EDUCATION POLICY, STANDARDS AND CAREER DEVELOPMENT FOR PRIMARY HEALTH/PRACTICE NURSES

May 2007

New Zealand Nurses Organisation


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Published May 2000
Revised May 2003/2007
Reviewed and Updated May 2007
Next Review May 2010
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Printed Wellington, New Zealand
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INTRODUCTION

The scope of primary health/practice nursing is extensive. It incorporates working with patients and/or their families to promote wellness, prevent health problems, maintain current health and intervene in acute and chronic illness (NZCPHCN Position Description 2007), and may encompass population health and health promotion (MOH 2003). Education is vital in the development, maintenance and extension of primary health/practice nursing knowledge and skills.

The objectives of the NZ College of Practice Nurses NZNO include the provision of governance and leadership for primary health/practice nurse development through standards of practice, newsletters, conferences and other relevant information, the promotion and development of educational programmes, research into primary health/practice nursing issues and facilitation of the ongoing strategic and professional development of primary health/practice nurses (NZCPHCN Rules 2e, 2f, 2h, 2i, 2j).

The education policy, standards and framework complement other NZ College of Primary Health Care Nurses NZNO documents and should be read in conjunction with these. They include:

- Rules 2007
- NZNO Standards of Practice 2003
- 2007 Position Description for Practice Nurses
- 2007 Accreditation Manual for Practice Nurses
- Strategic Plan 2005 – 2010

In addition, this document makes explicit for primary health/practice nurses the NZNO Nursing Education policy and standards 1993 (reviewed 2003), and complies with the Nursing Council of NZ Post Registration Education Framework, May 1998 and the Nurse Practitioner: responding to the health needs in New Zealand. 3rd Edition, September 2002.

The roles of the NZ Qualification Authority and the Clinical Training Agency are taken into account.

As primary health/practice nursing continues to meet the challenges of changing health policy and need, and post Registration nursing education programmes expand, the Standards and framework will be reviewed and developed further. An initial review occurred two years after adoption and then will occur every three years.
POLICY

Career and Professional Development Framework for Primary Health/Practice Nurses

Purpose

The career and professional development framework is to guide primary health/practice nurses in their development of knowledge, skills and expansion of the scope of practice. It is a reference tool for employers in their acknowledgment of the systematic development of expertise by primary health/practice nurses and identification of the level of practice a particular nurse has achieved.

Practice competence/skill is underpinned by knowledge development.

Framework

Five levels of expertise are identified and described on the following pages. The model depicts the levels, competencies, professional development and recognition at each level and aligns this to the Nursing Council of NZ (NCNZ) post-Registration Education Framework for Nurses (1998), the NZNO Primary Health Care Nurses PDRP framework, the NCNZ Nurse Practitioner endorsement process, the NZNO Accreditation for Practice Nurses process and the New Zealand Qualifications Framework (NZQF).

Progression

Progression from New Graduate Primary Health Care / Practice Nurse to Competent is by achieving the core requirements identified in the recommended orientation programme for primary health/practice nurses if available (p15) and consolidating those in the clinical practice setting. Assessment of achievement includes self assessment and review of practice by a primary health/practice nurse mentor co-ordinating and assisting with the orientation process and/or the practice assessment/appraisal system. Self assessment can be supported by use of the NZCPHCN Accreditation self assessment template, the NZNO PHC Nurses PDRP or other suitable reference material.

New Graduate Programmes for Primary Health Care Nursing are limited in number. Where programmes are available the NZCPHCN expects employers and experienced nurses to support nurses undertaking these. The NZCPHCN encourages and supports the further development of new graduate programmes within Primary Health and sees them as the natural entry point for graduates into Primary Health Care Nursing.
Competent Primary Health Care / Practice Nurse is entry point for all nurses entering the primary health care setting, unless already on a nursing professional development or career pathway. (In this instance, it is expected the nurse transfers nursing knowledge and skills at a higher level and should be able to demonstrate the PHC equivalent level within an agreed timeframe (of no less than 6 months.) Maintenance is achieved by assessments as described above or demonstration of the NZNO PHC Nurses PDRP or other suitable reference material.

