

PDRP Update March 2023

Welcome to the first information update for 2023.

The Canterbury office is back in business for 2023. With 2022 having challenges we now hope 2023 is going to run smoothly.

Sharon is now back in the Kairuruku nēhi (Nurse Coordinator) PDRP role at Manawa and is coming up to speed with Jo and the work she has been doing whilst in the role.

Nursing Council Audit of Te Kāhui Kōkiri Mātanga PDRP:

Te Kāhui Kōkiri Mātanga regional PDRP is being audited by Nursing Council in April 2023. We may be contacting some PDRP applicants requesting your portfolio as evidence for this audit, alternatively please contact us if you wish to offer your portfolio for the audit.

Nursing Council are particularly interested in our expansion of partner organisations; our assessment timeframes; our support of nurses undertaking PDRP; and evidence supplied by applicants, plus other requirements. If you are interested in any of this information, we are happy to share with you what we are preparing for the audit.

Primary and Community Partnering Organisations:

Invitation to attend ePortfolio Training

We would like to encourage our Waitaha nēhi(Canterbury nurses) from our primary and community organisations to attend our face to face **ePortfolio sessions** at Manawa. Booking if via healthLearn in which you are all able to access. If you have any further questions, please contact the PDRP office.

Nurse Educators and ePortfolio Training

Nurse Educators will be responsible for ePortfolio education and support in clinical workplaces in 2023. Thank you to those educators who have already attended in the last few months.

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

ePortfolio training is still available for all nurses across Canterbury. We are encouraging our Primary and community partnering organisations to attend this year also. The number of education sessions available will be decreasing from September 2023.

Nurse Managers:

If you are having trouble attending the face to face sessions, or if it is easier to come together in your cluster division. please email the PDRP office and we will try to work in with your availability.

If you would like any guidance with writing an appraiser assessment of a nurse please do not hesitate to contact the PDRP office.

MARCH 2023

For ePortfolio education:

Step One: healthLearn
(on-line introduction)
RGIT003

Step Two: healthLearn (book into a face-to-face session)
CAIT005

All nurses from any affiliated PDRP organisation, are invited to undertake the above training on ePortfolio.

Note: North Island Nurses in some partner organisations affiliated to Canterbury PDRP, will still need to submit a hard copy portfolio.

We are back in usual business with all submissions to the Canterbury PDRP office for 2023. NETP/NESP nurses who will submit their portfolio according to their programme dates)

PDRP Study Days:

See healthLearn for 2023 dates

PDRP related queries:

PDRP@CDHB.health.nz

healthLearn and Mahara ePortfolio

You may have noticed the Mahara access on your healthLearn page has changed to a green 'tile' called 'Mahara Portfolio'. Simply click on this tile and then 'Open in New Window'.

Please remember to complete the healthLearn ePortfolio RGIT003 training prior to booking a face-to-face session – we recommend attending this face to face session, as we are receiving many calls from nurses who have developed their portfolio without attending the face to face and have experienced confusion and issues with their portfolios.

Writing to the Competencies:

We are seeing several portfolios a week where the evidence written in the competencies, by both the applicant and the senior RN writing to the competencies, is **not** at the required level being applied for. We have had to return many portfolios where there are multiple competencies not evidenced adequately.

These portfolios then need to be returned to the applicant and/or appraiser, which is a lot of extra mahi for both parties and the assessor. This results in a delay in the whole of the portfolio processes.

Please remember to read the 'Competencies AND Indicators' for Proficient, Accomplished, or Expert which tells you what is expected for evidence at those levels. The indicators are in the guidelines of the hard copy, encased in the electronic copy or available on the website. We love hearing about what you do in your practice but please remember to discuss **how** you do it also.

If in doubt, ask a nurse educator, a PDRP assessor in your workplace, resource nurse, or contact your local PDRP office for advice.

Reflections on Professional Development (PD) Activities:

Please utilise your professional development to write your reflections for your portfolio, and not exemplars on patients. There is clear instruction for this in the short statement on the PD forms. For further clarification see your nurse educator or contact the PDRP office.

Performance Appraisals:

All Nurses: please ensure your manager is aware of your PDRP application and has signed your Performance appraisal. If they have nominated another senior RN to undertake the appraisal, please make sure your line manager has final sign off. We may contact the nurse manager to confirm they are aware of the submission.

PDRP Assessors: a couple of gentle reminders:

- We will be contacting you soon with regards commencing assessment of ePortfolios.
- Please remember to complete check list page on the hard copy portfolios you are assessing.
- If the evidence is not to the required level for many competencies, please contact the PDRP office for further instruction.

New PDRP Assessors:

We always welcome new assessors. Please remember to complete the Nomination form, found on the website to become a PDRP assessor (if this applies to your organisation). This is important for Te Whatu Ora Waitaha nēhi, as you must have your kaiwhakahaere nēhi (nurse manager)/lead support to be able to assess portfolios. If you need further support, please contact the PDRP office.

We will contact you about the assessor's course, a free course of approximately 20 hours on-line learning.

Resource Nurses

All nurses: please remember to utilise your local resource nurse if one is available within your workplace, or alternatively contact your nurse educator, or PDRP assessor to assist you. The knowledge and support they offer is invaluable to you and to us in the office.

Handy Hints for Nurses applying to the PDRP:

- **Expert level applicants:** you **do not** need to have post graduate education to apply at expert level.
(CDHB PDRP-Forms and Templates- Expert RN Guidelines [page 2])
- **Met/Not Met:** you do not need to write 'met/not met' into the competencies when providing evidence.
Simply explaining '**how**' you meet each competency/indicator at the required level in your example is fine.
- **Indicators:** Please remember to choose one indicator for each competency and write to this indicator in your Performance Appraisal. This is often missed in portfolios.

Thank you for your attention to this PDRP update 😊

Please do not hesitate to contact the PDRP office if you have any questions or queries:

PDRP@cdhb.health.nz

Sara Bacon & Yvonne Thorpe: Ngā kaiwhakahaere tari (Office Administrators)

Sharon Pryor: Kairuruku Nēhi (Nurse Coordinator)