

Postgraduate Nursing Education

HWD Investment Information

For funded RNs, Line Managers and
Employers

2020



HWD Funding – Postgraduate Education – Registered Nurses

What is Health Workforce Directorate (previously known as Health Workforce New Zealand/ HWNZ) Investment, Relationships & Purchasing?

Health Workforce Directorate (HWD Investment, Relationships and Purchasing is a funding agency of the Ministry of Health (MoH). HWD Investment, Relationships and Purchasing provide funding to the DHB via a contract process. For further information, refer to:

<https://www.health.govt.nz/our-work/health-workforce>

Contracts are currently in place with Southern DHB for medical (RMO Office), postgraduate nursing, NETP, midwifery and Hauora Māori. The PGNE office manages the HWD Investment, Relationships and Purchasing funding provided for registered nurses for the purpose of accessing postgraduate Nursing Education. The aim is to advance professional practice and facilitate career pathways towards specialist nursing roles.

HWD funding must be used to provide programmes that meet prioritised workforce needs, government priorities and national health policy.

It is expected that outcomes from the funding include completion of a postgraduate nursing qualification, demonstration of advancing nursing practice, and improved contribution to client and/or service outcomes.

For associated documents see:

www.southernhealth.nz/postgradnursing

or

Southern DHB staff – visit MIDAS
Health Workforce Directorate (HWD) Postgraduate Nursing Education Funding
(66860)

For further assistance contact:

Postgraduate Nursing Education District Office at the Practice Development Unit (PDU) Otago:

Jo Dobson
Coordinator - Postgraduate Nursing Education (District HWD Funding)
jo.dobson@southerndhb.govt.nz
DDI: (03) 470 9675 or internal extn 59675

Hannah Kerr
Administrator - Postgraduate Nursing Education (District HWD Funding)
hannah.kerr@southerndhb.govt.nz
DDI: (03) 470 9673 or internal extn 59673

c/o - Practice Development Unit (Otago)
PG Nursing Education Office
First Floor Fraser Building, Cumberland Street, Dunedin
Box 20, Dunedin Hospital
Private Bag 1921, Dunedin 9054

Information for RNs, Line Managers and Employers

HWD Funding Eligibility

Limited funding is available from HWD each year. Meeting eligibility criteria and funding priority areas does not guarantee funding to individuals. It is necessary to meet the criteria first to be considered for the funding, which is prioritised by the Postgraduate Nurse Training Advisory Group (PGNTAG), and in consultation with the nursing directorate. There are many factors to consider, including the service/organisation's ability to meet release requirements, the amount of funding available, and the overall priority of applications.

The qualification must be at Level 8 on the National Qualifications Framework and be accredited by the New Zealand Qualifications Authority (NZQA) and the Committee on University Academic Programmes. The qualification must be approved by the Nursing Council of New Zealand (NCNZ) or be recognised by the NCNZ as contributing to the development of nurse practitioners.

Please check the NCNZ website for current information.

To be eligible for HWD funding for postgraduate nurse training each trainee needs to:

- ⇒ Be registered as a nurse or a nurse practitioner under the [Health Practitioners Competence Assurance Act 2003](#).
- ⇒ Hold a current annual practicing certificate (APC) with no restrictions on that APC that would negatively impact on their ability to participate in the programme.
- ⇒ Be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service.
- ⇒ Be currently employed in a permanent position as a registered nurse by a service that is funded by the DHB or MoH from Vote Health. This includes rest home, residential care, Primary Health Care providers, Palliative Care, Child Health and Primary Health Care Providers.
- ⇒ FTE is considered on a case-by-case basis by the coordinator in liaison with the trainee's line manager and the Postgraduate Nursing Training Advisory Group (PGNTAG), however, at least 0.4 FTE is preferred.
 - ⇒ Have evidence of support by their current line manager to meet the training requirements
- ⇒ Have a current career plan.
- ⇒ Meet the entry criteria required by the Tertiary Institute.
- ⇒ Submit a fully completed application form within the stated application time frame.

What Does Funding Cover?

HWD– Investment Relationships and Purchasing funding covers course fees and an allocation of trainee release time to attend some compulsory components of study; (this may include compulsory online requirements).

There is limited funding available to contribute towards travel and accommodation. To be considered for travel/accommodation funding a trainee's place of work must be ≥ 100 km from their place of study.

