



Learning Framework

2018

February Intake

West Coast Region



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Haere Mai! Welcome to the West Coast DHB NETP Programme

Welcome to the West Coast District Health Board (WCDHB) and congratulations on recently completing your nursing degree and gaining registration as a newly registered nurse!

We are excited that you have chosen to begin your career in the West Coast health system and are keen to tautoko/support you on your journey over the next year.

The West Coast Nurse Entry to Practice (NETP) Programme provides new graduate registered nurses (RNs) with the structure and support to enable development of competent nursing practice within the RN scope. The Programme is intended to be flexible and allows for the content to be adapted to ensure relevance in a variety of rural clinical contexts.

The Programme also integrates the principles of the Treaty of Waitangi/Te Tiriti o Waitangi into practice to promote equity of outcomes for Māori, and facilitates the development of nursing practice that is deemed culturally safe by all client groups.

The WCDHB acknowledges that this Programme has been developed in partnership with the Canterbury District Health Board (CDHB) within the Transalpine partnership. We would particularly like to acknowledge and thank Mary Gordon, the Executive Director of Nursing at CDHB.

A number of other organisations have informed the development of this Programme. To the following, we thank:

- The Lakes District Health Board
- The Capital and Coast District Health Board
- The WCDHB Graduate Nurse Advisory Committee

The programme has been adapted to ensure that the content covered is relevant for Primary Health Organisations (PHOs) and Non-Government Organisations (NGOs), is contextually relevant for the rural sector and has been expanded in line with the Health Workforce New Zealand (HWNZ) NETP Programme specifications.

Karyn Bousfield

Director of Nursing

West Coast District Health Board

CLINICAL PLACEMENTS

| Placement one | Commencement date: 12 February 2018 |
|----------------------------|--|
| Primary Preceptor | <i>Name:</i> <i>Phone:</i> <i>Email:</i> |
| Associate Preceptor(s) | <i>Name:</i> <i>Phone:</i> <i>Email:</i> |
| Clinical Nurse Manager | <i>Name:</i> <i>Ext.:</i> <i>Email:</i> |
| Department contact details | <i>Direct Dial number:</i> <i>Extension number:</i> |

| Placement two (if applicable) | Commencement date: |
|-------------------------------|--|
| Primary Preceptor | <i>Name:</i> <i>Phone:</i> <i>Email:</i> |
| Associate Preceptor(s) | <i>Name:</i> <i>Phone:</i> <i>Email:</i> |
| Clinical Nurse Manager | <i>Name:</i> <i>Ext.:</i> <i>Email:</i> |
| Department contact details | <i>Direct Dial number:</i> <i>Extension number:</i> |

| The WCDHB NETP team / Communications | |
|---|---|
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| Canterbury/West Coast regional websites | Access through CDHB website: http://www.cdhb.health.nz/netp Access through HealthLearn: http://www.healthlearn.ac.nz |
| Emails | Regular emails will be sent to you from the NETP team. Please remember to check your work emails each week for up-to-date programme information. |

| Date/Time | People present | Topics Discussed | Comments/Plan |
|-----------|----------------|------------------|---------------|
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Timatanga kōrero / Introduction

1.1 National Nurse Entry to Practice (NETP) Programme Goal

The national goal for the NETP programme is that New Zealand nursing graduates enthusiastically commence their careers in New Zealand: well supported, safe, skilled and confident in their clinical practice;¹ equipped for further learning and professional development; meeting the needs of health and disability support service users and employers; and building a sustainable pathway for the New Zealand Registered Nursing workforce into the future.²

1.2 National NETP Specifications

The NETP Specifications (2014) outline the key components of the NETP programme and its implementation and is supported by Health Workforce New Zealand (HWNZ), the Nursing Council of New Zealand (NCNZ) and WCDHB policies and strategic priorities.

The NETP programme integrates the principles of the Treaty of Waitangi/Te Tiriti o Waitangi into practice to promote equity of outcomes for Māori. The NETP programme facilitates practice in a culturally safe manner with all client groups.³

The Competencies for Registered Nurses (2007), interfaced with the key NETP programme components, will enable the NETP Registered Nurse (RN) to achieve Competent RN level on the Regional Professional Development Recognition Programme (PDRP) upon completion of the NETP programme.

1.3 NETP Programme Objectives

During the first year of clinical practice the NETP RN will consolidate knowledge, skills and experience to:

- Incorporate the principles of Te Tiriti o Waitangi/Treaty of Waitangi into nursing practice
- Apply the principles of cultural safety into their own nursing practice
- Practice safely, confidently and maintain accountability as an RN for the health and wellbeing of the people of the West Coast
- Consolidate critical inquiry, reflection, problem-solving and clinical reasoning, effective time management and technical skill acquisition
- Further develop the NCNZ competencies for the RN scope of practice; utilising policies, procedures and standards of the WCDHB and the nursing profession
- Effectively assess, plan, implement, evaluate and document nursing care in accordance with clients, their family and whanau needs, nursing knowledge, educational research and profession-specific standards
- Practise effectively as a member of the inter-professional team

¹ Nursing Entry to Practice Programme Specifications, May 2014, 2/B46, page1.

² Growing Our Own: An Evaluation of the Nursing Entry to Practice Programme in New Zealand 2006-2009, December 2009, cited in Nursing Entry to Programme Specifications, July 2010 2/B46, page 1.

³ Nursing Entry to Practice Programme Specifications, May 2014, 2/B46, page 1.

