

Skills Matter Clinical Leadership in Nursing Practice – Te Pou Scholarship

Application Process

To be considered for a Te Pou funded half or full place in the Clinical Leadership in Nursing Practice Programme it is important that you:

1. Read all course information and discuss the expectations with the Programme Coordinator Andrea Donaldson (contact details below).
2. Prepare your portfolio as per the attached list –with certified copies of documents.
3. Your Manager is to complete the Manager Support Form. This must be signed by you, your Manager, Director of MH&A or DHB Director, and must be submitted with your application (this form can be found below on page 6 and 7). Please note that discussions with your manager will be required as part of the scholarship.
4. Please email the Portfolio and Manager Support Form, along with the following cover page, by Friday 29 September 2023 to Jody Lamb, the Te Pou Administrator (you will receive a confirmation of receipt of your application within two working days).

Attn: Te Pou Admin
nursing@massey.ac.nz

5. You will be informed by email of the decision with regard to your application. If you are accepted into the funded programme, you will then need to enrol through the Massey University enrolment system. You are advised to do this process as soon as possible. Final decisions regarding funding are made in conjunction with your DHB.
6. Please be aware that there are alternative avenues of funding available, and we align this process with your DHB process to maximise availability of funding – for example through Health Workforce New Zealand.

For further information or questions regarding application please contact:

Andrea Donaldson
DDI: 06 951 7513 | Ext. 84513
Email: a.donaldson1@massey.ac.nz

Preparing Your Portfolio for Application

The aim of the portfolio is for you to demonstrate that you can meet both the academic and clinical requirements to enter the Clinical Leadership in Nursing Practice Programme. Please note that if you have recently completed a PDRP portfolio this may be submitted to demonstrate evidence.

Please only include certified copies of legal documents in this portfolio. Copies of the documents may be certified by, for example, a Justice of the Peace, a Solicitor, a Doctor or GP, a Police Officer, a School or Deputy Principal, a Teacher, a Kaumatua or a Church Minister. If you are already enrolled in a postgraduate degree at Massey University, you do not need to resubmit your evidence of qualifications.

Please include a curriculum vitae, which contains:

Part A

1. Your professional work history, which clearly shows your positions held
2. A copy of your annual practising certificate (or your registration number).
3. Your professional qualifications, including certified copies of these qualifications if you are new to PG study at Massey University
4. Your experience and current role within mental health services (including FTE). If you do not work in a mental health service, please state your involvement with mental health in your current role
5. All qualifications
6. Any in-service education courses
7. Your involvement in activities in your clinical area such as helping with accreditation, preceptoring student nurses, mentoring new graduates, planning orientation programmes. Include leadership roles you have undertaken here such as involvement in quality improvements
8. Membership of professional organisations, such as NZCMHN, NZNO, NZ College of Nurses.
9. Any involvement in research activities, and any funding received for research
10. Any publications or conference presentations
11. Your position within the health service, i.e. level 1-5
12. Evidence of residency in New Zealand, if applicable.

Part B

Complete the Application Overview to follow, attach both your Portfolio and Manager Support Form, and initiate your application via email.

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Application Overview

- Name: _____ Year of birth: _____
- Email: _____ Alternative email: _____
- Ethnicity: _____ Iwi: _____
- I am applying to have funding for:

Sem 1	Sem 2	Sem 1 + Sem 2
0.5	0.5	1
- Employer: _____ Occupation: _____ FTE: *e.g., 1.0 (40+)hrs*
- Please select which is the primary service type of your employer:

Addiction	Mental Health	Forensic
Asian, Refugee or Migrant	Older Persons	Child & Youth
Adult	Kaupapa Māori	Pasifika
Community	Inpatient	Other

Checklist of documents (to email along with your covering letter)

