



# Learning Framework

2020

---

Canterbury Region

# Table of Contents

## Contents

1.	INTRODUCTION .....	4
1.1	Nursing Entry to Practice (NetP) Programme Goal .....	4
1.2	National Nursing Entry to Practice Specification .....	4
1.3	NetP Registered Nurse Learning Objectives .....	4
1.4	Canterbury Region NetP Programme Philosophy .....	5
1.5	Canterbury Region NetP Programme – Participant organisations .....	5
2.	WEBSITE: NetP .....	6
3.	HealthLearn: NetP .....	6
4.	THEORETICAL COMPONENT: NetP .....	6
4.1	Assessments – Theoretical Component .....	7
4.2	Submission Process .....	7
4.3	Further education requirements:.....	8
5.	CLINICAL COMPONENT: NetP Programme .....	10
5.1	Clinical Load Sharing .....	10
6.	PRECEPTORSHIP: NetP Programme .....	12
6.1	Learning Agreement .....	13
6.2	Goal setting and appraisals .....	13
6.3	Reflection sessions .....	14
7.	MĀORI SUPPORT .....	15
8.	PACIFIC PEOPLES SUPPORT .....	15
9.	PORTFOLIO (PDRP): NetP Programme.....	16
10.	CELEBRATION Ceremony: NetP Programme.....	16
11.	COMPLETION CRITERIA: NetP Programme .....	17
12.	REMEDIAL ASSISTANCE.....	17
13.	EMERGENCY PREPAREDNESS.....	18
13.1	Responsibilities of the NetP Registered Nurse - on duty .....	18
13.2	Responsibilities of the NetP Registered Nurse - off duty .....	18
13.3	Following an emergency.....	18
13.4	Responsibilities of the Nurse Manager and NetP Nurse Educators.....	18
13.5	Communication Pathways .....	19
14.	EMPLOYMENT MATTERS: NetP Programme .....	19
14.1	Canterbury District Health Board Employees .....	19
14.2	Partner Organisations (NetP) Employees .....	19
14.3	Rosters.....	20
14.4	Performance Management .....	20
14.5	Annual leave .....	20
14.6	Long term sick leave .....	21
14.7	Parental leave.....	21
14.8	Resignation from the NetP programme .....	21
15.	GOVERNANCE AND LEADERSHIP: NetP Programme.....	21
15.1	Executive Director of Nursing (EDoN) .....	21
15.2	NetP Advisory group.....	21
15.3	Nurse Manager, Nursing Workforce Development – NetP programme .....	22
15.4	NetP Nurse Educators and Partner Organisation Senior Nurses.....	22
15.5	Clinical Leadership .....	22
16.	PROGRAMME EVALUATION AND QUALITY IMPROVEMENT .....	23
17.	STANDARDS OF BEHAVIOUR FOR STUDY DAYS: NetP .....	24

<b>Communication</b>	<b>☎ CDHB Information Services Helpdesk Ext: 80999 or 364 0999</b>
<b>Email</b>	Regular emails are sent to you from the NetP office via HealthLearn.
<b>NetP Office contact</b>	Email: <a href="mailto:NETP@cdhb.health.nz">NETP@cdhb.health.nz</a> Phone: DDI: 3644505 or extension 85505 Address: Manawa, Level 5, 276 Antigua Street (Cnr Antigua and Tuam Streets)  <i>Please check your work email at least weekly</i>
<b>healthLearn NetP site</b>	Access through <a href="http://www.healthlearn.ac.nz">http://www.healthlearn.ac.nz</a>
<b>Canterbury Region NetP website</b>	<a href="http://www.cdhb.health.nz/NetP">http://www.cdhb.health.nz/NetP</a>

# 1. INTRODUCTION

## 1.1 Nursing Entry to Practice (NetP) Programme Goal

New Zealand nursing graduates enthusiastically commence their careers in New Zealand: well supported, safe, skilled and confident in their clinical practice<sup>1</sup>; 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.<sup>2</sup>

## 1.2 National Nursing Entry to Practice Specification

The Nursing Entry to Practice Specification (2014) outlines the key components of the NetP programme and its implementation is supported by Health Workforce Directorate, Nursing Council of New Zealand (NCNZ) and CDHB 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 Maori. The NETP programme facilitates practice in a culturally safe manner with all client groups.<sup>3</sup>

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), at the completion of the NetP programme.

