

## Welcome back to the PDRP Newsletter

Each month we will focus on a different PDRP topic /question and keep you abreast with the changes to PDRP at Capital and Coast.

First things first.....Kia ora, Hello, Kumusta, Talofa

I'm Sara and have recently started as the Nurse Coordinator for PDRP.

My background is most recently as the Nurse Educator in Wellington Operating Theatres. I was in this role for around seven years.

If you know me already, then you will know:

- I have a genuine love for the PDRP and so PDRP enthusiasm comes out of my pores
- I talk.... a lot
- I love a newsletter and I love a photo
- I'm here to help and will make the PDRP as easy as I can for everyone

Please don't hesitate to get in touch (I misplace my phone at least once a day so will always pick up an email quicker than a call or a text)

Sara.robinson@ccdhb.org.nz

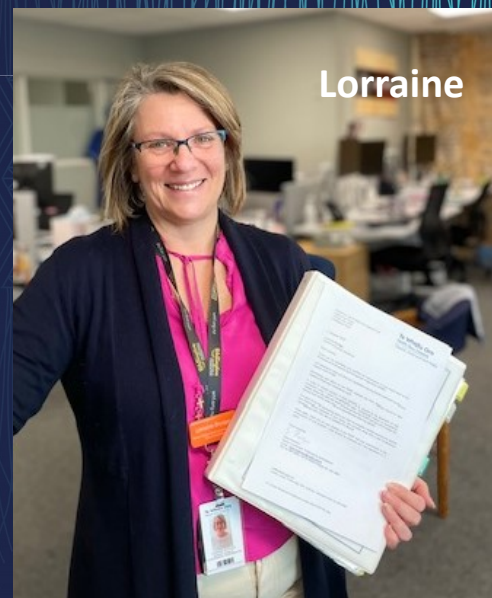


**I want this Newsletter to celebrate the nurses completing their PDRPs and recognise the Mahi that goes into this.**

**Therefore, I will be showcasing some of the nurses who have recently completed their PDRPs and for Newsletters going forward, we will celebrate the teams that have really good PDRP stats and improvements.**



Luijpen



Lorraine



Rhoze

Page	Sign-off Indicate the pages you have completed	Verification
<a href="#">Introduction and declaration v.3</a>	<input type="checkbox"/>	
<a href="#">Curriculum Vitae v.3</a>	<input type="checkbox"/>	
<a href="#">Continuing Professional Development Record v.3</a>	<input type="checkbox"/>	
<a href="#">Domain One: Professional Responsibility v.3</a>	<input type="checkbox"/>	
<a href="#">Domain Two: Management of Nursing Care v.2</a>	<input type="checkbox"/>	
<a href="#">Domain Three: Interpersonal Relationships v.2</a>	<input type="checkbox"/>	
<a href="#">Domain Four: Interprofessional health care and quality improvement v.2</a>	<input type="checkbox"/>	
<a href="#">Education Session Plan and Evaluations v.2</a>	<input type="checkbox"/>	
<a href="#">Professional Development and Career Plan v.2</a>	<input type="checkbox"/>	

Currently all of our NETPS and NESPs complete their PDRP electronically.  
This is via a system in ConnectMe.

Next year will see the electronic portfolio (also called the **ePDRP**) rolled out for all nurses, on all levels of the PDRP. This will be carefully managed, a lot of comms will go out, and it will take an extended period of time. A mammoth amount of teaching will come for 2024 before we phase the paper-based portfolio out completely.

As of November 2023 the Competent and Proficient templates are live and available for use for our nursing workforce. This just needs to be controlled whilst it is tested on a wider scale of nurses and education is needed to ensure peer assessors and portfolio assessors on board too.

Please just contact me if you are due to start your portfolio and want to start on this dynamic way of completing your PDRP.

The Senior template will be ready next.....

