

Health Worker PDRP Handbook

August 2026



whānau āwhina
plunket

Abbreviations

APC	Annual Practicing Certificate
NZNO	New Zealand Nurses Organisation
PDRP	Professional Development and Recognition Programme
PDP/PIP	Practice Development Plan/ Professional Improvement Plan
RNZPT	Royal New Zealand Plunket Trust
WCTO	Well Child Tamariki Ora

The information in this handbook is for health workers only (Kaiāwhina and Community Karitane).

Whānau Āwhina Plunket National Education Team
Reviewed & updated August 2026
For Review 2028

PDRP Coordinator and PDRP Advisory group

The Whānau Āwhina Plunket PDRP coordinator is a registered nurse with a current APC who is on PDRP and a PDRP assessor. The coordinator is responsible for ensuring all aspects of the PDRP system are running smoothly and that communication about PDRP is effective. The role has advisory, coordination, quality, and administrative functions. The coordinator maintains the PDRP database and reports (PDRP related issues) directly to the Chief Nurse.

See [Appendix](#) PDRP Coordinator and PDRP Advisory Group Key Tasks.

For further information about PDRP and for questions not answered in this handbook, please contact the PDRP coordinator at: PDRP@plunket.org.nz

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Introduction to PDRP

What is the Professional Development Recognition Programme (PDRP)?

The Professional Development Recognition Programme (PDRP) is designed to recognise and reward health workers for their individual level of practice and their contribution to Well Child Tamariki Ora services.

PDRP for health workers offers many benefits, including:

- Ensuring health worker practice is visible, recognised, valued, and well understood,
- Acknowledging and rewarding proficient and expert practice,
- Reflecting the core principles of Te Tiriti o Waitangi and Pae Ora,
- Supporting ongoing engagement in professional development,
- Encouraging practice development and advanced practice, and
- Promoting reflective, evidence-informed practice.

Whānau Āwhina Plunket Health Worker PDRP levels

Health workers in Whānau Āwhina Plunket are supported to gain the knowledge and skills required for their role. They are expected to maintain a portfolio of current evidence of practice that is reviewed as part of their annual appraisal.

A health worker can be assessed against two PDRP levels to show their advancing knowledge and skills. These are Proficient and Expert (RNZPT, 2026a, b). Health worker PDRP evidence is assessed against the five pou. These are, Māori health, cultural safety, Whanaungatanga, partnership and communication, Pūkengatanga and knowledge-informed practice and Mana hautū, professional accountability and responsibility. The pou are described in detail in The Standards of Practice for Health Workers (RNZPT, 2026c).

Proficient and Expert

Proficient health worker practice requires evidence that demonstrates	• Being role models to their peers and others (health workers, students on placement and registered nurses) • Leadership to develop their own and other's practice utilising up-to-date evidence-based knowledge and experience • Active participation in quality improvement activities and facilitates innovative practice while guiding others
Expert health worker practice requires evidence that demonstrates	• Being a reflective role model and taking a leadership role to advance own and others (internally and/or externally) skills, knowledge and development. • Leadership and/or influence in the wider team and organisation utilising advanced knowledge and experience e.g. policy review, area planning • Leadership and /or influence in quality improvement activities and innovative practice, that contributes to service delivery or organisational activities.

Are incentives or an allowance package linked to Whānau Āwhina Plunket PDRP?

All health workers under the Collective Agreement (RNZPT & NZNO, 2025) are entitled to four hours per year of study leave to support their PDRP portfolio development. This allocation is to be used in conjunction with an annual appraisal and provided to enable employees to maintain their professional portfolio. A condition for taking this paid leave is that applicants are required to present their portfolio to their manager within 6 weeks of taking this leave.

In addition to the above leave, Whānau Āwhina Plunket will provide all health workers with 4 hours every 3 years prior to submitting their completed portfolio. A condition for taking this paid leave is that applicants are required to submit their portfolio to their manager within 6 weeks of taking this leave.

