Clinical Training / Professional Development / Study Assistance Policy and Procedure

Corrections Health Services

DOCUMENT CONTROL

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Introduction

1. Professional development for Registered Nurses, Enrolled Nurses, and Health Care Assistants is a core component of providing a quality health service to prisoners, and is required to meet the Health Practitioners Competency Assurance Act and Nursing Council NZ competency requirements.

2. The following policy and procedure outlines Health Services support and processes for Registered Nurses, Enrolled Nurses, and Health Care Assistants professional development.

Scope

3. This policy applies to all Health Services Registered Nurses (RNs), Enrolled Nurses (ENs) and Health Care Assistants (HCAs).

Definitions

4. **Clinical Training**
   This is funded and managed internally, but may include courses / seminars / conferences / sessions undertaken by external providers.

5. **Core Training Programme**
   This is training that is compulsory for all RNs, ENs and HCAs as applicable.

6. **Learning Management System (LMS)**
   LMS is a database that lets users store learning information of professional development including the creation of courses, store exams, keep track of dates of when courses are beginning and ending, permissions, course costing, and it tracks a learner's progress / results.

7. **Approved Health Care Assistant**
   An unregulated support worker. Health care assistants always work under the direction and supervision of a registered nurse. An approved health care assistant:

   - has successfully completed the NZQA Level 3 Certificate in Health and Wellbeing

   - is employed in the High Dependency Unit (Rimutaka), and Rata Unit (Waikeria)

   - is able to administer oral medicines, ear/eye drops, and topical creams /lotions when the required competencies have been met and is approved by the HCM (HDU and Rata Units only). Core Training Programme

8. The content of the core training programme is determined by the Principal Health Advisor in conjunction with Clinical Health Leadership Team (CHLT) each financial year. Every year a core training programme will be developed by CHLT. Final approval of the training programme sits with the Director Offender Health who has ultimate responsibility for ensuring the available budget is not exceeded.

9. In the development of the programme feedback from the Clinical Quality Forums and Clinical Governance Committees will be considered by CHLT.

10. The following programmes for Registered Nurses must be included:

Criterion	Training required	Frequency of training (at a minimum)
Registered Nurse Orientation		One off requirement
Pre-Hospital Emergency Care (PHEC)	Full course	One off requirement
	Refresher	Every 2 years
Primary Mental Health (PMH)	Full course	One off requirement
	Refresher	Every 2 years
CPR and AED		Alternate years to PHEC refresher

11. The following programmes for Enrolled Nurses must be included:

Criterion	Training required	Frequency of training (at a minimum)
Enrolled Nurse Orientation		One off requirement
Pre-Hospital Emergency Care (PHEC)	Full course	One off requirement
	Refresher	Every 2 years
Primary Mental Health (PMH)	Full course	One off requirement
	Refresher	Every 2 years
CPR and AED		Alternate years to PHEC refresher

12. The following programmes for Health Care Assistants must be included:

Criterion	Training required	Frequency of training (at a minimum)
HCA Orientation to include an overview of PMH		One off requirement
CPR and AED		Every 2 years

13. Approved HCAs will complete the New Zealand Certificate in Health and Wellbeing (Level 3) Health Assistance (or higher) if certificate not already achieved.

14. The following programmes must be completed by all staff. The Health Centre Manager (HCM) or Assistant Health Centre Manager (AHCM) will ensure that all staff members have completed and can provide evidence of Cornerstone© core requirements, listed below:

Criterion	Training required	Frequency of training (at a minimum)
Code of Health and Disability Services Consumers' Rights 1996	Level 1 and/or 2	Every 5 years
Health Information Privacy Code 1994	Level 1 and/or 2	Every 5 years
Privacy Act 1993	Level 1 and/or 2	Every 5 years

Cultural Competence	Level 1	Every 5 years
Treaty of Waitangi – 'Partnership, Participation and Protection'	Level 1	Every 5 years
Code of Conduct and Professional Boundaries		One off requirement

15. Each Health Centre must have sufficient nursing staff appropriately trained to meet the needs of the Health Centre and prison population:

Criterion	Training required	Frequency of training (at a minimum)
Infection Control – disinfection and sterilisation policies and procedures	Level 1	Every 3 years
Vaccinator training - IMAC	Initial 2 day training	Every 2 years
Cervical smear taking for women's prisons	3 day training	One off

Recording of Clinical Training

16. A record of core training organised by National Office will be recorded in LMS by NO Administration Support - Health following attendance at the training.

