

SMEAR TAKER TRAINING GRANT

Information and application form

(Updated August 2009)

Sponsored & Administered by
**National Screening Unit
Ministry of Health**

ABOUT THE TRAINING GRANT

The Smear Taker Training Grant is a reimbursement of course fees that is paid on successful completion of smear taker training at a recognised course. The aim of the grant is to ensure that health professionals involved in cervical smear taking have ready access to affordable, appropriate training that enables them to meet the National Cervical Screening Programme (NCSP) Competencies for Smear Taker Training and the NCSP Operational Policy and Quality Standards (OPQS). These documents are available on www.nsu.govt.nz

Benefits of the grant include:

- improved professional education support for nurses wishing to train as smear takers
- assistance with recruitment and retention of smear takers within the primary care sector
- improved availability of Maori and Pacific smear takers in low coverage geographical areas.

The maximum training grant available is \$700 per applicant and is for reimbursement of course fees only.

ELIGIBILITY CRITERIA

To be eligible to apply for a training grant you must:

- meet the criteria for entry to smear taker training, outlined in the NCSP *Competencies for Smear Taker Training* <http://www.nsu.govt.nz/Health-Professionals/2165.asp>
- provide evidence of attempts to secure course fee funding from any other source (ie, employer, Iwi grant etc)
- be in a position to begin or continue to take cervical smears for the NCSP as a part of your employment
- provide the required evidence of employer endorsement.

Note: Where there is competition for the grant funds available, priority will be given to smear takers working where there is a demonstrated need for additional smear taker services and who will be working with women identified by NCSP as 'Priority' due to low screening coverage. This can be endorsed by the NCSP Regional Services (refer 0800 729 729 for contact details of your Regional Service).

Before payment is made evidence must be provided that you have successfully completed Unit Standard 1098 (see page 7).

APPLICATION INSTRUCTIONS

There are two stages in applying for and receiving a smear taker training grant.

Stage 1: Determining your eligibility for the grant

- Complete the application form on pages 3-5. Please print your answers clearly.
- Send a hard copy of this application form and supporting documentation to the NSU contact person, Emma Lowe, at the address below.
- You will be notified by email or in writing whether or not you are eligible for a training grant.

Stage 2: Reimbursement

- When you have successfully completed Unit Standard 1098 you must provide NSU with the documentation listed on page 7. *Please do not send page 7 unless you have completed all components of the course.*
- Unless otherwise arranged with the NSU, payment will be by direct credit to the applicant's (individual or organisation's) bank account.

CONTACT FOR ALL ENQUIRIES AND SENDING OF DOCUMENTATION

Emma Lowe

**National Screening Unit
Private Bag 92522,
Wellesley Street
Auckland**

Phone: **(09) 580 9003**
Fax: **(09) 580 9001**

Email: **emma_lowe@moh.govt.nz**

APPLICATION FORM – STAGE 1

APPLICANT'S NAME:

Last Name: _____

First Name: _____

DATE OF APPLICATION: _____

1. Postal Address
.....
.....
2. Daytime Phone No.
3. Alternative Contact No.
4. Email Address
5. Gender (Please tick) Female Male
6. Ethnicity (Please mark the boxes that apply to you)

NZ European	<input type="checkbox"/>	Tongan	<input type="checkbox"/>
Maori	<input type="checkbox"/>	Niuean	<input type="checkbox"/>
Samoan	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Cook Island Maori	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Other (Please state)		
7. Employer Organisation
8. Employer Contact Person
9. Employer Address and Phone Number
.....
.....
.....

DOCUMENTATION – STAGE 1

10. The following information is required with your application :

(Please tick the box when the document is attached.)

- A copy of your Annual Practising Certificate
- The employer endorsement below
- Evidence of attempts to secure course fee funding from any other source (include contact details)
- The completed certificate of accuracy (page 5).

EMPLOYER ENDORSEMENT

Please ask your employer to endorse the following statements by signing as requested.

- I employ (applicant's name)
- I am happy for her/him to attend the smear taker training course.
- I will encourage and assist (applicant's name) to successfully complete the smear taker training course.
- The need for additional smear taker resource in this service is:
Low Medium High
- I would like the applicant to make use of the limited NSU funding available for smear taker training.

Employer's Signature: Date:

CERTIFICATE OF ACCURACY

In signing this application I confirm all of the following:

- I have stapled COPIES of the required documentation (see point 10 above) to my application.
- The documentation supporting my application is accurate at the date of signing.
- I understand that if I am an eligible applicant I must, when I successfully complete the chosen course or exam, provide further payment documentation (listed on page 7) before I will be paid the training grant.
- I will begin or continue to take cervical smears for the National Cervical Screening Programme as part of my employment.
- I undertake to notify the NSU if I withdraw from the Unit Standard 1098 approved course.
- I authorise the NSU to contact any person in any academic organisation and/or my employer in connection with this application.

Note: In accordance with the provisions of the Privacy Act 1993, the Ministry of Health will, upon request by the applicant, make the applicant's personal information available to the applicant and make any necessary corrections to ensure its accuracy.

Applicant's signature

Date

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE

SMEAR TAKER TRAINING GRANT APPLICATION — Stage 2

(Reimbursement on completion of course)

DOCUMENTATION – STAGE 2

When you successfully complete the Unit Standard 1098 you must provide the following documented evidence to NSU before you/your organisation can receive payment of a training grant:

- A copy of the receipt for course fees from an accredited training provider of NZQA Unit Standard 1098 (please see the list on page 7)
- A copy of your NZQA record of learning that demonstrates you have successfully completed the smear taker course
- Your current trading bank account number, or that of your employer. *A copy of an official bank deposit slip must be provided before payment can be made.*

Contact for all enquiries and sending of documentation:

Emma Lowe

National Screening Unit
Private Bag 92522,
Wellesley Street
Auckland

Phone: (09) 580 9003
Fax: (09) 580 9001

Email: emma_lowe@moh.govt.nz

Web: www.nsu.govt.nz

List of NSU Approved Training Providers

Education Provider	Contact Details
Eastern Institute of Technology, Hawkes Bay www.eit.ac.nz	Sue Floyd (06) 974 800 – ext 5400 sflyod@eit.ac.nz
Family Planning Association www.familyplanning.org.nz	<u>Auckland & Hamilton:</u> Chantal Costello (09) 524 3345 chantal.costello@familyplanning.org.nz <u>Wellington:</u> Tracey Bentall (04) 384 4349 tracey.bentall@midcentral.co.nz <u>Christchurch:</u> Kay Wilson (03) 379 0514 kay.wilson@familyplanning.org.nz <u>Dunedin:</u> Alison Jenkin (03) 477 5850 alison.jenkin@familyplanning.org.nz
Universal College of Learning, Manawatu www.ucol.ac.nz	Jen Trow (06) 952 7218
Waiariki Institute of Technology, Rotorua www.waiariki.ac.nz	Alison Anderson alison.anderson@waiariki.ac.nz Robin Uncles (07) 346 8999 robin.uncles@waiariki.ac.nz
Waikato Institute of Technology, Hamilton www.waiariki.ac.nz	Jan Gilby (07) 834 8888 Glennis Birks 07 834 8800 ext 8751 glennis.birks@wintec.ac.nz
WONS, Auckland www.wons.org.nz	Ruth Davy (09) 846 7886 - ext 710 rdavy@wons.org.nz