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# WAIKATO PDRP - OTHER PROVIDERS

# GUIDELINES FOR PREPARING YOUR RN/EN /SN PDRP PORTFOLIO (effective 24 October 2024 – 1 July 2025)

# Background: PDRP Coordinators and Directors of Nursing in the Te Manawa Taki Region are piloting a new process for requirements for Professional Development and Recognition Programmes (PDRP). It is likely that these changes will be imbedded following the changes to the NCNZ Standards of Competence for RN’s/EN’s during 2015. There will be a transition period for changing over.

**There are three phases to the Pilot programme Phase I- 4 March 2024 – 31 July 2024 and Phase II 1 August 2024 – 1 July 2025 July, and now Phase III 24 October – 1 July 2025**

# We are now in Phase III of the trial

# Important note: As of 24 October 2024, we are no longer requiring peer review statement for any level

**For Competent level**:

# Self-assessment will no longer need to have individual *written competencies*, instead; the nurse’s self-assessment will provide a narrative (story) against each domain of competence and use the NCNZ competencies as a guide.

# Manager: (Same as phase I) - The CNM/CND will continue to provide an overarching statement of practice and verification of nurse’s competence to practice at the level of practice they are submitting at.

# For Proficient, Expert, Accomplished and Senior Nurse Level:

# A self-assessment which will no longer need to have individual *written competencies*, instead; the nurse’s self-assessment will provide a narrative (story) against each domain of competence and use the NCNZ competencies as a guide.

* Plus – Following the Level of Practice definition at higher levels, a self-assessment is to be written against *all* aspects of the definition (these may be numbered). No examples of care are required; your assessment will describe how you meet the level of practice in your current role.

# Manager: The CNM/CND will continue to provide an overarching statement of practice and verification of nurse’s competence to practice at the level of practice they are submitting at.

# Getting Started

## STEP ONE – DISCUSSION WITH YOUR MANAGER

Before you decide which level of practice, you want to submit your portfolio at, please discuss with your Nurse Manager/ Educator that they will support you at that level. Use the PDRP Levels of Practice document to support you here. Your Charge Nurse /Nurse Manager/Nurse Director (CNM/NM/ND) can then discuss opportunities for further growth of your practice where indicated. The level of practice you describe must be consistent, well established and meet the definition. Your Nurse Educator can offer guidance with writing narratives, and the process for submitting your PDRP.

   

Discuss with your CNM/NM/ND when you plan to submit your portfolio, to allow sufficient time for you to complete your self-assessment and CNM/NM/ND to provide their supporting statements.

Please note: For Competent New Graduate portfolios, an ACNM may complete your Comprehensive Performance appraisal.

You will find your “Self-Assessment document*”* through the Waikato DHB website by following this link: <https://intranet.sharepoint.waikato.health.govt.nz/Pages/PDU/Professional-Development-and-Recognition-Programme-(PDRP).aspx>

Your CNM/NM/ND will need to do the final ‘sign off’ the review document and provide a supporting statement verifying your practice at the level you are challenging.

## STEP TWO – ELECTRONIC DOCUMENTS

The documents that you require are found through the link above and scroll down to PDRP.

It is recommended that all documents provided for your electronic portfolio (eportfolio) are saved in a file on your computer, so once you have completed each document – scan and save into your PDRP file, ensuring that each document has a file name e.g., CPA document, Professional Development hours etc.

## STEP THREE - PROFESSIONAL DEVELOPMENT RECORD

Complete the Professional Development Record document showing total hours (3 years prior to your submission date). You must have a minimum of 60 hours over the last 3 years (or 20 hours in your first year of practice). From December 2024, you no longer are required to write reflective statements or get your Education record verified by a Manager or Nurse Educator.

Please do not include attendance certificates in your e-portfolio.

## STEP FOUR – CURRICULUM VITAE

Please include a current CV. No specific format is required. Please ensure your current tasks and responsibilities and educational achievements are up to date. Your CV provides the assessor with a clear picture of your current and past nursing practice and qualifications.

## STEP FIVE – WRITING YOUR COMPETENCIES

Obtain the correct self-assessment document for your Level of Practice, from the Ko Awatea link above, and begin your self-assessment against the NCNZ Competencies shown under each Domain. For further information on how to write RN/SN and Manager reviews, see the guidelines attached below



Link to NCNZ Competencies for RN’s and EN Scope of Practice [https://www.nursingcouncil.org.nz/Public/Nursing/Continuing\_competence/NCNZ/nursing-s](https://www.nursingcouncil.org.nz/Public/Nursing/Continuing_competence/NCNZ/nursing-section/Continuing_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952) [ection/Continuing\_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952](https://www.nursingcouncil.org.nz/Public/Nursing/Continuing_competence/NCNZ/nursing-section/Continuing_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952)

**Please note the new Standards of Competence and changes to scope will be implemented on 20 January 2025 but will not be incorporated into Waikato PDRP until mid-2025**

When you have completed the Domain One narratives, you may choose to share these with your Nurse Educator, or, email these to the Nurse Co-ordinator PDRP, (via [PDRPTeam@waikatodhb.health.nz](mailto:PDRPTeam@waikatodhb.health.nz) ) for feedback to ensure you are providing the necessary detail to demonstrate how you provide your care, and that they reflect the appropriate level of practice.

