

Training & Development Grant (Nursing and Midwifery)

health

Guidelines 2011-12 (expire 29 February 2012)

Overview

The Training & Development Grant (T&D grant) supports the costs associated with the teaching, training and research activities undertaken by public health services. Specifically, the nursing and midwifery component of the T&D grant is to support the delivery of early graduate programs and the clinical component of specialty postgraduate courses, including midwifery, within public health services. These guidelines are to assist health services with the reconciliation and application for funding under the T&D grant (Nursing and Midwifery) and should be read in conjunction with the *Policy & Funding Guidelines 2011-12* <http://www.health.vic.gov.au/pfg/>

This document does not cover the Palliative Care Training & Development Grant and the Mental Health Training and Development Grant (including early graduate programs funded by the relevant program areas).

NOTE:

Nursing and Midwifery Policy (NMP) is currently completing a review of the funding models for the T&D Grant (Nursing and Midwifery) in consultation with the sector.

The current funding arrangements will continue for health services' current graduates and postgraduate nursing and midwifery students until the end of February 2012. The new guidelines and funding arrangements will commence for any graduate or postgraduate nursing midwifery student commencing in first half of 2012. Accordingly, these guidelines will be superseded on 29 February 2012.

1. Amount and purpose

The T&D grant (Nursing and Midwifery) totals over \$36 million per annum and provides subsidy and support for:

- 1. Early graduate nursing & midwifery programs (EGPs)** that support and nurture nursing and midwifery graduates in the first year of their employment and practice, assisting them to consolidate knowledge, skills and competence in a safe and supportive environment and to practise as safe, confident and accountable professionals. EGP's are formalised education/support programs offered by employers for those in their first year of practice. They are workplace-based programs designed to consolidate knowledge, skills and competence and to help graduates make the transition to practice as safe, confident and accountable professionals whilst being employed. EGPs go beyond normal orientation and induction and offer graduates formal education time (including study days), supernumerary time, clinical support, including preceptorship.
- 2. Postgraduate nurse education** that supports the clinical training component of postgraduate education programs where a supervised or supported clinical training component is required for program completion. These post registration programs are conducted collaboratively between health services and the tertiary sector.
- 3. Postgraduate midwifery education** that includes "employment" and "clinical placement" models that provide clinical placement experience to post graduate midwifery students. Funding amounts differ for both models of supervision.

There is no limit to the number of graduate and postgraduate places that the health service can offer, however, funding available through the T&D grant (Nursing and Midwifery) is limited by the total grant pool.

In 2011-12, the level of funding per place will be:

	Training and Development Grant (Nursing & Midwifery) streams	2011-12 funding rate per Full Time Equivalent (FTE) UNTIL FEBRUARY 2012			2011-12 funding rate per Full Time Equivalent (FTE) COMMENCING MARCH 2012		
		0.8-1.0	0.6-0.79	< 0.59	0.8-1.0	0.6-0.79	< 0.59
1	Early Graduate Nurse/Midwife <i>(includes early graduates of bachelor of nursing, bachelor of midwifery and bachelor nursing/midwifery)</i>	\$17,152	\$8,576	Nil	\$17,152	\$8,576	Nil
2	Postgraduate Nurse Education <i>(includes post graduate certificates, diplomas and Master level nursing studies)</i>	\$16,455	\$8,227	Nil	Under review	Under review	Nil
3	Postgraduate Midwifery - employment model	\$20,186	\$10,093	Nil			
4	Postgraduate Midwifery - clinical placement model	\$3,938	\$1,979	Nil			

The 2011-2012 funding for individual health services is calculated using the following parameters

- The July 2011 to February 2012 cashflow is based on actual activity (graduates or postgraduate students) in calendar year 2011
- March 2012 to 30 June 2012 cashflow is based on projected activity (graduates or postgraduate students) in calendar year 2012.

The remainder of 2012 calendar year activity is part of 2012-13 funding cycle. The level of funding to commence from February/March 2012 is as above for graduate years, however the postgraduate stream of funding is currently under review.

2. Eligibility

2.1 Health Services

For all components of the T&D grant (Nursing and Midwifery), eligible health services are all public hospitals, metropolitan health services or multipurpose services identified in schedules 1, 2, 3, 4 and 5 of the *Health Services Act 1988*.

