

NETP Handbook [Nursing Entry to Practice]

Overview

This document presents the curriculum and focus of the Waitemata DHB Nursing Entry to Practice programme.

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1. Introduction

Purpose

This document outlines the curriculum and programme for new graduate nurse achievement of successful completion of the NEtP programme and competent level 2 practice through the Waitemata DHB PDRP

Scope

Applies to Waitemata DHB Nursing Entry to Practice Programme

2. NEtP - Waitemata Programme

2.1 Commitment to New Graduate support and development

Waitemata District Health Board (WDHB) has offered a general new graduate programme since 2000. The Department of Nursing and Midwifery has long recognised that it is important that all nursing graduates are well-supported to be safe, skilled and confident in their clinical practice. WDHB has put in place a number of supportive structures to create an environment for new graduate nurses as they enter the nursing profession.

The focus of the programme from the beginning has been on ensuring

- clinical safety
- competence development
- a strong foundation and commitment for a long career in nursing practice

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The general health programme is part funded by the Health Workforce New Zealand, with WDHB supporting the costs of the significant requirements of the programme.

- For the DHB employees, all new graduates are employed into permanent positions on a ward or unit.
- New graduate nurses participating in the primary care NETP are employed by the agency.

New graduates in the first year focus on their transitional journey toward RN2 Competence and completing NETP programme requirements.

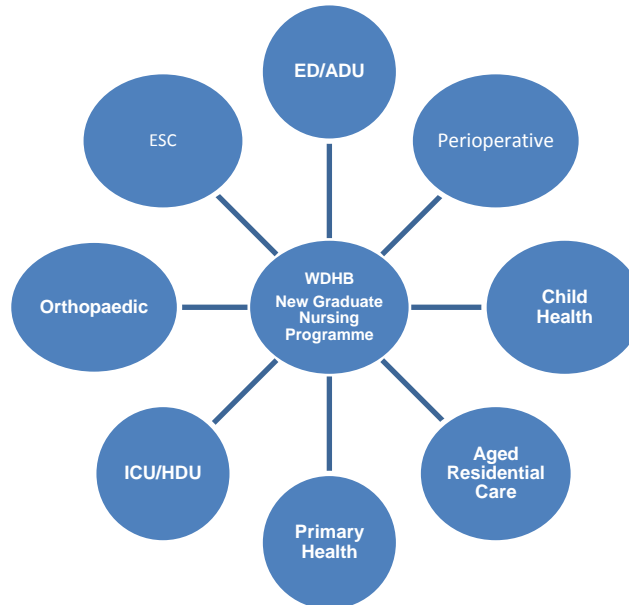


Fig 1. General NETP programme and relationship to the speciality settings programmes

3. NetP Curriculum

The Waitemata DHB NetP curriculum reflects a practice reality framework. The programme is ‘new graduate nurse’ centred and focuses on experiential learning.

Principal tenets that underpin this framework include;

- Learning is inductive, builds on and challenges prior learning and is context specific.
- Learning focuses on elements of problem-based learning where problems in practice are often complex and ambiguous.
- Learning supports the new nurse to use approaches that are collaborative and cooperative/interdependent.
- Guided reflection enables resilience; supporting each new graduate to flourish on a career journey in nursing.

Clinical practice focus

The programme is strongly focused on clinical competency, on development of confidence in critical thinking in the practice setting, effective decision-making and practice.

- This is achieved through support in the clinical work setting, problem-focused learning in study days, and assessment of competencies against which practice is assessed.
- Dedicated clinical support by the NETP NE/Clinical Coaches and other clinical coaches reinforces individualised learning in the new graduate’s clinical setting.

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- Focus is on achievement of practice competence as defined by the Nursing Council of New Zealand competencies.

Competence in Practice: New graduates are assisted to demonstrate the following:

Development of inquiry, problem solving ability and reasoning

Sound levels of judgement, discretion and decision-making in patient/client care.

