



*Nursing Post Graduate Education  
Counties Manukau DHB*

# Post Graduate Nursing Education Programme

<b>Document Number</b>	<b>A10241</b>	<b>Version:</b>	2.0
<b>Department:</b>	Nursing	<b>Last Updated:</b>	August 2009
<b>Document Owner</b>	Nurse Coordinator, Post Graduate Education	<b>Next Review Date:</b>	August 2011
<b>Approved By:</b>	Nursing Professional Development Forum	<b>Date First Issued:</b>	March 2008



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**Aims:**

The Aims of the Post Graduate Nursing Education Process, Counties Manukau District Health Board are to:

- Promote quality nursing care
- Promote ongoing professional development for nurses
- To assist nurses to maintain the requirements of CMDHB PDRP
- Meet the Clinical Training Agency's specifications for Post Graduate Education. and
- minimise barriers for nurses entering postgraduate education



This Handbook must be read in conjunction with the Post Graduate Nursing Education Funding from Clinical Training Agency (CTA) policy.

**Background:**

Every year, Clinical Training Agency allocates funding to facilitate nurses participating in post graduate education. The CTA funding is available for all registered nurses who are employed within the CMDHB catchments area and whose employer is funded through Vote Health monies.

**Clinical Training Agency:**

The Clinical Training Agency (CTA) is a business unit of the Ministry of Health.



The board vision for CTA Postgraduate Nursing Training is:

"Working in partnership with key stakeholders to deliver a transparent and consistent model of funding for postgraduate training that will enable nurses to improve the health outcomes of New Zealanders." (p5, CTA Postgraduate Nursing Training Specifications, 2009).

CTA defines postgraduate training as vocational, clinical, post-entry, formal, a minimum of six months duration and nationally recognised.

The CTA specifications outline some very clear outcomes of nurses who are undertaking postgraduate education.

**Trainee Outcomes:**

Expected outcomes are:

- Conferring/awarding of a BN (Honours), postgraduate certificate, postgraduate diploma and Master's degree.

**Client/Service Outcomes:**

- Trainees will be able to contribute to the achievement of DHB population health outcomes and goals.

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### Nursing Council of New Zealand:

The Nursing Council of New Zealand is required to define practising, for the purposes of the Health Practitioners Competence Assurance Act 2003 ("the Act"), because it must:



- determine whether a nurse has maintained the required standard of continuing competence pursuant to section 27(a) of the Act
- determine whether or not a nurse has lawfully practised nursing in the 3 years preceding the date of application for a practising certificate (section 27(f) of the Act)
- decide whether or not a nurse has practised without a practising certificate (sections 8(1) and 100(1)(d) of the Act).

The Council has an expectation that all nurses will continue to learn and maintain their competence. Nurses are responsible for seeking opportunities to learn and maintain their competence in the interests of client care. They need to choose activities to meet their needs in the context of your practice. These activities may be within their work environment or within an educational context. The nurse's professional development must be relevant to their practice as a nurse. Their professional development may be taken as whole days or hours and/or they can undertake a variety of different learning activities such as degree papers, short courses, seminars, conferences, or in-service education. (NCNZ, [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz)).

Competencies for the registered nurse scope of practice are the basis of nursing practice in New Zealand. All nurses must demonstrate they meet these competencies on a yearly basis. The following competencies demonstrate the ongoing requirement for nurses to participate in professional development.

Competency 2.9: maintains professional development

Indicator:

Contributes to the support, direction and teaching of colleagues to enhance professional development.

Indicator:

Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice.

Indicator:

Takes responsibility for one's own professional development and for sharing knowledge with others.

### Counties Manukau District Health Board:



CMDHB encourages nurses to undertake postgraduate education to improve the health outcomes of CMDHB clients. CMDHB also expects nurses who are undertaking postgraduate education to implement the skills and knowledge learnt into their everyday practice.

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**Principles:**

Underpinning all aspects of CMDHB Post Graduate Nursing Education programme are the principles of fairness, respect, transparency, cultural safety, and adherence to the principles of the Treaty of Waitangi.

Under the CTA specifications, all nurses applying for CTA funding must be given the opportunity to plan their education to meet their career goals. Clinical Nurse Directors, Nurse Leaders, Nurse Coordinators and Nurse Educators are available to assist nurses making the appropriate choice to meet personal goals and service needs.



**So you want to undertake Post Graduate Education?**

So you are considering Post Graduate Education. That's Brilliant.

There are a few things you need to think about.....

What is happening at home..... at work..... What is feasible to do?

Where are you now and where do you want to be professionally in 5 years time?

