



**NZNO services for student members
February 2013**

Purpose: To provide clarity to student members and staff around the NZNO services provided to student members.
 To provide clarity around the respective roles of both NZNO and the Student Association in relation to course work advocacy.
 To ensure NZNO services to students are consistent nationally.

Staff supports: Each educational institute will have an identified organiser and professional nursing adviser assigned to provide services to the institute and members. Legal advisers will provide input when required according to the regional coverage each is assigned. A professional nursing adviser will be assigned to provide the advice and support to the National Student Unit (NSU). Business services staff will provide membership, financial and administrative support to the NSU and members. The researcher will conduct an annual student research programme and assist in preparing for the annual NSU meeting with the Nurse Educators of the Tertiary Sector and the Nursing Council of New Zealand. NZNO library services are available to members.

Student Services:

Services Provided	Staff Responsibility	Commentary
<i>National Student Unit</i>	Professional Nursing Adviser	Annual plan preparation for budgeting.. Annual committee training workshop.
	Educator	Admin support to NSU and format and distribute quarterly newsletter.
	National Administrator	Te Runanga Taurira's students are members of Te Runanga o Aotearoa and have access to administrative support for their AGH from the Specialist Administrator - Māori and policy advice as required from the Policy Analyst – Māori.
	Policy Analyst Māori	Conducts research in agreement with the NSU and prepares reports for presentation, discussion and dissemination.
	Researcher	

		Supports NSU presentation to NETS and NCNZ.
<i>Local NSU delegates</i>	Regional offices	Linked into Regional Councils for member support
<i>Nursing Advisory Committees at educational institutes</i>	Professional Nursing Adviser (PNA) or designated NZNO member	NZNO now has positions on most NACs due to a persistent approach. Due to distance and higher frequency of meetings, some NACs have member representatives.
<i>Recruitment</i>	Organisers	PNAs may provide some support but as each PNA is allocated 2-5 educational institutions it is not possible for them to do all recruitment sessions. NSU delegates and administration support the recruitment process.
<i>Education provision in programmes</i>	Professional nursing advisers (may be joint delivery) Organisers	Generally provided in the third year. Cover socio-political context of nursing, influencing policy, professional boundaries/ethical decision making, practice reality keeping safe in practice, future vision. May provide entry to the workforce and industrial/employment advisory sessions.
<i>Library services</i>	Librarian/Records Manager	See library supports policy for students. Access to the weekly library newsletter, resource lists, Kai Tiaki on line. Advice is that students should access their own institutional library in the first instance
<i>Publications</i>	Administration	Publications available online, from national office, for purchase. Professional portfolio distributed to all graduates.
<i>Policy & lobbying</i>	Policy analysts	May provide policy advice and write submissions on tertiary education policy and support NSU representatives on select committees etc..
<i>Website</i>	Specialist Administrator	Resources,

		announcements and discussion forum postings and management.
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Individual services		
<p><i>Academic course work</i></p> <p>Note: NZNO staff shall not assist undergraduate students with academic course work or research linked to their studies.</p> <p>Post-graduate research projects</p>	<p>TEI Student Association (SA)</p> <p>Professional nursing adviser</p> <p>NZNO organiser only when there is no SA</p> <p>Researcher, PSM</p>	<p>The SA will assist the student through appeal processes etc. NZNO will provide professional advice to the SA representative on request. An NZNO organiser will provide support through appeal processes where there is no institutional SA.</p> <p>Application may be made to NZNO to assist with research projects (access to prospective participants etc) under the policy.</p>
<p><i>Clinical placements</i></p> <p>Note: see indemnity section for overseas student placements.</p> <p><i>Clinical incidents</i></p>	<p>TEI Student Association Professional nursing adviser</p> <p>NZNO organiser - only when there is no SA</p> <p>(PNA and organiser shall liaise when involved with a student)</p> <p>Organiser Lawyer Professional Nursing Adviser</p>	<p>The SA will assist the student through appeal processes etc.</p> <p>NZNO will provide professional advice on matters of competence and conduct to the SA representative on request.</p> <p>An NZNO organiser will provide support through appeal processes where there is no institutional SA. The PNA provides advice.</p> <p>When there is a clinical incident resulting in a formal clinical investigation involving a student(s) NZNO shall represent the student. The normal indemnity processes shall be followed.</p>
<p><i>Employment matters</i></p> <p>Note: Students employed in the health sector as either a health care assistant or as a regulated nurse must hold the</p>	<p>Organiser</p> <p>Lawyer (employment)</p>	<p>Applies to part time employment situation while a student and only if the student is employed in a health sector site.</p>

appropriate category of membership (not student) for NZNO representation.		
<p><i>Indemnity insurance</i></p> <p>Note: Overseas clinical placements.</p> <p>NZNO's indemnity policy as at 28 February 2013 provides cover for placements up to 60 days out of New Zealand, except the indemnity policy does not cover practice in the United States or Canada. Students traveling overseas for clinical experience are asked to notify NZNO of dates and location of overseas placements prior to confirmation of their cover.</p>	Lawyers (medico- legal)	<p>NCNZ Registration Committee.</p> <p>Investigations arising from student placements resulting in formal investigations e.g. Coroner's hearings.</p> <p>Investigations arising from health sector employment situation (see employment section re membership category).</p>
<i>Scholarships and grants</i>	Administration	National and regional NZNO education funds and NERF funds.

Notes:

1. TEI = Tertiary Education Institute
2. The policy will be reviewed annually as the impact of voluntary membership to Students Associations unfolds.
3. Education programmes include undergraduate, competency assessment programmes and postgraduate.
4. The student support services document shall be tabled at the Board of Directors, promulgated through the National Student Unit and education sector, sent to Student Associations and be available on the website.