

**Nurses, Midwives and Care Associates
Professional Development Assistance Fund (NMPDF)
Collective Agreement 1 July 2025 – 30 June 2026
Terms of Reference**

Purpose:

To determine the criteria for and approval of funds available (\$65,000.00) for the professional development of nurses, midwives and care associates within Te Whatu Ora - Hawke's Bay as provided for in the HBDHB Nurses, Midwives and Anaesthetic Technicians Regional Collective Agreement 1st January – 31st December 2001 and presently covered by the DHB / NZNO Nursing and Midwifery Collective Agreement 31 March 2023 – 31 October 2024, clause 28.2.1

This sum will be expended on such collective and individual development plans as conforms to the criteria developed with the assistance of the Nurses, Midwives & Care Associates Professional Development Assistance Fund (NMPDF) committee.

Membership:

Composition of the NMPDF committee will be three company representatives together with three NZNO nursing representatives plus the Chief Nursing Officer (or nominated representative) as chairperson.

Chairperson	Karyn Bousfield (or nominated representative being Barry Somerset)
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3 Te Whatu Ora – Hawke's Bay Representatives	Heather Cormack Jill Ryder Sara Paley
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3 NZNO Representatives	Nicky Anderson Caron Schollum Carol Shellard
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There must be three (3) members present at a meeting for a quorum.

Funding Eligibility

The fund is for the period 1 July 2025 to 30 June 2026. Any eligible employee who has commenced or completed a course/programme that meets the above criteria, within this time frame is eligible to apply to the fund.

- Any applicant must be a current employee of Te Whatu Ora – Hawke's Bay **AND**
- Be party to the current collective agreement (Nurses and Midwives MECA, Clause 2.1), as **a current financial NZNO member AND**
- Applicants must be **employed** by the Te Whatu Ora – Hawke's Bay for a **minimum of one-year (12) months** to qualify to apply to this fund.

Funding Criteria:

The fund is available for the professional development of nurses, midwives and care associates as defined in the collective agreement which is generally seen to be:

- Tertiary education courses, papers and programmes
- Short courses and programmes
- Conference registration
- Study day registration cost
- **Note:** Cost related to textbooks, travel and accommodation.
- Study leave (in any form) will **not** be paid from this fund

All of the above must be relevant to the individual's professional development within health care and must be related to their scope of practice or position profile.

All applicants must declare if they have applied to another funding source (regardless of outcome of funding application at time of this application). Funding from the Nurses & Midwives Fund will not be granted for the successful applicant to then subsequently return back funding to another grant / trust fund.

Funding Assistance (July 2025)

- The committee may agree to fees towards individual courses (excluding postgraduate papers) study days and conference registration to a maximum of \$700.00 per individual.
- The Committee will not consider any professional development application for assistance that is below \$50.00.
- The committee may agree to pay 100% of graduate (NZQA level 7) paper fees to a maximum of \$1000.00 (including related compulsory costs, e.g. compulsory library fees) per financial year.
- The committee may agree to pay 100% of post graduate (NZQA level 8 & 9) paper fees to a maximum \$2000.00 of one paper per financial year (including related compulsory costs, e.g. compulsory library fees). This paper must be a paper delivered within New Zealand. For postgraduate fees, you should apply in the first instance to the Te Whatu Ora – Hawke's Bay Health Workforce postgraduate fund (subject to funding availability and meeting the required criteria).
- **Note:** The maximum financial assistance per financial year for each eligible individual will be \$700.00. The exception to this is when the application is for a post graduate paper when the maximum financial assistance per financial year will be the cost of one post graduate paper.

The level of funding will be reviewed quarterly and may be altered, depending on availability of funds.

- Applications for funding for papers, study days and short courses must be within the dates of the financial year (July 2025- June 2026).
- Papers, study days, conferences and short course must have a commencement or conclusion date within the financial year to be eligible.

Where possible funds granted will be paid to the applicant prior to commencement of the course, paper or study being undertaken with the understanding that if the course/programme is not completed the money will be repaid in full to the NMPDF. **Please note:** Proof of payment when initially applying to the fund is not required, however, but proof of enrolment in the course, paper or study day, and cost of course and documentation of content for short courses, conferences and study days, is necessary. Proof of payment for course related costs (transport /accommodation) will be required prior to reimbursement up to a combined yearly maximum of \$700.00 (as set out above).

If the request to produce a receipt which demonstrates proof of payment, is not complied with when funding has been granted, no further funding will be granted to the individual until proof of receipt has been seen by the committee. Funding for a paper/course/study that the applicant has received and is unable to produce proof of payment for will be required to be repaid in full back to the NMPDF fund.

Application Process

Applications must be made in writing using the approved application form. A copy of either a receipt or proof of acceptance onto course, study day or paper should accompany the application. Application forms are available from **Our Hub**, and should be returned to:

Barry Somerset
Committee Member, NMPDF
barry.somerset@hbdhb.govt.nz

The committee meet on a monthly basis, usually on the third Monday of each month (this is subject to change due to operational demands). If for any reason, the committee is unable to meet applications may be considered under urgency by email and ratified at the next meeting.

For professional development activities which are being paid by the participant in foreign currency, the exchange rate for reimbursement to New Zealand dollars will be calculated 24 hours prior to the committee meeting to ratify applications.

Applicants will be informed in writing of the committee's decision following the meeting.

Nurses, Midwives Professional Development Fund July 2025

**NURSES / MIDWIVES PROFESSIONAL
DEVELOPMENT ASSISTANCE FUND
APPLICATION FOR FUNDING**

- Please read carefully and complete all sections of this form (please read "Terms of Reference")
- Applications will be returned if incomplete or if the required documentation is absent.
- You **MUST** be employed on the HNZ/NZNO Nursing & Midwifery CA and be a current NZNO financial member to access this fund.

NAME:

EMAIL ADDRESS:

POSITION: **DEPARTMENT:**

COMMENCEMENT DATE (of employment with Te Whatu Ora – Hawke's Bay):

EMPLOYEE NUMBER: **NZNO MEMBERSHIP NUMBER:**

INTENDED COURSE/ACTIVITY:

ADMINISTERED BY:

STARTING DATE: **EXPECTED COMPLETION DATE:**

ANTICIPATED BENEFITS TO APPLICANT:

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TOTAL COST OF COURSE/STUDY PROGRAMME: \$

Please attach copy of receipt or proof of enrolment & content of programme

FUNDING APPLIED FOR FROM OTHER SOURCES (if any) \$

Name of Source:

FUNDING APPLIED FOR: \$

PAYMENT WILL BE CREDITED TO YOUR BANK ACCOUNT (the same account where wages are paid into) and you will be emailed / posted a remittance advice of payment from the Te Whatu Ora – Hawke's Bay accounts department. I agree to repay in full the amount granted to me by the Fund should I fail to complete the programme / course or fail to produce proof of payment of course / paper / study day for which the funding has been granted.

..... (Applicant's Signature)

Send completed application form to Barry Somerset, Committee Member, barry.somerset@hbdhb.govt.nz

For Committee use only:

Reg No.

FUNDING APPROVED: \$

DATE APPROVED:

AUTHORISING SIGNATURE:

Receipt Received ☐