Internal and External Moderation Process

All PDRP assessors within Te Kāhui Kōkiri Mātanga PDRP will participate in the internal moderation process to ensure consistency, fairness, validity and reliability of assessment among assessors. [See Te Kāhui Kōkiri Mātanga PDRP policy available on the PDRP website, for information on Moderation].

It may be appropriate that internal moderation of an assessment, is undertaken by another PDRP programme within Te Kāhui Kōkiri Mātanga, to maintain confidentiality, validity, or if there is a conflict of interest within a PDRP team at an organisation.

- New Assessors will have 3-5 PDRP assessments moderated by senior/experienced PDRP assessor, or the Kairuruku nēhi (Nurse coordinator) PDRP
- And thereafter, all assessors will have every tenth assessment moderated.

Internal Moderation Process:

Step 1   Read through the portfolio for moderation.

Step 2   Obtain the relevant (RN, EN, DSN) moderation form available on the PDRP website. Fill out the:
- First column regarding 'applicant / reviewer evidence' Yes or No if 'met' the competency at level applied
- Second column regarding *agree with outcome Y/N or comment on what you thought was required.'*

Step 3   Read the primary assessment summary outcomes and any further evidence (if applicable) of that portfolio and compare their comments and judgement for each competency against your own assessment/moderation.

Step 4   Ensure columns are appropriately completed as needed

Step 5   Fill out the final page titled 'Moderators Feedback'. Make comments to the primary assessor regarding your overall evaluation of their assessment of the portfolio.

Step 6   If you have any concerns regarding the primary assessor's outcomes, please place constructive feedback to the assessor in the 'Future suggestions/recommendations (if required') box.
Be specific around areas to improve if the primary assessor has missed certain requirements.
This form will be fed back to the primary assessor.
If you have concerns regarding the assessment, please do not hesitate to contact the PDRP office.

Step 7   Sign and date the moderation form, and email this form to the relevant PDRP office informing the office of the time (hours/minutes) the moderation took.

Step 8   Return the portfolio to the PDRP office with assessment and moderation forms

NB: This moderation form will be feedback to the primary assessor, if as the moderator you wish to remain anonymous please discuss this with the your Regional PDRP Kairuruku nēhi.

The summary will be compiled and sent to the primary assessor.

New Assessors: The first moderation will be forwarded to the assessor directly to be included in their US4098 body of assessment evidence for the course.

Internal Moderation of an Electronic Portfolio (ePortfolio):

- After assessment of an ePortfolio, the relevant PDRP office will email another internal assessor for moderation, informing them of the name of the ePortfolio they will be moderating.

- The PDRP office will change the status of that assessor, on the ePortfolio database, from 'Member' to 'Tutor' to enable the moderator 'access' to the portfolio.

- The moderator will scribe into the ePortfolio 'this portfolio has been moderated' on the Assessor Summary Page (page 3, or final page - depending upon individual PDRP programme's summary location).

- Moderator completes the 'Moderation Form' as per instructions above.

- Moderator emails the completed Moderation Form to the PDRP office informing them of their hours of moderation, and that they have completed the moderation.

- Moderator does not 'release back' the portfolio to the applicant.

- The PDRP office will follow up on the completion process of the portfolio.

- After moderation completion, the assessor's status will be returned to 'member' on the Mahara group database.

External Moderation:

External Moderation occurs between organisations within Te Kāhui Kōkiri Mātanga PDRP, who manage their own organisational PDRP programmes: Te Whatu Ora Waitaha, Nelson Marlborough, South Canterbury, Southern, West Coast; Procare; and Department of Corrections.

[All other organisations portfolios, who have varied levels of participation within the programme, participate in internal moderation].

The sharing of portfolios externally between organisations is facilitated by the Regional PDRP administration team, Te Whatu Ora Waitaha office.

External Moderation: process for PDRP Coordinators:
(for discussion at Operational group meetings)

Step 1   One Portfolio (Hardcopy or Electronic) from each organisation is shared with another organisation four weeks prior to the Operational Group Meetings.
Organisations are notified via email of the sharing arrangements, by the Canterbury Regional office.
Note: see below for electronic sharing of portfolios

Step 2   Complete the '*External Moderation Form'* available on the PDRP website

Step 3   Forward the completed Moderation Form to the Canterbury Regional office

Step 4   Discussion of the Moderation is held at the following PDRP Operational Group meeting and recorded within the minutes.

External Moderation of an Electronic Portfolio:

- PDRP Coordinators involved in external moderation will join the (other) relevant region's ePortfolio group.

- That region will make the coordinator a 'tutor' on their Mahara site

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- The PDRP Kairuruku nēhi will externally moderate the portfolio on the other regions site and complete the external moderation form as above.

- Moderator emails the completed external moderation form to the relevant PDRP Kairuruku nēhi/office informing them that they have completed the moderation and make mention if any issues were found within the portfolio. The relevant PDRP Kairuruku nēhi/office feeds back to the primary assessor the information.

- Moderator does not 'release back' the portfolio to the applicant.

- After moderation completion, the PDRP coordinator's status will be returned to 'member' on the other Mahara group region's database.

- The PDRP Coordinators will follow up on the completion process of the portfolio and email a copy of the completed external moderation form to the Regional PDRP Office to be record on file.

New Assessor Moderation Process: - (Internal Partnering Organisations – Waitaha)

- Please inform the Regional PDRP office if there is a new assessor from your partnering organisation, send details and the process you will be following regard support for the first 4098 assessment.

- The Regional PDRP office will usually allocate the portfolio however if you have a competent level for the new assessor to assess, please inform the office of the portfolio details as the details will need to be entered in the data base and allocated to the assessor.

- A new assessor will have their first portfolio assessment as part of the 4098 course. When the new assessor is given this portfolio, education/support is delivered on how to assess against the nursing council competencies.

- Once this initial assessment is finished then a moderation is completed, and feedback is given to the new assessor with further support in the assessment process where necessary. Usually this is completed by the Regional office Kairuruku nēhi but may also be completed by the Kairuruku nēhi of a partnering organisation.

- The moderation form is on the PDRP website.

- If you complete the first moderation, then the regional office will organise for the next couple of moderations to be completed.

- A copy of all relevant 4098 documents, the assessment summary, the completed moderation form is to be sent to the regional office to be saved down to the assessor folder.

- The first 3-5 portfolios will be moderated for the new assessor. This is over seen by the regional office as we use senior assessors from across the region to ensure the moderation process is fair and valid.

- When a Kairuruku nēhi completes moderations, the portfolio and a copy of the moderation form needs to be returned to the office for the outcome of the moderation to be sent to the assessor. If the new assessor is requiring further support with assessing inform the regional office so they can make a record on the database.