



Checklist of requirements for submission of a portfolio for PDRP

Requirements		RN	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
RN Community:
Performance Appraisal / Senior Nurse Review
Peer Review
Self Assessment**

Review Period: _____ **To:** _____

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

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

Domain 1 – Professional responsibility

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Domain 1. 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 Demonstrates ability to meet the standards of the professional, ethical and relevant legislated requirements. Provides guidance to colleagues</p> <p>Expert Acts as a role model and resource for colleagues in meeting the standards of the professional, ethical and relevant legislated requirements.</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 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 Maori. For example whanau hui, karakia, whakawhanaungatanga</p> <p>Expert 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 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 accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.</p> <p>Proficient 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>Expert 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>Competency 1.4</p> <p>Competent Promotes an environment that enables client safety, independence, quality of life and health.</p> <p>Proficient 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>Expert 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>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 1.5</p> <p>Competent Practices nursing in a manner that the client determines as being culturally safe.</p> <p>Proficient 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>Expert Takes a lead role in the implementation of culturally safe practice to meet clients' individual needs, beliefs and values of clients' complex situation.</p>			

Domain 2 – Management of Nursing Care

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Domain 2. Competency 2.1</p> <p>Competent Provides planned nursing care to achieve identified outcomes.</p> <p>Proficient Provides planned holistic nursing care (e.g. 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>Expert Provides planned holistic nursing care (e.g. 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>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.2</p> <p>Competent Undertakes a comprehensive and accurate nursing assessment of clients in variety settings.</p> <p>Proficient Conducts a comprehensive and accurate nursing assessment of the client with complex needs</p> <p>Expert Leads and acts as a resource in the comprehensive and accurate nursing assessment of the client with complex needs.</p>			
<p>Competency 2.3</p> <p>Competent Ensures documentation is accurate and maintains confidentiality of information.</p> <p>Proficient Demonstrates accurate, legible and objective documentation that maintains confidentiality in line with organisational policies. Guides nurse colleagues to document information necessary for continuity of care and recovery</p> <p>Expert 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>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.4</p> <p>Competent Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</p> <p>Proficient 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>Expert 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>Competency 2.5</p> <p>Competent Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.</p> <p>Proficient Acts as a role model in responding to situations of unexpected client responses, confrontation, and personal threat to other crises situation.</p> <p>Expert Activity manages and coaches colleagues to respond to unexpected client responses, confrontation, personal threat or other crisis situations.</p>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.6</p> <p>Competent Evaluates client's progress toward expected outcomes in partnership with clients.</p> <p>Proficient 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>Expert 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>Competency 2.7</p> <p>Competent Provides health education appropriate to the needs of the client within a nursing framework.</p> <p>Proficient 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> <p>Expert 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>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 2.8</p> <p>Competent Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</p> <p>Proficient 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>Expert 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>Competency 2.9</p> <p>Competent Maintains professional development.</p> <p>Proficient Contributes to clinical learning and is proactive in seeking professional development opportunities to extend own and nurse colleagues practice which is evidenced based.</p> <p>Expert Provides formal education which is evidence based to extend nursing practice.</p>			

Domain 3 – Interpersonal relationships

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Domain 3. Competency 3.1</p> <p>Competent Establishes, maintains and concludes therapeutic interpersonal relationships with client.</p> <p>Proficient Establishes, maintain and conclude therapeutic interpersonal relationships with clients with complex needs.</p> <p>Expert Role models and coaches others to establish, maintain and conclude therapeutic interpersonal relationships with clients with complex needs.</p>			
<p>Competency 3.2</p> <p>Competent Practices nursing in a negotiated partnership with the client where and when possible.</p> <p>Proficient Acts as a resource to others to negotiate nursing care in partnership with the client with complex needs.</p> <p>Expert Provides leadership and coaches others to negotiate nursing care in partnership with clients with complex needs.</p>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 3.3</p> <p>Competent Communicates effectively with clients and members of health team.</p> <p>Proficient Uses a range of communication skills to communicate effectively with clients, colleagues and members of the health team.</p> <p>Expert Role models and coaches others in the development of effective communication strategies with clients and members of the health care team.</p>			

Domain 4 – Inter-professional Health Care and Quality Improvement

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Domain 4. Competency 4.1</p> <p>Competent Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.</p> <p>Proficient Demonstrates ability and supports others when assisting clients to progress through the continuum of care (e.g. referrals, transfers and discharges).</p> <p>Expert Acts as a resource to colleagues, by facilitating clients with complex needs to progress through the continuum of care (e.g. referrals, transfers and discharges).</p>			

	Self-assessment	Performance appraisal / Peer Review / Senior Nurse review	Met/Not met
<p>Competency 4.2</p> <p>Competent Recognises and values the roles and skills of all of the health care team in the delivery of care.</p> <p>Proficient Demonstrates and shares with colleagues, knowledge of health care team and culturally appropriate services in the delivery of the care.</p> <p>Expert Leads colleagues in identification and access to the appropriate health care team members and culturally appropriate services to maximise client outcomes.</p>			
<p>Competency 4.3</p> <p>Competent Participates in quality improvement activities to monitor and improve standards of nursing.</p> <p>Proficient Initiates discussions relating to quality and risk issues. Contributes to change processes to improve standards of nursing care.</p> <p>Expert 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>			