**Whānau Āwhina Kaiāwhina**

**Professional Development & Recognition Programme (PDRP)**

***“Mā te āwhina, e ora ai te torohū o te Kaiāwhina”***

***“Nurturing the limitless potential of the Kaiāwhina workforce”***

***Na Kaiwhakahononga Tūraukawa Bartlett & Kaiwhakahononga Hapai Aimee Bartlett (Careerforce)***

**Purpose of the Professional Development and Recognition Programme (PDRP)**

At Whānau Āwhina Plunket, our Kaiāwhina are a dynamic rōpū (team) of skilled Māori experts dedicated to lending a hand in guiding Māori whānau toward their hauora (health & wellbeing) goals. They bring a wealth of mātauranga (knowledge) about their hapori (community), live by the principles of kaupapa Māori, and work hand in hand with others to whakamana (enhance, uplift) whānau.

 The PDRP is a program focused on acknowledging developing competencies. It grew out of career path development for those in clinical mahi and has been shaped to fit the unique taiao (environment) of Aotearoa (New Zealand). PDRP for Kaiāwhina:

* Supports the Kaiāwhina role to be seen, appreciated and understood. Highlighting the various levels at which Kaiāwhina navigate across Te Ao Māori (The Māori World) and Te Ao Tauiwi (The non-Māori world) to understand the Hauora (Health & Wellbeing) of our tangata (people).
* It acknowledges and rewards the diversity of mahi (work) of the Kaiāwhina.
* It identifies and acknowledges advanced levels of skills
* It recognizes the application of practice backed by rangahau (research)
* offers a roadmap for ongoing learning, development and progression.

 Whānau Āwhina Plunket Kaiāwhina practice is underpinned by the principles Tino Rangatiratanga (Self Determination) - Pātuitanga (Partnership) - Mana Taurite (Equity) - Whakamarumarutia (Active Protection) - Kōwhiringa (Options) stated in MOH: Te Tiriti o Waitangi Framework. Waitangi Tribunal Health Services & Outcomes Inquiry (WAI 2575), Hauora: Holistic view of Health & Wellbeing Report, Te Whare Tapa Whā dimensions.

**Instructions for developing your PDRP portfolio**

Aportfolio is a collection of specially selected evidence that shows how in day-to-day practice you consistently demonstrate Kaiāwhina competences.

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| PDRP Levels - Proficient and Accomplished Evidence |
| **Proficient** Kaiāwhina practice requires evidence demonstrating | * Being a role model.
* Showing leadership to develop self and others.
* Achieved proficiency level of Whanaketanga (Development) across Kaiāwhina role accountabilities.
 |
| **Accomplished** Kaiāwhina practice requires evidence demonstrating | * Leadership and influence through innovation.
* Being a role model.
* Leadership and influence through participation in quality activities.
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Level of practice is not based on years in practice or experience alone. It is a combination of knowledge, skills and demonstration.

Refer to the Poutama for proficiency descriptors for each of the nine Kaiāwhina role accountabilities.

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| --- | --- | --- |
|  | PROFICIENT | ACCOMPLISHED |
| **1** | Manager Support Letter | Manager Support Letter |
| **2** | Statement of Integrity | Statement of Integrity |
| **3\*** | At least 450 practice hours in the last 3 years.  | At least 450 practice hours in the last 3 years. |
| **4** | At least 20 hours of professional development hours in the last year  | At least 20 hours of professional development hours in the last year  |
| **5** | Self-assessment showing Proficient practice against the Kaiāwhina accountabilities in the last 12 months.  | Self-assessment showing Accomplished practice against the Kaiāwhina accountabilities in the last 12 months. |
| **6** | Clinical Leader/ Manager /Senior Nurse/Senior Kaiāwhina evidence showing Proficient practice against Kaiāwhina accountabilities in the last 12 months.  | Clinical Leader/ Manager /Senior Nurse/ Senior Kaiāwhina evidence showing Accomplished practice against Kaiāwhina accountabilities in the last 12 months.  |
| **7** | Performance appraisal undertaken in the last 12 months.**Note:** in most cases this is the same as # 6 above, unless a senior nurse/ Kaiāwhina/ HW manager completed # 6 then a performance appraisal including a practice development plan is required by a nurse manager  | Performance appraisal undertaken in the last 12 months.**Note:** in most cases this is the same as # 6 above, unless a senior nurse/ Kaiāwhina/ HW manager completed # 6 then a performance appraisal including a practice development plan is required by a nurse manager |

**\*3 –** For this evidence you need to request an email or letter from payroll stating your role and clinical area and total number of practice hours you have worked over the last three years e.g., 940 hours. **Note:** request the total number of practice hours e.g., not FTE or % of days worked.

