

Applicant Name:	Practice Area: (Please write out in full)
Organisation:	
Contact Email:	
Mobile number:	
Annual Practising Certificate Number:	Employee Number:
Expiry date:	
Ethnicity <i>select which applies to you</i>	
<input type="checkbox"/> Chinese <input type="checkbox"/> Māori <input type="checkbox"/> Samoan <input type="checkbox"/> Cook Islands Māori <input type="checkbox"/> New Zealand European <input type="checkbox"/> Tongan <input type="checkbox"/> Indian <input type="checkbox"/> Niuean <input type="checkbox"/> Other (<i>please state</i>) _____	
Please tick which applies <input type="checkbox"/> New applicant <input type="checkbox"/> Resubmission	
Declaration and Consent	
<ul style="list-style-type: none"> • I declare the attached portfolio contains my own work. • I declare at the time of submission of this portfolio, I am not the subject of any performance management process or NCNZ competence review. • Confidentiality will be maintained throughout the Portfolio to ensure patients, family/whanau, community, and colleagues are not identifiable. • I give consent for the assessor(s) to take my portfolio off site for the purposes of assessment and recognise that my portfolio may be selected for internal/external moderation. • I understand the assessor(s) may need to contact me or my peers/manager for additional evidence if not adequately supplied. • I understand a timeframe is required for assessment dependent on organisation. 	
I declare that the above statements are truthful, and this portfolio is an accurate description of my previous three years practice.	
Signature: _____ Date: _____	
Signed by Line Manager two weeks prior to submission:	
I support _____ to apply for RN Competent PDRP.	
Line Manager Name: _____	
Email: _____ Phone: _____	
Signature: _____ Date: _____	

Levels of Practice Definitions: The Competent Registered Nurse (RN)

- Effectively applies **knowledge and skills** to practice
- **Develops partnerships** with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
- Has **consolidated** nursing knowledge in their practice setting
- Has developed a **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

Submission Information:

- Please read carefully and ensure that all sections are completed accurately and appropriately.
- Documentation is to be a **maximum of three years old except where annual requirements are specifically stated.**
- All documentation should be appropriately named, signed and dated.
- You need to provide one clinical example of practice in your performance appraisal (peer/senior nurse review) against the Nursing Council New Zealand Competencies.
- All evidence submitted should be your own work or if in collaboration, permission and sign off sought from the third party.
- Your portfolio should show examples of 'best practice' at all times.
- Those involved in your portfolio submission may be approached to assist during the assessment process by providing additional evidence or confirmation.

N.B. Should you be practicing in an Expanded Practice Role or in Management, Education, Research or Policy, please access the appropriate supplementary competencies workbook.

Evidential Requirements Checklist – Competent RN

	Applicant Name:	Applicant to complete	Assessor to complete Docs sighted
1	Annual Practising Certificate Printout from NCNZ Website, or copy of current APC (front and back)	<input type="checkbox"/>	<input type="checkbox"/>
2	Hours of Practice Evidence of 450 hours of practice to be verified by Charge Nurse/Nurse Manager/HR Dept – validated in Performance appraisal or Record of Practice Hours report/form verified (signed and dated) from your organisation.	<input type="checkbox"/>	<input type="checkbox"/>
3	Performance Appraisal and/or peer appraisal/competence assessment Evidence must be against NCNZ Competencies, on organisational documentation, and completed within the last 12 months. All competencies must have an example of how the nurse meets the competency in day to day practice at the level applied. Peer Appraiser is to be a Registered Nurse. Self-Assessment Evidence must be against NCNZ Competencies, on organisational documentation, and completed within the last 12 months and from your current practice area. All competencies must have an example of how the nurse meets the competency in day to day practice at the level applied Competencies must be verified by a Registered Nurse who is a designated Senior Nurse; or a peer RN with approval from Line Manager of current workplace	<input type="checkbox"/>	<input type="checkbox"/>
4	Professional Development <u>Hours of Professional Development</u> Evidence must be within the last 3 years and show at least 60 hours. This may include organisational mandatory/essential requirements (as per employment agreement). Professional development hours record/evidence of attendance to be verified.	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Three reflections on Professional Development</u> This is to be related to your practice area. Include either: A short reflection for each course or activity OR three key professional development activities (describing the difference the learning has made to you nursing practice)	<input type="checkbox"/>	<input type="checkbox"/>
5	Verification that application of Competent Level discussed with Manager or an Equivalent Designated Senior Nurse	<input type="checkbox"/>	<input type="checkbox"/>
6	I agree for my portfolio and associated documentation to be removed from PDRP office for assessment All steps will be taken to maintain the safety and privacy of the portfolio by the designated assessor. You may request the return of your portfolio at any time.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Returning of your Portfolio Your portfolio will be returned via internal mail for Health NZ/Te Whatu Ora Nurses, otherwise via your regional organisations PDRP Coordinator and mail systems		

