

Policy applies to:

- Registered nurses and Enrolled nurses employed by Mercy Hospital

Rationale:

The Health Practitioners Competency Assurance Act, 2003, requires the New Zealand Nursing Council (NCNZ) to ensure the ongoing demonstration of competence of nurses recorded in the register of practising nurses in 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 Practising Certificate renewal. Nurses holding a current PDRP are exempt from NCNZ recertification audit.

Mercy Hospital nurses may complete a PDRP portfolio, as per the memorandum of understanding between Mercy Hospital and the Te Whatu Ora southern PDRP programme. New graduate nurses in their first year of practice (SFYP – Supported First Year of Practice) will complete a level 2 portfolio as part of the programme. Clinical nurses appointed into senior roles (ACN, Nurse Educator etc) at Mercy Hospital will also be required to hold a current portfolio.

Related Legislation

- Health Practitioners Competency Assurance Act (HPCA) 2003
- Nursing Council of New Zealand 'Continuing Competence' requirements (accessed via NCNZ website)

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).

Pou one of the Standards of Competence for Registered Nurses and Enrolled Nurses refers to Māori health while Pou Two refers to Cultural Safety.

Objectives

The PDRP program for nurses promotes professional development, provides professional recognition of clinical expertise and supports evidence-based practice.

Implementation

The Nursing PDRP programme at Mercy Hospital is coordinated by the Clinical Learning and Development Coordinator (CLDC). This work is supported by PDRP Assessors and the Professional Development committee.

A central database is available to members of the Mercy Hospital Professional Development committee (PDC), where the PDRP status of each nurse is recorded and updated by PDC committee members to ensure currency.

PDRP e-portfolio

ePortfolios are accessed via the healthLearn learning management system and are standardised across a national platform.

Electronic access is granted to assessors for portfolio assessment.

- Portfolios shall be submitted electronically before or on the agreed submission date
- Nurses email learning@mercyhospital.org.nz to state that they have submitted their 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 Te Whatu Ora PDRP handbook learning@mercyhospital.org.nz

Remuneration

- PDRP payment shall be added to an employee's ordinary hourly rate at Level 3 and Level 4, after submission of sufficient evidence that the PDRP level 3 or 4 has been achieved.
- Annual revalidation is required for all level 3 or 4 employees
- In the event that the annual revalidation has not been completed within 3 months of an individual's PDRP anniversary date, PDRP payment will cease (until this has occurred)
- Senior nurses working in clinical roles are required to hold a current designated senior nurse PDRP. There is no additional remuneration for this.

Resignation from employment

- The Mercy Hospital PDRP Coordinator (Clinical Learning and Development Coordinator) and members of the PDC update the PDRP database with resignations

Revalidation

- Level 3 & 4 RN & ENs will revalidate ongoing competence annually with their Service Manager and are aware that failure to provide annual evidence will affect remuneration arrangements and PDRP level

- The revalidation form is appended to the PDRP policy alongside a useful guide to appropriate evidence for Level 3 and Level 4 revalidation.

Recognition of pre-existing PDRP level

- **New Staff to Mercy;** New nurses employed by Mercy hospital who already hold 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. The six-month timeframe allows the new staff member to complete onboarding requirements (Tautoko), familiarise themselves with Mercy Hospital personnel, policies and procedures relevant to this practice area, demonstrating their meeting the evidential requirements of the Level of portfolio held, in this new environment.
- **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, where the applicant is currently under performance management review, or being investigated by the NCNZ for any reason.
- Mercy Hospital may however request that a nurse completes portfolio requirements including self-assessment as part of a performance management process, as a vehicle for articulating and demonstrating clinical competence
- 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 with Te Whatu Ora Southern (Health NZ)
- 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 PDRP resource person in their clinical area.
 - ✓ Discuss their intention to submit a portfolio with their manager
 - ✓ Email learning@mercyhospital.org.nz to confirm submission has taken place
 - ✓ Provide a personal email address within the ePortfolio to ensure timely communication from and to the assessor as needed.
 - ✓ Provide evidence of Professional Development, hours of service and self-assessment as outlined in the e-portfolio evidential requirements.
 - ✓ During the interim years between portfolio submissions, nurses holding Level 3 & 4 PDRP will request a meeting with their manager 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)

- Annually, provides hospital statistics to Te Whatu Ora Southern, that contribute to regional/national benchmarking / NCNZ audit.
- 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 reports of PDRP completion.

Assessors

A PDRP assessor is a Leadership role within the organisation and 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 Resources – Internal

- Appendix 1 – Annual revalidation form
- Appendix 2 – Levels of practice definitions
- Appendix 3 – HNZ PDRP Levels for RN and EN (2026)
- Appendix 4 – HNZ PDRP handbook (2026)
- Appendix 5 – Memorandum of Understanding
- Tautoko Course ePortfolio ECEPDRPNv1 which provides details of healthLearn ePortfolio course RGIT003
- 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: Māori Health Action Plan 2020- 2025. Wellington, New Zealand
- 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
- Standards of competence for Registered nurses (Feb 2025), including the Registered Nurse Scope of practice statement
- Health New Zealand (2025) Nursing professional development and recognition programme handbook