



**MIDCENTRAL DISTRICT HEALTH BOARD**

*Te Pae Hauora o Ruahine o Tararua*

# Professional Development Funding for Nurses and Midwives

Nursing and Midwifery  
Education and Professional Development Council



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## 1.0 Introduction

An equitable and transparent process for the allocation of professional development funds will enable the prioritisation and alignment of workforce development that is targeted to service needs. This guide is a resource to assist nurses and midwives to access the four funding streams in our District, which are:

1. Nursing External Education and Development (NEED) funding
2. Midwifery External Education and Development (MEED) funding
3. Palmerston North Medical Trust Scholarships
4. Health Workforce New Zealand (HWNZ) Postgraduate Nursing Funds

Each funding stream has its own criteria for use. MidCentral DHB nurses and midwives can access these four funding streams while registered nurses in primary health care can access HWNZ funding for postgraduate study only. Study leave eligibility is identified in the relevant Multi-Employer Collective Agreement (e.g. MERAS, NZNO and PSA). All funding applications will be made through the newly established ***Nursing and Midwifery Education and Professional Development Council***.

### 1.1 Te Pou o te Whakaaro Nui and Mental Health Nursing

The Ministry of Health (MOH) funds mental health nurses through [Te Pou o te Whakaaro Nui](#). Te Pou o te Whakaaro Nui is a national centre of evidence based workforce development for the mental health, addiction and disability sectors in New Zealand. In addition to supporting new entrants to mental health and addiction Te Pou support existing practitioners in mental health and addiction to develop advanced or specialist skills in particular areas. These are the coexisting, cognitive behaviour therapy (CBT) and clinical leadership in nursing practice programmes, but may change from time to time. Currently there is no other HWNZ funding available for mental health nurses unless they are Nurse Practitioner Candidates.

## 2.0 Strategic workforce objectives

The nursing and midwifery workforce is central to the delivery of healthcare services across the District. Our Nursing and Midwifery Workforce Plan (2019-2021) and the Organisation Development Plan (2017) identify the development of the workforce as a key goal for meeting the changing needs of our population.

The Strategic Objectives within the Nursing and Midwifery Workforce Plan (2019-2021) will guide our approach to the continuing development of nurses and midwives over the next three years, ensuring we have a fit-for-purpose workforce working to the fullest extent of their scope of practice and that is representative of the population it serves.

### **Strategic Objective 1: A workforce that is the right size and skill mix**

- Develop strategic workforce supply solutions
- Grow the Maori Nursing and Midwifery workforce
- Develop recruitment and retention strategies to address predicted shortages
- Design and promote compelling career pathways for the current and future workforce

### **Strategic Objective 2: A diverse workforce that is competent and capable**

- Optimise Professional Practice
- Build Strong Leaders
- Embed a Research Culture

### **Strategic Objective 3: A Workforce that is focused on People and Improved Outcomes**

- Upskill the workforce including cultural competency
- Living our values
- Strengthen governance and accountability

### **Strategic Objective 4: A Workforce that is Integrated and Connected across the Continuum**

- Enable a more Mobile, Responsive Workforce that can adapt to New Models of Care
- Strengthen the Interprofessional Team

## **3.0 Professional Development and Recognition Programme (PDRP)**

The Health Practitioners Competence Assurance Act (2003) sets the legal requirement and accountability of health practitioners to protect the health and safety of the public. The HPCA Act (2003) requires the Nursing Council of New Zealand (NCNZ) and the Midwifery Council of New Zealand (MCNZ) to ensure the ongoing competence of nurses and midwives. The central mechanism for meeting this legislative requirement is participation in the following competency-based programmes:

### **Professional Development and Recognition Programme (PDRP) for Nurses**

- PDRP for Enrolled Nurses (EN)
- PDRP for Registered Nurses (RN)
- PDRP for Senior Nurses

All MDHB nurses seeking professional development funding must be actively participating in the [PDRP process](#) and have an established Nursing Professional Development and [Career Pathway](#). This is desirable but not enforced for nurses working non-DHB (e.g. primary, community and NGO settings).