In recognition of the importance of increasing the number of Proficient and Expert health workers, an Employee who reaches the following levels will receive a pro-rata allowance as long as they maintain that level of practice. All levels of PDRP allowance shall be added to the base rate of pay, be payable on all hours worked and shall attract penal rates and overtime. The rates of these allowances are as follows:

b) Community Karitane / Plunket Health Worker / Plunket Kaiāwhina

	Hourly	Hourly
	(1976 divisor)	(2080 divisor)
Proficient	1.5182	1.4423
Accomplished	2.2773	2.1634

(RNZPT & NZNO, 2025).

The PDRP Assessor will notify the Clinical Leader and HR regarding PDRP allowances. This will be done whether you have maintained the same level or progressed to a Proficient or Expert Level.

Submitting for PDRP

Whānau Āwhina Plunket PDRP

Submission of a PDRP Portfolio is strongly encouraged for all health workers.

What level of PDRP can I submit for?

You can submit for the level of PDRP that consistently describes your practice when you are assessed against the Standards of Practice for Health Workers (RNZPT, 2026c). Your level of practice is not based on years in practice or experience alone. It is the combination of your knowledge and skills and how you apply them in practice.

Importantly, all Standards of Practice for Health Workers (RNZPT, 2026c) must be consistently met at the level of PDRP you submit for.

For further information:

- See [page 10](#) for PDRP Levels of Practice Definitions

I want to submit for PDRP, what do I need to consider first?

First, you need to decide which level of PDRP to submit for. A discussion with your Clinical Leader or manager is needed to confirm the PDRP level, their support is a mandatory requirement for PDRP.

Can I submit my portfolio at any time?

Proficient and Expert have a yearly schedule of set submission dates, see Table 1.

If you wish to submit your PDRP portfolio, please complete the [expression of interest form](#) at least two months prior to your planned submission.

Table 1. Proficient and Expert Portfolio Submission Dates

Portfolios due	Assessment completed during	Outcome advised
1 March	March	31 March
1 June	June	30 June
1 October	October	30 October

What if my Clinical Leader/Manager does not support my plan to submit for PDRP?

You will need to meet with them to explore your request for PDRP submission and the reason they do not support your plan. They will provide feedback to you, for example specifying where your practice needs developing before you are ready to submit for PDRP at the level you have planned.

Transferring to Whānau Āwhina Plunket PDRP from a previous job.

If you are on a PDRP from another organisation, or another WCTO service, your level can be transferred, but you are required to submit for PDRP within 12 months of starting work at Whānau Āwhina Plunket or at the previous portfolio expiry date (whichever comes first).

To transfer you don't need to present your portfolio, but you must complete a PDRP transfer application form and evidence that shows you are currently on an approved PDRP programme [click here](#).

You then need to submit a portfolio within 12 months or the previous portfolio expiry date (whichever comes first).

What if after transferring, I can't meet my previous level of PDRP?

You will need to meet with your Clinical Leader / Manager to explore your current practice. They will provide feedback to you, for example identifying where your practice needs developing to meet your previous level of practice or identifying what level of PDRP they would support you to submit for.

I work for Whānau Āwhina Plunket and someone else. Do I need two PDRPs?

If you work in more than one organisation and both organisations have PDRP, only one portfolio should be required. Ideally use your primary employer's PDRP, but in all cases this should be discussed and agreed with both employers.

Your Portfolio

A professional portfolio

A portfolio is a record of a selection of practice examples, activities and achievements that demonstrate health worker practice at a specified level. Portfolio evidence demonstrates your skills and knowledge and can help you plan your ongoing professional development and career path.

What format must my portfolio be in?

