

Policy applies to:

- All Mercy Hospital Nursing staff.

Rationale:

The Health Practitioners Competency Assurance Act, 2003, requires the New Zealand Nursing Council (NCNZ) to ensure the ongoing competence of nurses in this New Zealand. It is the professional responsibility of nurses to demonstrate their ongoing competence to practice. Nurses are requested by NCNZ to complete an online attestation each year that reflects their continuing competence. This results in Annual Practicing Certificate renewal. Nurses holding a current PDRP are exempt from recertification audit.

Mercy Hospital permanent nurses are required to obtain a minimum level 2 PDRP portfolio within 6-12 months of employment.

Related Legislation

- Health Practitioners Competency Assurance Act (HPCA) 2003
- Nursing Council of New Zealand 'Continuing Competence'.

Cultural Considerations:

Te Kāhui Kōkiri Mātanga PDRP incorporates the principles of Te Tiriti o Waitangi into education and programme activities to support nursing practice (Ministry of Health, 2020).

Cultural requirements will be met as per PDRP requirements.

Objectives

The PDRP program for nurses promotes professional development, recognizes expertise, supports evidence-based practice and professional growth.

Implementation

The Nursing PDRP programme is coordinated at Mercy by the Clinical Learning and Development Coordinator (CLDC).

Submission dates are at the beginning of February, March, May, June, August, October, and November each year.

A performance appraisal should be no older than 12 months on the date of PDRP submission. Area assessors and coaches work with the CLDC and area manager to ensure that all new staff have access to accurate information.

Submission of an ePortfolio

ePortfolios are secured by password protected computer systems, accessed via the Mahara ePortfolio platform. Electronic access is granted to assessors for portfolio assessment

- Portfolios shall be submitted electronically before or on the agreed submission date
- Email learning@mercyhospital.org.nz to state that you have submitted your ePortfolio (to help with record tracking)

Timeframe

- Assessment timeframes can vary and may take up to 10 weeks to be assessed and returned to the applicant.

Further Evidence

- If further evidence is required, the applicant will be contacted by the contact details provided in the application, either by phone or email
- The applicant then has up to 6 weeks to provide the additional evidence, as requested.
- Ensure that you provide a personal email address to ensure timely receipt of further communication / instructions from the assessor.

Appeal Process

Can be found in the Canterbury PDRP website or contact learning@mercyhospital.org.nz

Remuneration

- PDRP payment shall be added to an employee's ordinary hourly rate at Level 3 and Level 4, on production of evidence that the PDRP level 3 or 4 has been achieved.
- Annual revalidation is required for level 3 or 4 employees
- In the event that the annual revalidation has not been completed, within 3 months of the PDRP anniversary date for the individual, PDRP payment will cease (until this has occurred)
- Designated senior nurses are required to hold a current PDRP but PDRP is not remunerated

Resignation from employment – Te Rihainatanga

- The Mercy Hospital PDRP Coordinator (Clinical Learning and Development Coordinator) updates the PDRP database with resignation at the end of each calendar year

Revalidation

- Level 3 & 4 RN & ENs will revalidate ongoing competence annually with their CNM and are aware that failure to provide annual evidence will affect remuneration arrangements and PDRP level
- The revalidation form is an appendix to the PDRP policy
- Annual appraisal should, where possible, be aligned with the PDRP revalidation date

Recognition of pre-existing PDRP level

- **New Staff to Mercy;** Excluding those with Designated Senior Nurse Positions, any nurse new to Mercy, who already holds a level 3 or 4 PDRP, can apply through their manager,

for recognition and relevant payment of their pre-existing PDRP level, 6 months after commencing work, where;

Their role is similar to the level of PDRP attained elsewhere and the CNM is supportive of the level sought

- **Change of area within Mercy;** A nurse transferring to an area of practice **within Mercy**, in the **same or related** specialty, generally retains their existing level of practice and has 6 months to demonstrate competence at that level of practice in the new setting. If the previous level is not achieved by the end of 6 months, then PDRP payments will cease. The CNM will discuss opportunities for maintenance of current level with any new staff starting in an area

