

Professional Development and Recognition Programme (PDRP)

Purpose

Te Whatu Ora – Health New Zealand Te Tai Tokerau (Te Whatu Ora) supports nursing staff to provide safe and effective nursing practice underpinned by education and evidenced based practice. It is compulsory for all nurses employed within Te Whatu Ora to complete, at minimum, a competent PDRP portfolio.

Scope

- All nursing staff employed by the Te Whatu Ora
- All senior nurses working in management, education, policy making and research are to maintain a designated senior nurse (DSN) portfolio or registered nurse (RN) expert portfolio. All nurses participating in the Te Whatu Ora New Entry to Practice Programmes (NETP) and New Entry to Specialty Practice (NESP) are required to submit a competent portfolio in their first year of practice
- External providers who have a contract with Te Whatu Ora and have signed a Memorandum of Understanding (MoU) that provides access to the Te Whatu Ora PDRP.

Definitions

- Current:** Indicating that the evidence supplied is current in that the candidate can currently practice in the manner that is displayed in the portfolio evidence. Self-assessment, peer assessment and performance appraisal are to be less than 12 months old; professional development (PD), hours of practice and reflections of PD evidence less than 3 years old.
- Valid:** The evidence shows that the candidate has met the required criteria.
- Authentic:** The evidence supplied is attributable to the candidate. Proven by the author of the document initialling each page.
- Sufficient:** There is enough evidence in the portfolio to show that the candidate is meeting the criteria.

Standard

Professional Development and Recognition Programme (PDRP) goals:

- Ensure all nursing staff maintain a professional portfolio that contains evidence in line within the [Nursing Council of New Zealand \(NCNZ\) competencies](#)
- Validate levels of practice for nurses
- Promote effective evidence based and quality nursing practice
- Recognises nursing professional achievements
- Maintain a fair and transparent process
- Maintenance of NCNZ competency requirements.

Te Whatu Ora – Health New Zealand Te Tai Tokerau	
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Method

- Te Whatu Ora is based on the [National Framework and Evidential Report \(2017\)](#) from Nurse Executives of New Zealand and New Zealand Nurses Organisation
- There is no restriction on the number of nurses on any level of practice
- Nurses will develop a professional portfolio to help demonstrate and support:
 - Reflective thinking, performance/competence based analysis of current skills, knowledge and experiences
 - Organisational and personal application of knowledge into practice development
 - Involvement in quality projects
 - Planning for future goals, education and career direction
 - Acknowledgement of a competent nursing workforce
- The PDRP Advisory Group represents clinical areas and specialist groups as identified in the [Terms of Reference](#). The role of the PDRP Advisory Group is to provide governance over the PDRP.

Levels of practice:

- The levels of practice within the PDRP for nurses are as follows:
 - RN: competent, proficient, expert
 - Enrolled Nurse (EN): competent, proficient, accomplished
 - DSN level for nurses working in senior positions of direct client care, management, policy, education or research
 - Expanded scope of practice nurses complete RN expert documentation plus three supplementary competencies as per [expanded scope policy](#)
- Each nurse has the opportunity for progression throughout the levels of practice
- Nurses on NETP/NESP programmes must complete an assessed competent PDRP portfolio to complete their programme
- A minimum of a competent PDRP portfolio is compulsory for all nurses with the exception being DSN who are required to have a DSN or expert PDRP portfolio. Te Whatu Ora will support all nurses to submit a PDRP portfolio that reflects their practice, in negotiation with line manager
- Nurses with expanded scope of practice must maintain an expert PDRP
- Nurses applying for PDRP must have evidence of endorsement from their **current** nurse manager/ equivalent or (approved delegate at date of submission).

Evidential requirements:

- Evidential requirements submitted in a portfolio will be current, valid, authentic and sufficient to meet minimum requirements as outlined in the PDRP resource manuals and associated documents
- In the instance of falsification of evidence the appropriate disciplinary processes will occur as per policies [Fraud and Corruption](#), [Disciplinary](#), and [Code of Conduct](#)
- Guidance/Coaching is available through the PDRP Co-ordinator, PDRP Assessors, and Clinical Educators
- After the initial submission of a portfolio and assessment of level, there will be on-going assessment and review through:
 - Annual performance appraisal

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- 3 yearly resubmission and assessment of portfolio.

Professional development leave

- Nurses preparing their portfolio for submission are entitled to additional study leave which is accessed by negotiation with their clinical nurse manager (CNM) as outlined in the [DHB's / NZNO nurses MECA](#)

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Financial incentives:

- Financial incentives apply to proficient and expert /accomplished level of practice RN and EN scope only (refer to DHB's / NZNO and PSA MECA's Available under [collective agreements on the NDHB Intranet site](#))

Assessment requirements/information:

- Portfolio assessments will be carried out by approved assessors who have completed NZ 4098 "Workplace Assessor" training or equivalent training in assessment
- Portfolio's to be assessed by an assessors that holds the same level or a higher level of portfolio
- Assessments are to be completed within designated time frame of 8 weeks
- In the instance additional evidence is required, it will be supplied within a nominated timeframe of up to 4 weeks 'at the discretion of' the assessor and PDRP coordinator in discussion with the nurse submitting the portfolio
- Moderation and appeals processes are in place and will be followed as required refer to the [PDRP guideline manual](#)
- Transferability of PDRP is recognised at Northland DHB and processes for this are outlined in the [PDRP manual](#)

REFERENCES:

Andre, K. and Heartfield, M. (2011). Nursing and Midwifery portfolios. Evidence of continuing competence. Elsevier. NSW.

Callis, J. (2010). Workplace assessor training. Northland Health resources booklet. Northtec.

[DHB's / NZNO Multi-employer collective agreement. 4 June 2018 – 31 July 2020.](#)

[DHB's \(excluding Auckland\) / PSA Mental and Public Health Nursing Multi-employer Collective Agreement. 1 October 2017 – 30 September 2020.](#)

[National Framework and Evidential Requirements: New Zealand Nursing Professional Development and Recognition Programmes for Registered and Enrolled Nurses \(March 2017\). Report developed through joint sponsorship of Nurse Executives of New Zealand and New Zealand Nurses' Organisation \(NZNO\).](#)

[Professional Development and Recognition Programme \(PDRP\) Resource Manual. Northland District Health Board.](#)

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