17. Local in-house clinical training, (e.g. peer review sessions, talks from external clinicians) and CPR/AED training is to be recorded in LMS, by the Health Centre Manager, Assistant Health Centre Manager or Team Leader following attendance at the training.

18. Nurses are responsible for recording their activities of professional development for their own nursing portfolios.

Post Graduate Assistance

Criteria for Assessing Post Grad Study Assistance Applications

19. Prior to applying for Study Assistance Health Staff need to have completed the following:

    18.1 worked for Health Services for more than six months.

    18.2 completed their induction programme.

    18.3 completed all core training requirements.

    18.4 staff who have completed their PDRP or be on the pathway will be eligible for tertiary level assistance in future.

20. The following criteria and considerations will be used when assessing every application for study assistance

Considerations	Information

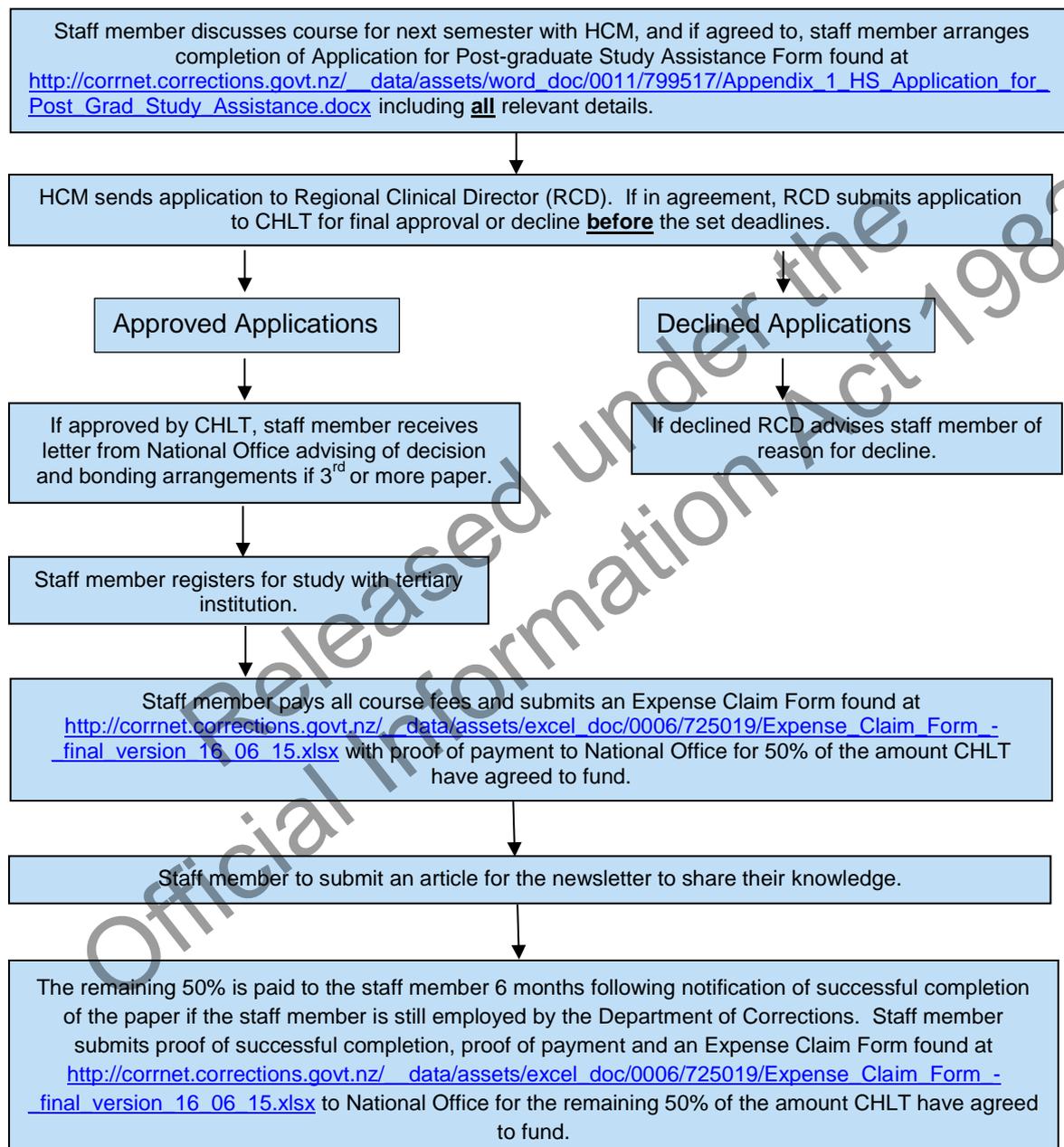|	
Study priority	Relevance to our service delivery i.e. • registered nurse prescribing • health assessment • mental health • chronic disease or long term condition management
Primary Health Nursing	The application needs to strongly relate to primary healthcare services.
Career Goals and Direction	The application needs to reflect and consider the overall career goals and direction, which can be demonstrated in the PDC. Applicants must be on the PDRP Pathway. Consideration will be given to whether the application is a 'one-off' request or a request for a longer course of study e.g. a Master's Degree.
Quality of application – Purpose and Benefit	The applicant must state the purpose of the study and the anticipated benefit to both themselves (in terms of development) and the work unit (in terms of output). Consideration will be given to applicants who have conveyed a substantive outline of the purpose and benefit for their application. A cut and paste from course outlines will not be considered acceptable.
Demonstrated commitment	Consideration will be given to other activities that have been achieved while working for the Department and these will be demonstrated in a PDC. These could include holding a portfolio, undertaking or supporting a quality project or initiative, providing feedback on clinical policies.

