

## Health Workforce New Zealand Pacific Peoples Support Policy

There are a number of criteria Health Workforce New Zealand (HWNZ) uses in making funding decisions regarding Pacific Peoples Support for trainees enrolled on HWNZ funded training programmes.

1. Pacific Peoples Support funding applies to actual and reasonable costs associated with Mentoring, Cultural Supervision and Cultural Development activities.
2. Eligible trainees must be of Pacific Peoples descent and have established cultural links to the Pacific Peoples communities.
3. Support funding is up to a **maximum** of \$2,000 (excluding GST) per trainee, but may be less depending on factors such as available budget. Of this a maximum of \$200 (excluding GST) may be spent on resources for Cultural Development in conjunction with Cultural Mentoring/Supervision only. Funding is applied on a pro-rata basis for part-time study.
4. The Provider must negotiate and agree a Support Plan with the Mentor, Cultural Supervisor and Pacific Peoples trainee. The Support Plan must include mentoring and cultural supervision and may include cultural development.
5. The Provider must appoint an appropriately qualified and experienced person who facilitates learning, supervises and assesses trainees continually so that the trainee achieves their outcomes at the end of the programme. Mentors motivate and encourage trainees to continue their education. Mentoring may take place on a one to one basis or as part of a group.
6. The Provider must appoint an appropriately qualified and experienced person who facilitates a process that explores and reconciles clinical and cultural issues with trainees and provides appropriate management strategies, skills and confidence for trainees to retain their cultural identity and integrity as Pacific Peoples. Cultural supervision may take place on a one to one basis or as part of a group.
7. In conjunction with mentoring and cultural supervision, cultural development may be part of the Support Plan and includes:
  - a. Cultural resources and activities including supported from a respected person of standing in the Pacific community and peer support
  - b. Membership to Pacific Peoples Health Professional Organisations
8. Mentor and cultural supervisor may be the same person as long as all components of 5 and 6 are covered.
9. The following activities are excluded from funding as part of Pacific Peoples Support:
  - a. academic, clinical, cultural supervision, or mentoring, already provided as part of the training programme or as part of the trainee's employment;
  - b. mentoring, cultural supervision and cultural development funded through other sources such as scholarships;
  - c. travel, accommodation and meals; and
  - d. overseas conferences and conferences not specifically relating to Pacific Peoples health (at the discretion of the Provider).
10. Funding is limited and should eligible applications exceed available monies the grant funding will be apportioned equally among eligible applicants on the basis of the number of eligible applications.

11. If the trainee does not attend the training programme as indicated in the application it is expected that the unused portion of the support funding will be refunded to HWNZ (or not invoiced).
12. Further information can be found in the HWNZ Pacific Peoples Support Funding Guidelines for the Provider.

The Pacific Peoples Support Policy will be reviewed by HWNZ on a regular basis.

## **Pacific Peoples Support Funding Guidelines for the Provider**

### **1. Purpose of the grant**

To enhance the likelihood of Pacific Peoples trainees successfully completing HWNZ funded training programmes.

### **2. Criteria**

Pacific Peoples Support funding is open to any person who:

- is an eligible trainee enrolled in a HWNZ funded regulated training programme whose name appears in the HWNZ Report One Database; and
- is of Pacific Peoples descent and has established cultural links to the Pacific Peoples communities.

For further information, please refer to the HWNZ Pacific Peoples Support Policy.

### **3. Application process**

The Provider should inform trainees, early in the training year, of the opportunity to apply for Pacific Peoples Support funding, and work with interested trainees to negotiate an individual support Plan.

A description of the required contents of each Support Plan is included in Section 5 of this document.

Once the Support Plan has been agreed on by the Provider and individual trainees, the attached application template (Pacific Peoples Support Template) should be completed and submitted to HWNZ.

HWNZ do not require copies of the Support Plans.

On receiving a correctly completed Pacific Peoples Support Template from the Provider, a Letter of Agreement may be created for the funding.

### **4. Grant administration**

Applications for Pacific Peoples Support may be made at any time during the current contract term; however funding will not be applied retrospectively prior to the date of application.

### **5. Support plans**

Support plans must be signed by the trainee, mentor, cultural supervisor and the Provider, and kept on file for audit purposes.

Support Plans must include the following components:

#### Mentoring:

- a brief description of the qualifications and experience of the Mentor
- when and how often the mentorship sessions take place
- an outline of the sessions
- a breakdown of the costs associated with providing the mentoring component of the Services

#### Cultural Supervision:

- a brief description of the qualifications and experience of the Cultural Supervisor
- when and how often the cultural supervision sessions take place
- an outline of the sessions
- a breakdown of the costs associated with providing the cultural supervision component of the Services

Support Plans may also include Cultural Development; however this must occur in conjunction with cultural supervision and mentoring. Where Cultural Development is provided, the Support Plan must include:

- a description of cultural activities
- a list of cultural resources
- identification of the membership of a Pacific Peoples Health Organisation
- a breakdown of the costs associated with providing the cultural development component of the Services (Note: the maximum budget for cultural development is \$200 excluding GST)

Definitions of mentoring, cultural supervision and cultural development are found in the HWNZ Pacific Peoples Support Policy.

The maximum total budget available is \$2,000 per trainee, including programme development. Funding is on a pro-rata basis for part time study.

## 6. Evaluation and review

In order for HWNZ to continue with Pacific Peoples Support funding, HWNZ may periodically undertake an evaluation to assess the effectiveness of this programme. Please note that the Provider may be asked to participate in this evaluation.

### Pacific Peoples Support Template: EXAMPLE

*Below is an example of a correctly completed template:*

Name of Provider: XYZ DISTRICT HEALTH BOARD

Name of HWNZ Contract Manager: Jane Doe, Business Manager

Contract Number: TBA

Trainee Name	Ethnicity	Employment FTE	Programme training unit	HWNZ-funded programme name	Cost of support plan
John Smith	Samoan	1	1	Medical – PGY 1	\$2,000
Joanna Smith	Niuean	1	1	Medical – PGY 2	\$2,000
Total Value of Applications					\$4,000

## Pacific Peoples Support Template

Name of Provider: \_\_\_\_\_

Name of HWNZ Contract Manager: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Trainee Name	Ethnicity	Employment FTE	Programme training unit	HWNZ-funded programme name	Cost of support plan
Total Value of Applications					