Policy applies to:
All Mercy Hospital Nursing staff involved in the provision of direct nursing care.

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 II portfolio on the PDRP.

Related Legislation
♦ HPCA Act 2003
♦ Nursing Council of New Zealand ‘Continuing Competence’.

Definitions
♦ PDR (Performance Development Review). At Mercy Hospital a 6 monthly review of performance as 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:
♦ A vehicle for the demonstration of competent, proficient or expert practice
♦ Demonstrate on-going professional development and currency of practice

Implementation:
♦ PDRP Coordinator appointed to provide support / feedback to staff with preparation and submission of their portfolio.
♦ Regular portfolio education sessions.
♦ PDRP days allocated to staff as per contract.
♦ The PDRP coordinator facilitates data entry of staff attendance at education sessions. Staff retain certificates form external learning achievements (with documented verification).

Evaluation
The Nurse submits the portfolio for assessment as outlined in the PDRP Process Manual and relevant workbook. The portfolio will show 3 aspects of competence requirements as stated by the Nursing Council of New Zealand
1. Practice Hours
2. Professional development hours
3. Ability to meet the Nursing Council competencies for the scope of practice
 Associated Documents
SDHB PDRP Process Manual, workbooks and evidence tables (accessed via SharePoint)

PDRP Process

Maintenance of Practice Level

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 one month 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 (see PDRP process Manual and relevant workbook);

• Who has achieved level 3 and above on the PDR programme will demonstrate involvement in;
  o practice change,
  o quality initiatives, -e.g. quality project submission
  o evidence of teaching, -
  o preceptoring,
  o supporting skill development of colleagues, e.g. IV link nurse
  o evidence illustrating ability to manage and coordinate care processes for patients with complex needs
    More than those staff practising at a lower level;

• Will show evidence in her/his portfolio consistent with level being applied for but will include;
  Clinical Practice Development
  Reflection on Practice
  Professional Development
  NCNZ Competency Requirements

• Is required to participate in an annual PDR at which time they must present a current portfolio, and demonstrate that they are continuing to practice at the appropriate level (revalidation form), if this is not the case remuneration will be reviewed.

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 six-twelve months to achieve the competencies at that level in the new setting.
• Only those nurses who are employed at Mercy as 0.6 of an FTE or greater will be supported beyond a level 2 portfolio. This is due to the difficulty in providing evidence of meeting/maintaining the contributions required in the level 3 criteria on a part time basis. Evidence at this level needs to include practice changes, quality initiatives and supporting skill development.

• If a nurse is away for over a year, the nurse will be given a period of time as discussed with the Nurse Manager (usually 6 months) to demonstrate practice at the assessed level. PDRP payments are not paid out for the year a nurse is on parental leave.

• Individual exceptions to the above rules are able to be reviewed by your Clinical Coordinator in conjunction with the relevant Nursing Manager, on a case by case basis.

• Those staff with pre-existing level 3 portfolios that decrease their hours to less than .6 FTE will receive payment until the end of their current PDR period.

• Those staff that currently work less than 0.6 of an FTE and have a level 3 or above portfolio will be assessed individually as to their ability to meet the expectations of a level 3 nurse at the end of their current PDR period.

**Appeal Process**
Should a submission of a portfolio for a specific level of attainment be declined, an appeal process is available as outlined in the PDRP Process Manual.

**Performance Development Review/Portfolio**
All nurses receive coaching, advice and education planning.
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 are required to update their portfolio annually and present at the time of their PDR. However, the portfolio is formally assessed every 3 years.

• Nurses must present a portfolio for assessment at a minimum of Level II 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 II of the PDRP at the completion of the programme.

• Any portfolio which has been submitted for revalidation will continue to be paid at the current level allowance during the assessment phase. Payment for level 3 and 4 will cease at the time your next annual payment is due if the portfolio has not been submitted for revalidation.

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

• Prior to annual PDR, nurses holding level 3 or 4 portfolios will complete the Revalidation Form (SharePoint) The completed form is taken by the nurse to the Performance Appraisal. Satisfactory completion of this self-declaration will be a requirement, prior to receipt of any Level 3 or Level 4 payment. This will be a requirement to ensure continued recognition and payment of Level 3 or Level 4 allowances.

• It is an expectation that nurses will remain employed at Mercy Hospital for a minimum of 6 months beyond receipt of their lump sum PDRP payment.