21.   Funding for approved study will be as follows:

Up to 50% of course / study fees and any mandatory levies on registration and payment of the remaining 50% paid 6 months after successful completion.

Four study days will be approved for each post graduate paper

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Post-graduate Study Assistance Process

22. All Post-graduate Study Assistance applications (Appendix 1) are called for in November and April each year.

23. All applications must be submitted to CHLT to meet set deadlines. Late applications will not be considered.

Staff member discusses course for next semester with HCM, and if agreed to, staff member arranges completion of Application for Post-graduate Study Assistance Form found at http://corrnet.corrections.govt.nz/__data/assets/word_doc/0011/799517/Appendix_1_HS_Application_for_Post_Grad_Study_Assistance.docx including **all** relevant details.

↓

HCM sends application to Regional Clinical Director (RCD). If in agreement, RCD submits application to CHLT for final approval or decline **before** the set deadlines.

↓   ↓

Approved Applications   **Declined Applications**

↓   ↓

Approved	Declined
If approved by CHLT, staff member receives letter from National Office advising of decision and bonding arrangements if 3rd or more paper.	If declined RCD advises staff member of reason for decline.

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Staff member registers for study with tertiary institution.

↓

Staff member pays all course fees and submits an Expense Claim Form found at http://corrnet.corrections.govt.nz/__data/assets/excel_doc/0006/725019/Expense_Claim_Form_-_final_version_16_06_15.xlsx with proof of payment to National Office for 50% of the amount CHLT have agreed to fund.

↓

Staff member to submit an article for the newsletter to share their knowledge.

↓

The remaining 50% is paid to the staff member 6 months following notification of successful completion of the paper if the staff member is still employed by the Department of Corrections. Staff member submits proof of successful completion, proof of payment and an Expense Claim Form found at http://corrnet.corrections.govt.nz/__data/assets/excel_doc/0006/725019/Expense_Claim_Form_-_final_version_16_06_15.xlsx to National Office for the remaining 50% of the amount CHLT have agreed to fund.

