



Who is eligible to apply for Health Workforce New Zealand (HWNZ) funding?

To be eligible for HWNZ funding, you must:

- Be a Registered Nurse or Nurse Practitioner
- Hold a current Annual Practising Certificate (APC) with no restrictions
- Be employed as a nurse by a service that is funded by Vote Health. For example, this includes:
 - Aged Residential Care (i.e. private hospitals or rest homes)
 - The West Coast DHB
 - Māori and Pacific Providers
 - Plunket
 - Primary Health Organisations
 - School nurses (if funded by a DHB or the Ministry of Health)
- Be a New Zealand citizen, or hold a New Zealand residency permit issued by Immigration New Zealand
- Have evidence of support from your current employer to meet the training requirements
- Be looking to undertake an accredited, postgraduate qualification
- Meet the entry requirements determined by your education provider

HWNZ funding **cannot** be accessed by:

- Enrolled Nurses or Nurse Assistants
- Nurses working in private surgical hospitals
- Prison nurses employed by the Justice Department
- Registered Midwives
- School nurses, if employed by the Ministry of Education

What does HWNZ funding cover?

HWNZ funding may be used for the following:

- **Tuition fees**
 - 'Tuition fees' include the full cost of the paper, including any compulsory administration fees
 - Tuition fees are paid via a 'third party' invoice provided by your education provider to the West Coast DHB
- **Clinical release time**
 - Clinical release enables you to attend compulsory components of the paper (i.e. block courses) in paid time
 - Clinical release is paid by HWNZ - not your department's budget
 - If you are a West Coast DHB employee, please document: **'8 hours HWNZ Funded PG Study Day - Cost Centre 5776'** on either your timesheet (for nurses working rostered shifts), OR your WCDHB Leave Reporting Form (for nurses in salaried positions)
 - If you are NOT a WCDHB employee, your employer will need to invoice the WCDHB according to your usual rate.
 - All clinical release time is paid at your usual rate, excluding any penal rates and/or shift allowances.

- Clinical release does not include travel time. Travel is to be undertaken before or after normal working hours, or during a rostered day off. Exceptions related to safety (i.e. travelling large distances and/or during winter) may be negotiated with your line manager(s).
 - No trainee should take annual leave to attend compulsory components of the paper
 - Study leave for HWNZ funded postgraduate papers is additional to those entitlements under the MECA/PSA professional development clause
- **Travel and accommodation subsidy**
 - A subsidy toward travel and accommodation is available if you are required to travel more than 100km one way from your usual place of work, to your place of study
 - This includes air and road travel and equates to approximately \$1000 per person, per 30 credit paper
 - All travel and accommodation is to be booked by the West Coast DHB PA to the DON (please see the section: '*How do I request travel and accommodation?*')
 - This is a subsidy only and is not intended to cover the full cost of travel and accommodation
 - We need your help to ensure that only essential travel and accommodation is requested. Please do not be offended if we ask you to justify your accommodation/travel requests.
 - **Clinical supervision/mentoring**
 - Some papers may require you to undertake a set number of clinical supervision hours (i.e. some health assessment papers and all prescribing practicums)
 - If your paper requires clinical supervision, a subsidy may be available to support you to achieve these hours within paid time
 - For West Coast DHB employees, this subsidy is paid directly to your department
 - For non-West Coast DHB employees, your employer may need to invoice us to receive this subsidy

HWNZ funding does NOT get paid directly to the trainee and does NOT cover meal costs or the cost of any textbooks. If you require additional funding to support the purchase of course materials such as textbooks, you may be eligible to apply to NZNO's Nursing Education Research Fund (NERF) at: www.nzno.org.nz/groups/nerf.

How do I apply for HWNZ funding?

To apply for HWNZ funding you will need to review and complete all of the components outlined in the *WCDHB Application process for HWNZ postgraduate funding* flowchart. All components must be completed in order for your application to be considered.

When do applications for HWNZ funding need to be submitted?

In general, applications open the August preceding the academic year and remain open until the end of September.

If there is any funding leftover after the above application round, a second application round for Semester 2 will open in March and close at the end of April.

