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# NORTHERN DISTRICTS REGIONAL PROFESSIONAL DEVELOPMENT AND RECOGNITION PROGRAMME

## Registered Nurse Maintenance Requirements

### Proficient

Name \_\_\_\_\_ Contact Number \_\_\_\_\_ Work Area: \_\_\_\_\_

Assessor (s) \_\_\_\_\_ Assessment Date: \_\_\_\_\_



Regional PDRP	Key Word: Maintenance - Registered Nurse Proficient	File: PDRP Workbooks
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## Checklist of Requirements for Submission of Proficient Maintenance Portfolio

- Submission form completed and put in front of portfolio
- Curriculum Vitae – up to date and including relevant work history
- Comprehensive Performance Review /Appraisal - current within last 12 months
- Verified record of hours of nursing practice – minimum of 450 hours within the last 3 years
- TDH DHB Compliance / Certifications in line with Job Description
- Verified record of Professional Development / Education, **identifying learning from activities** – minimum of 60 hours within the last 3 years
- Self review against Nursing Council of New Zealand competencies and evidence of PDRP **Proficient level of practice** – signed and dated. Provide an example from practice against self review statements. Further information regarding the competencies is available on: [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz)
- Peer Review or written attestations - minimum of 2 (each page signed and dated)
- Completed Proficient Maintenance Workbook

***Each competency statement needs to have at least one piece of first party and one piece of third party evidence to support it***

**First Party Evidence** e.g. self review, reflective writing – material that you have produced about your own practice

**Third Party Evidence** e.g. attestations, peer review, performance review/ appraisal – material that someone produces about your practice

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## Confidentiality

- As a Registered Nurse you are obliged to adhere to the Health Information Privacy Code. In accordance with this, no information contained within portfolios will identify clients / consumers / whānau / communities as well as health team members / staff. Confidentiality requires not only protecting the name of individuals / groups but also their locality / specific unique situation e.g. a high profile media case which could lead to their identify / a particular community that may be identified within the context of the reflection
- Consider professional implications before disclosing information about your practice or that of others that could be regarded as inappropriate. Please seek guidance if unsure.
- The portfolio is a personal document and the information it contains is private and confidential. All assessors are required to respect this expectation. However an assessor has an ethical and legal responsibility to refer any identified issue of unsafe practice to the PDRP Coordinator in the first instance who will then refer to the Director of Nursing
- Portfolios are to be held in a locked filing cabinet within Nursing and Quality Services. In the event of portfolios being assessed outside of the organisation, all due care will be taken by the assessor to ensure confidentiality and protection of the portfolio
- Written permission will be obtained for off site assessment on submission of the portfolio.

**Breaches of confidentiality will require a portfolio to be returned to the applicant for amendment.**

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### Definition of Proficient Registered Nurse

- Participates in changes in the practice setting that recognise and integrate the principles of Te Tiriti o Waitangi
- Participates in the practice setting that recognises and integrates 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

**Referenced From:** National Professional Development & Recognition Programmes Working Party (2005) *National Framework for Nursing Professional Development & Recognition Programmes & Designated Role Titles*. Available online at <http://www.nurse.org.nz/leadership/PDRP%20Final%20National%20Document%20Dec%202005.pdf> pp11-12.

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### DOMAIN ONE: Professional Responsibility

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	M	N
	1 <sup>st</sup>	3 <sup>rd</sup>			
1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.					
1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o 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.					

**Summary:**

**Assessor:**

**Date:**

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### DOMAIN TWO – Management of Nursing Care

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	M	N
	1 <sup>st</sup>	3 <sup>rd</sup>			
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.					

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**DOMAIN TWO – Management of Nursing Care contd**

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	M	N
	1 <sup>st</sup>	3 <sup>rd</sup>			
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.					

**Summary:**

**Assessor:**

**Date:**

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**DOMAIN THREE - Interpersonal relationships**

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	M	N
	1 <sup>st</sup>	3 <sup>rd</sup>			
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 health team.					

**Summary:**

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**DOMAIN FOUR: Interprofessional health care & quality improvement**

Competency	Page number of evidence		Assessor comments (include reference to 1 <sup>st</sup> and 3 <sup>rd</sup> party evidence)	M	N
	1 <sup>st</sup>	3 <sup>rd</sup>			
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 of the health care team in the delivery of care.					
4.3 Participates in quality improvement activities to monitor and improve standards of nursing.					

**Summary:**

**Assessor:**

**Date:**

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## APPENDIX 1

### Self Review Responsibilities

- Self review is a professional responsibility. Honest assessment of your practice against Nursing Council Competencies ensures consumer safety and maintains professional credibility
- When undertaking self review consider: **WHAT, WHY, HOW and WHEN – provide examples** to verify your practice. Support your knowledge with **references**. There are various ways that a self review can be written eg a single review against each competency, reflective writing that focus on components of your nursing practice but are inclusive of the competencies.
- Reflect on your strengths and areas that you see as needing to be developed.
- Use proactive statements when describing your professional growth and identifying opportunities for professional development /information sharing.
- Consider your performance over the whole time under review (ie the previous 3 years) and acknowledge your successes and achievements.

#### Reference:

Ministry of Health (2002). Toward Clinical Excellence. An introduction to clinical audit, peer review and other clinical practice Improvement activities. Wellington: New Zealand. This document is available on the M.O.H. website: <http://www.moh.govt.nz>

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