Unsuccessful Completion of Study

24. Health Services staff who fail to achieve a passing grade or who leave the Department during the study period will not be able to claim reimbursement for the portion of the tuition and exam fees that they have paid for that year.

25. If the staff member has failed to achieve a passing grade, CHLT will carefully consider the reasons for failure before approving any further study assistance for that staff member.

Study Bond Agreements

26. Health Services staff who are applying for their 3rd and any subsequent Health Services funded post-graduate paper will be bonded. Each paper will carry a 12 month bond period. From the confirmation of the completion of the paper.

27. Failure to complete bond period:

    Health Services staff who leave before completing their bond are required to refund the Department a portion of the fees and associated costs equivalent to the incomplete portion (expressed in a percentage) of the bond. A table of examples is set out below:

Percentage of bond completed before leaving	Percentage refund of fees and associated costs to Department
25% complete	75% refund
50% complete	50% refund
75% complete	25% refund
Over 75%	Complete Nil refund

Competency Assessment Programme (CAP)

28. The Department will provide assistance for overseas trained nurses who are working for the Department and have not yet achieved competency to practice in New Zealand.

29. An applicant will be bonded (see paragraphs 26) -

30. Applicants must have worked for the department for a minimum of 6 months.

31. All Department of Corrections mandatory training requirements must be completed before the application is made.

32. Applicants must have full support from their HCM in writing.

33. Consideration for financial support for the programme from national office will be on a case by case basis, be approved by CHLT and be subject to successful completion of the programme.

34. Any paid or unpaid study leave will be granted at the discretion of the Prison Director, all costs incurred will be carried by the prison.

35.   On successful completion of a CAP programme the staff member can apply for a vacant RN position.

Using Department Information for Research and Study Purposes

36.   Health Services staff who conduct research on aspects of the Department's business in the course of their study need to meet certain requirements regarding access to, and use of, Department information.

37.   Staff are encouraged to focus their study on aspects of the Department's business but must recognise that the Department retains control and ownership of any information collected.

38.   Staff who wish to conduct research on aspects of the Department's business towards their course of study must obtain prior permission from the Research and Evaluation Steering Committee, if interviewing staff or offenders. The Committee will consider the appropriateness of the research and the proposed dissemination and use of the Department's information.

39.   The first stage involves the submission of a preliminary application (Appendix 3) to the Research and Evaluation Steering Committee.This provides an overview of the research. If this is approved by the committee, the researcher is then asked to prepare and submit a more detailed application, which includes comprehensive details of the proposed project.

40.   Proposals have to be of a high standard, and are required to have ethics approval from an appropriate body (for example, a University).

41.   The Research and Evaluation Steering Committee is chaired by the Deputy Chief Executive Service Development, and includes the National Manager Communications, the Director Research and Analysis, the Chief Psychologist, the Chief Probation Officer, the Chief Custodial Officer, the Chief Policy Adviser, the Director Quality and Performance, and the Director Offender Health. Each of these individuals provides advice from their particular areas of responsibility and expertise. The Committee meets every six weeks to assess applications. It particularly focuses on the potential strategic or operational benefits to the Department of the research. This is balanced against the costs and demands of facilitating the research in practice – for example, completing security checks and approvals, staff time in escorting the researcher around prison and monitoring their safety, and accessing data and any risks to the Department either operational or reputational.

42.   Once the research has been completed, the researcher is required to submit their research report in draft to the Committee. The Committee reviews it to ensure the conclusions are an accurate reflection of the findings and of the Department's policies and operations.

