

PDRP Update: Canterbury

March 2024

Welcome to the March 2024 edition of the PDRP Update.

Portfolio Submissions:

Nurses, before commencing your Portfolio, ensure you have had a conversation with your manager if you wish to submit or re-submit at proficient, expert, or accomplished level.

Health NZ Te Whatu Ora Canterbury nurses will submit a portfolio only via electronic means (Mahara ePortfolio), and not a hardcopy.

And please ensure you contact a Nurse Educator for assistance prior to downloading and editing an ePortfolio. Many are submitted to the office with incomplete or missing sections and are being 'released back' to the nurses to amend.

Goals are not required in the ePortfolio, for Health NZ Canterbury staff. These are now included in the Max Success and Development process.

ePortfolios have been in use in Canterbury for three years now, so it is expected all Designated Senior Nurses now have access to Mahara.

Nurses are required to 'share' their ePortfolio with the Nurse Manager for 8 weeks, so they have time to complete their sections in the portfolio. **Please start your portfolio early to allow time for this.**

Extensions to PDRP portfolios:

We are unable to provide extensions for portfolios. If you need to discuss this, please arrange a time to talk with the PDRP coordinator. The PDRP financial remuneration, if this is attached to a PDRP level at your organisation, will cease on your three-year anniversary date.

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 this at any time.

If the Manager is unable to complete their section of the portfolio within the 8 weeks it is 'shared' with them, 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.

Nurse Managers/senior nurses: nurses employed into your service are often unaware they need to complete a PDRP transfer form, therefore our office is unaware they have a current portfolio from another organisation. We have requested P&C Recruitment to put this information into nurses' onboarding information, and it is on the PDRP

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ePortfolio Education:

Step One: complete on healthLearn : course RGIT003

Step Two:
see your Nurse Educator

If unavailable, book in via healthLearn, for a face-to-face session CAIT005
Further dates have been added. Book on healthLearn.

Nursing Council Competencies

Are changing.
[See over page.](#)

PDRP Education 2024:

PDRP Workshop: for new Applicants Developing a Portfolio

PDRP Current Assessor Education Day: for Assessors or Resource Nurses

PDRP related queries:

PDRP@CDHB.health.nz

Sara Bacon and Yvonne Thorpe:
Office Administrators
Jo Greenlees-Rae:
Nurse Coordinator

website, however this is often missed by the nurse and may need follow up from your end. The PDRP office will initiate the PDRP remuneration, if applicable, from the date the PDRP receive the form into the office.

Please Note: the only person who can write to your NCNZ competencies and goals is another RN with an Annual Practising Certificate. If your manager is not a RN, discuss with the manager which RN colleague will write to the peer assessment in the portfolio. It is expected the Manager (whether a nurse or not) will sign that they support the Portfolio submission. This information will be available in the policy uploaded to the Canterbury PDRP website shortly.

And a gentle reminder regarding Portfolios. Nurses sign a declaration in a portfolio which states *I declare the attached portfolio contains my own work*. That is, it is not copied and pasted from other portfolios or electronic systems. Portfolios are audited and moderated.

Clarification: Performance Appraisal system, Health NZ Te Whatu Ora, Canterbury:

All nurses, HCAs and Nurse Practitioners in Te Whatu Ora Canterbury are self-responsible for completing the Success and Development Form for Nurses on MAX. You will then arrange/book into the eCalendar, a short meeting with your Nurse Manager to discuss/finalise this process.

This occurs yearly, and it is the responsibility of each nurse/HCA/NP to initiate and complete on MAX and arrange this meeting. Some nurses use the anniversary date of their APC, as a reminder to do this process.

A Competence Assessment form is available for NCNZ audit or if a manager or Nurse requests a competence assessment against the NCNZ competencies. This form is not required for an ePortfolio, as the competencies are embedded within the ePortfolio. There is room for the competence assessment form, or the completed and assessed ePortfolio to be attached to the nurse's MAX Success & Development template also.

A major change of this new system is the PDRP Interim Appraisal has been discontinued (Health NZ Canterbury). You will therefore confirm you are meeting your PDRP level at your yearly Success and Development Conversation with your Nurse Manager, and the PDRP team will audit this information.

Professional Development and healthLearn:

Nurses now have a 'Inservice Record' on healthLearn for short education attended. Nurses need to download their *healthLearn Record*, and a *Inservice Record* from healthLearn for evidence of attendance.

Partner Organisations to Te Kāhui Kōkiri Mātanga PDRP:

Please use the most recent Guidelines and Templates for your portfolio, available at www.cdhb.PDRP

Assessors

Many of the 80+ assessors on our books for Canterbury have not assessed a portfolio for 2-3 years; or have assessed only 2-3 portfolios; nor attended their annual Assessors Update day. We are finding a core group of 20+ nurses undertaking the bulk of assessing in Canterbury and we are grateful for the work of these nurses, but this is a big commitment from such a small group. If you wish to withdraw from PDRP assessing, please discuss with your manager, and contact the PDRP office. If you wish to become an assessor, please contact the PDRP office. We are compiling a response to the Directors of Nursing on assessment data.

Nursing Council Competencies: RN and EN:

While the EN competencies, and the RN Scope and Competencies are under review and being finalised by Nursing Council NZ this year, the region's PDRP offices continue to accept Portfolios written to the current competencies. It may take 18-24 months to deliver education and finalise templates and ePortfolio changes after the new competencies have come into effect.

Please continue to complete your portfolios against the current competencies and submit as required.

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