

Policy applies to:

All Mercy Hospital Nursing staff.

Rationale:

- ◆ It is the professional responsibility of all practicing nurses to maintain their competence to practice by meeting the competence requirements of the Nursing Council New Zealand.
- ◆ All nurses working at Mercy Hospital in a permanent position will hold as a minimum, a level 2 portfolio on the PDRP.

Related Legislation

- ◆ HPCA Act 2003
- ◆ Nursing Council of New Zealand ‘Continuing Competence’.

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 nursing practice against NCNZ competencies, recognising levels of practice and supporting ongoing professional development.

Objectives

Participation in a PDRP programme provides;

- ◆ A vehicle for the demonstration of competent, proficient or expert nursing practice
- ◆ Demonstrates on-going professional development and currency of practice.

Implementation

The PDRP programme is led at Mercy by the Clinical Educator.

- Staff who are due to submit full year PDRP are required to arrange meeting with PDRP co-ordinator or local representative 2-3 months prior to submission date
- Professional Development Opportunities document guides staff with planning

http://mercy/SharedDocuments/_layouts/15/WopiFrame.aspx?sourcedoc=/SharedDocuments/ClinicalStaffTraining/PDRP%20information/Professional%20Development%20Opportunities.docx&action=default

PDRP Co-ordinator

- Provides an annual list of staff who are due full year PDRP to CNM to help align PDR dates
- Provides dates for support sessions held throughout the year in learning and development calendar, education manual (section 1) and weekly newsletter
- Will provide one to one support via planned meetings with staff prior to submission as required – these meetings will be captured in pay global

Code

PDRPCOACH (year)

Description

PDRP1to1COACHINGSESSION (year)

- Updates are also shared via clinical newsletter
- Will oversee systems regarding pay global entry for in house training
- Will oversee HealthLearn reports for clinical orientation requirements.

CNE/CNS

- Mandatory training requirements are not required during PDRP process but do form part of PDR discussion. Shift leader, CNE or CNS for area will support staff with completion of Training Requirements form in preparation for PDR.

The nurse

- Submits a portfolio for formal assessment three yearly; where third party evidence is required, the nurse 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 the level of the portfolio being applied for. This will be discussed annually during PDR discussion with Manager, or Clinical Shift Leader.
- Who has achieved level 3 or 4 PDRP will consistently demonstrate involvement in requirements outlined in 'Annual Revalidation form'.

Moderation

- Mercy Hospital is required to provide up to 6 assessors to SDHB to provide sufficient resource to fulfil a reciprocal arrangement (memorandum of Understanding)which supports moderation of portfolio assessment
- Assessors are responsible for their own commitment towards maintenance of currency in assessor skills and should plan rostered release time in advance with their manager, as well as planning directly with regional co-ordinator
- Assessors will be listed in the Education Manual by CNE
- Assessors help guide staff towards correct process.

Process

- The Nurse discusses level intended with Manager
- Peer review must be reflective of area of practice relevant to the level of PDRP being applied for
- The Nurse submits the portfolio for assessment as outlined in PDRP section Education Manual
- The portfolio will demonstrate 3 aspects of competence requirements as stated by the Nursing Council of New Zealand.

Practice Hours	Form located in learning and development - see associated documents below
Professional development hours Demonstrated via original certificates from external study, Pay global report, healthLearn report	Verified by area support person or CNE. Original certificates should not be included in PDRP file Nurse should bring all documents along with PDRP 'record of professional development' to CNE/support person 3 Reflections from practice
Ability to meet the Nursing Council competencies for the scope of practice	Full year PDR document found in learning and development Nurse completes self-assessment Peer review complete and signed PDR met/not met column signed

- The **PDR** must be signed in pen
- Verification that application level has been discussed with line manager must be signed prior to submission, see below:

Signed two weeks prior to submission	
<input type="checkbox"/>	I support _____ to apply for RN <i>Line Manager Name:</i> _____ Signature: _____ Date: _____
<input type="checkbox"/>	I have met with _____ (PDRP applicant) a Person or PDRP team member prior to submitting their portfolio <i>Name:</i> _____ <i>Area:</i> _____ Signature: _____ Date: _____

Maintenance of Practice Level

- All nurses who are employed at Mercy will be offered support, through coaching, and time being made available to enable portfolio submission.

