

# Continuing Professional Development (CPD) Funding for Registered Midwives (MERAS / NZNO)

## Capital, Coast and Hutt Valley

This protocol outlines the process for Registered Midwives who are members of MERAS or NZNO to access Continued Practice Development (CPD) funding when employed by Health New Zealand.

The MERAS and NZNO Midwifery CPD funds support Registered Midwives with ongoing professional development that contributes to safe, competent and evidence-informed midwifery practice, and aligns with organisational priorities and service delivery needs. This fund also supports membership with the New Zealand College of Midwives.

### Scope

The Midwifery CPD fund has been developed in accordance with the requirements set out in each of the collective agreements. This protocol does **not** apply to self-employed midwives / LMCs.

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## How to apply

Registered Midwives can apply and be reimbursed through a two-step process:

### Step 1 Apply to access Midwifery CPD funding (CHERWELL)

Complete a **Cherwell Midwifery CPD e-form**: approved by your manager and midwifery leadership team member. Fund approval confirmation will be sent by email.

*For fund requests over \$1,000 CPD Committee approval is required prior to purchase.*

### Step 2 Request fund reimbursement (FLEXIPURCHASE):

Complete a **FlexiPurchase staff reimbursement e-form** for all costs paid for by the midwife (attaching fund approval email) for reimbursement to your nominated bank account: approved by District Chief Midwife or your Manager.

We recommend following the instructions carefully within this protocol.

MERAS and NZNO Midwifery CPD funds for are both managed by the District Chief Midwife and midwifery leadership team.

## Information about the Midwifery CPD funds

Midwifery CPD funding pool is allocated annually to support professional development. Funds are implemented and managed within Capital Coast & Hutt Valley, with requirements set out in accordance with the relevant collective agreements (SECA).

### MERAS Midwifery CPD Fund

A pool of funding based on \$1,000 per MERAS Midwife member is allocated each financial year (from 1 July to 30 June). This funding pool enables midwifery members to meet approved professional development requirements.

Funds must be accessed through a Midwifery CPD application process by MERAS members, or by the fund administrator.

See MERAS Midwives Collective Agreement for details: [click here](#)

### NZNO Midwifery CPD Fund

NZNO midwives are also able to access CPD funding through this process. Funding is managed through the same application and approval pathway.

Funding supports professional development that:

- Maintains or enhances midwifery knowledge and skills
- Supports safe practice
- Benefits the service and those receiving care.

See NZNO HNZ Nursing and Midwifery Collective Agreement for details: [click here](#)

## What can the funding be used for

Registered Midwives who are MERAS or NZNO members can apply for the following professional development purposes:

- a) **NZ College of Midwives Membership Fees** MERAS ≤ \$390 / NZNO up to \$345 per annum. Where the employee works for another organisation, or in private practice (i.e. LMC), the fund will only be required to pay on a pro-rata basis, for a membership rate no higher than an employed midwife fee. *Receipts can be downloaded directly from the midwife's NZCOM portal.*
- b) **Registration costs for conference, workshops or courses, and tertiary education** popular courses will be advertised widely and decided jointly with managers prior to purchase. Applications for post graduate Health New Zealand Workforce funding should be made directly to NZCOM.
- c) **Travel and accommodation costs** to attend professional development opportunities. (See details below and associated policies).
- d) **Textbooks, research magazines and professional resources.**
- e) **Bulk funding** may also be applied to support the midwifery profession with professional development, education and wellbeing opportunities. This may include funding for guest speakers on a topic relevant to midwifery / maternity services and group professional development education sessions. If you wish to apply for this purpose, please contact the District Chief Midwife prior to application.

