



# RANNERDALE

VETERANS' CARE



## Competence Assessment Programme (CAP)



## Information Book



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# Introduction

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The Rannerdale Veterans' Care Competence Assessment Programme provides education, support and assessment to overseas registered nurses who want to gain New Zealand nursing registration. This course is also for New Zealand registered nurses who have been out of the nursing work force for five years or more and want to re-enter the line of work.

Programme participants are supervised and assessed by designated preceptors who will be registered nurses with a minimum of three years' experience, and have previously completed preceptor training.

The assessment process of this programme determines whether applicants have achieved the Nursing Council standards of nursing health care for registration. Participants must successfully pass each assessment in this programme to meet the completion criteria that has been set out by the Nursing Council of New Zealand.

Rannerdales competence assessment programme is accredited by the Nursing Council of New Zealand.

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## About Rannerdale

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Rannerdale Veterans' Care is a residential care facility that provides care for residents requiring Long Term Hospital Level Care, Rest Home Level Care, Palliative Care, Rehabilitation, Respite Care and Day Care. Rannerdale is not an acute hospital. The facility accommodates up to 61 residents at one time.

While Rannerdale specialises in the care of returned service personnel, the facility also caters for members of the general population.

Registered nurses are on duty 24 hours a day. Rannerdale has a team of dedicated and well trained staff who are committed to caring for the health and well-being of their residents.

All staff have support by a full range of health professionals:

- A medical practitioner who holds clinics weekly on site and is available on call as required. The facility incorporates a strong multidisciplinary approach
- An occupational therapist who works two days a week
- A physiotherapist will visit weekly to help residents with mobility difficulties retain and, where possible, improve their mobility and independence
- A podiatry clinic is held on six week intervals
- A hairdresser visits fortnightly
- Many other professional services, including speech therapy, a dietician and social worker are all available by referral for residents who require the work of these services

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## Competence Assessment Programme

### Aim

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The aim of the Rannerdale Competence Assessment Programme is to enable CAP nurses to demonstrate their ability to meet Nursing Council of New Zealand competencies for their scope of practice in order to gain Nursing Council of New Zealand registration.

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## Expected Competence Assessment Programme Outcomes

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By successfully completing this competence assessment programme the participant will:

- Have met Nursing Council of New Zealand competencies for the registered nurse scope of practice as evident by the assessments
- Demonstrate competence through clinical/technical skills pertinent to the area and within their scope of practice, as shown by the clinical skills assessments

- Have acquired the skills and confidence to practice the correct nursing health care in a safe and competent manner
- Practice effectively as a member of a multidisciplinary team
- Practice in a culturally safe manner
- Be able to apply the principles of the Treaty of Waitangi
- Have a valid understanding of the legislation impacting on the practice of nurses in New Zealand which has been evidenced by their portfolio

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## Competence Assessment Programme

### Key Staff

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*Charmaine Diver – General Manager*



*Angie Mehlhopt – Finance Manager*



*Rani Sobin – Clinical Manager*

*Jonelle Simpson – L&D Administrator*



*Lizalee Andoy – Nurse Educator*



*Diane Moore – Assistant Accountant*



*Andrew Fraser – Maintenance Manager*





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# Competence Assessment Programme Structure

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The Competence Assessment Programme is run over the course of six weeks.

There are two components to the programme, classroom based teaching (theory and written assessments) and a clinical (praxis) placement.

The theory component comprises a minimum of 60 hours theoretical, practical and self-directed learning. Topics covered include:

- Nursing Council Competencies
- Nursing Legislation and Documentation
- Nursing Code of Conduct and Professional Boundaries
- Direction and Delegation
- Health and Disability Consumers' Rights, and Advocacy Services
- Safe Patient Handling
- Managing Challenging Behaviour
- Cultural Safety, Treaty of Waitangi and Maori Health
- CPR & First Aid
- Medication Management & NZ Medication Legislation
- Physical Assessment
- Care Planning & The Nursing Process
- Infection Control
- Wound Management

The clinical placement takes place in the residential care facility at Rannerdale. The participant will work alongside experienced New Zealand registered nurses for the four weeks of praxis placement.