Health workers are required to submit the following six pieces of evidence:

- Health worker Introduction
- Hours of practice – evidence of a minimum of 450 hours (60 days) during the previous three years
- Verified record of Continuing Professional Development, demonstrating 60 hours within the last 3 years and is aligned to the pou (Standards of Practice)
- Self-assessment examples for the Standards of Practice for Health Workers (RNZPT, 2026c) showing practice at the PDRP level being applied for
- Declaration and consents, including use of artificial intelligence (AI)
- Manager / Senior Nurse attestation.

All your evidence needs to:

- Demonstrate competence
- Demonstrate practice at the PDRP level you are submitting for
- Be within the required timeframes e.g. three years unless specified
- Be your own work.

How do I ensure that I don't breach privacy in my portfolio?

All details that could identify people or a situation must be removed. Privacy extends to all individuals (not just clients). This means you must also not reveal names or identifiers of other health professionals or colleagues in your portfolio. Generic job titles could be used if required.

It is very easy to breach privacy and confidentiality inadvertently even if pseudonyms are used. Even a description of an entire context of a situation can result in those involved being identifiable. Ensure that any description of practice does not contain any identifiable information.

Client and clinical records must not be accessed for your portfolio, or any of the documentation included in it. As a health worker, you must abide by the Privacy Act (Office of the Privacy Commissioner, 2020), so that information collected for client care is used only for that purpose, and not for inclusion in a portfolio.

Remember, the focus of your self-assessment is your practice and outcomes of your care. Self-assessments can be provided without identifying clients or accessing any clinical records (NZNO, 2025).

Use of Generative Artificial Intelligence (AI)

You must not use generative AI to complete your PDRP portfolio. Your self-assessment is a reflection of your practice and must be in your own words.

As AI tools become increasingly accessible, it is tempting to use AI-generated evidence for your portfolio. You must use actual examples from your practice to demonstrate the Standards of Practice without relying on AI. This also applies to your introduction statement. AI increases the risk of breaching client confidentiality and the safety of your practice.

You will be asked to declare that your evidence relates to your practice, is true, correct, authentic, and has not been generated using AI in your PDRP portfolio.

Does all my evidence need to be verified?

The declaration and consent that you sign states that all the evidence provided is your own work.

Two pieces of evidence also require explicit verification to support that they are a true and accurate reflection of your practice. These are the Continuing Professional Development Record and the practice examples in your self-assessment.

Any registered nurse who holds a current APC and / or a senior health worker on PDRP can verify your Continuing Professional Development Record.

Your Clinical Leader/ manager needs to verify your practice examples.

Ensure that all your evidence is dated to show it is valid for the requested time frame.

What referencing style must I use in my portfolio?

If you talk about any research, literature or policies in your evidence (e.g. in a self-assessment example or reflection). Please use in-text citations and a reference list at the end of your portfolio template.

The reference format must be in the most current American Psychological Association (APA) format (<http://www.apastyle.org>) or see this link <https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/academic-writing/referencing/american-psychological-association-referencing-style/>.

How do I submit my portfolio?

Portfolios need to be submitted via the [submission portal](#) which can be accessed on Kimi under PDRP tile and the Whānau Āwhina Plunket website.

PDRP Levels of Practice Definitions (Adapted from Te Whatu Ora, 2026).

This is a guide to support health workers to understand the requirements at each PDRP level and make an informed decision about the level they apply for. It is also intended to support Managers to verify practice at each level. This guide should be read alongside the PDRP Health Worker Levels within the template.

Proficient

- Being **role models** to their peers and others (health workers, students on placement and registered nurses)
- **Demonstrates leadership** in developing their own and other's practice utilising evidence-based knowledge and experience
- Role models culturally safe practice while working in partnership with whānau, implementing Te Tiriti o Waitangi principles
- Active participation in **quality improvement** activities and **innovative practice**
- Uses broad **experiential and evidence-based knowledge** to provide care to improve health **outcomes** for whānau with complex needs
- Uses **advanced knowledge** and skills to **support development** of **organisational activities** e.g. wānanga, events, groups etc.
- **Role models** understanding of **legal and ethical responsibilities** e.g. policies, guidelines