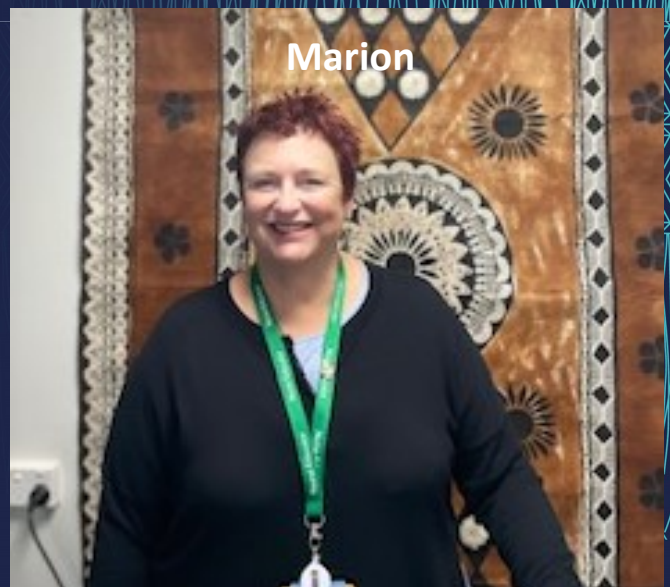
If you are even a tiny bit worried about completing you portfolio electronically...  
don't be.

It is all through Connect me which most nurses already know how to navigate

It has a very simple layout and you type straight into the electronic document

There will be sooo much training when we start, you will be an ePDRP wizard in no time

The ePDRP imports some of your information like your practice hours, APC details and Connect me record of Learning straight into your electronic portfolio for you.



Marion



## What level do I apply for?

All Nurses (except senior)

### What are the levels on the PDRP?

**EN** - Competent, Proficient, Accomplished.

**RN** - Graduate, Competent, Proficient, Expert, Senior and Senior Expert. The Senior pathway is for nurses employed into designated senior roles. It does not reflect years of nursing and/or employment alone. Senior Expert pathway is for nurses in senior designated roles where the majority of the role involves direct health consumer care. Senior expert portfolios are a requirement for Clinical Nurse Specialist and Specialty Clinical Nurse roles at Capital & Coast (except for MHAIDS). Please refer to the Senior Nurse PDRP Handbook for further information. The terms RN (or EN) 1, 2, 3 or 4 are now obsolete. They were replaced by the terms above in 2005 and therefore should not be used.

### What level should I be at / do I have to be on?

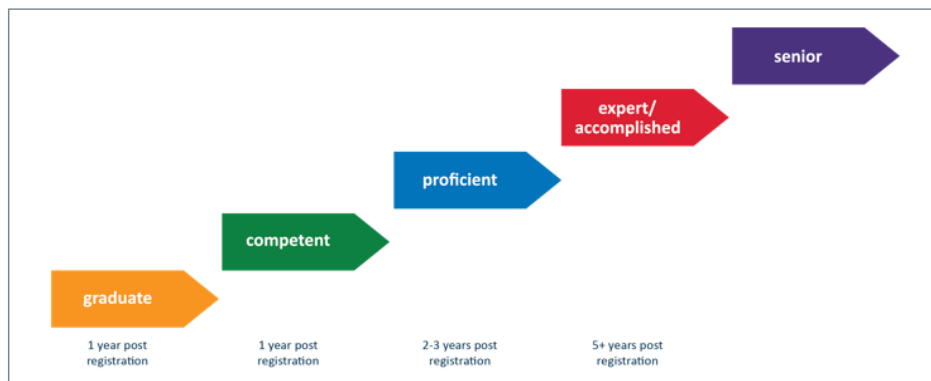
PDRP level reflects the day to day practice in the current area of practice and should be discussed with the relevant Charge Nurse/Manager, or relevant senior colleague, to allow the opportunity to support, or not support, application for any level of practice above competent i.e. Proficient, Accomplished, Expert (NENZ, 2017, pg. 23).

