



**ACCOMPLISHED ENROLLED NURSE  
COMPREHENSIVE PERFORMANCE ASSESSMENT**

Nurse's name & job title:		APC#
Nurse's signature:		Date
Contact Details:		

Peer reviewer name & designation:		APC#
Signature:		Date
Contact Details:		

Manager's name:		Date
Signature:		
Contact Details:		

- All examples must be from the current area of practice and be less than 12 months old
- Please supply a supporting comment of how you have met each competency; this can be an action or an example. Please refer to the indicators in the Enrolled Nurse Scope of Practice for each competency.

## PORTFOLIO DECLARATION AND MANAGER SUPPORT

### DECLARATION

- I declare that this portfolio is a true and accurate representation of my practice. All sources of information other than my own work and experience have been appropriately acknowledged/ referenced. I have obtained the necessary consent from appropriate persons to disclose any confidential information contained in the portfolio
- I understand and agree that the Boulcott Hospital PDRP Assessor: may seek further information relating to my portfolio from any sources and that my portfolio may be moderated or audited by another assessor
- Permission for portfolio to be removed from Organisation for assessment / moderation reasons Yes  No

Signed:

Date:

### SUPPORT STATEMENT

- I am aware of and support this nurse's application for EN Accomplished level of practice.
- Comments:

Name of manager/ senior nurse: \_\_\_\_\_ Signature: \_\_\_\_\_

Designation:

Date:

## SELF OR PEER REVIEW

This tool is to be used for the following: self-review, peer review & Comprehensive PA against the NCNZ EN competencies. It can only be used for the Accomplished level of practice. The definition for the Accomplished level of practice is included in this document for reference and should be considered when completing this document to ensure appropriate examples of practice are used throughout.

There are 4 domains – each with a number of competencies. All ENs need to meet all of the competencies in domains 1 – 4, including Health & Safety.

The competencies in each domain have a number of key generic examples of competence performance called indicators. These are neither comprehensive nor exhaustive; rather they provide examples of evidence of competence. The indicators are designed to assist the assessor when using his/her professional judgement in assessing the attainment of the competencies. The indicators are not included in this document but can be found at: <http://www.nursingcouncil.org.nz/download/73/EN-comp.pdf>

**NB: If this is a peer review against NCNZ competencies then this must be completed by a Enrolled Nurse with a current practising certificate**

## PERFORMANCE APPRAISAL

*The purpose of your appraisal is to:*

- *ensure you have a clear professional development plan for the next twelve months*
- *evaluate your performance against both your development plan and competencies from the last twelve months*
- *explore your development needs for improvement and success*

*It is a two-way discussion – you and your manager should have equal input into the process.*

*A copy of the completed form will be placed on your personnel file and a copy will be given to you for your records.*

## COMPREHENSIVE PERFORMANCE APPRAISAL

The **comprehensive** performance appraisal template is required for your **PDRP portfolio** i.e. once every 3 years. During the intervening years, the **abridged** tool will be used.

## DEFINITION OF ACCOMPLISHED ENROLLED NURSE

### **The Accomplished EN:**

- Develops partnership with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe.
- Demonstrates advancing knowledge and skills in a specific clinical area within the Enrolled Nurse scope of practice
- Contributes to the management of changing workloads
- Gains support and respect of the health care team through sharing of knowledge and making a demonstrated positive contribution
- Undertakes an additional responsibility within a clinical/quality team, e.g. resource nurse, health and safety representative, etc.
- Actively promotes understanding of legal and ethical issues.
- Contributes to quality improvements and change in practice initiative.
- Acts as a role model and contributes to leadership activities

**Ref: National framework for nursing professional development and recognition programmes (2005)**

**\*The term “Client” means patient, Whanau, family and community.**

### **Evidence**

For information about types and quality of evidence refer to Boulcott Hospital PDRP Manual & handbook.

### **Confidentiality**

For information about confidentiality of portfolios and information, refer to Boulcott Hospital PDRP Manual & Handbook

## **REVIEW OF PREVIOUS YEAR PROFESSIONAL DEVELOPMENT PLAN**

**OBJECTIVE**

**TIME FRAME**

**YEAR END COMMENTS**

<b>(SMART: specific,measurable,attainable,realistic and timely)</b>		<b>ACHIEVED/NOT ACHEIVED</b>

The NCNZ competency is written in **BOLD** font. *The part in italics is a guide.*

