

<http://www.waikatodhb.govt.nz/cta>

Postgraduate Nursing Education
Handbook

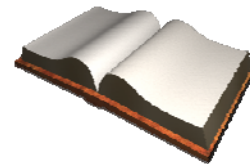
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Introduction

Welcome to this handbook on Clinical Training Agency (CTA) postgraduate education for nurses embarking on postgraduate study. This handbook is designed to be a user friendly guide to enable you to make decisions regarding postgraduate study. It will also help you to step through the procedures involved when applying for CTA funding. If you still have questions after reading this handbook please give Denise Irvine, Postgraduate Nurse Coordinator - CTA a call 021 795 063.



Clinical Training Agency (CTA)

What is the CTA?

It is a unit within the Ministry of Health that provides funding for Post Entry Clinical Training (PECT) programmes. :

Funding by CTA

There is funding available through CTA, if you meet the following criteria:

- Be a registered nurse (RN).
- Hold a current annual practicing certificate (APC).
- Be currently employed as a RN by a health service that is funded by a DHB or the Ministry of Health from Vote Health.
- Be a NZ citizen or hold a NZ residency permit as conferred by the NZ Immigration Service.
- Have supporting evidence from their current employer to meet training requirements.
- Meet the criteria required by their education provider.
- Application completed fully within time frame.
- A Career plan is developed with Nurse Manager, Nurse Educator or Clinical Nurse Director to ensure that education is appropriate to scope, level of practice and role.
- Priority will be given to areas of high workforce development need. A priority framework will be on the Waikato DHB CTA website to inform applicants of the areas which will be considered first for funding.

Study Programme Grid

When applying for CTA funding, you must identify which programme you are enrolling in. A programme consists of:

* Postgraduate Certificate * Postgraduate Diploma * Masters

Postgraduate Certificate = 60 pts
Postgraduate Diploma = 120 pts
Masters = 240 pts

WINTEC and Victoria University

All papers offered by these tertiary providers are 30 pts each paper therefore you need:

- Two papers for a Postgraduate Certificate
- Four papers for a Postgraduate Diploma

PLUS $\square + \square =$ Postgraduate Certificate
 $\square + \square =$ Postgraduate Diploma

Auckland University of Technology (AUT)

Each paper is worth 20 pts therefore requiring:

- Three papers for a Postgraduate Certificate
- Six papers for a Postgraduate Diploma

PLUS $\square + \square + \square =$ Postgraduate Certificate
 $\square + \square + \square =$ Postgraduate Diploma

University of Auckland

Papers are worth either 15 and 30 pts, therefore 15 pts require:

- Four papers for a Postgraduate Certificate
- Eight papers for a Postgraduate Diploma

PLUS $\square + \square + \square + \square =$ Postgraduate Certificate
 $\square + \square + \square + \square =$ Postgraduate Diploma

30 pt papers please refer to the grid for WINTEC and Victoria University

Masters requires:-

120 points from the Postgraduate Diploma plus another 120 points.

This can be made up from:

- 120 point thesis
- Papers and a dissertation
- All papers.

Discuss the most appropriate pathway to complete a Masters' qualification with the tertiary provider you enrol with.

Do I want to do postgraduate study?

Before you undertake the commitment to do study you need to consider the following:

How much time will it take?

What is happening in your life and is it feasible for you to fit in time for studying? While Waikato DHB and other agencies in the Waikato region are committed to supporting you through this – the dedicated study time will have to come from you.

A rough estimate of the time commitment is about 10-12 hours per week (average of lectures, tutorials, private study) for a 15 point paper.

What pathway do I want to take?

Have you thought about where you want your career to go? What study programme will enable you to achieve your goals? It is advisable to talk this over with your

- clinical nurse manager
- clinical nurse educator
- clinical nurse director
- a specialist in your field
- primary health care management
- Postgraduate Nurse Coordinator.

Another option is to talk to other staff/colleagues that have completed or are enrolled in study. Most of the universities will also be very happy to discuss pathways and what education you can do to get there.

CTA require as part of the application process you have a career plan in place so you do need to seriously consider this as part of the whole process.

Where do I want to study?

Nursing papers are offered by:

- Auckland University (UOA)
- Auckland Institute of Technology (AUT)
- Wintec
- Victoria University

➤ Massey University

You need to find out which institution offers the papers that you want to do and also find out what support they will offer you. It is always a good idea to talk to the post graduate coordinator of the nursing departments for that provider. Talking to colleagues that have done postgraduate study to find out their experiences of the institutions is also a good idea. Once you have chosen an institution it is normal for you to stay with this institution until you have completed your qualification. Preferred Pathways are also included on the website. Each institution has a different points system which was explained in detail earlier in this handbook (Study Programme Grid on page 5).

