

## **SPECIFICATION FOR NURSING ENTRY TO PRACTICE (NETP) PROGRAMME** **Relevant to District Health Board Provider-Arm Employees**

### **1.0 PREAMBLE**

1.1 The vision for the Nursing Entry to Practice (NETP) programme is:

*New Zealand nursing graduates enthusiastically commence their careers in New Zealand: well-supported, safe, skilled and confident in their clinical practice; equipped for further learning and professional development; meeting the needs of health and disability support service users and employers; and building a sustainable base for the New Zealand registered nursing workforce into the future.*

1.2 This specification outlines the requirements for those District Health Boards (DHBs) which offer the NETP programme, and receive funding for this programme from the Ministry of Health. It describes the resources, processes and outcomes to be dedicated to the NETP programme. It assumes that this programme will be delivered in a “good employer” environment that offers appropriate human resources and performance management provisions. DHBs that meet the requirements of this specification are able to tailor the delivery of their local programme to their own needs.

1.3 New graduate education requires a unique learning framework. It prepares new graduate nurses to assume their registered nursing role and to develop their clinical practice and critical thinking skills to effectively practise as a competent registered nurse. This requires a practice-centred approach that develops confidence and effectiveness in the individual’s nursing practice, independence in clinical reasoning / decision making, and acceptance of the responsibility of the registered nurse.

1.4 Teaching and learning activities need to be grounded in practice experience. The national learning framework that forms the foundation for this programme is not intended to repeat the content learning of the pre-registration degree programme but rather emphasise the application and use of knowledge in clinical situations. The NETP programme will align with the National Professional Development and Recognition framework (2003/2005) for nursing (PDRP).

1.5 The NETP Programme Co-ordinators at the District Health Boards (DHBs) will work collaboratively as a group to identify and implement good practices. They will provide the educational, practice and administrative leadership at a local level, contributing toward a strong nationwide programme.

- 1.6 Clinical educators and preceptors need to be skilled in assessing and influencing the critical thinking ability of the nurse and must recognise how knowledge is affected by contextual factors. Preparation and support of preceptors are crucial for the success of the programme.
- 1.7 Terms are defined in the CTA Head Agreement and/or Service Agreement.

## **2.0 PROGRAMME OVERVIEW AND GENERAL PROVISIONS**

- 2.1 The NETP programme will ensure new graduate nurses have access to a supportive environment as they enter the nursing profession.
- 2.2 NETP is a generic, nationally recognised programme with the following components:
- DHB-level programme co-ordination
  - one 10 – 12 month placement or two rotations, 5 – 6 months duration each, as determined by each DHB
  - clinical preceptor support throughout the programme, sharing the clinical load for 6 weeks total
  - informal clinical learning and self-study
  - the equivalent of 12 group learning/study days
  - the equivalent of 2 development days for goal setting and assessment, peer support and cultural support
  - award of a Certificate of Achievement.
- 2.3 The programme's learning framework has been developed to be educationally sound and be integrally linked to the Competencies for the Registered Nurse Scope of Practice, as published by the Nursing Council of New Zealand, and the National Professional Development and Recognition framework (2003/2005).
- 2.4 DHBs will use their best endeavours to offer placements/rotations for NETP participants in community-focused clinical services as well as hospital services delivered by the DHB provider-arm, by agreement between the new graduate and their employer. Separate provisions will be relevant to new graduates who are employed outside the DHB provider-arm<sup>1</sup>.
- 2.5 Each DHB's programme must be approved by the Nursing Council against the Entry to Practice Programme standards, which incorporate this programme specification.

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<sup>1</sup> The 'provider-arm' of DHBs are those services the DHB delivers directly, with employed staff. Other publicly funded health services are delivered via the DHB planning and funding arm's contracts, for instance NGOs, PHOs, aged care services, etc.

- 2.6 The programme will integrate the principles of the Treaty of Waitangi/Te Tiriti o Waitangi into practice to promote equity of outcomes for Maori. The programme will facilitate practice in a culturally safe manner with all client groups.
- 2.7 The programme will normally be of twelve months duration with the possibility that some new graduates may meet programme outcomes and complete the programme earlier, but in no case less than ten months.
- 2.8 Those who successfully complete the programme will be issued with a Certificate of Achievement, by the DHB.

### **3.0 DESCRIPTION OF THE SERVICES**

#### **3.1 LEARNING FRAMEWORK<sup>2</sup>**

- 3.1.1 The NETP programme is designed specifically for new graduates of New Zealand registered nursing degree courses to develop the specific knowledge and skills required to progress from a new graduate registered nurse to a competent registered nurse, as described below. Clinical practice is the main area for teaching, learning and assessment. In the delivery of the programme, links to the nursing education sector are encouraged.
- 3.1.2 While clinical practice is the key experience required in new graduate programmes, methodologies that develop the inquiry, problem-solving ability and reasoning needed to manage clinical problems are essential. Case reviews and problem-based learning are examples of such methodologies.
- 3.1.3 The aim of NETP's learning framework and related toolkits is to support the transition of new graduate nurses from the 'new graduate registered nurse' to the 'competent registered nurse' in the national Professional Development and Recognition Programme (PDRP) framework. The definitions according to this framework are as follows:

The New Graduate Registered Nurse:

- is a newly Registered Nurse with a practising certificate
- develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
- is a multi-skilled beginner nurse with theoretical and practical student experiences
- is able to manage and prioritise assigned client care/workload with some guidance

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<sup>2</sup> At the time issuing this specification, the learning framework is being developed. This section therefore provides only an overview of the learning framework.

- is reliant on learning from the experience of other nurses and her/his own experience
- learns and is developing confidence from practical situations
- is guided by procedures policies and protocols.

The Competent Registered Nurse:

- develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
- effectively applies knowledge and skills to practice
- has consolidated nursing knowledge in their practice setting
- has developed an holistic overview of the client
- is confident in familiar situations
- is able to manage and prioritise assigned client care/workload
- demonstrates increasing efficiency and effectiveness in practice
- is able to anticipate a likely outcome for the client with predictable health needs
- is able to identify unpredictable situations, act appropriately and make appropriate referrals.

3.1.4 The national NETP learning framework is the basis of the NETP programme, and is integral to both the clinical and educational aspects of the programme. The framework and related toolkits will encompass the following aspects:

- philosophy of the programme
- aims and objectives of the programme
- competencies to be met
- programme outline
- principles of teaching and learning
- goal setting, monitoring and assessment
- documentation requirements
- evaluation and quality management
- resources and toolkits.

## 3.2 CLINICAL PLACEMENTS/ROTATIONS

3.2.1 Each DHB will decide whether to offer one placement in one clinical service, or rotations in two clinical services, or both, and will advise potential applicants as to the model/s they offer. Placements/rotations will be negotiated between the DHB employer and the new graduate nurse. If the DHB generally offers two rotations, individual new graduates may still indicate a wish to complete NETP in only one service area, and that will be arranged if possible.

- 3.2.2 Where the DHB offers two rotations, the clinical preceptor and the new graduate will share a clinical load for the first four weeks of the first rotation, and the first two weeks of the second rotation. Where the DHB offers one placement, the clinical preceptor and new graduate will share a clinical load for the first six weeks. In all scenarios, there will be the flexibility to extend or reduce these timeframes in specific instances, subject to agreement with the new graduate, so long as the programme averages six weeks of clinical load sharing per new graduate overall. The key determinant should be that the new graduate is supported adequately to meet the requirements of the learning framework.
- 3.2.3 The DHB will use its best endeavours to offer a programme that encompasses both provider-arm community-focused placements/rotations and hospital placements/rotations.