**Domain 1 : Professional Responsibility**

Competencies for Enrolled Nurses. Nursing Council of New Zealand, 2010

Competencies	Self-Assessment	Peer Assessment
<p><b>1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</b></p> <p><b>Indicator:</b>  <i>Consider what legislation, codes, guidelines or policies relate to your practice. How do these documents guide and impact on how you practice? Reading them is insufficient evidence, evidence of putting them into practice is required</i>  <i>For example: Identify one professional, one ethical and one legislated requirement relevant to your area of practice; describe how you proactively assist your colleagues or service to comply with these requirements.</i></p>		
<p><b>1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice</b></p> <p><b>Indicator:</b>  <i>Identify the principles of the Treaty of Waitangi /Te Tiriti o Waitangi and describe how you apply each of them to your practice. Demonstrate your knowledge about the inequities of health between Maori and non-Maori and how as nurses we can help address these to improve health outcomes. Refer to the Boulcott Hospital PDRP resource manual to guide you on the principles of the Treaty of Waitangi.</i></p>		
<p><b>1.3 Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for the direction and delegation of nursing care</b></p> <p><b>Indicator:</b>  <i>Refer to NCNZ guidelines for direction and delegation. For example: Describe how you assist the health care team to understand the principles of direction and delegation as they relate to the RN and the EN</i></p>		
<p><b>1.4 Promotes an environment that enables client safety, independence, quality of life, and health</b></p>		

<p><b>Indicator:</b>  <i>Environment in this indicator refers to the patient's physical location, the structures and objects that impact on this and the risk associated with these. For example: Consider what actions reduce risk; promote safety and wellbeing i.e. the prevention of cross infection, falls prevention, maintenance of skin integrity, nutrition and hydration.</i>  <i>Describe your leadership in minimising a risk in the physical environment to increase patient safety.</i></p>		
<p><b>1.5 Participates in on-going professional and educational development</b></p> <p><b>Indicator:</b>  <i>Complete the professional development record template as required including evidence of maintenance of Core Competencies.</i></p>		
<p><b>1.6 Practices nursing in a manner that the client determines as being culturally safe</b></p> <p><b>Indicator:</b>  <i>Culture includes, but is not restricted to: age, gender, sexual orientation, occupation and socioeconomic status, ethnic origin or migrant experience, religious or spiritual belief and disability. Reflect on an occasion when you adapted your usual practice to more appropriately meet a patient's cultural needs.</i>  <i>For example: Describe an issue that was impacting on the provision of culturally safe care in your area of practice and your leadership in resolving it.</i></p>		
	<p><b>Signature:</b>  <b>Date:</b></p>	<p><b>Signature:</b>  <b>Date:</b></p>

<b>Domain 2 : Management of Nursing Care</b>		
<b>Competencies</b>	<b>Self-Assessment</b>	<b>Peer Assessment</b>

<p><b>2.1 Provides planned nursing care to achieve identified outcomes</b></p> <p><b>Indicator:</b>  <i>Identify an expected outcome then describe how you plan your care to achieve this for your patient using advanced clinical skill and knowledge.</i>  <i>An outcome is something that is expected to happen as a result of your (assistance with) care For example: pain is reduced, wound heals, and patient self-manages their condition. Think about what you do to achieve this that reflects accomplished rather than proficient level practice.</i></p>		
<p><b>2.2 Contributes to nursing assessments by collecting and reporting information to the registered nurse</b></p> <p><b>Indicator:</b>  <i>Think about documents you use to collect information. Why is the assessment tool used and why is the information so important?</i>  <i>For example: Identify a commonly used assessment tool in your area of practice, what information you collect using the tool using advancing clinical skill and knowledge and why you report this to the RN.</i></p>		
<p><b>2.3 Recognises and reports on health and functional status to the registered nurse or directing health professional</b></p> <p><b>Indicator:</b>  <i>For example: Describe how you recognised a change/ deterioration in a patient's condition and why you reported it to the Registered Nurse Think about what you noticed, why it occurred and what were the potential consequences? That reflects Accomplished rather than proficient level of practice.</i></p>		
<p><b>2.4 Contributes to the evaluation of health consumer care</b></p> <p><b>Indicator:</b>  <i>Think about the reason for evaluation and what your involvement in adapting care as a result of this was that reflects accomplished rather than proficient level practice.</i>  <i>For example: Describe how you used advanced level knowledge to</i></p>		



<p><i>advocate for a change in care as a result of an evaluation you completed.</i></p>		
<p><b>2.5 Ensures documentation is accurate and maintains confidentiality of information</b></p> <p><b>Indicator:</b>  <i>For example: Describe a problem or issue relating to the accuracy of documentation or maintenance of confidentiality from information technology in your area of practice and your leadership in resolving it.  Think about the issue and the actual or potential problem it might cause.</i></p>		
<p><b>2.6 Contributes to the health education of health consumers to maintain and promote health</b></p> <p><b>Indicator:</b>  <i>What did you teach them? How did you do this in a way that was appropriate? What did you do to ensure that they understood?  For example: Describe an example of education you gave to a patient or family/whanau or significant other that required advancing level skill, knowledge or problem solving and how you evaluated its appropriateness.</i></p>		
	<p><b>Signature:</b> <b>Date:</b></p>	<p><b>Signature:</b> <b>Date:</b></p>

