

**TITLE: Full Performance Appraisal / Self Assessment Form –  
Competent / Proficient / Expert RN Part B**

**Review Period:** \_\_\_\_\_ **To:** \_\_\_\_\_

**NB to CNM/ Line Managers - Please ensure you complete both PART A and B**

|   |                   |
|---|-------------------|
| NAME:                                       |                   |
| POSITION TITLE:                             | Registered Nurse  |
| DEPARTMENT/SERVICE:                         |                   |
| MANAGER/APPRAISOR:                          | Line manager/ CNM |
| PROFESSIONAL ADVISOR:<br>(where applicable) |                   |
| DATE OF REVIEW:                             |                   |

**NB to CNM/ Line Managers - Please ensure you complete both PART A and B**

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

The PDRP Manual is available to view on the intranet

If you require assistance please contact the Associate Director of Nursing – Professional Development on ext 7859

## NURSING LEVEL DEFINITIONS

| The New Graduate Registered Nurse:   | The Competent Registered Nurse:   | The Proficient Registered Nurse  | The Expert Registered Nurse:  |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>➤ Is a newly registered nurse with a practicing certificate</li> <li>➤ Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines as culturally safe</li> <li>➤ Is a multi-skilled beginner nurse with theoretical and practical student experiences</li> <li>➤ Is able to manage and prioritise assigned client care / workload with some guidance</li> <li>➤ Is reliant on learning from the experience of other nurses and his / her own experience</li> <li>➤ Learns and is developing confidence from practical situations</li> <li>➤ Is guided by procedures, policies and protocols</li> </ul> | <ul style="list-style-type: none"> <li>➤ Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe</li> <li>➤ Effectively applies knowledge and skills to practice</li> <li>➤ Has consolidated nursing knowledge and skills to practice</li> <li>➤ Has developed an holistic overview of the client</li> <li>➤ Is confident in familiar situations</li> <li>➤ Is able to manage and prioritise assigned client care / workload</li> <li>➤ Demonstrates increasing efficiency and effectiveness in practice</li> <li>➤ Is able to anticipate a likely outcome for the client with predictable health needs</li> <li>➤ Is able to identify unpredictable situations, act appropriately and make appropriate referrals</li> <li>➤</li> </ul> | <ul style="list-style-type: none"> <li>➤ Participates in changes in the practice setting that recognises and integrates the principles of the Te Tiriti o Waitangi and cultural safety.</li> <li>➤ Has an holistic overview of the client and the practice context.</li> <li>➤ Demonstrates autonomous and collaborative evidence based practice.</li> <li>➤ Acts as a role model and a resource person for other nurses and health practitioners.</li> <li>➤ Actively contributes to clinical learning for colleagues.</li> <li>➤ Demonstrates leadership in the health care team.</li> <li>➤ Participates in changes in the practice setting.</li> <li>➤ Participates in quality improvements in the practice setting.</li> <li>➤ Demonstrates in-depth understanding of the complex factors that contribute to client health outcomes.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Guides others to apply the principles of Te Tiriti o Waitangi and to implement culturally safe practice to clients</li> <li>➤ Contributes to specialty knowledge</li> <li>➤ Acts as a role model and leader</li> <li>➤ Demonstrates innovative practice</li> <li>➤ Is responsible for clinical learning/development of colleagues</li> <li>➤ Initiates and guides quality improvement activities</li> <li>➤ Initiates and guides changes in the practice setting</li> <li>➤ Is recognised as an expert in her/his area of practice</li> <li>➤ Influences at a service, professional or organisational level</li> <li>➤ Acts as an advocate in the promotion of nursing in the health care team</li> <li>➤ Delivers quality client care in unpredictable challenging situations</li> <li>➤ Is involved in resource decision making/strategic planning</li> <li>➤ Acts as leader for nursing work unit/facility</li> </ul> |