## **4.0 Midwifery Quality and Leadership Programme (QLP)**

The [Quality Leadership Programme \(QLP\)](#) was developed in conjunction with the New Zealand College of Midwives, District Health Boards and unions (MERAS and NZNO) to provide a national transferrable pathway that recognises, values, rewards and promotes the professional development of core midwives.

The programme has three domains of practice:

- **Competent:** new graduate, new staff member, return to practice midwife who is competent to practice but needs to develop skills and experience to function effectively in the role.
- **Confident:** has the necessary skills and experience to function confidently within her employed practice area. They will have a minimum of 12 months' clinical practice experience and will be using evidence informed practice.
- **Leadership:** has significant midwifery experience and is a role model and resource within the maternity service. Takes a lead role in quality improvement, innovation and practice development in their practice area.

Participation in PDRP or QLP (maintenance or progression) is fundamental to developing the workforce to meet the health needs of the population of the District.

### **PDRP/QLP Application Criteria**

- Maintenance or progression on PDRP/QLP at appropriate level
- Current Annual Practising Certificate (APC)
- A current role description that requires registration as a nurse or midwife
- Current Performance Review (less than 12 months old at time of application)
- Annual Professional Development and Career Plan

Scope	Salary Allowance Per Annum
Registered Nurse/Midwife	
RN Expert RM Leadership	\$4500
RN Proficient RM Confident	\$3000
Enrolled Nurse	
EN Accomplished	\$4500
EN Proficient	\$3000
The allowances are paid fortnightly pro-rata based and apply as long as the employee maintains that level of PDRP/QLP. The allowance is discontinued if the level is not maintained	

Table 1: PDRP/QLP Allowances (as per NZNO MECA 2018)

### **PDRP/QLP Study Leave for Nurses and Midwives**

A proficient/confident portfolio includes one day for activities to support portfolio progression or maintenance from within the 5-day entitlement

An expert/leadership/accomplished portfolio includes two days for activities to support progression or maintenance from within the 6 or 10-day entitlement.

### **5.0 Professional Development Leave for RN/RM/ENs**

Registered Nurse or Midwife	PD Leave Per Annum
RN/RM Senior	10 days
RN Expert/RM Leadership	10 days
EN Accomplished	6 Days
RN/EN Proficient/RM Confident	5 days
RN/EN Proficient/RM Confident	5 days
RN/EN/RM Competent	4 days

Table 2: Professional Development Leave for RN/RM/ENs'

Leave is pro-rated based on full time equivalent (FTE) worked as long as the employee maintains that level of PDRP/QLP. Example: RN Proficient is entitled to 5 study days (40 hours) for full time. If working 0.6 FTE, then 40 hours at 0.6 FTE is 24 hours per annum.

Part- time employees are pro-rated at no less than 8 hours per calendar year (section 27.1 NZNO MECA).

## 6.0 Professional Development Funding: What You Can Claim

WHAT YOU CAN CLAIM	WHAT YOU CANNOT CLAIM
<p><b>PD ACTIVITIES</b></p> <p>Short courses Seminars, symposiums, conferences Tertiary study fees (additional to HWNZ funded fees) Graduate Certificate (Level 7) courses Research and exploration of innovative practice/visiting other related specialties</p>	<p>Costs related to attending PD activities e.g. food and beverages</p>
<p><b>ACCOMMODATION</b></p> <p>A subsidy is available towards actual trainee costs incurred. Accommodation is limited to \$145 per night</p>	<p>Accommodation claims exceeding subsidy level</p>
<p><b>TRAVEL</b></p> <p>Flights and rail booked via preferred provider and based on Smart Saver rates</p> <p>Actual petrol costs if a private car is used. The vehicle should be filled prior to travel and again on return. The receipt for the second fill is to be claimed.</p> <p>It is expected that transport will be shared if more than one person attends the same event. Indicate on application form if there are others applying for the same event</p>	<p>Staff travelling for work purposes are covered under corporate insurance (contact accounts finance)</p> <p>Taxis or Shuttles between Home and Airport or Airport Parking charges</p>
<p><b>RESOURCES</b></p>	<p>Books and learning resources for practice/ role development</p> <p>Technological devices or clinical equipment that are organisational requirements e.g. laptop, applications</p> <p>Professional membership subscriptions</p>
<p><b>SERVICE COSTS</b></p>	<p>Internal mandatory and organisational requirements</p> <p>Mandatory service specific training/ education</p> <p>Service Development Initiatives - Staff Service Costs such as Annual Practising Certificates, Uniforms etc.</p>