When you have completed your narratives and written your examples against the Proficient/Expert/Accomplished/Senior Nurse Definition, you are ready to meet with your professional Nurse Lead (CNM/NM/ND) for completing the Performance appraisal, and for them to provide their supporting statement of competency. Please note: Graduate (NETP/ENSIPP) nurses may use an ACNM for completing your Performance appraisal. Please make an appointment with your Manager to do this.

Please ensure at the appraisal time that you are able to provide evidence that *all of your compliance education relevant to your area of practice, is completed*. e.g. First Aid/ CORE, Medicine Management, Falls Risk, Fire and Emergency training, Conflict of Interest etc. Your manager may ask for evidence of this. Please note that each area will have different requirements depending on what your area of practice requires.

Please note-Any nurse that contributes to your Performance appraisal, must sign their name, designation, and APC# on the front page of the self-assessment document.

**STEP SIX – ADMINISTRATION FORMS**

1. Complete the PDRP Portfolio **Application form** electronically, and save this as a word document (not PDF).
2. Complete the Verification of **Clinical Hours form** and signed off by Manager (minimum of 450 hours over last 3 years).
3. You and your manager must sign the **Declaration Form** to verify that you are not under-going a performance review or competence review process and that they have approved the level of practice that you are submitting at.
4. Your **Professional Development Record** must be complete (60 hours in 3 years)

# Well done! - Now you are now ready to create your eportfolio and upload it for submission and assessment

Please follow the PDRP Quick guide instructions on the internet site or attached below for how to create your e-portfolio and to upload onto Mahara (via Ko Awatea) .



Do not forget to email the [PDRPTeam@waikatodhb.health.nz](mailto:PDRPTeam@waikatodhb.health.nz) to notify us that you have submitted your portfolio.

**PORTFOLIO ASSESSMENT PROCESS:**

* + Your Portfolio will be checked by our administrator to ensure all documents are loaded and are correct. You will receive a notice from Ko Awatea to your work email advising that your portfolio is formally submitted and ready to be assigned to an assessor.
  + If documents are not correct, you will also be notified, and once corrected, you will receive a submission notice via Ko Awatea.
  + When your portfolio has been assigned to an assessor, Ko Awatea will notify you. All Contact is made via the “Comments” section of your portfolio. **All communication between yourself and the assessor must be via this route.** **It is important that you are vigilant about checking your work emails throughout the assessment period, so that we can communicate with you and process your portfolio in a timely manner**.
  + Please let the PDRP team know if you are leaving the organisation or taking any leave that may affect us not being able to contact you whilst the portfolio is being assessed.

### Timeframes:

* + The assessor has 10 weeks from assignment of portfolio to complete the assessment. After 4 weeks, the assessor will contact you to inform you of the outcome of the initial assessment.
  + You may be asked for further evidence and you will have an additional 4 weeks to provide the requested evidence. If you do not submit the required evidence by the due date, your portfolio may be withdrawn from the assessment process and you will need to re-submit your portfolio.

**CONGRATULATIONS! **

### Approval of your portfolio:

* + Your Assessor, will notify you via your comments section, when your assessment has been completed. They will attach an Assessor report with a Certificate of Completion on the final page. The certificate also states that your portfolio expires in 3 years’ time from the date of completion. Please complete the quality survey link on this document to help us improve our programme and for vital data collecting.
  + Your name will be included in the Waikato DHB PDRP quarterly report to NCNZ and you will be excluded from being randomly audited via their Reverification audit process. If you do receive an audit notice, please contact the PDRP Office and we will Inform NCNZ of your current PDRP status.
  + To remain current on the PDRP, and be excluded from chance of NCNZ audit, you will need to submit a new portfolio every 3 years. In order for your payment not to be removed, this needs to be uploaded 3 months ***before*** your portfolio expires. The PDRP office do not send reminders of when this is due. Please note: There is no payment for Competent level.
  + If you are due a payment from achieving a higher level on the PDRP, the *payment will start from the date your portfolio was achieved* and will continue for 3 years, then automatically cease if you do not submit your next portfolio 3 months prior to expiry.

### Annual Appraisal

* + It is an expectation that you are endorsed by your CNM/NM/ND on an annual basis showing that you continue to meet the PDRP requirements for the approved level of practice. For this, you will use your employers appraisal form. If the CNM/NM/ND is unable to support that you continue to meet the requirements for your approved level of practice, a plan may be put in place for you to achieve this.

### PDRP Contact details:

**PDRP support email:** [**PDRPTeam@waikatodhb.health.nz**](mailto:PDRPTeam@waikatodhb.health.nz)

**Jill Safey**, Nurse Co-ordinator Mobile: 021 227 5944 Email: [jill.safey@waikatodhb.health.nz](mailto:jill.safey@waikatodhb.health.nz) Ext: 25750

**Faye Blossom**, Administrator Mobile: 021 243 3461 Email: [Faye.Blossom@waikatodhb.health.nz](mailto:Faye.Blossom@waikatodhb.health.nz) Ext. 23491