Progression from Competent to Proficient is through the NZNO Practice Nurse Accreditation process (proficient level), or an equivalent professional development process.

Expert Primary Health Care / Practice Nurse attainment and maintenance is by means of the NZNO accreditation process (expert level), or other PDRP process plus formal graduate or postgraduate education related to primary health/practice nursing. This may be the attainment of a

- Graduate certificate or diploma
- Post-graduate certificate or diploma
- Transition papers for BN

Nurse Practitioner (PHC) is recognised through the NCNZ Nurse Practitioner endorsement process. The Nurse Practitioner may also be registered as an independent nurse prescriber. The Nurse Practitioner may work independently with a collaborative relationship with medical practitioners and other members of the primary health care team.

**Nursing Education in Transition**

Nurses now attain Registration through a graduate degree programme, that is level 700 on the NZ Qualifications Framework. Many primary health/practice nurses currently in practice have a Diploma in Nursing as their Registration qualification.

Post Registration nursing education is in a transition phase, with both graduate (level 700) and postgraduate (level 800) programmes available. Those without graduate education may directly enter postgraduate programmes with recognition of prior learning and satisfactory grades. It is predicted that many level 700 speciality papers will be upgraded to meet the criteria for advanced nursing 800 papers in the future. This is acknowledged in the education section of the framework described on the following two pages.
# Career and Professional Development Framework

