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**Employer Declaration of Support Template**

*[Company Letterhead]*

*[Date]*

**RE: Nurse Practitioner Training Programme – Employer Declaration of Support**

*[Insert Employee Name]*

Please Tick

* The above named employee has worked within this organisation/service since Date.
* I/we declare that I/we support the employee named above in completing the Nurse Practitioner Training Programme with the goal of registration as a Nurse Practitioner upon completion.

We agree to ensure that Student Name receives the following support:

* A minimum of 500 **supernumerary** hours (a minimum of 16 hours per week through the practicum year) of clinical release time. The NP candidate will be released from regular work responsibilities to undertake advanced clinical practice with supervision at an NP candidate level. They will receive their current salary while completing the supernumerary hours.
* This includes at least 80 hours in a secondary placement. This experience can be through the nurse's existing workplace and/or with other employers/practice settings. The placement details will be arranged in consultation with the NP programme NP academic mentor (appointed once accepted to the NPTP).
* Release from work to attend all university study days (approximately 12 across the year).
* Provision of and support of a clinical supervisor (senior NP or senior doctor) willing to mentor the attainment of the advanced skills and competencies required for NP practice. **There is a strong preference for an established clinical relationship of 12 months before the start of the NPTP. The Clinical supervisor is committed to providing clinical mentorship for the 12 months of the NP training programme contract.**
* Acknowledge that at least one of the clinical supervisors (primary or secondary placement) must be with a Senior Nurse Practitioner, which may include being released to do these hours off-site.

I/we acknowledge that the NPTP will allocate the following funds to support this:

|  |  |  |
| --- | --- | --- |
| **Funding type** | **Amount per year (excluding GST)** | **Payment Schedule** |
| Clinical release time (minimum of 500 hours) *To support backfill for the nurse so they can be released to complete their required NP practicum hours while receiving their usual salary.* | $15,000.00 | There will be two payments, one per semester. Payments will be made following receipt of the invoice with the Purchase Order number (to be supplied by the University). |
| Clinical supervision allowance *To support the time and responsibility required of the clinical supervisor to teach and mentor during the practicum hours.* | $5,600.00 |
| Study day release time *To release the nurse to attend the University study days.* | $3,000.00 |

Regards,

*[Insert signature]*

*[Employer Name]*

*[Employer Role Title]*

*[Employer Organisation]*

*[Employer Address & Phone Number]*