## 1.3 NetP Registered Nurse Learning Objectives

During the first year of clinical practice the NetP RN will consolidate knowledge, skills and experience to: (describe, discuss, demonstrate, critique, analyse)

- 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.
- Practise safely, confidently and maintain accountability as a Registered Nurse for the health and wellbeing of the people of Canterbury.
- 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 CDHB 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.

<sup>1</sup> Nursing Entry to Practice Programme Specifications May 2014 2/B46, p1

<sup>2</sup> 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, p1.

<sup>3</sup> Nursing Entry to Practice Programme Specifications May 2014 2/B46, p1  
 S:\Nursing Entry to Practice Programme Specifications May 2014 2/B46\Calendar & Learning Framework\NetP Learning Framework 2020.docx

- 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 Kōkiri Mātanga Regional Professional Development Recognition Programme.

#### **1.4 Canterbury Region NetP Programme Philosophy**

The Canterbury Region NetP programme provides education and learning opportunities, and a clinical practice environment that is safe and supportive which enables the NetP RNs to consolidate their skills and knowledge; and gain confidence in delivering quality care, and integrating cultural awareness into their practice. The importance of on-going learning, critical thinking and reflection fostered in this programme, will encourage innovation, enthusiasm and a commitment to nursing as a profession.

#### **1.5 Canterbury Region NetP Programme – Participant organisations**

The CDHB hospitals that participate in this programme are:

- Ashburton and Rural Hospitals
- Burwood Hospital
- Christchurch Hospital
- Christchurch Women’s Hospital

The Canterbury Region NetP **Partner Organisations**, within primary and community health, that may participate in the programme include:

- Alpine Retirement Group Ltd
- Arvida Group
- Christchurch Primary Health Organisation
- Elmswood Court Lifecare
- Department of Corrections
- Heritage Lifecare Ltd
- Healthcare New Zealand
- Kaupapa Maori and Pacific NGO Shared Services
- Nurse Maude Association
- Oceania Healthcare
- Pegasus Partners in Health; and affiliated partners
- The Ultimate Care Group Limited
- Radius Residential Care
- Ryman Healthcare
- St Georges Hospital

Southern Cross Hospitals facilitate their own national NetP programme and may attend or complete components of the Canterbury Region NetP programme

## 2. WEBSITE: NetP

There is an information resource website for all parties involved with NetP. This serves Charge Nurse Managers/Clinical Leaders, Preceptors and other stakeholders that are involved in supporting the NetP RNs in their first year of practice.

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

## 3. HealthLearn: NetP

This serves the NetP RN. In healthLearn you will find all information about the NetP programme, requirements and submission processes, specific to your intake. To complete the NetP programme you will need to regularly access this and your email to get the latest updates and forum discussions.

<http://www.healthlearn.ac.nz>

## 4. THEORETICAL COMPONENT: NetP

A variety of teaching/learning methodologies are utilised to develop the critical inquiry, problem-solving 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.

- The theoretical component forms a core foundation of the NetP programme supporting the clinical application and use of knowledge gained during undergraduate nursing degree studies: It is composed of the equivalent of 12 study days.
- The 12 study days are inclusive of 5 NetP nursing orientation study days, a Level 7 Ara graduate certificate paper, and additional NetP study days. The child health, Emergency Department, PACU and some primary health/partner organisation NetP RNs may be exempt from some NetP study days due to the education requirements within their service.
- A minimum of 85% (i.e. 10 days) of the study days need to be attended to successfully complete the NetP programme. If you are unable to attend a study day, you must notify the NetP Office promptly, as well as your Line Manager so that the roster can be updated.
- Formal assessments have a minimum pass set at 60% to meet completion criteria necessary to graduate from the NetP programme.
- The opportunity for a single resit will be made available when the minimum pass grade is not achieved at the first attempt. Remedial support will be made available. However, if a resit is necessary, a successful resit will secure the maximum grade of 60%.
- **Partner Organisations NetP RNs:** (to include primary, community and Aged Residential Care facilities): The NetP study days, assessment and NetP completion requirements may be tailored so that the programme is relevant to the needs of the individual organisation and the NetP RN practising in Aged Residential Care facilities, primary and community health.

## 4.1 Assessments – Theoretical Component

### A. Ara Institute of Canterbury - graduate certificate paper

One Ara paper will be attended by each NetP RN, as part of the NetP programme. This is comprised of either a 3 or 5 day study course (dependent on clinical placement) and formal assignment work.