Table 3: PD Funds - What You Can Claim

## **Nurses and Midwives who receive Professional Development Funding agree to the following:**

- To keep the ADoN Educational and Professional/ADoM informed of any change in circumstance e.g. course unavailable, enrolment declined, employment change, withdrawing or parental leave
- Ensure applications are made at least 6 weeks before event start dates
- Ensure bookings at the best travel/accommodation rates and registration at the early bird rate. The early bird rate only will be reimbursed
- Submit to the ADoN/ADoM an evaluation of the paper/programme when requested and overall results (if applicable) in a timely manner
- Conference attendance will require a formal report and presentation back to your Service
- If you are presenting at a conference, it is expected that you first present locally prior to regional, national or international presentations

## **7.0 Other Professional Development Funding Sources**

### **7.1 College of Nurses Aotearoa**

The following funding is available from the College of Nurses:

- Five scholarships worth \$750 each
- Trailblazer Travel Award to present or attend an international conference \$1,500
- Applicants for this funding must be current financial members of the College of Nurses.

For more information and application forms: [www.nurse.org.nz/member](http://www.nurse.org.nz/member) section

### **7.2 Freemasons**

- Scholarships are available, not specifically for health professionals, open criteria
- Seven postgraduate scholarships for \$10,000
- For more information and application forms go to [www.freemasons.co.nz](http://www.freemasons.co.nz) Scholarship Applications



### **7.3 Henry Rongomau Bennett Memorial Scholarships and Grants**

The purpose of these scholarships and grants is to develop and build leadership in Māori mental health, competence in Te ao Māori and clinical excellence in mental health.

The following grants are available for:

- Mental Health Workers \$5,000 (undergraduate) and \$10,000 (Masters)
- Child and Adolescent Mental Health Services \$5,000 (Undergraduate) and \$10,000 (Masters)
- Mental Health Nurses \$10,000 (Masters)

For more information, contact the Programme Coordinator, Brigham Anderson, [brighama@hauora.com](mailto:brighama@hauora.com)

### **7.4 Māori Education Trust**

Scholarships are available for Māori:

- Ngarimu VC and 28th Battalion Memorial Post-Graduate Scholarship - \$5000
- Ti Maru Māori Trust Prestigious Scholarships - \$5000, two recipients

Information and application form available at [www.maorieducation.org.nz](http://www.maorieducation.org.nz)  
Scholarships

### **7.5 Māori Mental Health Scholarships**

Te Rau Mataini offer the following scholarships:

- Hapainga Manukura – Māori Mental Health Leadership for Māori working for non-government organisation mental health services in a leadership position
- Puna Hua Rangatira – Māori Mental Health Leadership for Tangata Whaiora working for non-government organisation mental health services in a leadership position.
- He Hanganga Māori Mo Te Hauora – Postgraduate applied Māori Mental Health Special Topic paper

For more information, contact Chris Pohe, [c.pohe@mataini.co.nz](mailto:c.pohe@mataini.co.nz)

## 7.6 Ministry of Health

The following funding is available through the Ministry of Health:

