

Policy: Post Graduate Nursing Education Funding from Clinical Training Agency (CTA).

Purpose

Within the Ministry of Health, the Clinical Training Agency (CTA) is responsible for purchasing post-entry clinical training as one form of workforce development. Post entry clinical training is defined by the Agency as vocational, clinical, post-entry, formal, a minimum of six months duration and nationally recognized.

This policy is to ensure that the process for registered nurses to receive Post Graduate Education funding is equitable, transparent, consistent and ‘user-friendly’.



Note: This policy must be read in conjunction with the Post Graduate Nursing Education Handbook.

Scope

All registered nurses employed by a health service that is funded by Counties Manukau District Health Board or the Ministry of Health from Vote Health

Policy

Bidding requirements:

Annually, the Director of Nursing (DON) and/or Nurse Coordinator Post Graduate Education (PGE) and appropriate others will identify which courses CMDHB Nursing services will put forward to the CTA. This will be determined on the workforce development plan for CMDHB.

Utilising the template provided by the agency a bid will be put forward via the ‘Clinical Training Co-ordinator’ for CMDHB to the agency for consideration and if successful, a contract is agreed upon between the agency and Counties Manukau District Health Board (CMDHB) which results in funding being made available to Registered Nurses (RN) for a range of predetermined postgraduate (level 800) nursing education programmes.

Application Requirements:

As per the Post Graduate Nursing Education (PGNE) application form.
As per CTA Specifications, all applicants must develop a career plan.
Permission to release personal details to CTA as per their specifications.

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Decision making:

All applications will be reviewed against an agreed criteria for selection by Nurse Coordinator PGE and appropriate others (as required).

A draft list of approved applications, which have met the agreed criteria, will be sent to the Clinical Nurse Directors and Nurse Leaders for review. If the CND/NL has concerns about a particular application, then the CND must discuss the concerns with the applicant before notification of application decision. Recommendations with rationales will be forwarded to the Nurse Coordinator, PGE.

Criteria for selection:

- Application completed fully within time frames
- Hold a current New Zealand Nursing Council Annual Practising Certificate
- Registered nurses employed in a nursing position in a health service that is funded by Counties Manukau District Health Board or the Ministry of Health from Vote Health
- Must be a New Zealand Resident/Citizen
- Employed in a permanent (full or part time) for 12 months.
- Compliant within the organisation's Professional Development and Recognition Programme (PDRP) (if applicable)
- Application supported by line manager
- Career plan developed with Charge Nurse and/or Nurse Educator and/or Clinical Nurse Director and/or Nurse Leaders and/or Nurse Managers and /or Nurse Coordinators to ensure education appropriate to scope, level of practice, and role
- Priority given to areas of high workforce development need as identified in MOH and CMDHB strategic and workforce development documents
- Preference given to applicants in their last year of training e.g. postgraduate certificate.
- University papers applied for meet New Zealand Nursing Council requirements.

The Nurse Coordinator PGE will make final decisions and inform applicants by letter.

Notification will be made in writing to the applicants at least six weeks prior to the beginning of each academic semester.

Additional Funding:

Occasionally CTA may ask for applications for funding above CTA PGNE funding e.g. CTA Maori Support Funding. The Nurse Coordinator PGE will advertise as determined by the scope of the extra funding. Advice and assistance will be sourced as deemed necessary by the funding scope.

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Appeals process:

The applicant may initiate this process once they have received written notification of the CTA application by making contact with the Nurse Coordinator, PGE. Each application appeal will be review on a case-by-case basis. Necessary and appropriate action will be taken to resolve the issue/s. Unresolved cases relating to applications will be discussed the relevant CND/ Nurse Leader and/or DON. The final decision for any unresolved conflict rests with the DON.

Payment:

Payment will be made directly to the university, by the DON office. Any invoices sent to the individual from the university must be directed to the Nurse Coordinator, PGE.

