Guidelines for Professional Development

The Nursing Council of New Zealand (NCNZ), Tairawhiti District Health Board (TDH) and the public have an expectation that all nurses will continue to learn and maintain their competence.

You are responsible for seeking opportunities to learn and maintain your competence. You need to complete professional development in the context of your area of practice. These activities may be within the work environment or within an educational context.

Your professional development may be taken as whole days or hours and include a variety of learning activities such as degree courses, short courses, seminars, conferences, in-service education or internet-based activities.

- **The level of your professional development should be appropriate to your scope of practice and work context**
- **Consider the PDRP features of practice particularly how the learning activity supports the application of the features of practice**
- **Your professional development must be relevant to your career pathway and career plans which should be part of the discussion with your Clinical Nurse Manager (CNM) at the time of annual appraisal http://www.taimned.co.nz/pdrp/default.asp**
- **This has relevance for and relates to HWNZ, PDRP, NEDC and Annual Appraisal**

Journal reading may be considered a professional development activity if it takes place within a formal framework such as a journal club, a presentation to colleagues or to inform an educational or quality improvement process. Meetings may be considered a professional development activity if they have an educational focus and appropriate documentation is supplied, e.g. minutes with the education topic clearly identified http://www.nursingcouncil.org.nz/index.cfm/1,189,html/Continuing-competence-requirements

TDH organisational mandatory training and/ or core service area training required by your employer should not constitute all of your 60 hours of professional development in three years. Some of the organisational mandatory and/or core service area training requirements can be found within the TDH Midwifery and Nursing website http://www.taimned.co.nz/elearning/default.asp and via the specific DHB e Learning sites. http://midlandlearning.elearning.ac.nz/

Please do not submit your portfolio without evidence of completion of mandatory requirements

Evidence of your professional development *(60 hours in the past three years)* **and process for recording professional development activities**

1. All learning activities completed at TDH are automatically recorded on your Training History. When you attend a professional development activity you sign an attendance sheet. On this sheet you need to ensure the information is correct e.g. spelling of your name (as noted on Annual Practicing Certificate APC) and work area. This information is sent to the HR department who maintains the training database.

2. To access a record of your Training History either phone or email the HR department. The Training History can be sent to you at work or home email, it can take up to 1 week.

3. You do ***not need*** to transcribe the information from the TDH Training History onto the template titled Professional Development Activities Record; it should be used to keep a record of professional development activities that you have attended and been involved in. http://www.taimned.co.nz/pdrp/default.asp

Each Professional Development Activity on the Professional Development Activities Record must be ***verified*** by your employer, manager or nurse educator, supplying name, status and contact details.

Alternatively, if you do not have an employer or educator who can confirm your hours, you can supply certificates for the actual courses attended.

You must provide comment and evidence of the hours attended at each course.

Evidence of Reflection on Professional Development Activities

The NCNZ and the Regional PDRP requirements expect you to provide reflection on, describing the difference the learning from attendance at a professional development activity has made to your nursing practice of (at least) three educational attendances over the past three years. (PDRP Evidential Requirements Working Party Report: final, November, 2009). http://www.nzno.org.nz/LinkClick.aspx?fileticket=YF-4S0z31ws%3d&tabid=130

It is not expected you will reflect on organizational mandatory training.

It is important that the three pieces of reflection demonstrate your practise development and are used as 1st party evidence within your portfolio. The reflective work must link to the Nursing Council competencies and the features of PDRP level of practise you are submitting at.

For further information on reflection and frameworks to guide your reflective process refer to http://www.taimned.co.nz/pdrp/default.asp

Please review the District Health Boards/NZNO Nursing and Midwifery Multi -Employer Collective Agreement.

This collective agreement articulates the professional development allocation of hours and the rates of allowance. Please discuss this with your CNM/NL and also consider the NZNO MECA agreement. http://www.nzno.org.nz