Hons): To enter this programme you need to have completed a Bachelor of Nursing from the enrolled tertiary provider with an average grade of B or other equivalent degree approved by the Head of School.



Postgraduate Certificate: This is made up of 60 credits and is often the first step in a study program and can provide the basis for further Postgraduate study. It is usually completed in one to two years studying part time. The Postgraduate Certificate requires a minimum of 60 credits at level 8. It serves as a qualification recognising continuing professional development in the same area as the candidate's original degree or relevant skills and knowledge acquired through appropriate work or professional experience.

Postgraduate Diploma: This requires a minimum of 120 credits with a minimum of 72 credits from level 8. It is usually completed over a few years studying part time. A person who holds a Postgraduate Diploma may, in some cases, be enrolled for a Masters Degree or a Doctoral Degree.

Masters Degree: This usually requires at least 240 credits and must comprise a minimum of 40 credits at level 9 with the remainder at level 8. Providers of courses leading to a Masters qualification are responsible for establishing entry requirements. HWNZ Funding also provides eligibility to non-Nursing Council of New Zealand (NCNZ) approved courses that can be credited towards a NCNZ approved Masters.



In order to receive HWNZ funding, the Masters Programme must be endorsed and approved by the Nursing Council of New Zealand - <http://www.nursingcouncil.org.nz/educa.html#pg>

A useful website which gives further explanation about this matter is the National Association of Nurse Education in the Tertiary Sector (NETS) site: http://www.nurseducation.org.nz/faqs/post_graduate_study.html. It provides information about credits and levels and you can also, from the home page, search information about any of the qualifications you are interested in.

Now that you have commenced the consideration to undertake Postgraduate study, you also need to explore how you are going to balance work, study and life in general as this can be a challenge.

Time: 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 BOPDHB is committed to supporting you through this – the dedicated study time will have to come from you. If you are a first time student you should seriously consider taking only one paper per semester to start with - each semester lasts approximately 12 - 16 weeks. A rough estimate of the time commitment is about 10-12 hours per week (average of lectures, tutorials, private study) for a 15 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 educational programme will fit with your plans? Have you thought about how you want your practice to grow? You can talk about this with your Line Manager, or me. Most of the tertiary providers are also very happy to discuss with you these pathways and what education you can do to get there.

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.

The next thing to think about is which tertiary provider, what papers and what qualifications you should be doing

Which tertiary provider? What paper/qualification? It may seem that the choices are hard but there is advice out there which can make it easier for you to decide. Firstly – the educational institution – you may already have a preference for the provider you want to go to. But this choice is also dependant on which education provider offers the papers you want to undertake. Another thing to think about is the support that they offer to students. You can also talk to others who have done Postgraduate study and find out their experiences of the tertiary provider. The following links will guide you as to how to access the information from some of the tertiary providers, about different course offerings and who to talk to about them. However you don't have to use these ones- just ensure the course of study you are considering meets HWNZ criteria for funding.

Tertiary Providers:

The University of Auckland – www.auckland.ac.nz
Lee-Anne Govender – Graduate Coordinator
lagovender@auckland.ac.nz
09 373 7588 Ext 83059

Waikato Institute of Technology (WINTEC) –
<http://www.wintec.ac.nz/index.asp?pageID=2145821811>
Helen Nielsen – Programme Leader
Helen.nielsen@wintec.ac.nz
07 834 8800 Ext 8459

Victoria University of Wellington – www.victoria.ac.nz
Abbey McDonald – Student Administrator
Abbey.McDonald@vuw.ac.nz
04 463 6144

Auckland University (AUT) – www.aut.ac.nz
Leanne Meikle – Programme Administrator
Leanne.meikle@aut.ac.nz
09 921 9732

Massey University (Auckland Campus) – www.massey.ac.nz
Linda Kemp – Programme Administrator (Nursing)
nursing@massey.ac.nz
09 441 8166

University of Otago (Christchurch Campus) – www.uoc.otago.ac.nz
Ruth Helms – Manager, Academic Programmes
Ruth.helms@otago.ac.nz
03 364 0527

Eligibility criteria against HWNZ requirements

HWNZ provide funding under the following criteria and require that you have these in order to be eligible.