Includes:

- Increasing clinical understanding and practice application to manage clinical situations
- Effective assessment skills (physical and psychosocial), foreseeing likely course of events for clients
- Confident performance of clinical skills
- Utilising specialty knowledge and experience to provide effective emotional and informational support to health consumers and families
- Individualising client centred care beyond a routine approach to care
- Further development of organisational skills such as time management and priority setting, includes being accountable for a group of health consumers with support from preceptor/s

Developing clinical nursing leadership Includes:

- Active participation in the health care team
- Positive role model for competent practice in the clinical setting
- Contribution of a nursing perspective within the health care team

Demonstrating professionalism in relation to the role and practice of Nursing Includes:

- Nursing Council; Code of conduct, Guidelines for Professional boundaries, Social Media and the Nursing Profession
- Ethics in Nursing Care
- Inter professional relationships
- Current issues in nursing practice
- Models of care

Safe practice in application of knowledge and skills Includes:

- Demonstration of risk assessment linked to patient centred care planning
- Communication and relationship building strategies
- Acquisition and mastery of clinical skills
- Documentation that meets professional standards
- Articulate clinical discussion
- Relevant application of WDHB policies and standards

Treatment approaches for a wide range of presentations Includes:

- Multi-disciplinary health team interaction
- Care practices for a wide range of clinical needs
- Nursing diagnosis and planning
- Reporting and recording
- Therapeutic and professional communication
- Crisis intervention practices
- Self-care for people with long term health conditions
- Discharge planning

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- Pathophysiology of presenting conditions
- Pharmacology

Practice that applies the principles of the Treaty of Waitangi Includes:

- Nursing practice is responsive to the needs of each patient/whanau. Patient/whanau are at the centre of care delivery, guided by the principles of partnership, protection and participation
- Articulates particular health and socio-economic differences that may impact on patients/whanau within the clinical setting
- Utilises the resources and services available to improve outcomes for patient/whanau

Practices nursing in a manner that the patient determines as being culturally safe Includes:

- Nursing practice is responsive to the unique needs of each patient/family
- Care delivery is guided by each patient's identity, personal beliefs values and goals.
- Utilises the resources and services available to improve outcomes for patients/families
- Completion of CALD (Culturally & linguistically diversity) E Learning modules relevant to practice

Outcome

By the end of the programme, the new graduate will

- Meet the RN Level 2 Competence as outlined in the WDHB Professional Development & Recognition Programme which reflects the Nursing Council of New Zealand competencies for registered nurses.
- Achieve RN2 Professional knowledge and skills specific to the health care practice setting and approved by Professional Development and Recognition Programme.

The Curriculum Structure

3.1 Aims and objectives of the Programme

Our commitment is to support all new graduates employed by WDHB in their first year of practice; fairness by having all new graduates employed by the DHB included in the programme, whether funded by HWNZ or not. The aim of the programme is to produce safe practitioners for service delivery now and their ongoing career in the profession.

The outcomes are measured on: effectiveness of the measures taken to create a safe environment for new graduates and minimise risk; satisfaction of new graduates with the programme and retention rates assessed annually.

We achieve this by:

- providing a structured, supportive first year of practice for new graduates entering the workforce i.e. theoretical and clinical competency focused
- focusing on demonstration of skill and clinical practice measured through stated competencies
- career advice and support to ensure that nurses find the appropriate place for practice
- cultural support responsive to the unique needs of each new graduate
- access to the provision of cultural supervision for Maori and Pacific nurses

Aims

The **aims** of the programme are:

- to achieve safe and competent practice as soon as possible, using critical thinking and applying appropriate decision making for effective health consumer outcomes

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- to assist and support each new graduate to achieve formative assessments throughout the programme and to achieve RN2 Competence
- to ensure that the new graduate becomes a confident member of the healthcare team, contributing effectively in interdisciplinary and cross community interactions
- to retain as many new graduates as possible for future practice

Goals/objectives

The **objectives** of the programme are:

- To structure theoretical and clinical learning support so that each new graduate can achieve expectations (safety, competence), integrate into the team and feel confident as soon as possible
- To focus on clinical competence achievement so that the new graduate achieves RN Level 2
- To utilise a framework of guided reflection, thereby enabling clinical judgement that is consistently underpinned by reflective practice
- To support the new graduate to develop a career plan, including the opportunity to spend 1 day in area of choice as an experiential learning opportunity

3.2 Welcome to the NEtP Programme “Package”

We hope that you enjoy working for this organisation and the Nursing Entry to Practice Programme will be informative and useful to your development as an individual.

