

HOW TO COMPLETE YOUR EPDRP

INSTRUCTIONS FOR YOU BEFORE SHARING YOUR EPDRP WITH YOUR PEER AND
MANAGER




IMPORTANT THINGS FIRST


- Please talk with your peer assessor and Manager to let them know when you will be submitting this to them. The expectation is that
 - Your self-assessment is completed and shared by the end of September
 - The peer assessment is completed by the end of October, you will then need to share this with your Manager
 - The Manager verification will need to be completed before the due date

You still need to have a performance review and career plan conversation with your Manager prior to them approving your portfolio

PAGE 1 – INTRODUCTION AND DECLARATION

- For nurses employed by CCDHB: this page will pre-populate for you using payroll data
- Please read the declaration and if all the statements are true and correct then please ‘sign-off’ this page using the slide bar on the top right and click ‘yes’
- Then click to advance to the next page


Sign-off 


You are on page 2/9 



PAGE 2 – CURRICULUM VITAE

- Please note that at Competent level, uploading your CV is optional. If you do upload it then please make sure it is current.
- Regardless of if you upload a CV or not, you will need to sign-off this page also
- To upload, please read the instructions on the page
- To move onto the next page click to advance

Sign-off 

You are on page 3/9 



PAGE 3 - CONTINUING PROFESSIONAL DEVELOPMENT RECORD

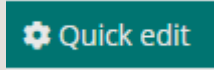
- There are 3 components to this and all must be completed
 1. ConnectMe Record of learning (please follow the prompts to transfer this from CM)
 2. Add other CPD (please upload your paper copy here. For NETP you must include your HLTH550 paper)
 3. Reflections (you will need to complete 3 of these to meet the requirement)

- Sign-off  and advance to next page

You are on page 4/9




THE DOMAINS

- This section is where you complete your self-assessment against the Nursing Council competencies. When you share your portfolio with your peer, they will write their assessment here also
- Under each competency there is a drop down menu 'instructions,' click the down arrow and read the competency. It will also give you a list of 'indicators,' select which ONE you want to answer
- Click the Quick edit link  and this will open the section to write your response. In the block content section please write the indicator you will answer, followed by your example eg: Indicator A: I do this by.....
- Click save after completing each section
- Please note you sign every page off **Except for the domain pages** before sending to your peer assessor if you sign the domain pages off they will not be able to add their peer assessment. You should sign off the domain pages once the peer assessment is complete.

PAGE 9 – PROFESSIONAL DEVELOPMENT AND CAREER PLAN, NETP MID YEAR APPRAISAL, NETP GOALS




- You will need to upload 4 documents in this section – please follow the instructions on page to do this.
- You will need to upload
 1. Nursing Professional Development and Career Plan (1 and 5 year goals, discussed with your Manager)
 2. NETP mid year performance review/appraisal document
 3. Additional Document: this is for uploading your NETP Professional Development Plans (the 2 sets of 4 goals from during your NETP year)

Sign off the page

Sign-off 

GETTING READY TO SHARE WITH YOUR PEER ASSESSOR

- Go back to page 1 to check that all aspects of your ePDRP are complete and signed off. If they are signed off you will see a green tick, if they are not, you will see a red dot
- Go back and sign-off all pages – once they are all green you are ready to share your ePDRP with your peer assessor

Sign off




Please see PDRP e-portfolio Getting Started instructions for information about how to share with your peer assessor and Manager