

MAINTENANCE PORTFOLIOS

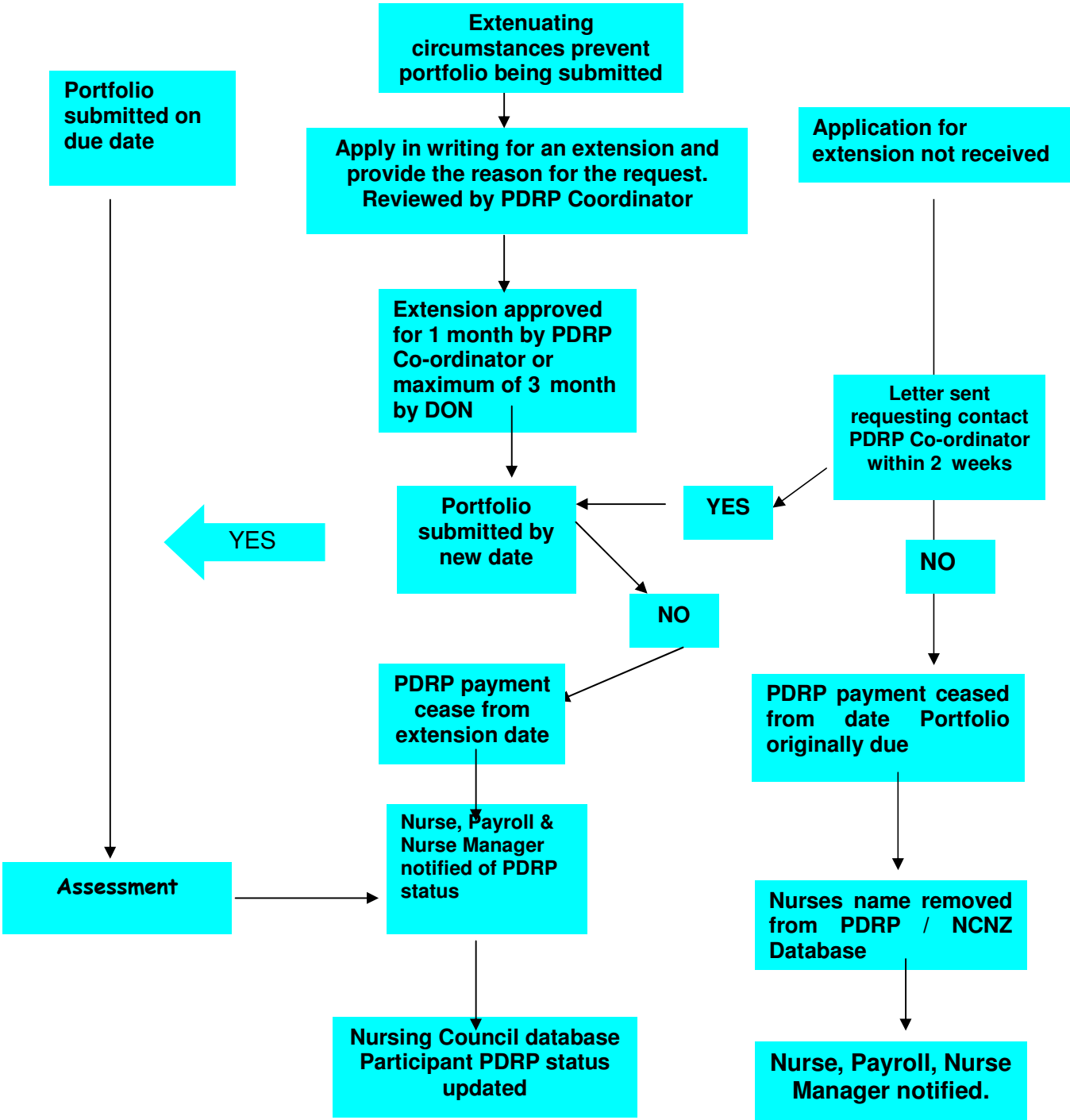
The maintenance process is key to ensuring that level of practice is maintained and that evidence of ongoing competence is aligned to NCNZ and HPCA Act (2003) requirements.

1. Portfolios are to be updated every 3 years at the appropriate level of practice, which incorporates Nursing Council requirements, and be submitted for review through the PDRP process for independent assessment. This includes an updated CV, appraisal and self review which are completed against the NCNZ competencies and ongoing education / certification. **NB** The appraisal should be a comprehensive review, which includes practice examples to demonstrate all the NCNZ requirements and definition for level of practice.
2. The maintenance process **does not** require a full portfolio – the evidence from your appraisal and self review should provide the majority of the evidence required. You will need to ensure that you are up to date with requirements such as CORE training, Fire training etc. The Maintenance Work books available from the Midwifery and Nursing Education website www.taimned.co.nz
3. The maintenance process meets the Nursing Council NZ PDRP Accreditation requirements.
4. An individual may choose to opt out of the PDRP all together, in this case they will be considered no longer enrolled on the programme and will be individually responsible for providing evidence of competence to Nursing Council if requested to do so. (Please see flow chart attached)
5. Where a nurse is identified as not maintaining the level that has been previously achieved through the PDRP maintenance process, there is the opportunity for assessment at a lower level. If however there is a performance management issue this should be dealt with in accordance with Tairāwhiti District Health policy. Performance management is a separate process and should not be confused with the PDRP process.

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Maintenance Process

6 month reminder sent to nurse re: due date for maintenance portfolio submission



NB: If nurse wishes to return to PDRP participation after letting maintenance lapse:
 - Within 4 months – a maintenance portfolio is required
 - After 4 months – a full portfolio is required

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Maintenance Portfolio Assessment Process

- All portfolios are submitted to Robyn Dymock Extn 8220 (Co-ordinator for Education and Professional Development) in Nursing and Quality Services. Portfolios are then distributed for assessment.
- Assessment of portfolios will be completed within eight weeks from date of allocation.
- On successful completion/assessment of the portfolio, the Nurse, HR, CNM and line manager will be advised. Nursing Council and TDH PDRP data bases will be updated.
- If additional information is required but not received within the 4 week timeframe then the submission date is considered to be the new date of submission. Where possible the same assessor should be used in this situation.
- Each portfolio will be assessed by one assessor, although assessors in training have to have their first 6 portfolios assessed by a second assessor – this may occur from time to time. Assessors will not be a line manager of, or be a personal friend of the staff member being assessed or other identified conflict of interest.
- Māori nurses have the option of being assessed by a Māori assessor.
- A verbal discussion may occur as part of the assessment process for all levels. This may be instigated by the applicant or the assessor.
- Assessors will be allocated by the Nurse Co-ordinator PDRP with the applicant having the right to decline the assessor (maximum of 2 choices)
- Applicants receive individual feedback from the assessor.
- Assessor documentation includes:
 - assessor' statements in workbook show how decision made that evidence meets competency
 - assessor' statements against competencies or domain summary reflect expectations for level of practice
 - includes record of correspondence, notes from verbal evidence

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