

P.D.R.P

Setting up your Portfolio.

Boulcott Hospital

Objectives

- ❖ To educate staff about the Boulcott hospital Professional Development programme.
- ❖ to provide on line information on how to compile a portfolio.

CONTENT

- ❖ What is a PDRP.
- ❖ Why have a PDRP?
- ❖ Benefits of the Boulcott Hospitals' PDRP.
- ❖ Introduction to Boulcott Hospitals' PDRP.
- ❖ What is a Portfolio?
- ❖ Standard Portfolio Evidential requirements
- ❖ RN/EN Levels of Practice
- ❖ What is Evidence.
- ❖ Definitions of Evidence.
- ❖ Qualities of evidence.
- ❖ Additional evidence required for RN Level 3- Proficient
- ❖ Additional evidence required for RN Level 4 - Expert
- ❖ Additional evidence required for EN Level 3 – Proficient
- ❖ Additional evidence required for EN Level 4 - Accomplished.

Content continued

- ❖ Record of professional development.
- ❖ Self assessment.
- ❖ Performance appraisal.
- ❖ Maintaining your portfolio.
- ❖ Moderation and review process.
- ❖ Transferability – internal or external.
- ❖ Points to remember .
- ❖ What do I need to compile my own portfolio.
- ❖ Suggested portfolio format.
- ❖ Assessors here to help.

What is a PDRP?

Professional Development and Recognition Programme.

- ❖ It is a competence based programme that assesses practice against competencies, recognises level of practice and supports on-going professional development.
- ❖ The Health Competence Assurance (HPCA) Act(2003) requires the Nursing Council of New Zealand (NCNZ) to ensure the on-going competence of nurses.

Why have a PDRP?

- ❖ Values and rewards practice
- ❖ Encourages evidence based practice
- ❖ Encourages reflection on practice
- ❖ provide a structure for on-going education and training
- ❖ Ensures practice expertise is visible, valued and understood
- ❖ Enables differentiation between the different levels of practice
- ❖ Encourages practice development
- ❖ Identifies role model
- ❖ Assist nurses to meet the requirements for competence based practising certificates
- ❖ Assist in staff retention

Benefits of the Boulcott Hospital PDRP

- ❖ The Boulcott Hospitals' PDRP is an approved programme therefore you are then exempt from a Nursing Council audit
- ❖ Builds self confidence and enhances motivation
- ❖ Enables nurse to set future goals career planning.
- ❖ There is employer recognition for level 3 and level 4.

Introduction to Boulcott Hospital PDRP.

NEW

- ❖ Handbook
- ❖ Manual
- ❖ Performance appraisal/peer review

What is a portfolio?

“A portfolio is a collection of work that, when put together, demonstrates that achievement or learning has taken place. This collection of information and examples describe or give a profile of who you are as a professional”

(Neades,2002)

It is a collection of selected evidence of day to day practice that demonstrates achievement of the competencies relevant to your practice.

Standard Portfolio evidential requirements for every level of practice.

It is a Nursing Council requirement to keep a portfolio as evidence of your competency to practice.

This includes the following:

- ❖ Application Letter*(in appraisal)
- ❖ Declaration*
- ❖ Copy of current APC (both sides)*
- ❖ Current CV
- ❖ Current PA (self review & Snr Nurse review)
- ❖ Professional Development hours(60 hrs.)
- ❖ Reflection on 3 PD activities
- ❖ Practice hours (450 hrs.)

RN/EN Levels of Practice

Registered Nurse:

- ❖ New Graduate
- ❖ Level 2 = Competent (minimum requirement of all RN's after their first year of practice)
- ❖ Level 3 = Proficient
- ❖ Level 4 = Expert

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Enrolled Nurse:

- ❖ Level 1 = new graduate
- ❖ Level 2 = Competent
- ❖ Level 3 = Proficient
- ❖ Level 4 = Accomplished

What is Evidence?

- ❖ The information you put into your portfolio is called **Evidence**.
- ❖ There is a **minimum standard** of evidential requirements for your portfolio set out by the Nursing Council of New Zealand.
- ❖ The level of practice determines the evidence required

Definitions of Evidence.

❖ First Party Evidence

This is evidence provided by the person themselves
e.g. self review, personal statements, critical reflections

These must be **signed & dated** by the writer

❖ Third Party Evidence

This evidence provided by another person
e.g. Performance Appraisal (This must have a specific example of the nurse's practice 1st and 3rd party (*3rd party = attestations or peer/manager review)

These must be **signed & dated** by the writer

Definitions of Evidence cont.

Supporting Evidence

Documents that may be used to support and strengthen the above types of evidence and need to be shown to your manager.

- ❖ What someone else says you do – attestations
- ❖ Proof of education teaching presentations
- ❖ Personal development plans
- ❖ Articles you have written, projects undertaken
- ❖ Three reflections on study days/conferences attended*these must be in portfolio.

Qualities of Evidence.

Must be:

- ❖ Valid.
- ❖ sufficient
- ❖ Current.
- ❖ Authentic.
- ❖ Repeatable.
- ❖ Direct

Qualities of Evidence cont.

