

New graduate Nursing Programme

Practice Information 2023



This booklet covers relevant information in relation to employing a graduate nurse as part of a Te Whatu Ora NETP (Nurse Entry to Practice) programme and partnering with Pinnacle Inc to provide a fixed term general practice placement under the Pinnacle Graduate Nurse Programme. As an employer of a graduate nurse who is part of a NETP programme, there are a range of responsibilities placed on the employer.

Employing a graduate nurse outside of the NETP programme is not included here.

Key points of the Pinnacle Graduate Nurse Programme

- The practice utilises an existing nursing FTE as a dedicated graduate nurse placement or can create a supernumerary position to plan for succession and employs the graduate for the 12-month period at 0.8 FTE – they are an employee of the practice
- Practices select interviewees from CVs supplied by the local Te Whatu Ora NETP programme, where graduate nurses have indicated primary care as a choice. Practice staff arrange and conduct the interview process for candidates (in partnership with their local Te Whatu Ora NETP Coordinator and Pinnacle). Preferred ranked candidates are submitted to the NETP Te Whatu Ora coordinator. The national advanced choice of employment (ACE) process then matches a candidate with a practice and that is the candidate who is to be employed. Practices do not get to choose a candidate, nor offer employment prior to this national process.
This is designed to provide a fair and equitable process for all candidates and employer organisations
- The supernumerary period for the graduate who is part of the Pinnacle Graduate Nurse Programme, is 12 weeks, with Pinnacle Inc covering the salary for this period. After that, the graduate nurse forms part of the practice's nursing team FTE. The 12 week's salary is paid by the practice to the graduate nurse and Pinnacle Inc reimburse the full 12-week salary (set amount per the contract)
- Each graduate nurse must be supported by a trained nurse preceptor within the practice. Te Whatu Ora will fund the preceptor course for those who have a graduate nurse on a Te Whatu Ora NETP programme
- Pinnacle will provide support for the graduate nurse and preceptor throughout the programme, including a one- day orientation, and two- day mid- year training, monthly graduate nurse peer group meetings and two monthly preceptor meetings (usually via Zoom). Te Whatu Ora however, retains the full responsibility of the programme and there is a NETP coordinator at each Te Whatu Ora region
- The graduate nurse will have access to further professional development to grow the role of the practice nurse via their local Te Whatu Ora NETP education component. This comprises six required study days based at the local hospital
- Each Te Whatu Ora regional programme will require the graduate nurse to complete either a nominated post graduate paper in semester two, OR NETP specific programme elements (this is individualised to each regional programme).

The paper cost is covered as part of the Te Whatu Ora NETP programme. There are usually six required study days throughout semester two, for either the university or Te Whatu Ora study day attendance

- Pinnacle will fund selected professional development course fees during the programme. This includes:
 - diabetes short course level 700
 - cervical screening level 700 (4 days in total 2 one month and 2 the following month) or other approved provider courses (e.g., level 6 WONS)
- and either
- the 2-day IMAC (Immunisation Advisory Centre) vaccinator's training course
- or
- the IMAC flexible learning online theory of 12 hours plus attendance at a four-hour tutorial (all close to the graduate's home base where possible)

What is the NETP programme?

The Nurse Entry to Practice Programme is a nationally driven programme funded by Health Workforce Directorate (HWD) (formerly Health Workforce New Zealand-HWNZ) and provided by each regional Te Whatu Ora.

The vision for the NETP programme is:

New Zealand nursing graduates enthusiastically commence their careers in New Zealand: well supported, safe, skilled, and confident in their clinical practice; equipped for further learning and professional development; meeting the needs of health and disability support service users and employers; and building a sustainable pathway for the New Zealand registered nursing workforce into the future.

The NETP programme is a training programme for 12 months designed to strengthen the knowledge gained through their nursing undergraduate training and its application and use in clinical situations.

On successful completion of the 12-month programme the graduate nurse is assessed in the Professional Development and Recognition Programme (PDRP) framework. To be successful they must have reached "competent level" (see appendix 1).

The NETP training programme follows a national Learning Framework.

Contracts

The NETP programme is provided by each Te Whatu Ora and funded jointly by Te Whatu Ora and HWD. Te Whatu Ora then have a subcontract with Pinnacle Inc. As such Pinnacle is a third party in the process, facilitating and supporting the development of the Primary Health Nursing workforce.