Nurse Consultant Nursing Workforce Development

- Jacqui Finch ext. 7113 mob. 0212419510

NETP Nurse Educator:

- Sylvie Dombroski ext. 3288 mob.0211929628

Clinical Coaches:

- Sharon Fisher.....General, NSH..... ext.3970 locator 93 1083
- Pauline Scott General, Waitakere ext.7926 locator 93 1819
- Julie Slatter..... Older Adult Service..... ext.2738 locator 93 1439

Primary Health Team:

- Celeste Gillmer Nurse Educator Primary Health..... ext. 6883 mob. 0212450587
- Fiona Murray..... Nurse Educator Primary Health..... ext. 7855 mob. 0212463976
- Sarah Tailby Nurse Educator Primary Health.....ext. 6816 mob. 021838324
- Helen McGregor..... Nurse Educator Primary Health.....ext. 7793 mob. 021821167

Cultural Supervision support:

- Vanessa Duthie Maori Workforce Development ext. 7201 DDI 4427201 mob. 0212406253
- Abel Smith..... Pacific Workforce mob. 021871449
- Sue Lim Service Manager Asian Health Support ext. 2239 DDI 4423239 mob. 0212402230

Please contact us regarding any queries you may have.

Waitemata DHB NEtP provides a series of specialty modules to ensure that new graduate nurses employed into the clinical areas receive the support and technical skills necessary to be successful as nurses in these settings.

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All new graduates attend some core study days (3) and then separate into specialty modules (8-10 days). All modules meet core requirements that are recognised by AUT in awarding a post graduate paper equivalent.

3.3 Programme Timetable September 2015

Date		Focus	Topic for the Day	Strategic Focus
Sept	7 th & 8 th	Orientation	Nursing & mandatory	- Workforce Development Learning & Knowledge
	11 th & 18 th	Orientation	Moving & Handling	-Quality and patient safety
	24 th & 25 th	Orientation	Computer, Pumps, Pyxis, Library	- Workforce Development Learning & Knowledge
Oct	6 th & 8 th	NEtP	Critical thinking as a Registered Nurse	- Quality and patient safety
	7 th & 9 th	NEtP	Decision making and technical skills	- Quality and patient safety
	14 th & 16 th	NEtP	Accountability and Professional Practice	- Workforce Development Learning & Knowledge
Nov	12 th & 13 th	NEtP	Complexities of care; recognising shock, managing a clinical emergency and wound care.	-Quality and patient safety
	Nov 20 th	NEtP	Level 1 portfolio submission	
Dec	3 rd & 10 th	NEtP	Nursing perspectives of GI/GU conditions & pain management	- Quality and patient safety
Feb	18 th & 26 th	NEtP	Grief, loss and bereavement	- Quality and patient safety
March	11 th & 18 th	NEtP	Managing long-term conditions; Diabetes & Cardiology	- Diabetes
	22 nd or 23 rd	Graduate Practice	Introduction to paper AUT Nurs801	- AUT
		Break	One - two weeks negotiated with CNM	Annual Leave
April	7 th & 8 th	NEtP	Managing long-term conditions; Neurology & Respiratory	- Cardiovascular
May	5 th & 6 th	NEtP	Career development, AUT workshop & Nursing in Aotearoa	- Workforce Development
				Preparing for competence assessment at Level 2 <ul style="list-style-type: none"> • Portfolio completion • Career Planning 1 day in an area of choice - experiential learning thinking about career development
July 29 th		NEtP	Level 2 portfolio submission	
August 31 st		NEtP	Graduation Ceremony	

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3.4 Assessment Process

All new graduate nurses employed by Waitemata DHB undertake the NETP programme.

The NETP programme will be completed over a maximum of a 12-month period and includes:

Clinical Practice

- Clinical practice for 10 – 12 months where a graduate nurse is employed 0.8 – 1.0 FTE.
- To assist with transition to practice, the Charge Nurse Manager (CNM), RN Clinical Coach, Preceptor, Nurse Educator, and the Nurse Consultant –Nursing Workforce Development are available to provide support.
- The new graduate works a total of 20 supernumerary shifts(not including study days), although assumes clinical care for a group of patient under supervision of the preceptor
- Mirrored shifts with preceptor for up to 10 weeks, using development log and orientation workbook to reinforce learning requirements

3.5 Learning Programme

Study Days

All new graduates are rostered to attend

- Three orientation study days
- A minimum of 10 NETP study days
- Additional area specific study days and tutorials
- Attendance at 1 AUT study day (Introduction to Nurs801)

In the second half of the NETP year, New graduates undertake a Level 8 paper (30point) through AUT towards a Postgraduate Certificate in Advanced Nursing Practice.