What HWD Does Not Fund

HWD – Investment Relationships and Purchasing does not fund:

- Consumable items or text books
- Postage/courier fees
- Prerequisite courses/papers
- Payment to friends/family for accommodation
- Meals and refreshment costs
- Any claims without legible/legitimate receipts or adequate supporting documentation
- Situations where the trainee is mentored within the workplace during normal work roles/hours.

Application for Funding Process

Registered nurses can apply for funding each year for the following year's funding round.

Each funding round is widely publicised both within the DHB and also via communication to community groups such as Southern PHO, DHB non-provider arm contract holders and other distributions, e.g. GP practices. Notification to potential applicants is via the services and organisations internal communication processes.

Application forms are posted on: (or under the: www.southernhealth.nz/postgradnursing)

'Health Providers' tab on the DHB website). If you require assistance, please contact the administrator – Postgraduate Nursing Education (HWD Funding).

Step 1 Ensure that you meet the criteria

Check your eligibility with HWD Investment, Relationships and Purchasing criteria and the tertiary provider criteria.

Step 2 Download application form

Download a copy of the Southern DHB – HWD Investment, Relationships and Purchasing funding application form - [Postgraduate Training Funds for RNs \[HWD\] Application \(District\)](#) (57109) or go to www.southernhealth.nz/postgradnursing

Fill in the application form, ensuring that all fields are completed. If you have any questions relating to your application or study, contact the coordinator - Postgraduate Nursing Education (HWD Funding). For general administrative queries contact the administrator - Postgraduate Nursing Education (HWD Funding).

Step 3 Discuss

Prior to the closing date discuss your intended application with your line manager and Director of Nursing if applicable, along with your career plan and workplace goals.

Step 4 Submit application

Submit your application and other required documentation (as per the application form checklist) to jo.dobson@southernhb.govt.nz or hannah.kerr@southernhb.govt.nz or to:

Postgraduate Nursing Education HWD Investment Information (District)
Southern DHB 57485 V12 Released 30/08/2019

c/- Practice Development Unit (Otago)
 PG Nursing Education Office
 First Floor Fraser Building, Cumberland Street, Dunedin
 Box 20, Dunedin Hospital
 Private Bag 1921, Dunedin 9054

All applicants will receive an email acknowledging receipt of application.

Step 5 Enrol for your chosen course of study

In order to accept HWD funding – you **must be enrolled** in your chosen qualification, e.g. PG certificate, PG diploma or Masters.

You must apply to the tertiary provider for acceptance onto your chosen course. Once accepted, you will then need to complete the enrolment process. Be aware that some providers require you to accept an offer of place as part of the enrolment process.

Check the tertiary provider 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.

Enrol with your chosen tertiary provider early as numbers accepted onto some courses may be limited. Enrolment is your responsibility - the PGNE Office does not enrol or withdraw you. Once you have enrolled your course dates will be available to you.

Step 6 Documentation check

Any change from your application and funded paper/s must be discussed and approved by the coordinator – Postgraduate Nursing Education.

Applicants will be notified of funding outcome approx. 10 weeks after application closing date.

Step 7 Confirm your acceptance

Confirm your acceptance of funding. If your circumstances have changed and funding is no longer required you must advise the PGNE Office so that funding can be reallocated, ideally prior to commencement of the funded semester.