- Begin to develop and demonstrate leadership skills within nursing
- Continue his/her personal professional development
- Meet the completion criteria of the learning framework for NETP programmes
- Attain Competent Registered Nurse level on the Te Kāhui Kōkirui Mātanga Regional Professional Development Recognition Programme

1.4 Philosophy of Nursing at the WCDHB

Professional nursing is the art of determining and meeting human responses to actual and potential health issues. Nurses utilise nursing knowledge, reflective practice and professional judgment to provide competent holistic care, including: health promotion, maintenance and restoration, preventative care, rehabilitation and care of the terminally ill – all within a rural context. The uniqueness of nursing lies in the characteristic quality of caring that underpins the interactions of the therapeutic relationship and nursing care. This care is competently and skilfully performed; comforting, anticipating and protective of the person's needs. Intrinsic in this relationship is respect of human rights and recognition of the most appropriate environment. This is done in partnership with the individual, their family/whanau (or in groups) and, where appropriate, with other health professionals.

Nurses are accountable for the care they provide and therefore have a responsibility to be aware of their own attitudes, culture, knowledge and skills that they bring to their practice. Practice rests on the body of nursing knowledge, which is consolidated and expanded by continuing education and scientific enquiry. Undertaking an analysis of nursing practice through research and quality improvement activities is essential to the refinement of nursing practice.

Nurses actively promote a professional culture that supports, constructively challenges and develops the practice of each nurse.

1.5 West Coast Regional NETP Programme Philosophy

The West Coast region NETP programme provides education, learning opportunities and a clinical practice environment that is safe and supportive so that all NETP RNs are able to consolidate their skills and gain competence and confidence to deliver quality care; integrating cultural awareness into their work. The importance of ongoing learning, critical thinking and reflection fostered in this programme will encourage innovation, enthusiasm and a commitment to nursing as a profession.

1.6 NETP Websites

There is a resource website that has been established for all parties involved with the NETP programme. This serves the people supporting NETP RNs in their first year of practice, and includes Clinical Nurse Managers (CNMs), clinical leaders, preceptors and the NETP RN.

Forms and templates for the programme can be downloaded via this website, which can be accessed from work or home. The website is located at the following address:

<http://www.cdhb.health.nz/NETP>.

The CDHB NETP Programme regularly posts information on healthLearn, <http://www.healthlearn.ac.nz>, including the CDHB Programme requirements and submission processes. The WCDHB at this point in time is not using healthLearn for this purpose; however, there may be postings of interest within healthLearn (e.g. NETP forums). NETP RNs on the West Coast will not need to go into healthLearn to download forms or submit assignments. Instead, the NETP team at the WCDHB will ensure appropriate forms and submission processes are communicated clearly/made available.

2 NETP Programme: Theoretical Component

A variety of teaching/learning methodologies are utilised to develop the critical inquiry, problem-solving ability and clinical reasoning required for nursing practice. Strategies include presentations, skill-based sessions and scenario/simulation training to extend health assessment skills, clinical knowledge and critical analysis. More specifically:

- The theoretical component forms a core foundation of the NETP programmes; supporting the clinical application and use of knowledge gained through undergraduate nursing studies. It is composed of the equivalent of 12 study days.
- The 12 study days are inclusive of:
 - Five NETP orientation days
 - A Level 7 graduate certificate paper provided by the Ara Institute of Canterbury
 - The New Zealand Resuscitation Council (NZRC) CORE course
 - Additional NETP study days
- Some NETP nurses may be exempt from certain study days due to the education requirements within their services.
- A minimum of 85% (10 days) of study days need to be attended to meet the criteria to graduate from the NETP programme. If you are unable to attend a study day, you must notify the NETP programme coordinator/Associate Director of Nursing (ADON) promptly, as well as your CNM, so that the roster can be updated.
- Formal assessments have a minimum pass rate of 60% to meet completion criteria for the programme.
- The opportunity for a single resit will be made available when the minimum pass grade is not achieved in the first attempt. Remedial support will be made available to assist with this. However, a successful resit can only secure the maximum mark of 60%.

2.1 Assessments – Theoretical Component

(A) Ara graduate certificate paper

One Ara paper will be attended by each NETP nurse as part of the programme. This is comprised of either a 3-day or 5-day study block (dependent on the NETP RN's clinical placement) and formal assignment work. The Ara paper will be attended either in Greymouth or Christchurch depending on course availability.

A minimum of 60% must be achieved for the paper as per NETP programme criteria. The NETP RN will be booked into the Ara paper by the NETP programme coordinator/ADON.

(B) Policy/Procedural guideline critique (not included in all programmes)

The NETP RN will be required to select a policy/procedure relevant to their clinical placement and critique the content using evidence based research and critical analysis. The policy/procedure will be decided in collaboration with the NETP RN and their CNM. As part of the quality process, findings will be shared with colleagues in the NETP RN's clinical area and an executive summary will be provided to the WCDHB Director of Nursing and Quality Team.

The assignment marking criteria can be found on HealthLearn and provides clear guidelines for what is expected, including the required academic layout.

The WCDHB NETP Nurse Educator will also provide you with information and support around this requirement.

A minimum of 60% must be achieved for his work as per NETP programme criteria. This work is to be submitted electronically.

(C) Case study presentation

The NETP RN will be required to complete a case study demonstrating assessment skills, clinical reasoning and evidence based research with a nursing focus. The case study is then presented in a group setting on a study day for simultaneous assessment.

The assignment marking criteria and patient consent form can be found on HealthLearn.

The WCDHB NETP Nurse Educator will also provide you with information around this requirement.

