



Checklist of requirements for submission of a portfolio for PDRP

Requirements		EN	Desk
1	Annual Practicing Certificate <ul style="list-style-type: none"> Either a print out of current APC from NCNZ website or a copy of current APC – both sides. www.nursingcouncil.org.nz 		
2	Hours of Practice <ul style="list-style-type: none"> Verification of 450 hours of practice over the last 3 years – eg print out from Manager/ payroll or other appropriate source which indicates number of practice hours 		
3	60 hours of professional development – appropriate form available on PDRP site <ul style="list-style-type: none"> Validated by signature of line manager / nurse educator or colleague Must include organisational mandatory training eg CPR / Fire At an appropriate level related to practice Include reflective statement of at least three (3) educational attendances in past 3 years indicating how this learning has made a difference to your nursing practice 		
4	Self Assessment (against NCNZ competencies / matched to the level of practice) <ul style="list-style-type: none"> Use appropriate form from LDHB Primary and community internet site Evidence is to be from within area of practice and must be within the previous 12 months (from date of PDRP application) One piece of evidence for each competency is required 		
5	Either Performance Appraisal, Senior Nurse review or Peer review (against NCNZ competencies / matched to the level of practice) <ul style="list-style-type: none"> Use appropriate form from LDHB Primary and community internet site Evidence is to be from within area of practice and must be within the previous 12 months (from date of PDRP application) One piece of evidence for each competency is required 		

Professional Development and Recognition Programme
EN Community:
Performance Appraisal / Senior Nurse Review
Peer Review
Self Assessment

NB: If you are an EN with a restricted scope of practice you do not need to complete competencies 2.2, 2.3, 2.6, 3.2, 3.3, 4.2 or 4.3

Review Period: _____ To: _____

NAME OF NURSE:	
PRACTICE AREA	
ORGANISATION	
ADDRESS AND CONTACT PH NUMBER	
APC NUMBER	
SIGNATURE	
DATE	

NAME OF REVIEWER	
POSITION	
ADDRESS AND CONTACT PH NUMBER	
APC NUMBER	
SIGNATURE	
DATE	

To meet NZNC and PDRP requirements performance appraisals and self assessments need to contain specific rather than generalised examples of practice at the relevant level eg competent, proficient, expert and senior nurse.
 Please note it is not acceptable practice to refer to evidence written in another competency. E.g. Evidence provided in 1.2 cannot be used again as evidence in 4.3

NURSING LEVEL DEFINITIONS

The Beginner Enrolled Nurse:	The Competent Enrolled Nurse:	The Proficient Enrolled Nurse	The Accomplished Enrolled Nurse:
<ul style="list-style-type: none"> • In partnership with RN/RM provides nursing care for clients with stable and predictable outcomes using knowledge and skills gained from the enrolled nursing programme. • Develops partnerships with clients that implement the Treaty of Waitangi and ensures cultural safety in the practice setting. • Requires a high level of direction and supervision by RN/RM. • Is consolidating knowledge and developing clinical skills. • Links knowledge with practice. • Is aware of emergency procedures 	<ul style="list-style-type: none"> • In partnership with RN/RM and client, contributes to assessment, planning, delivery and • evaluation of nursing care to people with relatively stable and predictable health outcomes. • Develops partnerships with client that implement the Treaty of Waitangi and ensures cultural safety in the practice setting. • Responds appropriately in emergency situations. • Demonstrates sound ability in relevant technical skills. • Has developed effective time management skills and prioritises work appropriately 	<ul style="list-style-type: none"> • Establishes partnerships with client that implements the Treaty of Waitangi and ensures cultural safety in the practice setting. • Participates in changes in the practice setting that recognise and integrates the principles of the Treaty of Waitangi and cultural safety. • Has in-depth knowledge of enrolled nurse practice and perceives situations as part of the bigger picture. • Recognises subtle changes in patient's condition/situation/circumstances and responds appropriately. • Contributes to the health care team and supports a multi-disciplinary approach to care. • Uses an evidence based approach to care and challenges practice as appropriate. • Uses experience and skills to contribute to the management of the changing workload and situations. • Is able to accept a resource role in the practice setting where appropriate 	<ul style="list-style-type: none"> • Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the • clients determine is culturally safe • Demonstrates advancing knowledge and skills in a specific clinical area within the EN/NA scope • Contributes to the management of changing workloads • Gains support and respect of the health care team through sharing of knowledge and making a demonstrated positive contribution • Undertakes an additional responsibility within a clinical/quality team, eg being a resource, health and safety representative etc • Actively promotes understanding of legal and ethical issues • Contributes to quality improvements and change in practice initiative • Acts as a role model and contributes to leadership activities

