



Performance Review – Registered Nurse

For WCDHB Policy and Procedure related to the Performance Review process, please refer to the WCDHB-HR-0023 in the WCDHB Human Resource Manual.

Applicant details *(Applicant to complete)*

| | | | |
|--|-----------------------------|----------------------------|--------------------------------------|
| Name: | | Position: | |
| Department | | Reviewer: | |
| Annual Practicing Certificate Number and expiry date: | | FTE (Full time Equivalent) | |
| Scope of Practice: | Restrictions | | |
| Performance period from: | | to: | |
| PDRP Level of Practice: | Initial submission date: | | 3 yearly Resubmission due date |

The Nurse produces evidence of having undertaken a minimum of 60 days of nursing practice in the last 3 years Yes No

Comment:

The Nurse produces evidence of maintenance of organizational mandatory training requirements Yes No

Comment:

The Nurse produces evidence of having completed the minimum requirement of 60 hours of education in the last 3 years Yes No

years

Comment:

Position Description is: Yes No

➤ reviewed as part of Performance Review process

➤ reviewed within last 3 years Yes No

Review of Professional Development Goals set at last review (*Staff member to complete initially, then Manager to add*)

| Professional Development undertaken in past year | How has this contributed to your practice? Your career plan? Patient outcomes? Others practice? |
|--|---|
| | |
| | |
| | |

Prior to undertaking this appraisal it is recommended you download “Competencies for the registered nurse scope of practice” from: <http://www.nursingcouncil.org.nz> AND if applying for PDRP, refer to the appropriate level guidelines from <http://www.cdhb.govt.nz/pdrp/>

Key accountabilities

As based on job description (attach JD to Performance Review. *Staff member completes then Manager comments.*

| | Key accountabilities/domains | Your evidence of achievement | Managers comments |
|----------|--|------------------------------|-------------------|
| 1 | Professional Responsibility 1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements | | |
| | 1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi to nursing practice | | |
| | 1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others | | |

| | | | |
|---|--|--|--|
| | 1.4 Promotes an environment that enables client safety, independence, quality of life and health | | |
| | 1.5 Practices nursing in a manner that the client determines as being culturally safe | | |
| Development opportunities <i>(Staff member completes then Manager Comments)</i> | | | |

Key accountabilities

As based on job description (attach JD to Performance Review. *Staff member completes then Manager comments.*

| | Key accountabilities/domains | Your evidence of achievement | Managers comments |
|----------|---|-------------------------------------|--------------------------|
| 2 | Management of Nursing Care | | |
| | 2.1 Provides planned nursing care to achieve identified outcomes | | |
| | 2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings | | |
| | 2.3 Ensures documentation is accurate and maintains confidentiality of information | | |
| | 2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options | | |
| | 2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations | | |
| | 2.6 Evaluates client's progress toward expected outcomes in partnership with clients | | |
| | 2.7 Provides health education appropriate to the needs of the client within a nursing framework | | |
| | 2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care | | |
| | 2.9 Maintains professional development | | |

| | |
|---|--|
| Development opportunities <i>(Staff member completes then Manager Comments)</i> | |
|---|--|

Key accountabilities

As based on job description (attach JD to Performance Review. *Staff member completes then Manager comments.*

| | Key accountabilities/domains | Your evidence of achievement | Managers comments |
|---|--|-------------------------------------|--------------------------|
| 3 | Interpersonal Relationships 3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with client | | |
| | 3.2 Practices nursing in a negotiated partnership with the client where and when possible | | |
| | 3.3 Communicates effectively with clients and members of the health care team | | |
| Development opportunities <i>(Staff member completes then Manager Comments)</i> | | | |

Key accountabilities

As based on job description (attach JD to Performance Review. *Staff member completes then Manager comments.*

| | Key accountabilities/domains | Your evidence of achievement | Managers comments |
|---|---|-------------------------------------|--------------------------|
| 4 | Interpersonal Healthcare and Quality improvement | | |
| | 4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care | | |
| | 4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care | | |
| | 4.3 Participates in quality improvement activities to monitor and improve standards of nursing | | |
| Development opportunities (<i>Staff member completes then Manager Comments</i>) | | | |

Enjoyable aspects of Role

What are the most enjoyable aspects of your role? *Staff member to complete then discuss with Manager*

| | Role Aspects |
|----------|---------------------|
| 1 | |
| 2 | |
| 3 | |

Opportunities for improvement - general

This is an opportunity to identify any practice issues, processes or aspects of the role which could be improved and discuss possible solutions.

| | | Solutions? (Responsibilities/expected outcomes/ measurement) |
|----------|--|---|
| 1 | | |
| 2 | | |
| 3 | | |

Potential Career Pathway and Learning Plan

Staff member to complete and then discuss with Line Manager

| Career Objective/Goal/s | Learning/development need | How this is to be achieved | By when |
|--------------------------------|----------------------------------|-----------------------------------|----------------|
| | | | |
| | | | |
| | | | |
| Managers Comments: | | | |

General overall comments on performance

To be completed once previous sections are all completed

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|---|
| <p>PDRP Level of Practice endorsed: Yes <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>Comments:</p> |
|---|