The clinical component is made up from a minimum of 20 clinical shifts (160 hours). Additional hours may be required within the clinical placement period in order for the participant to meet Nursing Council competencies. Where this is determined by the CAP coordinator as being indicated the participant will be approached and a timeframe determined. This is at no additional course cost to the participant – however if residing in the student accommodation those costs will be need to be met.

As part of the programme the participant will be provided with multiple opportunities to work with resident general practitioners, physiotherapist and occupational therapist. All of whom make regular onsite visits at Rannerdale.

Clinical Support is provided throughout the programme by the Nurse Educator, General Manager, Nurse Manager, and Rannerdale Registered & Enrolled Nurses (all of whom hold current New Zealand Annual Practising Certificates).

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## Eligibility for the Programme

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Offers of placement for a CAP intake will be made to applicants whose applications meet the **Minimum Selection Requirements (as outlined below)** and:

- To those applicants who have met the Nursing Council criteria for undertaking an accredited CAP programme in a 'general or obstetric' setting;
- To those applicants whose applications reflect a likelihood of successfully completing the programme;
- To those applicants whose applications reflect the likelihood of successfully gaining access to New Zealand in order to complete the programme.

### **Screening Criteria & Selection Requirements:**

#### **Overseas Applicants / Internationally Qualified Nurses** (must provide);

- A letter from the Nursing Council of New Zealand which outlines the conditions of the competency programme for providers and the requirements and timeframe in which they need to have commenced their CAP placement
- A current curriculum vitae outlining their work experience in full
- Verified evidence of a minimum of **four years** clinical experience as a registered nurse. This experience must be in clinical environment, and the applicant must have worked in a clinical setting within the past 24 months. Experience in a nurse volunteer, nurse trainee or educator / tutor / administrator / instructor / corporate level roles are not counted as clinical experience
- Evidence a qualification of a Bachelor of Nursing studies (BHSc Nursing), Diplomas are not an accepted level of qualification
- Evidence of a valid passport/visa status allowing study in New Zealand over the relevant 6 week programme period
- Evidence obtained within the past 18 months of their ability to comprehend, converse, write and read English (the applicant must meet the English



language requirements laid down in the Council's registration policy for overseas nurses prior to entry to the Competence Assessment Programme)

- Approved English language assessments are:
  - Academic International Language Testing System (IELTS) with a score of at least 7.0 in reading, listening, writing and speaking respectively
  - Occupational English Test (OET) with a B band in each section

Preference will be given to applicants without clubbed results.

### **Screening Criteria & Selection Requirements:**

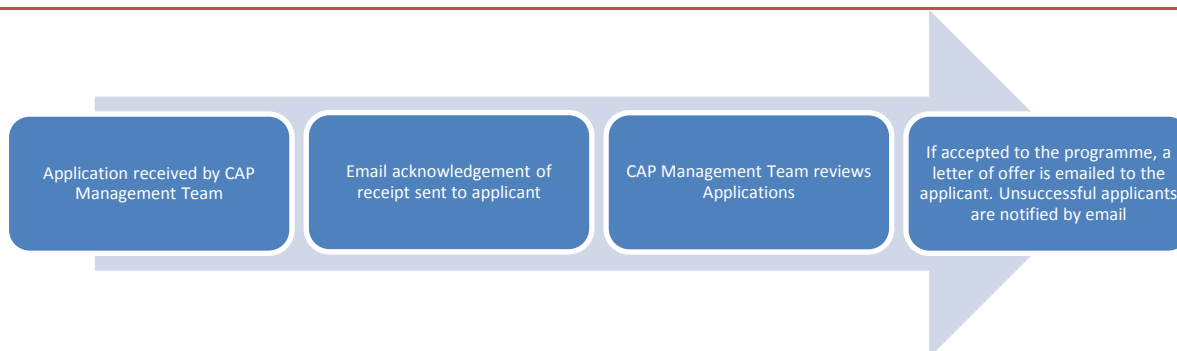
**New Zealand Registered Nurses** (who have not practiced for five or more years wishing to reapply for an Annual Practicing Certificate), applicants must provide;