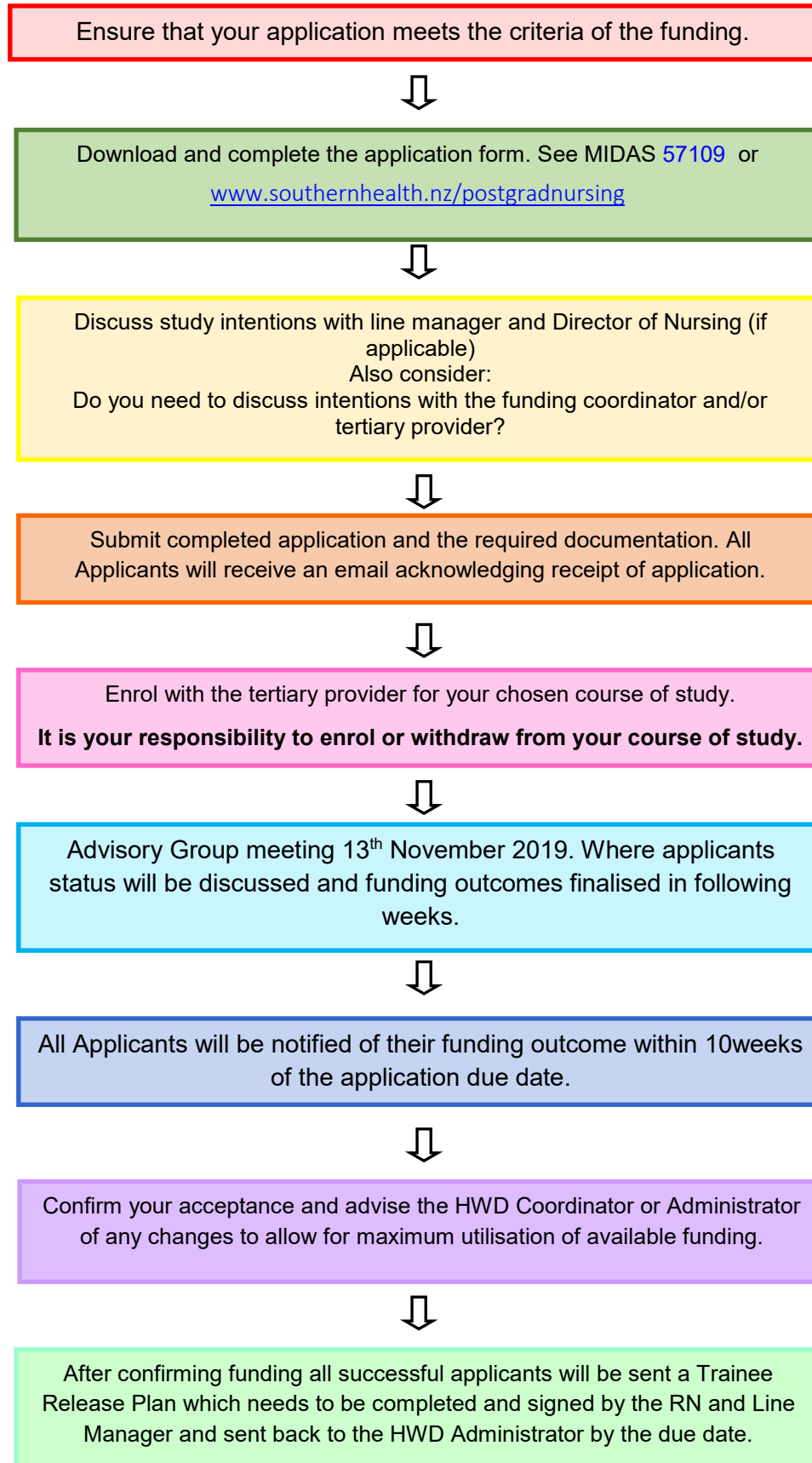
If your circumstances change?

Applicants need to contact the coordinator and/or the administrator for records management if:

If there are any changes to your eligibility to accept HWD funding, including:

- You have any paper/qualification changes. (Paper/qualification changes need to be discussed and approved by the coordinator ahead of changes being made for funding to be guaranteed.)
- You have any plans to withdraw/transfer papers.
- There is a change in your employment status/situation/Hourly rate/ FTE/ Line Manager details.
- You have changed your contact details. (ie. Name, address, email change)
- There is a change for your release dates. All funded nurses are also required to communicate release changes to their line manager.
- You have any changes to travel & accommodation requirements/dates.

2020 Postgraduate Study HWD Funding Application Flowchart for Applicants



Tuition Fees

HWD Investment, Relationships and Purchasing funding provides for full payment of **tuition** fees and **compulsory** fees charged by the tertiary education provider. This does not include fees incurred for late enrolment dependent on circumstances.

Generally fees are paid directly to the tertiary provider by the DHB which is in most instances by bulk invoice. However, under certain circumstances, such as if the trainee has been funded off the waitlist, it may be necessary to advise the PGNE Office of fee payment status in order for the office to either make payment arrangements with the training provider or reimburse the funded trainee.

Trainee Release Plan

Trainee Release

Trainee release is an allowance towards the cost (per hour) of releasing the trainee while the trainee attends the compulsory aspects of their training programme, including academic and clinical mentoring requirements during the trainee's working hours.

The maximum release allocation will be communicated to your manager, once funding has been approved, so that appropriate arrangements can be facilitated in advance.

In most instances applicants will also need to use some MECA Study Days, Annual Leave or Leave without Pay for their compulsory requirements.