- Discuss with your manager if leave is required for your claim. Before approving, your manager will review all leave balances, and consider the impact on the service/rostering (for popular conferences/events).
- A certificate or other evidence of attendance will be requested on course completion. Failure to provide this may result in a request for money to be repaid to the relevant Midwifery CPD fund.
- If you have applied for funding from another source this must be declared. Funding from the CPD fund will not be granted so that the applicant can repay another grant/trust fund.
- Funding above your individual entitlement may be granted on application, but requires Midwifery CPD Committee or fund administrator approval.
- Receipts and/or proof of purchase (and foreign currency conversion if required) are required for all applications.
- Midwives receiving funding are expected to share their learning.
- Funding is not normally be approved for:
  - Passport renewal
  - Taxi or shuttles between home and airport or within Wellington Region
  - Food or Alcohol
  - Travel and insurance costs associated with personal travel (\*For travel insurance see below)
- If you require assistance with your claim, contact your midwifery clinical coaches, manager, or midwifery CPD administration through [MidwiferyCPD@ccdhb.org.nz](mailto:MidwiferyCPD@ccdhb.org.nz)

**NB:** APC, MSR and QLP reimbursements are funded through different processes.

## Documentation required for CPD claims

All applications must contain appropriate documentation to ensure timely reimbursement:

1. **Tax invoice and/or tax receipt** at the time of purchase. If an online purchase, ensure you are emailed a receipt. *For tax invoice/receipt requirements as specified by IRD, see this information on the IRD website: <https://www.ird.govt.nz/gst/tax-invoices-for-gst>*
2. **Proof of payment** such as a copy of a bank or credit card statement can be provided if you do not receive a receipt when you have made your purchase. Screenshots of actual bank transactions are credible and will be accepted.
3. **Foreign currency expenses:** If you receive a tax invoice/receipt in a foreign currency, you will claim for your expense in NZD. You will need to provide proof of currency conversion, or bank account proof, to show how you got the NZD amount. This is required for auditing purposes and if not provided, will find your claim on hold until sorted. *For example: If you pay for your expense in GBP, you will need to take a screenshot/snippet of the exchange rate you used to calculate the NZD amount. This screenshot/snippet will need to be uploaded along with your supporting documents.*
4. **Supporting course documentation:** information relating to the course outline, learning opportunities expected, and how this relates to your professional development.
5. **Magazine or Textbooks:** synopsis / outline of the textbook or subscription, and how it relates to your professional development.

### STEP 1: Application Process Cherwell

**All CPD funding must be applied for before reimbursement can be made.**

*For claims greater than \$1000, please contact your Manager or Midwifery Lead prior to purchase.*

1. **Login onto the [CITRIX DESKTOP](#)** before starting your application.
2. Save supporting receipts/course outlines in your files ready to upload before starting your application.
3. **Open Cherwell Funding application form.** →  
Copy address into in Google Chrome if link doesn't open properly.
4. Click on 'START NEW APPLICATION'
5. Select [MIDWIVES click here](#) button to change to the Midwifery CPD Application Process  
(or your application will be declined by nursing funding team).
6. Complete each section on the form – including:
  - **Conference / course information** date, location, reason for application relating to your professional development.
  - **Details of purchase** – for NZCOM fees (month/years fees relate to).
  - **Tax invoice and/or tax receipt** downloaded/sent at the time of purchase.  
See tax invoice/receipt requirements as specified by IRD, or click on the following link to see this information on the IRD website: <https://www.ird.govt.nz/gst/tax-invoices-for-gst>
  - **Proof of payment** such as a copy of a bank or credit card statement.  
If you do not receive a receipt when you have made your purchase. Screenshots of the actual bank transactions are credible and will be accepted.



Cherwell Funding  
Application Form  
[click here](#)


- **Proof of foreign currency conversion:** if the tax invoice/receipt is in a foreign currency, your expenses should be claimed in Cherwell for the NZD amount. Screenshots of the actual bank transactions with currency conversion are required to show conversion rate to NZD amount.
7. Click through all pages, to select **SUBMIT** to ensure your claim is sent. You will receive a submission received email to confirm this.
  8. Your Manager and Midwifery Leads will review your application. If your claim is greater than \$1000 – CPD Committee approval is required prior to approval.

**An approval email will be sent once approved,  
detailing how much you can claim for your reimbursement**

9. Print approval email to 'Microsoft print to PDF' and save file on your computer ready to upload for Step 2 Reimbursement of claim via FlexiPurchase.