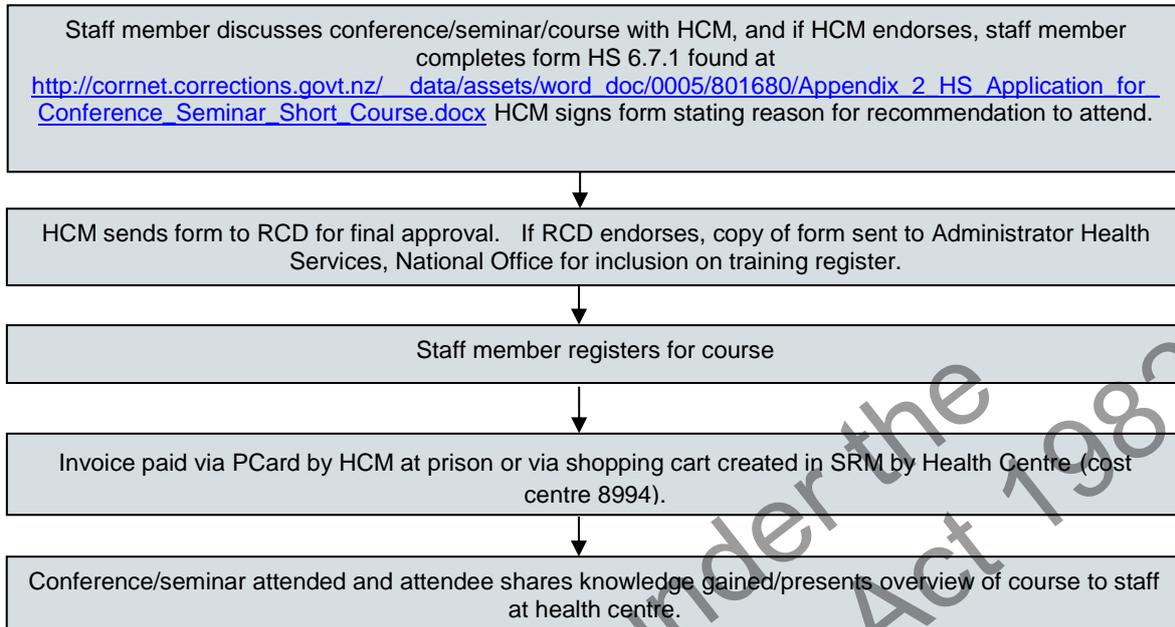# Seminar/Conference/Short Course Applications

Criteria for Assessing Seminar / Conference / Short Course Applications

43.   All study leave for seminar/conference/short course applications will be at the discretion of the Health Centre Manager taking into consideration; length of service, site training requirements and performance development conversations with that employee. The following criteria and considerations will be used when assessing applications for seminar and conference applications:

