***PDRP Transfer Application Package***

This process fairly recognises previous PDRP achievements at other areas and organisations. It facilitates involvement in the Te Kāhui Kōkiri Mātanga PDRP to ensure level of payment to be continued, where relevant to the organisation.

**Step 1**:

PDRP Transfer Application form is completed by the applicant, sighted by the Line Manager the applicant is transferring to, and emailed to your organisations PDRP office. A copy of the letter of achievement from previous organisation/employer must be included.

**Step 2**:

Notification of transportability letter is sent to applicant and to the following staff:

* Line Manager
* Payroll (level of practice allowance applies only to Proficient and Expert / Accomplished levels for nursing).
* The level of payment will be paid from the date the PDRP office/Organisation receives the transfer information.

**Te Whatu Ora – Waitaha** A full portfolio resubmission is required every three years as per NCNZ requirements.

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***PDRP Transfer Application Package***

Please send to your organisations PDRP Office

Applicants First Name:

Applicants Surname:

Applicants Employee Number:

APC Number: Contact number:

Ethnicity:

Work Area: (Ward/Area of practice, Location, Hospital, Facility):

Cost Code:

Active Email Address:

Organisation transferring from:

Current Level of PDRP:

🞎 **Attach a copy of your PDRP confirmation letter/certificate**

Start date with new organisation:

**PTO**

Applicants Signature: Date

(PDRP Level sighted)

Line Manager Signature: Date

(Te Whatu Ora)