Postgraduate Nursing Education

Handbook (District)

Postgraduate nursing information is current at the time of issue.

All efforts will be made to publicise significant changes as they occur.

2012
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POSTGRADUATE MIDWIFERY
INTRODUCTION

Welcome to this handbook on postgraduate (PG) education for registered nurses in the Southern District Health Board (Southern DHB) catchment area. Prior to May 2010, the DHB was comprised of two separate entities - Otago District Health Board (Otago DHB) and Southland District Health Board (SDHB).

The purpose of this handbook is to provide information relating to the funding and support available for PG study. This document will also assist key stakeholders in postgraduate education to be well informed and to assist the decision-making process around postgraduate study. Key stakeholders include:

- Registered nurses / midwives considering postgraduate study
- Nursing leadership
- Health providers
- Line managers
- Educators

The aim of this handbook is to assist in meeting the requirements of Health Workforce New Zealand (HWNZ) Investment, Relationships and Purchasing Arm and to minimise the barriers to nurses entering postgraduate education. It also provides some information about the DHB’s support for professional development and postgraduate education opportunities.

OTAGO/SOUTHLAND – ONE DHB

Following the merger of Otago & Southland DHBs, Southern DHB has transitioned to become an Otago-led site for co-ordination and administration of Health Workforce New Zealand (HWNZ) Investment, Relationships and Purchasing Arm Nursing and Midwifery contracts. Processes have been aligned, where appropriate. Any further changes to processes will be notified to stakeholders at the earliest opportunity.

The first point of contact for Southland is Isabel Radka (Manager, Clinical Development, Quality, Risk and Education Unit) or Deb Ashworth (Co-ordinator, Clinical Development) in the Practice Development Unit (PDU). The PDU will be educating Southland stakeholders regarding changes to processes. Some change will be necessary to ensure manageability for the lead site.

WHAT IS POSTGRADUATE EDUCATION?

Postgraduate education is a formal education programme within a tertiary provider. The education programme leads to completion of a qualification at Level 8 on the New Zealand Qualifications Authority (NZQA) framework. These qualifications include Postgraduate Certificate, Postgraduate Diploma or Masters Degree. HWNZ Investment, Relationships and Purchasing may also fund some other postgraduate education that contributes towards recognised Nursing Council of New Zealand (NCNZ) qualifications.
WHY ENGAGE IN POSTGRADUATE EDUCATION?

Postgraduate education for registered nurses is encouraged and supported by Southern DHB. PG education assists to:

- Develop expert practice and advanced practice roles.
- Improve the delivery of nursing care by encouraging the application of evidence-based practice.
- Improve health outcomes for patients.
- Promote ongoing professional development for nurses.
- Meet the requirements of the Professional Development Recognition Programme (PDRP) and the NCNZ in professional development.

POSTGRADUATE EDUCATION IN A NUTSHELL

Postgraduate study is a partnership between the trainee enrolled to study, their employer, the training provider and, if applicable, HWNZ Investment, Relationships and Purchasing. Each party is expected to contribute to a successful outcome.

There is often some confusion around the different levels of qualifications, especially regarding the points values allocated to each qualification step. It is important to understand the basics because ‘completed qualifications’ are the required outcome for HWNZ Investment, Relationships and Purchasing funded education.

To receive HWNZ Investment, Relationships and Purchasing funding, each postgraduate qualification for registered nurses has had to be approved by the relevant education body and the Nursing Council. Each qualification and paper also has a credit value assigned to it. Roughly, each credit is 10 hours of learning time. One way of viewing the differences is to look at them as steps on a stairway.

- Postgraduate Certificate
  - 60 Points

- Postgraduate Diploma
  - 120 Points

- Masters Degree
  - 240 points
POSTGRADUATE CERTIFICATE
A postgraduate (PG) certificate is made up of 60 points. It is often the first step in a study programme and may provide the basis for further postgraduate study. A PG certificate is usually completed within one academic year, studying part time. The PG certificate requires a minimum of 60 points at Level 8 and serves as a qualification recognising continuing professional development in the same area as the candidate’s original degree or relevant skills and knowledge acquired through appropriate work or professional experience.

POSTGRADUATE DIPLOMA
A postgraduate diploma requires a minimum of 120 points. Typically, a person who starts a diploma will have completed all requirements of the relevant Bachelor’s degree or is deemed to have acquired the relevant skills and knowledge through appropriate work or professional experience. The holder of a postgraduate diploma may, in most cases, enrol for a Master’s degree or a doctoral degree.

MASTERS DEGREE
The master’s degree is at least 240 points. It can be fewer than 240 points if it builds on four (4) years of prior study at bachelor degree level or above. However, it must comprise a minimum of 40 points at Level 9 with the remainder at Level 8.

*NB - Providers of courses leading to a masters qualification are responsible for establishing entry requirements.
COMMENTS FROM EXPERIENCED NURSES IN EDUCATION

Helen Cleaver - Palliative Care CNS

Postgraduate study has played a significant part in my endeavour to negotiate the nurse practitioner pathway. I have a strong interest in maintaining a focus on learning, improvement and change to increase the quality of care and services provided to patients and families. The academic work contributed to the advancement of my nursing practice in order to achieve this, as well as allowing me to inform others and role model a way of working which is evidence-based and promotes best practice. Whilst there is no doubt undertaking postgraduate study is a challenge, once completed my personal experience is that the benefits outweigh the ‘side effects’.

