

# Application Guidance for the Return to Nursing Workforce Support Fund

NZ Enrolled Nurse or Registered Nurse without a current Annual Practising Certificate (APC) looking to return to a nursing role

## Before you start your application

All applications need to be filled out by the applicant and, where applicable, with their current or intended employer (with the applicant's consent).

### Please ensure you have the following information readily available:

Evidence of the nurse applicant's residency status, with a copy of their:

- passport or birth certificate to prove their New Zealand citizenship.
- New Zealand resident visa to prove their residency status.
- a letter/email from Immigration New Zealand confirming that they are eligible for the 2021 Resident Visa.

Evidence of where on the pathway the nurse applicant currently is (if applicable) with one of the following:

- A letter from the Nursing Council that directs the applicant to complete a Competency Assessment Programme or other orientation programme to meet requirements for annual practising certificate.
- An acceptance letter for a Competency Assessment Programme, individualised programme or orientation programme.

## Application Form Guidance

This is guidance to help you fill out our return to nursing workforce support fund application form.

This guidance document will go into more detail about the different fields of information we're asking you to provide - please read through this as you fill out your application.

### Page 1 – Nurse Applicant Details

*Name* - please enter full name of nurse applicant

*Address* - please enter a valid postal address in case Te Whatu Ora needs in get in contact to process the application

*Phone Number* - please enter their correct contact information in case Te Whatu Ora needs in get in contact to process the application

*Email* - please enter a valid email address in case Te Whatu Ora needs in get in contact to process the application

*Ethnicity* – Please enter the ethnicity information of the applicant. One of the main aims of this funding is to help address workforce inequities, so applicants who identify as Māori or Pacific will be prioritised.

## Page 2 – Residency Status

*Evidence of residency status* – Please choose the residency status of the applicant by selecting one of the three options in the drop-down at the top of this page, and ensure you upload the following evidence:

- New Zealand citizens – proof of citizenship, such as a New Zealand passport or birth certificate.
- Resident-class visa holders – a copy of the residence visa.
- Nurse applicants who have applied for the 2021 Resident Visa – a copy of official correspondence from Immigration New Zealand confirming eligibility for the 2021 Resident Visa, and proof of a valid application in progress that was submitted before July 31.

## Page 3 – Employer details (where applicable)

*Name of Employer*– The name of the employer that the applicant currently works for or intends to work for.

*Type of Organisation* – Type of organisation you work for or intent to work for (eg., Aged Residential Care, Te Whatu Ora District Hospital etc)

*Contact person* – The person who can be contacted at your organisation by the processing team at Te Whatu Ora to confirm any details with the application.

*Email address* – please enter a valid email address that the processing team at Te Whatu Ora can use to confirm any details with the application.

*Employer Address* – please enter a postal address, and a physical address if it's different from your postal address.

*Phone Number* – please enter a valid phone New Zealand phone number that the processing team at Te Whatu Ora can use to confirm any details with the application.

## Page 4 – Employment Details (where applicable)

Please use this page to confirm whether you are currently employed or have a conditional offer of employment. If you are currently employed by, please provide details in the box below outlining what role you currently have.

## Page 5 – Pathway to Return to Practice

Please ensure you read through the whole page and ensure that each section is correctly filled out.

All applicants need to fill out the first half of this page, and upload evidence of where on the pathway the applicant currently is as applicable. For example, if the applicant has received an acceptance letter for a Competency Assessment Programme, individualised programme or orientation programme, you must upload the letter and outline what date that programme begins.

If the applicant doesn't know where they are on the pathway to registration:

- NZ registered nurses without a current APC can email [nznurse@nursingcouncil.org.nz](mailto:nznurse@nursingcouncil.org.nz) for further information about obtaining an APC.

- You can contact the Nursing Council of New Zealand via their [contact us page](#) to clarify.

When contacting the Nursing Council for information, please state that you intend to apply for this funding.

### **Page 6 – Funding Support Requested**

Please fill out the total amount of funding needed for each funding element, noting the maximum funding available for each.

Please ensure the total amount entered when all funding elements are added together is \$5,000 or less.

Please use the box at the end of the page to provide any additional information, especially if you've entered an amount for *other individual costs*.

### **Page 7 – Funding Support Requested**

Please select the files you have uploaded (as applicable):

Copy of letter from the Nursing Council that directs the applicant to complete a Competency Assessment Programme, individual return to practice programme or orientation

Letter of acceptance from education provider for CAP programme (if applicable)

Letter confirming which organisation applicant will complete orientation or individual return to practice programme with (if applicable)

### **Page 8 – Terms and Conditions**

Please ensure you've read through the Terms and Conditions in full and tick all four parts of the declaration at the bottom of the page before clicking *continue*.

### **Page 9 – Almost Done...**

If you want to get a copy of your application sent as a PDF, enter the email address in the box before hitting *submit response*.

## **Next Steps**

Once applications are received, Te Whatu Ora's selection panel will make a decision based on a prioritisation framework. Applicants will be notified via email of the outcome of their application after the selection committee meets each month.

If your application is successful, the information supplied as part of your application will form the basis of a funding agreement between Te Whatu Ora and applicant.