

## **Nursing Education Development Policy**

### **Contents**

Principles.....	2
Roles and responsibilities .....	2
Nursing Education Development Committee .....	2
Professional Development Unit .....	3
Associated documents.....	3
Measurement/Evaluation .....	3
References.....	3

### **Policy**

The process that is outlined by the Nursing Education Development Policy must be followed in order for all CDHB Nursing Education, which is over four hours, to be approved and delivered. If the Nursing Education Development policy is not followed then the education will not be approved for delivery within the CDHB.

### **Purpose**

The purpose of this policy is to support the delivery of quality nursing education by means of a standardised development process for nursing education development.

### **Scope/Audience**

This policy is applicable to all CDHB internal education providers who are involved with the development and delivery of nursing education.

### **Definitions**

Nursing education: nursing education encompasses all education with duration of four hours or more, inclusive of self directed work books, online learning and face to face learning.

**The latest version of this document is available on the CDHB intranet/website only.**

**Printed copies may not reflect the most recent updates.**

## Principles

All applications will be approved by the Nursing Education Development Committee. This committee will ensure that education within the CDHB is aligned to the principles of good workplace learning and that it:

- is aligned to the overall direction of the CDHB/WCDHB and the Canterbury / West Coast Health System
- enables the application of learning into workplace practice
- is a tool of partnership across teams, groups, professions and organisations and is able to be shared across the wider health system
- objectives and content are developed in partnership with subject matter and educational design expertise
- matches the development method to the content
- reduces duplication in programmes and development time
- ensures that any assessment process is fair, reliable and valid
- has clear aims, outcomes and objectives
- is aligned to adult learning principles
- is regularly evaluated against its objectives and outcomes utilising Kirkpatrick's model of evaluation
- is evaluated and redeveloped as required
- is accessible to all employees
- is supported by a learning culture.

## Roles and responsibilities

### Nursing Education Development Committee

- manage the application process
- meet monthly and ensure that all application are considered and returned to the applicant within the month
- provide advice and support to those applicants whose application has been rejected
- audit the decisions made on an annual basis
- approval will ensure that: Resource allocation is prioritised
- duplication is avoided
- expertise allocated to support development process where needed
- planned outcomes occur as a result of the education.

**The latest version of this document is available on the CDHB intranet/website only.**

**Printed copies may not reflect the most recent updates.**

## Professional Development Unit

Ensure that support is available for staff to complete the first and second application.

## Associated documents

- Nursing Education Development Application Form
- Nursing Education Development Application Guide
- Nursing Council Competencies
- Nurse Credentialing Policy

## Measurement/Evaluation

There will be an annual audit of all Nursing education that is advertised and delivered by the CDHB that is four hours or more to determine if it has been approved by the Nursing Education Development Committee.

## References

Kolb, D. (1984). *Experiential learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice-Hall.

Kirkpatrick, J.D., & Kirkpatrick, W.K. (2009). *Kirkpatrick then and now. A strong foundation for the future*. Kirkpatrick and Partners, MO.

Lockwood, F. (1998). *The design and production of self instructional material*. UK Taylor and Francis, Inc

Mockett, L., Horsfall, J., & O'Callaghan, W. (2006). *Education leadership in the clinical health care setting: A framework for nursing education development*. *Nurse Education in Practice*, 6, 404–410

<b>Policy Owner</b>	Nurse Manager Professional Practice Development
<b>Policy Authoriser</b>	Executive Director of Nursing
<b>Date of Authorisation</b>	February 2014

**The latest version of this document is available on the CDHB intranet/website only.**

**Printed copies may not reflect the most recent updates.**