Expert

- Demonstrates **advanced knowledge and skills** in the health worker scope
- Uses advanced knowledge and experience to **enhance others understanding** of culturally safe practice while working in partnership with whānau, implementing Te Tiriti o Waitangi principles
- **Develops** and supports **systems to improve access** to services
- Contributes to the management of changing workloads to support **caseload management** across the team
- Actively **demonstrates and advances others** understanding of **legal and ethical responsibilities** e.g. policies, guidelines
- Being a **reflective role model** and taking a **leadership role** to **advance own and others** (internally and/or externally) skills, knowledge and development
- Leadership and/or **influence in the wider team and organisation** utilising advanced knowledge and experience e.g. **policy review, area planning**
- Leadership and /or **influence in quality improvement activities** and **innovative practice**, that contributes to service delivery or organisational activities e.g. **representation within the organisation**, health and safety representative, **external representative**.

Evidence requirements

All portfolios require the following six pieces of evidence:

1. Health Worker Introduction

The Introduction helps to 'set the scene' and introduces you to the assessor. This helps them interpret your responses in the Standards of Practice. Please note that the assessor may not be familiar with your area of practice. Introduce your work context:

- Tell the assessor about where you have been employed in the previous three years
- Include a description of your area of practice, especially if you work in more than one area, and your current role.

2. Evidence Practice Hours

A minimum of 450 practice hours (60 full-time working days) in the previous three years (36 months). Attach letter from Payroll (HR) attesting to your practice hours for the last three years.

3. Record of Continuing Professional Development Hours

A summary of your professional development activities over the last 3 years. Minimum of 60 hours. Each activity must be linked to the relevant pou. Professional development hours must be verified by manager / senior nurse or registered nurse with a current APC and / or a senior health worker on PDRP.

4. Self-assessment for Standards of Practice for Health Workers (2026)

Provide **specific examples** from your everyday practice to demonstrate how you meet each pou.

Each pou includes an explanation and a set of indicators that reflect what practice looks like in relation to that pou.

In **each self-assessment**, reflect on your current practice and provide a meaningful example that demonstrates how you meet the pou. You are not required to provide evidence against each indicator; however, the indicators will provide guidance to the breadth of evidence.

The **PDRP Health Worker Templates** (RNZPT, 2026) include the practice definitions and indicators for practice at Proficient and Expert levels.

All practice examples describe how you meet each pou and must show current, sufficient, authentic, and repeatable evidence within your area of practice that:

- Includes a brief reflective statement showing your understanding of the pou.
- Clearly describes an example showing how your day-to-day practice meets the pou at the level of practice you have submitted for.
- Include evidence of **at least two** of the **Levels of Practice definitions** in the pou. See the Level of Practice Definitions above and in the PDRP template.
- Includes a relevant outcome for the examples provided for the pou.
- Demonstrates your ability to apply the principles of Te Tiriti o Waitangi to WCTO practice in a culturally safe and kawa whakaruruhau manner.

You might like to use a **reflective tool** to guide writing your practice example.
This could be:

Rolfe et al (2001) reflective model which includes describing What (the situation), So What (analysis), including an outcome at the level applied for

STAR-L framework

- **Situation** - briefly explains the task, experience or context
- **Task** - what were you undertaking / what was your role?
- **Action** – what did you do, what steps did you take, why did you choose to complete task(s) this way
- **Results** - what was the outcome, how did you feel about the result?
- **Learn** - What did you learn from this experience and how might it affect future practice? What would you do differently in the future? What do you plan to follow up? (McAllister, 2011).

