**Postgraduate Nursing Education HWD Funding
Information 2022**

# What is Health Workforce Directorate (HWD)? - previously known as Health Workforce New Zealand (HWNZ).

Health Workforce Directorate Investment, Relationships and Purchasing is a funding agency of the Ministry of Health (MoH) - and they provide funding to DHBs via a contract process.

<https://www.health.govt.nz/our-work/health-workforce/investment-and-purchasing#nursing>

The Postgraduate Nursing Education office manages the HWD Investment, Relationships and Purchasing funding provided for registered nurses for the purpose of accessing Postgraduate Nursing Education.

**For HWD Funding assistance contact:**

Postgraduate Nursing Education District Office c/o 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

8:30am-5:00pm – Mon & Tues (occasionally Tues & Weds)

Hannah Kerr

Administrator - Postgraduate Nursing Education (District HWD Funding)

hannah.kerr@southerndhb.govt.nz

DDI: (03) 470 9673 or internal extn 59673
8:00am-4:30pm Mon-Fri

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

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**For associated documents see**: [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)

**Southern DHB staff –** visit MIDAS.

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# Planning for Postgraduate Study

Before undertaking postgraduate study, it is important to discuss your options with others, including family, colleagues, educators and line managers. It is important to consider the impact that postgraduate study will have on you, your work and also your family.

Postgraduate study takes time, for example one 30point paper is approximately 300hrs/semester – so this should be considered when planning study.

Postgraduate study will also have some financial implications for each student, although HWD funding support covers fees and some release time – there may be other costs including, course material, text books, travel, parking, extra leave etc.

# HWD Funding Eligibility

Meeting eligibility criteria and funding priority areas does not guarantee funding to individuals.
It is necessary to meet the criteria to be considered for the funding, which is prioritised by the Postgraduate Nurse Training Advisory Group (PGNTAG), in consultation with the nursing directorate.

**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](http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html?src=qs)

 [Competence Assurance Act 2003](http://www.legislation.govt.nz/act/public/2003/0048/latest/DLM203312.html?src=qs).

* 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, Palliative Care, Child Health and Primary Health Care Providers.
* FTE is considered on a case-by-case basis however, at least 0.4 FTE is preferred.
* Have evidence of support by the current line manager to meet the training requirements
* Have a current career plan.
* Submit a completed application form within the stated application time frame.
* 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 credited towards a NCNZ approved programme, where it leads to a qualification for NP or RN Nurse Prescribing.
* Please check the NCNZ website for current information. <https://www.nursingcouncil.org.nz/Public/Education/Postgraduate_programmes/NCNZ/Education-section/Postgraduate_programmes.aspx?hkey=60e5df31-b082-4c63-97ce-6543cf243980>

You must also meet the entry criteria required by the Tertiary Institute you are enrolling in.

# What Does Funding Cover?

* **Course fees**- HWD 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.

Fees are paid directly to the tertiary provider by the DHB which is paid via 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 time** - An allocation of trainee release time will be supported by HWD Funding to attend/complete compulsory components of study; (this may include compulsory online requirements).
Because funded applicants may not be supported for all compulsory study days.
Applicants will also need to use some MECA Study Days, Annual Leave or Leave without Pay for their compulsory requirements.

**Trainee Release Plans (TRPs) and Funding Letter**A Trainee Release Plan and Funding Letter will be forwarded to each funded applicant with the details of their funded release time allocation for Semester One and Two.

The applicant is required to meet with their line manager to discuss and document the trainee release plan for compulsory study days, compulsory online course components or access to clinical mentoring.

TRPs must be signed by the applicant and their manager and are used to identify and reimburse approved release days.
A completed copy of the plan needs be forwarded to the HWD administrator or coordinator prior to commencement of study. Allocation of funded release days cannot be granted without returning the TRP and Funding Letter to the PGNE Office.

# HWD Funding cannot be used for other course related costs, including:

* Consumable items or text books
* Postage/courier fees
* Prerequisite courses/papers
* Payment to friends/family for accommodation
* Meals and refreshment costs
* Situations where the trainee is mentored within the workplace during normal work roles/hours.