A minimum of 60% must be achieved for this work as per NETP programme criteria.

Note: Maintaining patient confidentiality for this assessment is critical. Before the NETP RN gathers any information about the patient/client, written consent must be obtained from the patient using the patient consent form on HealthLearn, and this is also to be **documented in the patient's/client's clinical notes**. If the NETP RN does not obtain consent from the patient/client for the case study presentation, the presentation will not be accepted.

(D) PDRP portfolio

The NETP RN will be required to submit a professional nursing portfolio for assessment near the end of the NETP programme. This will include a performance appraisal demonstrating self-awareness, evidence based practice and health assessment skills assessed against the Nursing Council's competencies for RNs, as well as reflections on the NETP RN's professional development.

The NETP RN will need to be assessed as having 'achieved' Competent Level on the PDRP in order to graduate from the NETP programme.

The WCDHB NETP Nurse Educator will also provide you with information and support around this requirement.

2.2 Submission Process

- All documentation is to be submitted to the NETP programme coordinator/ADON or Nurse Educators. This includes assessed work, including policy critiques and PDRP portfolios. It will also include other programme requirements, such as professional goals set at the three and six month periods.
- Submission of assignments for Ara papers are managed by Ara. Confirmation of successful completion of the Ara paper will be forwarded to the NETP programme coordinator/ADON by the Ara course facilitator.
- Assessment due dates are listed in the NETP programme calendar for each NETP intake.
- If the NETP RN is unable to submit by the due date, they must formally apply for an extension using the required extension application form. This form is available from the NETP programme coordinator/ADON.

Please note: extensions are only granted when there are clear reasons or mitigating circumstances.

- Any piece of work the NETP RN submits for any assessment that is identified to contain plagiarised material will automatically receive 0%. Disciplinary measures may follow, which may include failure to graduate from the programme. When including work from other sources, appropriate referencing must be used in the APA format (6th Edition).
- The NETP RN has the right to appeal any decision made on assessed work. There is a formal appeals process on the NETP website and a *NETP Appeals Notification Form*.

2.3 Further Education Requirements

As part of the orientation to the NETP programme and the clinical placements additional education packages will also need to be completed. Many of these packages are offered online via healthLearn.

Additional education will be tailored to the NETP RN's area of work; however, most NETP RNs will need to complete the following core competencies:

- Medication Administration:
 - Fluid and Medication Foundation Programme 3
 - Central Venous Access Device Non-Implanted Endorsement and Implanted
- Clinical unit orientation
- Code of Conduct (This is a requirement of completing undergraduate nursing studies. Please retain evidence of having completed this, as it is essential for maintaining an Annual Practicing Certificate)
- Restraint Minimisation and Safe Practice (healthLearn)
- Direction and Delegation (healthLearn)
- Falls Prevention (healthLearn)
- Five Moments of Hand Hygiene (healthLearn)
- Pressure Injury Prevention (healthLearn)

- Other service-specific learning packages. The NETP RN will need to discuss these with their CNM and Nurse Educator to confirm what is required for their placement.

There will be a discussion and some guidance around the self-directed learning packages within the NETP orientation.

Recognition of prior learning will be considered if evidence is produced by the NETP RN.



2.4 Ara Institute of Canterbury Courses

The NETP RN will automatically be enrolled into **one** of these courses by the NETP programme coordinator/ADON. Attendance at one of the Ara papers is part of the theoretical component of the programme. In the unexpected event that an Ara course is unavailable, an equivalent course will be allocated or a substitute theoretical component will be run by the NETP programme. It is vital that the NETP RN attends the assigned Ara paper as these are only offered once within the year. Missing this could threaten the NETP RN's ability to graduate from the programme.

Courses include the following:

Assessing the Acutely Unwell Child

Course Code: GCCA700

The aim of this course is to provide opportunities for NETP RNs to extend their knowledge and skills in the assessment of children with acute health alteration and to integrate their knowledge of normal processes and pathophysiology to nursing practice. On completion of the course students will be able to undertake a focused assessment on a child and critically apply this knowledge to practice.

Rapid Assessment of the Acutely Unwell Patient

Course Code: GCRA700

The aim of this course is to provide NETP RNs with the opportunity to further develop the clinical and theoretical knowledge and skills required in the identification and assessment of acute deterioration in adult health status. The learning experiences provided will enable students to reflect upon and evaluate the relationships between physiology, pathophysiology, clinical assessment and their own nursing practice.

Assessment in Aged Care

Course Code: GCAA700

The aim of this course is to provide NETP RNs with the opportunity to further develop their knowledge of assessment process within the domain of aged care. This course examines best practice evidence-based guidelines relating to assessment of the older person. Knowledge gained will assist the NETP RN to assess normal age related change, recognise abnormal findings and determine risk factors in order to better determine client needs. On completion of the course the NETP RN will be able to undertake a comprehensive aged care assessment and critically apply this knowledge to their nursing practice with the intent of achieving optimum wellness and quality of life outcomes for older people.

Emergency Nursing

Course Code: GCEN700

The aim of this course is to enable the NETP RN (who is new to the emergency care setting within a hospital) to build on existing knowledge and develop the necessary clinical skills to allow an understanding of principles that influence the assessment, care, and management of an acutely ill patient. The course comprises of four modules. These modules address the acute clinical practice in the current healthcare setting, and the assessment, care, and management of an acutely ill patient.