Nurses beyond graduate level apply to the PDRP at competent level or above to meet NCNZ CCF requirements.

Application to Proficient level is expected after an appropriate amount of experience and opportunities to meet the competencies. Education of colleagues and involvement in quality initiatives are requirements of Proficient level.

Application to Expert level is possible when the nurse seeks the additional opportunities to influence the quality of nursing practice, service delivery and health consumer outcomes (see below). Expert level is usually expected before applying for a senior role or Nurse Practitioner candidacy.

If you have any questions, queries or concerns contact your PDRP Coordinator



### How do I know what level to apply for?

Level of practice is not based on years of practice or experience alone. PDRP level reflects the day to day practice in the current area of practice. All portfolio applications should be discussed with the relevant Charge Nurse/Manager, or relevant senior colleague, to allow the opportunity to support, or not support, application for any level of practice above competent i.e. Proficient, Accomplished, Expert (NENZ, 2017).

### Can I apply straight to Accomplished or Expert level?

Yes, progression is based on consistent day to day practice and not linear, application directly to any level is welcome as long as the PIs for that level are consistently being met and the relevant Charge Nurse/Manager, or relevant senior colleague supports the application.

### Do I need to have done Postgraduate Study to apply for Expert Level?

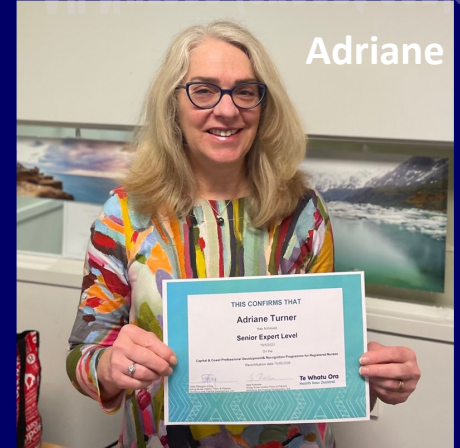
No. From January 2019, postgraduate study will no longer be a requirement for expert level portfolio submissions.

### I work on the Bureau/Casual/Agency, what are my options?

You can discuss with your charge nurse/manager or relevant senior colleague +/- the PDRP coordinator to establish the level that best reflects your consistent day to day practice.

### I work across two areas or have two roles, what do I do?

- nurses who work in two different areas are required to complete a Performance Review that demonstrates that they meet the Performance Indicators of the level applied for in each separate role
- nurses in non-senior roles in two clinical areas must practice at the same level on the PDRP in both areas.
- a peer review from both areas is required to confirm level of practice in each area
- both managers must endorse the PDRP level being applied for or maintained. Both managers must sign and date the self and peer assessment document.
- the self and peer reviews can be completed on the same or different templates
- if one template is used, each assessor must be clearly identified
- the application letter must identify both areas



Adriane

We get a lot of nurses asking which level on the PDRP to apply for? *Have a conversation with your manager about this. Do this before starting your portfolio.*

For Senior Nurses the pathway is a little different (see the next Newsletter page) *but you can do a senior portfolio only if you are in a designated Senior role.*

Note that Postgraduate study is not longer required to develop an Expert portfolio anymore. The main focus is a demonstration of influencing the quality of nursing practice, service delivery and health consumer outcomes- leadership