What support will I get?

Financial Support

Paper Costs

- The full cost of your paper will be paid regardless of the hours you are employed.

Travel and Accommodation

- Costs if travel is –
 - a) under 100kms, no travel or accommodation allowance
 - b) 100kms and over, some allowance

Health Waikato Employees

- You need to complete a Travel & Reimbursement form which you will find on www.waikatodhb.govt.nz/cta.

Primary, Aged Care and Iwi Providers:

- Your employer will need to send a GST invoice for your expenses to the Postgraduate Nurse Coordinator

Unfortunately, if you enrol in an onsite paper which then changes back to the original provider, such as UOA, travel costs and accommodation will not be able to be claimed as they have not been included in the budget balancing.

Depending on the amount of study days required, the allowance may not cover ALL travel and accommodation costs.

Clinical Supervision

- Funding is also available to assist in meeting a portion of the costs if clinical supervision is a requirement of the paper.

Clinical Release

Covers the cost (per hour) of releasing you to attend the study days of your course during working hours. You do not need to be replaced. CTA expects that you will complete all the formal components of the course. If the you are required to take the study day as annual leave or leave without pay then your employer is not eligible for clinical release funding. If you take leave without pay then you can be paid the clinical release directly.

Health Waikato Employees:

- The cost of replacing you will be automatically credited to your cost centre.

Primary, Aged Care and Iwi Providers:

- Your employer can also claim for clinical replacement funding by sending a GST invoice to the Postgraduate Nurse Coordinator.

The cost of text books and any other expenses are not covered.

University Support

Universities have student learning centres which are there to assist the students. You can also talk to the paper coordinators/lecturers if you are struggling and they should be able to clarify some things for you.

Libraries

Libraries usually have facilities and teaching sessions on how to search for literature. Waikato DHB library will have some nursing journals and information available. If you are a Waikato DHB employee you can access this. If you are not employed by the Waikato DHB you are also able to access the library, borrowing up to ten books at a time. By enrolling at your university you will have access to their libraries electronically and through them access to many journal databases. If you get a chance to attend a session on searching a database, attend it. It is very helpful and can reduce the time you need to spend on the computer.

Assignment Help

Assignments are usually the way you are assessed. The universities should offer help in this area from the student learning centres. Some universities offer assignment writing sessions at the beginning of their first papers for new students and we encourage you to access these. The Waikato DHB is running workshops onsite to help in these areas. To get further information on these workshops go to the following website:

<http://www.waikatodhb.govt.nz/cta>

Organisational Support

You must have documented support from your manager in order to qualify for funding. Study leave must be negotiated with your manager.

Postgraduate Nursing & Midwifery Education Support Group (Percival Flats)

The aim of this group is to provide formal and informal education and mentoring support for nurses and midwives undertaking postgraduate study. The support is being offered by people who are already walking the postgraduate pathway or who have already completed it. Please refer to website for further information on what support they can offer you or contact Denise Irvine – Postgraduate Nurse Coordinator –CTA or Nicola McKenzie Administration - CTA.