**Any claims without legible/legitimate receipts or adequate supporting documentation cannot be paid.**

**Funding cannot be transferred from one year to the next.**

# What is the Application Process? / How to apply

**Registered nurses can apply for funding each year within the Annual Application Round which is held Sept-Oct of the year prior to study commencement.** E.g. apply for 2022 study in Sept 2021.

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.

**Step 1: Ensure that you meet the criteria – see page 2.**

**Step 2: Download application form**

**HWD Funding application form can be found at:** [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)

 **For DHB Employers MIDAS doc 57109**: [Postgraduate Training Funds for RNs HWD Application (District)](https://pulse.southerndhb.govt.nz/sites/MIDASpub/SitePages/ViewDoc.aspx?doc=57109)

**Step 3:** **Discuss**

Prior to submitting application discuss your intended study pathway with your line manager/nurse educator and if applicable your Director of Nursing.

HWD Funding Coordinator is available via email to make appointments for discussion.

**Step 4**: **Complete Application and Career Plan.**
Fill in the application form and career plan, ensuring that all fields are completed, and all relevant documents attached.

Incomplete application forms will be returned to the applicant for completion, which may result in a late application.

**Step 5:** **Submit Application**

Submit your application and other required documentation (as per the application form checklist) to

jo.dobson@southerndhb.govt.nz or hannah.kerr@southerndhb.govt.nz
or to:
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

**Receival of Application (ROA):** All applicants will receive an email acknowledging receipt of application.
If you do not receive confirmation that your application has been received via email by **Friday October 15th 2021** please contact the PGNE Office.
**Please do not email before this time as there are a lot of applications.**

**Applications received after the closing date will be given the option to opt on the waitlist.**

**Remember that incomplete applications will be returned to the applicant meaning it may result in a late application.**

**Step 6: Enrol for your chosen course of study with your chosen Tertiary Provider**

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

Check tertiary provider websites for enrolment dates and requirements for supporting documentation. This is important if you are a first-time student, as often the enrolment date is early.

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.

It is important to enrol with your chosen tertiary provider early as numbers accepted onto some courses may be limited, or courses cancelled due to lack of enrolments.

**Enrolment is the trainee’s responsibility** - the PGNE Office does not enrol or withdraw students.

If you need help with enrolment, contact the Tertiary Provider’s help desk or course administrator.

**Step 7: Wait to hear of application outcome**

You will be informed by the PGNE Office of the outcome of your application for HWD Funding in Mid Dec.
Please do not email the HWD Administrator or Coordinator prior to this time asking when you will be made aware of the funding outcome as it is an extremely busy time, and your email will not be responded to.

**However, if you have not heard of your funding outcome by Friday 17th December 2021, please contact the PGNE Office.**

**Step 8: Confirm your acceptance or opt on/off the Waitlist**

Confirm acceptance of funding by responding to the email sent to you by the PGNE Office as soon as possible.

If you do not respond in a timely manner your funding may be reallocated.

If you have been declined funding at this stage, you will be asked whether you would like to opt onto the waitlist. If you do not respond we will assume you have opted off the waitlist and no longer require funding.

If your circumstances change and funding is no longer required, you **must** advise the HWD Administrator or Coordinator ASAP so that funding may be reallocated to another nurse who can benefit from the funding support.

# If your circumstances change – this may affect your funding status.

**It is important that applicants contact the coordinator and/or the administrator if:**

* You have any paper/qualification changes – any changes need to be discussed and approved by the coordinator ahead of changes being made.
* You have any plans to withdraw/transfer semesters.
* There is a change in your place of work/situation/Hourly rate/ FTE/ Line Manager Details.
* You have changed your contact details. (i.e. Name, address, email)
* 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.
* There are any changes to your eligibility to accept HWD Funding.

NB. HWD Funding may be transferable to another employer – so please get in touch with the HWD Administrator or Coordinator if you are changing employment.

# 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 will be 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 can be placed on the waitlist.
**Please notify the PGNE Office if you want to ‘opt on’ the waitlist.**

Applicants will then be contacted by the coordinator, by phone or e-mail, if any funding becomes available. Relevant documentation will follow.

**Self-funding**

You may choose to self-fund your study by paying your own fees and expenses.
**Please inform the HWD Coordinator if you are self- funding**.
It is strongly recommended that you choose to opt on the waitlist - in the event of funding becoming available through withdrawals, you may be eligible to have some of your costs reimbursed.

