

## Application process for HWD postgraduate funding

### With your manager(s):

Have a discussion about your intent to apply for postgraduate funding

### Consider your PDRP status

PDRP is a mandatory requirement for NMH employed nurses. You can talk with a PDRP resource person or Nurse Educator about the PDRP application process.

### Gather documentation

1. A copy of your PDRP confirmation letter (NMH RNs)
2. A copy of your completed performance review if you are not currently in the PDRP programme (Primary RNs)
3. A copy of your academic record
4. Verified evidence of NZ residency or citizenship (if not born in New Zealand)
5. A copy of your plan for receiving clinical mentoring/supervision (if applicable)

### Complete the electronic Career Plan AND HWD application

**20<sup>th</sup> July to 1<sup>st</sup> September 2021**

Career plan can be accessed at: <https://forms.gle/mGpcGhzHN9whAazr5>  
HWD applications can be accessed at: <https://goo.gl/forms/UZP8NOUzQRLyua3O2>

Ensure your browser is up-to-date. Firefox or Google Chrome generally work better than Internet Explorer.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**You will receive an automatic email confirmation  
that your application has been received**

### Your Charge Nurse Manager/Manager:

Will receive a copy of your electronic career plan and prioritize applications in your area

### PG Advisory group:

Will approve, waitlist and decline applications based on strategic priorities, the amount of funding available and applications prioritized by managers

**You will be advised via email the outcome of your application on  
15<sup>th</sup> October 2021**

## Decisions regarding HWD postgraduate funding

### If funding for your application is confirmed:

- You will receive a confirmation letter indicating that your application has been endorsed
- You must complete the 'Acceptance of HWD Funding and Conditions for Postgraduate Nursing Study' form and needs to be signed by your manager(s). If your paper requires you to complete 60-160 hours of clinical supervision, you will need to discuss your plan for receiving this with the Nurse Consultant – Education and Development
- On completion of your paper you will be required to provide results and fill out a survey
- If any changes to your study status occur at any stage, you **MUST** inform the Nurse Consultant – Education and development. Contact [PGNursing@nmdhb.govt.nz](mailto:PGNursing@nmdhb.govt.nz) as soon as possible.

### If funding for your application waitlisted:

- You will receive a letter confirming placement on a waiting list
- You will need to remain enrolled in case of any withdrawals from the funding pool

### If funding for your application is declined:

- You will receive a letter confirming your application has been declined
- You are encouraged to discuss your study options with the Nurse Consultant – Education and Development.