Postgraduate Nursing Education Programme 2013

Bay of Plenty District Health Board

Updated October 2012
Table of content

Introduction..................................................................................................................3
Postgraduate Education...............................................................................................4
Postgraduate Education made easy.............................................................................4
Tertiary Providers.........................................................................................................6
Eligibility Criteria........................................................................................................7
Support for you during the paper ..............................................................................8
Applying for HWNZ funding......................................................................................9
Enrolling with the Tertiary Provider..........................................................................10
Payment/Reimbursements............................................................................................10
PG Education Funding Application Process..............................................................11
Information required by HWNZ................................................................................12
Roles & Responsibilities..............................................................................................13
Frequently Asked Questions......................................................................................15
Career Plan Template................................................................................................18
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 and is designed to be read on-line. 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.

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

Liz Buckley
Nurse Co-ordinator – Practice Development Group
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 by BOPDHB 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
- Helps to work towards achieving some of the identified Bay of Plenty District Health Board nursing strategies 2011-2014

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 the meeting of the requirements of HWNZ and minimise barriers to nurses entering Postgraduate Education. It also provides you some information about the 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 NZ. 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 arrow leading to a 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 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 recognizing 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 four 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 and can be checked on the website


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 most employers are 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 need to discuss this with your manager, Nurse Leader, Director of Nursing, Nurse Educator, or myself. 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. A one page career plan is available on page 18 or at http://midlandlearning.elearning.ac.nz/course/view.php?id=108

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

Eastern Institute of Technology (EIT) www.eit.ac.nz

Whitireira Community Polytechnic - www.whititreia.ac.nz

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 Professionals Competency 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.

When you have decided that you are eligible for funding and you know which papers you would like to take, you also need to know what support is available to you. 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 for you 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.

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.

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. University of Auckland and Wintec offer assignment writing sessions in Tauranga at the beginning of their first papers for new students and we encourage you to access these.
Organisational support: You must have 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. (DHB employees see page 2 – Policy 7.102.1 – protocol 3) [http://pacentral/policies/7/7-102-1%20P3.pdf](http://pacentral/policies/7/7-102-1%20P3.pdf)

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. Please indicate on your application form if you wish to apply for this support
- **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**: Some nursing journals and information are available at the BOPDHB library (Tauranga & Whakatane Hospital). You do need to be a BOPDHB employee to access this. However, 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 to BOPDHB 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
- the appropriate paper/ programme choices for you in relation to your scope of practice, role and career plan
- complete a career plan
- If a BOPDHB employee complete a portfolio - Professional Development and Recognition Programme (PDRP)

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

**Step 3**

**BOPDHB application form.** This is available on line or by contacting me. It is important that all sections are filled in. Any incomplete forms will be returned to the applicant.

**Step 4**

**Complete application form.** Once the application form has been completed, you need to email to me along with your career plan.

**Applications for consideration for HWNZ funding for 2013 close on 31st 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 approved by your manager.

**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 a decision on funding has been made 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.

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)

Apply for ‘Advanced Study Fund’ through the Education Centre at the end of the year.

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.
Nurse wants to undertake Postgraduate Education. Check eligibility criteria to receive HWNZ funding.

Discuss study/paper options with line manager – part of professional and career development and PDRP.

Fill in application form for consideration for HWNZ funding ensuring all sections are completed.

Return form via email by due date to the Coordinator, Practice Development Group.

Nurse Co-ordinator – Postgraduate Education will acknowledge receipt of application and check all required information supplied.

Consultation process with Nurse Leaders/Director of Nursing to confirm nurses successful in their funding application.

Letter sent to nurse advising them of outcome in their funding application.

HWNZ Funding Eligibility Criteria

- Funding is not retrospective
- Application completed within the required timeframe
- Registered Nurse employed in the Bay of Plenty District Health Board catchment area
- Professional/career development discussed with line manager
- Career plan completed
- If BOPDHB employee have a professional portfolio (PDRP)
- Application approved by line manager
- Education appropriate to role, scope of practice and service needs
- Eventual outcome will be recognised postgraduate qualification

Successful applicants to enrol to undertake their postgraduate studies with the noted tertiary provider and completed study leave forms for their line manager.
**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.

**NOTE:** Any reimbursement that needs to be undertaken will be paid through the BOPDHB payroll system within the next pay period for DHB employees and through the DHB accounts system for external applicants. It is the applicant’s responsibility to access and fill in a BOPDHB expense claim form, and with the required information and documentation, send it through for processing to the Nurse Co-ordinator – Post Graduate Education. For BOPDHB staff Staff Expense Claim Forms can be found on pacentral (under ‘Forms’).

**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 regular reporting 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
- Withdrawal date and reasons for withdrawal from study
- 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
- Ethnicity
- Gender
- Date of birth
- Scope of practice
- Qualifications sort and anticipated completion date.
- Purchase unit code
- FTE status
- Name of paper
- Anticipated completion date of paper
- Work area

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 in the BOPDHB region for the Health Workforce New Zealand (HWNZ) Postgraduate contract.
- To provide Nursing Leadership across BOPDHB region, in consultation with key stakeholders including: a quality plan that describes the purpose, outcomes, content and process, assessment criteria and assessment methods required by the HWNZ for the distribution of funds.
- To work in partnership with key stakeholders and with all tertiary education providers, to deliver a transparent and consistent model of funding across the region 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 by positive role modelling, coaching and mentoring and presentations.
- Monitor national trends relating to postgraduate programmes, education and workforce planning.
- Coach and mentor nurses through postgraduate study

**Director of Nursing**

- Support Bay of Plenty District Health Board Postgraduate Nursing Education Programme
- Work collaboratively with the Clinical Nurse Managers, Nurse Leaders, Nurse Educators to develop education plans for nursing
- 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

**Nurse Managers/Nurse Leaders:**

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

**Nurse Educators:**

- Support BOPDHB Postgraduate Nursing Education Programme
- Help applicants to develop an educational plan ensuring that consideration is given to the applicant's career plans and appropriateness of papers versus skill level.
• Coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience)

**Funding Applicant:**
• Develop a career plan with Line manager/Clinical Nurse Manager/Nurse Leader/Nurse Educator 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.
• 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.*
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](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).

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

These outcomes include:
- Conferment/awarding of a Bachelor of Nursing (Hons) postgraduate certificate, postgraduate diploma or Masters degree
- Trainees will be able to contribute to the achievement of BOPDHB 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 supported by your line manager and reviewed either by a Nurse Leader or the Director of Nursing. 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 who don’t meet the criteria are notified as to why they cannot be considered. The data is then entered into the HWNZ spreadsheet and funding approved 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 be filled 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 to attend compulsory study days/on-line 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 practising 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](http://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
Career Plan for Registered Nurses

Name:

**This plan is current for** _______ (month) ________ (year) to _______ (month) ________ (year)

**Current position:**

**Career Objective/goal/s:**

**Steps required to achieve objective/goal/s:**

Clearly indicate what further study, professional and practice development is required to achieve objective/goal/s.

**Discuss how this study-professional development aligns with personal factors such as your motivators, occupational interest and strengths**

**Discuss how this study-professional development aligns with BOPDHB or nursing workforce needs.**