

## 1 Nursing and Midwifery Scholarships: Guidelines

The following guidelines are to assist the employer in identifying the level of support in the way of paid leave that may be allocated to an individual nurse or midwife who has been awarded a travelling scholarship. For leave to be granted there is an expectation that the scholarship is utilised in a manner that benefits both the employer and the nurse. Allocation of any leave is dependent on the aims of the travel being relevant to the service that the employee works in e.g. a new clinical practice or process. Any leave granted is not intended to support post graduate study as this is available through other processes e.g. Health Workforce New Zealand and Course and Conference allocation.

Examples of scholarships (not limited to these):

1. Margaret May **Blackwell** Travel Study Fellowship
  2. Winston Churchill Fellowship
  3. Dame Malvina Major Fellowship
- Any leave granted will include the 32 hours outlined in the Multi-Employer Collective Agreement (MECA) or pro rata if not full time equivalent.
  - The aims of the study/work supported by the scholarship must align with the Canterbury District Health Board (DHB) strategic direction and in line with the District Annual Plan (DAP).
  - Meets relevant divisional and clinical direction. Fits in with local priorities.
  - Maximum of 160 hours paid leave (includes 32 hrs within MECA) may be allocated on a pro rata basis.
  - A comprehensive written report is required no later than 3 months after the scholarship has been completed and presented to the relevant professional leader.
  - A formal presentation to the relevant clinical area must be undertaken no later than 3 months after the scholarship has been completed.

The final decision on the allocation and amount of paid leave support is made by the relevant divisional structure.e.g.

- Nursing Director and Service Manager
- Director of Nursing and General Manager
- Nursing Director, Service Manager and General Manager
- Director of Midwifery, Service Manager and General Manager

Application for paid study/scholarship leave should be made in writing utilising the CDHB course/conference application form. The application must be accompanied by:

1. Outline of the scholarship and a background of the proposal
2. Goals of the individual in undertaking the scholarship
3. Demonstrated alignment with CDHB strategy and DAP
4. Agreement to provide feedback as outlined above

The decision on allocating paid leave for undertaking any scholarship is assessed on an individual basis and will be allocated dependent on the above criteria being met and a final decision by the relevant divisional structure.

<b>Policy Owner</b>	CDHB Directors of Nursing and Midwifery
<b>Date of Authorisation</b>	1 August 2011