3 NETP Programme: Clinical Component

The Clinical Component forms a core foundation of the NETP programme in implementing the National NETP goal of safe, skilled and confident NETP RNs developing and consolidating their clinical practice. Some areas will have two clinical rotations, while other clinical specialty areas will have one 12 month placement. A minimum of 1200 clinical hours must be completed to graduate from the NETP programme.

Clinical load sharing days are spent with the NETP RN's assigned preceptor where the NETP RN is not counted in the ward staffing numbers.

3.1 One Clinical Placement during the NETP Programme:

For NETP RNs in **year-long placements**, clinical load sharing may occur for up to 6 weeks (30 days) following entry to the programme. Days counted as part of the clinical load sharing period are clinical shifts only and exclude attendance at any NETP study days. The clinical preceptor(s) and the NETP RN must share a clinical load of **gradually increasing complexity** for the **first four weeks** (20 days) of the placement. The remaining two weeks (10 days) of clinical load sharing may be taken at a date suitable to the clinical pathway and learning needs of the NETP RN.

Preceptors will continue to support and guide the NETP RN's learning and development throughout the clinical placement. Both the NETP RN and the preceptor(s) should be rostered together as often as possible to enable support and accurate assessment of practice and regular feedback on progress.

3.2 Two Clinical Placements during the NETP Programme:

During the **first four weeks** (20 days) of the NETP RN's **first clinical placement**, the primary preceptor and the NETP RN work together sharing a clinical caseload of **gradually increasing** complexity.

At the commencement of the **second clinical placement**, there will be **two weeks** (10 days) of clinical load sharing time for the NETP RN with the primary preceptor.

Days counted as part of the clinical load sharing period are clinical shifts only and exclude attendance at any NETP study days.

Preceptors will continue to support and guide the NETP RN's learning and development throughout the clinical placement(s). Both the NETP RN and the preceptor(s) should be rostered together as often as possible to enable support, accurate assessment of practice and regular feedback on progress.

Note: As per NETP Specifications 2/B46 (2004): *'there is flexibility to extend or reduce these timeframes in specific instances, subject to agreement with the graduate nurse/employer, so long as the NETP programme averages six weeks of clinical load sharing per graduate nurse overall'.*

4 NETP Programme: Preceptorship

All NETP RNs will have a designated preceptor within their workplace/organisation. Preceptorship is a clinical educational strategy where both the preceptor and NETP RN work together for a specified period of time.

The process of preceptorship involves teaching, learning and orientation to the clinical area.⁴ The preceptorship experience is an educational relationship that provides role modelling, clinical support, clinical teaching and learning as well as socialisation into the workforce. It is expected that preceptors will help build on the application and use of knowledge in clinical situations.⁵

Preceptors strengthen the application and use of nursing knowledge in clinical situations. Through the use of constructive feedback and facilitating critical and reflective practice, the preceptor supports practice development, clinical reasoning and skill development in the NETP RN.

The preceptor role is pivotal to the successful transition of the NETP RN into their new responsibilities, and therefore they must have regular and consistent time together throughout the clinical placements. This is especially important during formal orientation which occurs during the clinical load sharing period.

4.1 Preceptor eligibility criteria

The Canterbury and West Coast Region Directors of Nursing have agreed on the following preceptor eligibility criteria for those working with NETP RNs, some of which are also included in the National NETP Specifications (2/B46, 2014):

The preceptor must

- Have a current practicing certificate in the Registered Nurse scope of practice (2/B46, 2014)
- Be registered with the Nursing Council of New Zealand and 'in good standing' (i.e. with no restrictions on that registration that would negatively impact on their ability to perform as a clinical preceptor (2/B46. 2014)
- Have a desire to be a preceptor and complete a preceptorship training programme or equivalent education, learning, and have demonstrated leadership skills
- Function as a role model and demonstrate consistently a positive proactive attitude within the clinical area
- Have clinical experience within the area of practice and show well established time management and decision making skills
- Have a willingness and ability to teach in a one to one situation, utilising the principles of adult learning
- Be active in extending own professional growth and encouraging others

⁴ Canterbury & West Coast District Health Board. (2013). *Preceptorship*. Christchurch.

⁵ Preceptoring for Excellence National Framework for Nursing Preceptorship Programmes, July 2010, New Zealand Nurse Educators Preceptorship subgroup. See DHBNZ website: www.dhbnz.org.nz/Site/Future_Workforce/Nursing-Midwifery/Nursing-Projects/NETP_Documents.aspx.

- Be able to communicate clearly and give constructive feedback and assist others to meet identified needs whilst being open to feedback on their role
- Contribute to the NETP RN's appraisals, goal setting, assessments and development days
- Demonstrate commitment and willingness to support and encourage a NETP RN
- Have knowledge of the NETP programme Learning Framework, toolkits and PDRP requirements
- Have an ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice

4.2 Learning Contracts

Learning contracts are utilised between the NETP RN and the assigned preceptor in each clinical placement to formalise roles within this relationship.

The purpose of a learning contract is to ensure the preceptor and the NETP RN are aware of the responsibilities and commitment (both personal and professional) associated with this teaching and learning relationship. Information on preceptorship and the learning contracts can be found on HealthLearn.

Learning contracts are to be completed at the start of each clinical placement. Please ensure that you forward a copy to the Nurse Educator.

4.3 Goal Setting and Appraisals

The due date for the goals and appraisal are outlined on the programme calendar. Relevant forms may be found on the NETP website: <http://www.cdhb.health.nz/Hospitals-Services/Health-Professionals/NETP/Pages/Forms-Templates.aspx> or will be provided by Nurse Educators at WCDHB.