What is Māori and Pacific support funding and how do I apply for this?

If you identify as Māori and/or one of the many Pacific Peoples, you may be eligible to apply for additional funding to support you whilst studying. This funding is available for mentoring, cultural supervision, and cultural development and is intended to assist you to be successful with your studies.

If you are interested in applying for support funding, contact the ADON-Workforce Development. The application process is separate from the HWNZ application process and requires a cultural support plan to be in place.

More information can be found on the Ministry of Health/HWNZ website at: www.health.govt.nz/our-work/health-workforce/investment-and-purchasing, as well as on the WCDHB Nursing & Midwifery homepage at: www.westcoastdhb.health.nz/services/nursing_n_midwifery/default.asp.

How do I know what the prioritisation strategy is for decisions regarding funding?

Each year an agreed prioritisation strategy is developed to ensure HWNZ funding is allocated in a way that meets the needs of the local community and wider West Coast Health System. This is informed by various health policies and strategies that have been determined locally, regionally (i.e. South Island-wide) and nationally.

Currently, prioritisation is given to nurses who make a significant contribution to:

- Preventative care
- Improving access to care (i.e. closer to home)
- Eliminating inequity for Māori and Pacific Peoples
- Eliminating disparities for various population groups (i.e. rural/remote, people living with long term conditions, older persons health, mental health)
- Achieving national health targets (i.e. faster cancer treatment, healthy children)

When will I know if my application has been approved?

In general, you will be notified in writing by the WCDHB Director of Nursing sometime during mid-November to mid-December.

If your application is unable to be endorsed immediately, you will be placed on a prioritised waiting list. You will be advised to remain enrolled with your education provider in case your application is selected for funding.

How many study days am I entitled to?

Block study days are determined by your education provider and will vary depending on the paper. All compulsory study days are funded and are to be arranged in conjunction with your line manager(s) – this includes your operational and professional manager.

Please consider the time that will be required to travel to/from your study days when arranging the roster with your line manager(s). In most cases travel is to be undertaken in your own time.

If you are completing a research paper (i.e. research report, dissertation, thesis) you may not have set study blocks. If this is the case, please discuss how best to manage this with the ADON-Workforce Development.

How do I request travel and accommodation?

In most cases your accommodation and travel will be arranged for you by the West Coast DHB's PA to the DON via Orbit Corporate Travel. To request this, you will need to complete a West Coast DHB training/travel form as soon as your study dates are known. This form must also be signed by your line manager(s) as this will assist them with planning service cover.

If you are studying in Christchurch you will more than likely travel by private car. In this case, your petrol (NOT mileage) will be reimbursed after you have completed a West Coast DHB reimbursement form and attached relevant receipts. Two receipts are required – one to demonstrate that you have fuelled up prior to leaving the West Coast, and one to demonstrate re-fuelling once you have returned. These receipts must show a breakdown of costs (an EFTPOS print-out is not sufficient). Reimbursement forms should be sent to the PA to the DON for processing – not your line manager(s).

What if I feel that I am struggling and may not end up passing my paper?

There is no penalty for not passing your paper. If at any stage you feel you are struggling, please contact the ADON-Workforce Development. There may be several options available for ensuring you receive the support required to be successful with your studies.

What if I move or change jobs?

If you have accepted employment within another DHB or region, funding approved by the West Coast DHB may not follow you. Please discuss this with the ADON-Workforce Development.

What do I need to do once I have finished my paper?

After each semester of your studies you will be asked to complete a **compulsory** electronic survey as part of outcome-based reporting to HWNZ. This survey will ask you to indicate whether or not you have passed your paper, and will also ask you about your general experience of studying. All information that is shared is kept confidential and any significant feedback may be followed up with you.

What if I have other queries regarding HWNZ funding?

For any other queries regarding HWNZ postgraduate study, please feel free to contact:

Brittany Jenkins, ADON - Workforce Development, West Coast DHB (03) 769 7400 Ext 2656

OR

Julie Bell, PA to DON, West Coast DHB (03) 769 7400 Ext 2483