Rowena Paterson - Rural Nurse

I am a rural nurse with clinical background in paediatrics and emergency nursing, and Nurse Manager of the Tuapeka Community Health Company. Through postgraduate education, I have expanded my knowledge base and work with patients using evidence-based clinical practice guidelines in my current role in health promotion and emergency care. Rural nurses’ use of clinical practice guidelines was the topic for my Master’s thesis. Funding to support registered nurses gain advanced knowledge removes one of the barriers to ongoing education. Advanced knowledge has also been the catalyst to my involvement in local and national committees for nurse credentialing, i.e., assessor on the Southern DHB PDRP, and I am credentialed at Level 4 (Expert). I am also a member of the Southern DHB Postgraduate Nursing Advisory Group as a rural representative, and regularly precept 3rd year student nurses. I enjoy encouraging nurses to be the best they can be. Additionally, I am a current member on the NZNO Nurse Accreditation Board and Primary Health Care Nurses Clinical Practice Committee. I strongly support professional development of registered nurses!

Sharon Jones – Nurse Director – Surgical Services

Nursing is an amazing career; you never know which area of nursing you will end up exploring. I have studied at postgraduate level before but with a clinical focus. Now, as Nurse Director, I wanted to explore postgraduate work in leadership and management. I finally got around to deciding to start studying again after a few years of procrastination. I applied for CTA funding but was not successful due to the rationalisation of funding that occurred last year. I decided that even though I was not getting funding, I was ready to make that commitment to study, so I applied for a student loan through Study Link. This has worked well for me with the costs of study being evenly distributed throughout the year through payments of a small student loan. I have really enjoyed networking with other nurses on the course and found that studying is like riding a bike; you really never forget how to do it. To me the Nike campaign slogan applies…. Just do it!

Linda Grady – Intensive Care Unit (ICU) CNS

Linda Grady’s current position within Southern DHB is that of Clinical Nurse Specialist for the Intensive Care Unit (ICU). She believes in the achievement of clinical excellence and advancing expertise, not just within the ICU but throughout the entire organisation. The phenomenon, that the more you learn the more you want to know, is accurate and an absolute for Linda. She has been successful with postgraduate study in the fields of critical care, aero-medical retrieval, advanced health assessment, leadership and management and completed clinical masters in education. “All my postgraduate study has been aimed at improving the outcome and experience for my students, for my colleagues but more importantly for the patients and their families.”
Jenny Humphries – Nursing & Midwifery Director

Postgraduate education is an excellent opportunity to develop knowledge that broadens perspectives and offers new insights into practice. I really enjoy interacting with other students in university schools where you meet nurses from a wide variety of practice settings, all with the common goal of increasing their knowledge and improving themselves as practitioners. I have to say that study for me is a challenge, but in most papers you are able to channel the required work to an area of interest to you or your area of practice. The level of support provided, currently, is wonderful and has greatly reduced the financial burden for nurses to study. The burden of the work involved is still there, but well worth the effort!

Peter Boon – CNS IV Therapy

Postgraduate study has been a very challenging and stimulating journey for me in my role as Clinical Nurse Specialist – Intravenous Therapy. I have especially enjoyed the opportunity to focus on clinical aspects of my role and obtain a depth of knowledge around catheter-related complications, for instance, that I might not have otherwise. I’m convinced that my patient care has benefited from this growth, which is the point really! The study has also greatly expanded my knowledge on assessment and documentation which has proved invaluable - although, as with any increased knowledge base, you need to apply it quickly if it is to be retained! My wife who is a surgical nurse has embarked on this endeavour with me and it has been good to have been able to support each other as we have been stretched academically. Overall, though, a very satisfying and worthwhile experience – well recommended!

Charleen Waddell - Māori Mobile Nurse

Kia ora. Postgraduate education has been utilised to focus on areas of concern for Māori such as chronic conditions management, particularly for diabetes, cardiovascular and respiratory. Working alongside whānau and patients with current evidence-based practice ensures we provide and deliver the highest standard of care. By ensuring that we see, broadly, the needs and strengths of whānau empowers our community, iwi and hapu. Working in a Kaupapa Māori setting ensures whānau is the focus and centre of service delivery. Research, passion and motivation enable postgraduate education to be achieved. All this collectively will lead to gains in tino rangatiratanga (self determination). My journey through postgraduate study continues and with the support of HWNZ, Southern DHB, NKMP and whānau ensures Māori Health status is being addressed. Whānau are then able to improve access, prevention, early detection and promote well-being, which will lead to improved outcomes.

Donna Madden – CNS Diabetes

The world of nursing continues to expand into new and exciting areas, such as nurse prescribing, and this was a big motivator for me to undertake further postgraduate study to stay current in my role as a Clinical Nurse Specialist (CNS) in Diabetes. My studies have increased my confidence in the role, made me more open to change and encompass evidence-based best practice, while interacting with other health professionals and patients. The learning that has been integral in my professional development has also helped improve my critical thinking, assessment skills and the capacity to critically reflect on my practice. An unexpected bonus of this study has been the improvement of my time management, so that I get a satisfactory work/study/life balance. Postgraduate study has helped me to focus on my advanced practice skills as a specialist nurse. It really is short-term pain for long-term gain.
THINGS TO CONSIDER BEFORE APPLYING FOR FUNDING OR ENROLLING IN STUDY

- Am I eligible for funding?
- Which paper & qualification?
- How does PG study help my career?
- How much time will it take?
- Can I do it?

TIME

Southern DHB is committed to postgraduate nursing education and to supporting employees throughout their postgraduate education. Non-DHB employers (community) are required to commit to supporting staff postgraduate education before HWNZ Investment, Relationships and Purchasing funding is approved. However, it is still important that consideration is given to work/life balance.

Postgraduate education requires a commitment of time and some personal resources as not all study time is covered by trainee release. As a first-time student you should seriously consider taking only one paper per semester to start with; especially if you are employed full-time. Each semester lasts about 12 weeks.

CAREER PATHWAY

It is important to consider how postgraduate study fits into your professional development. It is now a requirement that applicants for HWNZ PGN funding have a current career plan in place.