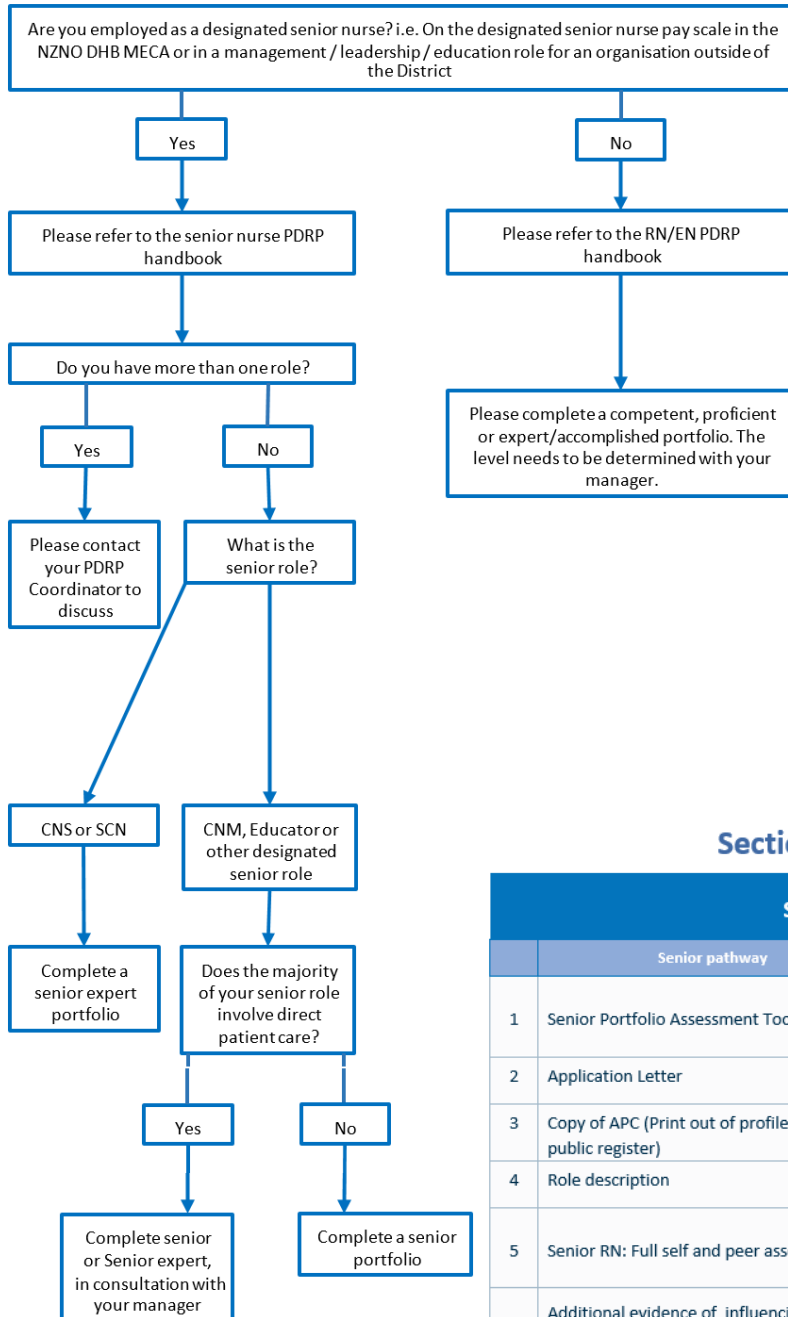


Jane

## What level do I apply for?

### Senior Nurses

#### Capital and Coast: Senior or Senior Expert pathway options



Nito

The pathway to the left should clarify which portfolio to develop and the table beneath outlines the portfolio requirements

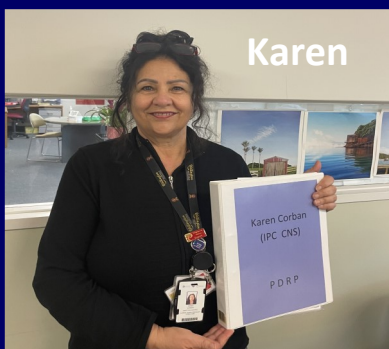
(all this information can be found in the PDRP Handbook for Senior Nurses).