Therefore, there is a chain of contracts:

- Contract between HWD and each Te Whatu Ora
- Contract between the Te Whatu Ora and Pinnacle Inc.
- Contracts between Pinnacle and the practice:
 - Contracts between Pinnacle Inc. and the practice are based on the Pinnacle Inc. / Te Whatu Ora contract. Contracts are sent to practices as soon as possible once the chain of contracts above have been signed. This should be, where possible, at least one month prior to commencement of programme.

Contract between the practice and the graduate nurse

1. Neither Te Whatu Ora nor Pinnacle employs the graduate nurse- the practice is responsible for their own individual employment contract with the graduate nurse and the police check.
2. The Ministry of Health stipulates that the NETP programme must be delivered in a “good employer” environment that offers appropriate human resources and performance management provisions.
3. The practice environment (learning environment) must provide the opportunity for the graduate nurse to reach the competent level (Level 2) through the national PDRP framework
4. The 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 fulfill the NETP programme requirements, are subject to the employer’s performance management policies and procedures. This includes reporting significant, unremedied performance issues to the NCNZ’s competence review process.
5. Each graduate nurse must be supported by a trained nurse preceptor within the practice. Te Whatu Ora will fund the preceptor course.

Eligibility

Graduate nurses must meet all of the following criteria:

- Enrolled in a Te Whatu Ora NETP programme
 - The selection occurs nationally for a February intake for all Te Whatu Ora regions, and additionally for a September intake (for some Te Whatu Ora regions), with numbers accepted, based on funding from HWD
- Employed at a minimum of 0.8 FTE employment (32 hours/week)
- Have not practiced as a registered nurse for longer than six months

They also need to:

- Be a New Zealand citizen or hold a New Zealand residency permit,
- Hold a nursing degree from a New Zealand registered nursing programme accredited by the NCNZ (Nursing Council of New Zealand)
- 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)
- Have a current annual practicing certificate

Funding

The funding for the NETP programme comes from HWD to Te Whatu Ora. Each regional Te Whatu Ora decides how much money is passed on to sub-contractors and Pinnacle then negotiates this with Te Whatu Ora each year and a memorandum of understanding (MoU) is generated based on those negotiations. This MoU is the basis for the contract between the practice and Pinnacle.

Each regional Te Whatu Ora passes on different amounts of funding- there is no national consensus on how much is passed on. Pinnacle, however, does not keep any funding, the total amount passed on from Te Whatu Ora is reimbursed to practices twice per year as stipulated in the contract with Pinnacle and the practice.

The funding allocated by Te Whatu Ora to each graduate nurse placement includes a portion to recognise preceptor time and support and a portion to recognise graduate nurse time out of the practice to attend Te Whatu Ora programme study day requirements. Te Whatu Ora

pays for the post graduate university paper directly to the institute, so this is not included in the Te Whatu Ora reimbursement to the practice that Pinnacle passes on.

Important notes from the contract between the practice and Pinnacle

1. Principles of hosting a NETP graduate nurse

As a practice you will:

- Develop and support both professional development opportunities and pathways to move from new graduate to competent practitioner through a structured process of academic and experiential learning.
- Maintain a safe and effective teaching and learning environment.
- Promote evidence-based nursing practice and quality improvement.
- Explore the possibilities for redefining nursing roles to improve the alignment between primary health care nursing and the needs of the community.
- Uphold the supernumerary status of the new graduate for a period of 12 weeks from the commencement of the Programme.
- Follow the process developed by the Governance Group to resolve issues that may arise.

2. NETP graduate nurse

- You must employ the new graduate in a 0.8 FTE position (this equates to 32 working hours per week) for the 12-month period of the Programme
- During the 12-month term of this Programme you must
 - pay salary based on nurses' current primary healthcare collective agreement
 - provide a New Zealand legally compliant employment agreement for a 12-month fixed term period
- You will release the graduate nurse to:
 - Attend all study days, scheduled support activities, courses and lectures associated with the Programme as agreed (both Te Whatu Ora and Pinnacle programme days)
 - Participate in skill acquisition training such as vaccinator and cervical screening certification
 - Participate in a postgraduate primary health care nursing paper coordinated by the NETP Programme Coordinator at their local Te Whatu Ora (paid for by Te Whatu Ora to the institute) where this is applicable
 - Ensure that the graduate nurse does not take more than 4 weeks (20 working days) annual leave
- You must notify Pinnacle as soon as possible if sick leave is taken beyond paid allowances or the employment with you ends
- Provide a healthy and safe working environment in accordance with relevant statutory requirements and current health and safety guidelines and standards
- The graduate nurse must be supernumerary (additional to your full complement of staff) for the first 12 weeks of the Programme. This period of their salary is reimbursed by Pinnacle Inc.