A minimum of 60% pass rate must be achieved for the paper as part of the NetP programme assessment criteria. The NetP RN will be booked into the Ara papers by the NetP administrator who will inform you of this via email.

### B. Care Pathway Presentation

The NetP RN will be required to carry out a care pathway demonstrating assessment skills, clinical reasoning and evidence based research with a nursing focus. The care pathway is then presented in a group setting on a study day, and is assessed at that time.

The patient consent form and assignment marking criteria is found on healthLearn.

A minimum of 60% must be achieved for this work as part of the NetP programme assessment criteria.

**Please Note:** *Maintaining patient confidentiality is critical. Before the NetP RN gathers any information about the patient/client, written consent is required to be obtained from them, and documented that this is obtained within the patient/client's clinical notes.*

*The completed patient consent form is uploaded in healthLearn and the original is filed in the patient's clinical notes. This must be done prior to the care pathway presentation, otherwise the NetP RN will not be able to present on the day.*

### C. 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 review demonstrating self-awareness, evidence based practice and health assessment skills assessed against the RN scope of practice Competencies, NCNZ (refer to Section 9); and reflections on your professional development.

The NetP RN will be assessed as having achieved 'Competent Level' on the PDRP in order to complete the NetP programme.

## 4.2 Submission Process

- Documentation is to be submitted via HealthLearn (follow the prompts). This includes Learning Agreement, Care Pathway consent form and 6 month Goal Review.
- PDRP Portfolios are to be dropped off to the PDRP Office, 5<sup>th</sup> floor, Manawa, 276 Antigua Street.
- Submission of assessment requirements for Ara papers are managed by Ara. However, confirmation of successful completion of the Ara paper will be forwarded to the NetP office by the Ara course facilitator.
- Assessment requirement 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 to a NetP Nurse Educator for an extension.

**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 as containing plagiarised material may receive 0%. Disciplinary measures may follow, which could include failure to successfully complete the programme. When including work from other sources, appropriate referencing must be included using 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 CDHB (NetP) website and a *NetP Appeals Notification Form*.

### 4.3 Further education requirements:

#### **CDHB NetP RNs only:**

As part of orientation, all **CDHB** NetP RNs must complete Core Nursing Competency training (see below), and further e-learning via the healthLearn site <http://www.healthlearn.ac.nz>

- **CDHB Core Nursing Competency training includes:**
  - Cardio Pulmonary Resuscitation (this occurs in orientation day three)
  - Emergency Management and Fire Training: (complete this via healthLearn as part of Orientation and New Staff Information – Canterbury & West Coast)
  - Medication and Fluid Foundation Modules – to be discussed with the Nurse Educator or Clinical Nurse Specialist in your area as to which Foundation Module you will complete (via healthLearn: to be completed within the **first four weeks** of NetP employment)

- **The CDHB NetP RN will complete: (via healthLearn)**

You will need to add these as a *programme* to your Learning Plan. If you are unsure how to add a programme there are instructions in the help file on healthLearn

- Orientation for New Staff Information – Canterbury and West Coast (approximately 2.5hrs)
- Clinical Orientation for Nursing and Midwifery staff

You will need to search for the below *courses* on healthLearn and add them to your Learning Plan

- SIPICS Inpatient Ward Nurse CAAD007
- SIPICS Outpatient Staff – This is a face to face training for Outpatient Staff only, and will be organised as part of your orientation
- Direction and Delegation
- Orientate Yourself to Location

**A healthLearn record of completed modules can be printed by you at the end of the year, for your PDRP portfolio.**

Recognition of prior learning will be considered if evidence is produced by the NetP RN. Individual work area orientation and learning packages may also need to be completed.

**CDHB NetP RNs:** please discuss with your Line Manager/Nurse Educator and confirm education requirements for your area. The workplace Line Manager/Nurse Educator will guide the NetP RN and assess any learning packages that may require assessing.

## **Partner Organisations NetP RNs only:** (Primary/community, Aged Residential Care)

- Orientation education and further education requirements will be determined by your Team Leader/Nurse Educator of your facility or organisation.
- Your Team Leader/Nurse Educator may choose to utilise e-learning via the healthLearn website: <http://www.healthlearn.ac.nz> for you to complete.
- Please discuss this with your Nurse Manager at your facility



### **Ara Institute of Canterbury Course: NetP requirement**

You will be automatically enrolled into **one** Ara paper the NetP administrator.