Professional Development

Graduate nurses are responsible for being self-directed and managing the components of their programme. This means that they need to be aware of what is required for successful completion of the programme, manage their time in such a way that all components can be achieved and ensure that they can access the support required to do so.

- Clinical coaching and support is available over the 12 month period
- Medicine administration certification
- Completion of area specific orientation workbooks
- Completion of RN1 Interim Portfolio
- Completion of study day preparation requirements
- Completion of a Level 2 portfolio

The NETP portfolios are assessed by qualified assessors and critiqued at a high standard. All new graduates must meet this standard.

Career Development

The opportunity to experience 1 day in an area of professional interest. This day is to be requested with CNM & NE NETP by completion of the programme (September or December), realising that it may take up to 3 roster cycles (3mths) for this to occur due to roster requirements.

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3.6 Postgraduate Paper

The Auckland University of Technology Postgraduate Certificate in Advanced Nursing practice consists of 60 points. The NETP programme includes one paper, commencing in the second six months of the NETP year.

The nurse is enrolled in the Graduate Practice for Registered Nurses (NURS801) 30 point paper. AUT Academic requirements acknowledge the work done throughout the WDHB NETP programme.

All study days are integrated within the NETP programme and work completed as part of this programme is used as evidence in the RN Level 2 competent portfolio.

NEtP Programme Achievement

Each New Graduate is expected to successfully complete both;

- WDHB NEtP Programme to achieve the NCNZ competencies. It is expected that the individual will satisfactorily complete a Level 2 portfolio within the NEtP timeframe of 12 months.
- AUT Graduate Practice for Registered Nurses (Nurs801)

Successful achievement of the NEtP Programme is not conditional on achieving the AUT paper, in certain circumstances. The paper adds value to the NEtP Programme for future career development.

Exceptions

Consideration is made on a case-by-case basis where an individual commences the paper but for exceptional personal circumstances needs to withdraw

Rationale: From time to time an individual nurse may experience external factors that significantly impact on their practice development and commitment to a nursing career.

Process for withdrawal: This is a formal process. Application for withdrawal from the paper is put forward by the Programme Coordinator and must be approved by the Director of Nursing and Midwifery.

3.7 Performance Issues: Remedial Assistance

There is a structured process for providing **remedial assistance** to new graduates who do not meet the assessment criteria. Performance issues are identified promptly by the NEtP Nurse Educator and RN Clinical Coach through the coaching and direct care assessment processes. Issues are immediately alerted to the Nurse Consultant – Nursing Workforce Development and discussed formally at the weekly meetings.

Where difficulties are identified, the New Graduate Educator works with the unit manager and preceptor to assess needs and develop a competence development programme. Progress is evaluated at regular intervals.

Continued issues are managed by the Nurse Consultant – Nursing Development and/or the NETP Nurse Educator who initiate a formal discussion/process according to the WDHB Human Resource policy.

- Issues are discussed formally with the relevant Head of Division Nursing and Human Resource Advisor.
- The Director of Nursing & Midwifery is formally advised

Those new graduates who, despite this remedial assistance, do not fulfil the NETP programme requirements, will be subject to the WDHB performance management policies and procedures. This may

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include reporting significant performance issues to the Nursing Council of New Zealand's as part of the competence review process.

As regards the Primary Care programme, while WDHB does not employ the new graduate, performance issues are managed using the WDHB processes in cooperation with the nurse/manager of the relevant agency.

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4. Learning Contract for Each Participant

Purpose of the learning contract is

- To identify the components of the programme to be completed.
- To agree the expectations of each participant completing the programme.
- To agree the relationship between the New Graduate, Charge Nurse Manager, Clinical Coach, Nurse Educator and the Nurse Consultant.
- To clarify the balance between New Graduate responsibility for self-learning and the learning environment created by the programme.
- To confirm the goals and action plan for each person and the timeline for achievement to successfully complete the programme.