- ✚ Be registered as a nurse or a nurse practitioner under the Health Practitioners Competence Assurance Act (2003) and hold a current annual practicing certificate with no restrictions on it that would negatively impact on your ability to participate in the programme.
- ✚ Have undertaken personal practice development and have a career plan in place
- ✚ Be a NZ citizen or hold a NZ residency permit as conferred by the NZ Immigration Service.
- ✚ Show evidence of support to meet education requirements by current employer- including having had discussion and/or sign off with your clinical nurse manager and nurse leader/line manager
- ✚ Be currently employed in a permanent position as a registered nurse by a health service that is funded by the DHB or Ministry of Health from Vote Health.
- ✚ Meet entry criteria required by the education provider

If you are eligible for funding and you know which papers you might like to take, you also need to know what support is available to you to do these papers. As previously stated Postgraduate Education is a big commitment and once you have enrolled and the funding approved for you, dropping out or not completing is not taken lightly. We would prefer that you access the support in place and let us know if you are having difficulties so we can assist you to get through the paper.

Support for you during the paper

Tertiary Provider support: The tertiary providers have student learning centres which are available to assist the students in their studies. Libraries usually have facilities and teaching sessions on how to search for literature. You can also talk to the paper co-ordinators/lecturers if you are struggling as they will be able to clarify things for you as well.

Clinical mentoring: HWNZ have available the provision of clinical mentoring for those that access HWNZ funding, if it is required by the particular education programme being undertaken – for example- a practicum. The tertiary institutions will have specific guidelines and processes for this so in the first instance please discuss it with them. If you are having trouble with this component, contact me. We are also building a list of those who can offer support and guide you through the paper, if you require this – so please contact the Nurse Co-ordinator - Postgraduate Education for further details regarding this. Should you undertake clinical mentoring, then you remain accountable for your practice at all times

As per the HWNZ Postgraduate Nursing Training Specifications, Clinical Mentoring is defined as 'the provision of teaching, coaching and mentoring to support the trainee to integrate their learning into the practice setting'. Clinical Mentoring will be provided when required by the particular training programme being undertaken by the trainee or identified by the programme co-ordinator. See link for further information.

<http://www.healthworkforce.govt.nz/our-work/investment-relationships-and-purchasing/nursing>

Assignment writing: – This seems to be an issue for people as assignments are usually the way you are assessed. Again, the universities will be able to offer help in this area from the student learning centres. Some universities offer an assignment writing session at the beginning of their first papers for new students and we encourage you to access these. You can also discuss assignments with your support and guidance person if you have one.

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 invaluable to get contact details from the other students doing your papers and may be helpful to consider having your own informal study group—just discussing assignments or studying together for tests is a good way to support each other. If you have a study group, I am happy to come along and help work through any difficulties you are all having.

Other funding – there are a number of other funding streams available for those that meet the criteria

- ✚ **Maori & Pacific Island Nurses:** There is separate funding available for you aimed at providing mentoring, cultural supervision and cultural development activities. This funding needs to be applied for separately and at the moment it needs to be applied for about 8 months before each semester starts. Please contact me for information on this or to commence the application process for support funding.
- ✚ **Travel & Accommodation:** There is funding available to help subsidise travel and accommodation costs **ONLY** if the course is more than 100km (one way) from usual place of work to agreed training programme location. Further information will be made available to those who are successful in their funding application.

Library: By enrolling at your university you will have access to their libraries electronically and have access to a large number of journal databases. If you get a chance to attend a session on searching a data base attend it – it is very helpful and can markedly reduce the time you need to spend on the computer.

The following section outlines the application process and the steps to take. It is split into two parts, firstly the application for consideration for HWNZ funding and secondly, the process to enrol at the tertiary provider.

Section 1: Applying for HWNZ funding

This part of the process is only done ONCE each year and includes papers for the whole academic year – not just the first semester

Step 1

Check your eligibility against the HWNZ criteria (page 7)

Step 2

Discuss with the appropriate person/s....

- confirming that they will support your application
- your career plan/ goals
- the appropriate paper/ programme choices for you in relation to your scope of practice, role and career plan

Please discuss the commitment with your family as their patience and support will be needed.