Attendance at one Ara paper is a requirement 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 may be considered. It is important that you attend your assigned Ara course as these may be offered once within the year, and missing this could threaten your ability to graduate from the programme. Therefore it is important that you attend all study days of your allocated course, on the dates required for that course.

Some NetP RN's may be expected to complete a non-Ara course which is identified on your individualised calendar, for your particular placement.

After you have been booked into the Ara paper by the NetP office, you will receive an enrolment pack from Ara to complete and return to Ara.

Courses include the following: **Note: you will be booked onto the Ara course by the NetP office**

#### **Assessing the Acutely Unwell Child**

Course Code: GCCA700

The aim of this course is to provide opportunities for NetP Registered Nurses 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 the NetP Registered Nurse will be able to undertake a focused assessment on a child and critically apply this knowledge to practice.

#### **Rapid Assessment of the Acutely Unwell Adult**

Course Code: GCRA700

To provide the NetP RN 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 the NetP RN to reflect upon and evaluate the relationships between physiology, pathophysiology, clinical assessment and their own nursing practice.

## Emergency Nursing:

Course Code: GCEN700

The aim of this course is to enable the NetP RN 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 4 modules. These modules address the acute clinical practice in the current health care setting and the assessment, care and management of an acutely ill patient.

**Note:** other Ara papers or external courses, are available for the Partner Organisations. Placement of the NetP RN on their respective Ara course will be negotiated between the NetP RN, Nurse Manager/Team Leader and the NetP Office.

## 5. CLINICAL COMPONENT: NetP Programme

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. A minimum of 1200 clinical hours needs to be completed to meet the requirements of the NetP programme.

### 5.1 Clinical Load Sharing

Clinical load sharing days are spent with your assigned preceptor where the NetP RN is not counted initially in the ward staffing numbers. Clinical load sharing time does not include the NetP orientation study days.

#### One clinical placement during the NetP programme:

The majority of the NetP RNs are in one **year-long clinical placement**. Clinical load sharing may occur for six weeks (30 days) following entry to the programme. 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 concurrently or at a date suitable to the clinical pathway and learning needs of the NetP RN.

#### Two clinical placements during the NetP programme:

This pertains to a small number of NetP RNs each intake. During the **first four weeks (20 days)** of the NetP RNs **first clinical placement**, the primary preceptor and the NetP RN **work together** sharing a clinical caseload of **gradually increasing** complexity. During this initial period of clinical load sharing time at the commencement of the programme, the NetP RN is required to work full time. At the commencement of **the second clinical placement**, there will be **10 days** clinical load sharing time for the NetP RN with the primary preceptor.

Preceptors will continue to support and guide the NetP RNs 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.

**Note: as per National NetP Specifications:** *'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'. (2/B46. 2014)*

#### Aged Residential Care (ARC) Facilities:

The NetP RN will be rostered to work alongside a RN who has overall responsibility for the case-load, for a minimum of 6, and up to 12 weeks. It is preferable that the NetP RN should not be the only RN on a shift in the Aged Residential Care facility, for the first six months of the programme.

The CDHB Nurse Coordinator Nursing Workforce Development, Aged Residential Care, and the Gerontology Clinical Nurse Specialist allocated to each ARC facility are available to the NetP RN employed by the Aged Residential Care facility. Most facilities will also have access to a Palliative Care Nurse Specialist available to support NetP RNs.

## 6. PRECEPTORSHIP: NetP Programme

All NetP RNs must have a designated preceptor(s) within their workplace/organisation. Many workplaces offer two preceptors to support you in practice. Preceptorship is a clinical educational strategy where both the preceptor and preceptee (NetP RN) work together for a specified period of time.

The process of preceptorship involves teaching, learning and orientation to the clinical area.<sup>4</sup> 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.<sup>5</sup>

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<sup>4</sup>.

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 the formal orientation which occurs during the clinical load sharing period.

**Aged Residential Care Facilities:** preceptors will not have line management responsibility for the NetP RN, and will be available weekends and late shifts.

### **NetP Dedicated Education Unit (NetP DEU):**

In some workplaces in the CDHB, preceptorship may be provided by a formalised team approach which includes the Charge Nurse/Team Leader/Nurse Manager, Nurse Educator and allied health staff within the area.