3. Preceptorship and Clinical Facilitation

- Ensuring graduate nurses are supported, is critical to their development. A registered nurse (RN) at your practice must be assigned to each graduate nurse for the duration of the Programme to provide, or arrange and manage, consistent and readily available support and advice (preceptorship). The assigned RN may be the sole provider of preceptorship or may organise appropriate shared preceptorship
- The nominated preceptor must have completed (or be in the process of completing) recognised preceptorship training
- In the first 12 weeks, the preceptor and the new graduate must meet for a minimum of an hour each week to discuss progress and identify any concerns. After the 12 weeks, this support must continue where the Preceptor will, as a minimum, meet with the new graduate once a week for at least 20 minutes to review progress and plan work for the coming week. This process must be documented
- The nominated preceptor must be released to attend the 2 monthly (1 hour each) support meetings throughout the 12 months. This is via Zoom
- The graduate nurse and preceptor will be supported by the Pinnacle Nurse Lead

4. Roles and Responsibilities

We will:

- Support the development of primary health care nursing practice through the nursing strategy, in a way that enhances continuity and is aligned with the health care needs of the community
- Provide advice and support for professional nurse development to support nurses to meet the requirements of the Health Practitioners Competence Assurance Act
- Provide effective coordination of the Programme
- Provide support for nurse preceptors in the practice setting as required
- Provide professional support and oversight for the graduate nurse
- Provide a one-day orientation and a mid-year 2-day professional development workshop. We will provide accommodation and/or travel support (as applicable) to attend these. We will coordinate all necessary travel and accommodation arrangements
- Cover (where preapproved by us) the enrolment, travel and accommodation costs (when travelling out of the Te Whatu Ora locality area) of the graduate nurse to complete the vaccinator training, and cervical screening course (and diabetes course if undertaken after the 12-month period and permanently employed by a Pinnacle practice) per contract specifications
- Foster an evidence-based approach to practice

You will:

- Ensure the graduate nurse has consistent and timely access to preceptor and mentorship support
- Release the graduate nurse for professional development activities and relevant meetings as specified by the Programme, including monthly support meetings with the Pinnacle nurse lead
- In addition to other course related responsibilities required by this Agreement, release and cover the costs of the graduate nurse attending the Diabetes Care and Management course (NZQA level 700) during the term of this Agreement or as soon as possible thereafter if the graduate nurse is still employed by the Provider at that time. If attending after the term of this Agreement, this sub-clause will continue to have effect and to bind you to the extent of its subject matter
- Release the preceptor to attend regular meetings with us, no more than two -monthly.

- NOT include the graduate nurse in rostering arrangements for practice nursing services for the first 12 weeks of the Programme
- NOT make offers of permanent employment to graduate nurse until they have completed a minimum of 10 months of the Programme
- Follow the reporting requirements notified by us from time to time
- Supply copies of relevant documentation of preceptor / graduate nurse meetings in accordance with NETP requirements
- implement an annual review of all requirements in this Agreement.

5. Compulsory Professional Development

There are 3 compulsory professional development courses new graduate must complete:

- CPR training at a standard equivalent to that set for NZRC Rescuer Level 4 (adult/child) or in some areas level 3 if the Immunisation handbook requirements for vaccination are met
The course must fit with the requirements included in a vaccinator resuscitation course (this will, where possible, be undertaken as part of their Te Whatu Ora orientation)
- Cervical Screening course, this can be either Level 700 or through other approved NZQA courses as agreed
- Diabetes Care and Management (Level 700)
- IMAC Vaccinator Training Course

You must release the graduate nurse to attend these courses and we will pay the graduate nurse enrolment (and travel and accommodation if the new graduate is required to travel outside their Te Whatu Ora region to attend) as detailed in the contract

6. Payments

In consideration for meeting your obligations we will pay you for the **12 weeks** supernumerary period and pass on funding from Te Whatu Ora twice yearly as per each Te Whatu Ora agreement (negotiated yearly). This is detailed in each contract.