Postgraduate Nursing Education Programme 2016

Updated October 2015
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Introduction

This handbook has been designed to support nurses in making decisions regarding choices of Postgraduate Education particularly study funded by Health Work Force New Zealand (HWNZ) through the Bay of Plenty District Health Board (BOPDHB). The handbook includes an explanation of the different levels of Postgraduate Education, information on accessing funding and the application process. Inclusive of this document are contact details of key personnel within the main tertiary providers as well as within the Bay of Plenty District Health Board who can provide support for registered nurses interested in undertaking post graduate 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
07 5798368
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

HWNZ funded courses

There is funding available through HWNZ however each applicant and programme of study must meet certain criteria. The funding covers course fees and release time for 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 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. It is important to understand how points contribute to a full qualification because you cannot be funded to study a single paper.

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 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 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. This needs discussion and approval by the coordinator of Postgraduate funding and from the tertiary provider.

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 their website http://www.nursingcouncil.org.nz/Education/Postgraduate-programmes

Time: Postgraduate education requires committed time to study and needs to be incorporated into family and work commitments. While most employers are committed to supporting staff through this, the dedicated study time is the student’s responsibility. First time students should consider undertaking only one paper per semester and each semester lasts approximately 12 - 16 weeks. A rough estimate of the time commitment is about 20-30 hours per week (average of lectures, tutorials, private study) for a 30 point paper.

Career Pathway: It is important to consider how postgraduate study fits into professional development and career plans. Also which educational programme will fit into developing practice roles and specialities and improving patient care. Applicants need to discuss this with their manager, Nurse Leader, Director of Nursing, Nurse Educator, or HWNZ coordinator. Most of the tertiary providers can discuss career pathways and the education needed to develop particular roles.

As part of the application process HWNZ require each applicant to have a career plan in place.
Choosing a Tertiary Provider

Which tertiary provider? What paper/qualification?
Each student may have a preference for the provider they want to enrol with however consideration needs to be given to whether or not they offer the range of papers required for a chosen career pathway. Another consideration is the amount of travelling that may be required as this cannot always be funded. As a guide nurses employed by the DHB will be funded for the following:

Postgraduate Certificate made up of two 30 point papers suitable for a competent nurse for example a RN working in the clinical area who does not contribute in an additional role.

University of Auckland
Nursing 773 Advanced Assessment and Clinical Reasoning plus one other from
Nursing 742 Biological science for practice
Nursing 771 Chronic Care Interventions
Nursing 738 Long Term Condition Management
Nursing 730 Knowledge / Science in Specialty Nursing

NETP graduates who have completed a University of Auckland 30 point assessment paper as part of the new graduate programme and need to complete a second 30 point paper within 2 years to gain a PG Certificate will be supported to enrol in one of the following:
Nursing 742 Biological science for practice
Nursing 744 Specialty Nursing Practicum

Wintec
One assessment paper from
NUPCD34 Integrated science and assessment –Acute care
NUPCD35 Integrated science and assessment –Primary health
NUPCD36 Integrated science and assessment -Children
NUPCD37 Integrated science and assessment- Older adult

Plus one other from
NUPCD33 Reasoning in practice
NUPCD32 Nursing practice with the older adult
NUPCD24 Advanced diabetes nursing practice –more suitable at PG Diploma level
NUPCD25 Cardiac Nursing -more suitable at PG Diploma level

NETP graduates who have completed a University of Auckland 30 point assessment paper as part of the new graduate programme and need to complete a second 30 point paper within 2 years to gain a PG Certificate will be supported to enrol in one of the following:
NUPCD33 Reasoning in practice
NUPCD32 Nursing practice with the older adult

Postgraduate Diploma – A total of 120 points made up of 60 from the PG Certificate and a further two 30 point papers. Suitable for nurses developing into more senior roles, for example, shift coordinator/ward champion.
Any further study through UoA needs to be discussed with the HWNZ coordinator because students need to be clear that any papers other than those listed above require Auckland travel and accommodation which may not be funded.
University of Auckland
Nursing 730 Knowledge/Science in Specialty Nursing which may include Diabetes, Respiratory, Intensive care, Cardiac, Pain management, Emergency Nursing, Wound Care. Not all specialty papers are offered every year.

Wintec
NUPCD06 Leadership and management
NUPCD09 Pharmacology
NUPCD14 Teaching and professional practice

Masters suitable for RNs developing into senior roles eg Nurse Educator, Clinical Nurse Manager, Clinical Nurse Specialist ,Nurse Practitioner.

Please note  ALL courses must be on the NCNZ approved list of papers and HWNZ do not fund individual papers –they fund a complete course of study.

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 of Technology (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

The following criteria must be met to be eligible for HWNZ funding

- 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**
- A NZ citizen or hold a NZ residency permit as conferred by the NZ Immigration Service.
- Evidence of support to meet education requirements by current employer- including having had discussion and/or sign off with your clinical nurse manager, nurse leader or line manager.
- 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

Support 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. Students can also contact the paper co-ordinators/lecturers directly for assistance.