8	<p>Internal and External Moderation of Portfolios</p> <p>The PDRP requires portfolios to be moderated to maintain consistency and objectivity of the process. The portfolio will be reviewed by one of the PDRP Assessors who will moderate the original assessor(s) of your portfolio. The moderation process does not affect the outcome of your assessment.</p> <p>Your portfolio may be selected for this process.</p> <p>Do you understand and agree to the Moderation Process?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	<p>Practice Discussion if requested by applicant</p> <p>Applicant may request a practice discussion</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Please Note: Incomplete Portfolios may be returned to applicant for amendment as per the Te Kāhui Kōkiri Mātanga regional policy</p>			

Assessment Process

The assessment will be carried out as soon as possible and should take no longer than 10 weeks.

It is not unusual for your assessor(s) to contact you for clarification or for extra evidence before a decision is made. This contact is generally by phone, but you may request a meeting.

When your portfolio assessment has been completed, you will be contacted with the decision, which will be one of the following:

Decisions

- **Endorsement of Progression**

This means criteria for the applied level have been successfully met.

- **Reserved Decision**

This means that the assessor is confident that you are practising at the level you have applied for, but further documented evidence is needed. You are given a timeframe of **6 weeks** to provide this.

- **Non-Progression**

This means that your assessor is confident that the criteria for that level have not yet been met. Guidelines may have not been adhered to or there are clear gaps in evidence that prevent a fair decision. Your assessor will clearly tell you which areas require further development and make some suggestions. If you wish to appeal the decision or the process, this procedure is outlined on the website or in the PDRP Policy.

NCNZ Reporting

Details of your PDRP application are loaded onto our database to assist with our reports to Nursing Council to remove you from their audit process.

Appeals

All applicants will have feedback from their assessment, if you disagree with the decision, you should write a letter of appeal to the PDRP Coordinator. The appeal should be lodged within 7 working days of the decision using an Appeal Notification Form (A6). On receipt of this letter, the PDRP Coordinator will request two new assessors to re-assess the portfolio.

The new assessors will not be told of the original outcome. If the decision by the new assessors is that you have been unsuccessful, you may decide to continue with the appeal. An Appeals Panel will be formed and those present will interview you and the assessors. On completion of this process, a written report outlining recommendations will be sent to you with copies to the PDRP Assessors, PDRP Advisory Committee and the Nurse Coordinator - PDRP.

Reference:

Nurse Executives of New Zealand Inc. (10 April 2017). National Framework and Evidential Requirements. New Zealand Nursing Professional Development & Recognition Programmes for Registered and Enrolled Nurses.

Disclaimer:

- The PDRP RN Guideline document is current at the time of printing, and is subject to regular review. It is bound by the constraints of Nursing Council of New Zealand (NCNZ) and NZNO with regard to legislative or employment changes.
- All efforts will be made to publicise significant changes, however any concerns or issues may be raised with the PDRP Advisory Committee.
- Ethnicity Data is only collected for the purposes of Nursing Workforce Development and PDRP. Data will not be shared for any other purpose

Professional Development Record

You are required to demonstrate at least 60 hours professional development in the previous three (3) years. Please complete this form if you **do not** have an organisational education transcript or if the education is not recorded by your organisation.

Date	Title of Education Activity	Hours	Educator/Manager verification
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Total Hours (over last 3 years)			

Verification of attendance by Nurse Educator or Manager

(Verify Original Certificates sighted)

Signed:	Date:
Print Name:	Designation:
Contact Details:	

Competencies and Indicators (tick ONE indicator only)

Domain 1: Professional Responsibility

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgement and being accountable for own actions and decisions, while promoting an environment that maximises health consumer safety, independence, quality of life and health.

Competency 1.1 - Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.