The primary preceptor and the CNM provide oversight and feedback during the goal setting and appraisal process and work in conjunction with the NETP RN to facilitate development. Other nursing staff may also provide feedback.

4.3.1 Goal Setting

Goal setting and performance appraisals will be undertaken to monitor progress and provide feedback in relation to expected NETP programme outcomes.

The goal setting process is an opportunity to review the progress of the NETP RN and to discuss practice development and learning needs. **Goals are set within the first three months of the first placement. At six months these goals are reviewed and new goals formulated, if required.**

Further review and resetting of goals occurs as part of completing the performance appraisal toward the end of the programme.

Note: A **copy** of the completed three & six month goal form needs to be forwarded to the NETP programme coordinator/ADON **at the 6 month due date** specified in the NETP programme calendar.

4.3.2 Performance Review

A full performance appraisal assessed against the Nursing Council competencies is undertaken and submitted as part of a competent portfolio. This is a requirement for completion of the NETP programme. The NETP RN and preceptor must give clear examples of clinical practice, demonstrating that these are 'met'.

This performance appraisal is used as key evidence of professional competence within the PDRP portfolio. The forms can be found on the **WCDHB website**: The WCDHB NETP Nurse Educator will also provide you with information and support around this requirement.

http://coastweb/intranet/dept/nursing/performance_appraisal_doclinks.asp

*It is recommended that the NETP RN **retains a copy** of their goals and performance appraisal for their own record.*

4.4 Monthly practice meetings

While it is not a NETP Programme requirement, the NETP RN and line manager (ACNM/CNM) are encouraged to meet monthly to discuss development progress.

A template has been provided at the front of this learning framework for documenting these meetings.

4.5 Development Days

Prior to 2015, NETP programmes required the NETP RN and their preceptor to roster two development days away from the clinical area to spend time working together on NETP requirements or professional development. This is no longer built into the programme; however, development time with the NETP RN's preceptor or Nurse Educator is encouraged and may be negotiated with the NETP RN's line manager.

4.6 Reflection Sessions

Preceptors facilitate critical and reflective practice within the workplace. Reflection involves looking at a situation and critically reviewing the events that took place. Reflection may involve identifying positive and negative aspects of an event. Reflection on practice and the development of exemplars are ways of providing examples of practice for the NETP RN's professional portfolio.

To protect the patient's privacy and confidentiality, no identifying information should be included in reflections on nursing practice.

The NETP programme coordinator/ADON and Nurse Educators may also facilitate reflection sessions for NETP RNs to share and reflect on their experiences while in the NETP programme. This is an opportunity to discuss programme requirements and clarify questions about appraisals, assessments or completion criteria.

5 Māori Support

The NETP programme is committed to supporting nurses who identify as Māori to confidently walk in both Māori and non-Māori /western worlds. We acknowledge and endorse the *Tauira Māori Nursing Placement Guideline for Māori Health Services (2011)*, which states that the Māori nurse:

...is likely to draw upon western and Māori knowledge and understandings of well-being and treatment, and have cognisance of traditional iwi based society and a contemporary view of social and cultural diversity, as well as nursing knowledge and theory, partnership and responsiveness in terms of community and provider interactions.

There is specific support available for NETP RNs with whakapapa and cultural links to whanau, hapu and iwi. This support is for the purpose of mentoring, cultural supervision and cultural development. An appropriately qualified and experienced person will:

- facilitate learning
- support programme outcomes
- provide appropriate management strategies, skills and confidence to retain cultural identity and integrity as Māori

Cultural supervision may take place on a one to one basis or as part of a group. Should the NETP RN wish to access this support, please liaise with directly with the NETP programme coordinator/ADON.

6 Pacific Peoples Support

The NETP programme is committed to supporting new graduate nurses of Pacific Peoples descent.

There is specific support available for NETP RNs who have established cultural links to the Pacific Peoples communities. This support is for the purpose of mentoring, cultural supervision and cultural development. An appropriately qualified and experienced person will:

- Facilitate learning
- Support programme outcomes
- Provide appropriate management strategies, skills and confidence to retain cultural identity and integrity as Pacific Peoples

Cultural supervision may take place on a one to one basis or as part of a group. Should the NETP RN wish to access this support, please liaise directly with the NETP programme coordinator/ADON.

7 NETP Programme: Portfolio (PDRP)

The NETP RN must be assessed as having achieved competent level in the PDRP Programme in order to be eligible to graduate from the NETP programme.

There will be many opportunities to discuss and explore PDRP with the Nurse Educators and other PDRP resource people throughout the NETP year. Additionally, there is a half-day session around writing performance appraisals and preparing the PDRP portfolio at a study day later in the programme.

Please read the PDRP guidelines for competent level and submit evidence as per the checklist in the guidelines, which includes:

- Copy of the NETP RN's current Annual Practising Certificate. Please sign this on the back, next to 'Authorisation'.
- Hours of practice. A record of this may be obtained via payroll or TrendCare if applicable.
- Performance Appraisal. This includes a self-assessment and a preceptor/manager assessment, which are all assessed against Nursing Council's competencies for RNs.
- Hours of professional development.
- Three reflections on professional development.
- An overall statement of learning/reflection on learning.

