

Policy applies to:

- All Mercy Hospital Nursing staff.

Rationale:

- The Health Practitioners Competency Assurance Act, 2003, requires the NCNZ to ensure the ongoing competence of practitioners. The NCNZ approves professional development and recognition programmes as recertification programmes under section 41 of the Act for ensuring nurses are competent to practice. Nurses participating in an NCNZ approved PDRP demonstrate continuing competence through submission of a portfolio of evidence. It is the professional responsibility of nurses to maintain their competence to practice.
- All nurses working at Mercy Hospital in a permanent position will hold a Professional Development and Recognition Programme (PDRP) portfolio, as a minimum, level 2, within 6-12 months of starting employment.

Related Legislation

- Health Practitioner Competency Assurance (HPCA) Act 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.

Definitions

Professional Development Recognition Programme (PDRP) - National, competence based programme that assesses nursing practice against NCNZ competencies.

- ❖ **Te Kāhui Kōkiri Mātanga** (Advancing the skills and knowledge of nurses) is the name of the regional PDRP Mercy Hospital utilises. The Forms and Templates for this are hosted on Canterbury DHB website and includes useful forms for use in ePortfolio or paper submissions.

Professional Development Review (PDR) - An annual review of performance is measured against objectives which are developed between the employer and employee. This is also referred to as an appraisal. In Mercy Hospital, an annual appraisal is called a PDR. Appraisals can form a large percentage of the evidence required for PDRP, but the two are not the same.

Professional Development Committee (PDC) - Representatives from every area across Mercy Hospital meet 4 weekly, to discuss overview of Learning and Development plan, working collaboratively towards the common goal of patient safety. Representation is agreed with CNM & DOCS.

Individual area plans are supported in areas by staff allocated to the role locally.

Area representatives are supported outside of the PDC including H&S, IPC, ECI, PDRP assessors, IV Link, various risk committee roles. Professional development for these roles lies between the individual representative and each specific committee as a whole. Area representatives play an important part towards the education and updates of staff which is required for PDRP

Clinical Learning and Development Coordinator (CLD) - Coordinates PDRP submission dates, resources and PDRP assessors across Mercy Hospital.

Objectives

NCNZ competencies for Enrolled and Registered nurses, and relevant legislation, frameworks and guidelines are utilised by the programme

Contemporary nursing practice is recognised and respected, through a consistent, fair and transparent submission, assessment and moderation process.

Participation in Te Kāhui Kōkiri Mātanga PDRP provides;

- A vehicle for the demonstration of competent, proficient or expert nursing practice
- A vehicle for demonstration of ongoing professional development, currency of practice and nursing practice that complies with relevant legislation.
- A vehicle for Mercy Hospital to demonstrate, as a standard that all nurses work in an environment where
 - Facilitating nurses to provide education and support to their colleagues is encouraged
 - Professional development, innovation and best practice is valued
 - A range of evidence to demonstrate nursing competence is valued and supported

Implementation

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

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

Performance Development Review/Appraisals and the PDRP process

A performance development review is undertaken annually as a requirement of Mercy Hospital's process and during this, all nurses have the opportunity to request advice and help with education planning.

A PDR provides some of the evidence required for PDRP, but not all and should be no older than 12 months on the date of submission.

Submission of a Portfolio – Te Tukunga o te Kohinga

Hard copy

- Applicants will have their portfolio signed off and education hours totalled and signed prior to sending for assessment – Clinical Nurse Manager (CNM), Associate Charge Nurse (ACN) or Clinical Lead must sign to state they support the submission
- Hard copy files will be handed directly to the Main Reception team with clear instruction that it is to be couriered to the PDRP office, Te Whatu Ora Southern, Dunedin
- If this is actioned by anyone other than CLD (e.g. senior staff or the applicant), the CLD must be emailed to update organisational records that this has occurred

ePortfolio

- Submitted electronically upon completion
- CLD should be emailed to confirm this has taken place
- ePortfolios are secured by password protected computer systems, they are secured via the Mahara ePortfolio platform and electronic access is granted to assessors for assessment

Timeframe

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

Further Evidence

- If further evidence is required, the peer and/or applicant will be contacted by the contact details provided in the application, either phone or email
- The applicant has up to 6 weeks to provide the extra evidence
- This must be considered particularly for November applications where Mercy Hospital has a closure period until January

Appeal Process

All applicants receive detailed feedback on their portfolio from their assessors which should minimise the need for an appeal process. However, unsuccessful applicants are entitled to make an appeal against the decision.

An appeal must be made within 7 working days of notification that the applicant was unsuccessful.