Performance Management

- PDRP applications at any level of practice, will not be accepted by the PDRP office, if the applicant is currently under performance management review, or being investigated by the NCNZ for any reason.
- Failure to meet the relevant competencies required for demonstration of competence will be addressed using the performance management process relevant to Mercy Hospital

Memorandum of Understanding (MOU)

- Mercy Hospital has a Memorandum of Understanding (MOU) with Te Whatu Ora Southern
- Mercy Hospital will release 6 PDRP assessors, to assess or moderate PDRP portfolios as required by Te Whatu Ora Southern PDRP team.
- Permission is sought from the applicant ahead of any portfolio being required for internal or external moderation processes. Applicants may decline their portfolio being moderated

Roles and Responsibilities within PDRP Mercy Hospital

Applicant;

Will complete the ePortfolio guide and course through Tautoko/healthLearn systems. Will source Mercy Hospital information required for ePortfolio submission in SharePoint Learning & Development alongside their area PDRP assessor or coach support.

- ✓ Submit an ePortfolio for formal assessment three yearly
Email learning@mercyhospital.org.nz to confirm submission has taken place
- ✓ Requests peer review no less than 3 months before the submission due date.
- ✓ Provides a personal email address within the ePortfolio to ensure timely communication from and to the assessor as needed.
- ✓ Provides education and reflections on learning relevant to area of practice
- ✓ Those applying for Level 3 & 4 PDRP will arrange with their manager how and when to provide annual evidence, through revalidation (see appendix to policy) to

demonstrate how they are consistently performing at the level that they have been assessed at.

- ✓ Evidence will be from the last three years of practice.

Clinical Learning and Development Coordinator (CLDC)

- Provides a 6 monthly projection of anticipated submissions, retirement, resignations and new starts, to Health NZ
- Annually, provides hospital statistics to Te Whatu Ora Southern, that contribute to regional/national benchmarking
- Works with Area managers, PDC and PDRP assessor/coach group to ensure robust processes for supporting new staff with ePortfolio requirements. Coordinates PDRP annual submission plan as part of the end of year planning with Managers.
- Oversees Tautoko system reporting of PDRP completion.

Assessors

A PDRP assessor is a Leadership role within the organisation and has the following responsibilities

All assessors will adhere to the agreements laid out in the assessor's role upon completion of 4098 (unless Recognition of Prior Learning has been granted) as well as Mercy Hospital PDRP assessor Terms of Reference (TOR).

Associated Resource– Internal

- Mercy Hospital Professional Development Opportunities document
- Appendices 1-6 PDRP policy
- Tautoko Course ePortfolio ECEPDRPNv1 which provides details of healthLearn ePortfolio course RGIT003 and access to the Mercy Hospital ePortfolio guide.
- Mercy Hospital PDRP Assessors Group Terms of Reference
- SharePoint - Cultural Resources & Policy

Associated documents- External

- Ministry of Health. (2003). Health Practitioners Competence Assurance Act. Wellington, New Zealand
- Ministry of Health (2020). Manatu Hauora Whakamaua: Maori Health Action Plan 2020- 2025. Wellington, New Zealand
- Te Kahui Kokiri Matanga Regional PDRP Policy and Standards. (2022). Professional Development and Recognition Programme (PDRP) for Enrolled and Registered Nurses.
- Nurse Executives of New Zealand Inc. and New Zealand Nurses Organisation. (2017). National Framework and Evidential Requirements: New Zealand Nursing Professional Development and Recognition Programmes for Registered and Enrolled Nurses. Wellington, New Zealand.

- Nursing Council of New Zealand website [PDRPs](#)
- Standards of competence for Enrolled nurses (Feb 2025), including the Enrolled Nurse Scope of practice statement
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- Standards of competence for Registered nurses (Feb 2025), including the Registered Nurse Scope of practice statement