Think about:

- Where you want to be in your career in five years time
- Which educational programme will fit with your plans
- How you want your practice to grow

You can talk about this with your manager, nurse director, nurse educator, nurse consultants, clinical nurse specialist, PHO nurse; co-ordinator – Postgraduate Nursing Education (HWNZ Funding) or practice development manager, etc.

Most tertiary providers are happy to discuss these pathways and what education you can do to get there. It is important to receive good pathway advice, initially, as the consequences of not getting onto the correct study pathway can mean that additional papers have to be completed to achieve the desired outcome.

The Nurse Practitioner Development Steering Group is developing pathways for both nurse practitioners and others on the Masters Pathway such as clinical nurse specialists.
WHERE DO I START, WHICH PAPER, PROVIDER, QUALIFICATION?

First and foremost – seek good advice! Do some initial groundwork, e.g. on the Internet. Once some options have been identified, discuss them with the relevant tertiary providers; most are very happy to help with pathway advice. It is a good idea to make contact with the postgraduate co-ordinator of the nursing departments in the tertiary provider. This person will also be able to advise you on what support would be available if you decided to study with this provider.

It is very important to ensure that you have good pathway advice so that the study undertaken leads to the desired outcome. This can be complex, especially if you have studied with more than one institution. You need to consider which provider you will graduate with, so it may be necessary to apply for cross-credits.

Due to the geographical isolation of the southern district, it is likely that you will have to travel to a tertiary provider that offers the qualification you are aiming for. You will need to consider available flights and road travel, and you will need to factor in travel time and how you can work this into your plans. HWNZ Investment, Relationships and Purchasing funding may be available to assist with travel costs: this will be covered later.

Discussion with your service area is also important. If you are applying for HWNZ Investment, Relationships and Purchasing funding it will be necessary to have the support of your line manager.

Check that personal goals are aligned with your own organisation’s priorities if you are anticipating future employment opportunities within your current organisation. These plans will also be relevant to non-DHB (Non-provider Arm) employees as the DHB Funding Arm funds many organisations within the community setting.

Southern DHB provides opportunities for those undertaking postgraduate study to link up and support one another. It is a good idea to identify others who may be on the same or a similar pathway. The co-ordinator – Postgraduate Nursing Education (HWNZ Funding) may be able to assist. Feedback from students who have completed study in the past is available, and the co-ordinator - Postgraduate Nursing Education (HWNZ Funding) may be able to share some insight into past experiences, or provide links to other trainees or past trainees. Generally, it is a good idea to talk with your colleagues that have undertaken PG study to find out their experiences. Starting an informal study group may be helpful and motivating!

**NB - Don’t forget to also check your eligibility against the institution’s requirements. This is separate from HWNZ Investment, Relationships and Purchasing eligibility.**

WHAT IS HEALTH WORKFORCE NEW ZEALAND INVESTMENT, RELATIONSHIPS AND PURCHASING?

Health Workforce New Zealand (HWNZ) Investment, Relationships and Purchasing is a funding agency of the Ministry of Health (MoH). HWNZ Investment, Relationships and Purchasing provide funding to the DHB via a contract process. Visit [http://www.healthworkforce.govt.nz/our-work/investment-relationships-and-purchasing](http://www.healthworkforce.govt.nz/our-work/investment-relationships-and-purchasing); or for new publications see:


Contracts are currently in place with Southern DHB for Medical (Rhonda Skilling – RMO Office), PG Nursing, NETP, Midwifery and Hauora Māori. The PGNE office is involved with the HWNZ Investment, Relationships and Purchasing funding provided for nurses for the purpose of accessing postgraduate training. The aim is to advance professional practice and facilitate career pathways towards specialist nursing roles.
Funding must be used to provide programmes that meet prioritised workforce needs, government priorities and national health policy. There is some ring-fenced funding available, specifically for rural health and primary health.

It is expected that outcomes from the funding include completion of a postgraduate qualification, demonstration of advancing nursing practice and improved contribution to client and/or service outcomes.

**HWNZ INVESTMENT, RELATIONSHIPS AND PURCHASING ELIGIBILITY CRITERIA**

The eligible programmes are postgraduate certificate, postgraduate diploma or Master’s degree level.

The programme or your course of study **must be at a Level 8** on the National Qualifications Framework and be accredited by the New Zealand Qualifications Authority (NZQA) and the Committee on University Academic Programmes.

The programme must be approved by the Nursing Council of New Zealand (NCNZ) or be recognised by the NCNZ as contributing to the development of nurse practitioners.

Qualifications eligible for HWNZ Investment, Relationships and Purchasing Funding: Nursing Council-approved postgraduate nursing programmes - please check the NCNZ website: [http://www.nursingcouncil.org.nz/index.cfm/1,25,html/Home](http://www.nursingcouncil.org.nz/index.cfm/1,25,html/Home) or [http://www.nursingcouncil.org.nz/index.cfm/1,63,0,0,html/Postgraduate](http://www.nursingcouncil.org.nz/index.cfm/1,63,0,0,html/Postgraduate) for current information.

- Auckland University of Technology (AUT)
- University of Auckland
- Victoria University of Wellington (VUW)
- Waikato Institute of Technology (WINTEC)
- University of Otago, Centre for Postgraduate Nursing Studies, Christchurch (also papers offered at Dunedin and Wellington campuses of the Otago University that can be credited into an approved nursing programme)
- Eastern Institute of Technology (EIT)
- Massey University
- Whitireia Community Polytechnic
- University of Canterbury
- Southern Institute of Technology (SIT)
HWNZ INVESTMENT, RELATIONSHIPS AND PURCHASING FUNDING APPLICATION PROCESS

HWNZ Investment, Relationships and Purchasing provide funding under the following criteria. It is necessary to meet the criteria first to be considered for the funding. Funding is limited and prioritised by the Postgraduate Nurse Training Advisory Group (PGNTAG), and in consultation with the nurse directorate. Where the criterion has been met, there is still no guarantee of funding. There are many factors to consider such as an organisation’s ability to meet release requirements, the amount of funding available and the overall priority of applications. Applications are scored against set criteria to assist with the decision-making process.