Step 3

HWNZ application form. This is available on the Bay of Plenty District Health Board website or by contacting me. It is important that all sections are filled in. Any incomplete forms will be sent back to the applicant (see appendices).

Step 4

Complete application form. Once the application form has been completed, please give it to your Line Manager for signing off by due date. Once this has been done, arrange for the form to be sent to me. You will receive either a memo or email acknowledging the receipt of the application.

Applications for consideration for HWNZ funding for the next year close in late October. Even if you have received approval for funding for the current academic year you must still apply for the next academic year. The funding is allocated for that year's study only.

Step 5

Once the close off date has arrived, all applications will be reviewed to ensure forms have been appropriately filled out and signed by all parties and then application to HWNZ for funding will take place.

A reminder: All sections of the form must be completed. We are **unable** to process your application unless this is done. Please be aware that the information collected may be needed in order to complete reports required for submission to HWNZ as part of our contract with them.

Late Applications:

In the first instance late applications will not be considered for approval. However, they may become part of a waiting list which can be used to fill vacated places in the program.

Step 6

Once we have been advised by HWNZ regarding our funding application, letters will be sent to all those who applied for consideration advising them whether their application has been successful or not.

PART TWO – Enrolling with the Tertiary Provider

Step 7

If your HWNZ funding application is successful, you must then enrol with the tertiary provider **IMMEDIATELY**. Check their websites 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. Be aware that some universities require you to accept an offer of place as part of the enrolment process. Remember also that you need to enrol in a qualification – whether a BN (Hons), Postgraduate certificate, Postgraduate diploma or Masters Degree. HWNZ require that an outcome of funding is a qualification.

It has been arranged that I can verify copies of original documents with The University of Auckland and WINTEC instead of a Justice of the Peace (JP) – so please let me know if you need this to be done.

Payment/ Reimbursement

Has your HWNZ Postgraduate funding been approved?

Yes



- Send Notes for Successful Application for HWNZ funding form back to me
- Enrol in paper with education provider
- If you receive a 'Student Fees Paid by Third Party' form, fill in the 'Student Details' and send it to me.
- Apply for study leave through your Line Manager