The NetP Dedicated Education Unit (NetP DEU) utilises a NetP liaison nurse (NLN) or Clinical liaison nurse (CLN) as the primary contact person for the NetP RN<sup>3</sup>. The NetP RN may be 'paired' with a different team member each duty who will oversee the NetP RN while on duty. All of the clinical team, including the NetP RN, will work in partnership with the NLN or CLN for NetP practice updates, issues, feedback, and assistance with NetP completion criteria.

A primary preceptor/NLN/CLN will be identified and supported to ensure accountability for negotiating and evaluating learning outcomes and coordination of formal feedback to the NetP RN over the term of the programme<sup>3</sup>.

### **Preceptors:**

<sup>4</sup> Canterbury & West Coast District Health Board. (2013). *Preceptorship*. Christchurch: Author

<sup>5</sup> Preceptorship for Excellence National Framework for Nursing Preceptorship Programmes, July 2010, New Zealand Nurse Educators Preceptorship subgroup.:

S:\PMHDataLink\Division\SDU\CDHB GNP\@NETP INTAKES\February 2020 Intake\Calendar & Learning Framework\NetP Learning Framework

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 the following criteria are also included in the National NetP Specifications (2/B46. 2014):

- Have a current practicing certificate in a Registered Nurse scope of practice (2/B46. 2014)
- Be registered with the Nursing Council of New Zealand '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
- 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 appraisals, goal setting and assessments
- Demonstrate commitment and willingness to support and encourage the NetP RN
- Have knowledge of the NetP programme Learning Framework (NetP), toolkits and PDRP requirements
- Have an ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice

**And the following eligibility criteria from the National NetP Specifications (2/B46 2014):**

- Completed 16 hours of preceptor education.
- Have knowledge of the NETP programme Learning Framework, toolkits and PDRP requirements
- Have appropriate experience within the clinical service area where they are providing preceptorship

## 6.1 Learning Agreement

Learning agreements 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 agreement 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. The Learning contract can be found on healthLearn.

The learning agreement **is to be completed at the start of the clinical placement** and preceptor information to be completed on healthLearn.

## 6.2 Goal setting and appraisals

The primary preceptor and the nursing line manager 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.

### 6.2.1 Goal Setting:

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 3 months of your clinical placement and at 6 months these goals are reviewed, and new goals formulated if required.** Further review and resetting of goals occurs as part of your performance appraisal towards the end of the programme.

**NB:** A **copy** of the completed goal form is to be submitted via the healthLearn NetP Page on the **due date** specified in the NetP programme calendar. A copy will be saved into your electronic file.

### 6.2.2 Performance Review:

A performance review against the NCNZ 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 for each of the NCNZ competencies for the RN scope of practice demonstrating that these are met.

This performance review is used as key evidence of professional competence within the PDRP portfolio. Please keep your original.

Two copies of your performance appraisal are required:

- A **copy** is submitted **within your portfolio on the due date of the portfolio**
- A **copy** is also to be uploaded via the healthLearn NetP Page.

## 6.3 Reflection sessions

Preceptors may facilitate critical and reflective practice with the NetP RN within the workplace environment.

Reflection involves looking at a situation and critically reviewing 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 to provide examples of practice for your competent portfolio.

To protect the patient's privacy and confidentiality, it is important that no identifying information is included within your written reflections on nursing practice.

NetP Nurse Educators may also facilitate reflection sessions for NetP RN to share and reflect on their experiences in the NetP programme. This is an opportunity to discuss programme requirements and clarify questions you may have about appraisals, assessments or completion criteria.

## 7. 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 RN with whakapapa and cultural links to whānau, 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 the group. Should you wish to access this additional support, please liaise with directly with the Nurse Manager, Nursing Workforce Development - NetP.

## 8. PACIFIC PEOPLES SUPPORT

The NetP programme is committed to supporting NetP RN who identify as Pacific Peoples descent.

There is specific support available for NetP RN 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 the group. Should you wish to access this additional support, please liaise with directly with the Nurse Manager, Nursing Workforce Development - NetP.

## 9. PORTFOLIO (PDRP): NetP Programme

The NetP RN must successfully achieve 'Competent Level' on the Professional Development and Recognition Programme (PDRP) in order to successfully meet the completion criteria for the NetP programme and to be eligible to complete the programme.

