

POSTGRADUATE NURSING TRAINING SERVICE SPECIFICATION

1. INTRODUCTION

Nurses are a key workforce contributing to improved health outcomes for New Zealanders. Nurses are the largest regulated health profession in New Zealand. A highly skilled and educated and culturally competent nursing workforce that is responsive to need and is efficient and flexible is required to improve health outcomes for New Zealanders. Government health strategies recognise the contribution that nurses with advanced knowledge and skills make to deliver on better outcomes.

This Specification outlines the parameters for the application of the Postgraduate Nursing training funds to all DHB or Ministry of Health funded health services nursing workforce¹, within the DHBs' specific geographic area. Terms are defined in the Service Agreement.

The broad vision for the Postgraduate Nursing training is working in partnership with key stakeholders to deliver a transparent and consistent model of funding for Postgraduate Nursing training that will enable nurses to deliver high quality care to New Zealanders and improve outcomes for Māori and Pacific peoples.

To achieve this the Postgraduate Nursing training model will:

- enhance the accountability and transparency of the funding process
- ensure that funding is targeted to meet prioritised local needs and Government strategies
- provide funds for tuition fees, travel and accommodation costs (as appropriate), clinical release and clinical mentoring for trainees to attend Postgraduate Nursing training programmes
- enable registered nurses to develop advanced nursing practice.

2. PROGRAMME SELECTION

DHBs plan services and forecast future workforce needs for the health of their populations. The Postgraduate Nursing training funding will assist DHBs to develop their nursing workforce according to their planned needs in response to Government policy. DHBs will be responsible for prioritising appropriate Postgraduate Nursing training programmes, in accordance with:

- prioritised workforce needs, identified by the DHB, local PHOs and NGOs, taking a whole of systems approach
- DHB Annual Plans
- workforce priorities outlined in Regional Service Plans, government priorities and national health policy.

2.1. Programme Description

Postgraduate Nursing training programmes will build on the foundation of knowledge and skills already achieved in a pre-registration nursing programme and will:

- be accredited by the appropriate accrediting body i.e. New Zealand Qualifications Authority (NZQA) and lead to a nationally recognised qualification at level 8 on the National Qualifications Framework; or
- lead to an internationally recognised qualification where subspecialty training is not available in New Zealand; or

¹ Includes DHB provider arm, DHB non-provider arm and Ministry of Health funded nursing workforces. The non-provider-arm healthcare services include Non-Government Organisation/Primary Health Organisation/Māori/Pacific/Aged Care etc healthcare services delivered via the DHB Planning and Funding contracts.

- 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 nurse practitioner or registered nurse prescribing; and
- be consistent with Te tiriti o Waitangi.

Training programmes must be consistent with:

- the requirements of the Health Practitioners Competence Assurance Act (2003)
- the Competencies for the Registered Nurse Scope of Practice (NCNZ, 2005); and/or
- the Competencies for the Nurse Practitioner Scope of Practice (NCNZ, 2008).

2.2. Programme Levels

Eligible programmes will be funded at the level of Bachelor of Nursing (Honours) (BN Hons), Postgraduate Certificate, Postgraduate Diploma or Master's degree level. Trainees will need to apply to the DHB for continuing funding, if on programme completion they decide to continue with further training.

3. PROGRAMME COMPONENTS

3.1. Programme Coordination

A designated DHB programme coordinator will be responsible for the coordination of the Postgraduate Nursing training described in this Specification. The programme coordinator will be a Registered Nurse who has been or is on a pathway to a Postgraduate qualification.

