

NETP PROGRAMME REVIEW AND GOALS FORM

Graduate Name _____

Workplace _____

Three Months Goal Setting Date: _____

Primary Preceptor Name _____

Six Months Goal Review Date: _____

Primary Preceptor Name _____

Goals Setting Process:

- The goal setting process is an opportunity to review the progress of the new graduate nurse and to discuss practice development and learning needs.
- Please arrange to meet with your preceptor/manager to ensure this process occurs.
- Goals are set at 3 months; and reviewed and reset at 6 months. They are again reviewed and reset at the time of the performance appraisal at 11 months.
- It is intended that goals are met by the time of each review, for the subsequent round.

Three months Goal Setting: the Preceptor and the Graduate will set four comprehensive goals, one for each domain of nursing.

Six month Goal Review: the previous goals will be reviewed, comments written and goals identified as having been achieved, or not and why. New goals will be developed.

For Goals that have **not** been completed, a plan will be developed outlining how these will be achieved by the time the summative performance appraisal is due.

Performance Appraisal: the previous goals are reviewed, new ones made, using the 'NetP Performance Review Form'.

Note: The Graduate, Preceptor and Clinical Nurse Manager / Team leader will complete comments on how the registered nurse is progressing in the clinical area, clearly identifying what is going well, and areas of practice for further development.

On Completion of each Goal Review:

- Graduate Nurse: photocopy each Goal document when completed and signed by all parties.
- The original copy is sent to the NetP Nurse Educator / Team Leader NetP, who will ensure these documents are placed in your Personnel File.
- Place a copy of each goal document, and your performance appraisal in your portfolio.

Originals are held in your Personnel file - where this is held is dependent on your place of work

NCNZ Domain	What you will Achieve/ Goals	How and When you will Achieve Goal	Date Achieved
Domain 1 - Professional responsibility	3months		
	6 months		
Domain 2 - Management of Nursing Care	3 months		

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	6 months		
Domain 3 - Interpersonal Relationships	3months		
	6 months		

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Domain 4 - Interprofessional Healthcare and Quality Improvement	3 months		
	6 months		

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	Review of Goals (i.e. What went well / what was not achieved and why):			
6 months				
	Graduate RN's Comments (i.e. what is going well / areas to further develop):			
6 months				
	Preceptor Comments:			
6 months				
	Charge Nurse Manager/ Clinical Coordinator / Team Leader Comments:			
6 months				
	Month	Print Name	Signature	Date
Graduate RN	3			
	6			
Preceptor	3			
	6			
Charge Nurse Manager / Team Leader	3			
	6			

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