Please read the PDRP Competent Guidelines process and submit your evidence as per the checklist in the guidelines which includes:

- Copy of current Annual Practising Certificate
- Hours of practice
- Performance Appraisal (which includes a self-assessment and a preceptor/line-manager assessment, assessed against the NCNZ RN competencies)
- Hours of professional development
- Three reflections on professional development

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

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

## 10. CELEBRATION Ceremony: NetP Programme

A celebration ceremony will be held as part of the Developing Nursing Leadership study day at the end of the programme. Dates are on the NetP Calendar. To be eligible to attend, the NetP RN must successfully complete all aspects of the NetP programme mandatory requirements. At this ceremony the NetP RN will be awarded a certificate of achievement and be given the Canterbury Region NetP Programme medal.

This is a formal event and is attended by senior staff from the CDHB and Partner Organisations, and the NetP RNs family in attendance.

**What to wear:** The NetP RN will wear smart casual clothing to this event.

The Celebration ceremony includes the following awards being made:

- Canterbury Region NetP Registered Nurse Award for Clinical Excellence
- Canterbury Region NetP Registered Nurse Prize for Excellence in Professional Nursing
- Canterbury Region NetP Registered Nurse Award For Confidence and Commitment to Nursing Practice
- NetP Preceptor Prize for Clinical Teaching

Nomination forms will be made available well ahead of time for these prizes. The forms for NetP can be found on the NetP healthLearn page for NetP RNs and via the NetP office for all other people.

## 11. COMPLETION CRITERIA: NetP Programme

To successfully complete the NetP programme, the NetP RN must:

- Hold a current Annual Practising Certificate
- Attend a minimum of 85% of the theoretical component of the programme (10 study days)
- Attend and successfully complete the allocated Ara graduate certificate paper
- Successfully pass the care pathway presentation or equivalent
- Complete a minimum of 1200 clinical practice hours
- Submit a completed goals form
- Achieve PDRP Registered Nurse Competent Level

Successful completion of the NetP Programme is dependent on successfully achieving all programme requirements. This includes a minimum pass of 60% for each of the NetP graded assessment requirements, including the Ara paper and the care pathway presentation.

## 12. REMEDIAL ASSISTANCE

Issues sometimes arise for the NetP RN during the first year of practice and this may be due to a variety of reasons e.g. workplace challenges or personal issues that may impact on your practice; or your ability to perform as desired in the NetP programme, e.g. in the theoretical component.

The first step for the NetP RN is to have a conversation with a trusted colleague such as the preceptor, a line manager or the NetP Nurse Educator.

There is a formal process to support the NetP RN if they fail to progress with the theoretical components as 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 issues will be dealt with in a confidential manner. Escalation of key matters to do with competency or safety will occur if required.

For further information refer to the NetP Programme website <http://www.cdhb.health.nz/netp>

For potential performance issues regarding clinical requirements, please refer to section 13.4.

## 13. EMERGENCY PREPAREDNESS

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

Being personally prepared is part of this process. Please ensure you are familiar 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 Registered Nurse, you form part of an essential service and are 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, or submission dates for assignment work may need to be altered. The NetP programme requirements take secondary place to an emergency response.

Check your emails and/or text messages more regularly for NetP information during this time.

### 13.1 Responsibilities of the NetP Registered Nurse - 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.

### 13.2 Responsibilities of the NetP Registered Nurse - off duty

- Ensure you own safety
- Come to work as per your normal roster
- The expectation is that you, as part of essential staff, report to work as normal. If you are unable to report on duty, due to major adversity, inform your Line Manager or Duty Manager as soon as possible

### 13.3 Following an emergency

At an appropriate opportunity, **please inform the NetP Office** of any significant change in personal circumstances or personal details e.g. change of address (preferably by email).

### 13.4 Responsibilities of the Nurse Manager and NetP Nurse Educators

- Support CDHB emergency response
- Ensure mechanisms for communication with NetP RN 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 CDHB Executive Director of Nursing and endorsement sought from the Nursing Council of New Zealand.*

### **13.5 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, text messaging and/or the NetP website or HealthLearn NetP page, as our primary means of communication with you in the post emergency recovery period. This will depend on the availability of these communication services.

The CDHB also has internal e-mails updating staff on any emergency events as well as a Facebook page where regular communications are listed.

<https://www.facebook.com/pages/Canterbury-District-Health-Board/190864520944878>

For those NetP RN's in the Partner Organisations, please liaise with your nursing leader, identified within the communication pathways in your emergency response policy.