Do you want to be a Charge Nurse Manager; a Clinical Nurse Specialist; a Nurse Educator, Nurse or an Expert Nurse working in the clinical environment?

Do you have a preference about a university/technical university? Have you looked at their courses?

Are they suitable for what you want to do? Do you meet the university's entry criteria?

Talk to your Line Manager- can you have the study leave required for your paper? Are they happy to support the paper/qualification you want to do? Remember they have the right to say no.

Talk to your Nurse Educator, Clinical Nurse Director or Nurse Coordinators (see Help-Resources available to you) other nurses who have completed postgraduate education.

Do you meet the selection criteria for CTA funding?

Have you considered the commitment required each week?

- As an estimate -For a 15 point paper, you can expect to study for about 10-12 hours a week (including attending lectures, tutorials, and private study). As a first time student you should seriously consider undertaking 1 paper per semester only- especially if you work full-time but it is entirely up to you.....
- Each semester lasts approximately 12 weeks in length
- Can you commit to completing a full qualification e.g. postgraduate certificate, postgraduate diploma or Masters?
- Do you have access to a computer with broadband internet access? (dial-up access will be too slow)



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## Career Plans

When applying for CTA funding you are required to discuss your career plan with Nurse Educators, Clinical Nurse Directors, Nurse Leaders, or the Nurse Coordinators. N.B. CMDHB also has a career development service as a part of the Learning and Development Unit. Please contact them for further information.

CTA indicates that we must support you through a full qualification through one tertiary institution. Therefore CMDHB will not fund a one-of paper. So you will need to have a reasonable idea of what you want to do in the future.

There are some things that you and the person signing the plan need to think about as well as the above:

- What is your current PDRP level?
- What qualification are you planning to undertake?
- How will it contribute to your personal development and your service plans?
- What papers do you plan to undertake to complete the qualification? When are they running?
- Are there any pre or co-requisites required for any future papers?

**Specialty/Advanced Nursing Papers** e.g. Nursing 714, 719, 730, 732, 735, 737 and 775 at University of Auckland.

These papers are **Advanced** Nursing Papers. They are generally aim for nurses who are working in advanced roles e.g. Senior Nurses, Proficient and Expert nurses.

This does not mean that graduate or junior nurses are excluded but we suggest you discuss these papers with your NE, or CND and the paper coordinator. It is recommended that you might like to consider taking these papers towards the end of your qualification. Any concerns or questions re these papers please contact Nurse Coordinator Post Graduate Education.

Nursing 732 is a nursing leadership practicum paper and Nursing 735 is a clinical education practicum. Both have project or/and group work involved with the paper. They are generally recommended for nurses either in a leadership (e.g. Charge Nurse Manager) or educational role (e.g. Nurse Educator) or working towards these roles.

## Nurse Prescribing Practicum's

If you plan to undertake the nursing prescribing practicum please discuss this with your Clinical Nurse Director or Nurse Leader, to ensure that your organisation will support you down this path. Nurse prescribing is generally undertaken when planning to become a Nurse Practitioner.

Applications for the Nurse Prescribing Practicum's will only be accepted on an annual basis at the end of the year when the CTA funding template is due for completion (generally end of November each year). The nurse prescribing practicum requires several hours of clinical supervision by a prescriber e.g. a doctor or a pharmacist. This can be expensive and the Nurse Coordinator Post Graduate Education needs to fund this separately. Therefore before any decision is made you **must** discuss this with the Nurse Coordinator Post Graduate Education.

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**Selection Criteria**

- 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) position 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 (if no Nurse Educator available) and/or Nurse Educator and/or Clinical Nurse Director and/or Nurse Leader and/or Nurse Managers and/or Nurse Coordinators PDRP/PGE 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 who have commenced a qualification e.g. post graduate certificate.
- University papers applied for must lead to a level 8 qualification and be able to be credited to a Masters of Nursing approved by the New Zealand Nursing Council Bachelor of Nursing (Honours) [BN(Hons)], Postgraduate Certificate, Diploma or Masters.



N.B. to ensure all applications are given an equal opportunity to secure CTA funding to undertake postgraduate education, then all sections on the application form must be completed. This information is a requirement by CTA and will only be released to CTA for reporting and auditing purposes.

**Application Process- see flowchart page 19.**

There are two application rounds per year- usually April/May for semester 2 and October/November for semester 1 of the next year. The application round will be opened for 4 weeks. The application form will be live on either Southnet or on the CMDHB website under Primary Health Care Nursing education. No late applications will be accepted.

