

Checklist of requirements for submission of a portfolio for PDRP

Requirements (1-7 mandatory)		RN	Desk
1	Declaration for submitting to Lakes DHB PDRP – form on LDHB PDRP site		
2	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 		
3	Hours of Practice <ul style="list-style-type: none"> Verification of 450 hours of practice over the last 3 years – eg print out from HR / payroll which indicates number of practice hours 		
4	Curriculum Vitae providing work and educational history - Proficient and Expert levels only.		
5	60 hours of professional development – appropriate form available on PDRP site <ul style="list-style-type: none"> Validated by signature of line manager or nurse educator 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 OR a statement for each activity describing the difference the learning has made to your nursing practice. 		
6	Self Assessment (against NCNZ competencies / matched to the level of practice) <ul style="list-style-type: none"> Use appropriate form from LDHB PDRP intranet/internet site (The form includes both the self assessment and performance appraisal – if necessary you can complete each assessment on separate copies) 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 		
7	Performance Appraisal / Development plan (against NCNZ competencies / matched to the level of practice) Part B –appropriate form from LDHB PDRP intranet/internet page. <ul style="list-style-type: none"> The form includes both the self assessment and performance appraisal – if necessary you can complete each assessment on separate copies 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 Part A – LDHB HR 61510		
Evidence of achievement of the specific competencies may be evidenced in the standards requirements eg Self Assessment / Performance Appraisal. If this is achieved then NO ADDITIONAL EVIDENCE is required. If this has not been achieved the following evidence can be submitted			
8	Peer review if the performance appraisal does not have sufficient detail of practice to meet the competencies (Appropriate form on LDHB PDRP site)		
9	One piece of evidence illustrating ability to manage and co-ordinate care processes with complex needs		
10	One piece of reflective writing		
11	One piece of evidence demonstrating involvement in a quality or practice initiative		
12	One piece of evidence demonstrating teaching / preceptoring or supporting skill development of nurse colleagues		