## STEP 2: Reimbursement Process FlexiPurchase

**Approval email required from CPD Fund prior to reimbursement claim being made.**

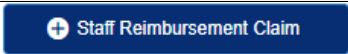



- **Forgotten your FlexiPurchase login?** or problems submitting or receiving a claim contact:  
Staff Reimbursements [RES-StaffReimburse@ccdhb.org.nz](mailto:RES-StaffReimburse@ccdhb.org.nz) – identify if your main employment is Capital Coast or Hutt Valley.
- If you are employed at both Capital Coast and Hutt Valley – please put your claim through with your main place of employment as a midwife.
- **If you have difficulty applying for your reimbursement** - speak to the Midwife Educators, Midwife Clinical Coaches, Midwife Manager or email [MidwiferyCPD@ccdhb.org.nz](mailto:MidwiferyCPD@ccdhb.org.nz)

1. **Login onto the [CITRIX DESKTOP](#)** before starting your application
2. Open FlexiPurchase Reimbursement →
3. **Login to FlexiPurchase** the site using multifactor authentication (for MFA we recommend selecting Other / email if you have not downloaded the FlexiPurchase app from the play/app store). If you have not received a username and password / have forgotten it / or cannot login contact Staff Reimbursements team at: [RES-StaffReimburse@ccdhb.org.nz](mailto:RES-StaffReimburse@ccdhb.org.nz)
4. Create a new claim in FlexiPurchase.

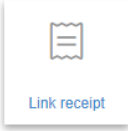
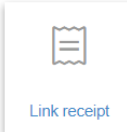


Follow the instructions carefully below to ensure your claim is approved.

<i>Hutt Valley</i>	<i>Capital Coast</i>
	

5. Add a description, expense date and amount

Enter details of your expense as below, and proceed by selecting -> Next.

Hutt Valley	Capital Coast
<p>Enter description as <u>Name of Supplier</u> (as listed on receipt), date and the total expense amount (incl tax).</p> <p><b>✕ Create Staff Reimbursemen...</b></p> <p>Please enter the name of the supplier in the 'Expense Claim Label' (as shown on your tax invoice/receipt). If your receipt is in foreign currency, select the correct currency option from the 'Expense Incurred in' field. Enter in the exchange rate from your credit card statement or from your bank's...<a href="#">Read more</a>.</p> <div style="text-align: center;">  <p>Link receipt</p> </div> <p>Description (maximum of 50 characters) *</p> <p>Date of expense (dd mmm yyyy) * 05 Apr 2023</p> <p>Amount (including tax) NZD</p> <p>Expense Incurred in: * New Zealand Dollar</p> <p>Reimbursements are in NZD: * New Zealand Dollar</p>	<p>Enter description as <u>MERAS or NZNO Midwife CPD</u>, date and the total expense amount (incl tax).</p> <p><b>✕ Create Cash expense</b></p> <p>Enter one (1) claim per receipt. Provide a description of what and why this submission is for.</p> <div style="text-align: center;">  <p>Link receipt</p> </div> <p>Description (maximum of 50 characters) *</p> <p>Date of expense (dd mmm yyyy) * 05 Apr 2023</p> <p>Amount (including tax) NZD</p> <p>Expense incurred in: * New Zealand Dollar</p> <p>Reimburse me in: * New Zealand Dollar</p>

6. Choose relevant spend wizard option

Enter details of your expense as below, and proceed by selecting -> Next.

