

# CTA POSTGRADUATE NURSING FUNDED TRAINING 2010

## Postgraduate Nursing Education Information

Whanganui District Health Board distributes the Clinical Training Agency (CTA) Postgraduate Nursing Education funding to facilitate nurses to participate in postgraduate education.

This funding is contestable by all nurses working in clinical practice across the Whanganui health region (Primary Health Organisations, Whanganui District Health Board Provider Arm, Non Government Organisations and Aged Care Sector).

### What is CTA funding?

Ministry of Health (MoH) Clinical Training Agency (CTA) funding distributed to District Health Boards (DHBs). CTA funding assists Registered Nurses<sup>1</sup> (RNs) undertaking postgraduate (level 8) Nursing Council of New Zealand (NCNZ) & New Zealand Qualifications Authority (NZQA) approved papers towards a formal postgraduate qualification. As a Registered Nurse you remain accountable for your practice at all times.



Want to know more? Go to <http://www.moh.govt.nz/cta>

### When do I apply for CTA funding?

**Close off date for an application is Friday, 30 October 2009 at 16.30pm** – late applications will not be accepted.

Applications can be made September-October each year. You need to supply all required information with your application.

We encourage RNs to be considering their academic career pathway for the following year during the current year so as to be prepared for submitting their CTA application by close off date on 30 October 2009.

The CTA Programme Coordinator will be available to share information prior to you completing a CTA application form.

### Who is eligible for CTA funding in Wanganui?

Wanganui Registered Nurses who:

- Are registered as a Registered Nurse(RN) under the Health Practitioners Competence Assurance Act (2003)
- Have a current Annual Practising Certificate (APC)
- Are currently employed as a RN by a health service that is funded by WDHB or MoH from Vote Health
- Are a New Zealand citizen or hold a New Zealand residency permit
- Have your employers support to meet the training requirements
- Meet the entry criteria required by the education provider

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<sup>1</sup> Registered Nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct Enrolled Nurses and Nurse Assistants. They provide comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions that require substantial scientific and professional knowledge and skills. This occurs in a range of settings in partnership with individuals, families, whanau and communities. Registered Nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience. Registered Nurses may also use this expertise to manage, teach, evaluate and research nursing practice.

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Is there a process to ensure the funding allocation is fair?

Yes, the CTA committee meets to allocate funding, and the CTA Terms of Reference are used to guide the allocation of funds. The committee also relies on true and accurate information being entered on the CTA application form by the applicant.

Will I have to pay my fees or related costs?

**WDHB staff** Invoices for tuition fees are to be sent to the Personal Assistant to the Clinical Director Nursing and Midwifery at the WDHB.

**Travel and accommodation are to be paid in full by you** and once you have submitted your claim form and receipts (not invoices) to the Nursing Clinical Directorate your CTA funding portion will be reimbursed to you in your next payroll run.

**Primary Sector** Invoices for tuition fees are to be sent to the Personal Assistant to the Clinical Director Nursing and Midwifery at the WDHB.

**Travel and accommodation are to be paid in full by you (or as negotiated with your employer)**, and once you have submitted your claim form and receipts (not invoices) to the Nursing Clinical Directorate your CTA funding portion will be reimbursed to you in your next payroll run.

**Tuition fees** – Full funding for a post graduate certificate or diploma or final year of Masters (only one level will be funded at a time or pro rata per paper)

A travel and accommodation subsidy as follows:

## Travel

- Nil for local delivery and locations within 100 kilometers (**Band 1**)
- 100 - 250km one way from place of work to location of training programme: additional funding up to \$1,500 per full time equivalent or pro-rata basis at the IRD rate of 0.62 cents per kilometre (**Band 2**)
- above 250 km one way from place of work to location of training programme: additional funding up to \$2,000 per full time equivalent or pro-rata basis at the IRD rate of 0.62 cents per kilometre (**Band 3**)

## Accommodation

- accommodation up to a maximum of \$100 per night per full time equivalent or pro-rata basis (this does not include meals)
- Clinical release (backfill) - up to a maximum of 8 days for each level of study. This will be reimbursed at a rate negotiated annually with CTA.
- Clinical access (costs for nurse practitioner prescribing practicum(s) only)
- Clinical supervision - this is defined as coaching and mentoring to support the trainee to meet the requirements of the training programme - this will be provided by a Clinical Supervisor approved by the CTA Funding Advisory Group. This does not include the costs covered by the funding that the tertiary education provider receives from the Tertiary Education Commission.

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## What does a Postgraduate qualification mean?

Postgraduate means Level 8 papers studied through a tertiary institution such as a University e.g. University of Auckland (UoA), Massey University, Auckland University of Technology (AUT); plus some Polytechnics offer Level 8 papers e.g. WINTEC, Whitireia, Eastern Institute of Technology (EIT).

A formal Postgraduate qualification is made up of 15 and/or 30 point papers which total 60 points. This full qualification is completed over 1-2 years giving a Postgraduate Certificate (PGCert).

A Postgraduate Diploma is an additional 60 points and a Masters follows on from a Postgraduate Diploma for those wishing to continue with their studies.