Payment will be for course fees only. Additional charges e.g. payment for overseas trained nurses application process, will not be funded.

Receipts for payment will be sourced from the university and kept by the Nurse Coordinator PGE.

Coaching and Mentoring:

CMDHB will provide coaching and mentoring for all CTA funded applicants to assist them to successfully complete the courses. It is up to the applicant to contact the Nurse Coordinator PGE for assistance as required. A list of available coaches and mentors will be made available via PGE website. Coaches and mentors must be appropriately qualified.

Failure to complete papers successfully:

Failure to complete the course successfully (for reasons other than those beyond fair and reasonable cause e.g. illness) will result in CMDHB retrieving the monies back. The final decision for any unresolved conflict rests with the DON.

Withdrawal from paper:

Successful applicants can only withdraw from papers if it is within the timeframes set out by the tertiary institution. If this not done, then the applicant will be required to pay the full fees. CMDHB will not be responsible for payment.

The Nurse Coordinator PGE must be informed in writing of withdrawal decision and reason.

Changing of papers:

Applicants are to discuss the option of changing papers with the Nurse Coordinator PGE before undertaking this. The Nurse Coordinator PGE has sole discretion to approve change. The decision can be discussed with appropriate personnel (e.g. applicant's CND) at his/her discretion.

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CTA Registered Nurses Records:

All records pertaining to the administration of the Nurses contract with CTA will be maintained by the Nurse Coordinator -PGE. Data will be provided to CTA as per the CTA reporting requirements below.

Quality Standards and reporting requirements:

A quality plan is required to monitor and evaluate training programmes under the contract to ensure that education aspects are being fulfilled.

Reports will be completed as per CTA specifications and CMDHB requirements. See PGNE handbook.

CTA report requirements:

As per contract between CTA and CMDHB, a report due each month will be completed by the Nurse Coordinator PGE on behalf of the DON, and is known as Report 1: Trainee Details. This report is supplied on an Excel spreadsheet. Information is sourced from the PGNE application form.

Current data requirements include:

- Full name of applicant
- Ethnicity
- Gender
- Date of birth
- Scope of practice
- Qualifications
- Date begin training
- Purchase unit code
- FTE status
- Name of paper
- Date of paper completion
- Clinical service area

Report 2 details a summary of outcomes of the evaluation of the programmes which were funded under the contract. This information is sources in there ways

1. A request will be made to the University for a copy of the evaluation reports from the Centre of Professional Development which summarises students' evaluations and feedback in response to the course and the action plan to address these..
2. A request will be made to the University for a Copy of the students' results after they have been issued to students.
3. At the end of the academic year, applicants will be emailed to be given an opportunity to undertake a programme evaluation to identify any issues they may have in relation to the programme.
4. Data will be sourced form the PGNE application form.

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Current requirements include:

- What issues were identified by the trainees?
- How do you intend to address these issues?
- What issues were identified by the clinical supervisors?
- How do you intend to address these issues?
- Detail of any other issues or feedback
- Number of trainees on programme
- Number of trainees passed
- Number of trainees passed -Maori
- Number of trainees passed- Pacific peoples
- Qualifications received

The information will be collated and supplied direct to the agency's database. The username and password is supplied by CTA.

CTA report requirements:

1. All contractual requirements will be meet:

Plan:

- Within the annual report CTA report a table will be presented detailing due dates of reports and actual dates submitted
- Feedback on any perceived 'issues/concerns' will be sort from the CTA Clinical Training Coordinator for CMDHB. These issues will be identified and where appropriate, a recommended strategy to address the issue/s within the annual report.

2. The application process is perceived as equitable, transparent, consistent and 'user-friendly'.

Plan:

- All successful applicants will be invited to comment on their experience of the application process via an open ended question sent by email in the first week of November.
- In November a 'Desk review' of all processes will be undertaken with the DON and Nurse Coordinator PGE. All amendments deemed necessary will be made at this time.