**Checklist - Minimum PDRP Evidential Requirements**

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| --- | --- |
| All documentation below is required at the time of submission.Ingoa/Name: Date of submission:My manager is: |  ü When completed and in e-portfolio  |
| * 1. Manager Support letter
 | Manager complete & sign |  |
| * 1. Kaiāwhina Statement of Integrity
 | Applicants complete & sign |  |
| * 1. Practice Hours (At least 450 practice hours in the last 3 years)
 | Payroll letter verifying 450 practice hours over last 3 years |  |
| * 1. Record of Professional Development Hours
 | Verified evidence of 20 hours of professional development over last year |  |
| * 1. Self-assessment
 | From the last 12 months: one specific practice example for each accountability  |  |
| * 1. Clinical Leader/ Manager / senior nurse assessment
 | From the last 12 months: one specific practice example for each accountability  |  |
| * 1. Performance appraisal in most cases this is the same as # 6 above
 | From previous 12 months |  |

1. **Manager Support Letter**

Statement that the manager, or an equivalent senior nurse with whom the Kaiāwhina has a professional relationship (when the manager is not a nurse), supports the level of practice the Kaiāwhina is applying for. This support must be in writing. The statement must not be unduly withheld.

I ……….…………………………………. support …………………………………………. in submitting their PDRP at ………………………………………………………………………….. (level)

Tohinga/Signature : ………………………………. Te Rā/Date : ………………………………………

Rohe/Designation: ……………………………. APC.............................................. Waea/Phone number: ………………………….

Īmera/E-mail: ……………………………………………………………………………………..

**Note:**

If submitting PDRP and a month has passed since receiving managers support, have the below section competed by your manager.

I …………………………………. confirm my continued support of the above submission.

Tohinga/Signature: ………………………………….. Te Rā/Date: …………………………………….

Rohe/Designation: ………………………………….

1. **Kaiāwhina Statement of Integrity**

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| **Ingoa /Name: …………………………………** **Ethnicity: ………………………………………. Iwi affiliations: ………………………………………..****Rohe/Workplace: ………………………………** |
| **Waea/ Phone number: ……………****Īmera/Email address:** |  |  |
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| **Current PDRP Level** *(if applicable):*   |  | **Level submitting for:** ……………………………… |
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| **Declaration and Consent**: |  |  |
| * I declare this portfolio contains my own work.
 |
| * I declare at the time of submission of this portfolio, I am not the subject of any performance management process.
 |
| * Confidentiality will be maintained throughout the portfolio to ensure clients / family/whanau, community, and colleagues are not identifiable.
 |
| * I recognise that my portfolio may be selected for internal/external moderation.
 |
| * I understand the assessor(s) may need to contact me or my manager for additional evidence.
 |
| * I understand a timeframe is required for assessment.
* I have not used AI to create this portfolio
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|  |
| * I declare that the above statements are truthful, and this portfolio is an accurate description of my previous 12 months of practice.
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|  |
| **Tohinga/Signature : ……………………………….. Te Rā/Date : ……………………………** |
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| 1. **Practice Hours (in last three years). Insert letter from Payroll.**
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**4. Record of Professional Development (PD) Hours**

This may include organisational mandatory / essential requirements as per employment agreement. **Note**: Please total all professional development hours and check to make sure you have at least 20 hours in the last 12 months.

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| **Professional development activity**  | **Te Rā/Date Completed** | **Reflection on PD (not compulsory)** | **Hours** |
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| **Total:** |  |
| Validated by a Registered Nurse who can verify your attendance, or certificate or organisational education record. **Ingoa/Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Rohe/Designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **APC #-** **Te Rā/Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tuhinga/Signature:** |

