

CHECKLIST FOR HWNZ FUNDING APPLICATION

This checklist is designed to assist Clinical Nurse Managers and Nurse Managers in making constructive decisions against the applications for study leave and HWNZ support

ORGANISATIONAL MATTERS

Mitigating the risk against Organisational Needs.

1. Candidate has selected a programme that aligns to key targets in the District Annual Plan.
Yes No
2. Candidate has selected a programme that relates to the Nursing and Midwifery Strategic Plan.
Yes No
3. Completion of the programme advances skills/knowledge relevant to the specific clinical area
Yes No
4. Completion of the programme enhances/builds capacity in advancing the workforce
Yes No
5. Completion of the programme may result in role change for the candidate
Yes No
6. There is capacity to replace candidate whilst on study leave
Yes No
7. Is there a need (future workforce) for this candidate to do this programme at this time
Yes No

ATTRITION MATTERS

Mitigating the risk against non- completion

8. Candidate has capacity to travel to study days
Yes No
9. Candidate has history of completing study (in service etc)
Yes No
10. Candidate is eligible for study leave
Yes No
11. Candidate will be able to take all allocated study days
Yes No

ASPIRATION MATTERS

Mitigating the risk personal/professional aspiration

12. Candidate has identified study needs at annual appraisal
Yes No
13. Candidate has a professional interest in subject matter
Yes No
14. Candidate has an identified career plan
Yes No
15. Candidate has completed PDRP/QLP to an appropriate level to commence this programme
Yes No

Checklist discussed with candidate. It is then forwarded with application form to the Professional Development Unit.

Manager.....Signature.....Date

CandidateSignatureDate.....