All applications will be review by the Nurse Coordinator PGE against the selection criteria. A draft list of successfully applications will be sent to the Director of Nursing, CNDs and Nurse Leaders for review. If the CND/NL has concerns about a particular application, then the CND/NL must discuss the concerns with the applicant before notification of application decision. Recommendations with rationales will be forwarded to the Nurse Coordinator, PGE. The Nurse Coordinator PGE will make final decisions and inform applicants by letter. The letters will be sent out at least 6 weeks prior to the semester commencing.

A wait list will be kept in case an application is withdrawn. Unsuccessful applicants will be advised if they are on the wait list and will be notified if they are able to receive CTA funding. Consideration of the tertiary institutions timeframes will be given.

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## Appeals

All Applicants need to note that there is a finite amount of funding and not all applications will be successful. The applicant may initiate an appeals process once they have received written notification of the CTA application by making contact with the Nurse Coordinator, PGE. Each application appeal will be reviewed 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 with the CND/ Nurse Leader and/or DON. The final decision for any unresolved conflict rests with the DON.

## What to do if your application is successful

### You must now:

- Enrol into the university immediately- do NOT wait!!!!!!!

**If unable to enrol for any reason please contact Nurse Coordinator PGE as soon as possible so that the money can be reallocated.**

- Only enrol in the paper that you have been granted funding for
- If need to change paper notify the Nurse Coordinator PGE BEFORE doing so.
- Attend all education sessions including study days and tutorials
- Complete all assessments required for the course.



### Invoices:

- Do NOT pay yourself
- Send original to Nurse Coordinator PGE (address below).

### University of Auckland (UoA) ONLY:

- CMDHB has an arrangement with UoA. UoA bulk invoice CMDHB. This is not usually to mid-to-late semester. You might not receive an invoice at all.
- Nurse Coordinator PGE informs UoA of all successful applicants via email at the beginning of the semester. UoA School of Nursing places a waiver on the nurse's file. Sometimes there can be people missed for a variety of reasons so
- If you receive an overdue invoice please contact: Lee-Anne Govender at the School of Nursing phone: 3737599 ext 83059, or email [la.govender@auckland.ac.nz](mailto:la.govender@auckland.ac.nz)

## 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/Nurse Leader) at his/her discretion.

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### Withdrawal from Papers

CMDHB would rather support their nurses to successfully complete their post graduate study than they withdraw from their papers especially if after the university/ technical institute's set dates. Generally, these dates are two weeks after the semester commences.

Please contact the Nurse Coordinator PGE **early** if you are having any problems. CMDHB might be able to give some extra support to successfully complete the paper. (See the section on HELP!) Also your university will have a Student Learning Centre where you can receive help. They are particularly helpful in helping you learning the process of academic writing.

If all else fails and you really need to withdraw, you **must** withdraw from the paper/s before the specified date set out by the tertiary institution. Failure to do this, results in CMDHB being charged for a paper not completed/undertaken. You might be required to repay CMDHB. A decision will be made on a case by case basis.

Each tertiary institution has a process you **must** complete for withdrawing including late withdrawals. It is your responsibility to undertake this process. CMDHB will not take any responsibility for this process.

You **MUST** inform the Nurse Coordinator PGE, in writing, of your decision, reason and any university decision for withdrawing as soon as possible.

### Unsuccessful Completion:

Again, you need to seek help early if you are having problems.

CMDHB receives a copy of everyone's results from the universities. We do understand that things can occur that prevent you from successfully completing the course requirements.

First thing to do is to contact the Nurse Coordinator Post Graduate Education. (See below for contact details). You also need to complete the appropriate paperwork.

If it is a medical reason for not completing a paper, get a medical certificate.

If you unsuccessfully complete a paper and continue to undertake PG papers, then the Nurse Coordinator PGE might request a formal support plan to be put in place. Your line manager will be notified if you unsuccessfully complete a paper.

### Study leave Entitlements

CMDHB is expected to provide full educational leave for all of the study days of the nurses undertaking CTA funded postgraduate education. CMDHB is funded for this leave as part of the CTA funding. All nurses undertaking PG study with CTA funding do require allocated educational leave for all their study days, even if this is above the DHB/NZNO MECA allocation and if working part-time. If you are undertaking an online paper you are still entitled to the equivalent size paper's

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study leave but this must be negotiated with your line manager i.e. for a 30 point online paper you can ask for the same study leave as a 30 point face-to-face paper-usually 6 days. Remember it is your responsibility that you inform your line manager of any study days before the roster is completed. If you forget it is up to you to swap your shifts-not your line manager. In the event of a crisis the escalation plan will come into effect and leave may be cancelled by Senior Management and you might be requested not to attend your study day. Clinical need is more important. This is as a last resort though.

**Support and help**

**IMPORTANT:**

Please ask for help early rather than leaving it to the last minute. It might make the difference between successful completion and failure.