3. Allocation of the CTA funds will be consistent with organisational and nursing strategic priorities inclusive workforce development strategic priorities.

Plan:

- At the end of each application round a summary will be collated by the Nurse Coordinator PGE and made widely available via the Nursing Education folder on Southnet.

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Associated Documents

Other documents relevant to this policy are listed below:

NZ Legislation	Health Professionals Competency Assurance Act (2003)
CMDHB Clinical Board Policies	
NZ Standards	Head Agreement and Standard Terms which form part of all Service Agreements between CMDHB & CTA (MOH), 2006. Contract between CTA and CMDHB. 2006. CTA Postgraduate Nursing Training Specifications (27 November 2006)
Organisational Procedures	Post Graduate Nursing Education Funding from Clinical Training Agency (CTA) Procedure.
Other related documents	CMDHB's Post Graduate Nursing Education handbook (2007) CMDHB Professional Development and recognition Programme policy and handbook

References (Evidence Based Practice)

CTA Postgraduate Nursing Training Specifications (27 November 2006)

Head Agreement and Standard Terms which form part of all Service Agreements between CMDHB & CTA (MOH), 2006

Definitions

Terms and abbreviations used in this document are described below:

Term/Abbreviation	Description
CMDHB	Counties Manukau District Health Board
CTA	Clinical Training Agency
MOH	Ministry of Health
PGE	Post Graduate Education
PGNE	Post Graduate Nursing Education
DON	Director of Nursing
CND	Clinical Nurse Director

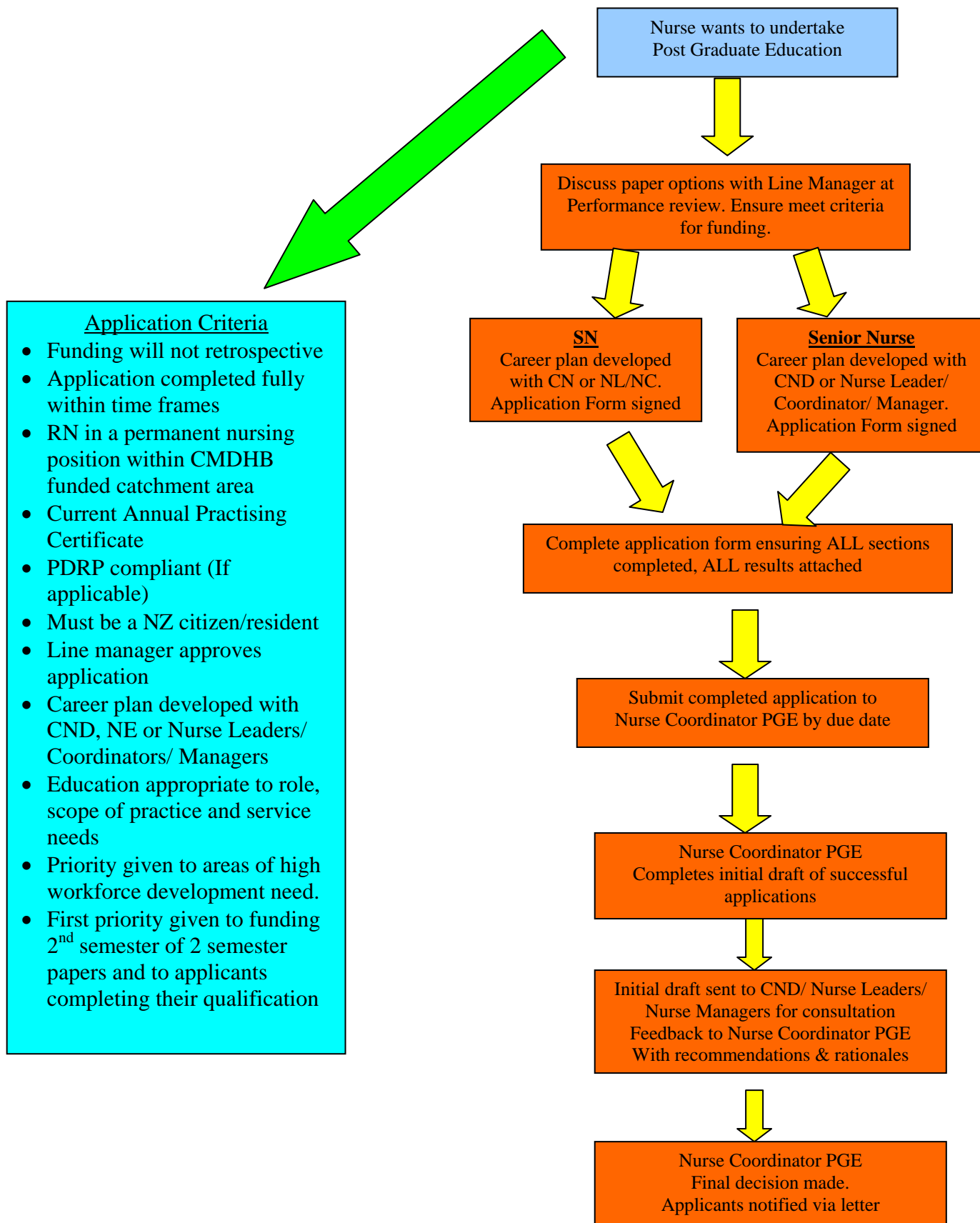
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Appendix 1: Timetable of Post Graduate Nursing Education (PGNE):