**5. Please provide a self-assessment statement of how you meet each Poutama including an example from your practice**

 **Your peer assessment can be completed by your Clinical Leader, Manager, Senior Nurse or Senior Kaiāwhina**

| Poutama Indicators  |  SELF ASSESSMENT | PEER ASSESSMENT |
| --- | --- | --- |
| Tūhono – Building Relationships* With the support of Whānau Āwhina Plunket, build relationships with Kaumātua, Kuia, Iwi, Hapū, Whānau and external providers, allowing them to get to know you, better understand Whānau Āwhina Plunket’s services and fostering trust
* Forms effective partnerships with external agenciesto improve and achieve outcomes for whānau / hapū / iwi and community
* With the support of mentors, actively engage to work collaboratively within the hapori/community, iwi/hapū and mana whenua in a culturally safe and appropriate way
* Actively participate in discussions and events that strengthen these relationships
 |  |  |
| Tuku Ratonga - Offer Whānau Āwhina Plunket service to Whānau * Work in partnership with whānau to understand and prioritise their parenting goals (that the child is developmentally, emotionally, spiritually well) supporting them to make their best decisions through knowledge and reassurance
* Support whānau to connect with other support services within the community
* Provide health education and health promotion as guided by Whānau Āwhina Plunket based on whānau needs and in a way that whānau can access and understand
 |  |  |
| Tautoko – Advocacy * Support whānau to advocate for themselves, for example: role-modelling how to approach an issue; or working alongside whānau when engaging with others
* Where needed, advocate in external channels and forums (e.g. General Practice, multi-agency) for whānau, pēpi, tamariki in partnership and collaboration with the wider clinical team
* Participate in forums to allow for equitable Māori representation in decision-making (Māori has equal seats at the table)
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| Mahi Tahi - Collaborate * Provide Kaupapa Māori cultural guidance to colleagues (please note: Kaiāwhina are not responsible for improving the cultural competence of their team).
* Network with other Kaiāwhina across the motu
* Collaborate as part of clinical/community health services team on whānau specific cases, or to achieve broader community outcomes
* Proactively communicate with leaders and team members about relevant practice and service delivery concerns and opportunities
* Contribute to the development or improvement of services, especially those for whānau Māori
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| Waka Wānanga - Collective Impact through Wānanga* Identify opportunities to connect whānau with each other whilst promoting health outcomes, based on Kaupapa Māori practice. This can be done independently or in partnership with other Kaiāwhina, hoa mahi (colleagues), or agencies.
* Prepare for and facilitate Whānau Āwhina Plunket wānanga (with others), ensuring they are organised and Tikanga led
* Adjust materials and delivery approach to suit audience needs
* Review, report and follow-up on wānanga
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| Mahi Tikanga: Tikanga knowledge and implementation* Support pōwhiri, whakatau, and matahono (online whakatau), with guidance from Ringa Raupa Rōpu and/or the Pou Whakarae if needed
* Support and participate in kaimahi Māori hui, e.g. hui whakarauora; and hui a tau
 |  |  |
| Whakatakoto Tātai - Planning and organising work * Set goals for your area of practice in collaboration with other colleagues and manager
* Plan and prioritise work to achieve goals, whilst remaining flexible to reprioritise unexpected whānau requirements
* Co-ordinate with other team members as required
* Capture notes and prepare reports as required
 |  |  |
| Ahunga Mātanga Ora - Professional development and wellbeing* Remain familiar with and work within the Kaiāwhina Position Description, relevant legislation, standards, processes, or policies
* Proactively participate in professional development activities to keep cultural (Tikanga development) and clinical knowledge up to date
* Actively participate in mentoring, cultural supervision and peer supervision
* Piki wairua – Proactively monitor and take steps to maintain own wellbeing, leaning on others for support as required and / or accessing Te Ao Māori practices as required to support oranga (e.g. internal/external mentors; regular counselling; rongoa, etc.)
 |  |  |
| Hauora Haumaru - Health & Safety * Complete all Health and Safety training and ensure fully understand and can demonstrate the actions required in an emergency specific to their workplace, as well as the responsibility, individuals and their manager play in health and safety
* Proactively manage own personal health, wellbeing, and safety
* Always ensure own and others’ safety by observing health and safety practices in all workplace activities, and taking appropriate action to prevent, deal with, and report workplace hazards, accidents, and incidents
* Comply with relevant safety legislation, policies, procedures, safe systems of work and event reporting
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**Manager/ Peer reviewer**

**Ingoa/Name:........................................................... Tuhinga/Signature: .........................................................**

**Role: ............................................. APC # ...............................................................**

**Te Rā/Date:**

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| **Complete with Manager at time of appraisal**  |
| **Performance objectives for the next 12 months:** *(These can be related to Job Description performance indicators or professional development and career planning as agreed by the Kaiāwhina  and Manager).*  |
| **Objectives**  | **Plan for achievement**  | **Timeframe**  |
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| **Manager’s comments:**   |
| **Ingoa/Manager name:** | **Role:** |
| **Date Appraisal completed:** | **APC number:** |
| **Tuhinga/Signature:** |
| **Te Rā/Date:** |
| **Kaiāwhina comments:**  |
|  | **Te Rā/Date:** |