**Clinical mentoring:** HWNZ provide funding for clinical mentoring if it is required by the particular education programme being undertaken, for example, a prescribing practicum. The tertiary institutions will have specific guidelines and processes for this so in the first instance please discuss it with them.

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 method of assessment. Again, the universities offer help in this area and both the University of Auckland and Wintec offer assignment writing and library search sessions in Tauranga at the beginning of each year. Students are encouraged to attend these.

**Organisational support:** It is important that there is managerial support for study as students must be released for course study days which have been indicated on the application form. **For BOPDHB employees only study leave details** can be found at

**Other students:** It may be invaluable to get contact details from the other students undertaking the same papers and may be helpful to consider having your own informal study group–just discussing assignments or studying together 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 Subsidy: There is funding available to help subsidise travel and accommodation costs ONLY when the course is more than 100km (one way) from your usual place of work to the agreed training provider location. HWNZ travel funding is limited and may not always be available depending on the numbers of students who choose to study out of the district. Further information will be available to those who are successful in their funding application however you may need to pay your own travel and accommodation costs.

Library: (Tauranga & Whakatane Hospital). Library resources are available at the BOPDHB library for BOPDHB employees. Enrolment with a tertiary provider ensures you have access to a large number of electronic/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 with 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 8)

**Step 2**
- Discuss with the appropriate person/s confirming that they will support your application
- Discuss 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 through the BOPDHB website for external applicants and on OnePlace for DHB employees. *All sections on this form must be completed.* 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 it to me along with your career plan.

Applications for consideration for HWNZ funding for 2016 close on 15th October 2015. *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.
Section 2: 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 closing date is in the first week of December. Be aware that some universities require you to accept an offer of a 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
- 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)

If a DHB employee Apply for ‘Advanced Study Fund’ through the Education Centre at the end of the year.
Post Graduate Education Funding Application Process

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 pathway

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/Manager to confirm nurses successful in their funding application

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

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

**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 a BOPDHB employee must have a professional portfolio (PDRP)
- Application approved by line manager
- Education appropriate to role, scope of practice and service needs
- Eventual outcome will be a recognised postgraduate qualification
**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 with the required information and documentation and send it for processing to the Nurse Co-ordinator – Post Graduate Education. For BOPDHB staff a Staff Expense Claim Form can be found on OnePlace.

**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 sought
- 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
- 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 of 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, and assessment methods required by 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 regarding 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 regarding 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 of 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

You must notify your line manager and the Nurse Co-ordinator – Post Graduate Education including reason for withdrawing and date of withdrawal as this is a contractual requirement of the HWNZ agreement.
**Frequently Asked Questions**

**Who or what is HWNZ?**


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, identified in Strategic Plans, the DHB Workforce Action Plan and government health priorities. There is some ring-fenced funding available specifically for rural health and primary health care. 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?**

It needs to be supported by your line manager and for BOPDHB staff 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 line manager.

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. This is dependent on funding being available.
- 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, meal costs, parking
- 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 a Masters Degree the programme must be on the approved Nursing Council of New Zealand qualifications—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
# Part 1: Knowing Yourself

The first step in planning your career is evaluating and understanding your aspirations; strengths; interests; drivers and other influences. Please indicate which aspects of the planning process you have evaluated:

- My Key Strengths
- My Technical Skills
- My Work Values
- My key fields of interest

Briefly record these here if you wish (optional)

For an objective assessment, seek guidance from others as well. A discussion regarding your career aspirations, strengths and development needs during a performance review is regarded as a minimum. Informal discussions throughout the year with various people are encouraged.

Who have you discussed your career with?

- Manager
- Professional Leader
- Professional/clinical Supervisor
- Educator
- Tutor (at tertiary institution)
- Mentor
- Career Development professional
- Other (please state) ___________________

Through your self assessment you may have identified particular skills or areas of knowledge you wish to develop. What are these?

**Development Opportunities:**

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# Part 2: Explore Possibilities
Research the development possibilities and career pathways that are open and attractive to you. Consider your self assessment outcomes and future health workforce needs.

**Pathway Option**

**Prerequisites and requirements to achieve this option:**

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**Part 3: Making Choices**

Consider the suitability of each option and decide which one is the best match to your aspirations and workforce needs. Before making the decision, consider also:

- What are the perceived barriers/obstacles and how can they be overcome
- Outside of work commitments
- The level of involvement required
- Which of my options responds best to my employer and workforce needs?

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Based on the choices you have made, and the development opportunities you have identified now write your goal(s). Aim to make each goal as specific as you can.

**Goal**

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**Make it happen**

Outline what you need to do to reach your goal

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<th>Start date</th>
<th>Completion date</th>
<th>Skill, experience, knowledge to be gained</th>
<th>How will this be gained? (e.g. on the job experience, formal/informal seminars/courses, coaching/mentoring etc)</th>
<th>Provider (e.g. workplace educator, university, coach/mentor etc)</th>
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