1. Completed Application Overview
2. Portfolio
3. Signed Manager Support form

Important Information for Students

1. Te Pou Skills Matter Clinical Leadership in Nursing Practice Programme has benefits as a scholarship and extra layers of support for you to progress through your Post Graduate qualifications.
2. Acceptance of the scholarship holds the expectation that you are ready to undertake post graduate study. Massey University receives funding from Te Pou on your behalf, and your employer receives release time for you to attend block teaching courses without the need to take annual or unpaid leave.
3. Classroom attendance at all block teaching days is compulsory, in the light of School of Nursing regulations for passing a course, and to fulfil requirements for payment of release time to your employer. Non-attendance at any block teaching day must be reported to your lecturer and can result in non-payment of release time for that day. Less than 80% attendance may result in both failure in the paper **and** withdrawal of a funded position on the programme. In such cases, liability for tuition and non-tuition fees may then be the student's own.
4. Failure by not satisfactorily completing all assessment and attendance requirements in the first course may lead to being withdrawn from a funded position in the programme prior to commencement of the second course.
5. Jody Lamb, Administrator of the Te Pou programme and Andrea Donaldson, Te Pou Coordinator, must be informed prior to a student withdrawing from a funded position (for whatever reason) - as soon as the situation has become apparent.
6. Funded places are awarded on the strict understanding that students are not receiving funding or allowances from any other source(s).
7. **Supervision:** Students are required to find a clinical supervisor and get the signed copy of the supervisor form back to TePou admin. Supervision provides a forum with which to refine your scholarly inquiry and improve your academic writing to support your success in the programme and in practice. Your supervisor should be a senior mental health and/or addictions nurse with experience in academic work who can work with you to challenge and shape your ideas, strengthen the evidence base to your practice and your ability to articulate that. They will also apply a critical eye to your academic writing in assessments prior to submission to support you to do well with your grades and improve your ability to read and deconstruct literature and write quality academic material.
8. The School of Nursing is required to provide the following information to Te Pou.
 - Ethnicity, gender and age of trainees by standard Statistics New Zealand groupings
 - Profile of trainee by health profession, employer and clinical service area
 - The actual number of trainees receiving training each semester
 - Individual trainee progress including examinations obtained, final training completed, and date completed.

Steps for Reimbursement:

1. Employee fulfils all requirements for eligibility into the programme and for funding (Employer having signed confirmation of support). Please note that Massey University is contributing to the costs of clinical supervision and mentorship so these should be circled unless there is some other reason.
2. Employee is approved as a funded student into the Clinical Leadership in Nursing Practice Programme thereby becoming eligible for the following:
 - Payment (via Massey University) of all tuition and non-tuition fees for courses. This is handled internally; neither the student nor employer needs to do anything to cause this to happen.
 - Payment made to employer of \$200.00 (plus GST) per block day attended by student – this is referred to as “release time”. The money is intended to pay for replacement staff while the student attends compulsory block courses – the student should not be required to use annual leave, or to take unpaid leave in order to attend classes.
 - Payment to Clinical Supervisor of a maximum of \$500 (incl GST) per semester; up to \$1000 per year.
3. The signatory employer is responsible for invoicing Massey University (School of Nursing) for release time and if necessary, also invoicing on behalf of the clinical supervisor (and ensuring that this money is personally received by the supervisor).
4. Please email invoices to the College of Health Finance team at cohfinance@massey.ac.nz
5. Managers of students employed in large establishments (e.g. District Health Board) should ensure that their accounts department is aware that the money paid by Massey for release time is to be made available to the ward/section/department for the payment of temporary staff. We would advise that a separate account be negotiated for this funding, so that the manager/team leader can keep a track of the money, and access it.

For further information directly from Te Pou please refer to:

[Guidance for employees of Skills Mater trainees](#)

Skills Matter Clinical Leadership in Nursing Practice
School of Nursing

Confirmation of Support from Manager

I fully endorse the application of (employee) _____ to
undertake the Clinical Leadership in Nursing Practice Programme funded by Te Pou.

Please describe the role of the applicant and how you see the Clinical Leadership in Nursing Practice will be beneficial to your service and service user:

Please complete the following details

Name of Manager:

Position in Organisation:

Name of Organisation:

Address:

Phone No:

Email:

Declaration regarding applicant employment:

I can confirm that the above employee is employed no less than 0.6 of a full-time position in the above organisation. In addition, while the above-named employee undertakes this programme, this organisation undertakes to provide the following: (Please tick Yes or No)

Yes	No	Mentorship
Yes	No	Clinical supervision / assistance in finding a supervisor with appropriate qualifications or experience.
Yes	No	Release time to attend compulsory block teaching days for each course enrolled in, without the requirement to take annual or unpaid leave.

Signature of Student:

Date:

Signature of Manager:

Date:

Signature of Director:

Date:

(Director of Mental Health
& Addiction or DHB Director
approval is required)