No

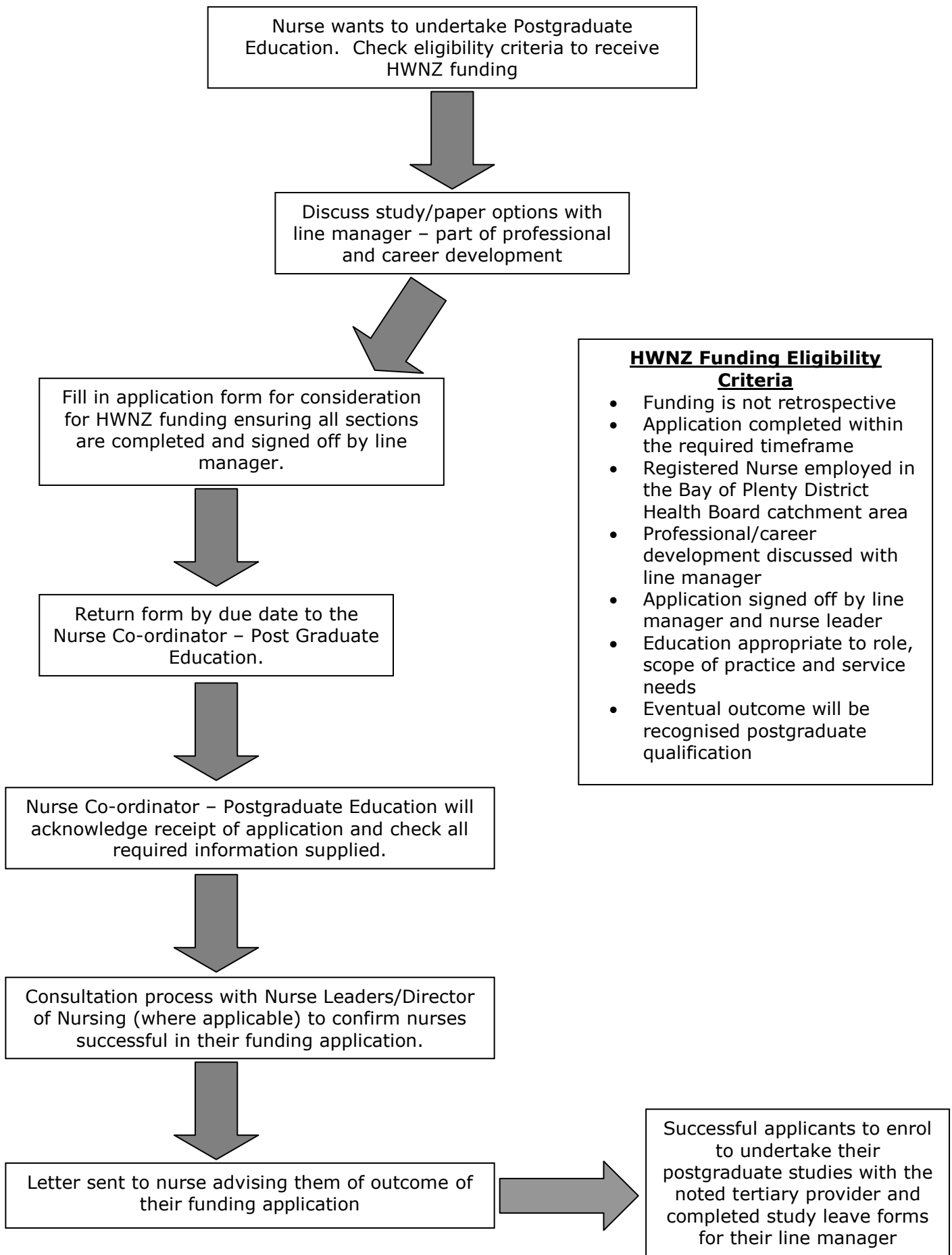


- Enrol in paper with education provider
- Apply for study leave through your Line Manager
- Pay own fees



Send education providers invoice to the Nurse Co-ordinator - Postgraduate Education for paying
(do not pay it yourself)

Post Graduate Education Funding Application Process



Note: In some cases where your funding has been approved, the tertiary provider will send the invoice directly to the Nurse Co-ordinator - Postgraduate Education for payment - this is undertaken as part of their 'Student Fees Paid by Third Party' process.

Information required by HWNZ:

All information collected remains confidential and is covered by the Privacy Act 1993 (Principle 2 – source of personal information).

HWNZ require frequent report and monitoring of the applicant's progress throughout the year by the designated HWNZ program coordinator. This information includes:

- ✚ Information collected on the enrolment form
- ✚ Course of study
- ✚ Information on course outcomes/ results
- ✚ Completion of qualifications
- ✚ Issues identified with the program
- ✚ Demographics of students
- ✚ Program evaluations

The Nurse Co-ordinator –Postgraduate Education will be responsible for maintaining administrative records for the HWNZ program. Applicants are notified of these report requirements within the application form and must sign the consent for collection and use of information

Report requirements of HWNZ, as per contract between HWNZ and BOPDHB will be adhered to. These include Report 1 & 2 for each semester as well as monthly updates. Information collected and submitted as part of these reports includes:

- | | |
|--------------------------------------------------------|----------------------------------------|
| ✚ Full name of applicant | ✚ Purchase unit code |
| ✚ Ethnicity | ✚ FTE status |
| ✚ Gender | ✚ Name of paper |
| ✚ Date of birth | ✚ Anticipated completion date of paper |
| ✚ Scope of practice | ✚ Work area |
| ✚ Qualifications sort and anticipated Completion date. | |

Report Two (twice yearly) current requirements include a summary of outcomes and evaluation of the programs which were funded under contract. Sources of this information, apart from application forms include-

- ✚ Request to education provider for a summary of student evaluations and copy of results
- ✚ Applicants are emailed to be given the opportunity to undertake evaluation of HWNZ processes/ experience and identify issues that need addressing
- ✚ Supervisors are emailed to be given the opportunity to undertake evaluation of processes and identify any issues that need addressing
- ✚ Employers will be given opportunity to provide feedback for evaluation of HWNZ processes and clinical outcomes of papers.