These people below are willing and able to help you. If they don't know the answer, they will certainly know someone who can help you.

**Dianne Barnhill**

Nurse Coordinator, Post Graduate Education, CMDHB  
Room 124, Level 1, Support Building  
Middlemore Hospital

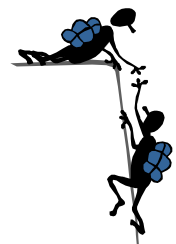
Phone: 09-2760044 ext 8691  
Mobile: 0212214816 (Internal \*3569)  
Email: [dianneb@middlemore.co.nz](mailto:dianneb@middlemore.co.nz)

**Dee Gordon**

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### Clinical Nurse Directors (CNDs), Nurse Leaders (NL) and Nurse Educators (NEs).

All the CNDs, NLs and NEs are willing to help you while you are studying. Many of them have or are still undertaking post graduate papers. Remember that none of them are mind readers, so YOU need to approach them for help.

### Course Coordinators/Lecturers

All course coordinators/lecturers would prefer to know early if you are struggling. Ask them for help and clarification as required. Again they are not mind readers.

### Student Learning Centres

Every University/Technical Institute has Student Learning Centres.

At the beginning of each semester they often run courses on:

- assignment writing
- time management
- study organisation
- reading
- note taking



It is highly recommended that first time students attend these courses. The Student Learning Centres are also available to help you individually. Find out what the one at your university offers. Most of them also have great helpful web pages. It is worthwhile taking a look.

### Libraries:

Every university/technical institute has a library that you can use. Often it is available on-line also. The Librarians are a group of highly trained and skill people. Ask them for help if you are searching for information. They also offer training on how to use the databases available.

### CMDHB Library:

CMDHB has its own library on the Middlemore site which has very helpful staff. Literature Search Tutorials, Endnote and other training sessions are available- just ask. CMDHB also has a wonderful on-line journal system. This is available through the Library website on Southnet.

If you are not a CMDHB employee, you can still come in and use the library. At this point in time you will not be able to borrow books etc. you can photocopy anything -there will be a small charge- 10c per page.

Note: the librarians will not undertake any database searches for you. They are willing to teach you how to do database searches and will help you if you are having problems.

### Other students:

Your peers will be able to help you. Develop a support network of people who have done the paper you plan to do or who are doing the paper with you. See the Nursing Post Graduate Education webpage on Southnet or Contact the Nurse Coordinator Post Graduate Education for names of nurse who have done or who are doing the same paper.

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## Mentoring and Cultural Supervision for Maaori and Pacific Nurses

Nurses who identify themselves as Maaori and Pacific are eligible for additional funding for mentoring and cultural supervision. This is inclusive of the NETP programme nurses.

There are a number of criteria the CTA uses in making funding decisions regarding the additional support for Maaori and Pacific trainees enrolled on CTA funded training programmes. This funding must be applied for at the same time as completing application forms.

1. Maaori and Pacific Peoples Support funding applies to actual and reasonable costs associated with Mentoring, Cultural Supervision and Cultural Development activities.
2. Eligible trainees must be of Maaori or Pacific Peoples descent and have established cultural links to the Maaori or Pacific Peoples communities.
3. Support funding is up to a **maximum** of \$2,000 (excluding GST) per trainee programme Training Unit, but may be less depending on factors such as available budget. Of this a maximum of \$200 (excluding GST) may be spent on resources for Cultural Development in conjunction with Cultural Mentoring/Supervision only. Funding is applied on a prorata basis for part-time study.
4. The Contracted Party<sup>1</sup> must negotiate and agree a written plan (Support Plan) with the Mentor, Cultural Supervisor and Maaori or Pacific Peoples trainee. The Support Plan must include mentoring and cultural supervision and may include cultural development.
5. The Contracted Party must appoint an appropriately qualified and experienced person who facilitates learning, supervises and assesses trainees continually so that the trainee achieves their outcomes at the end of the programme. Mentors motivate and encourage trainees to continue their education. Mentoring may take place on a one to one basis or as part of a group.
6. The Contracted Party must appoint an appropriately qualified and experienced person who facilitates a process that explores and reconciles clinical and cultural issues with trainees and provides appropriate management strategies, skills and confidence for trainees to retain their cultural identity and integrity as Maaori or Pacific Peoples. Cultural supervision may take place on a one to one basis or as part of a group.
7. In conjunction with mentoring and cultural supervision, cultural development may be part of the Support Plan and includes:
  - a. Cultural resources and activities including support from a respected person of standing in the Maaori or Pacific community and peer support
  - b. Membership to Maaori or Pacific Peoples Health Professional Organisations
8. Mentor and cultural supervisor may be the same person as long as all components of 5 and 6 are covered.
9. The following activities are excluded from funding as part of Maaori or Pacific Peoples Support:
  - a. academic, clinical, cultural supervision, or mentoring, already provided as part of the training programme or as part of the trainee's employment;