Undergraduate is study at Level 7, eg: a Bachelor of Nursing degree.

## How many papers must I successfully complete to receive my first Postgraduate qualification?

2 x 30 point papers = 60 points

Or

### **Postgraduate Certificate**

1 x 30 & 2 x 15 point papers = 60 points

All course work requirements and marking criteria must be met successfully as per tertiary institution specifications.

## What does semester mean?

The academic year is made up of a first and a second semester.

First semester is from March - June.

Second semester is from July - October

## How many papers do I have to enroll in for each semester?

A minimum of one 15 or 30 point paper per semester whilst studying for your qualification to meet the required study timeframes.

## Which courses can I study?

The course you choose to study need to

- Lead to a postgraduate Certificate / Diploma or a Masters, and
- Integrate theory and clinical practice
- Acknowledge the cultural characteristics of New Zealand, and
- Be accredited by NCNZ / NZQA approved

Most courses offered by Schools of Nursing around the country are going to meet these criteria. If your course is in the second semester (July to November 2009) you need to apply NOW – there is no second application round.

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## Where else can I apply for funding if I do not receive CTA funding?

Discuss other funding options with your manager.

See attached 'Funding options for Ongoing Nurse Education'.

## What happens if I do not complete my paper(s)?

In all instances seek assistance well within two weeks of commencement of the paper. If you withdraw after two weeks from commencement your tertiary provider will not reimburse the fees you have paid. They will also pursue payment from you of unpaid fees regarding the paper you have withdrawn from. Please contact your Tertiary Course Coordinator where you are enrolled, or Whanganui CTA Programme Coordinator to discuss. Exceptional circumstances may be taken into consideration by your tertiary provider therefore it is important to discuss this with the CTA Programme Coordinator as exceptional circumstances will be taken into consideration.

## How do I get an official cost and outline for my papers to attach to my CTA application?

- Directly from tertiary provider by mail post or fax.
- Accessing the tertiary provider's website, e.g. for University of Auckland go to [www.auckland.ac.nz](http://www.auckland.ac.nz) - click on faculty of Medical & Health Science, locate paper and print off course outline and cost, or email Key Contact on University Homepage requesting official cost, study dates and venues, and course/paper outline.
- Contact the Whanganui CTA Programme Coordinator (Declan Rogers) - DDI 06 348 0109 ext 718 for further information or email [declan@wrpho.org.nz](mailto:declan@wrpho.org.nz) with specific information regarding the tertiary provider and name and number of your paper.

## Does CTA fund stand alone papers?

The CTA Funding specifications recommend and support applications which indicate study towards a formal qualification rather than standalone papers. However other applications will be considered.

## I have studied Level 8 papers in the past, can I claim CTA funding for these papers now?

No, there is no retrospective funding.

## Do I complete a new CTA application for each year of study?

Yes.

Funding granted and not used (e.g. due to withdrawal from studies or not beginning studies) cannot be carried over to a future year.

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Can I change my papers after I have received CTA funding?

Essentially, the answer is no. CTA funding is very carefully allocated with each applicant receiving a code specific to the papers they have chosen. There is little scope to change this code once funding has been approved.

In exceptional circumstances beyond your control, e.g. the tertiary institution cancelled the paper/course, please contact Declan Rogers (DDI 06 348 0109 ext 718, [Declan@wrpho.org.nz](mailto:Declan@wrpho.org.nz)) ASAP, so we can work through changing to alternative papers with you.

I am not a NZ citizen - can I apply for CTA Funding?

No, you must be a New Zealand citizen or hold New Zealand residency.

I do not have NZ residency - can I still apply?

No, you must hold a New Zealand residency permit.

Can I book annual leave during the study days in the semester once I have received CTA funding?

· You are strongly advised not to book annual leave during semester study days as valuable course information is shared at the Study Days. Sometimes the study days are compulsory.

· CTA funding also gives some financial assistance to students to travel outside Whanganui to attend lectures at their tertiary institution.

· There is an expectation that course paper study days will be attended.

I am employed as a RN doing shift work at an Aged Care Facility- can I apply for CTA funding to study at Post Graduate level?

Yes, we would welcome your application. Please contact the Whanganui CTA Programme Coordinator for further information. We have suitable papers available to match your scope of practice.

I am currently permanently employed part time at one of the Whanganui Primary Health Organisations (PHO) and I also pick up casual extra shifts as a practice nurse - can I apply for CTA funding?

Yes, we would welcome your application. Please contact the Whanganui CTA Programme Coordinator (Declan Rogers), DDI 06 348 0109 ext 718.

I have heard there are supportive mechanisms in place for Whanganui Maori and Pacific Island Registered Nurses - can you tell us more?

Kia ora, yes, we have assistance available for Maori and Pacific Island Registered Nurses. We can assist with support funding, computer skills, mentors, and writing assessments. Please contact the Whanganui CTA Programme Coordinator (Declan Rogers), DDI 06 348 0109 ext 718.