Revalidation

- Is not automatic
- Nursing staff who are required to revalidate should populate this form during the course of 12 months and bring to annual PDR discussion with their line manager. Form can be found here:

<http://mercy/SharedDocuments/ClinicalStaffTraining/PDRP%20information/Appendix%201%20-%20Annual%20Revalidation%20Form.docx?Web=1>

Designated Senior Nurse

- Applications are either clinical or non- clinical and will be discussed with Director of Clinical Services
- Clinical applications require completion of all four domains in addition to supplementary competencies
- Non clinical positions – require completion of sections one and four, and supplementary competencies for domain two and three only.

Change of area

- The nurse transferring to an area of practice in the same or related specialty, generally retains their existing level of practice (2, 3, 4) and has 3- months to achieve the competencies at that level in the new setting. If the previous level is not achieved at the end of 3 months PDRP hourly payments will cease.

Performance Development Review/Portfolio

- All nurses have the opportunity to receive coaching, advice and education planning. Associated documents are found in Learning and Development.
- A performance development review is undertaken annually as a requirement of Mercy Hospital's PDR process.
- Each nurse 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 nurses at Mercy Hospital who are level 3 and above are required to update their portfolio annually and complete a Revalidation Form (see appendix 1 SharePoint) to bring to their Performance Appraisal.
- Nurses must present a portfolio for assessment at a minimum of Level 2 of the PDRP at the end of their first 12 months employment at Mercy Hospital.
- New graduates employed in the Graduate Programme must present a portfolio for assessment at Level 2 of the PDRP at the completion of the programme.

Remuneration

A PDRP payment shall be added to an employee's ordinary hourly rate at Level 3 and Level 4, on production of evidence that the level has been either achieved or revalidated.

- Any Level 3 or 4 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 level 3 and 4 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 clinical example of practice in your performance appraisal (peer/senior nurse review) against the Nursing Council New Zealand 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.

Level 3

- Acts as a **role model** and a **resource person** for other nurses and health practitioners
- **Participates in changes** in the practice setting, which recognises and integrates the principles of Te Tiriti o Waitangi and cultural safety
- Has a **holistic overview** of the client and the practice context
- Demonstrates **autonomous and collaborative** evidence-based practice
- Acts as a **role model and resource person** to other nurses and health practitioners
- **Actively** contributes to clinical learning for colleagues
- **Supports and guides** the health care team in day to day health care delivery
- Participates in **quality improvements** and changes in the practice setting
- Demonstrates in-depth understanding of the **complex factors** that contribute to clients health outcomes

Level 4

The Expert Registered Nurse (RN):

- Is recognised as an **expert** and role model in her/his area of practice
- **Guides** others to apply the principles of Te Tiriti o Waitangi and to provide culturally safe care to clients
- **Engages in clinical learning** for self and provides clinical learning opportunities for colleagues
- **Contributes** to specialty knowledge and **demonstrates innovative** practice
- **Initiates and guides** quality improvement activities and changes in the practice setting
- **Delivers quality** client care in unpredictable challenging and/or complex situations
- **Demonstrates** successful leadership within a nursing team unit/facility
- **Advocates** for the promotion and integrity of nursing within the health care team
- Is **involved** in resource decision making/strategic planning
- **Influences** at a service, professional or organisational level

RN Expert support/guidance process

The RN applicant may meet with the PDRP Coordinator or PDRP support person who will assist the nurse to understand the level of evidence required.

Appeal Process

- Should a submission of a portfolio for a specific level of attainment be declined, an appeal process is available online.

Summary

- Revalidation is not automatic and nurses who apply for revalidation:
- Must continue to demonstrate a consistent level of practice
- Update their portfolio annually and present a revalidation form plus evidence at their annual PDR as evidence of currency of practice
- Must submit a portfolio for review 3 yearly to the PDRP Coordinator.
- Must be working in a permanent position at Mercy Hospital:

Associated Documents

- drop down menu Learning and Development

PDRP

-  Professional Development and Recognition Programme (PDRP) - Resources
-  Professional Development Opportunities
-  Annual Revalidation Form
-  Training Requirements Nursing
-  Registered Nurse Appraisal Professional Development Review - for PDRP full submission years
-  Nurse Practice Hours Statement of Service

- Education Manual

<http://mercy/SharedDocuments/ClinicalStaffTraining/Education%20Manual/Education%20Manual%202020.docx?Web=1>

- Applicants example phrases

<http://edu.cdhb.health.nz/Hospitals-Services/Health-Professionals/pdrp/Documents/Applicants%20Example%20Phrases%202018.pdf>