<sup>1</sup> The Contracted Party refers to the organization contracted by CTA to provide Maaori or Pacific Peoples Support services

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- b. mentoring, cultural supervision and cultural development funded through other sources such as scholarships;
  - c. travel, accommodation and meals; and
  - d. Overseas conferences and conferences not specifically relating to Maaori or Pacific Peoples health.
10. Funding is limited and should eligible applications exceed available monies the grant funding will be apportioned equally among eligible applicants on the basis of the number of eligible applications. No grant will exceed the value of the initial application.
11. If the trainee does not attend the training programme as indicated in the application it is expected that the unused portion of the support funding will be refunded to the CTA (or not invoiced).
12. CTA will determine the eligibility of applications and that determination is final.
13. Further information can be found in the CTA Maaori or Pacific Peoples Support Funding Guidelines for Contracted Party and the Programme Specific Clauses of the service agreement.

### **Process:**

At each application round:

1. Maaori and Pacific Nurses will indicate on the application form if they desire support funding:
  - Maaori nurses need to indicate Iwi & hapu
  - All Pacific Nurses (including Fiji-Indian nurses)
2. Nurse Coordinator will contact identified nurses via email and indicate process nurses must complete:
  - Send nurses mentoring./cultural supervision guidelines and contracts
  - Nurses to identify mentor and cultural supervisor
  - Nurses, mentors and cultural supervisors to complete mentoring contact
  - Send to Nurse Co-coordinator Post Graduate Education to sign
  - Contract photocopied and return to nurse
  - Nurse Co-ordinator PGE to file contract
3. Nurse Co-ordinator PGE complete CTA template and submit to CTA before/on due date via email and send hard copy

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## Clinical Mentoring

Some Mentors are provided by CMDHB. Please see the PGNE website for an up-to-date list.

However it is up to the individual to source their own mentor. It is the mentor's right and obligation to decide if they can make the time and commitment to a mentoring relationship.

Mentoring guidelines have been developed, along with contracts and progress notes.

Some papers require clinical mentoring as a requirement for successful completion of the paper.

### Examples of papers that require mentoring (not exhaustive):

Auckland University of Technology (AUT):

- 588679 Advanced nursing practice
- 588624 Clinical assessment for advanced nursing practice
- 588580 Clinical decision making for advanced nursing practice
- 589656 Practicum without prescribing

Massey University:

- Post Graduate Certificate in Long Term Conditions Management
- 168.759 Practicum (non-prescribing)
- 168.757 Prescribing practicum
- 168.728 Clinical assessment and clinical decision making
- 168.729 Neonatal and family assessment and practice
- 168.763 Advanced neonatal nursing practicum

University of Auckland (UoA)

- N702A/B Developing Nursing Practice
- N714 Nursing Practicum 1
- N719 Specialty Nursing Knowledge & Practice
- N730 Knowledge & Science in Specialty Nursing
- N735 Clinical Education Practicum
- N738 Long term condition management in Primary Health Care
- N739 Advanced Rural Nursing
- N740 Prescribing in Advanced Nursing Practice
- N753 Specialty Practice in Mental Health Nursing 1
- N756 Specialty Practice in Mental Health Nursing 2
- N762 Rural Nursing Practicum- Initial response
- N765 Nursing the client with breast cancer
- N770 Clinical Practice development (NETP Funded)
- N771 Chronic Care Interventions
- N773 Advanced Assessment and clinical reasoning
- N776 Assessment and clinical decision making in Mental Health Nursing
- N743 Advanced Nursing Practicum

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**Mentoring is a formal process that is focused, with protected time and has a developed plan.**

**Definition:**

Mentoring is an advisory role in which an experienced, highly regarded, collegial person guides another individual in the development and examination of their own ideas, learning, and personal and professional development. The relationship is dynamic, complex and reciprocal. It supports growth and bridges the gap between the educational process and the real world. The relationship identifies the talents the mentee already processes and the nurturing and encouragement if these talents in order to fully develop them. (Barker, 2006; College of Health Disciplines, 2005; College of Nurses Aotearoa, 2007).



Mentoring may take place on a one to one basis or as part of a group.

An appropriately qualified and experienced person, who facilitates learning, supervises and assesses trainees continually so that the trainee achieves their outcomes at the end of the programme. Mentors motivate and encourage trainees to continue their education (CTA, 2006).