At present information required in report two includes the following

- ✚ Issues identified by trainees and how these issues will be addressed
- ✚ Issues identified by supervisors and how these will be addressed
- ✚ Other relevant issues/details
- ✚ Number of trainees
- ✚ Number of trainees completed/ passed
- ✚ Number of trainees completed/passed of Maori/ Pacific Island ethnicity
- ✚ Qualifications received

Roles and Responsibilities

Nurse Co-ordinator –Postgraduate Education:

- To lead the development, co-ordination and implementation process for the funding for nurses from the HWNZ Postgraduate contract.
- To provide Nursing Leadership in consultation with key stakeholders including: a quality plan that describes the purpose, outcomes, content and process, assessment and criteria and assessment methods required by HWNZ for the distribution of funds.
- To work in partnership with key stakeholders, within the organisation and with all tertiary education providers, to deliver a transparent and consistent model of funding across the organisation for Postgraduate Education that will enable nurses to improve health outcomes for the Bay of Plenty population.
- To lead and facilitate the career pathway, towards specialist nurse roles or Nurse Practitioner, for all nurses wishing to undertake Postgraduate Education
- Provide expert advice for senior nurses wishing to progress within the nursing profession, providing decision support with best postgraduate programmes to support career direction.
- To represent, promote and further develop Postgraduate Education across the continuum of care within the organisation by positive role modelling, coaching and mentoring and presentations. Establishing a strong partnership with all professional groups, involving nursing, in health care and to foster a culture of professionalism and team work throughout the organisation.
- Monitor national trends relating to postgraduate programmes, education and workforce planning.
- Work collaboratively with the Nurse Managers, Nurse Leader, to develop education plans for nursing across the continuum
- Coach and mentor nurses through postgraduate study

Director of Nursing (where applicable)

- Support Postgraduate Nursing Education Programme
- Work collaboratively with the Nurse Managers and Nurse Leader to develop education plans for nursing across the continuum
- Provide expert advice for senior nurses wishing to progress within the nursing profession, providing decision support with best postgraduate programmes to support career direction
- Review the draft successful application list and notify the Nurse Co-ordinator – Postgraduate Education of any concerns re applicants undertaking postgraduate study
- Coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience)

Clinical Nurse Managers/Nurse Leaders:

- Support Postgraduate Nursing Education Programme
- Review their direct report applications for HWNZ funding and sign application forms appropriately, considering rostering implications and needs of the clinical area
- Advise the Nurse Co-ordinator - Postgraduate Education if there are any concerns re applicants undertaking Postgraduate Education
- Coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience)

Funding Applicant:

- Support Postgraduate Education Programme
- Develop educational plan with Nurse Manager/Nurse Leader or Nurse Co-ordinator – Postgraduate Education as appropriate
- Discuss application with line manager
- Complete application form accurately
- If successful, enrol at tertiary provider of choice within the required time frames
- Notify the Nurse Co-ordinator - Postgraduate Education any changes in application and enrolments as they occur
- Successfully complete the requirements for Postgraduate study
- Seek help and advice early especially if having difficulties.
- If undertaking Clinical mentoring as part of their studies, then the applicant remains accountable for their practice at all times.
- Complete the Postgraduate Education Programme evaluation process as requested
- If you wish to withdraw from your studies, then this must be notified in writing to your line manager and the Nurse Co-ordinator – Post Graduate Education including reason for withdrawing and date of withdrawing.

Clinical Mentors ensure that:

- The level of practice is appropriate to the trainee's knowledge and skills
- Theory and clinical experience (as appropriate) are well integrated
- Trainees participate in quality improvement processes.

Frequently Asked Questions:

Who or what is HWNZ?

HWNZ – Health Workforce New Zealand, is a business unit of the Ministry of Health Information about HWNZ is available at: <http://www.healthworkforce.govt.nz/our-work/investment-relationships-and-purchasing/nursing> Their vision for Postgraduate Education for nursing is “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 the health outcomes and disparities of New Zealanders” (HWNZ Postgraduate Nursing Training Specifications, 2009).