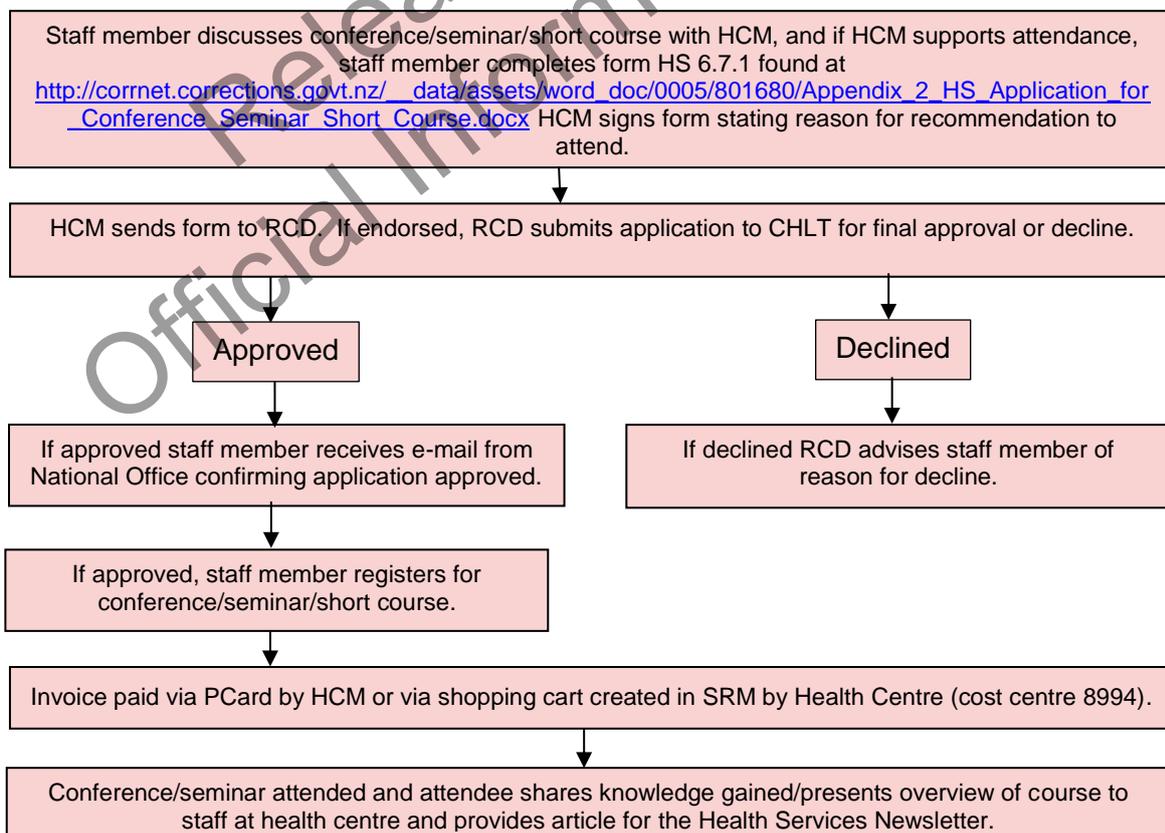| Considerations	Information
Priority	Relevance to our service delivery i.e. • registered nurse prescribing • health assessment • mental health • chronic disease or long term condition management
Primary Health Nursing	The application needs to strongly relate to primary healthcare services.
Career Goals and Direction	The application needs to reflect and consider the overall career goals and direction, which can be demonstrated in the PDC. Applicants should be on the PDRP Pathway.
Quality of application – Purpose and Benefit	The applicant must state the purpose of the study and the anticipated benefit to both themselves (in terms of development) and the health team and the organisation (in terms of output). Consideration will be given to applicants who have conveyed a compelling purpose and benefit to support their application. A cut and paste from course outlines will not be considered acceptable.
Demonstrated commitment	Consideration will be given to other activities that have been achieved while working for the Department and these will be demonstrated in a PDC. These could include holding a portfolio, undertaking or supporting a quality project or initiative, or providing feedback on clinical policies.

Conferences/seminars/short courses under $200 process

44.   The process for conferences/seminars/short courses costing **under $200**: (Appendix 2) is as follows

Staff member discusses conference/seminar/course with HCM, and if HCM endorses, staff member completes form HS 6.7.1 found at http://corrnet.corrections.govt.nz/__data/assets/word_doc/0005/801680/Appendix_2_HS_Application_for_Conference_Seminar_Short_Course.docx HCM signs form stating reason for recommendation to attend.

HCM sends form to RCD for final approval.   If RCD endorses, copy of form sent to Administrator Health Services, National Office for inclusion on training register.

Staff member registers for course

Invoice paid via PCard by HCM at prison or via shopping cart created in SRM by Health Centre (cost centre 8994).

Conference/seminar attended and attendee shares knowledge gained/presents overview of course to staff at health centre.

Conferences/seminars/short courses over $200 process

45.   The process for conferences/seminars/short courses costing **over $200** (Appendix 2) is as follows:

Staff member discusses conference/seminar/short course with HCM, and if HCM supports attendance, staff member completes form HS 6.7.1 found at http://corrnet.corrections.govt.nz/__data/assets/word_doc/0005/801680/Appendix_2_HS_Application_for_Conference_Seminar_Short_Course.docx HCM signs form stating reason for recommendation to attend.

HCM sends form to RCD.   If endorsed, RCD submits application to CHLT for final approval or decline.

Approved | Declined

If approved staff member receives e-mail from National Office confirming application approved. | If declined RCD advises staff member of reason for decline.

If approved, staff member registers for conference/seminar/short course.

Invoice paid via PCard by HCM or via shopping cart created in SRM by Health Centre (cost centre 8994).

Conference/seminar attended and attendee shares knowledge gained/presents overview of course to staff at health centre and provides article for the Health Services Newsletter.

Overseas Conference Applications

46.   There are limited opportunities for attendance at overseas conferences. All overseas travel is approved by the Deputy Chief Executive (DCE).