**Process:**

At each application round:

1. Nurses will indicate on the application form if it is necessary to have clinical mentoring as a requirement of the paper:
2. Nurse Coordinator will contact identified nurses via email and indicate process nurses must complete:
  - Send nurses mentoring guidelines and contracts
  - Nurses to identify mentor and cultural supervisor
  - Nurses and mentors to complete mentoring contact
  - Send to Nurse Co-coordinator Post Graduate Education to sign
  - Contract photocopied and return to nurse
  - Nurse Co-ordinator PGE to file contract
3. Nurse Co-ordinator PGE complete CTA template and submit to CTA before/on due date via email and send hard copy

**Role of the Mentor and Mentee:** (College of Nurses Aotearoa, 2007, CTA, 2007)

- Respect each others contributions
- Listen
- Be open to new ways of thinking and being
- Maintain confidentiality
- Declare any conflict of interest when issues are raised e.g. prior knowledge of a situation the mentee raises for discussion
- Be committed to professional growth

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- Establish and maintain achievable expectations
- Acknowledge if the relationship isn't working for them and terminate it in a professional manner
- Have regular contact
- Agree that if practice issues occur that is outside the scope of the agreed plan then referral to appropriate other is required.
- Development plan to be developed at first meeting, and agreed upon. Regular records to be kept.
- Remain accountable for their own practices

### Role of the Mentee: (College of Nurses Aotearoa, 2007, CTA, 2007)

- Raise professional and career issues for discussion
- Make own decisions
- Be prepared to take risks
- Look for new challenges
- Set professional goals
- Take appropriate advantage of professional development opportunities suggested
- Share openly with their mentor
- Accept constructive criticism, use feedback wisely
- Accept referral on to others as deemed appropriate y mentor
- Disclose frustrations and concerns

### Role of the Mentor: (College of Nurses Aotearoa, 2007, CTA, 2007)

- Be a positive role model
  - Assist the mentee to decide which issues are appropriate to be addressed in mentoring and which should be referred to clinical supervision or to personal counselling, business or legal advice
  - Role model professional behaviour
  - Introduce the mentee or others
  - Guide the mentee in developing skills of reflection and learning from experience
  - Challenge assumptions and the status quo
  - Provide constructive feedback when asked
  - Assist the mentee to develop professional networks
  - Encourage independent decision making
  - Assist the mentee to set professional and career goals
  - Provide a listening ear
  - Assist the mentee to identify actual and potential personal and professional development opportunities
  - Be aware of personal values/ beliefs and ensure these are not imposed on to the mentee
  - Have time to commit to the relationship
  - Undertake ongoing personal and professional development
  - Facilitates learning, supervises and assesses mentee
  - Referred practice issues to an appropriate others as required.
  - Ideally should not be the trainee's line manager
- If the mentor is assisting the mentee with Post Graduate education then
- Post Graduate Diploma (or equivalent) or above

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College of Health Disciplines. (2005). Preceptor and Mentor initiative for health sciences in BC. <Http://www.health-disciplines.ubc.ca/pm/mentoring/overview.htm> accessed 21/11/2005

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**Roles and Responsibilities**

**Nurse Coordinator Post Graduate Education**

- To lead the development, co-ordination and implementation process for the funding for nurses at Counties Manukau District Health Board (CMDHB) for the Clinical Training Agency (CTA) Post Graduate contract.
- To provide Nursing Leadership across CMDHB, in consultation with key stakeholders including: a quality plan that describes the purpose, outcomes, content and process, assessment and criteria and assessment methods required by the CTA for the distribution of funds.
- To work in partnership with key stakeholders, within the organisation and with all tertiary education providers, to deliver a transparent and consistent model of funding across the organisation for postgraduate training that will enable nurses to improve health outcomes for the Counties Manukau population.
- To lead and facilitate the career pathway, towards specialist nurse roles or Nurse Practitioner, for all nurses wishing to undertake postgraduate education at Counties Manukau.
- Provide expert advice for senior nurses wishing to progress within the nursing profession, providing decision support with best postgraduate programmes to support career direction.
- To represent, promote and further develop postgraduate education across the continuum of care within the organisation by positive role modelling, coaching and mentoring and presentations.
- To establish a strong partnership with all professional groups, involving nursing, in health care and to foster a culture of professionalism and team work throughout the organisation.
- To monitor national trends relating to postgraduate programmes, education and workforce planning.
- To work collaboratively with the Nurse Leader, Professional Development and Nurse Coordinator, Professional Development to develop education plans for nursing across the continuum
- To coach and mentor nurses through postgraduate study