- Evidence of previous New Zealand Registration and a detailed and complete outline of their employment history
- A letter from Nursing Council of New Zealand which outlines the conditions of the competency programme for providers and the requirements and timeframe in which they need to have commenced their CAP placement
- Results of Police Vetting results from all countries they have lived in for more than 6 months consecutively, including New Zealand
- Two character referees

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# Application Process

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## Your application must include:

- A Rannerdale Application Form
- A copy of the CAP letter from Nursing Council of New Zealand verifying registration number and the requirements to complete Competence Assessment Programme
- A copy of either the IELTS or OET English language assessment results
- A copy of your Curriculum Vitae, outlining relevant nursing qualifications and experience
- A copy of your passport (and where relevant a copy of any work, visitors or student visa if already residing in New Zealand)
- Copies of any valid international criminal history / New Zealand police vetting results

Where there is potential seen in a candidates application but doubt with regards to the capacity to comprehend English at the level required, or the integrity of an applications evidence, the Nurse Educator may request to schedule a face to face (if the candidate is local), or a Skype interview to ascertain a fuller picture of the candidates abilities and/or limitations in the areas in question.

Successful applicants will be notified in writing and advised of the programmes commencement.

All application documentation needs to be emailed to [cap@rannerdale.co.nz](mailto:cap@rannerdale.co.nz)

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# Programme Fees

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**Course Fees for all placements offered from January 2020:  
\$10,500.00  
(Inclusive of GST)**

\*Please note: Course fees may be subject to change without notice\*

## **Course Costs Include:**

- \* The theory and clinical components, as well as associated administration costs along with the costs of external educators
- \* CPR and First Aid Certification
- \* Memory stick for course material
- \* MRSA Testing and Nurse Specialist follow up
- \* Course material workbooks
  
- \* NZNO Professional Indemnity Insurance and is arranged on the first week of your course
- \* Transportation from airport on arrival and drop off at course end if you are staying at the onsite accommodation (if required/requested)
- \* Day Trip (weather dependant)
- \* Unlimited Wireless Internet
- \* Use of on-site Gym
- \* Half day Interview Skills, CV preparation and PDRP workshop
- \* Graduation Ceremony held on the last Friday of your course

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# For Applicants Accepted into the Programme

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## **Fees, Withdrawals, Transfers, Refunds**

All fees are payable at the time of an applicant's acceptance of a place on the programme. Confirmation of a place on the programme will not be provided until payment has been received.

If you have paid your fees' for an intake, but then wish to withdraw from that intake, we will refund the fee's paid (less \$500 for administrative costs), only if notice is received 45 days or more before the start of the programme.

If you provide less than 45 days' notice of your intention to withdraw you will forfeit the fees' for that intake.

A \$500 administration fee will be charged should you request a transfer to a later programme from the one you have initially accepted a place in.

Acceptance of a request for transfer is dependent on us being able to fill the position in the programme that you are requesting to vacate.

## **Accommodation & Public Transport**

Located on the same site as the Rannerdale Veterans Care complex, student accommodation is provided in Kauri Villa. The accommodation we provide is both comfortable and secure.

Facilities available for student use include; a fully resourced kitchen, bathroom, toilet, and a laundry containing; a washing machine, dryer, and ironing equipment. A lounge area with a television, DVD player, and stereo is available for student use.

Kauri Villa's kitchen is fully equipped to enable the cooking of meals. Meals can also be ordered from the main kitchen at Rannerdale (for a small charge per meal). Accommodation is only available to a limited number of students so it is important to ensure you let Rannerdale know if you will be requiring accommodation as early as possible.

For further information please see our website [CAP Student Accommodation](#).

Nearby bus services provide students with an affordable means to explore the city.