- Practises nursing in accord with relevant legislation/codes/policies and upholds health consumer rights derived from that legislation
- Accepts responsibility for actions and decision making within scope of practice
- Identifies breaches of law that occur in practice and reports them to the appropriate person(s)
- Demonstrates knowledge of, and accesses, policies and procedural guidelines that have implications for practice
- Uses professional standards of practice

Competency 1.2 - Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice

- Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Māori in Aotearoa/New Zealand
- Demonstrates knowledge of differing health and socio-economic status of Māori and non-Māori
- Applies the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice

Competency 1.3 - Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others

- Understands accountability for directing, monitoring and evaluating nursing care by enrolled nurses and others
- Seeks advice from a senior registered nurse if unsure about the role and competence of enrolled nurses and others when delegating work
- Take into consideration the role and competence of staff when delegating work
- Makes appropriate decisions when assigning care, delegating activities and providing direction for enrolled nurses, and others

Competency 1.4 - Promotes an environment that enables health consumer safety, independence, quality of life, and health.

- Identifies and reports situations that affect health consumers or staff members' health or safety
- Accesses, maintains and uses emergency equipment and supplies
- Maintains infection control principles
- Recognises and manages risks to provide care that best meets the needs and interests of health consumers and the public
- Ensures up to date knowledge/certification relevant to area of practice

Competency 1.5 - Practices nursing in a manner that the health consumer determines as being culturally safe

- Applies the principles of cultural safety in own nursing practice
- Recognises the impact of the culture of nursing on health consumer care and endeavours to protect the health consumer's wellbeing within this culture
- Practises in a way that respects each health consumer's identity and right to hold personal beliefs, values and goals
- Assists the health consumer to gain appropriate support and representation from those who understand the health consumer's culture, needs and preferences
- Consults with members of cultural and other groups as requested and approved by the health consumer
- Reflects on his/her own practice and values that impact on nursing care in relation to the health consumers age, ethnicity, culture, beliefs, gender, sexual orientation and/or disability

Domain 2: Management of Nursing Care

This domain contains competencies related to health consumer assessment and managing health consumer care, which is responsive to the health consumer/health consumers' needs, and which is supported by nursing knowledge and evidence based research.

Competency 2.1 - Provides planned nursing care to achieve identified outcomes.

- Contributes to care planning, involving health consumers and demonstrating an understanding of health consumers' rights, to make informed decisions
- Demonstrates understanding of the processes and environment that support recovery
- Identifies examples of the use of evidence in planned nursing care
- Undertakes practice procedures and skills in a competent and safe way
- Administers interventions, treatments and medications, (for example: intravenous therapy, calming and restraint), within legislation, codes and scope of practice; and according to authorised prescription, established policy and guidelines
- Able to articulate own nursing philosophy and how this is incorporated in nursing care delivery

Competency 2.2 - Undertakes a comprehensive and accurate nursing assessment of health consumers in a variety of settings.

- Undertakes assessment in an organised and systematic way
- Uses suitable assessment tools and methods to assist the collection of data
- Applies relevant research to underpin nursing assessment

Competency 2.3 - Ensure documentation is accurate and maintains confidentiality of information.

- Maintains clear, concise, timely, accurate and current health consumer records within a legal and ethical framework
- Demonstrates literacy and computer skills necessary to record, enter, store, retrieve and organise data essential for care delivery

Competency 2.4 - Ensures the health consumer has adequate explanation of the effects, consequences and alternatives of proposed treatment options.

- Provides appropriate information to health consumers to protect their rights and to allow informed decisions
- Assesses the readiness of the health consumer to participate in health education
- Makes appropriate professional judgement regarding the extent to which the health consumer is capable of participating in decisions related to his/her care
- Discusses ethical issues related to health care/nursing practice, (for example: informed consent, privacy, refusal of treatment and rights of formal and informal health consumers)
- Facilitates the health consumer's access to appropriate therapies or interventions and respects the health consumer's right to choose amongst alternatives
- Seeks clarification from relevant members of the health care team regarding the individual's request to change and/or refuse care
- Takes the health consumer's preferences into consideration when providing care

Competency 2.5 - Acts appropriately to protect oneself and others when faced with unexpected health consumer responses, confrontation, personal threat or other crisis situations

- Understands emergency procedures and plans and lines of communication to maximise effectiveness in a crisis situation.
- Takes action in situations that compromise health consumer safety and wellbeing.
- Implements nursing responses, procedures and protocols for managing threats to safety within the practice environment

Competency 2.6 - Evaluates health consumer's progress toward expected outcomes in partnership with health consumers.