Academic Expo

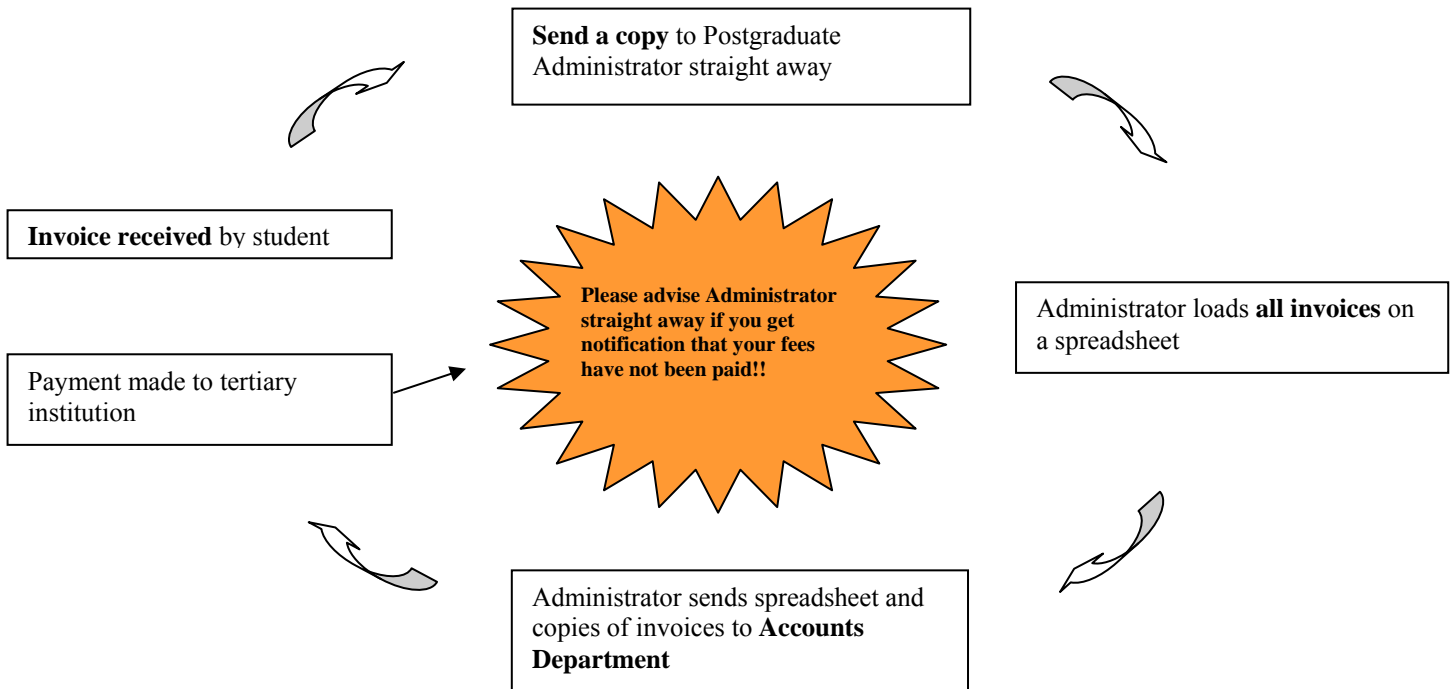
An academic expo is hosted by Health Waikato in August each year. Please watch the CTA website for dates or contact the Postgraduate Nurse Coordinator – CTA.

Other Students

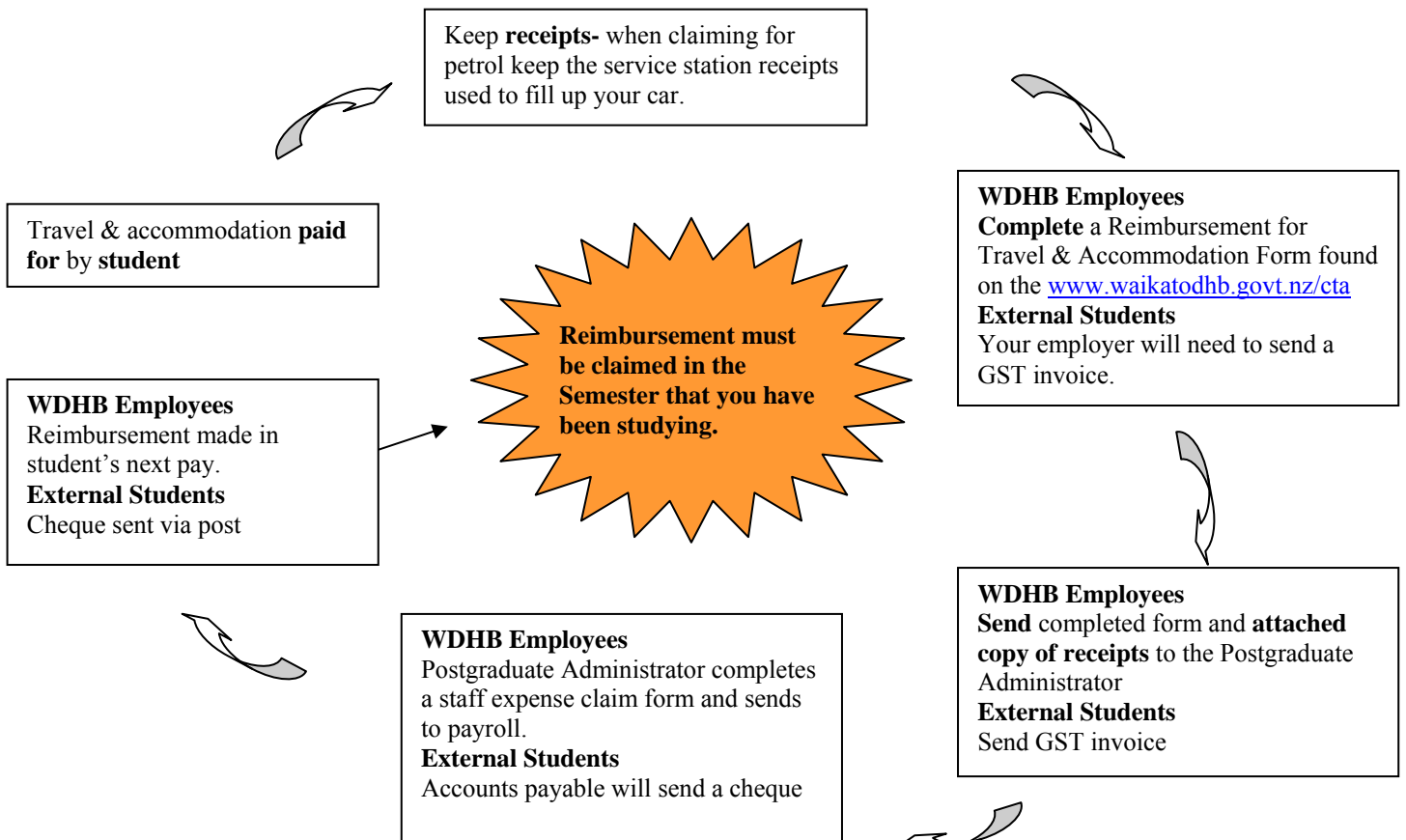
It is always helpful to get contact details from other students doing your papers. Having your own informal study group enables you to discuss assignments, study together for tests and generally support each other.