Lastly, don't forget to have a conversation with your manager about the level you are planning to apply for

### Section III: Portfolio Requirements

#### Senior PDRP Portfolio requirements

	Senior pathway	Senior expert pathway
1	Senior Portfolio Assessment Tool (PAT)	Senior Portfolio Assessment Tool (PAT) Expert RN level Portfolio Assessment Tool (PAT)
2	Application Letter	Application Letter
3	Copy of APC (Print out of profile from public register)	Copy of APC (Print out of profile from public register)
4	Role description	Role description
5	Senior RN: Full self and peer assessment	Expert RN: Full self and peer assessment
5a	Additional evidence of influencing the quality of nursing practice, service delivery and health consumer outcomes in the directorate or organisation	Education session plan
5b		Evaluation of education
6	Senior Nurse Performance review (against KPIs of the job description)	Senior Nurse Performance review (against the KPIs of the job description)
7	Evidence of practice hours	Evidence of practice hours
8	Professional Development & Career Plan (PDCP)	Professional Development & Career Plan (PDCP)
9	PD Record (PDR)	PD Record (PDR)
10	Curriculum Vitae (CV)	Curriculum Vitae CV



Karen



## Questions and answers

These are the questions I answered this month....

### If I am moving roles within Capital and Coast do I still need to complete an Application for Transfer from for my PDRP?

Yes you still need to do this. Otherwise your PDRP allowances won't follow you to your new role. The Application for transfer form can be found on Capital and Coast PDRP page (Intranet/ google PDRP Capital and Coast)

### Does your PDRP team send the full self and peer assessment off to record my appraisal?

Essentially the answer is no.

We will initiate your allowance with payroll by sending them an email request when your PDRP is processed (processed= when you get sent a congratulations certificate) .

However your manager needs to send a copy of your full self and peer assessment to payroll (who jointly with HR) process it as a record of your appraisal being completed.



Menetta

### Why can't I include original documents?

Please please don't send original documents

There is always the chance that a portfolio can be redirected/misplaced whilst in the internal mail whether on its way to us or on the way back. Can you imagine for example that a nurse includes their original Postgraduate certificate copy and then the portfolio goes missing ?! This is my worst nightmare.

### What are the dates for PDRP workshops for 2024?

These will be out on Connect me and added to the Capital and Coast PDRP page on the 15th of December

### What date do I need to send my Portfolio by for Christmas?

You can send it in right throughout December. However, there is no Panel running for January so your portfolio won't be assessed during this month.

You are still welcome to send it to the Workforce and Planning Development Unit— Level 11— GNB anyway and it will be safely stored.

### What are the guidelines with Privacy?

The PDRP handbook states: Portfolios for application to the PDRP must not include: • information or documents that in any way could identify health consumers/family/whānau or other health care providers The inclusion of evidence which breaches privacy in any way should require return of a portfolio and immediate removal of the privacy breach (NENZ, 2017) .

- If you don't need to give a backstory of your health consumer, then don't.
- Please don't include any clinical note or emails.
- Make sure you state that you are using a pseudonym or just refer to them in your example as the health care consumer, the client, etc

## Time for PDRP Assessment?

If your portfolio is Competent or Proficient level, it can be assessed in your area by trained portfolio assessors.

If sent to the PDRP office the timeframe for portfolio assessment is 4-6 weeks for assessment

Expert/Senior Expert level portfolios all go to what is called the Expert panel.

Now, there is one expert panel held per month, so the portfolios all need to be in the PDRP office by the 1st of every month to be included in that month's panel.

If they aren't in by the 1st of the month they are moved to the next month's panel— This can cause a significant delay in when the portfolio gets assessed

Senior come up to the PDRP office. This pathway requires an assessment from their Nurse Director alongside the PDRP Nurse coordinator.

If Senior expert— The Expert parts goes to panel for assessment and then Nurse director assessment is required after



Anna

## Expert Panel needs you

We always need more nurses to come to the Expert panel.