3.2 The co-ordinator will be responsible for ensuring:

- Postgraduate Nursing training needs have been prioritised according to clause 2.0 of this Specification
- training programmes meet accreditation and approval requirements according to clause 2.1 of this Specification
- evaluation of programme occurs in liaison with education providers
- quality improvement processes occur
- reports required under the Agreement are provided
- liaison with other DHBs occurs e.g. for the provision of training on a regional basis
- an advisory group(s) is established to support the programme and will include representation from trainees, clinical supervisors, clinical service areas, employers and education providers
- promotion of the Postgraduate Nursing funding and recruitment of trainees
- a clear written, equitable DHB-wide application and selection process is implemented
- liaison with employers, clinical service areas and education providers occurs
- management of Postgraduate Nursing training funding for tuition, travel and accommodation
- trainee clinical release and clinical mentoring arrangements meet trainee needs
- trainees are aware of available cultural support resources and facilitating access to these resources
- the trainee has a career plan in place
- the trainee is supported to access resources to assist with their training programme
- training is meeting trainee and employer needs
- trainees are not concurrent recipients of scholarships or funding from the Ministry of Health that covers any of the same components as this Specification.

3.2 Tuition Fees

The Postgraduate Nursing funding provides for full payment of tuition fees and compulsory fees charged by the tertiary education provider for the cost of the trainee attending the programme of study.

3.3 Travel

Travel subsidy is towards actual trainee costs for trainees who are required to travel further than 100 km one way from the usual place of work to the agreed training programme location.

3.4 Accommodation

Accommodation subsidy is towards actual trainee costs for accommodation required at the agreed training programme location.

3.5 Clinical Release

Clinical release is the cost (per hour) of releasing the trainee while the trainee attends the formal aspects of their training programme, including academic and clinical mentoring requirements during the trainee's working hours. Where an employer requires a trainee to take annual leave or leave without pay to attend the formal aspects of their training, the employer will not be eligible for clinical release funding.

3.6 Clinical Access

The Postgraduate Nursing funding subsidises clinical access costs for Nurse Practitioner prescribing practicum(s).

3.7 Clinical Mentoring

Clinical mentoring is the provision of teaching, coaching and mentoring to support the trainee to integrate their learning into the practice setting.

Clinical mentoring will be provided when required by the training programme being undertaken by the trainee or identified by the programme co-ordinator. The clinical mentor role will be undertaken by a designated experienced nurse or relevant registered health professional who has the required qualification. The trainee always remains accountable for their own practice.

The clinical mentor will ensure that:

- the level of mentoring will be appropriate to the trainee's knowledge and skills
- theory and clinical experience (as appropriate) are well integrated
- trainees participate in quality improvement processes.

Funding is not available for clinical mentoring already provided by the tertiary education provider as part of the training programme.

4. EXPECTED OUTCOMES

Conferment/awarding of a BN Hons, Postgraduate Certificate, Postgraduate Diploma or Master's degree.

Trainees will be able to contribute to the achievement of DHB population health outcomes and goals as described in Section 2.0.

5. ELIGIBILITY

DHBs will have a clear, written, DHB-wide application and selection process, in accordance with clause 2.0.

To be eligible for the Postgraduate Nursing training funding each trainee shall:

- be registered as a nurse or a nurse practitioner under the Health Practitioners Competence Assurance Act (2003)
- 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 currently employed as a registered nurse by a health service that is funded by the DHB or Ministry of Health from Vote Health
- be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service
- have evidence of support by their current employer to meet the training requirements
- meet the entry criteria required by the education provider.

The minimum employment FTE is defined by the DHB.

5.1 EMPLOYMENT SETTINGS

Eligible trainees must be employed by an organisation funded through Vote Health and may be employed in the following settings:

DHB provider arm healthcare:

- Clinical/healthcare services provided by DHB hospitals and community-based settings.

DHB non-provider arm healthcare:

- Aged care:
Healthcare services provided to the elderly in the community, rest homes and hospitals.
- Palliative Care:
Health Care services for people of all ages with a life-limiting condition.
- Primary Health Care:
First-point-of-contact care, child and youth, population health, health promotion, disease prevention, wellness care and disease and chronic disease management services provided by primary health care services.
- Rural health care:
Healthcare services provided in rural communities.
- Māori health care:
Healthcare services provided to Māori in the community.
- Pacific health care:
Healthcare services provided to Pacific peoples in the community.