The following additional criteria apply to the specific streams of the grant:

2.2.1 Early Graduate Nurse/Midwife stream

To be eligible for this stream health services will:

- deliver EGPs that are consistent with the Department of Health (DH) Graduate Nurse/Midwife Program Principles. (refer to <http://www.health.vic.gov.au/nursing/furthering/graduate>)
- participate in accordance with the eligibility criteria and the business rules of the 2011 Postgraduate Medical Council of Victoria (PMCV) Nursing and Midwifery Computer Match for all graduate positions
- offer all matched candidates a position in the early graduate program
- not charge fees to nurses/midwives applying for, undertaking, or exiting from the EGP, and
- ensure access to clinical educator(s) and/or clinical support staff for the program.

For EGP places that are part of the Collaborative Early Graduate Nurse Programs (Rural & Regional) 2011-12, Collaborative Early Graduate Midwifery/Combined Nursing & Midwifery Programs (Rural & Regional) or the Collaborative Early Graduate Nurse Programs in Expanded Settings, refer to those guidelines for eligibility.

2.2.2 Eligible graduates

Eligible graduates are:

- employed as registered nurse (RN) or registered midwife RM by an eligible health service
- have never participated in a graduate nurse or graduate midwife program **AND**
- have either not worked as a registered nurse or registered midwife since registration or worked less than 24 hours per week in the first year since registration.

Exclusion

- Registered nurses undertaking the *Interprofessional Graduate Program* for double degree graduates (Bachelor of Nursing and Bachelor of Emergency Health - Paramedic) pilot through Northern Health are currently excluded from this program funding.

Graduates who have already completed a graduate year in another discipline (eg: nurses who then complete a Bachelor of Midwifery or vice versa) eligibility for a second graduate year must first be discussed with NMP.

2.3.1 Postgraduate Nursing and Midwifery Education

To be eligible for funding, the RN/RM will be enrolled in a program that:

- leads to an award qualification of Graduate Certificate or Graduate Diploma level. For postgraduate midwives a minimum requirement of postgraduate diploma is required.
- is provided by a university, university affiliate or approved higher education provider
- has a clinical component (as evidenced through the course curriculum) of **at least an average of 24 hours a week**
- ensures access to clinical educator(s) and/or clinical support staff for the program

Courses may be part-time and taken over more than one year, however funding will only be available for the first 12 months of the course.

2.3.2 Health service based post registration courses

Health service based post registration courses that provide an alternative program to university-based preparation for specialty practice may be considered at the discretion of NMP for funding if they:

- are conducted by health services that are recognised as university affiliates, AND
- lead to at least 50% credit at a graduate certificate or graduate diploma level.

Health services seeking funding for these programs should contact NMP for advice. Further data on these programs and course participation rates may be requested by DH.

2.3.3 Masters Studies

1. Students enrolled in a masters program with exit points at graduate certificate or graduate diploma level will only receive funding for the Graduate Certificate or Graduate Diploma with the clinical component.

2. *Masters (Nurse Practitioner) level.*

NMP will consider requests from health services to include nurses undertaking "Nurse Practitioner Masters" in their T&D grant (Nursing and Midwifery) allocation. The same eligibility criteria apply. Interested health services should contact NMP to discuss this option and to clarify whether the course will lead to endorsement as a Nurse Practitioner (NP) by Nursing and Midwifery Board of Australia NMBA. However, individuals receiving NP Candidate Support Packages (that support clinical supervision and training) as part of the Victorian Nurse Practitioner project (VNPP) funded rounds are **ineligible** for T&D grant (Nursing and Midwifery) funding.

2.4 Postgraduate Midwifery Education

The current specific eligibility for Postgraduate Midwifery Education funding depends on the model. Health services can only apply for funding support for one model per student. (Valid for current student through until February 2012)

2.4.1 Employment model:

Eligible students will:

- be employed by the health service for a minimum of 24 hours per week in a maternity service area
- complete the majority of the clinical component of the program at the same health service

Exclusions

The following students are not eligible for employment model funding:

- Students for whom a health service is requesting/receiving Postgraduate Midwifery Clinical Placement model funding
- Bachelor of Midwifery or Bachelor of Nursing/Midwifery students.

2.4.2 Clinical Placement model:

Eligible students will:

- be undertaking a postgraduate diploma of midwifery qualification provided by a university, university affiliate or approved higher education provider. Students enrolled in a Masters of Clinical Midwifery will be eligible for the pre registration component of the program (clinical component)
- be supernumerary (unpaid) postgraduate midwifery students undertaking supervised clinical placement in maternity service areas of a health service as part of the program AND
- undertake a minimum of 50 days placement at the health service during the academic year in a maternity service area.

