

ENROLLED NURSE SUPPORT INTO PRACTICE PROGRAMME (ENSIPP) SERVICE SPECIFICATION

1. Introduction

- 1.1. This specification describes ENSIPP, which is funded jointly by the Ministry of Health (the Ministry), District Health Boards (DHB's), DHB and Ministry of Health funded providers or others by agreement with the Ministry
- 1.2. The Ministry provides funding for Enrolled Nurses in their first year of practice after graduating with a Diploma in Enrolled Nursing.
- 1.3. New graduate Enrolled Nurses are prepared to work in a range of settings when they complete an 18-month diploma programme leading to registration as an Enrolled Nurse.
- 1.4. Enrolled Nurses work in teams under the direction and delegation of a Registered Nurse or Nurse Practitioner. In some settings, Enrolled Nurses may work under the direction and delegation of a registered health practitioner. In these situations, the Enrolled Nurse must have Registered Nurse supervision and must not assume overall responsibility for nursing assessment or care planning. They deliver nursing care and health education in a variety of community, residential and hospital settings. As regulated health practitioners, Enrolled Nurses are accountable for their nursing actions and are required to comply with professional standards and scope of practice.
- 1.5. The Enrolled Nurse scope of practice means they can:
 - assist health consumers with activities of daily living
 - contribute to nursing assessments and patient care planning and implementation
 - provide nursing care and contribute to the evaluation of the outcome of care for patients and their families
 - coordinate teams of health care assistants (in some settings) under the supervision of a Registered Nurse
 - observe changes in health consumers' conditions and report these to the Registered Nurse
 - administer medicines and undertake other nursing care responsibilities appropriate to their assessed competence.
- 1.6. The goal of the ENSIPP is that New Zealand enrolled nursing graduates commence their careers in New Zealand within a well-supported, safe, environment assisting them to become skilled and confident in their clinical practice. This adheres to the principle of working in partnership with experienced nurses through an ongoing supportive learning process.

Upon successful completion of the ENSIPP programme, the graduate nurse must be assessed by an organisation with an approved PDRP programme or supported by DHBs that have a Memorandum of Understanding in place with Non-Government Organisations including Aged Residential Care, home and community providers and primary health organisations. The graduate nurse will be required to be assessed as having reached the Nursing Council of New Zealand (NCNZ) "competent level" Level 2 Enrolled Nurse in the National Professional Development and Recognition Programme (PDRP) framework.

2. Definitions

2.1. Unless otherwise specified, Terms defined in the Agreement have the same meaning in this Service Specification.

2.2. In addition, in this Service Specification, the following terms have the following meanings:

Enrolled Nurse:

A nurse registered with NCNZ in the Enrolled Nurse scope of practice. Enrolled Nurses who qualify in New Zealand must:

- successfully complete an 18-month programme in enrolled nursing at level 5 on the National Qualifications Framework and accredited by the NCNZ;
- pass an assessment by an approved provider of the NCNZ's competencies for Enrolled Nurses;
- pass the NCNZ State Examination for Enrolled Nurses.

3. Service Overview

3.1. The Provider will deliver the ENSIPP programme as outlined in the "Enrolled Nurse Support into Practice Framework."

3.2. The local DHB in each area will hold and manage the funding. DHBs must have a subcontract between the DHB and any other employer. The DHB/ Employer must comply with relevant Ministry of Health standards.

3.3. Eligible employers of Enrolled Nurses on the ENSIPP Programme are eligible for up to 12 months' funding through the programme.

3.4. Health Workforce Directorate will contract with the lead DHB. The Services will be provided in the funded providers area.

4. Programme Outline

4.1. ENSIPP is a national programme. It is expected that DHBs take an all of systems approach and will work with non-government organisations including Aged Residential Care, home and community providers and primary health organisations to incorporate new graduate Enrolled Nurses into the ENSIPP.

4.2. The ENSIPP programme integrates the principles of the Te Tiriti o Waitangi into practice to promote equity of outcomes for Māori. The ENSIPP programme facilitates practice in a culturally safe manner with all client groups.

4.3. The ENSIPP programme is a maximum of 12 months in length. Graduate nurses can complete the ENSIPP programme in 10 months if they have met all the training programme requirements.

5. Programme Components

5.1. The Provider will deliver the following Service components:

5.1.1. Provide Clinical Preceptor or preceptorship team support to Enrolled Nurses throughout the duration of the Programme. Clinical Preceptor support may be provided by a team

that may include the Charge Nurse, Team Nurse, Nurse Educator or other appropriately skilled staff.

5.1.2. The Clinical Preceptor or preceptorship team initially works side by side with the Enrolled Nurse who is supernumerary for a minimum of two weeks. The Enrolled Nurse will have a shared caseload with the preceptor/Registered Nurse for up to six weeks or more if required when working in a highly specialised area or areas requiring a higher degree of independence.

5.1.3. Each Enrolled Nurse must be allocated a primary Enrolled Nurse or Registered Nurse preceptor to negotiate and evaluate learning outcomes and provide formal feedback as described in the National Framework for Nursing Preceptorship Programme.

5.1.4. The primary preceptor must be provided with initial preceptor education of 16 hours and then relevant continuing education.