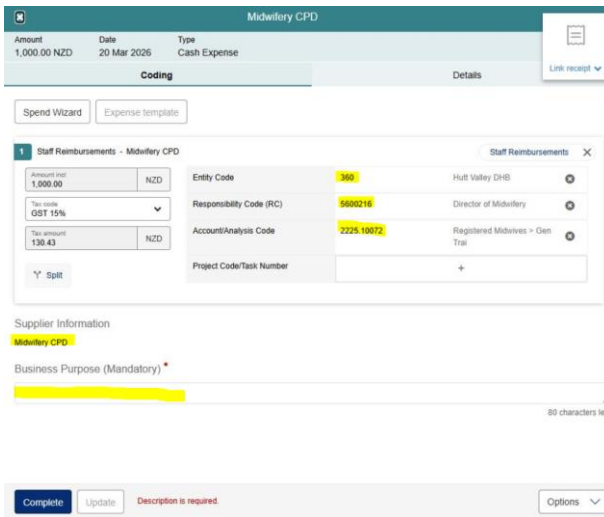
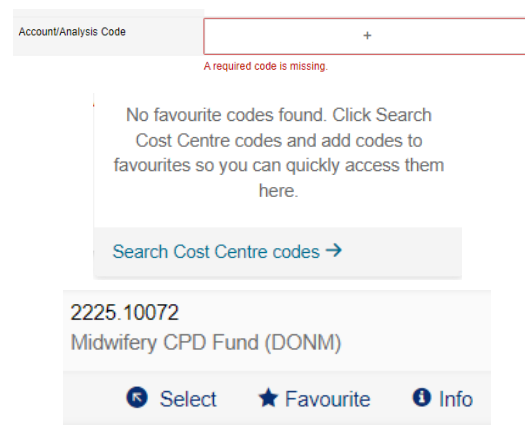
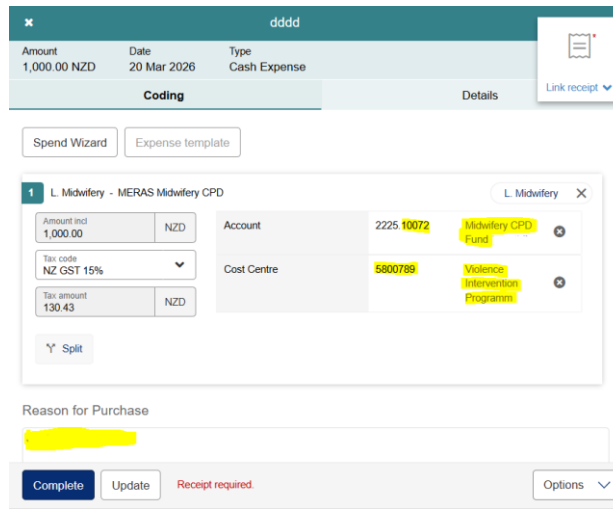
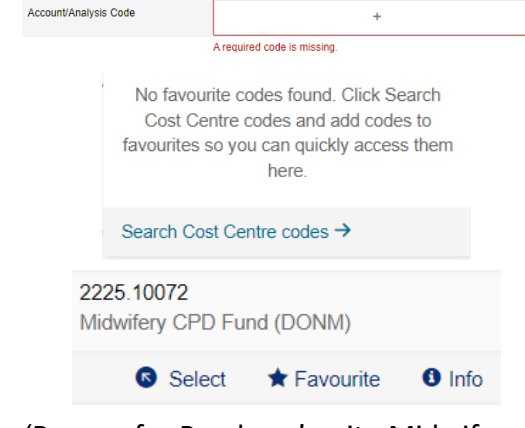
The amount in 'allocated' and step 4 must match before you can press next.

Hutt Valley	Capital Coast
<p>Scroll down and click on <b>Staff Reimbursements/Midwifery</b></p> <p>What was this expense for?</p> <p>Type in keywords like 'travel' or 'hotel'</p> <p><b>Staff Reimbursements</b> Please select this questionnaire for all Staff reimbursement claims including Mileage claims.</p>	<p>Scroll down and click on <b>L. Midwifery</b></p> <p>What was this expense for?</p> <p>Type in keywords like 'travel' or 'hotel'</p> <p><b>L. Midwifery</b> Midwifery</p>
<p>In Other Amounts box enter the total expense amount (incl tax)</p>	<p>In Midwifery CPD Fund box enter the total expense amount (incl tax). In comment add <u>Name of Supplier</u> (as listed on receipt).</p>