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I am working in Mental Health and have heard if I do a Post Graduate Certificate in Cognitive Behaviour Therapy (CBT) or other Mental Health papers I can get funding from another agency. Can you tell me more?

Yes, there is funding assistance available (similar to CTA) called Te Pou funding. This funding supports Registered Nurses working in Mental Health with their post graduate study costs. Te Pou must have a contract with the tertiary provider in the first instance. Further information can be obtained via [www.skillsmatter.co.nz](http://www.skillsmatter.co.nz) - click on Te Pou, or contact the Whanganui CTA Programme Coordinator (Declan Rogers), DDI 06 348 0109 ext 718.

Will my application be confidential?

Yes, your manager is required to endorse and sign your application and the CTA Administrator and Fund Advisory Group will process and consider your application. Personal details such as Date of Birth (DOB) are required by Ministry of Health Clinical Training Agency Post Graduate Nursing Training funding body for data collection. Information is held securely and confidentially.

I am new to Post Graduate study; can I enrol for two papers each semester?

Yes this is an option but if you are new to Post Graduate study, then please discuss your study with your tertiary provider or the Whanganui CTA Programme Coordinator (Declan Rogers), DDI 06 348 0109 ext 718.

This is important as some students who are not familiar with Post Graduate study requirements may find themselves over committed. Changing or withdrawing from study, especially after the cut-off date, impacts considerably on funding allocation. Monies funded for papers not completed will need to be paid back by you.

Can I change my current paper part way through?

No, make sure you are well informed prior to committing to your paper by contacting your Course Coordinator at the tertiary institution where you are studying.

Can I change my course part way through?

Yes there is some flexibility. Make sure you are well informed and liaise with your course coordinator at the tertiary institution you are studying at.

Can I change tertiary providers after one or two papers?

This not recommended at all. There may be some instances where this is justified; however other tertiary institutions do not generally give recognition of prior academic achievement on individual papers: The University of Auckland does not give recognition to prior post graduate stand alone papers. Contact Whanganui CTA Programme Coordinator (Declan Rogers) DDI 06 348 0109 ext 718 for more information.

What do I do if I am struggling to meet my assignment deadlines?

- Contact Course Co-ordinator at tertiary institution you are studying at to discuss.
- Access online student learning centre at tertiary institution you are studying at.
- Discuss with another student or form a study group.
- Contact Whanganui CTA Programme Coordinator for advice on mentors available phone 06 348 0109 ext 718.

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## Can I use CTA funding for Post Graduate study outside of New Zealand?

This is generally not considered unless it can be demonstrated that there is no other course in New Zealand.

## What if I resign from WDHG whilst I am studying, but remain employed locally, can I still continue to receive CTA funding?

Yes, providing your employer is funded by the DHB or Vote Health and supports your study plans.

It is very important that you notify the CTA Programme Coordinator immediately of your change of employer so we can confirm that your new employer will support your study plans, and we can advise them of their responsibilities within the funding process.

## What if I leave the district before I have completed my current paper(s) for the year?

Many of the papers have capabilities to be studied and completed on line, or you may be able to attend lectures in other centres.

Contact your manager, or Whanganui CTA Programme Coordinator (Declan Rogers) DDI 06 348 0109 ext 718 to discuss.

## Who do I inform once I have completed my paper?

Provide the CTA Administrator with a hard copy of your results (successful or otherwise) upon completion of each paper funded. Indicate whether you passed or not and provide evidence from your tertiary institution once you receive this either online or in the mail. If sending by e-mail, do not send a link to your online information, as it requires your password for access.

Post to:  
CTA Administrator  
4<sup>th</sup> Floor  
Provider Division  
Heads Road  
Whanganui District Health Board  
Wanganui

This information is also clearly set out on the Clinical Training Agency (CTA) Funding - Application Form.

Please note: Provision of an official copy of your final grade for each paper is a non negotiable requirement and should be supplied in a timely manner.

Your results remain confidential and are reported to CTA as Pass/Fail/Withdrawn.

## How can I find out who else is doing the paper I am enrolled in?

Contact your Course Coordinator or the CTA Programme Coordinator.

## Can I have a break in-between papers?

- Yes, but you must complete a Post Graduate Certificate or Post Graduate Diploma qualification within two years.
- You can have a break between qualifications.
- Many paper configurations these days enable you to complete a qualification in 12-18 months.

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## How do I find out more?

- Discuss with peers/colleagues/manager/others who have studied at Post Graduate level
- Navigating tertiary provider websites
- Contact Whanganui CTA Programme Coordinator:  
Declan Rogers - phone DDI 06 348 0109 ext 718, e-mail [declan@wrpho.org.nz](mailto:declan@wrpho.org.nz).

## **Acknowledgements:**

CTA Post Graduate Nursing Training Specification (2007)

WDHB Nursing Clinical Training Agency Funding Policy and Procedure for Registered Nurses (2008).

WDHB Nursing Clinical training Agency Fund Advisory Group Terms of Reference (2008).

University of Auckland (2008) - [www.auckland.ac.nz](http://www.auckland.ac.nz)

Taranaki DHB CTA Frequently Asked Questions (2008)