

Clinical Training Agency (CTA) Postgraduate Nursing Programmes Funding

This policy conveys the broad intent of the CTA Postgraduate Nursing Training Fund and how it is applied within the Otago District Health Board (Otago DHB).

Policy Applies To	All registered nurses employed by Otago District Health Board (Provider and Non-Provider arm services)
Policy Summary	<i>The broad intent of CTA Postgraduate Nursing Training Fund is to work in partnership with key stakeholders to deliver a transparent and consistent model of funding for postgraduate training that will enable nurses to improve health outcomes of New Zealanders.</i>

CTA Specifications

Postgraduate Nursing	<p>To achieve the above vision, CTA Postgraduate Nursing Training Fund will:</p> <ul style="list-style-type: none"> ▪ enable registered nurses to advance nursing practice, and facilitate the pathway towards specialist nurse roles or Nurse Practitioner. ▪ ensure that funding is targeted to meet prioritised local needs and government strategies. ▪ provide funds for tuition fees, travel and accommodation subsidy, clinical release and clinical supervision for nurses (trainees) to attend postgraduate nursing training programmes. ▪ enhance the accountability and transparency of the funding process for postgraduate nursing training.
Programme Selection	<p>Otago DHB is responsible for prioritising training programmes in accordance with:</p> <ul style="list-style-type: none"> ▪ prioritised workforce needs identified by Otago DHB. ▪ the Otago DHB District Annual Plan and District Strategic Plan. ▪ The Workforce Action Plan (District Health Board New Zealand) (DHBNZ). ▪ Government priorities and national health policy.
Programme Description	<p>Programmes for which CTA funding may be used must:</p> <ul style="list-style-type: none"> ▪ Lead to a nationally recognised qualification at level 8 on the National Qualifications framework, informing advancing nursing practice such as Postgraduate

Certificate, Diploma or Master's degree undertaken within an approved Nursing Council (NC) Clinical Masters programme provider.

(see NC website for current approved providers)

- Integrate theory and clinical practice to enable postgraduate trainees to develop their knowledge and skills in the trainee's area of specialty practice and acknowledge the cultural characteristics of New Zealand society.

Be consistent with the Health Practitioners Competence Assurance (HPCA) Act (2003), the National Professional Development and Recognition Programme framework (2003/2005), Competencies for registered nurses (NCNZ, 2007) and competencies for Nurse Practitioner scope of practice (NCNZ, 2005).

List of current Nursing Council approved clinical masters programmes can be found on the Nursing Council website link: [Nursing Council Educational Institutions](http://www.nursingcouncil.org.nz/educa.html#pg)
<http://www.nursingcouncil.org.nz/educa.html#pg>.

Otago DHB Internal Postgraduate Nursing Programmes

Otago DHB in conjunction with Otago Polytechnic School of Nursing offers a Postgraduate Certificate in Professional Nursing Practice (Specialty) through the following programmes:

- Critical / Acute Care Course
- Neonatal Intensive Care Course
- Nurses participating in these courses are eligible for CTA funding.
- CTA funding application is part of the course application documentation and participants have preferential approval for CTA funding if course entry criteria are met and they are accepted to undertake the course.

CTA Programme

Categories

Programmes will be offered as prioritised in the following areas as specified by CTA:

- Otago DHB Provider arm health care services
- Otago DHB non-provider arm funded health care services
- Primary Health Care
- Rural Health Care
- Maori Health Care
- Pacific Health Care

Co-ordination

The CTA Programme Co-ordinator is a registered nurse employed by Otago DHB who has or is on a pathway to a postgraduate nursing qualification.

Annually, the DHB CTA Programme Co-ordinator will inform CTA of the mix of postgraduate nursing training categories and levels required within the total funds available for Otago DHB. Additional funding, if required is also able to be requested on a one off basis, providing other DHBs are not taking up all of their funding allocation in a that year.