There is limited funding available through HWNZ Investment, Relationships and Purchasing based on certain criteria.

To be eligible you must:

- Be a registered nurse under the Health Professionals Competency Assurance Act (2003)
- Hold a current annual practising certificate
- Have a current career plan
- Be a New Zealand citizen or New Zealand resident
- Show evidence of support to meet training requirements by current employer (requirements as per HWNZ Investment, Relationships and Purchasing application form)
- Currently be employed in a permanent position as a registered nurse by a service that is funded by the DHB or MoH from Vote Health. This includes rest home, residential care and primary health care providers
- Meet entry criteria required by the education provider
- Supply a fully completed application form within the stated application time frame
- FTE is considered on a case-by-case basis by the co-ordinator - Postgraduate Nursing Education (HWNZ Funding) in liaison with the trainee’s line manager and the Postgraduate Nursing Training Advisory Group (PGNTAG)


Please see: Postgraduate Nursing Programmes Funding – HWNZ (District) (50096).

Funding covers course fees and a contribution towards trainee release time to attend compulsory components of study; (this may include compulsory online requirements). Funding may also include a contribution towards travel and accommodation, depending on the location of the study.

Nurses are invited to apply for funding each year for the following year’s funding round.

Each funding round is widely publicised both within the DHB and also via communication to community groups such as Southern PHO. DHB Non-provider Arm contract holders and other distributions for example GP practices. Notification to potential applicants is via the services and organisations internal communication processes. Application forms are posted on: http://www.southerndhb.govt.nz/hwnzpgnursing (or look under the Health Providers tab on the DHB website). If you require assistance please contact the administrator – Postgraduate Nursing Education (HWNZ Funding).

AVAILABLE FUNDING
Each year, the DHBs are advised of available funding. 'Request for Funding' templates are submitted to the funding agency via the Knowledge Centre; this may include a request for additional funding. HWNZ Investment, Relationships and Purchasing, then advise of the outcome in November/December each year.

Categorised applications will be put forward to the PGNTAG for discussion. Funding options will be worked through, and after consultation with the nurse directorate, a decision is made on who to fund and to what level.

Applicants may be eligible for some, or all of the funding categories depending on their work area and/or course of study.

COMMUNICATION OF FUNDING
Written communication will go out to applicants advising whether they have been funded (and to what extent), declined, wait listed or ineligible. Some communication re- the funding outcome should reach applicants pre-Christmas. Depending on the circumstances and time frames (which may vary annually), a more complete breakdown of funding may not be sent out until the New Year. We appreciate that this can be an anxious time for applicants, however, this process needs to be carefully worked through, so please be patient and allow the PGNE office to get on with the job. You will be informed of the outcome as soon as possible and, to be fair to all applicants, this should be done simultaneously. A funding pack is provided, including relevant documentation, such as the funding letter, training release plan, reimbursement claim form, this handbook and return envelope(s). Survey forms and reporting requirements have, in the past, been included in this pack, however, new reporting processes are being worked through and this information will be issued separately in 2012. Line managers also receive communication of funding outcomes for their staff.

WAIT LIST
A wait list will be developed, with applicants required to 'opt-in' to that wait list. This will be advised in writing to partially-funded and declined applicants. However the wait list may also include late applications.

APPLICATION FOR FUNDING PROCESS
*NB – An online application process may be in place for the 2013 round but this will be widely advertised if the process changes, so please check the website:

Step 1 - Check your eligibility with HWNZ Investment, Relationships and Purchasing criteria and tertiary provider.

Step 2 - Discuss your intended application with the appropriate people.


Complete the application form ensuring that all requirements are met. If you have any questions relating to your course of study contact the co-ordinator - Postgraduate Nursing Education (HWNZ Funding). For general administrative queries contact the administrator - Postgraduate Nursing Education (HWNZ Funding).

It is important that your application reaches the PGNE office by the stated deadline. If some aspect of your application is outstanding for any reason, this should be communicated by contacting the PGNE office to advise the team of the outstanding aspect of your application. This is the preferred option rather than submitting a late application and risk being turned down.

Applications that are received on time are likely to have priority over late applications.
Step 4 - Complete and send in an application form and other required documentation (as per the application form checklist) and send to the administrator - Postgraduate Nursing Education (HWNZ Funding). Application details are recorded on a database that has been set up by the PGNE office. Receipt of application will be communicated via the PGNE office. Post closing date, all applications will be coded into the appropriate funding category. Ineligible applications can also expect to be contacted promptly to allow for other funding options to be investigated.

CHECKLIST
1. Completed application form
2. Copy of annual practising certificate (APC) - with manager verification/signature
3. A copy of the paper/qualification information pamphlet, or course outline

Applications are to be sent to the administrator - Postgraduate Nursing Education (HWNZ Funding) within the specified time frame (as per advertising and website information).

Enrol for your chosen course of study
Step 5 -: You must apply to the tertiary provider for acceptance onto your chosen course. Once accepted, you will then need to complete the enrolment process. Be aware that some providers require you to accept an offer of place as part of the enrolment process. Remember also, that you need to enrol in a qualification; whether a postgraduate certificate, diploma or Master’s. Indicate on the application form the qualification you are actually enrolling in. You should include information around your professional development pathway in your career plan.

Enrolment is your responsibility; the PGNE office does not enrol you.