SECTION 1: PERFORMANCE TO JOB DESCRIPTION OR PROFESSIONAL COMPETENCY ASSESSMENT (AS APPLICABLE)

NOTE: Please use the specific competency forms available from your Professional Advisor (if applicable) and attach to this form.

Use current job description and comment on the individual's performance.

Domain 1 – Professional responsibility			
	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 1.1</p> <p>Competent Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.</p> <p>Proficient <i>Accepts responsibility and actively promotes the standards of the professional, ethical and relevant legislated requirements that underpin EN practice.</i></p> <p>Accomplished Accepts responsibility and actively promotes the standards of the professional, ethical and relevant legislated requirements that underpin EN practice.</p>			
<p>Competency 1.2</p> <p>Competent Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</p> <p>Proficient <i>Demonstrates ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. Assists others to integrate processes appropriate for Maori. For example Whanau hui, karakia, whakawhanaungatanga.</i></p> <p>Accomplished Acts as a role model to colleagues in the application of the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. Guides others to integrate processes appropriate for Maori. For example Whanau hui, karakia, whakawhanaungatanga.</p>			

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 1.3</p> <p>Competent Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.</p> <p>Proficient <i>Recognises own scope of practice and the registered nurse responsibility and accountability for delegation of nursing care. Advocates for self and others to ensure that EN scope of practice is understood and not compromised.</i></p> <p>Accomplished Acts as a resource for others on EN scope of practice. Advocates for self and others to ensure that EN scope of practice is understood and not compromised.</p>			
<p>Competency 1.4</p> <p>Competent Promotes an environment that enables health consumer safety, independence, quality of life and health.</p> <p>Proficient <i>Identifies and discusses with the RN/RM situations that impact on health consumer safety, independence, quality of life and health..</i></p> <p>Accomplished Contributes to changes that impact on the physical and social environment to maximise the health consumer safety, independence, quality of life and health.</p>			

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 1.5</p> <p>Competent Participates in ongoing professional and educational development.</p> <p>Proficient <i>Participates in ongoing professional and educational developments, demonstrates sharing of existing and new knowledge and skills within the EN scope of practice.</i></p> <p>Accomplished Proactive in seeking professional development opportunities for self and others and shares knowledge and skills with others. Undertakes an additional responsibility that relates to quality and EN practice e.g. health and safety representative, infection control representative, EN representative etc.</p>			
<p>Competency 1.6</p> <p>Competent Practices nursing in a manner that the health consumer determines as being culturally safe.</p> <p>Proficient <i>Practices nursing in a manner that the health consumer determines as being culturally safe and reflects on clinical and cultural practice with RN/RM and EN colleagues..</i></p> <p>Accomplished Role models culturally safe practice and advocates for health consumer's rights to receive nursing care that supports their dignity, personal beliefs, values and goals. Reflects on Clinical and cultural practice with RN/RM and EN colleagues</p>			

Domain 2 – Management of Nursing Care

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.1</p> <p>Competent Provides planned nursing care to achieve identified outcomes.</p> <p>Proficient <i>Provides planned holistic nursing care (e.g. Te Whare Tapa Wha) under the direction of the RN/RM to achieve identified outcomes for Maori and other health consumers.</i></p> <p>Accomplished Uses experience and knowledge to contribute to the provision of planned holistic nursing care (e.g. Te Whare Tapa Wha) for Maori and other health consumers under the direction of the RN/RM.</p>			
<p>Competency 2.2</p> <p>Competent Contributes to nursing assessments by collecting and reporting information to the registered nurse.</p> <p>Proficient <i>Contributes to nursing assessments by using a range of tools to collect and report information and discuss decisions with the RN/RM.</i></p> <p>Accomplished Guides other to use a range of assessment tools to assess needs of health consumers and discuss decisions with the RN/RM.</p>	Only nurses who have transitioned to the new scope of practice need to complete this competency		