Templates are available on the PDRP website to use when compiling the professional portfolio. Further details and information on the PDRP portfolio process are provided during the NETP programme. The guidelines for PDRP at competent level can be found on the PDRP website at:

<http://www.cdhb.health.nz/Hospitals-Services/Health-Professionals/pdrp/pdrp-application-guidelines/Pages/default.aspx>

8 NETP Programme: Celebration ceremony

A celebration ceremony will be held towards the end of the NETP programme. To be entitled to participate, the NETP RN must successfully complete all NETP programme requirements. At this ceremony, the NETP RN will be awarded a certificate of achievement and be given the WCDHB NETP programme badge.

This is a formal event and is attended by senior WCDHB staff, partnering organisations, and family members. The NETP RN should wear their clinical uniform/clothing to this event.

The dates for the celebration ceremony are indicated in the programme calendar.

NETP RNs: Please negotiate your roster with your manager in advance to ensure you are able to attend the NETP graduation ceremony.

9 NETP Programme: Completion Criteria

In order to be eligible to graduate from the NETP programme, the following criteria must be met: NETP RNs must have

- A current Annual Practising Certificate
- Attended a minimum of 85% of the theoretical component of the programme (i.e. 10 study days)
- Attended and successfully completed the allocated Ara graduate certificate paper
- Successful assessment of the policy critique (if included in the programme)
- Successful assessment of the case study presentation
- Completed a minimum of 1200 clinical practice hours
- Submitted a completed goals form
- Performance Appraisal (submitted with the portfolio)
- Achieved Competent Level on the PDRP programme

Graduation from the NETP programme is dependent on successfully achieving all programme requirements. This includes a minimum pass of 60% for each of the NETP graded assessments, including the Ara paper, the case study presentation and the policy critique (if applicable).

10 Remedial Assistance

Issues sometimes arise for the NETP RN during the first year of practice, which may be due to a variety of reasons (i.e. workplace challenges or personal issues that may impact on one's practice, or ability to perform as desired in the NETP programme).

The first step for the NETP RN in this case is to have a conversation with a trusted colleague, such as the NETP RN's preceptor, CNM or Nurse Educator.

There is a formal process to support the NETP RN if they fail to progress with the theoretical components expected on the NETP programme. A Remedial Plan is individualised to the NETP RN. Extra theoretical assistance is arranged where necessary to support the NETP RN to meet expected requirements for the programme.

All remedial issues will be dealt with in a confidential manner. Escalation of key matters to do with competency or safety will occur if required.

Please refer to the NETP programme website: <http://www.cdhb.health.nz/Hospitals-Services/Health-Professionals/NETP/Pages/Quality-Risk-Complaints.aspx> for further information.

11 Emergency Preparedness

An emergency is an event that effects or threatens the health, safety or welfare of people, property and infrastructure. The NETP programme aims to promote resilience in NETP RNs in the event of an emergency.

Being personally prepared is part of this process. Please ensure familiarity with the following information so you know what is expected from you and what you can expect from the NETP team in such circumstances.

As a nurse, the NETP RN forms part of an essential service and they are therefore required to work in an emergency.

In the event of an emergency, NETP programme requirements may be overridden by the need to respond to clinical and workplace demands. For example, study days may need to be rescheduled or cancelled and submission dates for assignment work may need to be altered. NETP programme requirements are of secondary importance to an emergency response. Should an emergency occur it is expected that the NETP RN would check their emails and/or text messages for NETP information.

11.1 Responsibilities of the NETP RN – on Duty

- Ensure your own safety
- Maintain patient safety
- Follow instructions from the person in charge
- Ensure you are familiar with the formal emergency plan as it applies to the area in which you are working. This should be outlined when you are orientated to each clinical placement.

11.2 Responsibilities of the NETP RN – off Duty

- Ensure your own safety
- Come to work as per your normal roster
- The expectation is that you would report to work as normal. If you are unable to report to your rostered duty due to major adversity, please inform your CNM or Duty Nurse Manager as soon as possible.

11.3 Following an Emergency

At an appropriate opportunity, **please inform the NETP programme coordinator/ADON** of any significant change in personal circumstances or personal details (i.e. change of address).

11.4 Responsibilities of the NETP Programme Coordinator/ADON

- Support WCDHB emergency response
- Ensure mechanisms for communication with new graduate nurses are maintained
- Ensure orderly return to normal business as part of the recovery process
- *Depending on the scale and impact of the emergency, NETP programme requirements may undergo review. Where this is necessary, authorisation will be sought from the WCDHB Director of Nursing and Midwifery and endorsement sought from the Nursing Council of New Zealand.*

11.5 Communication Pathways

If the NETP team has been redeployed as part of an emergency response, our telephones may not be manned. We may use email and the NETP website as our primary means of communication with the NETP RN in the post-emergency recovery period, depending on the availability of these communication services.

12 NETP Programme: Employment Matters

The West Coast regional NETP programme is run over a thirteen month period. Under special circumstances the programme can be completed in a shorter timeframe. This would need to be discussed with the NETP RN's clinical area in consultation with their CNM, NETP programme coordinator/ADON and the Director of Nursing and Midwifery.

12.1 Ongoing Employment for WCDHB Employees

NETP RNs who are employed with the WCDHB are on a permanent contract. During the second half of the NETP year, while still on the NETP programme, NETP RNs are encouraged to discuss their preferred options for ongoing employment with their managers. In most cases, the WCDHB will be able to offer an ongoing role to your area of choice once you have graduated from the NETP programme. However, for a number of reasons some services may not be able to offer this and the NETP RN would need to transfer to an existing vacancy elsewhere in the WCDHB. Should assistance or support be required with this process, please contact the WCDHB People and Capability team or the NETP programme coordinator/ADON. The ADON will work with the NETP RNs, the nursing management team and HR in order to secure positions **following successful completion of the NETP programme.**

12.2 Ongoing Employment for Employees of Partnering Organisations

NETP RNs employed by partnering organisations are usually on fixed term contracts. Prior to the completion of the programme, it is important to ensure the NETP RN expresses interest to their team leader should they wish to remain employed with the organisation. If a position is not available, support will be given to find a nursing position within the West Coast/Canterbury region.