## **14. EMPLOYMENT MATTERS: NetP Programme**

The Canterbury Region NetP Programme is run over a thirteen month period. Under special circumstances, the programme can be completed in a shorter time frame. This will need to be discussed or negotiated with your clinical area in consultation with the relevant Director of Nursing and the Nurse Manager, Nursing Workforce Development - NetP programme.

### **14.1 Canterbury District Health Board Employees**

NetP RNs who are employed with the CDHB are on a permanent contract. During the second half of your NetP year, while still on the NetP programme, please discuss ongoing employment with your line manager. In most cases, your service will be able to offer you an on-going role once you have successfully completed the NetP programme but for any number of reasons some services will not be in a position to do this and you will need to transfer to an existing vacancy elsewhere in the CDHB. Should you require assistance or support with this process please contact your HR advisor.

If you are unable to secure an RN position before the end of the programme please contact the Nurse Coordinator-Recruitment CDHB, or the NetP Nurse Educator for further advice.

***Please note that ongoing employment within the CDHB is dependent on successful completion of the NetP Programme.***

### **14.2 Partner Organisations (NetP) Employees**

NetP RNs employed by a NetP Partner organisation may be on permanent or fixed term contracts. If you have a fixed term contract, and prior to the completion of the programme, it is important to ensure you express interest to your team leader should you wish to continue employment within the organisation.

If a position is not available, support will be given to find a nursing position within the Canterbury region. For the Department of Corrections staff, positions may also be available nationally.

### 14.3 Rosters

NetP RNs will be rostered to work across all shifts. It is essential you identify the person who does the rostering within your service. If you have concerns regarding your roster, please refer to your Multi-Employer Nursing/Midwifery Collective Agreement (MECA), and discuss the matter with your line manager in the first instance.

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

The NetP RN **should not** be moved (“sent away”) from their clinical placement area to staff other wards **unless** it is the area of previous placement. In exceptional circumstances, this may be necessary e.g. an emergency response. Only as a last resort should a NetP RN be moved. Anyone making the decision to move a NetP RN should be prepared to justify this decision to the Director of Nursing or Senior Nurse Leader within your organisation. If absolutely necessary, the NetP RN should remain with the same cluster or go to an area where they have had a previous placement. The area receiving the NetP RN should provide a supportive environment and support person, and be mindful of the workload. The NetP office must notify the Director of Nursing when made aware that a NetP RN has been sent away.

### 14.4 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 Charge Nurse Manager or Senior Nursing Team Leader

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

### 14.5 Annual leave

The NetP RN is entitled to annual leave according to your organisation’s MECA.

From week one, annual leave will begin to accrue and you normally need to build up your annual leave before you are able to take it. Annual Leave is negotiated with and approved by your line manager and it must be planned well in advance to ensure service needs are covered within the area.

Please be aware that leave may not automatically be granted and in general one month of notice for annual leave requests is required. Certain popular periods e.g. school holidays and Christmas may be booked well in advance and leave requests may not be granted.

Nursing work is demanding and for good work/life balance it is recommended that annual leave is planned ahead and taken on a regular basis e.g. every 6 months. This should continue throughout your career. Remember that before planning any major events (e.g. weddings, overseas travel)

that require leave from work, please consult your line manager and inform the Nurse Educator for the NetP programme as soon as possible.

#### **14.6 Long term sick leave**

If you are off duty for over 3 weeks due to sickness or an injury (inclusive of ACC) impacting on your ability to fulfil your role, you are required to notify your line manager as well as the Nurse Educator for the NetP programme. This is due to the impact on Health Workforce Directorate reporting and funding.

#### **14.7 Parental leave**

Parental leave provisions are acknowledged as contained in the *Parental Leave and Employment Act 1987*. Please refer to the Human Resources policies and procedures manual for further information and consult with your line 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 line manager and also to the Nurse Educator for the NetP programme.

#### **14.8 Resignation from the NetP programme**

If you wish to resign from employment, please notify your line manager along with the Nurse Educator for the NetP programme. If you have completed the programme and you wish to terminate your contract please follow HR processes as outlined in the Human Resources Policies and Procedures manual. A letter of resignation is required along with the return of your uniform, security ID cards and an exit form completed. Your line manager can assist you with this process.

