

## PROFESSIONAL DEVELOPMENT RECOGNITION PROGRAMME EXPANDED MEMORANDUM OF UNDERSTANDING

**Parties to the MOU:**

Lakes District Health Board Private Bag 3023 Rotorua	Organisation:  Address
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**Overview**

This Memorandum of Understanding is an agreement for nursing staff of **Organisation** to participate in Lakes District Health Board (LDHB) Professional Development & Recognition Programme (PDRP). PDRPs are competency based programmes that assess nursing practice against Nursing Council New Zealand (NCNZ) competencies, recognise levels of practice and support ongoing professional development. Completing a PDRP will assist nurses to maintain a practising certificate and be exempt from NCNZ audit.

A signed memorandum of understanding is required for nurses from community organisations to participate in the LDHB PDRP that is approved by NCNZ. A copy of this memorandum of understanding will be forwarded to NCNZ as evidence of programme extension and inclusion of a community organisation in the programme.

**It is agreed:**

**That** this agreement is valid for three years or until either party ends the agreement by written notice to the other party.

**That Organisation** will :

Support its nursing staff to meet and maintain the NCNZ Continuing Competency Requirements and the Health Practitioners Competency Assurance Act 2003.

The following requirements must be met by (organisation):

**1. Programme administration**

**Organisation** will designate a staff member to manage the programme documentation and be the liaison and point of contact for the LDHB PDRP administrator. This includes:

- providing staff with access to PDRP documents;
- liaising with the PDRP Coordinator at LDHB for portfolio submission and assessment;
- informing LDHB if staff on LDHB PDRP leave your organisation.

## 2. Assessment process

- That **Organisation** will endorse yearly the annual maintenance of their staff. This is done through performance appraisal with a line manager who is a nurse or a senior nurse of the organisation against the PDRP competencies. Organisations without a senior nurse must identify an alternative arrangement to meet this requirement at the time of signing to the programme.
- Inform LDHB if the nurse does not maintain their PDRP level of practice yearly.
- That **Organisation** nurses will every three years resubmit their portfolio to LDHB for maintenance assessment as per NCNZ requirements. This is a requirement to remain on the PDRP database and be exempt from NCNZ audit.
- Portfolios need to be submitted to LDHB minimum 2 weeks prior to the advertised assessment dates for assessment.

## 3 Resource Nurse/support person

The community organisation will designate a nurse to be the resource for PDRP and maintain an understanding of the PDRP programme and requirements. They will support colleagues and be the first point of contact in regard to PDRP.

For organisations without the capacity to do this an alternative needs to be arranged at the time of completing the MOU in negotiation with the DHB and community organisation.

## 4 Moderation

**Organisation** agrees that portfolios from their organisation are part of the moderation process and that external moderation of the PDRP will occur to maintain the integrity of the programme.

## 4. Support

**Organisation** will have nurses within their organisation who have knowledge and understanding of LDHB PDRP to support and guide their nurses through the process and to develop their portfolio. For organisations without nurses who can do this, an alternative arrangement needs to be identified and negotiated for their nurses to gain this support at the time of signing up to the programme.

**Name of the support person:** \_\_\_\_\_

**Contact details:**

**Email address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

## 5. Appeal process

The appeal process is outlined in the LDHB PDRP book. The PDRP Co-ordinator at LDHB is responsible for ensuring the appeals process is followed.

## 6. Programme evaluation and approval

The The LDHB PDRP programme is approved by NCNZ and therefore must meet the requirements of an approved programme. Programme evaluation and approval is completed by NCNZ at least five yearly. The LDHB PDRP Coordinator will coordinate this approval process. **Organisation** agrees that these requirements need to be met and will provide any requested information to ensure ongoing approval of the programme.

## 7. Cost of portfolio assessment

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 in upon invoice from the DHB. 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.

If an organisation has qualified assessors who met the LDHB PDRP requirements, the organisation can negotiate with LDHB PDRP Co-ordinator to under take portfolio assessments in lieu of payment

**Please tick one of the following options:**

**We have a qualified assessor onsite**

**Name & email:** \_\_\_\_\_

**We would like a person to be trained to be an assessor**

**Name & email:** \_\_\_\_\_

**We will be paying the DHB upon invoice for the assessment of our portfolios**

***That Lakes District Health Board will :***

- Make available on the internet, the documents required to complete PDRP for participating organisations and nurses to access.
- Notify Nursing Council of **Organisation** nurses who have achieved a level on LDHB PDRP programme.
- Coordinate the assessment and moderation requirements as per the programme specifications.
- Notify participating organisations of any changes or developments with the programme.
- Complete the requirements of an accredited programme.
- Provide introduction to PDRP and developing a portfolio sessions for PDRP resource nurses and nurses of community organisations. These will be held throughout the year and be drop in or group sessions.

### **Changes to Memorandum of Understanding**

That if **Organisation** is unable to meet the requirements of the programme outlined within this MOU, nurses from **Organisation** will be unable to continue on the programme and therefore will not be exempt from NCNZ audit.

A variation to this MOU will be completed if the requirements of the LDHB PDRP accredited programme change within the three year period of this MOU.

Gary Lees Director of Nursing & Midwifery Lakes District Health Board	Signed:
	Date:
Nina Hartley PDRP Co-ordinator Lakes District Health Board	Signed:
	Date:
Organisation Manager Name:	Signed:
	Date:
Organisation Nurse Manager/Advisor/Support person Name:	Signed:
	Date:
Organisations liaison/Contact Person Name:	Phone:
	Email: