



Declaration for submitting to Lakes DHB PDRP
To be signed no more than 2 weeks prior to submission

This declaration must be signed by the nurse submitting their portfolio, as well as the CNM/ Line Manager, for the portfolio to be accepted for assessment at the initial desk audit. This is in accordance with the Lakes DHB PDRP (2016).

Nurses who are currently undergoing either:

- An organisational competency review (this may occur when it is identified that a nurse has not maintained the required standard of competence)
- Or An Organisational formal performance management process (this can be non-disciplinary in nature and can range from informal discussion to a documented improvement plan, as per Lakes DHB Performance Management and Discipline Policy 2011, Document number 38728)
- Or A NCNZ competence review (Competence review may occur when it is identified that a nurse has not maintained the required standard of competence)

are not eligible to submit a portfolio while performance management/ competence review is in progress.

Applicant Declaration:

I..... declare that I am not currently undergoing performance management or competence review and I have completed all mandatory training as per clinical/Organisational requirements. I am submitting my portfolio for assessment atlevel.

The portfolio I have presented for evidence contains my own work or where I have submitted joint work, I have fairly and accurately described my personal contribution. I agree that all submitted documentation can be used for the purpose of moderation and training for quality control purposes including the process of authentication.

Signature:_____ **Date:**_____

We are always looking for good examples to use for teaching purposes.
If you do not consent to PDU using (anonymous) examples please tick this box.

CNM/ Line Manager Declaration:

I.....declare that is not currently undergoing performance management or competence review and they have completed all mandatory training as per clinical area/Organisational requirements. In my opinion this portfolio demonstrates practice at level.

If you do not endorse the level for which the applicant is applying for please state your reasons for this:

Signature:_____ **Date:**_____

If you have written the performance appraisal for the nurse submitting their portfolio, we are always looking for good examples to use for teaching purposes.
If you do not consent to PDU using (anonymous) examples please tick this box.