- Identifies criteria for evaluation of expected outcomes of care
- Evaluates the effectiveness of the health consumer's response to prescribed treatments, interventions and health education in collaboration with the health consumer and other health care team members
- Reflects on health consumer feedback on the evaluation of nursing care and health service delivery

Competency 2.7 - Provides health education appropriate to the needs of the health consumer within a nursing framework.

- Checks health consumers' level of understanding of health care when answering their questions and providing information
- Uses informal and formal methods of teaching that are appropriate to the health consumer's or group's abilities
- Participates in health education, and ensures that the health consumer understands relevant information related to their health care
- Educates health consumers to maintain and promote health.

Competency 2.8 - Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.

- Identifies one's own level of competence and seeks assistance and knowledge as necessary
- Determines the level of care required by individual health consumers
- Accesses advice, assistance, debriefing and direction as necessary

Competency 2.9 - Maintains professional development

- Contributes to the support, direction and teaching of colleagues to enhance professional development
- Updates knowledge related to administration of interventions, treatments, medications and best practice guidelines within area of practice
- Takes responsibility for one's own professional development and for sharing knowledge with others
- Attends education programmes relevant to developmental goals, revising and updating goals at least annually

Domain 3: Interpersonal Relationships

This domain contains competencies related to interpersonal and therapeutic communication with health consumers, other nursing staff and interprofessional communication and documentation.

Competency 3.1 - Establishes, maintains and concludes therapeutic interpersonal relationships with health consumer.

- Initiates, maintains and concludes therapeutic interpersonal interactions with health consumers
- Incorporates therapeutic use of self and psychotherapeutic communication skills as the basis for nursing care for health consumers with mental health needs
- Utilises effective interviewing and counselling skills in interactions with health consumers
- Demonstrates respect, empathy and interest in health consumer
- Establishes rapport and trust with health consumer.

Competency 3.2 - Practices nursing in a negotiated partnership with the health consumer where and when possible.

- Undertakes nursing care that ensures health consumers receive and understand relevant and current information concerning their health care that contributes to informed choice
- Implements nursing care in a manner that facilitates the independence, self-esteem and safety of the health consumer and an understanding of therapeutic and partnership principles
- Recognises and supports the personal resourcefulness of people with mental and/or physical illness
- Acknowledges family/whanau perspectives and supports their participation in services

Competency 3.3 - Communicates effectively with health consumers and members of the health care team.

- Uses a variety of effective communication techniques
- Employs appropriate language to context
- Provides adequate time for discussion
- Endeavours to establish alternative communication methods when health consumers are unable to verbalise
- Accesses an interpreter when appropriate
- Discussions concerning health consumers are restricted to settings, learning situations and or relevant members of the health care team.
- Establishes and maintains effective collegial relationships

Domain 4: Interprofessional Health Care and Quality Improvement.

This domain contains competencies to demonstrate that, as a member of the health care team, the nurse evaluates the effectiveness of care and promotes a nursing perspective within the interprofessional activities of the team.

Competency 4.1 - Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.

- Promotes a nursing perspective and contribution within the interprofessional activities of the health care team
- Collaborates with the health consumer and other health team members to develop plan of care
- Maintains and documents information necessary for continuity of care and recovery
- Develops a discharge plan and follow up care in consultation with the health consumer and other members of the health care team
- Makes appropriate formal referrals to other health care team members and other health related sectors for health consumers who require consultation

Competency 4.2 - Recognises and values the roles and skills of all members of the health care team in the delivery of care.

- Contributes to the coordination of care to maximise health outcomes for the health consumer
- Collaborates, consults with and provides accurate information to the health consumer and other health professionals about the prescribed interventions or treatments
- Demonstrates a comprehensive knowledge of community services and resources and actively supports service users to use them

Competency 4.3 - Participates in quality improvement activities to monitor and improve standards of nursing.

- Reviews policies, processes, procedures based on relevant research
- Recognises and identifies researchable practice issues and refers them to appropriate people
- Distributes research findings that indicate changes to practice to colleagues
- Integrates principles of quality improvement into all aspects of nursing practice
- Identifies areas for improvement in nursing practice and service delivery and communicates to appropriate personnel
- Contributes to policy planning, protocols, procedures and other Quality Improvement initiatives