**Ratings (outcome)**

|   |   |  |
|---|---|--|
| <p><b>Met (M)</b><br/>Please indicate level</p>           | <p>Consistent levels of performance. Achieves all job requirements to the specified standard of performance. Requires limited guidance on work progress meeting outcomes.</p> | <p>MC = Met Competent, MP = Met Proficient, ME = Met Expert</p>                                  |
| <p><b>Partially Met (P)</b><br/>Please indicate level</p> | <p>Partially met levels of performance. Partially achieves job requirements but requires guidance to meet required standards of performance.</p>                              | <p>PMC = Partially Met Competent, PMP = Partially Met Proficient, PME = Partially Met Expert</p> |
| <p><b>Not Met (N)</b><br/>Please indicate level</p>       | <p>Performance not met. Requires constant guidance, direction and development to meet the requirements of the job.</p>  | <p>NMC = Not Met Competent, NMP = Not Met Proficient, NME = Not Met Expert</p>                   |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p><b>Domain 1.</b><br/><b>Competency 1.1</b></p> <p><b>Competent</b><br/>Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.</p> <p><b>Proficient</b><br/>Demonstrates ability to meet the standards of the professional, ethical and relevant legislated requirements. Provides guidance to colleagues</p> <p><b>Expert</b><br/>Acts as a role model and resource for colleagues in meeting the standards of the professional, ethical and relevant legislated requirements</p> |                 |                       |             |
| <p><b>Competency 1.2</b><br/><b>Competent</b><br/>Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</p>   |                 |                       | MSNR        |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p><b>Proficient</b><br/>Demonstrates ability to apply the principles of the Treaty of Waitangi / Te Tiriti o Waitangi to nursing practice and supports others to integrate processes appropriate for Māori. For example whānau hui, karakia, whakawhanaungatanga.</p> <p><b>Expert</b><br/>Takes a lead role in the application of the principles of the Treaty of Waitangi / Te Tiriti o Waitangi to nursing practice and coaches colleagues to integrate processes appropriate for Māori. For example whānau hui, karakia, whakawhanaungatanga.</p>   |                 |                       |             |
| <p><b>Competency 1.3</b></p> <p><b>Competent</b><br/>Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.</p> <p><b>Proficient</b><br/>Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others. Provides guidance to colleagues</p> <p><b>Expert</b><br/>Acts as role model and provides leadership to colleagues, for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurse and others</p> |                 |                       |             |
| <p><b>Competency 1.4</b></p> <p><b>Competent</b><br/>Promotes an environment that enables client safety, independence, quality of life and health.</p>   |                 |                       |             |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p><b>Proficient</b><br/>Identifies and responds to complex situations that impact on the physical and social environment to maximise client safety, independence and quality of life and health.</p> <p><b>Expert</b><br/>Acts as a resource and guides changes with colleagues in complex situations that impact on the physical and social environment to maximise client safety, independence and quality of life and health</p>   |                 |                       |             |
| <p><b>Competency 1.5</b></p> <p><b>Competent</b><br/>Practices nursing in a manner that the client determines as being culturally safe.</p> <p><b>Proficient</b><br/>Demonstrates ability to provide culturally safe practice to meet clients individuals beliefs and values of clients. Guides nurse colleagues to access resources to meet the individual needs, beliefs and values of clients. For example religious support, interpreters</p> <p><b>Expert</b><br/>Takes a lead role in the implementation of culturally safe practice to meet clients individual needs, beliefs and values of clients complex situation</p> |                 |                       |             |
| <p><b>Domain 2.</b><br/><b>Competency 2.1</b></p> <p><b>Competent</b><br/>Provides planned nursing care to achieve identified outcomes.</p> <p><b>Proficient</b></p>   |                 |                       |             |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p>Provides planned holistic nursing care (eg Te Whare Tapa Wha) to achieve identified outcome for Maori and other clients with complex needs, which is evidence based. Guides colleagues in planning and delivery of care.</p> <p><b>Experts</b><br/>Provides planned holistic nursing care (eg Te Whare Tapa Wha) to achieve identified outcomes for Maori and other clients with complex needs, which is evidence based. Acts as a resource and leads opportunities for teaching and coaching colleagues.</p> |                 |                       |             |
| <p><b>Competency 2.2</b></p> <p><b>Competent</b><br/>Undertakes a comprehensive and accurate nursing assessment of clients in a variety settings.</p> <p><b>Proficient</b><br/>Conducts a comprehensive and accurate nursing assessment of the client with complex needs</p> <p><b>Expert</b><br/>Leads and acts as a resource in the comprehensive and accurate nursing assessment of the client with complex needs</p>   |                 |                       |             |
| <p><b>Competency 2.3</b></p> <p><b>Competent</b><br/>Ensures documentation is accurate and maintains confidentiality of information.</p> <p><b>Proficient</b><br/>Demonstrates accurate, legible and objective documentation that maintains confidentiality in line with organisational policies. Guides nurse</p>   |                 |                       |             |

|   | Self assessment | Performance appraisal | Met/Not Met |
|---|-----------------|-----------------------|-------------|
| <p>colleagues to document information necessary for continuity of care and recovery.</p> <p><b>Expert</b><br/>Demonstrates accurate, legible and objective documentation that maintains confidentiality in line with organisational policies. Takes a lead role in reviewing document compliance in line with organisation policies in the practice setting</p>   |                 |                       |             |
| <p><b>Competency 2.4</b></p> <p><b>Competent</b><br/>Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</p> <p><b>Proficient</b><br/>Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options. Guides and supports colleagues to use information and culturally appropriate communication to enable clients to make informed choices</p> <p><b>Expert</b><br/>Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options. Takes a lead role and coaches colleagues to use information and culturally appropriate communication to enable clients to make informed choices in complex situations</p> |                 |                       |             |
| <p><b>Competency 2.5</b></p> <p><b>Competent</b><br/>Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.</p>   |                 |                       |             |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p><b>Proficient</b><br/>Acts as a role model in responding to situations of unexpected client responses, confrontation, personal threat to other crises situation.</p> <p><b>Expert</b><br/>Activity manages and coaches colleagues to respond to unexpected client responses, confrontation, personal threat or other crisis situations</p>  |                 |                       |             |
| <p><b>Competency 2.6</b></p> <p><b>Competent</b><br/>Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p><b>Proficient</b><br/>Evaluates client progress towards expected outcomes in partnership with client. Advocates on behalf of the client with complex needs with the inter-professional team</p> <p><b>Expert</b><br/>Evaluates client progress towards expected outcomes in partnership with clients. Takes a lead role in facilitating inter-professional team decision making to support best possible client outcomes</p> |                 |                       |             |
| <p><b>Competency 2.7</b></p> <p><b>Competent</b><br/>Provides health education appropriate to the needs of the client within a nursing framework.</p> <p><b>Proficient</b><br/>Provides and supports others in the provision of client health education within a nursing framework, to meet the complex needs of Maori and other clients</p>   |                 |                       |             |