- **Rural Nursing Scholarships.** These six scholarships are to enable nurses who have only one more year to complete Nursing Council requirements for approval as rural nurse practitioners with prescribing rights. Funding includes travel and accommodation expenses, and income support of \$40,000. For more information contact [alison\\_wilkie@moh.govt.nz](mailto:alison_wilkie@moh.govt.nz)
- **Primary Health Care Nursing Post Graduate Scholarships.** These are intended to assist nurses currently practicing in the Primary Health Care setting who would like to undertake a postgraduate course. Scholarships awarded are up to \$2000 for certificate or diploma level, and \$5000 for those in the second half of a Master's degree. An additional \$1500 is available for individuals undertaking a course that will make them eligible to become a Nurse Practitioner. For more information contact [alison\\_wilkie@moh.govt.nz](mailto:alison_wilkie@moh.govt.nz)
- **Hauora Māori Scholarships.** These scholarships are funded under the Māori Provider Development Scheme to assist those who work in the health and disability sector. For more information contact [MPDSadministrator@moh.govt.nz](mailto:MPDSadministrator@moh.govt.nz)
- **HWNZ Post Graduate Nursing and Midwifery**  
MDHB works with Health Workforce New Zealand (HWNZ) and tertiary education providers to support registered nurses and midwives across the district to study toward postgraduate qualifications. The funding is allocated to each DHB based on a population based funding formula (PBFF). The HWNZ specifications state that MDHB must allocate the funding according to:
  - Prioritised Workforce need, identified by the DHB
  - District Strategic Plan (DSP) and Regional Services Plan (RSP)
  - Government Priorities and National Health Policy

MDHB holds joint information sharing evenings with Tertiary Education Providers to support nurses and midwives to apply for HWNZ funding. Those seeking HWNZ Funding should consider Role Development, Programme of Study, Pathway Choice and Funding Requirements for their programme/pathway.

### **HWNZ Aims**

The aims of the Postgraduate Nursing and Midwifery Education are to:

- Promote quality care
- Promote ongoing professional development
- Assist staff to maintain the requirements of their PDRP/QLP
- Meet HWNZ specifications for postgraduate education
- Minimise barriers to undertaking postgraduate education

## **Midwifery Funding**

HWNZ funds grants for Postgraduate Certificate, Postgraduate Diploma, Masters and PhD qualifications via the NZ College of Midwives

Midwives holding joint nursing and midwifery registrations and APCs and joint employment requirements may access HWNZ funds for nursing papers.

## **Nursing Funding**

HWNZ prioritise funding towards a qualification rather than standalone papers i.e. Postgraduate Certificate (60 pts), Postgraduate Diploma (120 pts) or Masters (180 and 240 pts). The application process is ONCE each calendar year and includes papers for the whole academic year i.e. Summer School, Semester 1 and Semester 2.

The following may also be partially funded by HWNZ:

**Clinical Release** - Clinical release costs (actual hourly rate up to \$28 per hour) to release the trainee while they attend the formal aspects of their training programme, including academic and clinical mentoring during the trainees working hours. Where an employer requires a trainee to take annual leave or leave without pay to attend the formal aspects of their training, the employer will not be eligible for clinical release funding

**Clinical Mentoring** - Primarily for the provision of teaching, coaching and mentoring by a registered health professional to support the trainee to integrate their postgraduate learning into the practice setting. Approval for a maximum of up to 10-hours clinical mentoring support may be available. This funding is only available for papers/courses that require clinical mentoring/clinical mentor in addition to academic teaching/mentoring. Clinical mentoring supports nurses and midwives to extend knowledge and skills through clinical experience, critical thinking, skilled health assessment and comprehension of diagnostic measures and outcomes. These skills are required for evidence based clinical reasoning. Clinical mentoring must be negotiated by the nurse enrolling in the paper in consultation with your ADoN/ADoM and Charge Nurse/Midwife, Manager/Team Leader. A HWNZ Clinical Mentoring and Support Plan is required.

**Cultural Support** - Additional funding is available to Māori and Pacific nurses for mentoring, cultural supervision and cultural development activities to assist in the successful completion of the HWNZ funded training programme.

## **Nurse Practitioner Candidates**

Nurse Practitioners (NPs) continuing competence requirements are managed directly with Nursing Council of New Zealand (NCNZ) every three years. Nurse Practitioner Candidacy (NPC) to Nurse Practitioner (NP): Role Development and Framework Resource Document (MDHB 7721) has been developed for nurses considering an NP pathway.

