

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
Performance appraisal / peer review / senior nurse review for
Community Designated Senior nurse role for those practicing in;**

- **Management**
- **Education**
- **Policy**
- **Research**

NB: If you are involved in direct clinical care you will also need to complete domain 2 – Management of nursing care 2.1-2.9 and Domain 3 –Interpersonal relationships 3.1-3.3. See RN template for these.

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

Definition for Senior Nurse in Designated Role	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
1. Demonstrates nursing leadership through broad problem solving and analytical skills in relation to nursing standards at service, organisational and / or national level.			
2. Utilised in an expert / advisory capacity for extensive nursing experience / knowledge.			
3. Works through, or mentors nurses through, change processes to introduce nursing initiatives which are evidence based and quality focused to improve nursing standards / practice and enhance the service provided. The change process incorporates partnership with Māori, other client groups and the health team.			
4. Evidence of application of learning gained from post graduate or post registration education to advance own nursing practice / role.			
5. Actively participates in professional groups to advance nursing practice.			

DOMAIN 1 – PROFESSIONAL RESPONSIBILITY

Competencies for Senior Nurses in ALL Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
<p>Competency 1.1</p> <p>Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.</p>			
<p>Competency 1.2</p> <p>Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. appropriate for Māori. For example whānau hui, karakia, whakawhanaungatanga.</p>			
<p>Competency 1.3</p> <p>Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.</p>			
<p>Competency 1.4</p> <p>Promotes an environment that enables client safety, independence, quality of life and health.</p>			
<p>Competency 1.5</p> <p>Practices nursing in a manner that the client determines as being culturally safe.</p>			

DOMAIN 2.2: Management of Nursing Care
Competencies for Senior Nurses in Education Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
Competency 2.2.1 Promotes an environment that contributes to ongoing demonstration and evaluation of competencies.			
Competency 2.2.2 Integrates evidence-based theory and best practice into education activities.			
Competency 2.2.3 Participates in professional activities to keep abreast of current trends and issues in nursing.			

DOMAIN 2.2: Management of Nursing Care
Competencies for Senior Nurses in Management Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
2.2.1 Promotes an environment that contributes to ongoing demonstration and evaluation of competencies.			
2.2.2 Promotes a quality practice environment that supports nurses' abilities to provide safe, effective and ethical nursing practice			
2.2.3 Promotes a practice environment that encourages learning and evidence-based practice.			
2.2.4 Participates in professional activities to keep abreast of current trends and issues in nursing			

DOMAIN 2.2: Management of Nursing Care
Competencies for Senior Nurses in Policy Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
2.2.1 Utilises research and nursing data to contribute to policy development, implementation and evaluation			
2.2.2 Participates in professional activities to keep abreast of current trends and issues in nursing			

DOMAIN 2.2: Management of Nursing Care
Competencies for Senior Nurses in Research Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
2.2.1 Promotes a research environment that supports and facilitates research mindedness and research utilisation			
2.2.2 Supports and evaluates practice through research activities and application of evidence-based knowledge			
2.2.3 Participates in professional activities to keep abreast of current trends and issues in nursing			

DOMAIN 3.2: Management of Nursing Care
Competencies for Senior Nurses in ALL Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
<p>Domain 3. Competency 3.2.1</p> <p>Establishes and maintains effective interpersonal relationships with others, including utilising effective interviewing and counselling skills and establishing rapport and trust.</p>			
<p>Competency 3.2.2</p> <p>Communicates effectively with members of the health care team, including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion</p>			

DOMAIN 4 – INTERPROFESSIONAL HEALTH CARE AND QUALITY IMPROVEMENT

Competencies for Senior Nurses in ALL Positions

	Self assessment	Performance appraisal / Peer review / Senior nurse review	Met/Not Met
<p>Domain 4. Competency 4.1</p> <p>Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.</p>			
<p>Competency 4.2</p> <p>Recognises and values the roles and skills of all of the health care team in the delivery of care.</p>			
<p>Competency 4.3</p> <p>Participates in quality improvement activities to monitor and improve standards of nursing.</p>			