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# GUIDELINES FOR PREPARING YOUR RN/EN/SN PDRP PORTFOLIO Phase II of Pilot (effective 1 August 4 2024 – 1 July 2025)

# Background: PDRP Coordinators and Directors of Nursing in the Te Manawa Taki Region are piloting a new process for requirements for Professional Development and Recognition Programmes (PDRP). It is likely that these changes will be imbedded following the changes to the NCNZ Scope of Practice for RN’s/EN’s towards the end of 2024. There will be a transition period for changing over.

**There are two phases to the Pilot programme Phase I- 4 March 2024 – 31 July 2024 and Phase II 1 August 2024 – 1 July 2025 July**

# We are now in Phase II of the trial

# As of 1 August 2024; there have been some important new changes to how your self-assessment and peer review evidence will be written.

**For Competent level**:

# Self-assessment will no longer need to have individual *written competencies*, instead; the nurse’s self-assessment will provide a narrative (story) against each domain of competence and use the NCNZ competencies as a guide.

# Peer Review: (Same as Phase I) - The nurse peer/s who works closely with the nurse, and understands the level of practice the nurse is submitting at, will provide a supporting statement

# Manager: (Same as phase I) - The CNM/CND will continue to provide an overarching statement of practice and verification of nurse’s competence to practice at the level of practice they are submitting at.

**For Proficient, Expert, Accomplished and Senior Nurse Level**, you must submit additional evidence to meet the definition of the higher level of practice as follows:

* Self-assessment- narrative against all aspects of the definition, with specific examples (one complex example may meet a number of aspects of the definition).
* Peer - endorsement of self-assessment by RN colleague through a support statement for each Domain.
* Manager - overarching statement of practice and verification of nurse’s competence to practice at Proficient or Expert level.

**The changes in table format are here**:

# Getting Started

## STEP ONE – DISCUSSION WITH YOUR MANAGER

Before you decide which level of practice, you want to submit your portfolio at, please discuss with your Nurse Manager that they will support you at that level. Use the PDRP Levels of Practice document to support you here. Your Charge Nurse /Nurse Manager/Nurse Director (CNM/NM/ND) can then discuss opportunities for further growth of your practice where indicated. The level of practice you describe must be consistent, well established and meet the definition. Your Nurse Educator can offer guidance with writing narratives, and the process for submitting your PDRP.

 

Discuss with your CNM/NM/ND when you plan to submit your portfolio, to allow sufficient time for you to complete your self-assessment and for the peer review nurse and CNM/NM/ND to provide their supporting statements.

You will find your “Comprehensive Performance Review*”* document through the PDRP Doorway on Ko Awatea under ‘templates’. Your CNM/NM/ND will need to do the final ‘sign off’ the review document and provide a supporting statement verifying your practice at the level you are challenging.

## STEP TWO – ELECTRONIC DOCUMENTS

The documents that you require are found through the PDRP Doorway under the ‘Templates and Appraisal ‘and the ‘Guidelines and further information’ tabs.

It is recommended that all documents provided for your electronic portfolio (eportfolio) are saved in a file on your computer, so once you have completed each document – scan and save into your PDRP file, ensuring that each document has a file name e.g., Comprehensive Performance Review document, Professional Development hours etc.

The Performance review document, resources and support you need to submit your eportfolio are available here via Ko Awatea:

<https://koawatealearn.co.nz/course/view.php?id=1670>

## STEP THREE - PROFESSIONAL DEVELOPMENT RECORD

Complete the Professional Development Record document showing total hours (3 years prior to your submission date) and provide reflective statements on three education activities. The reflective statements to be written to reflect the Level of Practice you are challenging. You must have a minimum of 60 hours over the last 3 years (or 20 hours in your first year of practice). The Nurse Educator or NM must verify this as true and correct. They may want to see certificates of education obtained outside of Health New Zealand Waikato (HNZW).

If all your education is included on the verified Professional Development Record, *please do not include attendance certificates in your eportfolio.*

## STEP FOUR – CURRICULUM VITAE

Please include a current CV. No specific format is required. Please ensure your current tasks and responsibilities and educational achievements are up to date. Your CV provides the assessor with a clear picture of your current and past nursing practice and qualifications.

## STEP FIVE – WRITING YOUR COMPETENCIES

Obtain the correct Comprehensive Performance Review document for your Level of Practice, from the Ko Awatea link above, and begin your self-assessment against the NCNZ Competencies shown under each competency. For further information on how to write these, use the guidelines below. It may be helpful to refer to the indicators for the Nursing Council New Zealand Competencies (RN/EN).

Please note: The new Comprehensive Performance review documents no longer have drop down boxes, and the competencies are written in the document.

 

Link to NCNZ Competencies for RN’s and EN Scope of Practice [https://www.nursingcouncil.org.nz/Public/Nursing/Continuing\_competence/NCNZ/nursing-s](https://www.nursingcouncil.org.nz/Public/Nursing/Continuing_competence/NCNZ/nursing-section/Continuing_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952) [ection/Continuing\_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952](https://www.nursingcouncil.org.nz/Public/Nursing/Continuing_competence/NCNZ/nursing-section/Continuing_Competence.aspx?hkey=6542ac27-9b56-4e89-b7ae-db445c5cb952)

When you have completed the Domain One examples, you may choose to share these with your Nurse Educator, or, email these to the Nurse Co-ordinator PDRP, (via [PDRPTeam@waikatodhb.health.nz](mailto:PDRPTeam@waikatodhb.health.nz) ) for feedback to ensure you are providing the necessary detail to demonstrate how you practice, and that it reflects the appropriate level of practice.