Check the tertiary provider websites for enrolment dates and requirements for supporting documentation. This is especially important if you are a first time student, as often the enrolment date is early.

Enrol with your chosen tertiary provider early as numbers accepted onto some courses are sometimes limited.

Please check your funding letter for details regarding the payment of fees process. In most cases payment of fees will be arranged by the Postgraduate Nursing Education office.

Reimbursement
Step 6 --: This process is covered below.

STUDENT LOAN SCHEME
HWNZ Investment, Relationship & Purchasing funding is largely based on reimbursements. In the past some trainees have accessed a student loan to cover initial course costs. However, from 2011 course fees have been paid at the start of each semester by the PGNE office.

If you are unsuccessful with your application, a student loan may be one option to consider. Information about student loans is available from - http://www.studylink.govt.nz/.

MENTAL HEALTH AND ID SERVICES
Mental Health and Intellectual Disability (ID) services may access funding through Te Pou for specific papers – access via (workforce centre) www.tepou.co.nz
Support may also be available through the Dunsmore Trust (Otago site) – refer to:
- Application Form for Dunsmore Trust Funds (18961); and
- Criteria for Distribution of Dunsmore Trust Funds (Otago) (18960)
INFORMATION FOR DECLINED APPLICANTS

There are a number of options available for funding should you wish to pursue study but have been declined funding.

If you have enrolled and been accepted for your chosen course of study:

- You may choose to self-fund your study by paying your own fees and expenses. If you are self-funding, it is strongly recommended that you ‘opt in’ to the wait list – in the event of funding becoming available through withdrawals, you may be eligible to have some of your costs reimbursed.

- You may choose to ‘opt in’ to the wait list and wait to see if funding becomes available through withdrawals. If funding does not become available, you will then need to decide whether you go on to self-fund your study or withdraw your enrolment.

Some other funding sources available include:

- Healthcare Otago Charitable Trust - see Application for Charitable Trust Funds (17987) for Otago-based Southern DHB employees. The Trust offers limited funds for education – please check Midas for more information.

- NZNO – there are a range of scholarships and grants available to NZNO members both locally and nationally. Check the NZNO website for more details: http://www.nzno.org.nz/services/scholarships

There are also education funds available via NZNO colleges and sections for members – check the NZNO website for details: http://www.nzno.org.nz/groups

- Employer / service-specific funds may be available in your workplace – check with your charge nurse manager / line manager for information.

- Mental health nurses may be eligible for funding from the Dunsmore Trust. Applications and criteria information are available on:
  - Criteria for Distribution of Dunsmore Trust Funds (Otago) (18960)
  - Application Form for Dunsmore Trust Funds (18961)

- Another option to consider, particularly for those commencing study for the first time, may be courses offered by Southern Institute of Technology (SIT). SIT offer a ‘Zero Fee’ scheme which makes their postgraduate nursing programmes more accessible for those considering self funding. Qualifications available through SIT are PG certificate and PG diploma.

There are a number of papers available at SIT including:

- Applied Pharmacology
- Advanced Pathophysiology
- Advanced Clinical Assessment and Diagnostic Reasoning
- Research for Practice
- Clinical Teaching and Learning; and
- Advancing Practice

For more information check the SIT website:

- Advancing Practice
  http://www.sit.ac.nz/courses/Invercargill/Postgraduate_Diploma_Certificate_in_Health_Science_465ce_4655
HWNZ INVESTMENT RELATIONSHIPS AND PURCHASING FUNDING AND REIMBURSEMENT PROCESS FLOWCHART

**Step 1**
Check eligibility criteria of HWNZ, Investment, Relationship and Purchasing specifications and tertiary provider

**Step 2**
Discuss intended application with manager and appropriate people

- No
- Supported?
  - Yes

**Step 3**
Download application form from [www.southerndhb.govt.nz/hwnzpgnursing](http://www.southerndhb.govt.nz/hwnzpgnursing)

**Step 4**
Send completed application form to:
Administrator – Postgraduate Nursing Education (HWNZ Funding) with all required documentation

**Step 5**
Complete the appropriate application process with the relevant tertiary provider and enrol in your course of study.
Note: the PG Nursing Education office does not enrol you in your course of study

**Step 6**
Reimbursement process covered over
MĀORI AND PACIFIC

There is support funding available for Māori and Pacific Island nurses aimed at providing mentoring, cultural supervision and cultural development activities. This funding needs to be applied for separately. There are two application dates – one per semester; contact the co-ordinator - Postgraduate Nursing Education for details.

TUITION FEES

HWNZ Investment, Relationships and Purchasing 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. This may not include fees incurred for late enrolment dependent on circumstances. NB: Fees will be paid directly to the tertiary provider by the PGNE office.

TRAVEL

Travel subsidy is towards actual trainee costs for trainees who are required to travel further than 100km one way from their usual place of work to the agreed training programme location. Travel costs are recouped by the applicant by reimbursement. Road travel may be claimed at 74 cents/km from place of work to place of study, see Google Maps [http://maps.google.co.nz/maps?hl=en&tab=wl](http://maps.google.co.nz/maps?hl=en&tab=wl). Air travel claims are for ticket cost (include documentation of dates) and taxis/shuttles to and from airport/training provider, and can include airport car parking costs. Please keep all supporting documentation for reimbursement claims, (preferably original tax invoices).

ACCOMMODATION

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

TRAINEE RELEASE

Trainee release is an allowance towards 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 trainee release funding.

The maximum allowance will be communicated to your manager once funding has been approved so that appropriate arrangements can be facilitated in advance.