<table>
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<tr>
<th>Levels and Descriptor</th>
<th>Criteria</th>
<th>Professional Development Programme Suggestions</th>
<th>NCNZ and NZQA Framework</th>
<th>Recognition System</th>
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<tr>
<td><strong>New Graduate Primary Health / Practice Nurse</strong></td>
<td>• This level only applies to new graduate nurses&lt;br&gt;• This is a time-limited level of familiarisation within this role</td>
<td>• Meets the competencies of a registered nurse as per the NCNZ competencies for a registered nurse&lt;br&gt;• Begins to apply core primary health/practice nursing knowledge and skills as identified in a recommended orientation programme for PHC/PNs</td>
<td>New Graduate PHC Nursing Programmes (as available) (NETP) NCNZ Continuing education - orientation - continuing education - short courses - staff development</td>
<td>Graduate programme assessment (NETP) Self assessment Mentor assessment Orientation programme assessment Employer appraisal</td>
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<tr>
<td><strong>Competent Primary Health / Practice Nurse</strong></td>
<td>• Demonstrates an understanding and application of the core primary health/practice nursing specialty areas identified in a recommended orientation programme for PHC/PNs&lt;br&gt;• Reflects on practice and committed to further development&lt;br&gt;• Establishes relationships and liaises with other health professionals</td>
<td>• Orientation to primary health/Practice Nursing&lt;br&gt;• CPR Certificate&lt;br&gt;• Vaccinators course&lt;br&gt;• Infection control workshop&lt;br&gt;• Asthma workshop&lt;br&gt;• Diabetes workshop&lt;br&gt;• Woundcare&lt;br&gt;• Familiarisation with telephone triage&lt;br&gt;• First Aid course</td>
<td>NCNZ Continuing education - orientation - continuing education - short courses - staff development</td>
<td>Self assessment Mentor assessment Orientation programme assessment Employer appraisal Recognition as competent on PHC nurses PDRP (NZNO 2005)</td>
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<tr>
<td>Proficient Primary Health / Practice Nurse</td>
<td>New Zealand College of Practice and Health Care Nurses (NZCPHCN) Accreditation or similar PDRP preparation</td>
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<td>- Maintains standards of practice for primary health/practice nurses and demonstrates in-depth understanding of the complex factors that contribute to client health outcomes</td>
<td>- Smear takers course</td>
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<td></td>
<td>- Vaccinators update</td>
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<td>- Asthma Educator course</td>
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<td>- Diabetes Educator course</td>
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<td>- Meet identified learning needs and special interests</td>
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<td>- Lifestyle/behaviour change</td>
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<td>- Population base/chronic disease/high needs support</td>
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<td>- Commence graduate/or postgraduate education.</td>
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<td>- Teaching Strategies for individuals and groups</td>
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<td>- Women’s Health and contraception</td>
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<td>- Well Child</td>
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<td>- Treaty of Waitangi courses</td>
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<td></td>
<td>- Other subspecialty focused education</td>
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<td></td>
<td>- Nursing Health Assessment Course</td>
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<td></td>
<td>- NZCPHCN Nurses PDRP (NZNO 2005)</td>
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<thead>
<tr>
<th>NZQF</th>
<th>- Level 700 Graduate certificate or graduate diploma</th>
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<td>- Level 800 accessing postgraduate programmes</td>
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<tr>
<th>NCNZ</th>
<th>- Speciality nursing programme</th>
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<tr>
<td></td>
<td>- Continuing education</td>
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<td>- Short courses</td>
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<td>- Staff development</td>
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<tr>
<th>Accreditation - proficient</th>
<th>Recognition as proficient on PHC Nurses PDRP (NZNO 2005)</th>
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<td>Employer recognition - MECA merit steps for those on Collective contract</td>
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</table>
| Expert Primary Health / Practice Nurse | Expands role and scope of practice | Updates as above
- Undertakes postgraduate Certificate or Diploma
- Counselling courses
- Certificate in adult teaching | NCNZ speciality nursing programme
- continuing education
- short courses
- staff development
NZQF Level 800
- postgraduate certificate
- may be working towards a Diploma or Masters | Accreditation - expert
Recognition as expert on PHC Nurses PDRP (NZNO 2005)
Employer recognition-MECA merit steps for those on Collective contract |
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<td>• Has an indepth knowledge of PHC/practice nursing and may have developed subspeciality</td>
<td>• Demonstrates broad repertoire of PN knowledge and skills at expert level</td>
<td>• May develop an indepth knowledge of particular subspecialties of practice</td>
<td>• Provides leadership for PHC/Practice Nurses and builds health care teams &amp; is role model and mentor for other PHC nurses</td>
<td>• Involved in policy and protocol development locally</td>
</tr>
<tr>
<td>• Recognised by peers as an expert</td>
<td>• Has completed formal graduate education programme</td>
<td>• Provides leadership through the NZCPHCN</td>
<td>• Evidence of cultural safety and application of Te Tiriti o Waitangi within practice</td>
<td>• Updates as above</td>
</tr>
<tr>
<td>• Expands role and scope of practice</td>
<td>• Demonstrates broad repertoire of PN knowledge and skills at expert level</td>
<td>• May develop an indepth knowledge of particular subspecialties of practice</td>
<td>• Provides leadership for PHC/Practice Nurses and builds health care teams &amp; is role model and mentor for other PHC nurses</td>
<td>• Involved in policy and protocol development locally</td>
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**NCNZ speciality nursing programme**
- continuing education
- short courses
- staff development
NZQF Level 800
- postgraduate certificate
- may be working towards a Diploma or Masters

**Accreditation** - expert
Recognition as expert on PHC Nurses PDRP (NZNO 2005)
Employer recognition-MECA merit steps for those on Collective contract
| Nurse Practitioner (PHC) | Meets and maintains competencies for the NCNZ Nurse Practitioner endorsement process | Updates as above
- Masters in nursing
- Professional clinical supervision | NCNZ Advanced Nursing Practice programmes NZQF – Level 800
- Masters of Nursing or recognised equivalent (NCNZ September 2002) | NCNZ Nurse Practitioner and/or Prescribing endorsement
Employer recognition
May have PHO, DHB or Ministry contract
May be in independent practice |
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<td>• Works independently in collegial relationships with medical practitioners and with an expanded, advanced scope of practice</td>
<td>• May be an independent nurse prescriber</td>
<td>• Has a broad scope of practice</td>
<td>• Works autonomously and collaboratively</td>
<td>• Is a standard setter</td>
</tr>
<tr>
<td></td>
<td>• Initiates evidence-based practice and change</td>
<td>• Develops policy/protocols locally &amp; nationally</td>
<td></td>
<td>• Provides leadership nationally through NZCPHCN and participates in national policy development</td>
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STANDARD ONE

Primary health/Practice Nursing education is managed through an appropriate education provider and in consultation with experienced primary health/practice nurses.