Nurses who have entered into an agreement with their Service in conjunction with the ADoN for Nurse Practitioner Candidacy Roles, may have additional funding for the following:

**Clinical Access** - If you are enrolling in a practicum paper, discuss practicum requirements with your ADoN and your service to formalise a Practicum Support Plan. HWNZ subsidises clinical access costs for Nurse Practitioner Prescribing Practicum(s) based on the annual DHB prioritisation principles. The Practicum Support Plan will address additional expectations of clinical teaching/preceptorship (often medical), mentoring and professional supervision often associated with these papers.

**Professional Supervision** (Nurse Practitioner) - Professional supervision should be sourced in the first instance through the MidCentral NP Peer Support Group or through the [NPNZ website](#). There is no additional funding currently for this.

### **HWNZ Prioritisation**

The level of prioritisation will be determined by the volume of valid applications received compared to the funding allocation. The following steps inform the prioritisation process:

#### *Step 1*

- Meet application criteria outlined in the above framework and received on time.

*Step 2* - Valid applications then considered in the initial prioritisation round based on the following:

- Work 0.6 FTE or more
- Some services prioritised above others based on workforce priorities identified in the Workforce Strategy and/or by HWNZ (e.g. Aged Care, Māori nurses)
- Application is appropriate to level of PDRP/QLP and role
- Services support applications for targeted professional development (PD) Applications reflect service workforce requirements with focus on role development

*Step 3* - Nurses supported to complete qualifications based on the following:

- All MidCentral nurses are on the appropriate level of an approved PDRP (PHC nurses preferred but not essential)
- Those nurses seeking HWNZ funding will be supported in paper choices that align with targeted role development, Work Plan and Strategic Plan
- Nurses who have successfully completed the MDHB and PHC NETP programme will be prioritised where possible to complete a postgraduate certificate
- Competent RNs will be funded to postgraduate certificate in a specialty based on service specifications and role

- Proficient RNs may be funded to postgraduate certificate or diploma level based on service specifications and role
- Expert RNs may be funded to postgraduate diploma level based on service specifications and role. Clinical Assessment or Research papers are prioritised
- Senior RNs may be funded to Masters level based on service specifications and role
- Charge Nurses will be funded to Masters level, ideally MSc
- Clinical Nurse Specialists will be funded to Clinical Masters level
- Nurse Educators will be funded to Masters level

### **Additional Considerations**

- Nurse Practitioner Candidates will be prioritised above others
- Prospective NP students wanting to move into NP Candidate roles are limited to the Practicum Paper with the possibility of mentoring support
- When studying at a Tertiary Education Provider located outside the District that requires travel and accommodation, funding to attend compulsory study days will be considered for a specific paper that is not offered locally, is essential to your role and the health needs of the population you serve. Travel and accommodation will be limited to a maximum of \$1000
- Proficient nurses who have previously been declined funding may be reconsidered if prioritised by area/service
- Senior Nurses completing Masters who are nearing University imposed time-frame for completion may be given additional consideration

### **Confirmation of HWNZ Funding**

Once the selection process is completed you will receive notification (copy to your manager) outlining what is funded and the process.

### **Late Applications**

In the first instance late applications will not be considered.

### **Payment**

MDHB will pay all fees on the applicant's behalf. Please ensure that you have informed your education provider that you have been granted HWNZ funding so that an invoice can be sent directly to us.

### **Study Leave**

Study leave is available per the Nursing and Midwifery Multi-Employer Collective Agreements (NZNO & PSA). Please negotiate this with your Manager

### **Advice**

Role development and professional advice is available within services and from the Nursing and Midwifery Directorate. One to one professional mentoring is available if identified on the HWNZ application.

## **Academic Support**

The Tertiary Education Provider (TEP) has counselling services and student-learning centres to assist students in their studies. Their library services also have facilities/education on searching literature. Once enrolled at the TEP you can access the libraries electronically, which give access to many journal databases. Attend a session on searching a database, as it will markedly reduce the time you spend searching. Also, access the MDHB library. Paper coordinators/lecturers can also assist in clarifying assignments and course material. See the following services available to students:

- Victoria Student Services Counselling
- Victoria Student Services Health
- Massey Student Services

## **Assignment Writing**

Tertiary Education Providers offer assistance in assignment writing via the student learning centres. Some Tertiary Education Providers offer assignment writing sessions at the beginning of the first papers for new students. You can also discuss assignments with your support and guidance person if you have one.