TRAINEE RELEASE PLANS (TRPs)

You are required to meet with your manager to discuss and document your trainee release plan for the compulsory aspects of your programme of study, including compulsory study days, compulsory online course components or access to clinical mentoring, if required. A copy of this plan should be forwarded to the administrator - Postgraduate Nursing Education (HWNZ Funding) prior to commencement of your study by a pre-set date that will be indicated on the template provided in your funding pack. TRPs are signed by the trainee and their manager and are used to identify approved release days. It is particularly important that Southern DHB employees return their TRPs by the specified date as this information is entered on the OneStaff system at the respective sites. Trainee release costs come out of the Knowledge Centre cost code not the employee’s area cost codes. TRPs need to be returned by all funded trainees by the specified date and are a mandatory requirement before funding claims will be authorised.

This funding covers your salary whilst you attend compulsory study days during your normal working hours.

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 particular 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 that has the required qualification. The trainee remains accountable for their own practice at all times.

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

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

CONSUMABLE ITEMS
HWNZ – Investment Relationships and Purchasing funds cannot be used for any consumable items or text books.

REIMBURSEMENT PROCESS & INVOICING

Reimbursements
Usually one claim per semester will be accepted. Your claim can be submitted at any time during the semester once costs have been incurred. Consideration will be given to trainees indicating financial hardship and/or urgency. It may be more convenient for you to submit one claim per year if you prefer and this is also acceptable.

Provider Arm (Southern DHB) employees
Southern DHB employees are required to submit a reimbursement claim form with supporting documentation for their course-related costs; please read this form carefully for claim requirements such as, supply bank slip with all claims. Trainee release is coded onto the OneStaff system for DHB employees, so there is no financial transaction for release. All documentation must be sent directly to the administrator – PG Nursing Education (HWNZ Funding).

Non-provider Arm employees (non-employees of the DHB but funded via the DHB)
Non-DHB employees must also complete a reimbursement claim form. There is no requirement for individuals making a claim to submit an invoice. Trainee release and any other costs covered by the employer for non-DHB employees can be claimed by the employer submitting an invoice, accompanied with a claim form and supporting documentation. All documentation must be sent directly to the administrator – PG Nursing Education (HWNZ Funding).

The reimbursement process involves a number of people to check and sign off your claim so it may take a couple of weeks or possibly longer before you are reimbursed depending on the workload and priorities of the PGNE office and DHB Accounts Payable Department at the time.

To claim your reimbursement you will need to attach supporting documentation (preferably original tax invoices but ‘like’ documents are acceptable). Please copy small dockets on A4 paper so that reimbursements can be processed more quickly for the benefit of all funded applicants.

All claims should be submitted as soon as possible at the end of the study period, and must be received by 31 March of the year following funding at the latest. Please also be aware that incorrect or unclear reimbursement claims may be returned for correction or clarification. Claims that are easy to interpret can be processed more swiftly!

Funded applicants will receive a funding pack including all reimbursement requirements once approved for funding, typically in December or January.
**Invoices**

In almost all cases, invoices are only required when a claim is being made by the employer of Non-DHB funded employee. For example, if the employer has covered course-related costs on behalf of the employee such as when claiming for trainee release.

Incorrect invoices will be returned to employers for amendment. Due to tax legislation and organisational requirements, tax invoices should not be altered by the DHB. If in doubt please contact the administrator – Postgraduate Nursing Education (HWNZ Funding) for assistance.

**NB - Invoice and postal address details vary**

Claims submitted by employers on behalf of employees including trainee release claims must also include an invoice addressed to Southern DHB Finance Department, Private Bag 1970, DUNEDIN 9054 and be coded to cost centre 400-5250.

Please submit all HWNZ Investment, Relationships and Purchasing PGN funding correspondence and documentation to: Leanne Gardner, Administrator - Postgraduate Nursing Education (HWNZ Funding), Knowledge Centre, Southern DHB, Private Bag 1921, DUNEDIN 9054.

**REPORTING REQUIREMENTS**

The PGNE office is required to track your programme of study over its duration for the applicable year and report to the HWNZ Investment, Relationships and Purchasing each month.

If you have been funded via HWNZ Investment, Relationships and Purchasing funding it is VITAL that you advise the PGNE office at Southern DHB if you withdraw from study, or if the funding approved is no longer required. Funding is received from HWNZ Investment, Relationship and Purchasing on a monthly basis, so it is necessary for reporting and funding purposes that the office is advised immediately. You are required to notify the administrator - Postgraduate Nursing Education (HWNZ Funding) of:

- **Withdrawal from a paper** - immediate notification to the HWNZ Administrator is crucial so that monthly invoicing to HWNZ – Investment Relationships and Purchasing is cancelled.
- Any changes to your programme of study (papers or providers)
- Completion of your paper/s / qualification

Southern DHB (Otago site) and HWNZ Investment, Relationships and Purchasing seek feedback about programmes of study in relation to workload management, learning support, and workplace support for the purposes of workforce development and ongoing quality improvement processes. The format for reporting is currently being reviewed. You will be advised during semester one of ‘end of the semester’ reporting requirements.

Typically, reporting involves two parts:

- **Part 1** - Funded trainees are required to complete a small end-of-semester survey for each semester of study. It is planned that there will be an online template for surveys and report submission in 2012. However, as this is still being worked through, details for reporting requirements will to be advised by e-mail or postal delivery in semester one of 2012.
- **Part 2** - Will involve providing a brief report to your line manager outlining how your learning has influenced, or been applied to, your practice. A copy of this report must be provided to the PGNE office. However, as above, the format for reporting will be advised in due course. This report may also be useful for multiple purposes such as portfolio evidence, performance appraisal and in-service.

