



APPEALS PROCESS

There are two appeal processes for the PDRP; one is an appeal on process, the other an appeal on outcome. The applicant may wish to notify NZNO of the appeal.

Process Appeal

- Appeals are to be made to the DoNM or designate in writing within 14 days of notification of assessment outcome, and will be completed within 28 Days of receipt of appeal.
- The DoNM or designate investigates the nature of the appeal to determine compliance with process, procedure and policy.
- Nurse co-ordinator PDRP provides written information to the DoNM if requested.
- DoNM notifies applicant of outcome in writing within 28 days of appeal and that decision is final and binding.
- DoNM and/or Nurse co-ordinator PDRP feed back to assessor(s).

Outcome Appeal

- Appeals are to be made to the DoNM in writing within 14 days of notification of assessment outcome, and will be completed within 28 days of receipt of appeal.
- The DoNM investigates the nature of the appeal
- Nurse co-ordinator PDRP provides written information to the DoNM if requested as relates to the PDRP outcome.
- One independent assessor appointed (LDHB appointed by the DoNM) to re-assess portfolio
- If the Nurse co-ordinator PDRP has been an assessor then a designate will be appointed by DoNM to carry out a review of the portfolio under appeal
- Nurse co-ordinator PDRP notified of outcome of re-assessment
- Original decision upheld or reversed
- Applicant notified of outcome in writing by DoNM within 28 days of appeal application and that decision is final and binding.
- Nurse co-ordinator PDRP feeds back to assessor(s).



Submission process following outcome appeal upheld

An applicant can submit at the same level (or higher level) after the appeal decision was upheld.

The applicant will negotiate with the Nurse co-ordinator PDRP, clinical nurse manager/ team leader to establish the process and plan for a new portfolio submission.

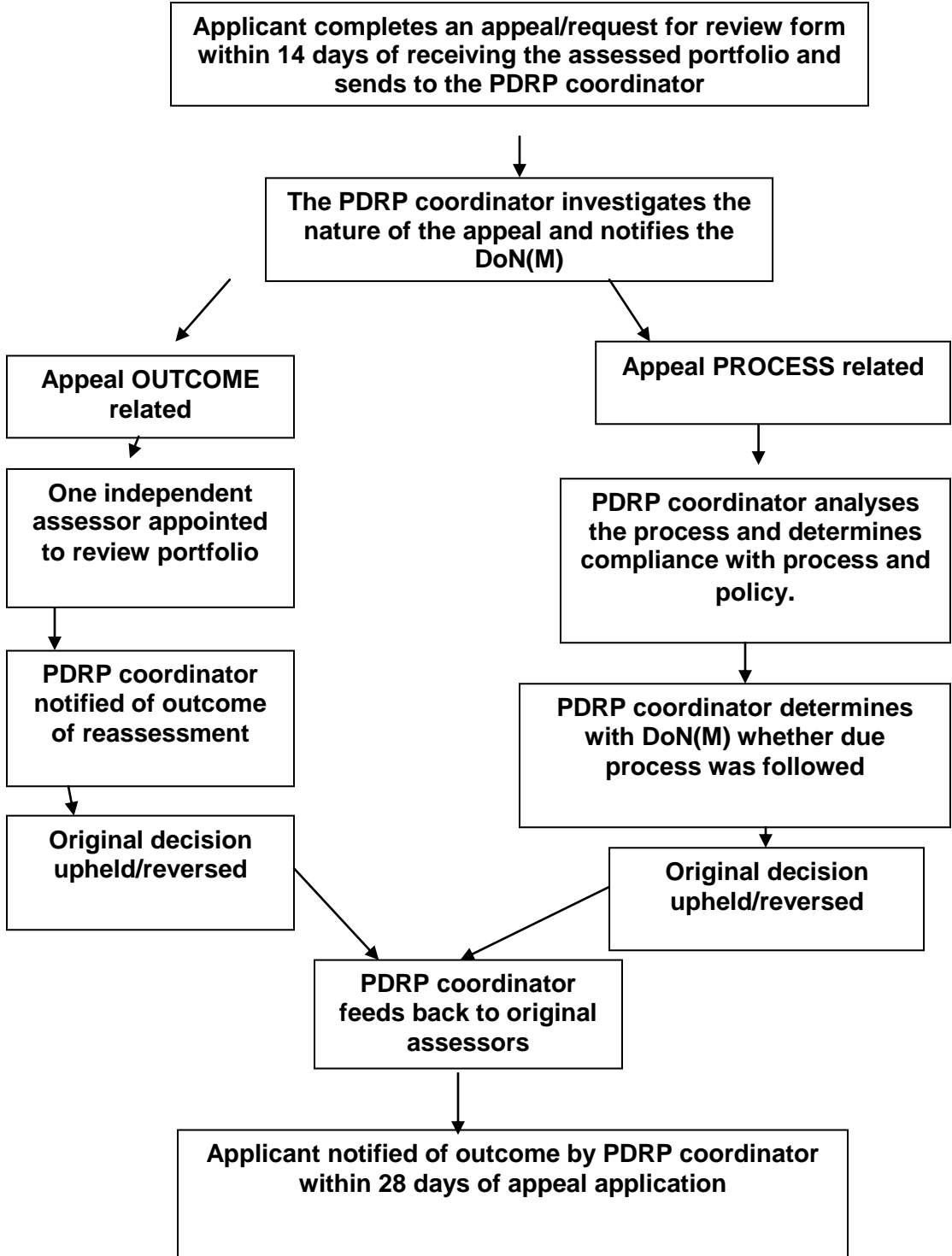
The plan will include a new performance development review endorsing the level of practise the applicant is submitting at. A self assessment will be completed by the applicant within the performance development review. The performance development review will provide evidence that demonstrates the features of the level of practise.

The clinical nurse manager / team leader will document the process and plan identifying the supports and resources available for the applicant. This will include the negotiated submission date. Documentation will be sent to the applicant and copied to the Nurse co-ordinator PDRP.



Appeal Flow Chart

Should any nurse be dissatisfied with the outcome or process related to the assessment of the portfolio, the appeals procedure is as follows:





Request for Appeal

Employee ID:	
Name:	
Work Area	
Current PDRP Level:	
Date of Assessment	

Please outline your reasons for the appeal:

Attached is: Original portfolio submitted
 Assessment Summary
 Original workbooks

Signature: _____ **Date:** _____

Office Use Only	
Date Received	
Review Assessors:	
Review Date:	
Outcome:	
Verbal Notification Date:	
Written Notification Date:	
Signature:	
Date:	