



**EXPERT REGISTERED NURSE**

**COMPREHENSIVE PERFORMANCE ASSESSMENT**

<b>Nurse's name &amp; job title:</b>		<b>APC#</b>
<b>Nurse's signature:</b>		<b>Date</b>
<b>Contact Details:</b>		

<b>Peer reviewer name &amp; designation:</b>		<b>APC#</b>
<b>Signature:</b>		<b>Date</b>
<b>Contact Details:</b>		

<b>Manager's name:</b>		<b>Date</b>
<b>Signature:</b>		
<b>Contact Details:</b>		

- 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 Expert 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 Expert level of practice. The definition for the Expert 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 EXPERT REGISTERED NURSE

### **The Expert RN:**

#### **The expert registered nurse:**

- Guides others to implement culturally safe practice to patients and apply the principles of Te Tiriti o Waitangi
- Engages in Post Graduate level education (or equivalent)
- Contributes to specialty knowledge
- Acts as a role model and leader
- Demonstrates innovative practice
- Is responsible for clinical learning/development of colleagues
- Initiates and guides quality improvement activities
- Initiates and guides changes in the practice setting
- Is recognised as an expert in her/his area of practice
- Influences at a service, professional or organisational level
- Acts as an advocate in the promotion of nursing in the health care team
- Delivers quality patient care in unpredictable challenging situations
- Is involved in resource decision making/strategic planning
- Acts as leader for nursing work unit/facility

**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><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. For example: How do these documents guide and impact on how you practice? Reading them is insufficient evidence; e.g. describe strategies you use to ensure professional, ethical and legislated requirements are upheld by your colleagues in your area of practice.</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 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. What actions are being taken to address them by you and/or your organisation. 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 accountability for directing, monitoring and evaluating nursing care that is provided by Nurse Assistants, Enrolled Nurses and others</b></p>		

<p><b>Indicator:</b>  <i>For example: Consider the difference in RN and EN scope of practice, what this means in your work context and how it affects your decisions when directing and delegating. (Unregulated workers do not have a scope of practice their practice is determined by their role description and NCNZ guidelines.) Reference NCNZ guidelines for direction and delegation and/or organisational policy to inform your answer. Even if you do not actually work with ENs or unregulated workers, all RNs must demonstrate understanding of these requirements.</i>  <i>Describe the differences in accountability and responsibility for the RN, EN and unregulated health care worker and either how you take this into account when coordinating the area or describe the requirements for RN skill and knowledge in your area.</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 the actions you proactively took to reduce risk, promote safety and wellbeing e.g. the prevention of cross infection; falls prevention; maintenance of skin integrity, nutrition and hydration.</i></p>		
<p><b>1.5 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. For example: Reflect on an occasion when you advocated for adapting practice to more appropriately meet a patient's cultural needs e.g. describe an issue that was impacting on the provision of culturally</i></p>		

safe care in your area of practice and your leadership in resolving it. .		
	Signature: Date:	Signature: Date:
<b>Domain 2 : Management of Nursing Care</b>		
<b>Competencies</b>	<b>Self-Assessment</b>	<b>Peer Assessment</b>
<b>2.1 Provides planned nursing care to achieve identified outcomes</b>  <b>Indicator:</b> <i>Using an example from practice, discuss 3 priorities of patient care during a shift and the time management strategy required OR give examples of the use of evidence in planning your care e.g. Describe how you have used evidence to develop a new process to achieve an identified outcome in your area. Please provide a reference for the evidence.</i>		
<b>2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings</b> <b>Indicator:</b> <i>For example: Describe how you apply expert level nursing skills and knowledge and problem solving to complete a comprehensive and accurate assessment. Think about why this is expert rather than proficient level practice.</i>		
<b>2.3 Ensures documentation is accurate and maintains confidentiality of information</b>  <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><b>2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options</b></p> <p><b>Indicator:</b>  <i>Informed consent is a process rather than a one-off event. The essential elements of this process are effective communication, full information, and freely given, competent consent. For example: What was the issue with this and how did you resolve it?  OR describe your leadership in helping colleagues resolve ethical issues including references to literature/evidence.</i></p>		
<p><b>2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations</b></p> <p><b>Indicator:</b>  <i>What happened, what was the risk, to whom, what were your thoughts and concerns and how did you ensure the safety of everyone?  For example: Describe your clinical leadership during an unexpected situation and clarify the problem solving skills you used to resolve the situation.</i></p>		
<p><b>2.6 Evaluates client's progress toward expected outcomes in partnership with clients</b></p> <p><b>Indicator:</b>  <i>Evaluation of practice is evidenced by audit results. Description of the audit itself should be brief as emphasis is on the strategy to improve patient outcomes.  For example: Describe your involvement in changing the evaluation of nursing care delivery in your area.</i></p>		