|   | Self assessment | Performance appraisal | Met/Not Met |
|---|-----------------|-----------------------|-------------|
| <p><b>Expert</b><br/>Provides and facilitates an inter-professional approach to client health education within a nursing framework to meet the complex needs of Maori and other clients</p>   |                 |                       |             |
| <p><b>Competency 2.8</b></p> <p><b>Competent</b><br/>Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p> <p><b>Proficient</b><br/>Uses and supports others to use reflective processes to explore their clinical and cultural decision-making and actions. Nursing care reflects evidence base.</p> <p><b>Expert</b><br/>Initiates reflective practice with colleagues. Explores practice and decision-making using an evidence base to facilitate the growth and development of own and others clinical and cultural practice</p> |                 |                       |             |
| <p><b>Competency 2.9</b></p> <p><b>Competent</b><br/>Maintains professional development.</p> <p><b>Proficient</b><br/>Contributes to clinical learning and is proactive in seeking professional development opportunities to extend own <b>and</b> nurse colleagues practice which is evidenced based</p> <p><b>Expert</b><br/>Provides formal education which is evidence based to extend nursing practice.</p>  |                 |                       |             |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p><b>Domain 3.</b><br/><b>Competency 3.1</b></p> <p><b>Competent</b><br/>Establishes, maintains and concludes therapeutic interpersonal relationships with client.</p> <p><b>Proficient</b><br/>Establishes, maintain and conclude therapeutic interpersonal relationships with clients with complex needs.</p> <p><b>Expert</b><br/>Role models and coaches others to establish, maintain and conclude therapeutic interpersonal relationships with clients with complex needs</p> |                 |                       |             |
| <p><b>Competency 3.2</b></p> <p><b>Competent</b><br/>Practices nursing in a negotiated partnership with the client where and when possible.</p> <p><b>Proficient</b><br/>Acts as a resource to others to negotiate nursing care in partnership with the client with complex needs.</p> <p><b>Expert</b><br/>Provides leadership and coaches others to negotiate nursing care in partnership with clients with complex needs</p>  |                 |                       |             |
| <p><b>Competency 3.3</b></p> <p><b>Competent</b><br/>Communicates effectively with clients and members of health team.</p> <p><b>Proficient</b><br/>Uses a range of communication skills to</p>  |                 |                       |             |

|  | Self assessment | Performance appraisal | Met/Not Met |
|--|-----------------|-----------------------|-------------|
| <p>communicate effectively with clients, colleagues and members of the health team</p> <p><b>Expert</b><br/>Role models and coaches others in the development of effective communication strategies with clients and members of the health care team</p>   |                 |                       |             |
| <p><b>Domain 4.</b><br/><b>Competency 4.1</b></p> <p><b>Competent</b><br/>Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.</p> <p><b>Proficient</b><br/>Demonstrates ability and supports others when assisting clients to progress through the continuum of care (eg referrals, transfers and discharges)</p> <p><b>Expert</b><br/>Acts as a resource to colleagues, by facilitating clients with complex needs to progress through the continuum of care (eg: referrals, transfers and discharges)</p> |                 |                       |             |
| <p><b>Competency 4.2</b></p> <p><b>Competent</b><br/>Recognises and values the roles and skills of all of the health care team in the delivery of care.</p> <p><b>Proficient</b><br/>Demonstrates and shares with colleagues, knowledge of health care team and culturally appropriate services in the delivery of the care</p> <p><b>Expert</b></p>   |                 |                       |             |

|   | Self assessment | Performance appraisal | Met/Not Met |
|---|-----------------|-----------------------|-------------|
| Leads colleagues in identification and access to the appropriate health care team members and culturally appropriate services to maximise client outcomes.  |                 |                       |             |
| <p><b>Competency 4.3</b></p> <p><b>Competent</b><br/>Participates in quality improvement activities to monitor and improve standards of nursing.</p> <p><b>Proficient</b><br/>Initiates discussions relating to quality and risk issues, Contributes to change processes to improve standards of nursing care</p> <p><b>Expert</b><br/>Takes a lead role in planning, implementing and evaluating evidence based quality improvement activities to improve standards of nursing. Engages with Maori and other key stakeholders to identify appropriate processes for their participation in quality improvement</p> |                 |                       |             |

**Reviewer:**

**Nurse:**

|                  |  |                 |  |
|------------------|--|-----------------|--|
| Name:            |  | Name:           |  |
| Signature:       |  | Signature       |  |
| APC Number:      |  | APC Number      |  |
| Contact Details: |  | Contact Details |  |
| Date:            |  | Date            |  |