

NETP Year Planner January 2020

Year Planner: Important dates for your diary

Contract Ends: 12/1/2021

Date	Requirement Due	Done
January	13/1/20 NetP Orientation (All NetP Nurses) 14/1/20 Hospital employees orientation 15/1/20 Hospital employees - ICT training (see timetable) 21/1/20 Te Ra Whakatau– hospital group 2 and 3 only 21/1/20 Moving and Handling group 1 23/1/20 Moving and Handling group 2 30/1/20 Moving and Handling group 3 Clinical visit x1 with NETP coordinator	
February	Clinical visit x1 with NETP coordinator 4/2/20 Te Ra Whakatau– hospital group 1 only CVC study day 24th if enrolled Commence Professional Development Plan (1) Commence Professional Development Record	
March	CVC study day 2rd if enrolled Clinical visit x1 with NETP coordinator Book Annual Leave for June/July	
April	Clinical visit x1 with NETP coordinator Start 6 month Graduate performance appraisal and book date	
May	Clinical visit x1 with NETP coordinator Victoria University Study days 7/5/20 and 8/5/20 COHORT 1 Victoria University Study days 21/5/20 and 22/5/20 COHORT 2 Maori and Pacific Study day 26/5/20	
June	Clinical visit x1 with NETP coordinator Complete professional development plan (1) before appraisal Complete 6 month appraisal Update portfolio prior to appraisal Victoria University DHB Day 18/6/20 COHORT 1 Victoria University DHB Day 19/6/20 COHORT 2 Maori and Pacific Study Day 30/6/20	
July	Clinical visit x1 with NETP coordinator Maori & Pacific Study day 29/7/20	
August	Clinical visit x1 with NETP coordinator Book Annual Leave for January/February Victoria University Study days 3/8/20 and 4/8/20 COHORT 1 Victoria University Study days 17/8/20 and 18/8/20 COHORT 2 Maori & Pacific Study day 19/8/20	
September	Victoria University DHB Day 9/9/20 COHORT 1 Clinical visit x1 with NETP coordinator Start Competent performance appraisal and book date for same Apply for funding for 2021 study Complete Professional Development and Career Plan Victoria University DHB Day 17/9/20 COHORT 2 Maori and Pacific Study day 23/9/20	
October	Clinical visit x1 with NETP coordinator Maori and Pacific Study day 27/10/20	
November	Complete professional development plan (2) before appraisal	

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	Complete Professional Development Record Complete portfolio prior to appraisal Complete Competent performance appraisal Submit Portfolio 16/11/20	
December	Book on Preceptor workshop for 2020 Celebration Date 10/12/20 (book leave or an AM for this day)	