

New graduate Nursing Programme

Practice Information for 2023



Thank you for expressing an interest in employing a graduate nurse as part of a DHB NETP programme partnering with Pinnacle Inc to provide a fixed term general practice placement. As an employer of a graduate nurse as part of a NETP programme, there are a range of responsibilities placed on the employer. This information booklet is designed to explain the NETP programme to help you in your decision. Employing a graduate nurse outside of the NETP programme is not included here.

Key points of the model

- 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 supplied CVs 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 DHB NETP Coordinator and Pinnacle MHN). Preferred ranked candidates are submitted to the NETP DHB 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 at Pinnacle 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. The DHB will fund the preceptor course for those who have a graduate nurse on a DHB NETP programme
- Pinnacle MHN will provide support for the graduate nurse and preceptor throughout the programme, including a one-day orientation at Pinnacle MHN, two-day mid- year training at Pinnacle MHN, monthly graduate nurse peer group meetings and two monthly preceptor meetings (usually group phone call). The DHB however, retains the full responsibility of the programme and there is a NETP coordinator at each DHB
- The graduate nurse will have access to further professional development to grow the role of the practice nurse via their local DHB's NETP education component. This comprises six required study days based at the local hospital

- The graduate nurse is required to complete a DHB nominated post graduate paper in semester two.
The paper cost is covered as part of the DHB NETP programme. There are usually six required study days throughout semester two, for university study day attendance
- Pinnacle MHN will fund selected professional development course fees during the programme. This includes:
 - diabetes short course level 700 (now online modules)
 - cervical screening level 700 (4 days in total 2 one month and 2 the following month)
 - and either the 2-day vaccinator's course, or the 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 the District Health boards.

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 DHBs and funded jointly by the DHBs and HWD. The DHB then have a subcontract with Pinnacle Inc. As such Pinnacle MHN 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 DHB
- Contract between the DHB and Pinnacle Inc.
- Contracts between Pinnacle and the practice:
 - Contracts between Pinnacle Inc. and the practice are based on the Pinnacle Inc. / DHB 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 the DHB 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, unremediated performance issues to the NCNZ’s competence review process.
5. Each graduate nurse must be supported by a trained nurse preceptor within the practice. The DHB will fund the preceptor course.

Eligibility

Graduate nurses must meet all of the following criteria:

- Enrolled in the NETP programme at the DHB
 - The selection occurs nationally twice per year for a February intake and September intake, 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
- 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 the DHB. Each DHB decides how much money is passed on to sub-contractors and Pinnacle then negotiates this with each DHB each year and a memorandum of understanding (MoU) is generated based on those negotiations. This MoU is the base for the contract between the practice and Pinnacle.

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

The funding allocated by the DHB 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 DHB programme study day requirements. The DHB pays for the post graduate university paper directly to the institute, so this is not included in the DHB 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 Variation 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 DHB and Pinnacle MHN 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 District Health Board. (Paid for by DHB to the institute)
 - Ensure that the graduate nurse does not take more than 4 weeks (20 working days) annual leave.

- You must notify Pinnacle MHN 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.

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 can be by phone
- 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 1-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 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 MHN 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 as long as 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 at the DHB as part of their orientation)
- Cervical Screening course (Level 700)
- 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 DHB 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 the DHB twice yearly as per each DHB agreement (negotiated yearly). This is detailed in each contract.