

NETP PROGRAMME APPEALS PROCESS

Appeals Process for Assessments and Completion Criteria

All applicants receive detailed feedback on their assessments from their assessors. This should minimize the need for an appeal process. However, unsuccessful applicants are entitled to make an appeal against the decision.

The appeals process ensures a review of an assessment outcome takes place when an applicant appeals the assessor(s) decision. All applicants will have detailed feedback from their assessment which should override the need for an Appeals process. Discussion on any issues should be referred in the first instance to the NETP programme. However, if a NetP RN disagrees with the decision made on the following:

- Written policy critique assessment
- Case Study presentation assessment
- Outcome of programme completion

The nurse is entitled to appeal this decision using the NetP Programme Appeal Form. This form must be completed within 7 working days of notification of unsuccessful outcome.

Note: For portfolio appeals, follow the PDRP Appeals Process. For CPIT study day appeals please contact CPIT.

Policy	Guidelines for Appeals Process
Purpose	Review processes where applicant has appealed the NETP Assessors decision Conduct an interview with applicant and assessors using senior nursing staff from similar clinical speciality Provide recommendations in relation to appeals process decisions, improving assessment process or internal moderation process to the Regional NETP advisory committees for consideration
Audience/Scope	Executive Director of Nursing Directors of Nursing CDHB and WCDHB Directors of Nursing or partnering organisations Senior Nursing Leaders

NetP Programme Coordinator CDHB and WCDHB
NetP Nurse Educators/ Team Leaders and support staff
Nursing Line Managers
New Graduate Registered Nurses
Registered Nurses: Canterbury and West Coast Regions

Associated Documents Regional NetP Programme Learning Framework
Regional NetP Programme Policy
Regional PDRP Policy

References Nursing Council of New Zealand: Standards for Nursing
Entry to Practice Programmes (February 2008)
HWNZ specifications for NetP Programme (2010)
DHBNZ NetP Learning Framework (2006)
DHBNZ Expansion Learning Framework (July 2008)
DHBNZ NetP Expansion Toolkit (August 2008)

	Action
Step 1	<p>A Graduate makes a formal request for an appeal by completing the NetP Programme Appeals Form and by providing necessary documentation.</p> <p>The appeal must be made within 7 working days of notification that the graduate has been unsuccessful.</p> <p>On receipt of notification the NetP Coordinator will assess appeal from information provided.</p> <p>The NetP Coordinator may have assessments reassessed by new assessors who have no knowledge of original outcomes.</p> <p>When the NetP Coordinators assessments are complete, the applicant will be notified of the outcome and decide whether to proceed with the appeal process.</p> <p>If the applicant wishes to continue with the appeal process, they will verbally inform the NetP Coordinator</p>
Step 2	<p>NETP Programme Coordinator notifies the Executive Director of Nursing of the appeal.</p> <p>The Executive Director of Nursing convenes an appeals panel and appoints a Director of Nursing as Chair and appropriate educator representatives.</p> <p>Appeals Panel: Assesses the documented evidence from all assessments Interviews applicant and all relevant support staff</p> <p>On completion, a written report outlining recommendations will be sent to applicant</p> <p>The appeals panel decision is final and binding.</p>
Step 3	Committee notified of any recommendations from the Appeal Panel Review
Policy Owner	Mary Gordon, Executive Director of Nursing
Date of Authorisation	7 February 2013