Trainee Release Plans (TRPs)

You are required to meet with your manager to discuss and document your trainee release plan for all aspects of your programme of study, including compulsory study days, compulsory online course components or access to clinical mentoring. A copy of this plan should be forwarded to the HWD coordinator to commencement of your study

TRPs are signed by the trainee and their manager and are used to identify approved release days.

Clinical Mentoring

Clinical mentoring is the provision of teaching, coaching and mentoring to support the trainee to integrate their learning into the practice setting. Clinical mentoring may be available via HWD Investment, Relationships and Purchasing funding if it is required by the particular training programme being undertaken.

The clinical mentor role will be undertaken by a designated experienced nurse or relevant registered health professional that has the required qualification. The trainee remains accountable for their own practice at all times.

There is an expectation that mentoring will be provided within the workplace where possible.

The clinical mentor will ensure that the:

- Level of mentoring will be appropriate to the trainee's knowledge and skill.
- Theory and clinical experience (as appropriate) are well integrated.
- Trainees participate in quality improvement processes.

NB: Funding is not available for clinical mentoring already provided by the tertiary education provider as part of the training programme.

Māori and Pacific Support

There may be support funding available for Māori and Pacific Island nurses, aimed at providing mentoring, cultural supervision and cultural development activities. This funding needs to be applied for separately. Contact the coordinator - Postgraduate Nursing Education for details.

Hauora Māori (Non-regulated Workforce)

The development of the Māori health and disability workforce is an identified priority in the New Zealand Health Strategy (Minister of Health, 2000) and the New Zealand Disability Strategy. This specification for the Hauora Māori Training Fund ('the Fund') provides for access to formal training programmes for the significant proportion of the Māori health and disability workforce that is part of the **non-regulated** workforce. This training will support the non-regulated workforce to develop formal competencies in their current roles, and develop their potential to move into other health sector roles, as relevant. If you are interested in accessing Hauora Māori funding contact:

Otago:

Graeme Thompson, Māori Health Directorate: Graeme.Thompson@southerndhb.govt.nz

Southland:

Richard Rongen Māori Health (Cultural Advisor): Richard.Rongen@southerndhb.govt.nz

Travel & Accommodation Subsidy

There is limited HWD funding available as a subsidy for travel and accommodation costs. Travel and accommodation funding may be allocated towards costs for trainees who are required to travel further than 100km (one way) from their usual place of work to the training programme location.

The maximum allowance for eligible trainees is \$910.00, per semester.

Travel

Road travel may be claimed at the approved mileage reimbursement amount (see MIDAS doc [12882](#)) from place of work to place of study. Mileage claims must be accompanied by petrol receipts as evidence of road travel. Air travel claims are for ticket cost (include names, dates, destinations and evidence of payment). Taxis/shuttles/parking can be claimed for travel to and from airport/training provider and for airport parking costs.

Shared costs

The PGNE office encourages trainees to share costs for travel and accommodation where it would be sensible use of funding to do so. If, for example, a cohort were travelling to the same training provider on the same dates, it would be financially beneficial to share a vehicle (if travelling by road) and accommodation. However, transparency is essential; there is an expectation that any claim documentation submitted reflects shared costs.

Indicate clearly on your claim where costs have been shared, with another funded trainee. Where possible, each trainee should request their own separate documentation to assist with the claim process. Please **do not** cover costs for other funded nurses by e.g. by pay for one block of accommodation each. If sharing costs, divide the cost of each stay, as claims should reflect the funded nurse's individual costs.

Mileage should not be claimed more than once for the same journey and copies of accommodation invoices should clearly indicate where accommodation has been shared and with whom if the other person is also a funded trainee.

Claim documentation submissions

Please retain all supporting documentation for reimbursement claims, e.g. travel and accommodation proof of payment, and petrol receipts for mileage claims as evidence of road travel.

A copy of submitted documentation should be held by the claimant for their records.

All documentation must be sent directly to the Administrator PG Nursing Education Office.

Reimbursement Process

- Claims can be submitted during the semester once costs have been incurred. Note – mileage cannot be claimed in advance.
- Usually one claim per semester will be accepted from the trainee.
- Usually one claim per semester will be accepted from non-DHB employers.
- It may be more convenient to submit one claim per year and this is also acceptable, although please be aware that there can be processing delays at the end and beginning of each semester for a number of reasons.
- Consideration will be given to trainees indicating financial hardship and/or urgency.

