

## Introduction

Te Kāhui Kōkiri Mātanga PDRP Assessors are practicing nurses with a current knowledge of nursing and clinical assessment.

PDRP Assessors may be nominated by their peers and colleagues using the *Nomination Form PDRP Assessor*. Once nominated, the Nurse Coordinator (PDRP) will review nominations and successful applicants will be invited to complete the New Zealand Qualifications Authority (NZQA) unit standard 4098 via the Open Polytechnic (OP4098).

### PDRP Assessors will be nominated and selected for their:

- Achievement of a successful portfolio at a minimum, or above, at Proficient Level on PDRP
- Commitment to the promotion and enhancement of the PDRP in the clinical speciality area
- Commitment to own education and ongoing professional development
- Ability to maintain confidentiality, discretion and recognition of professional boundaries
- Knowledge and experience, philosophy and vision of nursing at their respective organisation.

### The Assessor's role includes:

- Working collaboratively with the Nurse Coordinator, PDRP
- Completion of the NZQA Open Polytechnic OP4098 Workplace Assessor course/assignment or other formalised programme of assessment. Upon completion evidence to be provided to the PDRP office
- Annual attendance at the PDRP assessor education
- Assessment of a minimum of eight portfolios annually including provision of accurate documentation and communication within the allocated timeframes
- Liaising with applicants and /or peer reviewers/managers when further evidence or clarification is required
- Participating in the moderation process as required
- Participation in appeals process as required
- Development and maintenance of a current knowledge of relevant issues, trends and practices relating to the PDRP.

## Nomination Process

- Nomination form (attached) filled out by a senior colleague or peer.
- Nominee agrees with the nomination and completes their section of the Nomination Form.
- Nursing Line Manager signs the Nomination Form and completes the Manager Release Form for Assessors (attached).
- Nurse Coordinator, PDRP oversees review process for new PDRP assessor nominations.

## Assessors Training

- All assessors are trained through completion of the Unit Standard 4098 (or Open Polytechnic OP4098) or have undertaken equivalent training.
- Equivalent Training: prospective assessor to email regional PDRP office with request for equivalency, and evidence of education attended. Decision will be on a case by case basis
- PDRP training will be provided for the new and current assessors as required.
- Portfolio assessments and education will be within paid allocated work time or as negotiated with the Assessors Clinical Manager/lead.
- Moderation and monitoring processes are in place to ensure consistency of assessments and assessors.

## SECTION A (to be completed by nursing colleague / nominator)

I, \_\_\_\_\_  
(Name/Designation)

Wish to nominate: \_\_\_\_\_  
(Name/Designation)

Statement in support of nomination:

Signature:	Date:
Ward/Unit:	Organisation:
Email:	

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## SECTION B (to be completed by nominee)

I have read the criteria and responsibilities of a PDRP assessor and accept nomination as an assessor for the Nursing PDRP.

**Briefly explain** why you believe you are suitable to be an assessor for the PDRP:

**Relevant work experience:** complete the following questions or attach your CV:

**Qualifications:** (relevant professional/educational and where obtained)

Applicants Signature:	Applicants Scope:
Designation:	Date:
Email:	

## SECTION C (to be completed by nominee's CNM / Line Manager)

I support / do not support (name of applicant) \_\_\_\_\_  
to become an approved Assessor for the PDRP.

As part of the Nursing Professional Development & Recognition Programme (PDRP), only approved and trained assessors may review and verify that a portfolio demonstrates levels of nursing practice.

If you approve a nurse based on the criteria below, they will need to be released for training and then allocated time to assess portfolios i.e. minimum of 8 portfolios annually

Assessor description requirements	Yes	No	Comments
Has obtained minimum of Proficient level PDRP or Designated Senior RN level on PDRP			
Demonstrates commitment to the PDRP			
Demonstrates ability as a professional role model to staff			
Participates in team / service activities			
Complies with organisational policies and procedures			
Demonstrates high level of confidentiality at all times			
Can commit, in terms of current service workloads, to assessing a minimum of 8 portfolios annually			

### Agreement

In agreeing to this, I acknowledge that they will:

- be released from their normal work duties for the equivalent of two days to undertake the self-directed Open Polytechnic Workplace Assessment Training or similar level of training, along with one update day annually;
- have time allocated away from clinical duties to assess portfolios.

CNM/ Line Manager Name:	Signature:
Designation:	Date:
Email:	