6. Formal teaching (education) programme study days

6.1. The employer must allow for the Enrolled Nurse to be released from clinical practice for study days over the duration of the programme

6.2. The programme should include eight study days and two orientation days. DHBs may require the new graduate Enrolled Nurse to undertake extra hours if this is required for their area of practice.

7. Learning environment

7.1. Upon successful completion of the ENSIPP programme the graduate Enrolled Nurse must be assessed by the DHB as having reached the NCNZ "competent level" Level 2 Enrolled Nurse in the Professional Development and Recognition Programme (PDRP) framework. (<http://www.nursingcouncil.org.nz/Nurses/PDRPs>).

7.2. The ENSIPP must be delivered in a "good employer" environment that offers appropriate human resources and performance management provisions.

7.3. The DHB/employer must have a process for providing remedial assistance to graduate Enrolled Nurses who do not meet the assessment criteria. Those graduate nurses, who despite this remedial assistance do not fulfil the ENSIPP programme requirements, are subject to the DHB/employer's performance management policies and procedures.

8. Programme Coordination

The Provider will appoint a Programme Coordinator to take a lead role to ensure the recruitment and selection of graduate nurses and preceptors takes place. Coordinators are responsible for:

Preparation

- Ensuring the recruitment and selection of Enrolled Nurses and preceptors has taken place
- Ensuring preceptors are allocated according to Enrolled Nurse requirements
- Negotiating, planning and facilitating Enrolled Nurse placements and rotations in consultation with the area of practice, and
- Ensuring Enrolled Nurses have cultural support.

Monitoring

- Monitoring and liaising with the clinical service areas where Enrolled Nurses are placed and or employed
- Monitoring and providing feedback to preceptors in conjunction with the clinical service area
- Managing the relationship between the preceptor, the clinical service area and Enrolled Nurse, and
- Developing and administering quality improvement processes including evaluation as per the framework.

9. Staff Requirements and Training

9.1. Preceptors must have:

- a. a current practicing certificate in the Registered Nurse or Enrolled Nurse scope of practice;
- b. registration with the NCNZ 'in good standing' (i.e., with no restrictions on that registration that would negatively impact on their ability to perform as a clinical preceptor);
- c. successfully completed a preceptor training programme;
- d. knowledge of the Enrolled Nursing Supported into Practice Programme Learning Framework, toolkits and PDRP requirements;
- e. appropriate experience within the clinical service area where they are providing preceptorship; and
- f. The primary preceptor must be provided with initial preceptor education of 16 hours and then relevant continuing education.

9.2. Programme coordinators must:

- a. hold a relevant postgraduate qualification;
- b. have experience in clinical teaching; and
- c. have experience in facilitating clinical learning

10. Eligibility Requirements

To be eligible for participation in the Programme Enrolled Nurses must:

- a. either be a New Zealand citizen or hold a Permanent Resident Visa; and
- b. Must have completed a pre-registration nursing qualification in New Zealand approved by the Nursing Council of New Zealand (NCNZ) leading to registration as an Enrolled Nurse, and have passed the State Final exam no more than 2 years prior to starting on an ENSIPP programme;
- c. hold registration with the NCNZ within the Enrolled Nurse Scope of Practice, 'in good standing' (i.e., have no restrictions on that registration that would negatively impact on their ability to participate in their placement/rotations in the ENSIPP programme);
- d. have a current practising certificate;
- e. be currently employed as an Enrolled Nurse within a DHB or a Ministry of Health funded health service;
- f. be currently employed at 0.8 FTE employment (32 hours/week). Ability to reduce the FTE

to no lower than 0.6FTE can be considered on a case by case basis. The requirement that the ENSIPP programme must be completed within a 12-month period remains;

- g.** have not practised as an Enrolled Nurse continuously for longer than six months before starting on the ENSIPP programme; and
- h.** Enrolled Nurses must complete the ENSIPP programme within a maximum of 12 months. While the funding for any Enrolled Nurse cannot exceed 12 months, the ENSIPP programme provider can extend the timeframe for completing the ENSIPP programme requirements in cases of illness or other individual special circumstances.

11. Reporting Requirements

DHBs will provide a report every quarter of each year of the term of this contract by the 20th of the month after the corresponding quarter. A reporting template will be provided.

The report must be sent to hwcontracts@health.govt.nz and include the following components:

- 11.1. Data Report includes trainee details, training status and outcome of the programme, including employment status.
- 11.2. Narrative report includes key factors impacting on the delivery of the programme, emerging issues/trends, challenges, risks and equity initiatives.

12. Invoicing Requirements

- 12.1. An invoice will only be valid if the corresponding reporting for the same service period is accepted by the Purchasing Agency. The Provider should only count the actual number of eligible trainees who are receiving training as of the 15th of the month.
- 12.2. Invoices for the charges must be submitted to the Purchasing Agency in line with the payment schedule. Payment will be made to the Provider within 20 days of receiving a valid tax invoice.
- 12.3. Each invoice must meet all legal requirements and contain the following information:
 - Provider name (legal entity name)
 - Provider number (legal entity number)
 - Provider invoice number
 - Contract number
 - Purchase unit number or a description of the service being provided
 - Date the invoice is due to be paid/date payment expected
 - Dollar amount to be paid
 - Period the service was provided
 - GST rate
 - GST number
- 12.4. Invoices should be sent to hwcontracts@health.govt.nz