5. Health Worker Declaration and Consents

The following statements are from the PDRP template and need to be understood and signed:
I declare that the following statements are truthful, and this portfolio is an accurate description of my previous 3 years practice:

- Confidentiality has been maintained throughout the portfolio to ensure clients, family/whānau, community and colleagues are not identifiable
- At the time of submission of this portfolio, I am not the subject of any performance management process
- I give consent for the assessor(s) to view my portfolio off site for the purposes of assessment
- I understand the assessor(s) may need to contact me for additional evidence if not adequately supplied
- I recognise that my portfolio may be selected for internal/external moderation and thus give consent for a moderator to view my portfolio for this purpose
- I understand a timeframe is required for assessment
- I understand that none of my work will be used for any other purpose unless it has my specific consent.

Use of Artificial Intelligence

I declare that all examples provided in this portfolio are drawn from my own practice in the last 3 years and that:

- The self-assessment was written by me
- I have not used any artificial intelligence (AI) technology that creates, or edits content, also known as generative AI
- I confirm that I have not uploaded confidential, private, personal, or otherwise sensitive information to AI technology as required by organisational policy
- I acknowledge that any use of generative AI constitutes a lack of professional integrity and may require submission of a new portfolio.

6. Manager / Delegate Attestation

Your Manager, Clinical Leader, or their authorised delegate attests to the practice examples in each pou, that they are a true and accurate reflection of your practice. Please forward your completed PDRP template to your Clinical Leader or their authorised delegate.

Assessment moderation and audit

Electronic documents related to PDRP will be stored in the Whānau Āwhina Plunket network in a password protected hard drive. Breaches of this will be reported in alignment with the Whānau Āwhina Plunket Privacy Policy (RNZPT, 2025).

Assessors/Moderators will not discuss what a portfolio contains unless for the direct purpose of assessing/moderating the portfolio, or if there are concerns regarding practice or breaches of privacy found in the portfolio.

PDRP assessment

A PDRP assessor is a registered nurse or a health worker who is trained in assessment and has been designated as a PDRP assessor. **They must:**

- Be a registered nurse with a current APC with no restrictions impacting on ability to practice
- Be a health worker on Expert PDRP with no restrictions impacting on ability to practice
- Be on Whānau Āwhina Plunket PDRP
- Have completed PDRP assessor training
- Have completed assessor training e.g. NZQA 4098 Workplace Assessor Training or Whānau Āwhina / Whitireia Assessor Training programme
- Complete an annual assessment update
- Assess a minimum of 3 portfolios annually

PDRP assessors communicate prior to scheduled assessments to review the requirements and to support the consistency and quality of their assessments (PDRP Panel meetings).

The assessor looks to see that all evidence requested is present and meets the standard required for the level of PDRP applied for. The assessor will complete the assessment template.

The possible outcomes for PDRP assessment

There are three outcomes following assessment for PDRP

1. Successful application

- You will be advised either via phone or email by the assessor
- Your portfolio assessment rubric will be emailed to you with the assessor's comments including the date of renewal
- Your Clinical Leader and/or authorised delegate will be notified of the outcome
- Details of success will be recorded on the Whānau Āwhina Plunket PDRP database
- The assessor will notify Payroll (HR).

2. Further evidence required

- One or more pieces of evidence may be incomplete or not show practice at the level applied for. The assessor will provide constructive feedback on how your examples can be further strengthened for reassessment
- When further evidence is required, the PDRP assessor will advise you of this outcome via phone call followed by an email
- You will have 15 working days to submit the requested further evidence. NOTE: Only the further evidence requested will be assessed and not the whole portfolio
- If further evidence is accepted and the portfolio is successful, you will be advised of the successful outcome via email, and the PDRP database will be updated
- If further evidence is insufficient, then the application outcome is unsuccessful. You and your Clinical Leader and/or authorised delegate will be notified regarding the insufficient evidence. The PDRP Coordinator will be in contact to discuss your future options.

3. Evidence of unsafe practice

If a portfolio contains material that indicates unethical, illegal, or unprofessional behaviour and unsafe practice (including unsafe cultural practice) as covered by the Whānau Āwhina Plunket Code of Conduct (RNZPT, 2023), the assessor will discuss this with the PDRP Coordinator. Depending on the extent of the unsafe practice, the PDRP Coordinator will liaise with the Chief Nurse, and action will be taken in accordance with Whānau Āwhina Plunket Code of Conduct (RNZPT, 2023).

