

Policy applies to:

All Mercy Hospital Anaesthetic Technicians (AT) who sit on step 7 of the pay scale.

Rationale:

It is the professional responsibility of all Anaesthetic Technicians to maintain their competence to practice by meeting the competence requirements of the Medical Sciences Council New Zealand.

Anaesthetic Technicians working at Mercy Hospital in a permanent position, who work at a proficient level are appropriately recognised.

Related Legislation

- HPCA Act 2003
- Medical Sciences Council of New Zealand.

Objectives

Participation in a PDRP programme provides;

- A vehicle for the demonstration of proficient AT practice
- Demonstrates on-going professional development and currency of practice.

Cultural Considerations

As per portfolio requirements.

Definitions

- **PDR** (Performance Development Review). At Mercy Hospital an annual review of performance is measured against objectives which are developed between the employer and employee.
- **PDRP** (Professional Development Recognition Programme). Competence based programme that assesses AT competence against MSC competencies, recognising a level of practice and supporting ongoing professional development.

Implementation

- The PDRP programme for ATs is coordinated by the Clinical Learning & Development Coordinator and Perioperative Educators
- Documentation will be uploaded onto the Mercy Hospital Learning system
- Those who have achieved Merit (Proficient) are required to revalidate annually. This should be considered alongside annual appraisal to streamline the process, although may be required on a different date (e.g. revalidation due November, whilst appraisal due May)
- The Professional Development Committee and area assessors across site work with the Clinical Learning and Development Coordinator to optimise use of guides, resources and support across site.

Clinical Learning and Development Co-ordinator (CLD Coordinator)

- Provides an annual list of staff who are due full year PDRP to the AT Coordinator
- Provides dates for support sessions held throughout the year in learning and development calendar & education manual
- Updates are shared via clinical newsletter
- Will oversee systems regarding entries for in house training.

Designated senior staff (area based) delegated to Admin role

- Will oversee entry for any area based in house training and area based competency completion.

The Anaesthetic Technician (AT)

- Submits a portfolio for formal assessment three yearly; where third party evidence is required, the AT submitting the portfolio must request this evidence at least two months prior to the date of submission
- Failure to do this may result in your Portfolio missing the submission date
- Must provide evidence of consistently practicing at Merit/proficient level of the portfolio being applied for. This will be discussed annually during PDR discussion with AT Coordinator
- Who has achieved Merit level 3 on the PDRP will consistently demonstrate involvement in requirements outlined in Annual Revalidation form
- Is aware that revalidation is not automatic and ATs who apply for revalidation are required to demonstrate consistent, ongoing practice at their level during annual PDR
- Submits a portfolio for review every 3 years
- Discusses plan for revalidation or full year submission in advance of appraisal each year.

Assessment of portfolios

Portfolios will be assessed by an AT independent from the AT group covered by the Collective, who has an appropriate assessment qualification.

Revalidation

- Is not automatic
- Interim year PDR is still uploaded on Pay Global, the full year document is only used every three (3) years
- Staff with a proficient (merit) level PDRP will prepare evidence for revalidation each year, at a date agreed with the AT Coordinator
- Revalidation form is found on SharePoint
- Annual revalidation form is applicable for PDRP Proficient (Merit) level.

Performance Development Review/Portfolio

- All ATs have the opportunity to receive coaching, advice and education planning
- A performance development review is undertaken annually as a requirement of Mercy Hospital's PDR (appraisal) process
- Each AT is expected to consistently meet all the responsibilities of their job description appropriate to their level of practice or position and to receive constructive feedback and acknowledgement
- All ATs at Mercy Hospital who are at Proficient (Merit) level are required to update their portfolio annually and complete a Revalidation Form (see appendix 1 SharePoint) to bring to their Performance Appraisal.

Remuneration

- A PDRP payment shall be added to an employee's ordinary hourly rate at Proficient (Merit), on production of evidence that the level has been either achieved or revalidated
- Any Proficient (Merit), portfolio which has been submitted for revalidation will continue to be paid at an increased hourly rate as PDRP recognition during the assessment phase. The increased hourly rate payments for Merit portfolios will cease 3 months from the date of revalidation if;
 - a portfolio has not been submitted for revalidation
 - a revalidation form has not been submitted
 - the above do not meet the criteria of level applied for.

General Submission Information:

- Documentation is to be a **maximum of three years old except where annual requirements are specifically stated.**
- You need to provide one specific clinical example from your current area of practice in your performance appraisal (peer/senior AT review) against the MSC Competencies.
- All evidence submitted should be your own work or if in collaboration, permission and sign off sought from the third party.
- Your portfolio should show examples of 'best practice' at all times.

- Those involved in your portfolio submission may be approached to assist during the assessment process by providing additional evidence or confirmation.

Associated Resources:

- MSC Competencies for Anaesthetic Technicians

Associated Documents:

- AT PDRP Proficient workbook
- Annual revalidation form
- PDR process