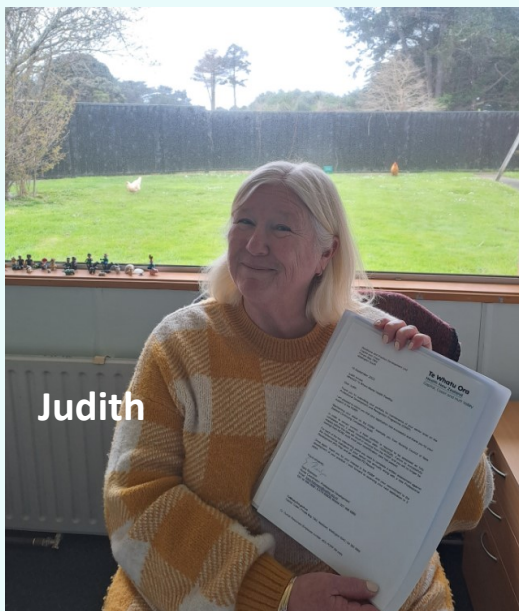
This is a great chance to catch up with others, moderate and improve assessment skills through discussion, see different portfolios and lend your valuable skills to assessing and helping out.

You can come just a couple of times a year or every month, depends on how much you enjoy it and how much you like biscuits (these are a perk of coming)

If you are even a tiny bit interested please email me ([sara.robinson@ccdhub.org.nz](mailto:sara.robinson@ccdhub.org.nz)) and I will be able to convince you it is a great idea

So going back to this question:

## Time for PDRP Assessment?



Judith

The guided wait time for assessment when sending a portfolio to the PDRP office is 4-6 weeks.

All competent and proficient level portfolio can, and should be assessed by the clinical areas by a portfolio assessor. **This will significantly speed up the process for all nurses within your areas.**

The requirements for portfolio assessors is to have an APC, be on the PDRP and attend a portfolio assessors course (1 day). Then you can assess any level PDRP at the same level or below.

### PDRP Assessor Workshops left for 2023

>> This workshop covers all aspects of both peer assessment and portfolio assessment for the PDRP.

>> After completing the course, you will be familiar with the PDRP assessment and portfolio assessment process

- **6th December (please see ConnectMe or email me)**





If you have never met him before.... This is Aaron our wonderful admin support for PDRP.

PDRP support is just one of Aaron's key roles within the Workforce and Practice Development Unit.

Aaron has many talents and just recently successfully coordinated and ran the now famous Hospital Ball.

## So I can take additional leave to work on my PDRP?

### MEMO

Te Whatu Ora  
Health New Zealand

**Date:** 28.11.2023

**To:** CCHV Charge / Clinical Nurse Managers, Midwife Managers and Team Leaders

**From:** CCHV Chief Nursing Officer & Nursing and Midwifery Leadership Team

**Copy to:** CCHV Nurse and Midwife Educators, PDRP Coordinators

**Subject:** PDRP Leave Entitlement

**RE: NZNO-HNZ Collective Agreement Clause 28.2.6 and  
PSA Mental Health and Public Health Nursing Collective Agreement Clause 30.4.5**

Nurses working on preparing a portfolio, obtaining or maintaining skill levels associated with the Professional Development and Recognition Programme are entitled to additional leave in order to undertake research or study associated with meeting the PDRP requirements as follows:

Proficient RN / EN	1 day <u>p.a</u>
Expert RN / Accomplished EN	2 days <u>p.a</u>

The CCHV Nursing & Midwifery Leadership Team recognise there has been variance in how this clause has been interpreted and applied within our District and wider, and has sought guidance from NZNO and PSA regarding this.

The current advice is that this leave entitlement may be used by nurses working on their proficient, expert or accomplished portfolios, to undertake project or quality improvement work, and includes time spent writing up self-assessment for the competencies.

It will be up to each service to manage the output from the PDRP leave, and ensure portfolios are completed.

Please share this with your teams and approve this entitlement accordingly.



## Short answer... Yes, discuss with your manager