When would my portfolio be moderated?

Moderation is a quality process to support fairness and consistency in assessment. Portfolios are moderated when:

- The evidence they contain is assessed as unsuccessful in showing competence at the PDRP level applied for
- A minimum of 10% of all portfolios will be randomly moderated annually at each level
- An experienced assessor will moderate the first 5 portfolios by a new assessor

When you complete the PDRP health worker declaration and consents, you agree to your portfolio being involved in moderation or audit.

Appealing an assessment decision

If you are not satisfied with your assessment, you can appeal the decision. The appeal process is as follows:

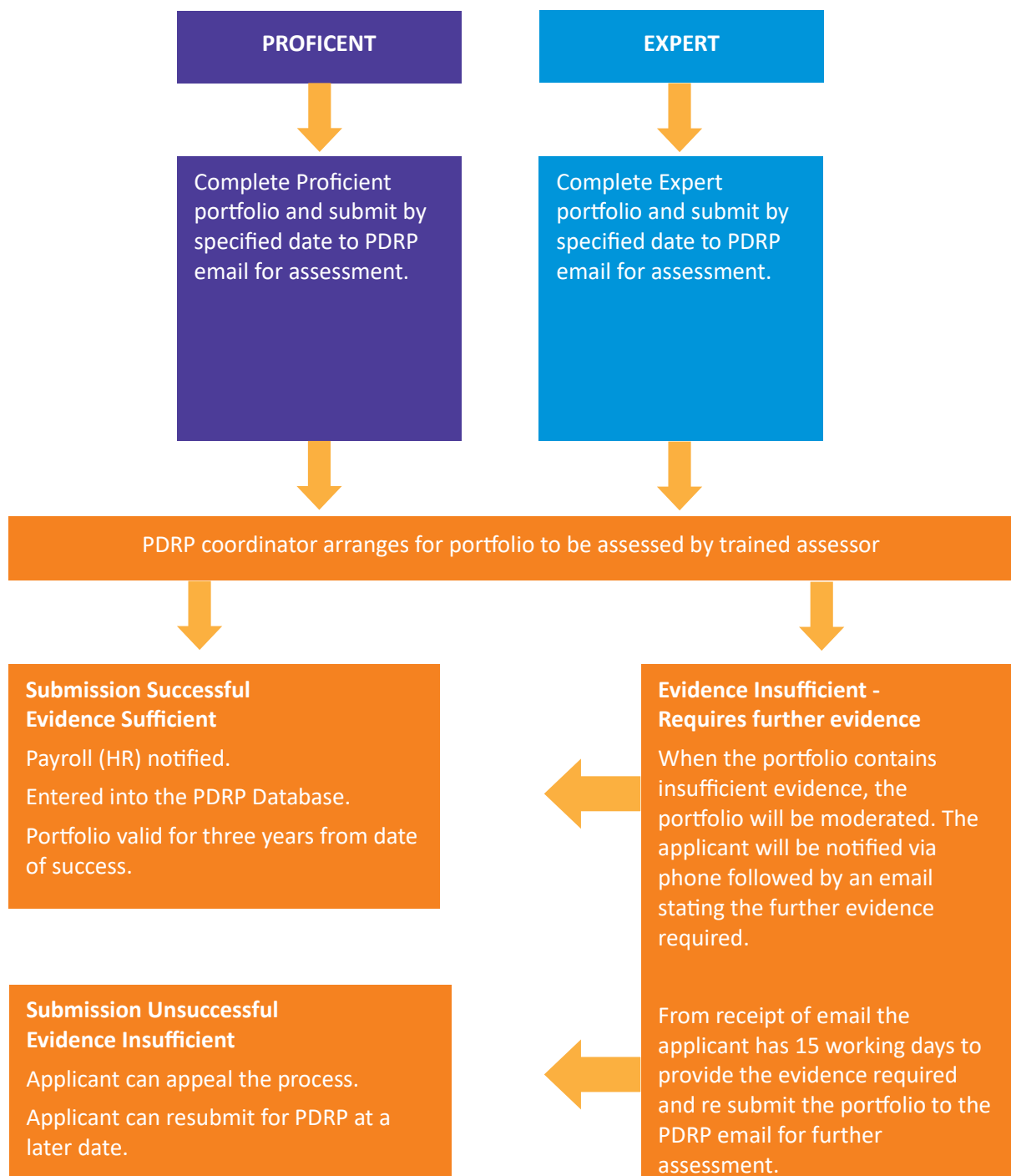
- You email the PDRP Coordinator **within 10 working days** of receiving the PDRP outcome, clearly stating the reasons for your appeal.
- The PDRP Coordinator will acknowledge receipt of your email **within 10 working days** requesting that you return your portfolio as originally submitted.
- The PDRP Coordinator convenes an appeal review panel within 10 working days of the receipt of your portfolio being assessed for appeal. This will be different to the original assessment panel and will be made up of a minimum of two experienced assessors and the PDRP Coordinator. The appeal review panel's role is to decide if the original assessment decision is to be upheld or not. The original assessors/ panel may also present their case directly to the appeal review panel.
- The appeal review panel will consider your original portfolio with no alterations, the assessment tool from the original assessment and your statement regarding the appeal. You can request to attend to present the grounds of your appeal, and this will be by video conference.
- The PDRP Coordinator will provide a written response with supporting evidence and return your portfolio **within 10 working days** of the panel's decision.
- The PDRP Coordinator advises the Chief Nurse and Clinical Leader / Line Manager of the outcome and decision from the appeal review panel.
- If you still disagree with the decision you can submit in writing to the Chief Nurse for review within 10 working days from the receipt of the appeal review panels decision.
- The decision of the Chief Nurse will be final.