47.   An application to attend or present an overseas conference must follow the initial conference application process. If the application is approved by CHLT an additional requirement is that a business case is developed and supported by the HCM and RCD.

48.   The business case must be submitted to CHLT. If it is approved by CHLT It will be forwarded for the consideration and approval from the DCE.

Appendix 1: HS Application for Post Grad Study Assistance

Please complete this form electronically – then email to your HCM	**Boxes for text are expandable**

Employee details

Name: Click here to enter text.	Service/Group: Click here to enter text.
Position: Click here to enter text.	Location: Click here to enter text.

Post-grad Study applying for

Study/Paper Name: Click here to enter text.

Semester: Choose an item.	**Study Year:**	Click here to enter text.
Training Institute: Click here to enter text.	**Study Duration:**	Click here to enter text.

If the course of study is part of a qualification spanning more than one year, describe the qualification here and complete the next section.
Click here to enter text.

Related Study

If relevant, describe any papers relating to the qualification passed in previous years and include papers planned for future years to complete the qualification.
Click here to enter text.

Purpose and Benefit

State the purpose of the study and the anticipated benefit to both yourself (in terms of development) and the work unit (in terms of output).
You need to promote yourself and provide justification to the benefit of the programme of study to the Department in this section.
Click here to enter text.

Fees and Associated Costs

Describe all fees and associated costs involved in the course of study.
Click here to enter text.

Funding

50% of course fees will be paid (if application has been accepted with proof of enrolment and payment of fees) with the remaining 50% paid within 6 months of successful completion.

Reporting

Employees are expected to report regularly to their manager on progress during study. NB: You must provide an article for the Health newsletter for each paper studied.

Bond Arrangements

Confirm that you are prepared to accept a bonding arrangement if your application is accepted:
Choose an item.

PDRP

HCM to advise where applicant is on the PDRP Pathway. Choose an item.
Date: Click here to enter a date.

Sign Off

Staff Member Signature:	Date	Click here to enter a date.
HCM reason for supporting/declining application: Click here to enter text.		
Choose an item. HCM Signature	Date	Click here to enter a date.
RCD reason for supporting/declining application: Click here to enter text.		
Choose an item. RCD Signature:	Date	Click here to enter a date.

Important Note

All Post-graduate Study Assistance applications are called for in November and April each year.

All applications **must** be submitted to CHLT to meet set deadlines; late applications will not be considered.

Appendix 2: HS Application for Conference/Seminar/Short Course

HS Application for Conference/Seminar/Short Course   HS 6.7.1

Note: This is <u>not</u> the form to use for Post-Grad and PDRP Applications.

Please complete this form electronically – then email to your HCM	Boxes for text are expandable
Employee Details	
Name: Click here to enter text.	
Health Centre: Click here to enter text.	
Employment Start Date: Click here to enter a date.	

Conference/Seminar/Short Course Details	
Attach conference/seminar information (brochures, pamphlets etc)	
Name of Conference/Seminar/Short Course:	Click here to enter text.
Venue and City:	Click here to enter text.
Date(s) of Conference/Seminar/Short Course:	Click here to enter a date.
Outline of Conference/Seminar/Short Course:	Click here to enter text.
Relevancy to Primary Health Care and Benefit to Staff Member and Health Centre:	Click here to enter text.
Noted on Staff Member Performance and Development Conversation Documentation: Choose an item.	
If "No" indicate why: Click here to enter text.	
Has the Staff Member Completed: Health Induction Programme: Choose an item. Health Core Training: Choose an item. PHEC: Choose an item. PMH: Choose an item.	

Costs		
Conference/Seminar Registration Cost	$	Click here to enter.
Conference Costs Click here to enter description.	$	Click here to enter.
Other Conference Costs Click here to enter description.	$	Click here to enter.

Accommodation		
Hotel Arrival Date: Click here to enter a date.	Hotel Departure Date:	Click here to enter a date.
Total Number of Nights' Accommodation Required: Click here to enter text.		
Cost per Night: $ Click here to enter.	Total Cost of Accommodation: $	Click here to enter.