<p><b>Staff Reimbursements</b></p> <p>Please select this questionnaire for all Staff reimbursement claims including Mileage claim</p> <p>Other Amounts <input type="text" value="NZD 0.00"/> Please enter the amount of your claim. Staff Reimbursement for personal expenses</p> <p><b>Midwifery CPD</b> <input type="text" value="NZD 0.00"/> costs associated with midwifery CPD training</p> <p>Allocated <b>0.00 NZD</b></p> <p>Remaining balance <b>1,000.00 NZD</b></p>	<p><b>L. Midwifery</b></p> <p>Midwifery</p> <p>Midwifery CPD Fund <input type="text" value="NZD 0.00"/> <input type="button" value="Add a comment"/> Midwifery CPD Fund (DONM)</p> <p>Allocated <b>0.00 NZD</b></p> <p>Cash expense total <b>0.00 NZD</b></p>
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**7. Confirm cost code and enter reason for purchase**

If the cost code is incorrect, follow instructions to delete and change cost code below.

Hutt Valley	Capital Coast
<p>Account and cost centre will pre-populate. Check it is correct for Hutt:</p> <p>Entity <b>360</b> / RC <b>5600216</b> / Account <b>2225.10072</b> (leave project code/task no. blank)</p>  <p>If it does not pre-populate, click <b>X</b> to delete, then <b>+</b> and 'Search for cost code'</p>  <p>In 'Reason for Purchase' write Midwifery CPD and description of expense (i.e. NZCOM fees)</p> <p><b>Click update to save</b></p>	<p>Account and cost centre will pre-populate. Check it is correct Capital Coast:</p> <p>Account <b>2225.10072</b> / Cost Centre <b>5800787</b></p>  <p>If it does not pre-populate, click <b>X</b> to delete, then <b>+</b> and 'Search for cost code'</p>  <p>In 'Reason for Purchase' write Midwifery CPD and description of expense (i.e. NZCOM fees)</p> <p><b>Click update to save</b></p>


NOTE - You can save your expense as a draft and return later to edit and complete.

**8. Check the GST / Tax code is correct**


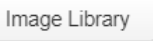

GST / Tax – this can be manually changed. Select NZ GST 15% for all costs incurred in NZD. If you have an invoice in a foreign currency, select tax code N/A.

**9. Attach a copy of your Cherwell CPD approval email**

Click Link receipt, select **YES**, and click **IMAGE LIBRARY** to upload a copy of your **approval email** (completed in Step 1 Cherwell Application).

- Click on **Link Receipt**, GST invoice yes (if tax receipt) or no (if proof of purchase only) and click > **Image Library** to attach the APPROVAL EMAIL (from Step 1 Cherwell Application). 

- Click on and select each file. All documents should be showing in linked images tab

If you   have saved an image previously, click on image library, click the document and press  to associate with your claim.



**10. Complete your claim**

If you are satisfied with your FlexiPurchase claim, you can now press **COMPLETE**.

- Your application has been sent to the District Chief Midwife to approve.
- Check back in a few days in FlexiPurchase to ensure you have not been asked for additional information. Once approved, you will be reimbursed through the payroll system (this may be at a different timing than your usual payday).

**Additional information for conferences and travel (local/international)**

Midwifery CPD funding for local and international conferences and associated travel costs are developed in conjunction with national and local Health New Zealand policies and guidance.

If you have any queries in relation to funding, email [MidwiferyCPD@ccdhb.org.nz](mailto:MidwiferyCPD@ccdhb.org.nz)

**Travel, Accommodation and Transfers**

Where detail is not provided below, please refer to Health New Zealand associated documents and policies for more detail.

Midwifery CPD travel must be directly related to approved courses and conferences applied through the Step 1 application process. Where possible, virtual attendance should be considered first.

Further details can be located on the [Te Haerenga Travel Page \(citrix\)](#).

Area	Guidance
Leave	All applications for attendance on a course or conference requiring leave (CPD +/- travel, annual, etc) need to be approved in advance by your manager.  Professional development/study leave may be available, speak to your manager in advance.