12.3 Rosters

NETP RNs will be rostered to work across all shifts. It is essential that the NETP RN is able to identify the person who does the rostering within each service. If there are any concerns regarding rosters, please refer to your Multi-Employer Nursing/Midwifery Collective Agreement (MECA) and discuss the matter with your CNM in the first instance.

Night duty will be included at the discretion of your manager as you become familiar with your role and area of work.

The NETP RN should not be moved, deployed, or sent away from their clinical placement area to staff other departments **unless** it is the area of previous placement. In exceptional circumstances this may be necessary (i.e. an emergency). Anyone making the decision to move a NETP RN should be prepared to justify this decision to the Nurse Manager or Director of Nursing and Midwifery. If absolutely necessary, the NETP RN should remain with the same cluster or go to an area where they had their first rotation on the NETP programme. The area receiving the NETP RN should provide a supportive environment and a support person, and be mindful of the workload. The NETP programme coordinator must notify the Director of Nursing when made aware that a NETP RN has been sent away.

12.4 Timesheets & Cost Centres for NETP RNs & Preceptors

As a way of supporting NETP RNs and their preceptors for essential components of the Programme, the following cost centres must be indicated on the NETP RN or Preceptor timesheet. This *excludes* nurses employed to external partners (managed via monthly invoicing).

12.4.1 When a new grad starts

- The NETP RN's estimated clinical load sharing will be paid from the 5777 NETP cost centre. This will include any sick leave taken during that time, and can only be claimed for a maximum of 30 clinical shifts (excluding NETP study days).
- For the period thereafter, the department's cost centre will pay all clinical shifts worked. This includes all leave and any sick leave taken on a new grad study day.

12.4.2 For NETP study days

- When completing their timesheet the new grad will need to write '*NETP Study Day attended, 8 hours, cost centre 5777*'. The ACNMs and CNMs will need to oversee this.
- This payment can only be claimed for a maximum of 12 study days.

12.4.3 For preceptors

- The preceptor can claim up to a total of 16 hours of *rostered* professional development annually from the 5777 cost centre to attend workshops, forums, refreshers, etc.

12.5 Performance Management

Should a NETP RN not meet the clinical requirements of the programme, they could be subject to the organisation's normal performance management process. If a NETP RN is identified as having potential performance issues, a performance improvement plan may be implemented following discussion with, and at the discretion of, their CNM or team leader.

Any significant, un-remediated performance issues will require reporting to the Nursing Council of New Zealand for competence review.

12.6 Annual Leave

The NETP RN is entitled to annual leave according to the MECA. From week one, annual leave will begin to accrue. Ordinarily, annual leave must be accrued before it may be taken.

Annual leave is negotiated with, and approved by, your manager. Leave must be planned well in advance (i.e. one month of notice) to ensure service needs are covered within the department.

Please be aware that leave may not be granted as requested. Bear in mind that certain popular periods (i.e. school holidays and Christmas) may be booked well in advance.

Nursing work is demanding and for good balance it is recommended that annual leave is planned ahead and taken on a regular basis (i.e. every six months). Ideally this pattern of regular leave should continue throughout every nurse's career. When planning any major events that require leave from work (i.e. weddings, overseas travel, etc.) please consult your manager and inform the NETP programme coordinator/ADON.

12.7 Long Term Sick Leave

If the NETP RN is off duty for over 3 weeks due to sickness or an injury that impacts their ability to fulfil their NETP duties, they are required to notify their manager as well as the NETP programme coordinator/ADON. Such breaks impact on monthly HWNZ reporting and funding.

12.8 Parental Leave

Parental leave provisions are acknowledged as contained in the *Parental Leave and Employment Act 1987*. Please refer to the relevant WCDHB policies and procedures for further information and consult with your manager. You must write a letter with the anticipated leave period and a return date, and include a medical certificate stating your expected due date. This is to be provided to your manager and the NETP programme coordinator/ADON.

12.9 Resignation from the NETP Programme

If you wish to resign from employment please notify your manager and the NETP programme coordinator/ADON. If you have completed the programme and you wish to terminate your contract, please contact the People and Capability team. A letter of resignation is required along with the return of your uniform and ID card, and an exit form will need to be completed. Your manager can assist you with this process.

13 NETP Programme: Governance and Leadership

13.1 WCDHB Director of Nursing

The West Coast regional NETP programme is sponsored by the WCDHB Director of Nursing, Karyn Bousfield. Karyn works alongside the Executive Director of Nursing at CDHB, Mary Gordon, to continuously develop the future Transalpine nursing workforce. This work has a particular focus on rural nursing.

The NETP programme is supported at a governance level by Directors of Nursing from throughout the Canterbury/West Coast regions and nationally. The Directors of Nursing work closely with the NETP programme team and are responsible for professional oversight of the NETP programme in their area of responsibility.

13.2 NETP Advisory Group

The CDHB and WCDHB Programme Advisory Group meets bi-monthly to provide ongoing planning and review of the NETP programme. This group ensures the CDHB and WCDHB meets requirements of the National NETP Programme Learning Framework and Nursing Council of New Zealand NETP Programme standards. One new graduate from the CDHB, one from WCDHB and one from a NETP partner organisation (or designated representative) are invited to attend the group from each intake.