### **3.3 CLINICAL PRECEPTORSHIP**

- 3.3.1 Clinical preceptorship is an educational relationship intended to provide role modelling, clinical support, clinical teaching and socialisation into the work environment. Preceptors will be experienced registered nurses who express an interest in the role and who have undertaken preceptorship training. Named preceptors will require regular and consistent access to the new graduate during clinical practice, especially during the clinical load sharing period.
- 3.3.2 The clinical preceptor will be provided with relevant initial and continuing education for the equivalent of two days (16 hours) per year. The Programme Co-ordinator will ensure that appropriate support and peer review are available to all clinical preceptors.
- 3.3.3 Preceptors must have:
- a current annual practising certificate in the Registered Nurse scope of practice
  - registration with the Nursing Council of New Zealand 'in good standing' (ie, with no restrictions on that registration that would negatively impact on their ability to perform as a clinical preceptor)
  - an ability to apply adult teaching and learning principles, (eg, facilitation of critical and reflective practice)
  - completed a preceptor training programme that includes assessment theory and practice
  - knowledge and understanding of concepts and applications of preceptorship
  - demonstrated commitment and willingness to support and encourage a new graduate through their role as a preceptor
  - knowledge of the NETP programme learning framework, toolkits and PDRP requirements
  - experience within the clinical service area where they are providing preceptorship

- an ability to apply the principles of the Treaty of Waitangi / Te Tiriti o Waitangi to nursing practice
- evidence of positive role modelling
- a commitment to provide (to the new graduate) and receive feedback on their performance as a preceptor.

### **3.4 CLINICAL EDUCATION AND TRAINING**

3.4.1 All NETP programme educational activities will be focused on the learning framework.

3.4.2 Informal, individual clinical education and training will be provided to new graduates by the clinical preceptors and other appropriate team members. This may involve clinical service delivery as well as involvement in quality assurance and professional development activities.

3.4.3 The programme will allow for the new graduates to be released from clinical practice for group education for the equivalent of twelve study days (96 hours) over the ten - twelve month period, focused on the learning framework. The days will encompass:

- orientation specific to the DHB
- topics specific to the general clinical areas of each placement/rotation
- generic topics specific to the content of the learning framework.

The study days will involve structured teaching and group learning by clinical educators employed either by the DHB, or by the DHB making arrangements for teaching through an accredited nursing education provider or other appropriate educator.

### **3.5 DEVELOPMENT DAYS**

3.5.1 The programme will allow for the preceptors and new graduates to be released together from clinical practice for the equivalent of two 'development days' (16 hours) over the ten – twelve month period. This is in addition to the twelve equivalent study days (96 hours) for the new graduates. The development days allow for the joint development of goals, assessment of progress and placement/rotation final assessment, and an overall final assessment. These days may also be used for new graduates to meet for peer support and critical reflection, and for cultural support.

## **4.0 CULTURAL ASPECTS**

- 4.1. The programme recognises that the nursing degree includes a comprehensive component on the importance of cultural competency. The NETP programme's clinical and educational components provide opportunities for practical application and demonstration of cultural competency within the new graduate's practice.
- 4.2 The cultural competence expectations of all nurses are included in the Nursing Council of New Zealand's *Competencies for the Registered Nurse Scope of Practice*. Cultural competencies form a key aspect of the NETP programme's learning framework. NETP programmes will provide the resources and support to new graduates, to enable them to 1) demonstrate the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice, and 2) practise nursing in a manner that the client determines as being culturally safe.
- 4.3 The NETP programme will make new graduates aware of the cultural support resources available to them, and facilitate access to these resources.

## **5.0 PROGRAMME CO-ORDINATION**

- 5.1 The programme co-ordinator will be a senior experienced nurse who leads the programme in each DHB. Key attributes for this role include:
  - experience in clinical teaching and facilitation of clinical learning
  - a relevant post graduate qualification
  - organisational skills
  - an ability to demonstrate application of the principles of the Treaty of Waitangi / Te Tiriti o Waitangi to nursing practice
  - understanding of the principles of adult teaching and adult learning needs
  - good communication and interpersonal skills with both individuals and groups.
- 5.2 The programme co-ordinator at each DHB takes a leading role to ensure the following functions occur:
  - recruitment and selection of new graduates and of clinical preceptors
  - planning and facilitation of ongoing placements/rotations for new graduates
  - negotiating new graduate placements/rotations in conjunction with the clinical service where new graduates are employed
  - liaison with the placements/rotations in the clinical services where new graduates are employed
  - in conjunction with the clinical service, monitoring the performance of the clinical preceptors in their support of new graduates, and providing feedback to them
  - co-ordination of clinical education