HWNZ provide funding to the DHB specifically for nurses to access Postgraduate Education in order to advance nursing practice and facilitate career pathways towards specialist nursing roles. The funding is applied for yearly by the Nurse Co-ordinator – Post Graduate Education on behalf of the Director of Nursing (DON) and is approved or declined based on set criteria.

The HWNZ specifications outline some very clear outcomes for nurses who are undertaking Postgraduate Education

These outcomes include

- ✚ Conferment of a Bachelor of Nursing (Hons) postgraduate certificate, postgraduate diploma or Masters degree.
- ✚ Trainees will be able to contribute to the achievement of population health outcomes and goals.

What is HWNZ- Postgraduate nursing education funding?

HWNZ provide funding to the DHB specifically for nurses to access Postgraduate Education 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 Workforce Action Plan and government priorities and national health policy. There is some ring-fenced funding available specifically for rural health, primary health care and management of long term conditions. 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 happens to my HWNZ funding application?

First it is signed off by your line manager and sent to the Nurse Co-ordinator – Post Graduate Education at Bay of Plenty District Health Board. Prior to being received, the form will be checked to ensure that it has been completed correctly and that the applicant meets all the eligibility criteria. Those that meet the criteria are then short-listed. Those that don't are notified as to why they cannot be considered. The data is then entered into the HWNZ spreadsheet and funding applied for based on this information

What happens if my application is unsuccessful?

If your application is unsuccessful you may initiate the appeal process by making contact with the Nurse Co-ordinator – Postgraduate Education. This needs to be done in writing. In some cases you will be placed on a waiting list for funding that may become available.

Can I change my paper?

Applicants **MUST** discuss the option of changing papers with the Nurse Co-ordinator – Postgraduate Education before undertaking this. We are fixed in our contract with HWNZ and often changing papers has an impact on this. The decision is at the discretion of the Nurse Co-ordinator – Postgraduate Education after discussion with the appropriate nurse leader.

What if I change my mind and want to withdraw?

We would rather you complete your study once started so if you feel you need to change your mind please contact the Nurse Co-ordinator – Postgraduate Education first to discuss options. If you withdraw at any stage (even before the university start dates) you **MUST** notify your line manager and the Nurse Co-ordinator – Postgraduate Education in writing including the reason for withdrawal and the date of withdrawal from the tertiary institute. You are also responsible for completing the tertiary institution's process of withdrawal.

What happens if I don't pass the paper?

Again – please ask for help if you are struggling. If, because of fair and reasonable circumstances you don't successfully complete the course requirements we will understand.

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

You must notify the Nurse Co-ordinator – Postgraduate Education of your results at the end of each semester/ paper and when you have completed your qualification. We are also required to get some evaluative feedback from you about the experience so at the end of the semester you will be emailed a quick survey to fill out. If you have anything you want to say in person please feel free to contact me. We will also be contacting the university in order to get a summary of the student evaluations completed as part of their quality processes

What does the funding cover?

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

- ✚ Full course fees
- ✚ Release time costs to attend compulsory study days/on-line study days.
- ✚ Assistance with travel and accommodation costs ONLY if your study days are more than 100km one way from usual place of work to the agreed training programme location
- ✚ Subsidised clinical access costs for Nurse Practitioner Prescribing practicum
- ✚ Clinical mentoring costs ONLY if this is a provision to meet the requirements of the education programme, and it is **not** included in the university costs

What does the funding not cover?

- ✚ Books
- ✚ Refreshment and meal costs
- ✚ Organisational overheads
- ✚ Funding provided for supervision does not include the costs covered by the funding that the tertiary education provider receives from the Tertiary Education Commission.

How does postgraduate studying sit with Nursing Council of New Zealand?

The New Zealand Nursing Council is required by law (Health Practitioners Competence Assurance Act, 2003) to ensure the competency of nurses to protect public safety. The Council has developed the Continuing Competence Framework and audit system to monitor the continuing competence of nurses on application for a practising certificate. Nurses must demonstrate their competence to practice on a yearly basis, with the application and issuing of the yearly practicing certificates, and are responsible for seeking opportunities to learn and maintain their competence.