Exclusions

The following students are not eligible for clinical placement model funding:

- Students for whom a health service is requesting/receiving Postgraduate Midwifery Education employment model funding.
- Bachelor of Midwifery or Bachelor of Nursing/Midwifery students.

New Eligibility Criteria for Midwifery Education

For students commencing postgraduate midwifery education **as from February 2012**, eligible students will

- be undertaking a postgraduate diploma of midwifery qualification provided by a university, university affiliate or approved higher education provider. Students enrolled in a Masters of Clinical Midwifery will be eligible for the pre registration component of the program (clinical component).
- undertake a minimum of 80 days of supervised clinical placement at the health service during the academic year in a maternity service area. This may be paid or unpaid depending on the model offered by the health service (employment or clinical placement model)
- be required to be working or in supervised clinical placement in a maternity service area for a minimum of 0.8 FTE to attract full funding, 0.6 FTE will attract half funding.

Students from rural health services who are required to rotate to other health service for extended clinical experience beyond the capability of the host health service (to ensure they meet completion requirements) are still eligible for funding. Funding agreements with the rotating health services for clinical supervision will be negotiated by the health services in consultation with NMP.

The following students are **not** eligible for funding:

- Bachelor of Midwifery or Bachelor of Nursing/Midwifery students are not eligible for this funding.
- Students who spend less than 3 days per week in a maternity service area at the health service.

3. How to apply/submit

Reconciliation of previous funding is part of the application process for funding for 2011 – 12 (refer to section 4). To apply for funding, health services are required to:

- provide a single application / reconciliation spreadsheet per health service with aggregated data for all campuses, and complete data for all the relevant T&D (nursing and midwifery) fund elements
- use the 2011 template (excel spreadsheet) – add more rows if required but otherwise do not modify the template. The excel spreadsheet is available for download at: <http://www.health.vic.gov.au/nursing/furthering/training/funded-programs>

Forms are to be submitted via email to Merrin Bamert, merrin.bamert@health.vic.gov.au by **Thursday 1 December 2011** – Late submissions may impact on a health services funding offer.

NOTE: FTE funded through the Palliative Care Training & Development Grant or the Mental Health Training and Development Grant are **not** to be included (reconciled through a separate process).

4. Disbursement and conditions

All streams of the T & D Nursing and Midwifery Grant are disbursed through the budget payment system (Cash Flow Statement heading "Training & Development grant (Nursing)").

4.1 Reporting requirements

T & D (Nursing and Midwifery) funding is conditional on health services providing the following data by **Thursday 1 December 2011**:

- (a) Reconciliation of actual FTE activity for 2011. Health services are required to provide the names of all participants in funded program places, their FTE and the duration of the program. All withdrawals inclusive of date or changes to participant circumstances must be included in additional notes.
- (b) Projected numbers for each program for 2012. For each FTE (e.g. 0.8), estimate the number of places in the program in 2011. This should include mid year commencements,
- (c) Activity that is completed at an alternate health service where funding agreements have been arranged for the period of rotating placement.

Actual 2012 activity data will be required by **Monday 13 February 2012**. The data required is the commencing numbers for each program for 2012. For each FTE, health services are required to provide the number of places accepted and commencing in 2012, including mid year commencements.

Health services are required to report on all training & development activity in these streams including activity that does not attract T & D funding. This data is used by DH to:

- reconcile and report publicly the total places funded in the 2011 - 2012 round
- allocate surplus places/funding where these become available
- determine the extent of training & development activity undertaken by Victorian public health services and develop a more responsive funding model.

Health services are also required to verify expenditure of funding and make records available for audit if requested (either as part of the reconciliation process or a stand alone audit of selected sites in 2011-12).

4.2 T & D funding adjustments

Adjustments to the T&D grant are made once a year (effective February) to account for:

- funded positions (as projected by health service) that remain unfilled
- actual FTE supported that is less than the FTE projected, or
- when a participant's employment is terminated within the 12 months

The outcome of the adjustment round including specific advice of the above (if relevant) will be sent to Chief Executive Officers of health services **by March 2012** (copied to Directors of Nursing).

4.3 Fund holder arrangements

Where health services conduct programs in partnership with other services, the fund holder is responsible for:

- ensuring that participating services receive a portion of the grant equal to the length of the student rotations, and
- maintaining documentation that demonstrates the arrangements/agreements and funds transfers.

Disputes that cannot be resolved through the agreement process are to be brought to the attention of NMP.

5. Contact/further information:

For any further information or assistance with reconciliation please do not hesitate to contact:

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