



**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 two months 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**

Deleted: May 2016

**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?**

Deleted: May 2016

## 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	\$
Meals	\$
Other (please state)	\$
<b>Estimated Total Costs</b>	<b>\$</b>

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](http://www.nzhpa.org.nz)



(04) 382 9297



(04) 802 0030



[nzhpa@psnz.org.nz](mailto:nzhpa@psnz.org.nz)

**Note:** Award moneys are paid out retrospectively, after attendance at your conference/event, on submission of an Expense Claim Form 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