On completion of your course(s), please forward an indication that you have completed all formal course requirements. This may be in the form of a copy of results, notification of receipt of course work (e.g. from Blackboard [Learning Management System]), or an e-mail from the course co-ordinator or final transcript.
OTHER IMPORTANT INFORMATION

COMMUNICATION

The co-ordinator and administrator – Postgraduate Nursing Education (HWNZ Funding) will generally communicate directly with funded trainees rather than via the employer; except where it would be appropriate to communicate with the employer, e.g. around release/mentoring plans and employer claims/invoices, etc. So please make contact regarding any questions around funding-related matters.

The co-ordinator - Postgraduate Nursing Education (HWNZ Funding) and administrator – Postgraduate Nursing Education (HWNZ Funding) offices are situated on the first floor of the Fraser Building (Cumberland Street, Dunedin), Dunedin Hospital.

E-mail, phone, and written communication channels will be used throughout the year, so funded trainees need to advise the PGNE office of any changes to their contact details.

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** health care:
  - Clinical/health care services provided by DHB hospitals and community-based settings.

- **DHB Non-provider Arm** health care:
  - Aged care:
    - Health care 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.
**SUPPORT**

Once eligibility for funding has been checked and papers have been decided on, it is important to also find out what support is available to complete the chosen paper(s).

Postgraduate education is a big commitment. Once enrolled and funding has been approved (if applicable), it is important to keep in touch and let the PGNE office and/or support people, line manager, educator, mentor, tutor, etc. know of any difficulties experienced.

**TERTIARY PROVIDER SUPPORT**

Tertiary providers have student learning centres. University and polytechnic libraries usually have teaching sessions to assist with literature searches. Lecturers and paper co-ordinators can be approached if additional assistance or clarification is required.

**CLINICAL MENTORING**

Clinical mentoring may be available via HWNZ Investment, Relationships and Purchasing funding if it is required by the particular training programme being undertaken.

The tertiary institutions will have specific guidelines and processes for this so, in the first instance, discuss with the provider. It would be ideal to also discuss this with the co-ordinator - Postgraduate Nursing Education (HWNZ Funding) as it is important that each application is coded correctly to ensure that the appropriate level of funding is made available for the programme.

**ASSIGNMENT HELP**

Some institutions offer assignment writing sessions at the beginning of their first papers for new students and accessing these sessions is encouraged, especially for students that have not studied for a while. It is a good idea to discuss assignments with your support people. Assignments are the primary form of assessment so understanding what is required is the key to success.

**ORGANISATIONAL SUPPORT**

Manager support: OneStaff coding assists provider-arm managers to manage trainee release, eliminating the need for journal transfers. Variances can be easily explained in area budgets.

Southern DHB and other employers supporting PG study support trainee-release, based on available funds. Although funding covers the majority of the cost of release, there is still a commitment from areas to support this by changes to rosters to ensure staff cover, etc.

For a list of OneStaff codes contact the administrator - Postgraduate Nursing Education (HWNZ Funding).

Mentors database: the PGNE office holds a database of mentors that have volunteered to assist in their areas of expertise. This is a living document and we are always keen to add more mentors to our list.

Staff Library Southern DHB (Otago)

For specific enquiries, e.g. to discuss a potential application, please contact:

   Jo Dobson  
   Co-ordinator – Postgraduate Nursing Education (HWNZ Funding)  
   Knowledge Centre  
   1st Floor Fraser Building  
   Dunedin Hospital  
   Private Bag 1921  
   DUNedin 9054  

   Phone: (03) 474 0999 Extn. 8828  
   E-mail: jo.Dobson@southerndhb.govt.nz – (Monday & Tuesday)

For administrative/general enquiries, e.g. processing of reimbursement claims/documentation etc, please contact:
SOUTHERN DHB 57485 V3: Issued 23/02/2012

Southern District Health Board
Private Bag 1921
Dunedin Hospital
Dunedin 9054

Phone: (03) 474 0999 Extn. 7165
E-mail: leanne.gardner@southerndhb.govt.nz

SOUTHLAND PDU – FIRST POINT OF CONTACT

Isabel Radka (Manager Clinical Development Quality, Risk and Education Unit):
(03) 218 1949, Extn. 8019; isabel.radka@southerndhb.govt.nz; or

Deb Ashworth (Co-ordinator Clinical Development) in the Practice Development Unit:
(03) 218 1949, Extn. 8018; deborah.ashworth@southerndhb.govt.nz

TERMS AND CONDITIONS

The information collected on the application form is used for the purposes of ascertaining eligibility for HWNZ Investment, Relationships and Purchasing Nursing Education Funds, and for reporting requirements to HWNZ Investment, Relationship & Purchasing as per the Ministry of Health Head Agreement. Your information will not be used for any other purposes and will be kept private and secure.

Completion and submission of the application form implies your consent to use your information for the purposes stated above.

Please be aware that if you have provided inaccurate/incorrect information you may not be eligible for funding - the funding is granted on the basis that the information you provide is true and accurate.

POSTGRADUATE NURSE TRAINING ADVISORY GROUP

The Postgraduate Nursing Training Advisory Group is another mechanism to ensure the quality of postgraduate nursing training. The group’s overall aim is to provide support to the postgraduate nursing training programmes and act as a point of liaison with employers, clinical service areas and education providers.

The specific objectives of the Advisory Group are to:

- Monitor the evaluation and quality improvements of the programmes.
- Provide advice and overview for quality improvement processes.
- Ensure there is a clear and equitable application and selection process.
- Ensure training meets the needs of employers’ workforce needs and Government priorities and national health policy.
- Ensure programme co-ordination reflects the Head Agreement and Postgraduate Nursing Training Specifications.
- Review twice-yearly reports from clinical training programme co-ordinators, including a summary of evaluations and improvements made.
The PGNTAG meets at least twice a year, including a July meeting, to decide priorities for funding for the next funding round and strategise future planning. Those priorities are advertised widely to potential applicants and contractors within the catchment area. This is to ensure a transparent process, and assists applicants to consider other funding options in advance, if their preferred programme is not one of the priority areas identified.

