

NURSING ENTRY TO PRACTICE SERVICE SPECIFICATION

1. INTRODUCTION

This specification describes the components of the Nursing Entry to Practice (NETP) programme, which is funded jointly by the Ministry of Health (the Ministry), District Health Boards (DHBs), DHB and Ministry of Health funded providers or others by agreement with the Ministry.

The NETP programme is for newly graduated nurses employed by DHBs, DHB and Ministry of Health funded providers or others by agreement with the Ministry of Health. The term graduate nurse referred to in this specification is limited to those eligible for funding as per Section 3.1. The specification describes the resources, processes and outcomes required for the NETP programme.

The goal of the NETP programme is that New Zealand nursing graduates commence their careers in New Zealand well supported, safe, skilled and confident in their clinical practice.

The National Learning Framework that forms the foundation for this training programme does not repeat the learning content of the undergraduate degree but rather strengthens the application and use of that knowledge in clinical situations.

Upon successful completion of the NETP programme the graduate nurse must be assessed by the DHB as having reached the Nursing Council of New Zealand (NCNZ) "competent level" Level 2 in the Professional Development and Recognition Programme (PDRP) [framework](#).

This specification must be read in conjunction with the main Service Agreement, which defines terms and outline expectations of all providers.

2. PROGRAMME COMPONENTS

Funding for the NETP programme must be spent on the components described in section 2 below. Graduate nurses receiving NETP programme funding must not be enrolled at the same time on any other Ministry of Health funded training programme unless agreed by the Ministry.

2.1. Programme outline

NETP is a national programme with the following components:

- 2.1.1. DHB-level programme coordination a maximum of two clinical placements or rotations within the duration of the training programme
- 2.1.2. Clinical preceptor support throughout the duration of the programme, sharing the clinical caseload for six weeks in total
- 2.1.3. The equivalent of 12 group learning/study days (inclusive of an optional Level 8 paper/course release days where offered as part of the Learning Framework)
- 2.1.4. A subcontract established between the DHB and any other employer

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

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

2.2. Learning environment

Upon successful completion of the NETP programme the graduate nurse must be assessed by the DHB as having reached the Nursing Council of New Zealand (NCNZ) "competent level" Level 2 in the Professional Development and Recognition Programme (PDRP) [framework](#).

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

2.3. Clinical programme

2.3.1. Clinical placements/rotations

The DHB in partnership with the clinical area/employer agree on whether there are one or two rotation/placements. The DHB must advise potential applicants, DHB and Ministry of Health funded providers or others by agreement with the Ministry as to the model/s they offer. If the NETP programme generally offers two placements/rotations, the Provider and graduate nurses may negotiate to complete the NETP programme in only one clinical service area.

Where the NETP programme offers two placements/rotations, the clinical preceptor and the graduate nurse must share a clinical load for the first four weeks of the first placement/rotation, and the first two weeks of the second placement/rotation.

Where the NETP programme offers one placement/rotation, the clinical preceptor and graduate nurse must share a clinical load for the first four weeks of the placement/rotation. The remaining two weeks of clinical load sharing may be taken at a date suitable to meet the learning needs of the graduate nurse.

In all scenarios, there is flexibility to extend or reduce these timeframes in specific instances, subject to agreement with the graduate nurse/employer, so long as the NETP programme averages six weeks of clinical load sharing per graduate nurse overall. The key determinant should be that the graduate nurse is supported adequately to meet the requirements of the Learning Framework.

2.3.2. Clinical preceptorship

Preceptorship can be provided by a team. The Preceptorship team includes the Charge Nurse/Team Leader/Nurse Manager, Nurse Educator and other staff in the work environment. Their roles and responsibilities are outlined in the National Framework for Nursing Preceptorship Programme "Preceptoring for Excellence".

A named primary preceptor must be identified for each graduate nurse, to ensure accountability for negotiating and evaluating learning outcomes and coordination of formal feedback to the NETP participant, as outlined in National Framework for Nursing Preceptorship Programme.

Clinical preceptor support must be available to the graduate nurse throughout the duration of the NETP programme.

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

Preceptors must have:

- a current practising certificate in the Registered Nurse scope of practice
- 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)
- successfully completed a preceptor training programme
- knowledge of the NETP programme Learning Framework, toolkits and PDRP requirements
- appropriate experience within the clinical service area where they are providing preceptorship.

2.4. **Formal teaching (education) programme and educational supervision**

All NETP programme education activities must be focused on the Learning Framework and are the responsibility of the DHB.

The employer must allow for the graduate nurse to be released from clinical practice for education for the equivalent of 12 study days (96 hours) over the duration of the programme. The days must incorporate:

- organisational orientation
- topics specific to the general clinical areas of each placement/rotation
- delivery of the learning framework.

2.5. **Programme coordination**

The NETP programme coordinator must be an appropriately experienced registered nurse employed by the DHB who leads the NETP programme in each DHB area. The NETP programme coordinator must have experience in clinical teaching and facilitation of clinical learning and hold a relevant postgraduate qualification. There must be clear lines of accountability to the NETP contract holder, with an expectation this is the Director of Nursing or equivalent.