- establishment and operation of internal and external moderation processes that reflect sound educational practice
- record keeping
- development and administration of quality management and evaluation tools
- mediation and relationship management between the clinical preceptor, the clinical service and new graduate
- establishment of a NETP programme advisory group within the DHB that meets regularly and provides advice regarding relevant issues including cultural aspects
- survey of new graduates regarding their expectations and experience in the programme, including cultural aspects
- development and management of a quality improvement plan
- management of the competency assessment processes and documentation of achievement of the learning framework by individual new graduates and overall
- collaborative work with programme co-ordinator colleagues in other DHBs and nationally
- preparation of regular progress reports to DHBNZ during the establishment phase of the NETP programme
- provision of the information necessary for reporting to the CTA.

## **6.0 EXPECTED OUTCOMES**

### **6.1 NEW GRADUATE TRAINEE OUTCOMES**

6.1.1 Outcomes for professional practice include the new graduate nurse being:

- able to practice confidently, safely and effectively within the Registered Nurse Scope of Practice
- able to demonstrate meeting the requirements of the learning framework
- an effective team member in the practice environment
- able to demonstrate the ability to practice in a culturally competent manner
- assessed as having reached the 'competent registered nurse' level in the PDRP framework.

6.1.2 Means to demonstrate these outcomes will be incorporated into the learning framework and related assessment processes.

6.1.3 The new graduate will receive a Certificate of Achievement from the District Health Board. These certificates will designate that the recipient has successfully completed the requirements of the nationwide NETP programme.

6.1.4 The DHB will have a process for providing remedial assistance to new graduates who do not meet the assessment criteria. Those new graduates who, despite this remedial assistance, do not fulfil the NETP programme requirements, will be subject to the DHB's performance management policies and procedures. This will include reporting significant, unremediated performance issues to the Nursing Council of New Zealand's competence review process.

## **6.2 CLIENT/SERVICE OUTCOMES**

6.2.1 The new graduates in the NETP programme will contribute to enhanced client and service outcomes including appropriate and effective nursing care by providing:

- nursing assessment
- planning
- implementation
- evaluation of clients' care needs
- co-ordination of clients' care needs.

6.2.2 The NETP programme will:

- demonstrate measures taken to create a safe environment for new graduates to consolidate their practice and minimise risks to client safety
- monitor the extent to which the programme contributes to job satisfaction for new graduate nurses
- monitor the extent to which the programme contributes to meeting the employer's workforce needs.

6.2.3 The NETP programme aims to encourage the retention of new graduates in the New Zealand health sector.

## **7.0 ELIGIBILITY**

### **7.1 TRAINEE ELIGIBILITY**

7.1.1 For new graduates to be eligible for Clinical Training Agency (CTA) funding, the new graduate will:

- hold a nursing degree from a three year New Zealand nursing programme accredited by the Nursing Council of New Zealand; awarded no longer than one year prior to commencement on the NETP programme<sup>3</sup>, and
- hold registration with the Nursing Council of New Zealand within the Registered Nurse Scope of Practice, 'in good standing' (ie, have no restrictions on that registration that would negatively impact on their ability to participate in their placement/rotations in the NETP programme); and
- be a New Zealand citizen or Permanent Resident; and
- have a current annual practising certificate; and
- be currently employed as a registered nurse within a District Health Board; and
- be currently employed at a minimum 0.8 FTE employment (32 hours/week); and
- have not practised as a registered nurse for longer than six months before starting on the NETP programme; and
- complete the programme within a maximum of 12 months. While the funding for any new graduate will not exceed 12 months, the DHB is able to consider extending the timeframe for completing the NETP programme requirements in cases of illness or other individual special circumstances.