Website:
- www.southerndhb.govt.nz/hwnzpgnursing

Access the above website for the following documents:

- Postgraduate Training Funds for RNs [HWNZ] Application (57109)
- Postgraduate Nursing Programmes Funding - HWNZ (50096)
- Postgraduate Nursing Education Information Handbook (57485)
- HWNZ Postgraduate Nursing Education Funding [Poster] (62771)
- Postgraduate Nursing Workforce Development Funding Priorities (62669)

**HAUORA MĀORI (NON-REGULATED WORKFORCE)**

The development of the Māori health and disability workforce is an identified priority in the New Zealand Health Strategy (Minister of Health, 2000) and the New Zealand Disability Strategy.

This specification for the Hauora Māori Training Fund (‘the Fund’)
http://www.healthworkforce.govt.nz/our-work/investment-relationships-and-purchasing/specifications#maori provides for access to formal training programmes for the significant proportion of the Māori health and disability workforce that is part of the non-regulated workforce. This training will support the non-regulated workforce to develop formal competencies in their current roles, and develop their potential to move into other health sector roles, as relevant.

Contact Pania Coote, Regional Project Manager, Māori Health, if you are interested in accessing Hauora Māori funding – e-mail: pania.coote@southerndhb.govt.nz

**ALLIED HEALTH**

Southern DHB does not hold a postgraduate funding contract for allied health services.

**SERVICES PROVIDED BY THE PGNE OFFICE (SCOPE OF ROLES)**

Co-ordinator’s Key Roles

- Co-ordination and oversight of PG nursing programmes
- Chair PGNTAG
- Funding allocations
- Advise regarding tertiary providers
- Communications & liaison with stakeholders/services
- Reporting/evaluation/analysis
- Documentation
- Promotional/co-operative activities
- Resource
Administrator's Key Roles
- Administration - PG nursing education funds and related activity
- PGNTAG membership and support
- Processing of applications and reimbursement claims/invoices
- Communications and liaison with stakeholders, services and DHB Finance
- Reporting, invoicing, tracking of funds
- Documentation
- Promotional activities
- Databases
- Resources
- Knowledge Centre (support)

SOUTHERN DHB SUPPORTED PROGRAMMES

NURSING ENTRY TO PRACTICE (DHB & non-DHB settings) PROGRAMMES

The 10-12 month Nursing Entry to Practice (NETP) programme commences with intakes of graduates in February and March. The programme is Nursing Council of New Zealand-approved.

The NETP programme offers placements across Southern DHB, and in rural hospitals, private hospital level care facilities and primary care facilities within the southern region.

Programme participants will be employed for the duration of the programme - a minimum of four shifts per week and released from their clinical areas for the formal class component of the programme.

Clinical practice, in either one or two clinical placements, is the main arena for teaching, learning and assessment with an emphasis on reflective critical thinking.

The programme has a professional development focus with participants completing their professional development portfolio by the end of the programme.

Funded through HWNZ Investment, Relationships and Purchasing.

For further information contact:

Otago
Jo Mitchell
Nursing Entry to Practice Programme Co-ordinator
Fraser Building, Dunedin Hospital
Southern District Health Board
Telephone (03) 474 0999 Extn. 7163
Cell: 027 5252 563
E-mail: jo.mitchell@southerndhb.govt.nz

Southland
Rosalie Wright
Nursing Entry to Practice Programme Co-ordinator
Practice Development Unit, Southland Hospital
Southern District Health Board
Telephone (03) 218 1949 Extn. 8035
E-mail: rosalie.wright@southerndhb.govt.nz
NURSING ENTRY TO PRACTICE PROGRAMME - MENTAL HEALTH

The 40-week programme commences in February each year. The programme is run in partnership with the University of Auckland with the new graduates being enrolled in two postgraduate papers. The papers are completed in Dunedin.

On successful completion of the programme the new graduate is awarded a Postgraduate Certificate in Health Sciences (Mental Health Nursing). The programme is funded by Te Pou and endorsed by the Nursing Council of New Zealand.

New graduates are employed in permanent positions within the Mental Health and Intellectual Disability Services based in Dunedin. There is a requirement to work a minimum of 0.7 FTE. The programme is non-rotational with new graduates being employed in one area. Nurses are also based in Southland and at the Ashburn Clinic in Dunedin (option of 4-week optional placement during the year).

The framework used for the programme is the ‘Four cornerstones to support the practice of a new practitioner’. (Casey and Simmonds, 2004). These are clinical practice, preceptorship, clinical supervision and theory. Each has a critical role in supporting the beginning practitioner to develop the specific skills and knowledge required to work in the specialty field of mental health nursing. The new graduates are expected to submit their professional development portfolio by the end of the programme.

To qualify for the programme you must be a registered nurse who has not practised longer than six months (full time) in a mental health setting since registration. You must be a New Zealand resident and hold a current annual practising certificate.

For further information contact:
Shirley McKewen
New Graduate Mental Health Nurse Co-ordinator
Southern District Health Board
4th floor, Helensburgh House, Wakari Hospital, Dunedin
Phone: 027 6030 541
E-mail: shirley.mckewen@southerndhb.govt.nz

or:

Heather Casey
Nursing Director – Mental Health and Intellectual Disability Service
Southern District Health Board
Ward 10E, Wakari Hospital, Dunedin
Phone: (03) 474 0999 Extn. 5565 or 027 2013 430
E-mail: heather.casey@southerndhb.govt.nz

POSTGRADUATE MIDWIFERY

For information regarding postgraduate midwifery, please contact Caroline Folland to discuss programmes: caroline.folland@southerndhb.govt.nz

The Postgraduate Nursing Education (PGNE) Office supports this programme, administratively.