

## **GUIDELINES FOR PREPARING YOUR PORTFOLIO (Nurses working for Other Providers)**

### **Introduction**

- For a nurse to submit their PDRP on the Waikato DHB PDRP Programme, their facility must have a current signed MOU between the facility and the Waikato DHB
- Nurses (except for NETP/NESP) working for Other Providers (e.g. GP Practices, Aged Care) have the **option** to submit a portfolio for assessment. Nurses may submit at competent, proficient, expert/accomplished or designated senior nurse level. Nurses approved on the Waikato DHB PDRP and update every 3 years, will be excluded from being audited by the Nursing Council of New Zealand.
- New Graduate Nurses (NETP/NESP) working for Other Providers *must* submit a competent portfolio to complete their first year of practice programme
- Nurses who are not on the PDRP Programme may be randomly selected by Nursing Council to provide evidence of competence to practice.
- Should you be successful in your Nursing Council recertification audit, you have the option to transfer onto the Waikato PDRP Programme, under your facilities MOU.
- Nurses who are undergoing performance management or competence review processes are not eligible to submit a portfolio until after the issues have been resolved and your Nurse Manager (or designate), has approved this.

The resources and support you need to submit your eportfolio are available here:

### **LINK to PDRP Internet site for Other Providers:**

<https://www.waikatodhb.health.nz/learning-and-research/learning/for-nurses/>

### **Getting Started**

#### **STEP ONE – DISCUSSION WITH YOUR MANAGER**

Before you decide which level you want to prepare your portfolio for, discuss with your Nurse Manager (or designate) what level they will support you to submit at. Use the PDRP Levels of Practice document to support you here. Your Nurse Manager (NM) can then discuss opportunities for further growth of your practice where indicated. The level of practice you describe must be consistent and well established.

Discuss with your NM when you plan to submit your portfolio, to allow sufficient time for you to complete your self-assessment and the NM or reviewers to provide their third party examples. It is also useful at this stage to discuss with your Nurse Manager, who he/she

would like to provide your third party reviewer evidence. Ideally, this would be one or more experienced RN colleagues or the Nurse Manager themselves.

Your Nurse Manager will need to 'sign off' the final self-assessment /peer review document to verify your practice at the level you are challenging.

### **STEP TWO – ELECTRONIC DOCUMENTS**

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., “Self and Peer Assessment form”.

### **STEP THREE - PROFESSIONAL DEVELOPMENT RECORD**

Complete the Professional Development Record document showing total hours and provide reflective statements on 3 education activities. The reflective statements must be written to reflect the Level of Practice you are challenging. You must have a minimum of 60 hours over the last 3 years (or 20 hours in your first year of practice). This must be verified by the NM as true and correct.

If all your education is included on the verified Professional Development Record, you do not need to include attendance certificates in your eportfolio.

### **STEP FOUR – CURRICULUM VITAE**

Please include an up to date Curriculum Vitae. No specific format is required.

### **STEP FIVE – SELF ASSESSMENT and PEER ASSESSMENT**

Obtain the Self-Assessment and Peer-Assessment document for your Level of Practice from the link on the PDRP Internet site and begin your self-assessment against the NCNZ Competencies. For further information on how to write these use the specific guidelines for level of practice (PDRP Internet site), or use the indicators for the Nursing Council New Zealand Competencies (RN/EN).

Link to NCNZ Competencies for RN's and EN Scope of Practice

[https://www.nursingcouncil.org.nz/Public/Nursing/Continuing\\_competence/NCNZ/nursing-section/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)

Each Competency requires a specific example from your practice, and should include your critical thinking in that situation, your decision making and problem solving, and the outcome for the client and you as a nurse. For proficient /expert/ accomplished levels please ensure your examples reflect the requirements for the level of practice. The self-assessment guidelines will assist you to describe this.

When you have completed the Domain One examples, you may choose to 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 practice, and that it reflects the appropriate level of practice.

When your self-assessment is completed, email to your reviewer/s, for their examples, in preparation for the final sign off with your NM. Your completed self-assessment must be verified as a true and accurate reflection of your practice by your NM. All RN's that contribute to your peer review must sign their name, designation, and APC# on the front page of the Self-Assessment and Peer-Assessment document also.

The reviewer/s that contribute to your 3<sup>rd</sup> party evidence need to provide specific examples from your practice, and comment on how you meet each competency, using a *different example* from your self-assessment. The document “Guidelines for Nurses Completing a Peer Review” on the PDRP internet may be helpful for your reviewer.

Please ensure at the final review time that you are able to provide evidence that *all of your compliance education, relevant to your area of practice, is completed*. eg First Aid, Medicine Management, Falls Risk, Fire and Emergency training, etc. Your Manager will be asking for evidence of this. Please note that each facility will have different requirements depending on what your area of practice is.

## **STEP SIX – ADMINISTRATION FORMS**

1. Complete the PDRP Portfolio Submission form electronically, and save this as a word document (not PDF).
2. Complete the Verification of Clinical / Practice Hours form and get signed off by Manager (minimum of 450 hours over last 3 years).
3. 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 signed and verified

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

Please follow the instructions on the PDRP internet site how to create your e-portfolio and to upload onto Mahara (via Ko Awatea) and refer to the guidelines for submission.

## **Assessment Process**

### **Once Submitted**

- Your Portfolio will be checked to ensure all documents are loaded and are correct. You will receive a notice advising that your portfolio is submitted.
- If documents are not correct, you will also be notified and once these have been corrected, you will receive a submission notice to your email.
- When your portfolio is assigned to an assessor you will be notified by the PDRP team. Contact will be via the “Comments” section of your portfolio. All communication between yourself and the assessor is 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.**

### **Timeframes:**

- The assessor has 4 weeks from assignment of portfolio to complete the initial assessment. The assessor will then contact you to inform you of the outcome of the initial assessment.

- It is common to 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.

### **Approval of portfolio**

- You will be notified by your Assessor, via your comments section, when your assessment has been completed. They will attach an Assessor report with certificate of completion.
- Your name will be included in the Waikato DHB PDRP quarterly report to NCNZ and you will be excluded from being randomly audited in their Recertification 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 NCNZ audit you will need to submit an updated portfolio every 3 years. This needs to be uploaded 3 months *before* your portfolio expires.

### **Annual Appraisal**

- It is an expectation that you are endorsed by your NM on an annual basis that you continue to meet the PDRP requirements for the approved level of practice. For this, you will use your facilities RN or EN Annual Appraisal document. If the NM 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 the requirements.

### **PDRP Contact details:**

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

**Jill Safey**, Nurse Co-ordinator  
Email: [jill.safey@waikatodhb.health.nz](mailto:jill.safey@waikatodhb.health.nz)

Mobile: 021 227 5944  
Ext: 25750

**Faye Blossom**, Administrator  
Email: [Faye.Blossom@waikatodhb.health.nz](mailto:Faye.Blossom@waikatodhb.health.nz)

Mobile: 021 243 3461  
Ext. 23491