Note: Your portfolio evidence must be as originally submitted and must not have been altered in any way to be eligible for assessment by the appeal review panel.

Moderation and auditing of PDRP Programme

An evaluation and audit of the Health Worker PDRP Programme is undertaken every three years internally.

PDRP Summary Flow Chart



Maintaining PDRP

PDRP does not end after completion of a portfolio. It is an ongoing process requiring maintenance of the portfolio competencies to show continued competence within the annual appraisal process.

All health workers need to maintain a portfolio of examples that demonstrate competent practice at a minimum. You are required to present your portfolio as part of your annual performance appraisal and discuss the development of your portfolio with your Clinical Leader/ Manager to plan your professional development and PDRP progression.

PDRP is current for three years

To remain on the Whanau Awhina Plunket PDRP, you are required to submit a current portfolio of evidence every three years. This reaffirms that you are consistently practicing at that level of practice.

Health workers due for re-assessment of PDRP will be advised by the PDRP Coordinator three months prior to their PDRP expiry date including the consequences of not resubmitting for PDRP by the expiry date, which may include:

- Possible removal or alteration of additional conditions linked to their employment contract e.g. remuneration.

Successful reassessment is required to be completed before the expiry of the PDRP allowance payment date.

The PDRP allowance may be continued for up to a maximum of 30 working days for health workers who need to submit additional evidence, or until the resolution of any appeal that is in progress.

Under what circumstances could I lose my PDRP status?

You will be removed from the PDRP database if:

- You do not submit a portfolio for PDRP assessment on expiry date
- You have a significant breach of conduct or competence that demonstrates your inability to continue to perform consistently at your PDRP level
- If you advise the PDRP coordinator in writing that you wish to withdraw from the PDRP
- Resign from Whānau Āwhina Plunket

Removal from the PDRP register will include the ceasing of any associated allowances and benefits.

What happens if I am on a practice development or performance improvement plan?