The NETP programme coordinator at each DHB takes a leading role to ensure the following functions occur:

Preparation

- 2.5.1. recruitment and selection of graduate nurses and preceptors
- 2.5.2. preceptors are allocated as per the NETP specifications
- 2.5.3. negotiating, planning and facilitation of placements/rotations for graduate nurses
- 2.5.4. making cultural support resources available to trainees.

Monitoring

- 2.5.5. monitoring and liaising with the clinical service areas where graduate nurses are placed and or employed
- 2.5.6. in conjunction with the clinical service area, monitoring the performance of the preceptors in their support of graduate nurses, and providing feedback to them

- 2.5.7. relationship management between the preceptor, the clinical service area and graduate nurse
- 2.5.8. coordinating implementation of the Learning Framework Reporting
- 2.5.9. accurate and timely documentation of the competency assessment processes and Learning Framework outcomes
- 2.5.10. developing and administering evaluation tools including surveying of graduate nurses regarding their expectations and experience of the NETP programme
- 2.5.11. providing the information necessary for reporting to the Ministry.

Stakeholder Engagement

- 2.5.12. coordinating a NETP programme advisory group with key stakeholder representation
- 2.5.13. collaborating with NETP programme coordinator colleagues in other DHBs and nationally
- 2.5.14. establishing a subcontract between the DHB, DHB and Ministry of Health funded providers or others by agreement with the Ministry.

2.6. Length of time eligible for which funding is available

Graduate nurses are eligible for up to 12 months of funding.

2.7. Infrastructure Support

The infrastructure support funding is to be utilised for nurse coaches or nurse educators to support the NETP programme.

2.8. Substitutions

Substitutions are allowed from DHB to non-DHB (CTN10 to CTN11). However, to ensure a stronger focus on primary and aged care, no substitutions are to occur from non-DHB to DHB (CTN11 to CTN10).

3. ELIGIBILITY

3.1. Graduate nurses' eligibility for funding from the Ministry of Health

Graduate nurses must meet all of the following criteria:

- 3.1.1. be enrolled in the training programme described in this specification
- 3.1.2. be a New Zealand citizen or hold permanent residency
- 3.1.3. hold a pre-registration nursing degree from a Nursing Council accredited programme
- 3.1.4. have been awarded the nursing degree no longer than 24 months prior to commencement on the NETP programme
- 3.1.5. hold registration with the NCNZ within the Registered 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 NETP programme)
- 3.1.6. have a current practising certificate

- 3.1.7. be currently employed as a registered nurse within a DHB /Ministry of Health funded health service
- 3.1.8. be currently employed at 0.8 FTE employment (32 hours/week). On a case-by-case basis the ability to reduce the FTE to no lower than 0.6 FTE (at the request of the Nurse) can be considered. The requirement remains that the NETP programme must be completed within a 12-month period.
- 3.1.9. complete the NETP programme within a maximum of 12 months. While the funding for any graduate nurse cannot exceed 12 months, the NETP programme provider is able to consider extending the timeframe for completing the NETP programme requirements in cases of illness or other individual special circumstances.

3.2. **Provider eligibility**

The NETP programme is provided by DHBs. DHBs must ensure that the NETP programme is approved as specified above.

This means upon successful completion of the NETP programme the graduate nurse must be assessed as having reached the Nursing Council of New Zealand (NCNZ) "competent level" Level 2 in the Professional Development and Recognition Programme (PDRP) framework.

DHBs must have a subcontract between the DHB and any other employer. The DHB/employer must comply with relevant Ministry of Health standards.

4. **TRAINING PROGRAMME FUNDED COMPONENTS SUMMARY**

The NETP programme is funded jointly by the Ministry of Health, DHBs, DHB and Ministry of Health funded providers or others by agreement with the Ministry.

Description	Quantity	Comments
Clinical case load sharing between graduate nurse and preceptor	Six weeks	May be split to meet the learning needs of the graduate
Graduate nurse release time for Learning Framework delivery	12 days	Includes the release days for the level 8 paper/course where offered
Education for primary preceptors	16 hours	Equivalency can be considered if prior education meets the national framework for nursing preceptorship programmes (2010)
Programme Coordination	Variable	Is included in price per trainee

5. **REPORTING**

DHBs will provide a report every quarter of each year of the term of this contract consisting of the following components:

- 5.1. Data report

This section of the report includes trainee details, training status and outcome of the programme, including success in gaining and employment status.

5.2. Narrative report

Narrative report includes key factors impacting on the delivery of the programme, emerging issues/trends, challenges, risks and equity initiatives.

6. INVOICING

6.1. 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 in that service period.

6.2. Invoices for the charges are to be completed quarterly and must be in line with the payment schedule. Payment will be made to the Provider within 20 days of receiving a valid tax invoice.

6.3. 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

Invoices should be sent to hwcontracts@health.govt.nz