- Continuing education sessions and programmes are delivered by knowledgeable practitioners in the field
- Graduate and postgraduate primary health/practice nursing programmes are delivered by education institutes approved and/or accredited by an appropriate authority (refer to Education Amendment Act 1991)
- Graduate and postgraduate primary health/practice nursing education programmes are placed on the New Zealand Qualifications Framework and advanced practice programmes are approved by the Nursing Council of New Zealand
- Primary health/Practice nursing education programmes are developed in consultation with primary health/practice nurses/New Zealand College of Primary Health Care Nurses NZNO
- When national standards for approval of speciality programmes are available the education provider is approved as meeting those standards (eg Vaccinators Course, Cervical Smear Takers Course)
- Education providers demonstrate a positive attitude that promotes and cultivates primary health/practice nursing, evidence based practice, research and scholarly activities.
- Evidence of cultural safety and application of Te Tiriti o Waitangi within practice is included in the programme
STANDARD TWO

Curricula comply with the New Zealand College of Primary Health Care Nurses NZNO Education Standards for Primary Health/Practice Nurses Education 2007. Application may be made for New Zealand College of Primary Health Care Nurses NZNO endorsement of primary health/practice nurse education programmes.

- Programmes are directed towards meeting the health needs of society and the learning needs of primary health/practice nurses
- The NZCPHCN standards of practice for primary health/practice nurses 2006 underpin the curriculum
- Programme aims, outcomes and curriculum are written
- Interrelationships of nursing theory, practice and research underpin programmes
- Relevant New Zealand and international societal data and resources are used
- Professional, cultural, ethical, legal, political and economic aspects of New Zealand Society are reflected as appropriate in the programme
- Historical, current and future trends are considered
- Curriculum reflects nursing knowledge and skills required in the primary health/practice nurse setting
- Educators have appropriate experience and qualifications according to the programme they are teaching
- Entry criteria are explicit, fair and equitable and allow recognition for prior learning
- Exit qualifications are congruent with the New Zealand College of Primary Health Care Nurses NZNO career and education framework
- The New Zealand College of Primary Health Care Nurses NZNO is involved in the regular review and revision of curricula
STANDARD THREE

The education process facilitates and empowers primary health/practice nurse learners

- Primary health/Practice Nurses are encouraged to reflect critically on their practice
- Learner needs are incorporated into the programme
- Different ways of learning are acknowledged by providing a variety of learning opportunities
- Learners are encouraged to be self-directed in meeting the course requirements
- Opportunities are provided for the sharing of knowledge and experience
- Learners demonstrate skills in self and peer assessment
- Regular feedback on progress is given and appropriate remedial action provided
- Assessment of achievement is based on stated outcomes
- Assessment criteria and strategies are explicit and fair
- Opportunity for assessment of Māori by Māori incorporating the Māori world view, te Reo Māori me ōnā tikanga…
STANDARD FOUR

Nursing practice within a multidisciplinary health team is fostered within primary health/practice nursing education programmes

- The knowledge base of other disciplines is used in practice nursing education where appropriate
- Collaborative and co-operative relationships are fostered in a variety of learning environments
- The development of collaborative and co-operative relationships outside the learning environment is fostered
- The relevance of education programmes provided by those associated with primary health care are acknowledged eg acupuncture
Endorsement of Education programmes by the NZ College of Primary Health Care Nurses NZNO

Purpose

The purpose of endorsement of education programmes is to validate programmes as appropriate for primary health/practice nursing and recommended by the NZ College of Primary Health Care Nurses NZNO. Endorsement will be given only when these standards for education programmes are met and the content is reviewed for appropriateness for practice nurses.

The NZ College of Primary Health Care Nurses NZNO endorsement can be used in advertising the programmes. The NZ College of Primary Health Care Nurses NZNO will advertise annually, via their newsletter or magazine, endorsed programmes.