Applicant

- The applicant makes a formal request for an appeal by completing the Appeal Notification Form available on the internet, or from the Clinical Learning and Development (CLD) Coordinator in Mercy Hospital or from the regional PDRP Coordinator

PDRP office, in liaison with the CLD Mercy Hospital

- On receipt of the appeal notification from the central PDRP coordinator, arranges for two new assessors to reassess the portfolio, who will be aware that this is a reassessment
- When this assessment is completed, the applicant will be notified of the outcome and decide whether to proceed with the appeal process
- If the applicant decides to continue with the appeal process, they will inform the PDRP co-ordinator Te Whatu Ora Southern, and cc their CNM and Clinical Learning and Development coordinator Mercy Hospital

Regional PDRP coordinators:

- Te Kahui Kokiri Matanga regional PDRP Coordinator will make arrangements for a formal appeal panel.
- An interview will be conducted with the assessors, the applicant and senior nursing from a similar speciality. The PDRP coordinator will be present as ex-officio. Other staff may be co-opted as required for their relevant speciality knowledge at PDRP level e.g. Maori health service or for academic/educational advice
- The interview will provide recommendation in relation to the appeal process, decisions assessment process or internal moderation process to the PDRP committee.
- On completion, a written report on the outcome and recommendations will be sent within 7 working days to the applicant, the assessors, the PDRP coordinator and the PDRP Advisory Committee.

The Appeal Panel decision is final and binding.

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 level 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.

Resignation from employment – Te Rihainatanga

- The nurse will notify the Mercy Hospital PDRP Coordinator (Clinical Learning and Development Coordinator) of their resignation and a note is placed in the PDRP database
- The nurse will remain on the PDRP until their re-submission date, as they may return to employment or transfer to another organisation with a PDRP programme
- At their re-submission date, if they are not employed by the organisation that they have previously resigned from, and they are unable to be contacted, they are removed from the PDRP and NCNZ are informed

Revalidation

- Level 3 & 4 RN & EN will revalidate ongoing competence annually with CNM and are aware that failure to provide annual evidence will affect remuneration arrangements
- Revalidation form is an appendix to the PDRP policy
- Annual appraisal should, where possible, be aligned with 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 has 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 achieve the competencies at that level in the new setting. If the previous level is not achieved at the end of 6 months PDRP payments will cease. CNM will discuss opportunities for maintenance of current level with any new staff starting in area

Performance Management Review

- 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 NCNZ for any reason.
- Failure to meet the relevant competencies will be addressed using the performance management process relevant to Mercy Hospital

Moderation & 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 as required by Te Whatu Ora Southern PDRP team.
- Permission is sought from the applicant that their portfolio may be required for internal or external moderation. Applicants may decline their portfolio to be moderated

Te Kāhui Kōkiri Mātanga PDRP Outcomes

Ngā Hua o Te Kāhui Kōkiri Mātanga PDRP

- Nurses will identify and develop their knowledge, skill, expertise and leadership in their practice area, ensuring nursing expertise and leadership is visible, valued and understood.
- Enable differentiation between the different levels of EN practice; and RN practice
- Endorses nurses onto the PDRP who have met NCNZ's re-certification requirements and therefore are exempt from Nursing Council audit over the 3-year period.
- Engages with Māori nurses and advisors in the introduction, ongoing development and decision-making processes of PDRP, including the integration of the principles of Te Tiriti o Waitangi.
- Supports nurses in designated senior roles to demonstrate their continuing competence in accordance with NCNZ continuing competence requirements for: research, management, education and policy.
- Identify expert or accomplished nurses/role models in practice
- Provide a structure for ongoing nurse education and learning, supporting evidence-based nursing practice.
- Has a quality process to ensure consistency and validity of the programme.
- Assist in the retention of nurses in practice.

Roles and Responsibilities within PDRP Mercy Hospital

Applicant All applicants;

Will complete the ePortfolio course through Tautoko/healthLearn.

- ✓ Submit a portfolio for formal assessment three yearly
- ✓ Requests peer review no less than 3 months before submission date.
Failure to do this may result in the Portfolio missing the submission date.
- ✓ Those applying for Level 3 & 4 PDRP will provide annual evidence, through revalidation (see appendix) of how they are consistently performing at the level they have been assessed at.
- ✓ Look up and read the following documents by searching online for Canterbury DHB Te Whatu Ora website - Forms and templates for both paper and ePortfolio
 - Example phrases for applicants
 - PDRP Level Indicators for ENs
 - PDRP Level Indicators for RNs
 - PDRP levels of Practice Definitions RN and EN

- Reflection on professional development document
- ✓ Provides evidence of consistently practicing at the level of the portfolio being applied for from no longer than 3 years practice.
- ✓ Provides education and reflections on learning relevant to area of practice

Applicant Paper submission;

Independently accesses forms and templates via Canterbury DHB Te Whatu Ora Website – forms and templates, for paper submissions

Uses the paper form appropriate for level of application

- Reflection on professional development
- RN Competent Guidelines
- RN Proficient Guidelines
- RN Expert Guidelines
- Designated Senior Nurse Guidelines
- EN Competent Guidelines
- Peer Review Designated Senior Nurse
- Peer Review RN Competent – Proficient – Expert
- Peer Review EN Competent – Proficient – Accomplished

Other useful forms

- Quality Improvement Change of Practice initiative
- Quality Policy Protocol and Procedure Guidelines
- Membership of Professional Organisations
- Clinical Speciality Resource Role

Applicant ePortfolio submission;

Completes ePortfolio course in Tautoko

Accesses the MAHARA platform through healthLearn

Creates PDF of the following documents labelled as shown

APC (name of applicant)

Hours of Practice (name of applicant)

Professional Development (name of applicant)

Reflections on Professional Development (name of applicant)

Applicant New Staff; Following Clinical Orientation, confirms submission date and mode (ePortfolio or paper) with CNM and updates CLD within 3 months of starting in Mercy.