**Clinical Nurse Directors**

- To support CMDHB Post Graduate Nursing Education Programme
- To work collaboratively with the Nurse Leader, Professional Development and Nurse Coordinators, PGE & PDRP to develop education plans for nursing across the continuum
- To provide expert advice for senior nurses wishing to progress within the nursing profession, providing decision support with best postgraduate programmes to support career direction
- To review the draft successful application list and notify the Nurse Coordinator, PGE of any concerns re applicants undertaking postgraduate study
- To coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience- see mentoring guidelines)

**Clinical Nurse Managers, Team Leaders, Nurse Managers etc**

- To support CMDHB Post Graduate Nursing Education Programme
- To review their direct report applications for CTA funding and sign application forms appropriately, considering rostering implications and needs of the clinical area
- To advise the Nurse Coordinator PGE if there are any concerns re applicants undertaking postgraduate education
- To ensure all applicants are PDRP compliant.
- To coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience- see mentoring guidelines)

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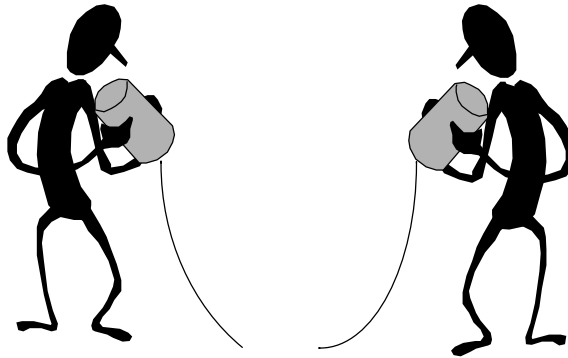


## Nurse Educators

- To support CMDHB Post Graduate Nursing Education Programme
- To help applicants to develop an educational plan ensuring that consideration is given to the applicants' career plans and appropriateness of papers versus skill level.
- To coach and mentor nurses through postgraduate study (as appropriate and if have appropriate PG experience- see mentoring guidelines)

## Applicants

- To support CMDHB Post Graduate Education Programme
- To develop an educational plan with NE/CND/Nurse Leaders or Nurse Coordinators as appropriate for their skill level and future career goals
- To discuss application with line manager
- To complete application form accurately
- If successful, to **enrol** at university/technical institute of choice within the time frames
- To notify the Nurse Coordinator PGE of any changes in application and enrolments as they occur
- To successfully complete the requirements for Post Graduate study (see unsuccessful completion section.
- To seek help and advice **early** especially if having difficulties.
- To complete the PGNE programme evaluation process as requested



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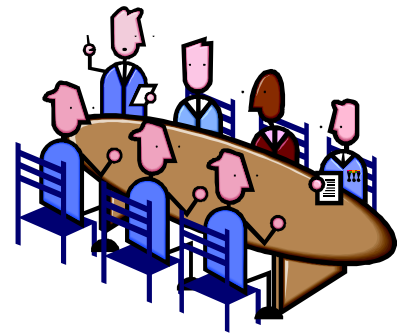
## CMDHB's Nurse Professional Development Forum

### Governance & Terms of Reference

Governance is provided to the programme by CMDHB's Nurse Professional Development Forum (NPDF). The purpose of the forum is to provide stakeholders with an opportunity to participate in the review process and development of the Professional Development & Recognition Programmes (PDRP) and the Post Graduate Education (PGE) programme.

The objectives are to:

1. Actively support both programmes
2. To monitor the implementation of PDRP and PGE programmes, making recommendations to improve programmes as necessary
3. Disseminate information relating to the PDRP & PGE programmes and to promote and facilitate a consultative culture
4. Review Terms of reference annually and/or as deemed appropriate.



#### Frequency & duration of meetings

First Thursday of the month for two hours with extra meetings convened as appropriate.

#### Nurse Professional Development Forum Membership:

Nurse Co-ordinators, Professional Development & Post Graduate Education  
 Nurse Leader, Education & Professional Development  
 CCP Co-ordinator, Midwifery  
 Clinical Nurse Director  
 Nurse Co-ordinator, NETP  
 Primary Health Care Nurse  
 Tangata Whenua  
 Union Organiser/ Professional Nurse Advisor- NZNO/PSA  
 Nurse Educator  
 Enrolled Nurse/ Nurse Assistant  
 Registered Nurse  
 Registered Mental Health Nurse  
 Registered Nurse Primary Health Care  
 Senior Nurse

\* Deputies can be appointed as required but consistency of attendance must be considered.

#### Decision Making:

6 representatives

- as deemed appropriate by individual committee members, external advice may be sought
- where an issue remains unresolved, the Director of Nursing will make the final recommendation
- as required, the DON may refer matters to an appropriate forum, for example, CMDHB Executive Management group or Clinical Board.