One of the competencies specified by the nursing council is: Competency 2.9 **Maintains professional development.**

Indicators of meeting this competence include

- ❖ Contributes to the support, direction and teaching of colleagues to enhance professional development
- ❖ Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice
- ❖ Takes responsibility for one's own professional development and for sharing knowledge with others

In order to receive funding for Masters Degree – these must be approved by the Nursing Council of New Zealand – ref page 5.

Further information is available on the Nursing Council of New Zealand website www.nursingcouncil.org.nz

How do I contact the Nurse Co-ordinator – Postgraduate Education?

Liz Buckley
Phone: 075798368
Cellphone: 021472843
Fax: 075789538
Email: liz.buckley@bopdhb.govt.nz

**Application form for consideration of Post Graduate
Education/HWNZ Funding for Registered Nurses employed
within the BOPDHB Funding Area**

**Form must be submitted for consideration no later than
29th October 2011**

To ensure all applications have equal opportunity of consideration for HWNZ funding to undertake post graduate studies, the following information must be supplied. All questions must be answered. Incomplete forms will be returned to the applicant before funding is considered. NOTE: Late applications will not be considered for funding

| | |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Personal Details | <p>Legal First (full)Name: _____ Legal Surname Name: _____</p> <p>Date of Birth: _____</p> <p>Name of workplace: _____ City/Town: _____</p> <p>Name of Primary Healthcare Organisation (PHO) (if applicable): _____</p> <p>(Note: Only those employed by a Health Service funded by the DHB/PHO or Ministry of Health from Vote Health are eligible for funding).</p> <p>Phone- Work : _____ Home: _____</p> <p>Cell phone: _____</p> <p>Residential Address: _____</p> <p>Email (work or home – please stipulate) : _____</p> <p>Employed full time equivalent (FTE) status or hours employed per fortnight: _____</p> |
| 2. NZ Nursing Council | <p>Annual Practising Certificate Number: _____ Expiry Date: _____</p> <p>Do you have any 'Restrictions to Practice' on your Practising Certificate: Yes _____ No _____</p> <p>Is the name that appears on your Nursing Council of New Zealand's Annual Practising Certificate the same as above Yes _____ No _____</p> <p>If No, Name on APC: _____</p> |
| 3. New Zealand Residency Status | <p>NZ Born/NZ Citizen? Yes _____ No _____</p> <p>If No, NZ resident Yes _____ No _____</p> <p>If No: Sorry - we are unable to provide funding</p> |
| 4. Ethnicity – please identify one: | <p>New Zealand European _____</p> <p>New Zealand Maori: Iwi Hapu.....</p> <p>Pacific Islander:</p> <p>Asian:Other European:</p> <p>Other Ethnicity:</p> |

| 5. Current Nursing Education Qualifications | <p>Current qualification: Month & Year achieved: Have you already commenced studying towards a higher qualification: Yes No If yes – Name of qualification? What Month and Year did you commence?</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6 Post Graduate Study History | <p>Please detail any Post Graduate Papers you have already completed (all details required)</p> <table border="1" data-bbox="384 524 1541 987"> <thead> <tr> <th data-bbox="384 524 595 595">Training Institute</th> <th data-bbox="595 524 791 595">Paper Code</th> <th data-bbox="791 524 1142 595">Full Name of Paper Name</th> <th data-bbox="1142 524 1356 595">Points/Credits (eg15 or 30)</th> <th data-bbox="1356 524 1541 595">Month/Year Completed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Do you have a past/current Student ID number with the Tertiary Provider you anticipate studying with?</p> <p>Yes No If Yes – please note the number here_____</p> | | | | | Training Institute | Paper Code | Full Name of Paper Name | Points/Credits (eg15 or 30) | Month/Year Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Training Institute | Paper Code | Full Name of Paper Name | Points/Credits (eg15 or 30) | Month/Year Completed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 7. Education Planned | <p>If you are now commencing towards an academic qualification, which are you enrolling in: Post Graduate Certificate Post Graduate Diploma Masters If Masters Level – is it approved by Nursing Council of NZ? No Yes Refer website: http://www.nursingcouncil.org.nz/educa.html if unsure.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