<b>Domain 3 : Interpersonal Relationships</b>		
<b>Competencies</b>	<b>Self-Assessment</b>	<b>Peer Assessment</b>
<p><b>3.1 Establishes maintains and concludes therapeutic interpersonal relationships.</b></p>		

<p><b>Indicator:</b>  <i>Describe the specific challenges with the maintenance of professional boundaries in your area of practice and your support of colleagues to overcome the difficulties.</i>  <i>This competency is about therapeutic relationships and boundaries rather than communication. Accomplished nurses are expected to have an in depth understanding of how these boundaries can be crossed and to provide support to less experienced nurses to prevent this.</i></p>		
<p><b>3.2 Communicates effectively as part of the health care team</b></p> <p><b>Indicator:</b>  <i>Consider how the use of different styles and techniques can result in communication barriers. Provide an example of your input with the team which has helped to resolve a communication issue</i>  <i>For example: Describe the issues that can cause problems with communication between the members of the Health Care Team in your area of practice, the potential consequences for the patients and how you assist the team to resolve them.</i></p>		
<p><b>3.3 Uses a partnership approach to enhance health outcomes for health consumers</b></p> <p><b>Indicator:</b>  <i>Nurses work in partnership with patients to ensure their needs and goals are met where possible. For example: Think about the factors that can inhibit establishing and maintaining a partnership in your area of practice e.g. patient's functional level, disease process, health literacy and the expertise required to overcome this.</i></p>		
	<p><b>Signature:</b>  <b>Date:</b></p>	<p><b>Signature:</b>  <b>Date:</b></p>

Domain 4 : Interprofessional Healthcare & Quality Improvement		
Competencies	Self-Assessment	Peer Assessment
<p><b>4.1 Collaborates with colleagues and members of the health care team to deliver care</b></p> <p><b>Indicator:</b>  <i>Collaboration is working together to achieve shared goals. Evidence of working on a strategy or project is required. For example: Describe how you collaborated with the HCT on a project or to develop a resource and the actual or potential improvement in patient outcomes as a result of the initiative</i></p>		
<p><b>4.2 Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and healthcare assistants</b></p> <p><b>Indicator:</b>  <i>Consider the difference in RN and EN scope of practice and what this means in your work context. (Unregulated workers do not have a scope of practice their practice is determined by their role description and NCNZ guidelines.) For example: Describe the differences in accountability and responsibility of the RN, EN and HCA/Support worker and an example of addressing an issue with this in your clinical area.</i></p>		
<p><b>4.3 Demonstrates accountability and responsibility within the health care team with assisting or working under the direction of a registered health professional who is not a nurse</b></p> <p><b>Indicator:</b>  <i>For example: Describe your understanding of the EN's accountability and responsibility when assisting a registered health professional who is not a RN and an example of addressing an issue with this in your clinical area. Refer to NCNZ EN Scope of Practice.</i></p>		
	<p><b>Signature:</b> <b>Date:</b></p>	<p><b>Signature:</b> <b>Date:</b></p>
<b>Health &amp; Safety</b>		

Competencies	Self-Assessment	Peer Assessment
<ul style="list-style-type: none"> <li>• Is responsible for own health and safety while at work and ensures that actions or inaction does not endanger others</li> </ul>		
<ul style="list-style-type: none"> <li>• Reports Hazards and work injuries immediately to manager.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ensures incidents are reported and documented</li> </ul>		
	Signature: Date:	Signature: Date:

➤ **Professional Development Hours**

(60 hours over the last 3 years): \_\_ **Total Hours**

➤ **Nursing practice hours:**

I verify that \_\_ has completed at least 450 hours of nursing practice over the last 3 years.

Manager / reviewer name:

Date:

Signature:

## OVERALL COMPETENCY RATING

Domain 1: Professional responsibility

Met

Not met

Domain 2: Management of nursing care

Met

Not met

Domain 3: Inter-personal relationships

Met

Not met

Domain 4: Inter-professional health care and quality improvement

Met

Not met

Health & Safety

Met

Not met

## OVERALL SUMMARY

Nurse completing self-appraisal comments:

Signature:	Date:
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Peer completing appraisal comments:	
Signature:	Date:

<p><b>Manager comments (if they have not completed peer assessment above) to include confirmation that the nurse is consistently practicing at Accomplished level and meets all the NCNZ competencies at Accomplished level.</b></p>	
Signature:	Date:

**PROFESSIONAL DEVELOPMENT PLAN FOR THE NEXT YEAR**

<b>OBJECTIVE</b> <small>(SMART: specific, measurable, attainable, realistic and timely)</small>	<b>TIME FRAME</b>	<b>YEAR END COMMENTS</b> <b>ACHIEVED/NOT ACHIEVED</b>