Principles

- The New Graduate as a professional practitioner is reflective in their practice and seeks knowledge in order to improve the quality of care provided and to achieve their full potential.
- The orientation book and NETP folder are aids to learning, supplemented by additional reading and research.
- The New Graduate has the responsibility to ensure self rostering for study day attendance
- The New Graduate has a responsibility to identify their learning needs in conjunction with the course co-ordinator.
- The New Graduate has a right to expect a supportive learning environment in which to develop safe and effective practice, in order to integrate theory and practice.
- Participants will receive clear information from the NETP Educator about the programme philosophy, expectations and outcomes, alongside constructive feedback about progress within the programme.

Action plan

The requirements of the programme will be completed. The New Graduate participant will

- Complete all of the study days as set out in the programme outline.
- Complete all pre reading requirements for study day preparation
- Complete one post graduate paper in the second semester.
- Provide feedback about their learning experience on study days.
- Receive feedback of their contribution to the learning experience. This may include feedback about participation, punctuality, interaction and general performance. Commendations and recommendations will be fed back to the Charge Nurse Manager.
- A certificate of completion and transcript will be provided upon successful completion of the programme.

The Parties agree

- To communicate to each other if support is needed.
- To provide input consistently to facilitate achievement of the goals set and completion of the programme.
- To provide constructive feedback about progress and achievements
- To support colleagues on the programme in achieving the outcomes.
- To have respect for the speakers, organisers and each other at all times.
- To meet at regular intervals to review progress to achieve the goals set in the time agreed.

	Signature	Print name	Date
New Graduate			

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5. Programme Requirements

To receive certification at the end of the programme you must complete the following.

Programme Requirements

Assessment 1: Medication Administration and practical sign-off

(Primary Health Care according to local policy)

This is a competence assessment process comprised of:

- theory test on line (three sections)
- practical assessments in clinical area

It is expected that:

- you will have the core knowledge needed ie legislation and accepted professional standards.
- you will be able to assess risk and know to seek assistance where required
- you will seek clarification and advice if concerned or unsure

Pass rates

The following pass rates demonstrate competent practice

- 100% - calculations
- 80% - theoretical policy/procedures and decision making relating theory to practice
- Pass /fail – Clinical practice competence determining critical thinking and decision making

Due Date: October 16th 2015

Assessment 2: Orientation workbook

This workbook is designed to assist your orientation to our organisation and to allow you to take responsibility for your own nursing. It is aligned to Level 1 competencies as per the Waitemata PDRP.

It is expected that:

- you will complete this book with coaching / teaching from your preceptor
- you will be able to articulate rationale for decision making in each section

Due Date: November 20th 2015

Assessment 3 Interim Portfolio

The interim portfolio is formal feedback and assessment of your practice.

Performance appraisal, peer review, area specific skills and knowledge and a reflective exemplar are submitted to achieve Level one competent practice

It is expected that:

- presentation is professional and logical
- you will receive constructive feedback on your clinical practice and professional development
- it includes critical reflection and independent thinking contextualised to your own area of practice
- relevant literature, policies and/or standards underpin the Reflective exemplar.

Resources: PDRP documentation supplied in RN1 interim portfolio folder.

Due Date: November 20th 2015

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Assessment 4: Pre-learning for study days - Generic programme

(Specialised programmes will include area specific preparation requirements)

Self-directed learning time and pre-reading is completed for six study days.
The NETP folder contains work sheets to be completed and handed in at the beginning of each study day.
This preparation will enable you to prepare for learning, linking clinical experiences, and applying prior knowledge.