The Programme Co-ordinator is responsible for ensuring that:

- Postgraduate nursing education needs have been prioritised according to the CTA specifications
- Education programmes meet accreditation and approval requirements according to the CTA specification.
- The registered nurse applicant has a career plan in place.
- The registered nurse is supported to access resources to assist with their education programme.

An advisory group supports the programme and will include representation from postgraduate students, clinical supervisors, clinical service areas, employers and education providers.

- A clear, written, equitable DHB wide application and selection process is in place.
- Liaison with employers, clinical service areas and education providers occurs.
- Management of postgraduate nursing education funding for tuition, travel and accommodation.
- Clinical release and clinical supervision arrangements meet students' needs.
- Education is meeting student and employee needs.
- Registered nurses are aware of available cultural support resources and facilitating access to these resources.
- Evaluation of programme in liaison with education providers occurs.
- Quality improvement processes occur.

Reports required under the CTA Head of Agreement and Service Agreement are provided.

CTA Funding

Eligibility for CTA Funding

To be eligible to undertake a CTA funded education programme, the nurse must:

- Be a registered nurse with a current annual practising certificate.
- Work as a registered nurse in a health service funded by Otago DHB or Ministry of Health from Vote Health.
- Be a New Zealand citizen or hold a New Zealand permanent residency permit.
- Be currently working minimum of 0.4FTE.
- Have support from their employer / manager.
- Meet the entry criteria of the education provider.
- Submit a completed application from by the due date including career and academic plans.
- Commit to completion of a postgraduate qualification.

CTA Funding Rounds

Otago DHB offers one funding round annually. This occurs in October, when applications are received for CTA funding to support postgraduate nursing studies in the following academic year.

Funding requests are submitted to CTA in November and outcome of Otago DHB funding application is advised to the Regional Chief Nursing and Midwifery Officer in December.

Application Process and Notification of Outcome

CTA funding application round will be advertised to all eligible health care services in July / August / September annually.

Application forms and information is available on the [Otago District Health Board](#) webpage.

Applications and supporting documentation need to be submitted to the CTA Administrator by the specified closing date.

All applications will receive a "receipt of application" letter which will specify a timeframe as to when applicants will be informed of outcome. (the timeframe is related to when CTA informs Otago DHB of approved funding).

Ineligible applications will be notified by the CTA Co-ordinator personally and an explanation provided. If the applicant would like to continue to explore CTA funded study options, known alternative options (for funding or study) will be discussed with the applicant, or they will be advised to seek course advice from education provider(s).

Formal written notification of declined application will be sent if the application remains ineligible in terms of meeting CTA specifications at the time of reporting to CTA.

Applications approved for CTA funding will be advised in writing after confirmation from CTA in December and prior to commencement of courses. This documentation will outline specific funding parameters, trainee and manager responsibilities and communication details.

Selection and Appeal process

All applications are reviewed by the CTA Co-ordinator to check that they meet CTA and Otago DHB criteria.

All eligible applications will progress to formal funding application request to CTA in November.

Should additional funding be required (i.e. over Otago DHB allocation), additional funding request will be made to CTA by the Co-ordinator in the submitted funding template.

If CTA declines additional funding request, all of the affected funding category applications will be reviewed by the Otago DHB CTA Postgraduate Nursing Training Advisory Group to determine priority of funding request as per CTA specifications.

An applicant that is declined CTA funding may appeal the decision by writing to the CTA Postgraduate Nursing Programmes Co-ordinator. Appeals will be reviewed on a case by case basis with appropriate action taken to resolve the matter.

Where the resolution is not reached, the final decision rests with the Otago DHB Postgraduate Nursing Training Advisory Group or the Regional Chief Nursing and Midwifery Officer as appropriate.