## **Professional Indemnity Insurance**

Participants of the programme are required to have indemnity insurance cover. The NZNO is the New Zealand Nurses Union – NZNO Applications for indemnity insurance will be arranged by the CAP Coordinator during the first week of the course.

The cost of this is covered in your course fees.

Student membership is valid only while you are a student. After completing your study, you will need to apply for full membership.

For further information visit [http://www.nzno.org.nz/membership/why\\_join](http://www.nzno.org.nz/membership/why_join)

## **New Zealand Bank Account**

CAP participants will require proof of address and two forms of identification one of which is photograph identification (passport) in order to open a New Zealand bank account. Rannerdale will provide a letter of reference for this purpose upon request.

## **MRSA Clearance**

All participants are required to be tested for MRSA at the beginning of the programme. A participant who tests positive for MRSA must commence treatment prior to beginning their clinical placement.

Rannerdale will cover the cost of follow up treatment by the community infection control nurse specialist, the swabs and laboratory tests, however the prescription costs for any participant who is not cleared, are required to be paid by the participant.

## **Computing Requirements**

The education material provided as a part of the programme will be supplied to participants on a USB Flash Drive. Participants are required to have a laptop computer, or other electronic device with a USB port that is capable of downloading and storing material essential to the programme.

## **Uniform**

Participants will be required to provide their own uniform which comprises of a white polo top and black or navy blue trousers. Appropriate footwear is to be worn – shoes should be fully enclosed with non-slip soles. Open toed shoes, sandals, or heels are not permitted.

## **Personal Health Care**

Participants accepted into the programme should be aware that visitors to New Zealand are not entitled to receive publicly funded health services, and may be liable for the full costs of any medical treatment incurred while in New Zealand.

We strongly encourage that you take out travel and medical insurance with your travel agent in order to cover your time in New Zealand.

However, the Accident Compensation Corporation (ACC) does provide accident insurance for all New Zealand citizens, residents, and temporary visitors. Further information relating to entitlements can be found on the ACC website [www.acc.co.nz](http://www.acc.co.nz)

Full details on entitlements to publicly funded health services can be viewed on the Ministry of Health website [www.moh.govt.nz](http://www.moh.govt.nz).

## **On Completion of the Programme**

All CAP participants who complete the course are provided with a Rannerdale CAP graduate certificate for their portfolio.

Upon course completion the Nurse Educator (CAP Coordinator) will prepare a report for the Nursing Council for each individual participant. This report documents how each participant has met (or has failed to meet) each of the Nursing Council's competence standards.

The Nursing Council will then review this report and, based on the information provided, will make the decision to grant (or decline) New Zealand nursing registration.

Participants must be aware that it can take up to eight weeks for this process to be completed, and participants will need to have sufficient funds to pay for living expenses over this time period.

## **Interview Skills, CV and PDRP Workshop (Optional and at no additional cost)**

Rannerdale offers an additional half day workshop to graduates of the CAP course which focuses on preparation for job seeking.

New Zealand employment law is explicit in regards to the legalities around the recruitment of staff and as such CAP graduates will be better prepared to seek roles and employment opportunities following attendance of this workshop.

The workshop will also introduce CAP graduates to the concept of maintaining a professional portfolio which will hold them in good stead with regards to evidencing their ongoing professional development – which is required for on-going practicing certification with Nursing Council of New Zealand.

Many organisations deliver opportunities along a professional development and recognition pathway (PDRP) for nurses and this workshop also introduces this concept and can provide some direction for Graduates moving forward.

A small graduation ceremony is held on site following the CAP course and before the participants depart.

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## Contact Details

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All enquiries should, in the first instance, be sent by email to

[cap@rannerdale.co.nz](mailto:cap@rannerdale.co.nz)

Rannerdale Veterans' Care is situated at:  
59 Hansons Lane  
Upper Riccarton  
Christchurch  
New Zealand.

Our website is

<http://www.rannerdale.co.nz/>

Our CAP website is

<http://www.rannerdale.co.nz/ncnz-cap/>