Reimbursement Process Flowchart - Registration, Travel & Accommodation for CTA Funding Programme

Registration



Travel & Accommodation



How Do I Apply For CTA Funding?

Applying for CTA funding is only done once a year and includes papers in Semester A, B and Summer Semester

Step 1 – Eligibility

Check your eligibility against the CTA criteria (page 4 of this handbook) and the university.

Step 2 – Funding for F.T.E.

Applicants who are employed from .4 to full time will be eligible for funding by the Waikato DHB.

Step 3 – Identification of study programme

Identify the study programme (ie Postgraduate Cert, Dip or Masters) papers and the tertiary institution where you intend to study. Make an appointment to discuss with the appropriate person (as mentioned on page 6 of this handbook)

- Whether your manager/organisation will support your application
- Your career plan/goals
- The appropriate paper/programme choices for you in relation to your scope of practice, role and career plan.

It is also wise to discuss the commitment with your family as their patience and support will be needed.

Step 4 – Get a copy of application form

Download a copy of the Waikato District Health Board application form. People working in the primary sector have a different form. Both forms can be found on the following website <http://www.waikatodhb.govt.nz/cta>.

Step 5 – Completion of application

It is important that all sections of the application are completed correctly as all incomplete applications will be returned for completion and may cause you to miss out on funding. Please note that all information collected remains confidential and is covered with the Privacy Act 1993 (Principle 2 – source of

personal information). The rationale for collection of this data is to meet the requirements within the CTA specifications and to provide them with accurate reports.

- **Health Waikato Employees** - complete your application form and get approval from your manager who will then forward your application to the:
Group Managers PA of your respective service area

- **Primary, Aged Care and Iwi Providers** – complete your application form and get approval from your manager who will then forward your application to:
Nurse Coordinator – CTA
Waikato District Health Board
Private Bag 3200
Hamilton

Each year the applications for the following year have to be in by a specific date which is usually in October. This covers the whole of the following academic year (semester A, B and summer semester). ***Please check website for the submission date.***

Step 6 – Enrolling with university

You now need to start the enrolment process. You will need to state your enrolment is on the proviso that you get CTA funding. Check the university websites for enrolment dates and requirements for supporting documentation.

Step 7 – Payment

You will receive an invoice from the university. This is to be sent to the Nurse Coordinator – CTA, who will then pay the university.

Step 8 – Fees Reminder

If you receive a reminder that your fees have not been paid please check that you have sent us your invoice. If not, please forward immediately. If you

have already sent us your invoice, please ring and inform us and we will look into what has happened and inform the university of your payment.