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
Competency 2.3	<i>Only nurses who have transitioned to the new scope of practice need to complete this competency</i>		
<p>Competent Recognises and reports changes in health and functional status to registered nurse or directing health professional.</p> <p>Proficient <i>Uses nursing skills to recognise and report changes in health and functional status to RN or directing health professional. Documents changes in client health status in consultation with RN/RM</i> <i>Demonstrates the ability to plan and manage workload and adapt to unexpected changes.</i></p> <p>Accomplished Uses nursing knowledge and skills to recognise changing health and functional status and report to the RN or directing health professional. Documents changes in client health status in consultation with RN/RM. Identifies potential workload problems and collaborate with the RN to identify effective interventions.</p>			
Competency 2.4			
<p>Competent Contributes to the evaluation of health consumer care.</p> <p>Proficient <i>Promotes and contributes to the evaluation of health consumer care. Contributes to discussions relating to quality improvement.</i></p> <p>Accomplished In collaboration with RN/RM contributes to the review of care plans. Takes an active role in quality improvement initiatives and implementation of change in collaboration with RN/RM.</p>			

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.5</p> <p>Competent Ensures documentation is accurate and maintains confidentiality of information.</p> <p>Proficient <i>Demonstrates accurate, legible and objective documentation that maintains confidentiality of information in line with organisational policies.</i></p> <p>Accomplished Demonstrates accurate, legible and objective documentation that maintains confidentiality of information in line with organisational policies.</p>			
<p>Competency 2.6</p> <p>Competent Contributes to the health education of health consumers to maintain and promote health.</p> <p>Proficient <i>Provides accurate and culturally appropriate health education to health consumers to maintain and promote health in consultation with RN/RM</i></p> <p>Accomplished Uses nursing knowledge and skills to plan and provide culturally appropriate health education to health consumers to maintain and promote health in consultation with RN/RM</p>	Only nurses who have transitioned to the new scope of practice need to complete this competency		

Domain 3 – Interpersonal relationships			
	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 3.1</p> <p>Competent Establishes, maintains and concludes therapeutic interpersonal relationships.</p> <p>Proficient <i>Supports colleagues to establish, maintain and conclude therapeutic interpersonal relationships with health consumers and their family/whanau.</i></p> <p>Accomplished Acts as a role model to establish, maintain and conclude therapeutic interpersonal relationships with health consumers, their family/whanau, nursing and the inter-professional team.</p>			
<p>Competency 3.2</p> <p>Competent Communicates effectively as part of the health care team.</p> <p>Proficient <i>Supports colleagues to access and effectively communicate with other members of the health care team..</i></p> <p>Accomplished Role models and uses a range of communication strategies to communicate effectively and contribute to decision making as part of the health care team.</p>	<p><i>Only nurses who have transitioned to the new scope of practice need to complete this competency</i></p>		

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
Competency 3.3	<i>Only nurses who have transitioned to the new scope of practice need to complete this competency</i>		
<p>Competent Uses a partnership approach to enhance health outcomes for health consumers.</p> <p>Proficient <i>Uses a partnership approach to access resources to enhance health outcomes for health consumers.</i></p> <p>Accomplished Role models a partnership approach to access resources to enhance health outcomes for health consumers. Acts as an advocate for health consumers with other members of the health care team..</p>			

Domain 4 – Interprofessional Health Care and Quality Improvement

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
Competency 4.1			
<p>Competent Collaborates and participates with colleagues and members of the health care team to deliver care.</p> <p>Proficient <i>Discusses health consumer information with colleagues and members of the health care team and contributes to decision making and care planning.</i></p> <p>Accomplished Discusses health consumer information with colleagues and members of the health care team and contributes to decision making and care planning. Contributes to discussion related to nursing practice, systems of care planning and quality improvements.</p>			

	Self assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
Competency 4.2	<i>Only nurses who have transitioned to the new scope of practice need to complete this competency</i>		
<p>Competent Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.</p> <p>Proficient <i>Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.</i></p> <p>Accomplished Acts as a resource for differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants.</p>			
Competency 4.3	<i>Only nurses who have transitioned to the new scope of practice need to complete this competency</i>		
<p>Competent Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.</p> <p>Proficient <i>Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.</i></p> <p>Accomplished Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.</p>			