In relation to CTA funding the registered nurse must:

- Ensure all Otago DHB CTA funding application documentation is provided
- Take responsibility for enrolling in their programme of study
- Commit to completion of a postgraduate qualification (PG Certificate, PG Diploma or Masters)
- Notify the CTA Administrator of commencement and completion of course(s)
- Notify the CTA Administrator of changes to courses or withdrawal from courses
- Pay for course-related costs, retain original receipts and seek reimbursement within CTA funding parameters, which are communicated to each applicant by the CTA Co-ordinator

- Complete a clinical release plan in consultation with their manager
- Write a brief report at the completion of the academic year, outlining how learning has influenced / been applied to clinical practice. This report is to be provided for the Manager and a copy sent to CTA Administrator
- Complete CTA Programme evaluation processes as requested by the CTA Co-ordinator

Registered Nurses moving between DHBs

Note: New employees to Otago DHB that are receiving CTA funding from their previous DHB should contact the Otago DHB CTA Co-ordinator to establish a process for continued support at Otago DHB.

Nurses receiving CTA funding from Otago DHB who move away from the organisation to another DHB need to advise the CTA Co-ordinator.

Academic Fee Payment

Enrolment with the education provider and academic fee payment is the responsibility of the nurse.

- Nurses may seek reimbursement for academic fees (within their CTA funding allocation) at completion of their course.
- Original receipts must be retained and submitted with completed reimbursement documentation to the CTA Administrator.
- Guidelines and relevant documentation to complete the reimbursement process will be provided by the CTA Administrator.
- Otago DHB Internal Programmes (Critical / Acute / Neonatal Care Courses) academic fees are bulk paid by Otago DHB, so nurses in these courses do not participate in fee payment or reimbursement processes.

Travel and accommodation subsidy eligibility

Travel and accommodation subsidy eligibility and amount will be confirmed in writing to each nurse that has been approved CTA funding.

Nurses must pay travel and accommodation costs themselves and may seek reimbursement (up to the maximum amount allocated) when they have confirmed course completion. Original receipts must be forwarded to the CTA Administrator for the reimbursement to be processed.

Clinical Access and Clinical Supervision

If clinical access or clinical supervision is a compulsory component of a nurses course of study (e.g. nurse prescribing practicum), a written plan is required in

consultation with the education provider, clinical supervisor and CTA Co-ordinator to assist with these course related costs. Nurses should contact the CTA Co-ordinator if this is a requirement of their programme of study.

Clinical Release

Clinical release is cost (per hour) of replacing the trainee while the trainee attends the compulsory aspects of their training programme during the trainee's usual working hours.

All nurses receiving CTA funding have a clinical release allocation in their individual funding plan which is determined by the training unit(s) calculated by the CTA Co-ordinator.

Dollar amount / equivalent days are communicated to both nurse and manager along with a clinical release plan template.

A plan for clinical release for attendance at compulsory aspects of programme participation is required to be negotiated between the nurse and their manager, documented and signed on the clinical release plan template. A copy of this is sent to the CTA Administrator to be placed on file.

Managers may either invoice the Knowledge Centre directly to access clinical release funds, or Provider Arm services may choose to account for variance on One-Staff system through a code advised by the Otago DHB CTA Co-ordinator.

CTA Expectations

Expected Outcomes

- Conferring / awarding of a postgraduate certificate, postgraduate diploma or Master's degree.
- Application of evidence based practice in a range of treatment / care models relevant to the health care service setting.
- Application of advancing nursing practice in the provision of clinical care to people and their families.
- Demonstration of meeting organisational nursing workforce requirements.
- Provision of clinical leadership, clinical management and mentoring skills.
- Provision of care and facilitation of service coordination between relevant healthcare services required for the client and their family.

Expected Client / Service Outcomes

- Accessible, skilful and timely nursing assessment, management and coordination of client care needs in the relevant health care setting.

- Interdisciplinary approaches to care including establishing an appropriate plan of care and ongoing management.
- Culturally competent clinical care and family, whanau and fono support.
- The benefit of applied, evidence based nursing practice in the relevant health care service settings.

Associated Documents:

None

References:

- [Clinical Training Agency.\(2006\). 1/B48 :.CTA postgraduate nursing training specification.](#)