CTA Funding Flowchart

- Step 1 Download Tertiary Programme Leave form from www.waikatodhb.govt.nz/cta. Fill in front page and also CTA information on second page. Form will be returned if all information requested is not included.
- Step 2 Discuss application with C.N.M. alongside your career and work goals. These should align with Nursing and Midwifery Strategic Plan and District Annual Plan. This discussion needs to take place prior to the closing date of 9th October as that is the closing date for the applications.
- Step 3 Managers will forward applications to the relevant administrators to assess leave requirements. (Names of administrators are on the web.)
- You will receive a letter informing you that leave has been granted. This does not mean CTA funding has been granted.**
- Step 4 The forms of those successful in being granted leave will then be forwarded by the administrators, to Nicola McKenzie CTA Administrator. (Forms will be returned to you if all information requested is not included)
- Step 5 Applications will be considered against the priorities placed on the CTA website in April.
- While this is occurring, those granted leave should enrol in university**
- Step 6 A letter of confirmation of funding will be sent to successful applicants early January by Nicola McKenzie , CTA Administrator.
- Step 7 Applicants need to confirm their acceptance to Nicola McKenzie by phone, email or tear off slip by the designated date.
- If circumstances have changed and the funding is not needed please let Nicola McKenzie or Denise Irvine know. **The funding can then be given to someone on the waiting list.**
- Step 8 Forward invoice from University to Nicola McKenzie for payment as soon as possible after receipt .

What Happens To My Application for CTA Funding?

Health Waikato Employees

When your application is approved by your manager it is sent to the PA of your Group Manager for study leave approval. The Clinical Nurse Director and Postgraduate Nurse Coordinator - CTA meet, go through the applications and prioritise them.

Primary, Aged Care and Iwi Providers

When your application is approved by your manager it is sent to the Nurse Coordinator – CTA and the applications are prioritised. The funding in these areas is ring fenced so you have a good chance of being funded.

Sent to CTA

The data is entered into the CTA spreadsheet and funding applied for based on this information.

Applicants Notified

When the funding has been approved, successful and unsuccessful applicants are sent a letter informing them of the decision. A list of the successful applicants is then sent to the appropriate universities so that there is a way to double check enrolment does take place. Successful applicants are also asked to tell the Postgraduate Nurse Coordinator – CTA whether they wish to accept the funding or not.

If you have been granted funding and decide not to take up this money, please inform the Postgraduate Nurse Coordinator – CTA, as it can then be given to someone on the waiting list.

Unsuccessful Applications

If your application is unsuccessful you may initiate the appeal process by making contact with the Nurse Coordinator – CTA postgraduate programme. In some cases you will be placed on a waiting list for funding that may become available. The final decision rests with the Director of Nursing/Midwifery.

Can I Change My Paper?

Applicants **must** discuss the option of changing papers with the Nurse Coordinator – CTA before doing this. We are fixed in our contract with CTA and often changing papers has an impact on this.

What If I Want To Withdraw?

If you are thinking of withdrawing from a paper please give the Nurse Coordinator – CTA a call as soon as possible so personal implications can be discussed with you. If we are unaware of your withdrawal we keep claiming funding which then needs to be repaid at the end of the semester. This needs to be followed up by either an email or letter confirming your withdrawal. .

What Happens If I Don't Pass?

You will need to self fund your next paper but on successfully passing this paper you will be eligible to again apply for CTA funding.

Do I Need To Notify Anyone When I Have Completed My Paper?

You must notify the Postgraduate Nurse Coordinator – CTA of your results at the end of each semester. We are also required to get some evaluative feedback from you about the experience so at the end of each semester we ask you to comment on your academic experience while enrolled in your paper. Your anonymous critique is then forwarded to the specific tertiary provider. This enables the provider to examine your comments and address any issues, resulting in more relevant and pertinent content.

Do I Need To Keep In Contact During The Semester?

As a CTA requirement the Postgraduate Nurse Coordinator must forward monthly reports to CTA. This is to ensure that your circumstances have not changed e.g. you have not withdrawn. You will be contacted by email monthly. If your circumstances have not changed there is no reason to reply.

Please remember the Postgraduate Nurse Coordinator is available to answer any queries you may have.

Nurse Practitioner Role

If you are interested in exploring the possibility of a nurse practitioner role, please discuss this with both your Clinical Nurse Manager at your performance review and also the Postgraduate Nurse Coordinator or the manager of PHO, Iwi provider, NGO or Aged care.

These roles now need to be considered against the needs of the organisation, including external bodies. If an interest in a nurse practitioner role is expressed, a proposal will be submitted to management of the hospital, PHO or other organisations which access CTA funding. This is to ensure that the funding provided is being used most effectively and that a nurse practitioner role is required and the expected salary for a nurse practitioner is available.

Research & Development in Practice (RAPID)

The library is to include a section on their website to host all Nursing Research/ Projects/Conference Reports. All dissertations thesis and research projects will be lodged here. The results of special projects conducted will also be included. Conference reports (template to write these is included) will be a requirement if funding to attend has been provided by WDHB. We believe this is a great way to share resources.