Travel		
Travel type: Choose an item.		
Date of Departure: Click here to enter a date.	Approx Time: Click here to enter text.	Place Departing From: Click here to enter text.
Date of Return: Click here to enter a date.	Approx Time: Click here to enter text.	Place Returning From: Click here to enter text.
Travel Costs:		$ Click here to enter.
Other Anticipated Costs: Describe: Click here to enter text.		$ Click here to enter.
Total Costs:		$ Click here to enter.

Report/Feedback/Education	
Date written report to be provided to Health Centre Manager: Click here to enter a date.	
Presentation or newsletter article to Health Staff Required: Choose an item. Click here to enter a date. Date of Presentation:	

Sign Off		
Staff Member Signature:	Date	Click here to enter a date.
HCM reason for supporting/declining application: Click here to enter text.		
Choose an item. HCM Signature	Date	Click here to enter a date.
RCD reason for supporting/declining application: Click here to enter text.		
Choose an item. RCD Signature:	Date	Click here to enter a date.

Appendix 3: Preliminary Application to Undertake Research

Use this short form to provide the Department of Corrections with an overview of your proposed research programme. This will be either **accepted or declined** by the Research and Evaluation Steering Committee at its next meeting following submission of the preliminary application.

Where a preliminary application is accepted, the applicant will be invited to submit a full application, which will be **approved or declined** at a subsequent Research and Evaluation Steering Committee meeting.

All researchers whose projects are approved through this process will be expected to sign a Research Agreement with the Department. As part of the Research Agreement, researchers will be required to provide a copy of the final draft of the thesis paper, research report or similarly described document, to the Department for review prior to submission, completion, and/or publication.

Boxes for text are expandable (please do not type in the shaded areas).

General information	**(Applicant to complete)**
Project title	Click here to enter text.
Name of applicant/researcher	Click here to enter text.
Mail address	Click here to enter text.
Email	Click here to enter text.
Phone	Click here to enter text.
Organisation and department	Click here to enter text.
(If a student) Degree programme that this research will be part of	Click here to enter text.
Supervisor(s) name	Click here to enter text.
Link(s) to supervisor(s) faculty profile	Click here to enter text.
Are you currently working for the Department of Corrections:	Choose an item.
Manager name	Click here to enter text.
Email address of supervisor(s) and/or Manager.	Click here to enter text.

Details of research project

Statement of purpose / objectives / hypothesis to be tested What information will the research / evaluation aim to provide?	Click here to enter text.
Describe your methodology Provide an overview of the proposed approach to this research, including items such as: • data collection methods • intended location for data collection • sample size • research subjects required (e.g., female prisoners, sex offenders, Probation Officers	Click here to enter text.

etc.) • use of control / comparison group • measurement / assessment tools that will be used.	
Describe your outcomes What data will be produced? How will the interpretation of data be managed? Where / in what form is it intended that the research findings are published? **Review of all final reports by the Department of Corrections is required prior to any public release of findings**.	Click here to enter text.
Benefits of the research to the Department What are the expected benefits to the Department? How could the research be used to improve the Department's outcomes?	Click here to enter text.

Project logistics

What resources do you require from Corrections? Resources include: • Access to data • Access to staff • Access to offenders and/or their files • Interview rooms • Etc. Please indicate how many hours of staff or offender time you are likely to require.	Click here to enter text.
Research staff Provide the names of all researchers who will be participating, and explain their roles.	Click here to enter text.
Timelines When do you hope to commence data collection? What deadlines exist for specific phases of the research project? Allowing for delays, **when is the research likely to be completed**. Note that the application process can take several months.	Click here to enter text.

Academic transcripts or professional curriculum vitae
If you are a student, please provide your most recent university transcript. Otherwise, please attach a C.V. with relevant examples of work in this or associated areas.

Ethical, legal & cultural considerations
Ethics approval is a precursor to the research being approved by the Department's Research and Evaluation Steering Committee. It is recommended that the researcher seek ethics approval from an institutional ethics committee or other similarly accredited body after the proposal has been **accepted** by the RESC. A copy of the approval letter must be supplied before any research agreement will be signed.