If health workers are on an individualised practice development or performance improvement plan, this is managed separately to the PDRP process. If this process results in the health worker having their level changed or being removed from the PDRP, the appropriate process must be followed.

FAQ

What if I resign from Whānau Āwhina Plunket?

When you leave, payroll advises the PDRP Coordinator so that your information can be removed from the PDRP database.

I resigned but returned to Whānau Āwhina Plunket, what happens to my PDRP?

If you return to the same or a similar position within Whānau Āwhina within three years of your previous PDRP portfolio submission, your PDRP status will be re-established until your portfolio expiry date.

If you have been away for more than three years and are re-employed after the expiry date of your original PDRP, you cannot have your level re-established or be on PDRP until you submit a successful portfolio.

I have just been employed, how soon can I apply?

Newly employed health workers may complete and submit a portfolio as soon as they feel confident that they can provide examples from practice at the level they are applying for. A health worker can apply directly to any level but must discuss this first with their manager for endorsement of that level. Proficient and Expert PDRP to be submitted as per scheduled dates.

What happens if my portfolio due date occurs when I am on parental leave?

If the portfolio is due while the health worker is on parental leave, then the health worker should either submit before they go on leave or return to work. If portfolio is not submitted on due date, removal from PDRP database will occur; this may impact PDRP allowance.

How many professional development hours can I claim for completing the New Zealand Health and Wellbeing Certificate?

Attendance at the two Akoranga per paper = 10 hours (5 hours per day).

I am doing further studies. How many hours can I claim for professional development?

Your professional development hours (during the previous three years) must be relevant to your scope of practice. Your summary will show; The date or period of the activity, name of the activity, hours that you have attended, identify which pou the professional development is linked to.

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Appendix

Appendix 1: PDRP Coordinator and PDRP Advisory Group Key Tasks

The PDRP Coordinator is responsible for ensuring all aspects of the PDRP system is effective. The coordinator is a registered nurse with a current APC who is on PDRP and is a trained PDRP assessor. This role has advisory, coordination, quality, and administrative functions for registered nurses and health workers at all levels for the Whānau Āwhina Plunket PDRP.

Key tasks:

- Respond to all enquiries from nurses, health workers and managers about PDRP.
- Provides advice and guidance to applicants about the PDRP process.
- Arrange the convening of the PDRP Assessment panels to assess applications for Proficient and Expert three times a year.
- Convene and report to the PDRP Advisory Group after each assessment panel.
- Coordinate and manage the PDRP moderation and appeal processes.
- Overseeing the maintenance and reporting of the database.
- Supervise the administrative functions of the PDRP, and the administrator.
- In collaboration with the PDRP administrator, the PDRP coordinator collates the reminder letters for applicant's due assessment and all outcome letters.
- Update the PDRP Handbook, expression of interest form, all the templates and ensure the most up to date forms are available on the Whānau Āwhina Plunket website.
- Liaise with National Education Team to implement assessor training and updates.
- Project manage the review of PDRP processes and documents.
- Liaise with HR team to ensure PDRP processes align with best HR practice.
- Undertake annual audit and evaluation of assessment, moderation, appeal and PDRP programme.

The **PDRP Advisory Group** is accountable to the Chief Nurse and has Terms of Reference.

The PDRP Advisory Group is responsible for:

- Providing leadership and governance for the Whānau Āwhina Plunket's PDRP Programme for health workers and nurses
- Making recommendations to develop the registered nurse and health worker programmes, support staff through the process, and manage priority risks. The Advisory Group has a chairperson (not the PDRP coordinator).

Group membership consists of:

- PDRP Coordinator
- Chief Nurse
- Māori representation
- Clinical Service Manager
- Plunket Registered Nurse
- Plunket Health Worker
- National Educator
- Clinical Quality Advisor
- Clinical Leader
- HR business partner (may be co-opted into meetings as required)

The PDRP Advisory Group will meet three times a year, the month following an assessment panel period.