(for Te Whatu Ora Waitaha professional development requirements)

Name:

**N.B. Use extra rows for additional compulsory education updates e.g. PDRP, IV link, CVAD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Yearly Compulsory*** | ***Record the date you attended*** | 20\_ \_ | 20\_ \_ | 20\_ \_ |
| **Emergency Skills Day** (or PROMPT)(maternal and newborn resus plus maternity emergencies)\* | / / | / / | / / |
| **Maternity Practice Skills i**ncludes compulsory:* Breastfeeding (BFHI:21 hrs over 5 yrs)
* Infection Prevention
* Fire & Emergency Procedures

(Plus other topics, changes each year) | / / | / / | / / |
| No of BFHI hrs:  | No of BFHI hrs:  | No of BFHI hrs:  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every2 years*** | **Course** | **Last Completed** | **Year due** | **Date Booked** | **Completed✓** |
| Family Violence | / / |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Once every3 years*** | **Course** | **Last Completed** | **Year due** | **Date Booked** | **Completed✓** |
| PROMPT (instead of Emergency Skills)  | / / |  |  |  |
| Newborn Life Support (NLS)  | / / |  |  |  |
| PDRP portfolio submission (if applicable) | / / |  |  |  |
|  | / / |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Once Only***  | **Course** | **Date Booked / Commenced** | **Date Completed** |
| Medication and Fluid Management | / / | / / |
| Preceptorship | / / | / / |
|  | / / | / / |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Continuing Education*** | **Course/Workshop** | **Date Completed** | **Hours** |
| 20\_ \_ | 20\_ \_ | 20\_ \_ |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
|  |  / / |  |  |  |
| Total hours |  |  |  |

**Professional Development Leave allocation**

Te Whatu Ora Waitaha supports staff in line with the Multi-Employer Collective Agreement (MECA) for additional professional development leave over and above organisational requirements:

|  |  |
| --- | --- |
| **FTE** | **Hours for professional development leave** |
| 1 | 32 |
| 0.8 | 25.6 |
| 0.7 | 22.4 |
| 0.6 | 19.2 |
| 0.5 | 16 |
| 0.4 | 12.8 |
| 0.3 | 9.6 |
| 0.2 and 0.1 | 8 |