Application

Application is made by education providers to the National Committee of the NZ College of Primary Health Care Nurses NZNO. A minimal cost may be applied. Three copies of the programme shall be forwarded.

Review

The review and endorsement committee shall consist of three members of the education Subgroup of the National Committee. The Subgroup may seek outside expert opinion or second other members onto the committee.

Criteria

For endorsement the programme will
- be relevant to primary health/practice nursing
- have content specific to the scope of primary health/practice nursing
- meet the standards for education for primary health/practice nurses
- meet national standards for specified programmes eg cervical smear takers, vaccinators

Note: This endorsement is a speciality professional endorsement. It is to complement not replace approval processes through the NZ Qualifications Authority or the Nursing Council of NZ.
Recommended Orientation Programme for Practice Nurses

The orientation programme for primary health/practice nurses shall be inclusive of a learning needs assessment with each new primary health/practice nurse and will provide an introduction to core subjects. In addition, special areas of need identified through the learning needs assessment process will be included in the orientation programme.

The core components of the programme are an introduction to
- The socio-political and legal environment
- Population health concepts
- Primary healthcare focus of service delivery
- Documentation and information technology
- Recall and screening systems
- Referrals and liaison
- Professional support systems and development
- Life style changes and health promotion
- Telephone triage guidelines
- Infection control
- Immunisation
- Managing emergencies within the practice or PHC setting, including CPR
- Asthma management and action plans
- Cardiac risk factors
- Diabetes care
- Wound care
- Ear care
- Well childs’ health
- Well mens’ health
- Well womens’ health
- Pharmacy practice – legal issues, samples, subsidies
- Travel health

On completion of the orientation period, an evaluation of knowledge and skills of the above is undertaken.

Useful resources for new primary health/practice nurses are included in the reference list of this document.

This recommended orientation programme can be used as the basis for developing either a formal orientation programme offered by an education provider or an individual orientation programme for a new primary health/practice nurse within a general practice or primary health care setting.
Foundation Documents

Ministry of Health (2001)  The Primary Health Care Strategy
New Zealand College of Primary Health Care Nurses, NZNO  Strategic Plan 2005 - 2010

References

Docherty B. (1996) Nursing in General Practice: A NZ Perspective
NZ College of Primary Health Care Nurses NZNO (2007) Position Description
Strategic Plan 2005-2010
(2006) Accreditation for Practice Nurses Manual for Practice Nurses
New Zealand Nurses Organisation (2003) Nursing Education – Policy and Standards
(2005) Primary Health Care Nurses PDRP NZNO
Nursing Council of New Zealand (1998) Framework, Guidelines and Competencies for Post-registration Nursing Education
Otago Practice Nurse Section (2005) Telephone Triage Guidelines in a General Practice Setting
# Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tr>
<td><strong>Graduate education</strong></td>
<td>Completes an education programme to Baccalaureate degree level. This is the equivalent of level 700 on the NZ Qualifications Framework.</td>
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<tr>
<td><strong>Postgraduate education</strong></td>
<td>Programmes at level 800 on the NZ Qualifications Framework. A Postgraduate Certificate has two level 800 papers. Postgraduate Diploma has four level 800 papers. Masters programme has the equivalent of 8 level 800 papers.</td>
</tr>
<tr>
<td><strong>Mentor</strong></td>
<td>Adviser to assist with professional development, in this case orientation to the practice nursing role and workplace. Similar to preceptor but it may be a practice nurse who has been identified and approached by the new practice nurse to assist her/him and not selected by the employing practice. That is, the mentor may be identified by either the employer or the new nurse to assist in the orientation process.</td>
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<tr>
<td><strong>MECA</strong></td>
<td>Multi Employer Collective Agreement. A Nationally agreed contract whereby practice nurses and employers can sign up to, and receive the conditions and benefits as described within the agreement. At July 2007 this covers over 2000 practice nurses, registered nurses, midwives, administrative staff and medical receptionists in general practices and accident and medical centres in 560 workplaces throughout New Zealand.</td>
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