Applicant Existing Staff; confirm date and mode of submission with ACN/CNM at least 6 months before submission.

Clinical Learning and Development Coordinator (CLD)

- During the Clinical Orientation period (first 3 months of starting employment) provides information to staff, submission dates for the next 6-12 months.
- Annually, provides hospital statistics to Te Whatu Ora Southern which are shared with regional/national totals.
- Maintains hospital overview and supplies 6 monthly update of hospital plan to Te Whatu Ora Southern PDRP coordinator, including staff resignations, change of area, new staff.
- Ongoing - works with PDC to maintain hospital wide clinical course catalogue in Tautoko, including upcoming sessions and ePortfolio course.
- Oversees Tautoko system improvement relating to PDRP. Specifically will work with IT and HR to optimise alignment of nursing PDRP and ePortfolio submission, education reports and information reaching staff.
- Supports CNM and ACN with their role in generating education records via healthLearn and Tautoko.

Professional Development Committee (PDC)

- Work collaboratively with area PDRP assessors to provide guidance on how to write peer or self-reviews
- Work collaboratively with CLD towards a clear and relevant learning and development plan from clinical orientation, clinical certification through to clinical competencies.
- Brings relevant items (including updates to PDRP plan) to the PDC, 4 weekly. PDC will add agenda items by emailing EA prior to the meeting.
- Are a central point for area staff regarding information relating to PDRP completion, submission dates and professional development
- Oversee Tautoko course and session creation for area based in house training, including creation of sessions and marking attendance.
- Communicates education opportunities with area staff during communication opportunities relevant to the area (e.g. huddles, meetings)

Assessors

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

All assessors will

- Complete the NZQA Unit Standard 4098 workplace assessor course for PDRP – or demonstrate equivalence, or other formalised programme of assessment
- Attain and maintain their own professional portfolio at a minimum of proficient level =, or for those in Designated Senior positions, at DSN level
- Ensure competence in assessment by attending available PDRP education
- Aim to assess a minimum of 8 portfolios per year
- Assess portfolios within a prescribed timeframe
- Identify further learning needs and identify strategies to meet needs in consultation with their manager
- Use appropriate opportunities to promote and enhance the PDRP and its processes

- Support and assist nurses in the application process for PDRP in Mercy Hospital
- Develop and maintain a current knowledge of relevant issues, trends and practices relating to the PDRP
- Ensure they attend PDRP assessor meetings or updates
- In Mercy Hospital, works with CLD to professionally represent Mercy within the PDRP office Te Whatu Ora Southern.
- Proactively discuss release for assessor dates to complete PDRP assessing with managers during annual discussion. Dates are available through the Te Whatu Ora Southern office at the end of each calendar year
- Confirm assessing dates via email to Te Whatu Ora PDRP coordinator and cc Mercy Hospital Clinical Learning and Development Coordinator of intended assessor dates for the year to allow central overview of hospital commitments.

Associated Resource– Internal

- Mercy Hospital Professional Development Opportunities document
- Appendices 1-5 PDRP policy
- Tautoko Course ePortfolio ECEPDRPNv1 which provides details of healthLearn ePortfolio course RGIT003
- Mercy Hospital PDRP Assessors Group Terms of Reference
- SharePoint - Cultural Resources and Learning & Development

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 ‘Register of Practicing Nurses’ (Annual Practicing Certificate)
- Ministry of Health. (2020). Health Information Privacy Code, Wellington, New Zealand
- Nursing Council of New Zealand (2007). Competencies for Enrolled Nurses
- Nursing Council of New Zealand (2007). Competencies for Registered Nurses
- Nursing Council of New Zealand. (2011). Guidelines for Cultural Safety, Te Tiriti o Waitangi and Maori Health in Nursing Education and Practice. Wellington, New Zealand

- Nursing Council of New Zealand. (2011). Guideline: delegation of care by a registered nurse to a health care assistant. Wellington, New Zealand
- Nursing Council of New Zealand. (2012). Guidelines: Professional Boundaries. Wellington, New Zealand
- Nursing Council of New Zealand. (2012). Code of Conduct for Nurses. Wellington, New Zealand
- Nursing Council of New Zealand. (2012). Guidelines: Social Media, Wellington, New Zealand