- ❖ Any evidence that is **NOT** the persons own work must be acknowledged and referenced accordingly
- ❖ Referencing must include enough detail so that the original piece of work can be located e.g. Title, Author, date volume, issue, website
- ❖ **There must be a minimum of 2 pieces of evidence for each competency – self review (first party) and manager or peer review (third party)**

Additional evidence level 3.



Proficient.

Yvonne Richardson, Karen Hall doc. 2010
Reviewed 2015

Additional evidence required for RN Level 3 - Proficient

- ❖ One piece evidence to demonstrate involvement in practice change or quality initiative
- ❖ One piece of evidence of teaching or precepting or supporting skill development of colleagues
- ❖ One piece of evidence illustrating ability to manage and co – ordinate care processes for patients with complex needs

Additional evidence level 4



Expert

Yvonne Richardson, Karen Hall doc. 2010
Reviewed 2015

Additional evidence required for RN Level 4 - Expert

- ❖ One piece of evidence to demonstrate contribution to specialty knowledge/innovation in practice and quality improvement.
- ❖ One piece of evidence describing and reflecting on responsibility for learning and/or development of nurse colleagues.
- ❖ One piece of evidence demonstrating engagement and influence in the wider service, professional or organisational activities.
- ❖ One piece of evidence showing expert knowledge, application of expert practice of complex patient and clinical leadership.
- ❖ Post graduate education (Level 8) or equivalence in education and practice

Additional Evidence EN Level 3



Proficient

Yvonne Richardson, Karen Hall doc. 2010
Reviewed 2015

Additional evidence required for EN Level 3- Proficient

- ❖ One piece of evidence demonstrating involvement in practice change or quality initiative.
- ❖ One piece of evidence illustrating in depth understanding of patient care and care co-ordination within scope of practice

Additional Evidence EN Level 4



Yvonne Richardson, Karen Hall doc. 2010
Reviewed 2015

Additional Evidence required for EN Level 4 - Accomplished

- ❖ One piece of evidence demonstrating participation in Quality improvement and the change process.
- ❖ One piece of evidence demonstrating engagement and influence in professional activities
- ❖ One piece of evidence demonstrating in depth understanding of patient care and care coordination within scope of practice and ability to identify changes in health status and action appropriately

Record of Professional Development

- ❖ This must include a summary of the actual hours, signed by the employer or educator to confirm participation.
- ❖ The nurse must include an explanation of what he/she has learnt from 3 of these activities

Performance Appraisal.

There are four Domains of Practice: (as set out by the Nursing Council)

- ❖ **Domain 1:** Professional Responsibility
- ❖ **Domain 2:** Management of Nursing Care
- ❖ **Domain 3:** Interpersonal Relationships
- ❖ **Domain 4:** Inter-professional Health Care & Quality Improvement

Assessment.

- ❖ Each RN/EN completes a self appraisal/assessment and the manager completes the third party peer assessment
- ❖ There is a Personal Assessment Tool (PAT) which is the checklist that ensures you have all the requirements in your portfolio

Maintaining your Portfolio.

The maintenance process is key to ensuring that the level of practice is maintained.

- ❖ Portfolios are to be updated on an ongoing basis and to be submitted for assessment every 3 years
- ❖ Annual endorsement is completed through the annual performance review process

Moderation and review process.

- ❖ Moderation is a quality process that ensures assessments are valid, fair and consistent
- ❖ Internal moderation process involves the independent assessment of a profile by a second assessor (this may be by an assessor at the same hospital or by an assessor from a different hospital). This occurs prior to the final outcome of the assessment
- ❖ This is documented on the agreed form and forwarded to the Nurse Coordinator PDRP

Transferability of Portfolio.

When transferring either internally or externally, continuity of levels should occur with provision for the staff member to meet the competencies for the level in the new area within a negotiated period (this time frame is recommended to be up to one year from the date of commencement)

Points to remember.

- ❖ Support statement from Manager/ Senior Nurse
- ❖ Completed checklist – PAT tool
- ❖ Confidentiality (Identification of others) – in appraisal
- ❖ Declaration completed, signed and dated – in appraisal
- ❖ There must be a minimum of 2 pieces of evidence for each competency
- ❖ Evidence must be signed & dated by the writer
- ❖ Minimum 450 practice hours / 3 years – verified
- ❖ Minimum 60 professional development hours / 3 years – verified

What do I need to make my own portfolio?

Refer to the Professional Portfolio Handbook page 12

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Suggested Portfolio format.

- ❖ **Section 1:** Completed workbook for appropriate Level
- ❖ **Section 2:** CV, Position Description, APC
- ❖ **Section 3:** Self Assessment/Peer Review/Performance Appraisal
- ❖ **Section 4:** Reflective Practice
- ❖ **Section 5:** Certification and Education Record
- ❖ **Section 6:** Additional Information

Assessors here to help.

- **Yvonne Richardson** – Ward
- **Sandra Benson** – Endoscopy
- **Karen Hall** – Theatre

You can ask any one of us to assess your Portfolio, it is not restricted to the assessor in your area of work.

Any Questions?