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**Consultation:**

Consultation does not replace accountability for decision making. After considering issues and information raised by the consultative process through the NPDP, the coordinators (PDRP/PGE) make recommendations to the DON who makes the final decision (MoOD).

**Minutes and Agenda:**

Minutes will be taken at each meeting and distributed to all the Forum members before the next meeting.

A copy of the minutes will be held by the Chair and Secretary and will be available on the PDRP website.

The agenda will be sent out one week prior to the meetings.

**Reference:**

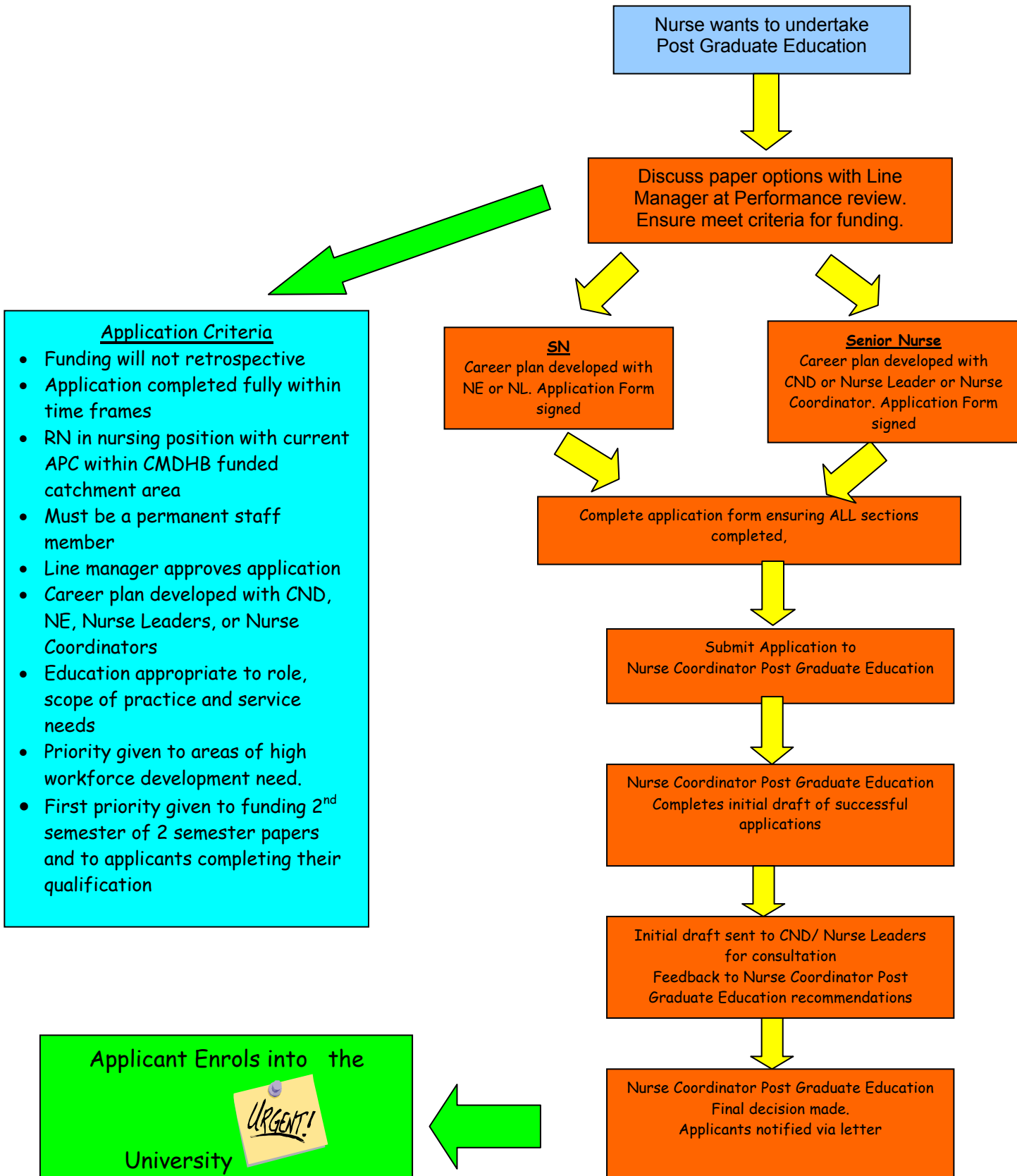
Management of Organisational Development (MoOD), CMDHB, NZNO, PSA, (No date).



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## Post Graduate Nursing Education Funding Application Process



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