<p>Booking process</p>	<p>Midwives may organise their own CPD travel and accommodation arrangements  <u>or</u> use the approved Flight Centre Management (FCM) travel arrangers / administrators in our service:</p> <ul style="list-style-type: none"> <li>• Mytthius Asa-Seumanu <a href="mailto:RES-WHA@ccdhb.org.nz">RES-WHA@ccdhb.org.nz</a> CC</li> <li>• Jot Kannan <a href="mailto:Jot.Kannan@TeWhatuOra.govt.nz">Jot.Kannan@TeWhatuOra.govt.nz</a> HV</li> </ul> <p>Booking via the corporate provider may lead to benefits in terms of price and timely direct payment. Quotes can be requested in advance to assess costs in advance. Please allow time for quotes and booking.</p> <p>Where other Capital Coast and Hutt Valley staff are attending, please book together through either CC or HV administrator. Please specify each traveller’s main workplace (Capital Coast or Hutt Valley).</p>
<p>Accommodation (Domestic)</p>	<p>Accommodation will be paid to a maximum \$220 per night (inc GST), inclusive of all charges. Rates are city specific.</p> <p>Additional costs including food cannot be reimbursed for Midwifery CPD. Further details on accommodation rates/facilities can be located on the <a href="#">Te Haerenga Travel Page</a> (<i>citrix</i>).</p>
<p>Accommodation (International)</p>	<p>Accommodation must align with country-specific cost expectations, and be pre-approved prior to booking. It must be reasonable, moderate, and comparable to standard business travel accommodation.</p> <p>Midwives are expected to:</p> <ul style="list-style-type: none"> <li>• Select accommodation that is safe and appropriate.</li> <li>• Further details can be located on the <a href="#">Te Haerenga Travel Page</a> (<i>citrix</i>).</li> </ul>
<p>Accommodation Principles</p>	<ul style="list-style-type: none"> <li>• Travel and accommodation must be reasonable, economical and aligned with Health New Zealand expectations for public expenditure. All travel must be necessary, pre-approved and related to professional development.</li> <li>• Avoid overnight stays if same-day travel is reasonable.</li> <li>• Collaborate with your midwifery colleagues across our district to benefit from shared accommodation and travel costs wherever possible.</li> <li>• Shared accommodation (such as Airbnb, BookaBach or similar, e.g., homestay) <u>are permitted for Midwifery CPD</u>, but not recommended due to deficiencies and possible gaps in health and safety requirements that cannot be adequately assessed by Health New Zealand (compared with regulated providers like motels and hotels). The exception is when there are no regular providers in the area, for example, when staff are working in rural areas.</li> <li>• Private accommodation with friends and whānau is permitted for conferences outside home region for Midwifery CPD. A claim for contribution to costs of Koha for \$75 per night is permitted <u>with prior approval through step 1 application process</u>.</li> </ul>

	When you stay privately, you need to be responsible for your own health and safety.
Flights	<p>Travel within the same working day without overnight accommodation is preferred (where possible).</p> <p>Travel should be reasonable and the most economical option taking into account all possible discounts, departure/arrival times and stopovers in order to reduce costs.</p> <ul style="list-style-type: none"> <li>• Domestic: economy only.</li> <li>• International: economy standard. Alternative class requires approval from District Chief Midwife (or approved alternative).</li> </ul>
Transport	<p>Personal transportation from home to airport, including airport parking cannot be claimed on Midwifery CPD.</p> <p>For all other transport / parking, please refer to Health New Zealand Travel Guidance on <a href="#">Te Haerenga Travel Page</a> (citrix).</p>
Meals	Conference dinners, alcohol and personal meals cannot be reimbursed as part of Midwifery CPD Funding.
Travel Insurance	<p>Health New Zealand has prearranged travel insurance at preferential rates for international business travel through Chubb NZ. This includes travel for Midwifery CPD. Accordingly arranged travel insurance will <b>not</b> be paid or reimbursed.</p> <p>Registration form can be completed <a href="#">here</a> (citrix)</p> <p>Further details can be located on the <a href="#">Te Haerenga Travel Page</a> (citrix).</p> <p>Health New Zealand's business travel insurance will cover you for any leisure (non-working) days you include in your itinerary. The cost of insurance for any leisure days will be on-charged to you at \$9 a day – there may be a small delay in sending you an email with a payment link for these charges. There are also leisure policy available for employees traveling with whānau.</p>