Date	Event	Person Responsible
Dec: 1st week	PGNE applications semester 1 close	N/A
Dec: 2 nd week	Applications review and decisions made	Nurse Coordinator PGE
Dec: 3 rd week	Notification of outcome of applications sent to applicants	Nurse Coordinator PGE
	All applications retained	Nurse Coordinator PGE
	Details of successful applicants entered into Report 1 template	Nurse Coordinator PGE
Feb 4 th week	Semester one commences	
March 5 th -15 th	CTA Report 1 due	Nurse Coordinator PGE
April 5 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
April 1 st week	Invite applications for PGNE funding semester 2	Nurse Coordinator PGE
May 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
May 1 st week	PGNE applications semester 2 close	Nurse Coordinator PGE
May 3 rd week	Applications review and decisions made	Nurse Coordinator PGE
May 4 th week	Notification of outcome of applications sent to applicants	Nurse Coordinator PGE
June 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
June last week	Semester 1 ends	Nurse Coordinator PGE
July 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
July 2 nd week	Semester Two commences Send email to university seeking copy of evaluation reported for applicable courses from the Centre for Professional Development and copy of participants' results.	Nurse Coordinator PGE
Aug 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
September 5 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
Oct 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
Nov 1 st week	Send email eliciting information from participants due end of last week Nov	Nurse Coordinator PGE
Nov 5 th -15 th	CTA Report 1 monthly update due	Nurse Coordinator PGE
Nov 1 st week	Send email to university seeking copy of evaluation reported for applicable courses from the Centre for Professional Development and copy of participants' results.	Nurse Coordinator PGE
Nov 1 st week	Undertake 'desk review' of processes	Nurse Coordinator PGE
Nov 1 st week	Invite applications for CTA funding for following year	Nurse Coordinator PGE
Nov 4 th week	CTA bids due for following year	Nurse Coordinator PGE and all appropriate others
Dec 5 th (unless otherwise advised)	Report 2 due for CTA	Nurse Coordinator PGE
Dec 15 th (unless otherwise advised)	Report 1 due for CTA	Nurse Coordinator PGE
Dec/Jan	Annual nursing report on CTA funding	Nurse Coordinator PGE in collaboration with others

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Appendix 2: Post Graduate Nursing Education Funding Application Process



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