

# PDRP Update 2022

Welcome back to our fourth and last newsletter for 2022.

The Canterbury office will have minimal staffing from Christmas until January 16<sup>th</sup>, when we are all back on duty. In the interim, if you require any assistance please contact [cathy.king@cdhb.health.nz](mailto:cathy.king@cdhb.health.nz) or [Jacinda.king@cdhb.health.nz](mailto:Jacinda.king@cdhb.health.nz)

## 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.

## Nurse Educators and ePortfolio Training

**Nurse Educators will be responsible for ePortfolio education and support in clinical workplaces from 2023.** If educators require any updates, or support for this, please attend another face to face 'build an ePortfolio' session advertised on HealthLearn. Thank you to those educators who have already attended in the last few months.

ePortfolio training is still available for all nurses across Canterbury, but we will be concentrating on primary and community organisations education next year with regards to this education. The number of education sessions available will be decreasing over 2023.

**Nurse Managers:** if you are having trouble attending the face to face sessions, please email the PDRP office.

## 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.

**All Te Whatu Ora Waitaha Canterbury nurses will submit via an electronic portfolio only, from October 1<sup>st</sup>, 2023.** Primary and Community Organisations aligned to PDRP will continue to submit their portfolios via Hard Copy or Electronic means.

## DECEMBER 2022

### 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 ePortfolios.

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

**NOTE:** New Submissions to the Canterbury PDRP office are now closed until 16 January 2023. (Excluding 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](mailto:PDRP@CDHB.health.nz)**

### 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.

**Please remember to read the 'Competencies and Indicators'** for Proficient, Accomplished, or Expert which tells you what is expected for evidence at those levels. We have had to return many portfolios where there are multiple competencies not evidenced adequately.

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

### Reflections on Professional Development Activities:

Please utilise your professional development to write your reflections for your portfolio, and not exemplars on patients. 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 to your own portfolio submission and commencing assessment of ePortfolios.
- Please remember to 'tick' the 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. If we send the portfolio back to the applicant, we often undertake a second assessment prior to the office forwarding the portfolio back for further work.

### New PDRP Assessors:

We always welcome new assessors. Please remember to complete the Nomination form to become a PDRP assessor, if this applies to your organisation. This is important for Te Whatu Ora Waitaha Canterbury nurses, as you must have your nurse manager/lead support to assess portfolios.

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 a 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 is fine
- **Indicators:** remember to choose one indicator for each competency and write to this indicator in your Performance Appraisal. This is often missed in portfolios.

Wishing you all well, as we come to the close of another busy year.

Sara Bacon, Yvonne Thorpe: PDRP Administrators

Jo Greenlees-Rae: PDRP Coordinator (Acting)