



COMPETENT REGISTERED 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 Registered 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 RN competent 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 RN competencies. It can only be used for the competent level of practice. The definition for the competent 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 RNs 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/rn-comp.pdf>

NB: If this is a peer review against NCNZ competencies then this must be completed by a Registered 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 COMPETENT REGISTERED NURSE

The Competent RN:

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

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 (SMART: specific,measurable,attainable,realistic and timely)	TIME FRAME	YEAR END COMMENTS ACHIEVED/NOT ACHEIVED

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

Domain 1 : Professional Responsibility

Competencies for Registered Nurses. Nursing Council of New Zealand, 2009

Competencies	Self-Assessment	Peer Assessment
<p>1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements</p> <p>Indicator: <i>For example: 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></p>		
<p>1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice</p> <p>Indicator: <i>For example: Identify the three 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>1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by Nurse Assistants, Enrolled Nurses and others</p> <p>Indicator: <i>For example: Consider the difference in RN and EN scope of practice and what this means in your work context. Describe a time when you sought advice from a senior nurse about the decision making process for delegation by an RN</i></p>		

1.4 Promotes an environment that enables client safety, independence, quality of life, and health Indicator: <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 e.g. the prevention of cross infection, falls prevention, maintenance of skin integrity, nutrition and hydration</i>		
1.5 Practices nursing in a manner that the client determines as being culturally safe Indicator: <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. For example: Reflect on an occasion when you adapted your usual practice to more appropriately meet a patient's cultural needs.</i>		
	Signature: Date:	Signature: Date:

Domain 2 : Management of Nursing Care		
Competencies	Self-Assessment	Peer Assessment
2.1 Provides planned nursing care to achieve identified outcomes Indicator: <i>An outcome is something that is expected to happen as a result of your planned care e.g. pain is reduced, wound heals, and patient self-manages their condition. Think about the steps taken to achieve the expected outcome and the influencing factors that can impact on the plan e.g. patient acuity, skill mix, patient's functional level and health literacy.</i>		
2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings Indicator: <i>Consider the assessment components needed to give an accurate clinical picture. These components may include vital signs, weight, fluid balance, PAR score, blood glucose level, frequency/duration/ intensity of signs/symptoms, mental health assessment.</i>		
2.3 Ensures documentation is accurate and maintains confidentiality of information Indicator: <i>For example: How do you ensure that your observations are recorded adequately? Consider the documentation standard and organisation requirements that address accuracy and confidentiality of information. How you safeguard access to private electronic data/IT?</i>		
2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options		

Indicator: <i>For example: From your practice describe how you apply the informed consent policy to ensure the patient has adequate explanation of the effects/consequences and alternatives of proposed treatment options</i>		
2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations Indicator: <i>What happened, what was the risk, to whom, what did you do and why did you do it? What guided your actions?</i>		
2.6 Evaluates client's progress toward expected outcomes in partnership with clients Indicator: <i>Think about the importance of evaluation and partnership. How do you do this?</i>		
2.7 Provides health education appropriate to the needs of the client within a nursing framework Indicator: <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?</i>		
2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care Indicator: <i>Give an example on how you access advice, assistance, debriefing and direction as necessary</i>		
2.9 Maintains professional development Indicator: <i>Complete the professional development record template as required including evidence of organisational requirements. It is sufficient to say "evidence of meeting this is in my professional</i>		

development record"		
	Signature: Date:	Signature: Date:

Domain 3 : Interpersonal Relationships		
Competencies	Self-Assessment	Peer Assessment
3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with Client. Indicator: <i>This competency is about therapeutic relationships and boundaries rather than communication. A therapeutic relationship differs from a personal relationship or friendship. The relationship is guided by professional boundaries, practice and organisational codes. For example; What has to happen to create and maintain a therapeutic relationship and how do you achieve a formal ending to the relationship?</i>		
3.2 Practises nursing in a negotiated partnership with the client where and when possible Indicator: <i>Using an example from practice, describe how you increased a patient/client's independence of family/whanau participation in their care.</i>		
3.3 Communicates effectively with clients and members of the health care team. Indicator: <i>Effective communication occurs when your message is understood and there are no misunderstandings. For example: Consider the differences between communicating with adults, children, people with hearing or language difficulties. How do you use tools or approaches to optimise your communication with both patients and the Health Care Team (e.g. style of language)?</i>		
	Signature:	Signature:

	Date:	Date:
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Domain 4 : Interprofessional Healthcare & Quality Improvement		
Competencies	Self-Assessment	Peer Assessment
<p>4.1 Collaborates with colleagues and members of the health care team to facilitate and coordinate care</p> <p>Indicator: <i>Using an example from practice, describe how you collaborate with senior nurses and the health care team to facilitate and coordinate care.</i></p>		
<p>4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care</p> <p>Indicator: <i>Consider the Health Care Team members' skills, knowledge and roles. Think about the value and contribution of team members and the colleagues you work most closely with.</i></p>		
<p>4.3 Participates in quality improvement activities to monitor and improve standard of nursing</p> <p>Indicator: <i>For example: Explain why participation in quality improvement processes is important and give an example of one in which you have participated.</i> <i>Key words: patient safety, reducing errors, efficiency, effectiveness, systems, processes, outcomes, audit</i></p>		
	<p>Signature:</p> <p>Date:</p>	<p>Signature:</p> <p>Date:</p>

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

Peer completing appraisal comments:

Signature:

Date:

Manager comments (if they have not completed peer assessment above) to include confirmation that the nurse is consistently practicing at competent level and meets all the NCNZ competencies at competent level.

Signature:

Date:

PROFESSIONAL DEVELOPMENT PLAN FOR THE NEXT YEAR		
OBJECTIVE (SMART: specific,measurable,attainable,realistic and timely)	TIME FRAME	YEAR END COMMENTS ACHIEVED/NOT ACHEIVED