## CPD Funding – your responsibility

Midwives who receive CPD funding agree to the following:

- Reimbursement is based on approved applications and supporting documentation. All claims must be approved in advance through with appropriate receipts.
- Midwives must keep the Midwifery CPD team informed of any change in circumstances relating to a funding application. If circumstances change (e.g. inability to attend), midwives are encouraged to notify their manager as soon as possible.
- If the applicant leaves within four weeks of completing the education, the cost may be required to be reimbursed.
- If presenting at a conference, it is expected that the midwife first presents locally or regionally/nationally prior to international presentations.

- Each midwife is responsible for claiming their own costs to ensure expenses are accurately recorded against their entitlement. It is recommended that staff do not pay for a colleague as the costs will be deducted from their own entitlement.
- Approved applications must be finalised with FlexiPurchase within three months of the expense being incurred, after which time the claim lapses (aligns with staff reimbursement procedure).

## Sharing / presenting learning and education

Midwives who receive funding to attend conferences or courses will be required to report back on learning to the service or organisation. This may be in the form of providing a summary of learning to colleagues through presentations at education sessions or articles within newsletters.

Where international conferences are funded, a report or presentation will be required.

Send a copy of your presentation/article/report along with details of where it will be presented to [MidwiferyCPD@ccdhb.org.nz](mailto:MidwiferyCPD@ccdhb.org.nz)

We recommend saving a copy with your Midwifery portfolio and Health New Zealand appraisal documentation.

## Dispute Resolution

All disputes should be sent via email to [MidwiferyCPD@ccdhb.org.nz](mailto:MidwiferyCPD@ccdhb.org.nz)

These will be reviewed by Chair or through the Midwifery CPD Committee. Where agreement cannot be reached between parties, or through other processes or structures, any party may choose to seek redress through the dispute resolution process outlined in the relevant collective employment agreement.

## Associated links and documents

- [MERAS Midwives Collective Agreement \(June 2025 – October 2027\)](#)
- [NZNO HNZ Nursing and Midwifery Collective Agreement \(31 March 2023 to 31 October 2024\)](#)
- [Cherwell professional development application form](#)
- [FlexiPurchase expense reimbursement form](#)

## Associated Policies

This protocol should be read alongside national and organisational policies:

- [Travel policy](#)
- [Travel rules and guidelines](#)
- [Sensitive expenditure](#)
- [Code of conduct](#)

## Midwifery CPD Committee

The MERAS and NZNO Midwifery CPD funds will have oversight through two separate committees. The membership of the committees include:

### MERAS Midwifery CPD Committee

- District Chief Midwife (chair) or Midwifery Lead (in line with delegated authority)
- Two Midwife Manager representatives, from at least two different units
- Two MERAS representatives, at least one from each hospital site

### NZNO Midwifery CPD Committee

- District Chief Midwife (chair) or Midwifery Lead (in line with delegated authority)
- Midwife Manager representatives, from at least two different units
- NZNO midwifery representative/s, at least one

Each party shall be responsible for the appointment of its members.

### Frequency

Meetings will occur quarterly in January, April, July and October.

### Quorum

A quorum will have been achieved when a minimum of one representative from each party is present.

### Responsibility

Members will be responsible for:

- Monitoring the usage of professional development funds for midwives for their individual union.
- Consider applications for amounts in excess of \$1000 for any midwife in a financial year taking into account the likely demand on the fund in any given year. Applicants will be informed via email of the committee's decision following the meeting.
- The committee must maintain a standard reporting record that includes:
  - Full financial records detailing the level and use of expenditure
  - Any declined applications and the reason for declination
  - Any approved funding over and above the CPD pool and
  - Ensuring the reporting record is available to MERAS or NZNO on request.