### **7.2 PROVIDER ELIGIBILITY**

7.2.1 Each DHB's NETP programme must be approved by the Nursing Council of New Zealand against the Standards for Nursing Entry to Practice Programmes which incorporate this programme specification. The approval must be current and the provider must participate in the Nursing Council's audit processes on an ongoing basis.

7.2.2 The DHB must operate a PDRP programme approved by the Nursing Council of New Zealand. Those DHBs that do not have a PDRP programme approved by the Nursing Council must be working towards approval, to be attained by December 2008 at the latest.

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<sup>3</sup> A DHB may want to offer a NETP programme position to a new graduate who has not practised for more than twelve months but less than three years since their degree was completed. Prior to doing so, the DHB will ensure that the new graduate still meets the Nursing Council's registered nursing competencies, by an appropriate challenge testing process. Where successful completion of the test is documented, such a new graduate would be eligible for NETP programme funding, provided they meet all other criteria.

## 8.0 ASSOCIATED LINKAGES

8.1 The NETP programme providers will have established links with:

- local Iwi, Maori health services, and other Maori stakeholders
- Cultural support in their area
- Relevant professional nursing organisations
- National Graduate Nurse Programmes network.

## 9.0 PURCHASE UNIT AND REPORTING UNIT

### 9.1 PURCHASE UNIT

9.1.1 A new graduate nurse who meets the eligibility criteria set out in section 7 and who is formally enrolled in the training programme.

9.1.2 CTA funding will be allocated only to those new graduates who are fully participating in the NETP programme. There is no provision for part time enrolment in the NETP programme, (ie, funding will not extend beyond 12 months and programme requirements must be met in full in this timeframe). This is distinct from Clause 7.1.1, which does allow for employment ranging from 0.8 to 1.0 FTE.

### 9.2 REPORTING UNIT

9.2.1 An actual new graduate nurse enrolled in the programme.

## 10.0 QUALITY STANDARDS: PROGRAMME SPECIFIC

*This section should be read in conjunction with Schedule 1 Part 3 of the standard CTA Head Agreement, which specifies **generic** quality standards for all programmes provided under the contract.*

### 10.1 NATIONAL PROGRAMME EVALUATION

10.1.1 The NETP programme be evaluated via a national programme evaluation for at least the establishment and initial intake phases. The key questions to be investigated include the extent to which the programme has contributed to the skill development of new graduate nurses, their confidence and safety, their satisfaction with the programme, and their retention in the New Zealand workforce. Information on whether the DHB programmes are being delivered as specified, strengths and weaknesses, and areas for improvement will also be collected.

10.1.2 The programme will be evaluated to determine whether or not it meets the cultural needs of trainees, and where possible, clients. The evaluation will include input from Maori stakeholders.

10.1.3 National data collection will involve questionnaires and interviews of new graduates, clinical preceptors, educators and managers, programme co-ordinators and those involved at the national level.

10.1.4 Individual DHBs will be provided with a summary of their own results, enabling them to compare themselves to the overall national results.

10.1.5 DHBs will assist the national evaluation by:

- ensuring that information is collected using national definitions and timeframes
- making staff available to provide information to the evaluators, both in person and via questionnaire.

10.1.6 In addition, DHBs will have their own monitoring, audit and quality improvement processes to ensure that their programme is operating appropriately, and will comply with Section F of the CTA Agreement.

## **11.0 REPORTING REQUIREMENTS: PROGRAMME SPECIFIC**

*This section should be read in conjunction with Schedule 1 Part C of the CTA Head Agreement, which specifies **generic** reporting requirements for all programmes provided under the contract.*

### **11.1 QUARTERLY PROGRESS REPORT**

11.1.1 The programme co-ordinator will provide a quarterly progress report to DHBNZ outlining activities carried out in implementing the NETP programme, any issues arising in the performance of their obligations, how these issues were addressed, and activities planned for the following quarter.