### **15. GOVERNANCE AND LEADERSHIP: NetP Programme**

#### **15.1 Executive Director of Nursing (EDoN)**

The Canterbury region NetP Programme is sponsored by the CDHB Executive Director of Nursing who provides professional oversight and endorsement of the programme. The EDoN and Director of Nursing Canterbury group is committed to the principle of 'growing our own' nurses in the Canterbury region and has extensive networks regionally and nationally to support the NetP RN nursing workforce.

The NetP programme is supported at a governance level by Directors of Nursing from throughout the Canterbury region, 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.

#### **15.2 NetP Advisory group**

The CDHB NetP Programme Advisory Group meets quarterly to provide ongoing planning and review of the NetP programme. This group ensures the CDHB meets requirements of the National

NetP Programme Learning Framework and Nursing Council of New Zealand NetP Programme standards.

One NetP RN from the CDHB and one from a NetP Partner organisation, or a representative, are invited onto the group from each intake.

The NetP Liaison/Advisory group representatives change frequently, and a current contact person is available on the CDHB NetP website.

### **15.3 Nurse Manager, Nursing Workforce Development – NetP programme**

The Nurse Manager for Nursing Workforce Development leads the NetP programme and works in conjunction with CDHB NetP Nurse Educators and NetP Partner organisations. They ensure the following processes occur:

- Recruiting and selecting NetP RNs and preceptors
- Negotiating, planning and facilitation of placements and rotations for NetP RNs
- Monitoring and liaising with clinical services where NetP RN's are employed
- In conjunction with the clinical service, monitoring the performance of the preceptors in their support of NetP RN's, and providing feedback to them
- Mediating and relationship management between the clinical preceptor, the clinical service and the NetP RN
- Co-ordinating implementation of the NetP Learning Framework
- Establishment and operation of internal and external moderation processes that reflect sound educational practice
- Accurate and timely record keeping including the competency assessment processes and documentation of Learning Framework outcomes
- Developing and administering evaluation tools including surveying of NetP RN's regarding their expectations and experience of the NetP Programme.
- Co-ordinating the NetP programme advisory group with key stakeholder representation
- Developing and managing the NetP quality improvement plan
- Collaborating with NetP Programme Co-ordinator colleagues in other DHBs and nationally
- Making cultural support resources available to NetP RN nurses
- Providing of the information necessary for reporting to Health Workforce Directorate

### **15.4 NetP Nurse Educators and Partner Organisation Senior Nurses**

The NetP programme has a team of experienced NetP Nurse Educators and senior nurses from NetP partner organisations who are available to discuss NetP programme issues and provide support and advice during your first year of practice.

### 15.5 Clinical Leadership

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

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.

## 16. PROGRAMME EVALUATION AND QUALITY IMPROVEMENT

In line with Health Workforce Directorate, NetP Programme specifications and the Nursing Council of New Zealand Standards for NetP Programmes, the CDHB 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, we conduct regular surveys and evaluations e.g. 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 integrated into the *NetP Quality Action Plan*.

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

## 17. STANDARDS OF BEHAVIOUR FOR STUDY DAYS: NetP

All NetP RNs are bound by the CDHB or NetP Partner Organisation's *Code of Conduct* and Employment Conditions which are an integral to nursing.

All NetP programme participants will adhere to the following standards and expectations on study days:

### ATTENDANCE & PUNCTUALITY

- Punctual for all education day(s)/sessions
- Unavoidable late arrival/early leaving/emergency/illness: please advise the NetP administrator and facilitator/educator of the study day.

***Please note: you will attend the study days as a paid day of work. Should you need to leave early, or are not able to attend; you must inform NetP programme administrator in a timely manner, and also your line manager.***

***Your line manager will be contacted and your pay adjusted accordingly.***

### CODE OF CONDUCT, CONFIDENTIALITY, PRIVACY

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

### DRESS CODE

- Tidy/casual for study days
- Smart casual for Developing Nursing Leadership Study day and Celebration Ceremony

### 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.

### PERSONAL APPOINTMENTS AND CHILDCARE

- Personal appointments/commitments will be scheduled outside study day hours.
- Childcare will be prearranged: this requires the same priority as for rostered shifts.

### ENVIRONMENT

- In case of fire/earthquake, remain calm and follow CDHB evacuation procedures and the instructions of the facilitators
- Ensure the teaching environments are kept clean and tidy.

### 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.