## **Organisational support**

Seek documented support from your manager to qualify for funding. Negotiate with your manager for release days to attend the compulsory aspects of the paper as indicated on your application.

## **Student Support**

Other students doing the same paper may be interested in an informal study group to discuss assignments, study together and support each other.

## **Senior Nurses and Midwives**

Those who have already studied can assist particularly if you are struggling. The Nurse Educator Lead can assist you to access an academic mentor, and provide advice regarding your academic pathway

## **To apply:**

1. Complete your professional development and career plan with the appropriate person (Nurse Educator/Charge Nurse), identify career goals and how you will attain them.
2. Check your eligibility:
  - HWNZ Criteria
  - Your Tertiary Education Provider
3. HWNZ application form on-line: please ensure all sections are completed
4. You and your manager will receive an email acknowledging receipt of your application
5. Manager considers service provision, roster implications and skill mix in relation to all applications in their area. Consider also how this study will improve patient outcomes, how it fits with your areas' plans etc.

Following the cut-off all applications will be reviewed to ensure they are appropriately completed and final prioritisation undertaken by the Nursing and Midwifery Education & Professional Development Council to ensure a fair and equitable selection of eligible staff.

## **7.7 New Zealand Nurses Organisation (NZNO)**

NZNO funding is available for:

- Books \$200
- Undergraduate study \$300
- Post graduate study \$300
- Research \$2,000 - \$10,000
- Short courses and conferences \$300
- Travel \$300
- Conference organizers and/or speakers
- Special projects \$300

New Zealand Nurses Organisation Scholarships are also available:

- Mary Lambie Memorial Scholarships \$1,000 each applicant
- Margaret May Blackwell Fellowship Travel and Study \$13,000, for a Registered Nurse working in child health 0-5 years.
- Kathleen Hall Centennial Memorial Scholarship \$3,000, for a course in community nursing, preferences given to multi-cultural community nursing.

If you are a nurse working in a specialty field, there are professional sections within NZNO. As a member, you can join up to two sections. Some of these sections have funding available for their members.

Email: [membership@nzno.org.nz](mailto:membership@nzno.org.nz) for more details.

## **7.8 Palmerston North Hospital Medical Trust Scholarships**

- International Professional Development Activity Funding per nurse/midwife is limited to one activity every two years
- No more than two attendees for the same international conference will be funded via the trust

The Trust provides:

- an annual award for a research project carried out by a nurse to the sum of \$2,000 (March)
- annual nursing scholarships to the sum of \$20,000 per annum (quarterly)
- a Travelling Nursing Scholarship of \$7,000 per annum (August)

Access:

<http://www.midcentraldhb.govt.nz/AboutMDHB/trustsandfundraising/Pages/Medical-Trust.aspx>

## **7.9 Quality Health New Zealand**

- Baxter Scholarships are available for health professionals who want to make a positive difference in health outcomes and quality of care within their organisation.
- Three awards for \$3,000 each
- For more information, email [janice@qualityhealth.org.nz](mailto:janice@qualityhealth.org.nz)

### **7.10 Rural Women New Zealand**

- Access Homehealth Bursary. This is a grant available for a health care worker to further their studies in the health and/or disability fields, with the particular focus on the provision of services to the rural sector.
- \$3,000 Grant
- For more information, go to [www.ruralwomen.org](http://www.ruralwomen.org) > Bursaries

### **7.11 University of Auckland**

- Rebecca Roberts Scholarship. These scholarships are awarded to a registered nurse who is enrolled in the Masters of Nursing degree with a focus on acute care nursing (emergency nursing, critical/intensive care nursing).

