



New Zealand Hospital Pharmacists' Association Incorporated
Te Kāhui Whakarite Rongoā Hōhipera o Aotearoa

Application for NZHPA Awards

Vision: Supporting innovation in the practice of pharmacy and promoting effective medicines management

Important Notes

Recipients of NZHPA awards are required to provide:

1. A written report to the NZHPA Executive that is also suitable for publication in the NZHPA newsletter within 90 days of completion of the activity associated with the award (see below for guidance on preparing the report).
2. Feedback at a national conference if the outcome of the application has an impact on a wide audience or feedback to a SIG meeting if more specialised.
3. Contributions to any future resources, if required or willing to be contacted by any member of the Association regarding the specific knowledge or skills gained.

The requirements of an award may be modified by the Executive.

This application is for the NZHPA Education Assistance Fund / Other

If *Other* selected please state name of Award you are applying for:

(Applications for the NZHPA Education Assistance Fund will close 2 weeks prior to each NZHPA Executive meeting).

Proposed use if you receive this award

(A **brief** description only, including your proposed aims; e.g. if applying for support to attend a conference are you presenting?)

Your details

Please print all details clearly

Name

Title _____ First Name _____ Surname _____ Preferred Name _____

Postal Address

(Business is preferred)

Suburb _____

City _____

Postcode _____

Phone Number

Email Address

Year of joining the NZHPA

(All applicants must be a current member of the NZHPA with at least one year's membership)

Professional qualifications (including postgraduate study and year of qualifying)

Work Experience

Present Position

Position _____

Employer _____

Dates _____

Duties _____

A. What methods will you use? Give details of any courses or conferences you wish to attend. If attending a conference/course is expected that you will, where feasible, also arrange site visit(s) to relevant hospitals, healthcare or academic institutions as part of this award.

B. How will you ensure you promote quality and/or clinical excellence and advancing patient focused pharmacy practice, if you are successful in securing this award?

C. In what ways do you consider you are competent to achieve your stated aims?

D. How will you demonstrate you have achieved your stated aims? Please include measurable outcomes for the individual, local organisation and/or NZHPA.

E. How do you propose to share your knowledge with other NZHPA members?

Funding

Give full details of other proposed funding that you will apply for, or confirmed funding that you have:

Expenses

Please give an indicative breakdown of expected expenses.

Activity	Estimated Cost
Travel	
Accommodation	
Other (please state)	
Estimated Total Costs	

Signature _____ **Date** _____

Please complete and return this form to:

The Administrator
NZ Hospital Pharmacists' Association
PO Box 11-640, Manners Street, Wellington 6142
www.nzhpa.org.nz



(04) 802 0030 ext 8



nzhpa@psnz.org.nz

Note: Award money is paid out retrospectively, after attendance at your conference/event on submission of an Expense Claim form, within 90 days of the last day of the conference/event, along with receipts ("Tax Invoices") for the appropriate expenses and provision of the written report.

Guidance on preparing the Award Report

- Aim for around 500 words.
- Include your name, organisation and contact details
- Briefly outline the purpose of your award application and details of the conference attended/sites visited etc
- If applicable describe your involvement such as oral presentation, poster or workshop presented
- Provide webpage links to the conference programme, handbook etc where available
- Choose two to three sessions, themes or areas of practice that you feel stood out and would be most relevant or interesting to NZHPA members. Write about these in sufficient detail so members can learn something from your report.
- Acknowledge NZHPA and the award sponsor as appropriate