Due Date: Start of each study day

Assessment 5: Level Two Portfolio

The Nursing Entry to Practice Programme and Waitemata DHB PDRP programme require achievement of competent practice in accordance with the Continuing Practice Competencies outlined by the Nursing Council of New Zealand

It is expected that the portfolio demonstrates:

- practice at Level 2, congruent with professional standards and legislative requirements
- ability to base clinical decisions on appropriate evidence, applying logical reasoning
- competently manage and co-ordinate patient care using professional judgment to enhance practice
- practice in a culturally safe manner
- critical reflection on own practice
- ethical accountability, promoting client interest and acknowledging client's individuality, abilities, culture and choice
- responsibility for own professional nursing development

Resources: PDRP User Guide 2011
Documentation supplied in portfolio folder

Due Date: July 29th 2016

Post graduate paper. AUT University

Paper: Graduate Practice for Registered Nurses

Code: Nurs801

Points: 30 (300hours)

Pre/Corequisites: Nil

Context: P G Certificate in Advanced Nursing Practice (60points)

Paper begins in March 2016, Semester 1.

An Introduction to the paper will occur on March 22nd (Gp.A) or March 23rd (Gp.B)

Due Date: Assessment 1 – May 13th 1600hrs (assessment interviews May 16th – May 20th)

Due Date: Assessment 2 – June 17th 1600hrs

Programme completion

NEtP Programme ends: July 29th 2016

Programme graduation: August 31st (1500 – 1600)

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There is an expectation that you will give as much to developing your practice in the first year as we will do to help you develop your confidence and skill. The Educators and Clinical Coaches are available for support and advice.

This is an important time to:

- Develop strong professionalism in your behaviour on the wards and in attendance at study days.
- Identify your strengths and areas for development
- Accept responsibility for finding resources or people who can assist you
- Integrate theory and practice
- Develop coping strategies for complex time management and shift work
- Accept accountability and responsibility for your actions.

Your charge nurse manager will:

- Roster you to work with your preceptor for the first 10 weeks on the ward.
- Provide and promote a learning environment
- Ensure you are rostered for study day attendance as negotiated.
- Provide formal feedback at 10-12 weeks and 10 months.

The New Graduate Programme is supported by the **New Graduate Advisory Group Representation**

- Director of Nursing & Midwifery
- Heads of Division Nursing: Medical, Surgical and Child Health Division
- Charge Nurse Manager[s]
- Nurse Educator[s]
- Preceptor
- Nurse Consultant – Nursing Workforce Development
- Nurse Educator – New Graduate Programme
- Nursing Director– Primary Health Care
- New Grad representatives
- Cultural advisors
- Team Leader/Nurse Manager Primary Health Care
- Team Leader/Nurse Manager Aged Residential Care
- Ex-officio: RN Clinical Coach NETP

Chair will be one of the Heads of Division Nursing

Purpose

To oversee the NETP team responsible for the New Graduate Programme, to monitor assessment processes, course completion and compliance with HWNZ requirements. To acknowledge and respond to feedback collated and presented by Graduate Representatives.

Your new graduate representatives will provide valuable feedback to the steering group. They will in turn feedback to you about issues arising and changes being developed. Please feel free to approach any of the advisory group members with any issues.

Reports are submitted to the NETP advisory by the NETP Nurse Educator, Clinical Coaches and Nurse Consultant.

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6. Resources

You have access to the Internet, the library, and office space in the Nursing Development Service at North Shore Hospital for short-term use. Photocopy resources are available.

Woodford House, Waitakere has a library room dedicated for study purposes. A computer and some learning resources are available.

Resources and toolkits

- Competency assessments
- Access to a comprehensive library
- Access to internet resources
- Access to local policy and procedure documents
- New graduates are provided with a NETP learning resource folder
- Portfolio pack RN1 and RN2 are provided

Recommended self - learning resources

- NZNC Code of Conduct
- NZNC Guidelines: Professional boundaries
- NZNC Guidelines: Social media & electronic communication
- NZNC Guidelines for Cultural safety, the Treaty of Waitangi and Maori health in nursing education and practice
- Cultural competency courses (CALD)
- WDH B Clinical eDecision Support System (CeDSS)
- WDH B E-Learning modules
- Ministry of Health NZ www.health.govt.nz
- Ministry of Health ABC E-learning modules

Library Facilities

Library resources are available at North Shore with interloan access at a prescribed fee for all students. Librarian support is available.

Woodford House, Waitakere has a room dedicated for study purposes. A computer and some learning resources are available.

AUT library access and librarian support commence with enrolment. Post graduate services include 24 hour access to the Postgraduate study room.

**We hope that you enjoy the programme and the
Profession that you have chosen!**

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