The reimbursement process involves a number of people to check and sign off your claim so it may take a couple of weeks or possibly longer before you are reimbursed, depending on the workload and priorities of the PGNE office and Southern DHB Accounts Payable Service at the time. To claim your reimbursement you will need to attach confirmation of proof of payment (preferably submit original GST tax invoices/receipts as evidence of payment).

Supporting documentation must include name of funded trainee and must show dates and evidence of payment. It is a reimbursement requirement that dockets are copied onto A4 paper so that claims can be processed efficiently.

All claims should be submitted as soon as possible at the end of the study period, and must be received by 31st March of the year following funding.

Please be aware that incorrect or unclear reimbursement claims may be returned for correction and/or clarification.

Account details

It is essential to submit a bank slip or formal bank documentation indicating the correct bank account with the claim form for reimbursement payments. This is to ensure that reimbursement funds are paid into the correct account.

Non DHB Employer claims:

- Employers must claim for the approved trainee release time.
- Claim forms can be downloaded from www.southernhealth.nz/postgradnursing
- Claim forms are to be submitted to the HWD Administrator.
- Once the claim is authorised, the claimant will be advised of the PO number to invoice against.
- Invoices are then submitted to Southern DHB Finance at accountspayable@southerndhb.govt.nz
- The invoice must match the PO details and authorised amount.

Invoices are required for employer claims only. See <http://www.ird.govt.nz/gst/work-out/work-out-records/records-tax/tax-info/> for tax invoice requirements.

Reporting Requirements

The PGNE office is required to track your programme of study over its duration for the applicable year and report to HWD Investment, Relationships and Purchasing each month.

If you have been allocated HWD funding it is **vital** that you advise the PGNE office at Southern DHB if you withdraw from study or if the funding is no longer required. Funding is received from HWD Investment, Relationship and Purchasing on a monthly basis, so it is necessary for reporting and funding purposes that the office is advised immediately.

Southern DHB and HWD Investment, Relationships and Purchasing seek feedback about programmes of study in relation to workload management, learning support, and workplace support for the purposes of workforce development and ongoing quality improvement processes. Funded trainees will be advised of requirements for end of semester/year reporting (TBA annually). This information may be communicated with funding documentation or by e-mail.

A transcript copy must be sent to the PGNE office on completion of each funded paper.

Information for Declined Applicants

There are a number of reasons why funding may have been declined, e.g. number of applicants exceeds funding, funding priorities, ineligible, line manager/Director of Nursing support, etc.

Options for funding, should you wish to pursue study but have been declined funding, include:

Wait List

A wait list is developed so that any additional HWD funding can be allocated to trainees who have enrolled in and been accepted for their chosen course of study. If the original application is declined, applicants will be waitlisted. Please notify the PGNE Office if you want to 'opt off' the waitlist. Potential trainees will be contacted by the coordinator, by phone or e-mail, if any funding becomes available. Relevant documentation will follow. It is important to keep in contact with the coordinator regarding your study intentions so that if funding becomes available it can be allocated in a timely manner.

Self-funding

You may choose to self-fund your study by paying your own fees and expenses. If you are self-funding, it is strongly recommended that you remain on the wait list. In the event of funding becoming available through withdrawals, you may be eligible to have some of your costs reimbursed.

Student Loan Scheme

If you are unsuccessful with your application, a student loan may be one option to consider. Information about student loans is available from - <http://www.studylink.govt.nz/>.

Other Sources of Funding Include:

- NZNO – there are a range of scholarships and grants available to NZNO members. There are also education funds available via NZNO colleges and sections for members; check the NZNO website for details: <http://www.nzno.org.nz/groups>
- Employer/service-specific funds may be available in your workplace – check with your charge nurse manager/line manager for information.
- Mental Health and Intellectual Disability (ID) services may access funding through Te Pou for specific papers – access via (workforce centre) www.tepou.co.nz
- Support may also be available through the Dunsmore Trust (Otago site) – refer to: [Criteria for Distribution of Dunsmore Trust Funds \(Otago\)](#) (18960).

Other Important Information for DHB Line Managers

OneStaff Coding

Trainee release is coded onto the OneStaff system by individual line managers. There is no financial transaction for release.

When coding on OneStaff please refer to the Trainee Release Plan to code the correct allocated HWD Funded Study days. Any days that are not HWD Funded, are planned in a discussion with the Line Manager and RN and are taken as either study days, annual leave etc. under the ward cost code.

HWD Funded Days are to be taken within the normal rostered FTE, not as extra days.

Line managers are required to manage their staff entitlements to ensure that maximum funded release allocations are not exceeded.