Four Scholarships of \$10,000. For Guidelines, Application Forms and more information email [scholarships@auckland.ac.nz](mailto:scholarships@auckland.ac.nz)



## Prescribing or Non- Prescribing Practicum Course/Paper Enrolments

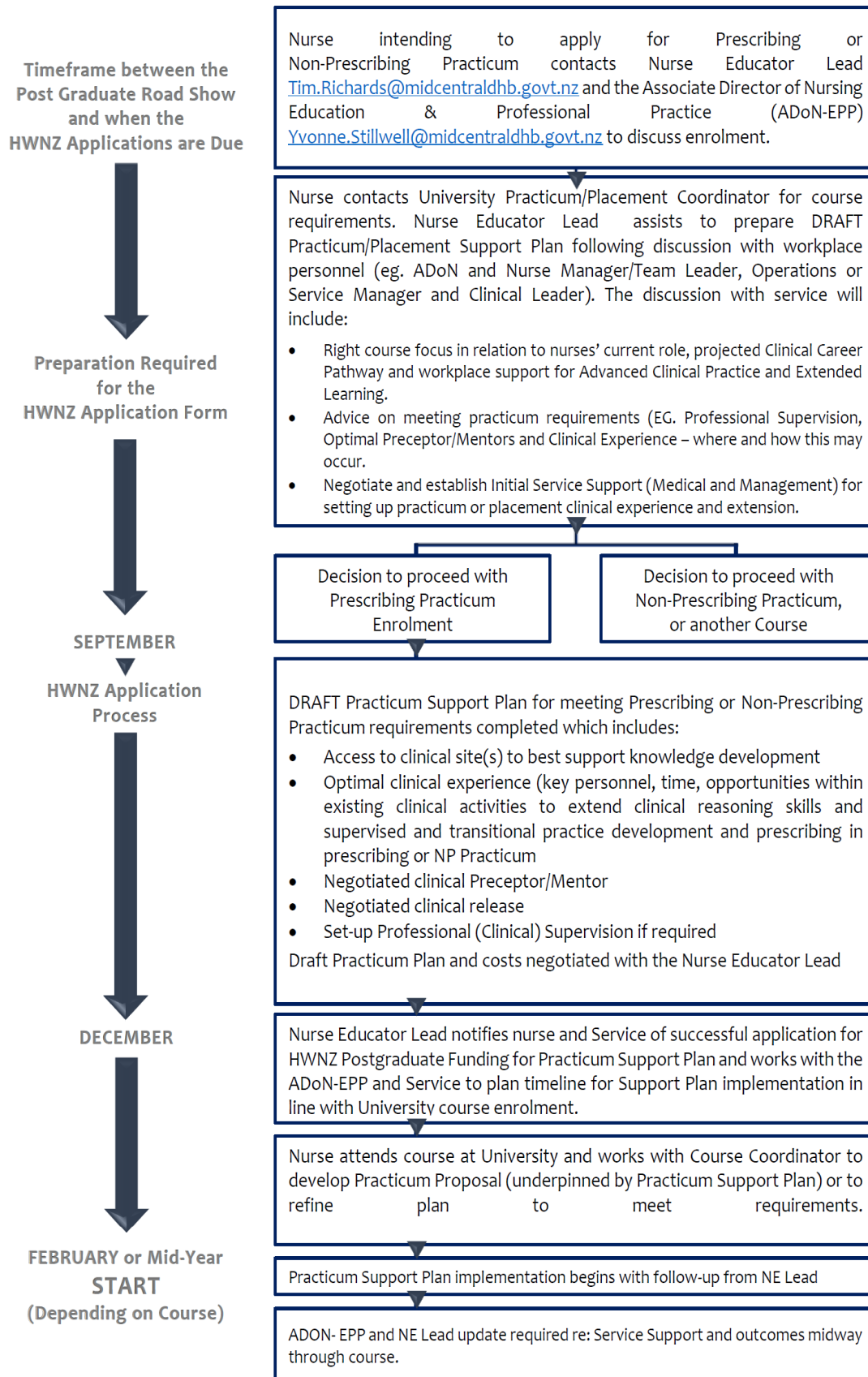


Table 4: Prescribing and Non-Prescribing Practicum