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**GUIDELINES FOR PREPARING YOUR PORTFOLIO**

**(Nurses working for Other Providers)**

**Effective from 1 August 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:**

* For a nurse to submit their PDRP on the Health NZ Waikato (HNZW) PDRP Programme, their facility must have a current signed MOU between the facility and HNZW
* Nurses (except for Graduate Nurse/NESP) working for Other Providers (e.g. GP Practices, Aged Care) have the option to submit a portfolio for assessment. Nurses may submit at competent, proficient, expert/accomplished or designated senior nurse level. Nurses approved on the Health NZ Waikato PDRP and update every 3 years, will be excluded from recertification audit from the Nursing Council of New Zealand (NCNZ).
* New Graduate Nurses (NETP and NESP) working for Other Providers, *must* submit a competent portfolio to complete their Graduate Nurse program on the Waikato PDRP programme using their Waikato Ko Awatea Login
* Nurses who are not on the PDRP Programme may be randomly selected by Nursing Council New Zealand (as part of their recertification process) and will be asked to provide evidence of competence to practice.
* Should you be successful in your Nursing Council recertification audit, you have the option to transfer onto the HNZW PDRP Programme, under your facilities MOU. Please email your notification of success from NCNZ to [pdrpteam@waikatodhb.health.nz](mailto:pdrpteam@waikatodhb.health.nz)
* Nurses who are undergoing performance management or competence review processes are not eligible to submit a portfolio until after the issues have been resolved and your Nurse Manager (or designate), has approved this.

**LINK to PDRP Internet site for Other Providers:**

The resources and support you need to submit your eportfolio are available here:

<https://www.waikatodhb.health.nz/learning-and-research/learning/for-nurses/>

Then, scroll down to Professional Development and Recognition Programme (PDRP) to find the information for nurses employed by Other Health Providers

**STEP ONE – DISCUSSION WITH YOUR MANAGER**

Before you decide which level you want to prepare your portfolio for, discuss with your Charge Nurse Manager (CNM)/ Nurse Lead (NL) (or designate) what level they will support you to submit at. Use the PDRP Levels of Practice document to support you here. Your CNM

/NL can then discuss opportunities for further growth of your practice where indicated. The level of practice you describe must be consistent and well established and meet the definition. Your Nurse Educator will offer guidance with writing narratives, and the process for submitting your PDRP

 

Discuss with your CNM/NL when you plan to submit your portfolio, to allow sufficient time for you to complete your self-assessment and the peer review nurse and CNM/NL to provide supportive statements validating your practice.

Your CNM/NL will need to ‘sign off’ the final self-assessment document and provide a supporting statement verifying your practice at the level you are challenging.

**STEP TWO – ELECTRONIC DOCUMENTS**

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 hard copy document – scan and save into your PDRP file, ensuring that each document has a file name e.g., ‘Self-Assessment form’, ‘application form’. The documents are all on the link to the Waikato Hospital website above.

**STEP THREE - PROFESSIONAL DEVELOPMENT RECORD**

Complete the Professional Development Record document showing total hours and provide reflective statements on three education activities. The reflective statements are 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). This must be verified by your CNM/NL as true and correct.

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

**STEP FOUR – CURRICULUM VITAE**

Please include an up to date Curriculum Vitae. 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 – SELF ASSESSMENT**

Obtain the Self-Assessment document for your Level of Practice from the link on the PDRP Internet site and begin your self-assessment against the NCNZ Competencies. The Guidelines for writing your narratives are below:

 

Link to NCNZ Competencies for RN’s and EN Scope of Practice

<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 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 your self-assessment competencies are completed, 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 a peer who has worked closely with you, and is familiar with the level of practice you are submitting at.

When you have obtained this, you are ready to meet with your professional Nurse Lead (CNM/NL) for final sign off and giving their supporting statement of competency.

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*. eg First Aid, Medicine Management, Falls Risk, Fire and Emergency training, etc. Your Manager will be asking for evidence of this. Please note that each facility will have different requirements depending on what your area of practice is.

Please note - The Peer Nurse/CNM/NL’s that contribute to your competency review must sign their name, designation, and APC# on the front page of the Self-Assessment 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 / Practice Hours form** and get signed off by CNM/NL (minimum of 450 hours over last 3 years).
3. CNM/NL 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 a CNM/LN or Nurse Educator

**Well done! – Now, you are now ready to create your eportfolio and upload it for submission and assessment**

Please follow the instructions on the ‘Quick guide for uploading your Portfolio’ on the PDRP internet site how to create your e-portfolio and to upload onto Mahara (via Ko Awatea) or follow the attached document below:



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

**Assessment Process**

**Once Submitted**

* Your Portfolio will be checked to ensure all documents are loaded and are correct. You will receive a notice advising that your portfolio is submitted.
* If documents are not correct, you will be notified, and once these have been corrected, you will receive a submission notice to your email.
* When your portfolio is assigned to an assessor, the PDRP team will notify you. Contact will be via the “Comments” section of your portfolio. All communication between yourself and the assessor is 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**.

**Timeframes:**

* The assessor has 10 weeks from assignment of portfolio to complete the assessment. The assessor will then 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 could be withdrawn from the assessment process and you will need to re-submit your portfolio.

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**CONGRATULATIONS!**

**Approval of portfolio**

* Your Assessor, will notify you via your comments section, when your assessment is completed. They will attach an Assessor report with certificate of completion. This certificate also states that your portfolio expires 3 years from the date of completion.
* Your name will be included in the TWOW PDRP quarterly report to NCNZ and you will be excluded from being randomly audited in 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 excluded from NCNZ audit, you will need to submit a new portfolio every 3 years.

**Annual Appraisal**

* It is an expectation of the Memorandum of Understanding (MOU) that your NM, completes an Annual performance appraisal with you, confirming that you continue to meet the PDRP requirements for the approved level of practice. For this, you will use your facilities RN or EN Annual Appraisal document. If your CNM/NL 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 the requirements.

**PDRP Contact details:**

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