6.0 ASSOCIATED LINKAGES

The DHB will ensure that there are established links with:

- tertiary education institutions
- Nursing Council of New Zealand
- relevant local iwi, Māori health services and other Māori stakeholders
- relevant Pacific health services and other Pacific stakeholders
- primary health organisations
- aged care providers
- clinical service areas funded by the DHB
- health related non-government organisations
- professional nursing organisations
- other DHBs
- other relevant organisations.

7.0 PURCHASE UNIT

7.1. Each Purchase Unit is represented by One Training Unit which is equivalent to:

- Bachelor of Nursing Honours year, Postgraduate Certificate or the first year of a Postgraduate Diploma or Master's degree; or
- second year of a Postgraduate Diploma or Master's degree; or
- third year of the Master's degree; or
- final year of the Master's degree without Prescribing Practicum; or
- final year of the Master's degree with Prescribing Practicum.

7.2. Part-time study will be funded on a pro-rata basis in relation to the Training Unit. Employment FTE is not part of this calculation. For example, a Postgraduate Certificate is equal to One Training Unit:

- In a two course Postgraduate Certificate each course/paper equates to 0.5
- In a three course Postgraduate Certificate each course/paper equates to 0.33
- In a four course Postgraduate Certificate each course/paper equates to 0.25

7.3. The Ministry will provide a maximum unit price for each element of the programme, as outlined in Table 1.

Table 1

Training Programme and maximum amount for each Purchase Unit code.

TRAINING PROGRAMME	PURCHASE UNIT CODE	UNIT PRICE
PG Nursing – PG Cert, PG Diploma or Masters without clinical mentoring	CTN21	\$7,374.00
PG Nursing – PG Cert, PG Diploma or Masters with clinical mentoring	CTN22	\$8,694.00
Nursing Postgraduate Prescribing Practicum	CTN23	\$28,404.00
PG Nursing – PG Cert, PG Diploma or Masters without clinical mentoring (Primary)	CTN21P	\$7,374.00

PG Nursing – PG Cert, PG Diploma or Masters with clinical mentoring (Primary)	CTN22P	\$8,694.00
PG Nursing – PG Cert, PG Diploma or Masters with clinical mentoring (Long Term Conditions)	CTN22L	\$9,714.00
Nursing Postgraduate Prescribing Practicum (Primary)	CTN23P	\$28,404.00
PG Nursing – PG Cert, PG Diploma or Masters without clinical mentoring (Rural)	CTN21R	\$7,374.00
PG Nursing – PG Cert, PG Diploma or Masters with clinical mentoring (Rural)	CTN22R	\$8,694.00
Nursing Postgraduate Prescribing Practicum (Rural)	CTN23R	\$28,404.00
Travel and Accommodation	CTMTA	\$2,000.00

8.0 REPORTING REQUIREMENTS

8.1. The DHB will provide a report every quarter of each year of the term of this contract consisting of the following components:

- Data report
This section of the report includes trainee details, training status and outcome of the programme, including papers completed, success in gaining a degree and employment status.
- Narrative report
Narrative report includes key factors impacting on the delivery of the programme, emerging issues/trends, challenges, risks and equity initiatives.

A reporting template will be provided by the Ministry.

8.2. Whilst all training is invoiced under Purchase Unit code CTN21, the Ministry requires trainee data to be reported against the appropriate training programme purchase unit code outlined in Table 1.

9.0 INVOICING REQUIREMENTS

9.1. An invoice will only be valid if the corresponding reporting for the same service period is accepted by the Purchasing Agency.

9.2. Invoices for the charges are to be submitted quarterly and must be in line with the payment schedule. Payment will be made to the Provider within 20 days of receiving a valid tax invoice.

9.3. Each invoice must meet all legal requirements and contain the following information:

- Provider name (legal entity name)
- Provider number (legal entity number)
- Provider invoice number
- Contract number
- Purchase unit number or a description of the service being provided

- Date the invoice is due to be paid/date payment expected
- Dollar amount to be paid
- Period the service was provided
- GST rate
- GST number

9.4. Invoices should be sent to hwcontracts@health.govt.nz