



Nursing & Midwifery Directorate

**TITLE: LDHB Professional Development & Recognition Programme (PDRP) – For Primary Health Care & Community Nurses**

## 1. Purpose

This guideline has been developed to outline the process and requirements for utilising the Lakes District Health Board (LDHB) PDRP programme to nurses working within Primary Health Care and Community services in the Lakes District Health Board region.

Nursing Council of New Zealand (NZNC) as the regulatory body for nurses within New Zealand sets the standards and requirements for nurses to ensure competence. Competence is the combination of skills, knowledge, attitudes, values and abilities that underpin effective performance as a nurse (NZNC). Competence is demonstrated by meeting NCNZ competencies and standards for the relevant scope of practice and the requirements for competency based practising certificates. There are two ways nurses may demonstrate competence, either through the NCNZ audit process or through completing a NCNZ approved PDRP programme.

Not all sectors or organisations have access to an approved PDRP programme therefore LDHB offers a NCNZ approved programme to nurses working within the community who do not have access to an approved programme.

Lakes District Health Board acknowledges the already approved programmes available to PHC and Community nurses and nurses eligible to participate in these programmes must participate in these rather than the LDHB programme.

## 2. Procedure

- 2.1 A Memorandum of Understanding (MOU) will be completed with organisations who wish to participate in the LDHB PDRP programme.
- 2.2 The PDRP will be offered to nurses in organisations /services within the Lakes District Health Board region who do not have access to a NCNZ approved programme.

- 2.3 LDHB will make available on the internet the PDRP documents, tools and templates for community nurses and organisations to access.
- 2.4 Participating community organisations and services will designate a staff member to manage programme administration, documentation and be the liaison and point of contact for LDHB for PDRP matters.
- 2.5 Community organisations/services will support their nursing staff to meet and maintain the NCNZ Continuing Competency requirements.
- 2.6 Community organisations/services will have a support person/s that have knowledge and understand the PDRP programme to support and guide their nurses through the process and to develop their portfolios. Organisations without nurses need to identify alternative options and arrangements and negotiate support at the time of signing the MOU.
- 2.7 Assessments of portfolios will be coordinated and completed by LDHB assessors as part of its portfolio assessment programme. These occur approx 4 times a year.
- 2.8 The LDHB PDRP Administrator will notify NCNZ of nurses who have achieved the LDHB PDRP programme.
- 2.9 There will be a charge for assessment of a portfolio. The cost for assessment of a competent portfolio is \$100 and proficient and expert \$160. This will either be paid by the nurse or the organisation the nurse works for upon invoice from the DHB prior to the commencement of the assessment. This cost is for the assessment process. If the assessment is not achieved the nurse has a period of time to resubmit the required evidence. If this is not done and the nurse submits a portfolio at another time it is considered another assessment and another fee applies.
- 2.10 If an organisation has qualified assessors who met the LDHB PDRP requirements, the organisation can negotiate with the LDHB PDRP Co-ordinator to under take portfolio assessments in lieu of payment.
- 2.11 Community organisations/services will endorse the annual maintenance of their staff at their achieved PDRP level, documentation available if required. This is done through a yearly performance appraisal/assessment by a nurse manager or senior nurse against the PDRP competencies.
- 2.12 The organisation/service will notify the LDHB PDRP Administrator of any nurses who do not maintain their level of PDRP.
- 2.13 Organisations will inform LDHB of nurses who leave their organisation who are on PDRP.
- 2.14 Every three years nurses will resubmit their portfolio to LDHB for assessment as per the PDRP and NCNZ requirements.

- 2.15 The appeal process is outlined in the LDHB PDRP handbook and is coordinated by the LDHB PDRP Administrator
- 2.16 The LDHB PDRP Coordinator will complete the requirements to maintain an accredited programme
- 2.17 A number of portfolios are moderated each year. Any nurses participating in the programme may have their portfolio moderated. LDHB will coordinate the moderation requirements as per the programme specifications.
- 2.18 LDHB will notify participating organisations of any changes or developments with the PDRP programme with the option to opt out.
- 2.19 Nurses who are called for audit by NCNZ prior to having their portfolio assessed through the LDHB assessment process need to submit their evidence directly to NCNZ.
- 2.20 Nurses who move to another community organisation/service within the three year portfolio period can continue to participate, providing the new organisation/service has a MOU.
- 2.21 If the community organisation/service is unable to fulfil the requirements of the MOU or the MOU expires and is not renewed, nurses from that organisation are unable to continue on the programme.

#### 4. References

[www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz)

Midland Region PDRP

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