**Student Loan Scheme**

A student loan may be an 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](http://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)](https://pulse.southerndhb.govt.nz/sites/MIDASpub/SitePages/ViewDoc.aspx?doc=18960) (18960).

**If you decide to postpone your study until the following year please let the HWD Administrator and Coordinator know ASAP.**

# 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 HWD Coordinator for more details.

# Travel & Accommodation Subsidy

Each semester there is limited funding available to contribute towards travel and accommodation.
Travel and Accommodation subsidy will be granted firstly to those whose courses are not available locally. Those needing to travel the furthest or most often will be prioritised.

To be eligible for travel/accommodation funding a trainee’s place of work must be >100km from their place of study.

If granted Travel and Accommodation subsidy, the maximum amount that can be claimed is $910.00, per semester with proof of purchase.

The trainee is responsible for booking and paying for their travel and accommodation in the first instance. A claim is then submitted with receipts/tax invoices for reimbursement. Booking confirmation is not sufficient evidence of proof of purchase.

**Travel Information**

Road travel may be claimed at the IRD approved mileage reimbursement amount (see MIDAS doc [12882](https://pulse.southerndhb.govt.nz/sites/MIDASpub/SitePages/ViewDoc.aspx?doc=12882)) from place of work to place of study. Mileage claims must be accompanied by petrol receipts as evidence of road travel. (IRD approved mileage rates currently 79c/km

The Travel and Accommodation Subsidy does not cover the use of Organisation/Business cars.

Air travel claims are for ticket cost (include names, dates, destinations and evidence of payment).
AirPoints cannot be reimbursed.

Taxis/shuttles/parking can be claimed for travel to and from airport/training provider and for airport parking costs.

**Shared costs**

Trainees may want 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. 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.

To process these claims it is helpful if claims are submitted at the same time.

# Reimbursement Process

**Please retain all supporting documentation for reimbursement claims, e.g. travel and accommodation receipts as 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 documentationmust be sent directly to the PGNE Administrator.

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, please be aware that there can be processing delays at the end and beginning of each semester for a number of reasons.

• If consideration is needed for trainees indicating financial hardship and/or urgency; please contact the PGNE Coordinator.

The reimbursement process involves a number of people to check and sign off the 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 mustinclude name of funded trainee and must show dates and evidence of payment.

**All claims should be submitted as soon as possible by the end of the semester/year and must be received by 31st March of the year following funding.**

Please be aware that incorrect or unclear reimbursement claims will 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.

# Information for DHB Line Managers

### One-Staff 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**

 **Time and Attendance**

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. Line managers may be contacted by the HWD Administrator if changes need to be made.


Please code HWD Funded Days to:

**Information for Non-DHB Employers**

* Employers must claim for the approved trainee release time.
* Claim forms can be downloaded from [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)
* Claim forms are to be submitted to the PGNE Administrator.
* Once the claim is authorised, the claimant will be advised of the PO number to invoice against.
* Invoices should then be 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/](http://www.ird.govt.nz/gst/work-out/work-out-records/records-tax/tax-info/%20) for tax invoice requirements.

As the HWD allocation for travel and accommodation, is to the named trainee. The trainee is responsible for the payment and therefore claiming for their own travel and accommodation. As a work place please **do not** cover these costs without contacting the PGNE Administrator or Coordinator prior to booking.

If there are any queries or concerns regarding claims please contact the HWD Administrator.

# Reporting Requirements

At the end of each semester, on completion of each funded paper – funded applicants must send a transcript copy of results to the PGNE office and may be asked to complete a short survey.

**2022 Postgraduate Study**

**HWD Funding Application Process**

HWD Postgraduate funding applications open Weds 1st September 2021

HWD Study Expo 2021

Mon 30th August– Southland Hospital

Tues 31st August – Dunedin Hospital

 All applications (DHB and Non-DHB) to be submitted to PGNE Office by Tuesday 5th October 2021

Applicants will be sent an acknowledgment by email from the PGNE Office by Friday 15th Oct

HWD coordinator to list applicants on mini spreadsheet – send lists to LM and DONs by Friday 22nd October 2021

LM+ DON priority list and comments must be emailed to HWD Coordinator by Tuesday 2nd November 2021

Advisory Group meeting date TBA (November 2021)

All applicants will be advised of funding outcome by mid December 2020.