Please Code HWD Funded Days to:

v: sdon Dir of Nursing

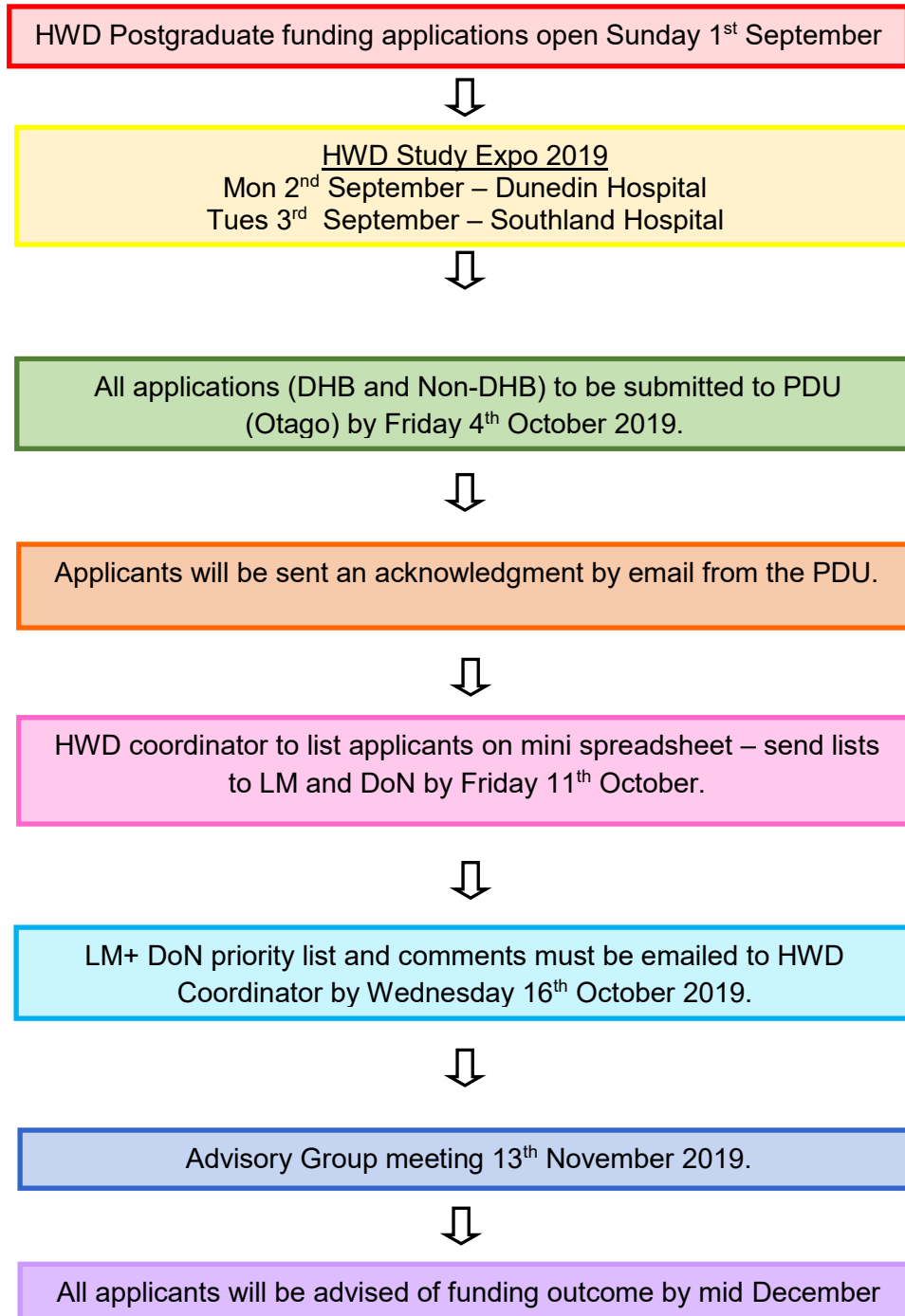
G: HWD

} : HWDFUND

The Administrator does daily checks of all coding and has the authorisation to make changes where necessary. If you see that one of your RN's is coded to HWD Funding, please do not make changes without consulting the HWD administrator or coordinator.

If you have any queries or concerns please contact the HWD administrator.

2020 Postgraduate Study HWD Funding Application Process



Reviewed by: Jo Dobson (2019)

Jo Dobson: Coordinator Postgraduate Nursing Education, Southern DHB