

PDRP Update: Canterbury

December 2023

Welcome to the December 2023 edition of the PDRP Update.

Parental leave and PDRP:

If you are taking parental leave, please ensure you are in touch with your local PDRP office regarding this to ensure your next submission is **submitted on the due date**. Our policy is being amended to reflect this.

Extensions to PDRP portfolios:

We are now unable to provide an extension to portfolios. If you need to discuss this further can you arrange a time to talk with the PDRP coordinator via PDRP@cdhb.health.nz

You may wish to consider not resubmitting (and please inform us if this is the case), and then commencing a new submission when able to.

Please Note: Your PDRP financial remuneration, if this is attached to your PDRP level at your organisation, will automatically cease on your three-year anniversary date, with or without an extension of your portfolio. Our policy is being amended to reflect this also.

Nurse Educators and ePortfolio Training

Nurse Educators: are now responsible for ePortfolio education and support in Te Whatu Ora Waitaha Canterbury clinical workplaces moving forward.

If you require any updates, or support for this, please attend another face to face 'build an ePortfolio' session advertised on healthLearn.

2024 ePortfolio education sessions are now advertised on healthLearn

Changes to the Performance Appraisal system for Te Whatu Ora Waitaha Canterbury Nursing Staff:

Information has been distributed to Te Whatu Ora Waitaha Canterbury nurses about the changes to the Performance Appraisal system. The language has changed, we no longer have a performance appraisal, but a 'Competence Assessment' for those undertaking a hard copy PDRP, NCNZ Audit, or if it is requested by a Nurse Manager or Nurse - remember all Te Whatu Ora Canterbury Nurses now undertake a ePortfolio and not a hard copy portfolio.

Moving forward, the 'Success and Development Conversation' commenced via MAX will be self-directed by the nurse. All nursing staff, including Health Care Assistants, Nurses, Nurse Practitioners are expected to be self-responsible for this process – read more about this on 'PRISM-Organisation-Nursing Information-Performance Appraisal Process' to understand these changes.

A major change of this new system is the PDRP Interim Appraisal has been discontinued. You will therefore confirm you are meeting your

DECEMBER 2023

ePortfolio education:

Step One: complete on healthLearn : course RGIT003

Step Two: book in, via healthLearn, for face-to-face session) CAIT005 or see your Nurse Educator

Portfolio Submissions: October 31-January 31

Only resubmissions and NETP/ENSIPP portfolios will be received during these dates.

All other new submissions: please forward after January 31 2024

PDRP Education:

See healthLearn for 2024 dates:

PDRP Workshop for Developing a Portfolio

PDRP Current Assessor Education Day for Assessors or Resource Nurses

PDRP related queries:

PDRP@CDHB.health.nz

PDRP level at your yearly Success and Development Conversation with your Nurse Manager.

healthLearn:

You now have a 'Inservice Record' on your healthLearn for short education you have attended. You will need to print out your *healthLearn Record*, and a *Inservice Record* for evidence of your Professional Development.

Becoming a new PDRP Assessor:

The 2024 dates for the on-line courses at the Open Polytechnic (Unit Standard 4098) are available from the PDRP office. You can self-enrol into this free on-line course. If you wish to become a PDRP assessor, please discuss with your nurse Manager, and complete the nomination form prior to attending this course. Information on the CDHB PDRP web page.

NEW SUBMISSIONS to CANTERBURY OFFICE: October 31, 2023-January 31, 2024:

The PDRP office is not accepting any new submissions to the Canterbury regional office between October 31, 2024 – January 31, 2024, other than the expected ENSIPP and NETP portfolios. Other new submissions that do happen to be submitted during these months will have their submission date as 1 February 2024.

Resubmitted portfolios for nurses currently on the PDRP will be received into the office at their required date.

Proficient/Expert/Accomplished Portfolios:

Nurses are expected to have a conversation with your Nurse Manager if you submit a portfolio at these levels, particularly at Expert or Accomplished levels. The Nurse Manager/lead needs to endorse you at the level you are applying. Your Nurse Manager(s) will therefore, need to see you *consistently* working at this level, within *each workplace you practice in*, and not just prior to submitting a portfolio. The portfolio process is about being competent in practice, developing your practice and rewarding nurses who *consistently* practice at the required level.

Partner Organisations to Te Kāhui Kōkiri Mātanga PDRP:

Please use the most recent documents for your portfolio, available at www.cdhb.PDRP

ePortfolio Handy Hints:

Sharing: Be careful how many people you 'share' your portfolio with, and please have a 'end date' for your sharing. You control the sharing of your own portfolio, and can stop sharing at any time.

It is advised you share your portfolio with your peer assessor/Nurse Manager for their input, for **6-8 weeks** to enable the senior nurse(s) time to contribute to the portfolio. If the Manager is unable to complete their section within this timeframe, it is recommended they delegate this role to another senior nurse and the manager signs the portfolio at the end. This will require 'sharing' of the portfolio to a few senior nurses.

Provide a Copy to your Line Manager: At the end of your ePortfolio assessment, please 'export' a copy of your portfolio to yourself, name it, and email it to your line manager for their records. There is room at the bottom of your online MAX Success and Development plan to upload a copy of your ePortfolio if you wish.

PDRP office over the Christmas/New Year period:

We have minimal staffing in the PDRP office until January 8, 2024. If you wish to assess a portfolio during this time, please contact Cathy.King@cdhb.health.nz

Wishing you all a restful and safe holiday and summer period.

Please contact us if you have any queries at PDRP@cdhb.health.nz

Sara Bacon and Yvonne Thorpe: Ngā kaiwhakahaere tari: Office Administrators

Jo Greenlees-Rae: Kairuruku Nēhi: Nurse Coordinator