When you have completed your RN/EN narratives, it is time to contact your peer reviewer/s who will provide a validation statement of competency at the end of each Domain.

This nurse will be an RN peer who has worked closely with you and understands the level of practice you are submitting at.

When you have obtained this, you are ready to meet with your professional Nurse Lead (CNM/NM/ND) for final sign off and giving their supporting statement of competency. Please note: Graduate (NETP/ENSIPP) nurses may use an ACNM for signoff

Please ensure at the final review time that you are able to provide evidence that *all of your compliance education, relevant to your area of practice, is completed*. e.g. First Aid/ CORE, Medicine Management, Falls Risk, Fire and Emergency training, Conflict of Interest etc. Your manager will be asking for evidence of this. Please note that each area will have different requirements depending on what your area of practice requires.

Please note-The RN peer/CNM/NM/ND’s that contribute to your competency review must sign their name, designation, and APC# on the front page of the Comprehensive performance review document.

**STEP SIX – ADMINISTRATION FORMS**

1. Complete the PDRP Portfolio **Application form** electronically, and save this as a word document (not PDF).
2. Complete the Verification of **Clinical Hours form** and signed off by Manager (minimum of 450 hours over last 3 years).
3. Manager must sign the **Declaration Form** to verify that you are not under-going a performance review or competence review process and that they have approved the level of practice that you are submitting at.
4. Your **Professional Development Record** must be signed and verified by your Nurse Educator or Manager

# Well done! - Now you are now ready to create your eportfolio and upload it for submission and assessment

Please follow the PDRP Quick guide instructions on the PDRP doorway site or attached below for how to create your e-portfolio and to upload onto Mahara (via Ko Awatea) .



Do not forget to email the [PDRPTeam@waikatodhb.health.nz](mailto:PDRPTeam@waikatodhb.health.nz) to notify us that you have submitted your portfolio.

**PORTFOLIO ASSESSMENT PROCESS:**

* + Your Portfolio will be checked by our administrator to ensure all documents are loaded and are correct. You will receive a notice from Ko Awatea to your work email advising that your portfolio is formally submitted and ready to be assigned to an assessor.
  + If documents are not correct, you will also be notified, and once corrected, you will receive a submission notice via Ko Awatea.
  + When your portfolio has been assigned to an assessor, the Ko Awatea will notify you. All Contact is made via the “Comments” section of your portfolio. **All communication between yourself and the assessor must be via this route.** **It is important that you are vigilant about checking your work emails throughout the assessment period, so that we can communicate with you and process your portfolio in a timely manner**.
  + Please let the PDRP team know if you are leaving the organisation or taking any leave that may affect us not being able to contact you whilst the portfolio is being assessed.

### Timeframes:

* + The assessor has 10 weeks from assignment of portfolio to complete the assessment. After 4 weeks, the assessor will contact you to inform you of the outcome of the initial assessment.
  + You may be asked for further evidence and you will have an additional 4 weeks to provide the requested evidence. If you do not submit the required evidence by the due date, your portfolio may be withdrawn from the assessment process and you will need to re-submit your portfolio.

**CONGRATULATIONS! **

### Approval of your portfolio:

* + Your Assessor, will notify you via your comments section, when your assessment has been completed. They will attach an Assessor report with a Certificate of Completion on the final page. The certificate also states that your portfolio expires in 3 years’ time from the date of completion.
  + Your name will be included in the Waikato DHB PDRP quarterly report to NCNZ and you will be excluded from being randomly audited via their Recertification audit process. If you do receive an audit notice, please contact the PDRP Office and we will Inform NCNZ of your current PDRP status.
  + To remain current on the PDRP, and be excluded from chance of NCNZ audit you will need to submit an updated portfolio every 3 years. In order for your payment not to be removed, this needs to be uploaded 3 months ***before*** your portfolio expires. The PDRP office do not send reminders of when this is due.
  + If you are due a payment from achieving a higher level on the PDRP, the *payment will start from the date your portfolio was achieved* and will continue for 3 years, then automatically cease if you do not submit your next portfolio 3 months prior to expiry.

### Annual Appraisal

* + It is an expectation that you are endorsed by your CNM/NM/ND on an annual basis showing that you continue to meet the PDRP requirements for the approved level of practice. For this, you will use the RN or EN Annual Review document (found on Ko Awatea). If the CNM/NM/ND is unable to support that you continue to meet the requirements for your approved level of practice, a plan may be put in place for you to achieve this.

### PDRP Contact details:

**PDRP support email:** [**PDRPTeam@waikatodhb.health.nz**](mailto:PDRPTeam@waikatodhb.health.nz)

**Jill Safey**, Nurse Co-ordinator Mobile: 021 227 5944 Email: [jill.safey@waikatodhb.health.nz](mailto:jill.safey@waikatodhb.health.nz) Ext: 25750

**Faye Blossom**, Administrator Mobile: 021 243 3461 Email: [Faye.Blossom@waikatodhb.health.nz](mailto:Faye.Blossom@waikatodhb.health.nz) Ext. 23491