

Frequently Asked Questions

The PDRP Manual contains the relevant information pertaining to PDRP. Below are answers to questions you might have.

What does PDRP stand for and what is it based on?

PDRP stands for Professional Development and Recognition Programme. PDRP is based on The Health Practitioners Competency Assurance Act, 2003 ("the Act"), which requires the Nursing Council of New Zealand ("the Council") to ensure the ongoing competence of practitioners. The Council approves PDRP as recertification programmes under section 41 of the Act for the purpose of ensuring nurses are competent to practice.

Who was involved in the review?

The Post Registration/PDRP Lead was the leader of the review and there were representatives from Nurse Educators, Nurse Specialists, Charge Nurse Managers, registered and enrolled nurses, the unions (NZNO and the PSA), midwifery, primary and aged care settings on the Review Committee. There were also focus group discussions for portfolio assessors and senior nurses. The Director of Nursing and Clinical Nurse Directors were presented the recommendations from the Review Committee and approved the recommendations.

What has changed as a result of the review?

The following things have changed.

1. The annual process has stopped. So no annual submissions of evidence are now required. You will now only need to submit a complete portfolio every three years.
2. The Levels of Practice process has been formalised. When you think you want to change levels you will now need to have a level of practice discussion with your line manager and educator/Clinical Nurse Director/Nurse Leader before you submit your portfolio. There is a flowchart and discussion template in the manual to help with this process.
3. An agreement with Huarahi Whakatu PDRP has been reached so that Maaori nurses can choose to complete either CM Health's or Huarahi Whakatu PDRP.
4. Two pilots will be undertaken. One pilot will look at the way portfolios are assessed, and E-portfolios will be developed and trialled.

What evidence do I now need to put in my portfolio?

The evidence required is listed the application form and checklist. You must include

- one self assessment against the competencies
- one senior nurse or peer assessment against the competencies
- complete a professional development template
- a copy of your performance review
- attach a copy of your Annual Practising Certificate

- Curriculum Vitae (if proficient, expert or accomplished, or senior nurse).

Now that I only need to submit my portfolio every three years, what happens to the year 1 (2) competencies I have already completed?

Keep the self-assessments you have already completed. You will only need to review them and if needed update them before adding them to your full portfolio when it is due. You will no longer need to give them to your NE/assessor to assess every year.

As a Charge Nurse Manager, why do I need to write the senior nurse assessments against the competencies for my staff?

The Council has specified that all nurses need to have a self-assessment and a senior nurse or peer assessment as part of the recertification audit. This means that we have to include these assessments in CM Health's PDRP. As a DHB, it was decided that CNMs need to complete the senior nurse assessments for their staff. As a result of the review, CNMs can delegate the senior nurse assessments to expert RNs if they are provided with guidance and time to do them. However, senior nurses can have another senior nurse complete the competencies as a peer.

How old can my evidence be?

Evidence in a portfolio can only reflect the last three years of practice. The competencies must have examples from the last 12 months. Graduate nurses will reflect on their 12 months of practice.

What are the Continuing Competence Requirements of Council?

These are the requirements for maintaining your Annual Practising Certificate to ensure you are competent to practice, and what is required in a portfolio. These are:

- a minimum of 60 hours professional development in three years,
- a minimum of 450 practice hours in 3 years,
- self-assessment of practice against the competencies and
- a review of your practice against the competencies by a senior nurse.

How do I write/articulate my competencies?

You need to write a specific example from practice that reflects how you achieve each competency in everyday practice, at the level you practise at. You can refer to the PDRP manual for the National Levels of Practice and include these key requirements to showcase your practice at the level you are applying for. Further you can make use of the NCNZ Competencies for nurses (available on the PDRP website) with indicators under each competency. Consider one indicator and how you meet this in everyday practice, and further reflecting your level of practice.

How do I include evidence based practice in my portfolio?

You need to include evidence that supports your decision making around the care you deliver. This can be done by naming specific policies/protocols or evidence from the literature.

What happens if I am a proficient or expert or accomplished nurse and don't reflect this within my competencies?

You will have the following options, either you can

- re-write your competencies reflecting your higher level of practice or
- choose to submit an exemplar or
- case study etc that showcases your higher level of practice.
- negotiate with the assessor from your area to do a verbal presentation.

What do I need to do if I go up a level?

First of all you will need to ask your line manager to arrange a level of practice discussion. You will then need to complete the Levels of Practice discussion document (available on the PDRP website on SouthNet). At the meeting you, your Line Manager, Nurse Educator and/or Clinical Nurse Director/Nurse Leader will discuss how you met (or not) the level you wish to apply for. If all are in agreement, you will need to submit a new full portfolio reflecting your higher level of practice, with all requirements as stipulated in the application form and checklist. You will also need an endorsement letter from your Line Manager.

What happens if I get told I'm not working at the level I want to apply for?

As part of the levels of practice discussion, if it is identified that you are not demonstrating all the aspects of the level, you should develop a plan on how you can develop to meet the desired level. At the end of the meeting this should be written down and signed by everyone.

What happens if I get told I am not working to the level I am on?

At any time, if your manager thinks that you are no longer demonstrating the requirements of proficient or expert/accomplished level, then your manager can request a meeting with you. This should be an informal discussion where your manager discusses with you the areas he/she thinks you are deficient in and, together, you should discuss a plan on how you can improve your practice. Or maybe you might come to a decision that you are no longer able or want to work at that level and you both decide that you should drop to the level below. This, of course, will affect your allowance.

If I am a new employee when do I need to submit a portfolio?

You will need to submit a portfolio at the end of 12 months of employment. The due date for your portfolio is on the anniversary of your hire date. However, if you come with a current portfolio from an organisation with an accredited PDRP you will transfer your current due date to CM Health and follow the process in accordance with CM Health requirements.

How long should it take for my portfolio to be assessed?

The assessor has eight weeks to assess your portfolio. If the portfolio goes for moderation then the turn around time for this is an additional two weeks.



What happens if I am not happy with the outcome of my assessment?

You can lodge appeals with the Post Registration/PDRP Lead in accordance with the process in the *PDRP manual*.

What happens if I don't comply with the PDRP process?

It is your professional responsibility to complete the PDRP process. A nurse is considered non-compliant when their due date has passed and a portfolio has not been submitted. Should you be receiving a PDRP allowance this will be discontinued. The process will be managed by your manager and Nurse Educator and may result in a performance management process in accordance with the *HR Discipline and Dismissal Policy*.

Who do I contact if I need help?

First of all look on the PDRP website. The Nurse Educator in your area will be able to support you with your PDRP, or you can contact the Post Registration/PDRP Lead.

Do I need to do a 360 feedback process as part of my portfolio?

No, it is optional to undertake a 360 for your portfolio submission. However, your manager may request one as part of the annual performance review process.

Do I need to complete a career plan as part of my portfolio?

A career plan needs to be completed if you want to apply for postgraduate education funding. Ideally this should be done as part of our annual performance review with your line manager. If you have completed a career plan you can include it as part of your portfolio.