The NETP Liaison/Advisory Group representatives change frequently, and a current contact person is available on the NETP website.

13.3 Associate Director of Nursing - Workforce Development

The WCDHB ADON leads and coordinates the West Coast's NETP programme and works in conjunction with WCDHB Nurse Educators, the CDHB NETP Nurse Coordinator, CDHB NETP Nurse Educators and NETP partner organisations. The ADON ensures the following processes occur:

- Recruiting and selecting NETP RN and preceptors
- Negotiating, planning and facilitating placements and rotations for NETP RNs
- Monitoring and liaising with clinical services where NETP RNs are employed
- In conjunction with the clinical service, monitoring the performance of the preceptors in their support of NETP RNs, and providing feedback to them
- Mediation and relationship management between the clinical preceptor, the clinical service and the NETP RN
- Coordinating implementation of the NETP Learning Framework
- Establishment and operation of internal and external moderation processes that reflect sound educational practice in conjunction with the CDHB Nurse Coordinator of the NETP programme
- Accurate and timely record keeping, including the competency assessment process and documentation of Learning Framework outcomes

- Developing and administering evaluation tools, including surveying NETP RNs regarding their expectations and experience of the NETP programme
- Coordinating the NETP programme Advisory Group with key stakeholder representation in conjunction with the CDHB Nurse Coordinator of the NETP programme
- Developing and managing the NETP quality improvement plan
- Collaborating with NETP Programme Coordinator colleagues in other DHBs and nationally
- Ensuring that cultural support resources are available to NETP RNs
- Providing the information necessary for reporting to Health Workforce New Zealand

13.4 Nurse Educators

The NETP programme is supported by Nurse Educators who are available to discuss NETP programme issues and provide support and advice during your first year of practice and beyond.

13.5 Clinical Leadership

Clinical Nurse Manager/Nurse Manager: Your nursing line manager ensures that appropriate learning experiences are made available to you. They will monitor your progress during the clinical placement and act on learning needs and potential practice issues that may be identified, as for any other staff member.

Professional Practice Meetings

Professional practice meetings provide a regular opportunity for the NETP RN to build and maintain professional relationships with nursing leadership and management. These meetings also afford ongoing opportunities to discuss progress with the placement and overall Programme.

The NETP RN and Line Manager should aim to meet monthly to discuss progress. These meetings should be documented using the tool provided at the front, of this booklet.

Nurse Educator and Clinical Nurse Specialist: These senior nurses are available to assist you to develop specific knowledge and skills related to your clinical placement(s) and may work alongside you to consolidate learning.

Programme Evaluation and Quality Improvement

In line with HWNZ NETP programme specifications and the Nursing Council of New Zealand Standards for NETP programmes, the WCDHB NETP programme seeks regular feedback and evaluation.

In order to maintain educational strength and to monitor and respond to the needs and views of programme participants and key stakeholders, regular surveys and evaluations are conducted (i.e. stakeholder surveys, preceptor surveys, end-of-programme graduate surveys, study day evaluations and Ara paper evaluations). Key findings are reported back to the NETP Advisory Group and action points are integrated into the annual *NETP Quality Action Plan*.

The NETP programme undergoes national evaluation at regular intervals, which is carried out by Nursing Council of New Zealand auditors. Current accreditation for the Canterbury/West Coast programme is from 2015 until 2018.

Refer to the NETP programme website: <http://www.cdhb.health.nz/Hospitals-Services/Health-Professionals/NETP/Pages/Quality-Risk-Complaints.aspx> for further information on quality processes.

14 NETP Programme: Standards of behaviour for study days

All NETP RNs are bound by the WCDHB or NETP partnering organisations' *Code of Conduct* and employment conditions which are integral to nursing. All NETP programme participants will adhere to the following standards and expectations on study days:

14.1 Attendance and Punctuality

- Punctual for all education day(s)/sessions
- Unavoidable late arrival/early leaving/emergency/illness: please advise the NETP programme coordinator/ADON and facilitator of the day
- Self-responsibility to sign register
- The CNM is notified of non or partial attendance

Please note – NETP RNs will attend the study days as a paid day of work. Should you need to leave early, or are not able to attend, the NETP RN must inform the NETP programme coordinator/ADON and their CNM in a timely fashion. In any case, the manager will be contacted and your pay will be adjusted accordingly.

14.2 Code of Conduct, Confidentiality and Privacy

- Adhere to NCNZ, WCDHB and partnering organisations' Code of Conduct.
- Ensure patient and colleague confidentiality in classroom discussions.
- Maintain a respectful and safe environment for information sharing.

14.3 Dress Code

- Tidy/casual
- Appropriate footwear on clinical component days

14.4 Learning Environment

- Self-responsibility to roster and attend study days
- Respect individual views, beliefs and values to maintain a culturally safe environment
- Positive feedback to facilitate learning
- Cell phones and texting limited to breaks

14.5 Personal Appointments and Childcare

- Personal appointments/commitments must be scheduled outside of study day hours.
- Childcare will be prearranged. This requires the same priority as for rostered shifts.
- In case of fire/earthquake, remain calm and follow WCDHB evacuation procedures.
- All NETP RNs are accountable to ensure the teaching environments are kept clean and tidy.

14.6 Guest Speakers

Please respect guest speaker's expertise and knowledge. Interactive discussion is valued. Study Day feedback ensures the needs of the programme are met.