<p><b>2.7 Provides health education appropriate to the needs of the client within a nursing framework</b></p> <p><b>Indicator:</b>  <i>For example: 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? OR describe an example of an education tool you have developed or health education for patients you have facilitated.</i></p>		
<p><b>2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care</b></p> <p><b>Indicator:</b>  <i>Reflection is about reviewing and evaluating practice experience. Expert nurses are expected to facilitate this process for less experienced nurses.  For example: Describe your involvement in a debrief with colleagues to enable reflection on practice</i></p>		
<p><b>2.9 Maintains professional development</b></p> <p><b>Indicator:</b>  <i>Complete the professional development record template as required including level 8 papers or equivalent and evidence of maintenance of Core Competencies.  Education of others is evidenced.  Evidence for this competency/indicator is on the PDR. It is sufficient to say 'Evidence of meeting this is in my PDR'. If level 8 papers have not been completed, reflection on learning must include evidence of links to research or evidence.  The lesson plan and evaluations must meet the expert level requirements and be included in your portfolio.</i></p>		
	<p><b>Signature:</b> <b>Date:</b></p>	<p><b>Signature:</b> <b>Date:</b></p>

Domain 3 : Interpersonal Relationships		
Competencies	Self-Assessment	Peer Assessment
<p><b>3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with Client.</b></p> <p><b>Indicator:</b>  <i>This competency is about therapeutic relationships and boundaries rather than communication. Expert nurses are expected to have an in-depth understanding of how these boundaries can be crossed and support less experienced nurses to prevent this.  For example: 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></p>		
<p><b>3.2 Practises nursing in a negotiated partnership with the client where and when possible</b></p> <p><b>Indicator:</b>  <i>Nurses work in partnership with patients to ensure their needs and goals are met where possible. Think about the factors that can make establishing and maintaining a partnership in your area of practice more challenging e.g. Patient's functional level, disease process, health literacy, and the expertise required to overcome this.  For example: Describe how you negotiated a partnership with a patient that was difficult to establish and the expert level skills, knowledge and problem solving required to achieve this.</i></p>		
<p><b>3.3 Communicates effectively with clients and members of the health care team.</b></p> <p><b>Indicator:</b>  <i>Effective communication occurs when messages are understood</i></p>		

<p><i>and there are no misunderstandings. Consider the challenges that can occur. Think about how you provide your colleagues with the support and tools to overcome these.</i></p> <p><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 support the team to resolve them.</i></p>		
	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>

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 facilitate and coordinate care</b></p> <p><b>Indicator:</b>  <i>Expert practice requires an understanding of the effectiveness of collaboration and coordinated care  For example: Describe how you consult with the Multi-Disciplinary Team to develop new policies or procedure or change the way care is delivered OR provide examples of your strategic collaboration with other health care providers to deliver care</i></p>		
<p><b>4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care</b></p> <p><b>Indicator:</b>  <i>For example: Describe how specific services in the health care sector other than the one in which you work can contribute to the health or wellbeing of your patient <u>or</u> describe your involvement in enhancing the delivery of integrated care. Think about the different services provided by voluntary, community, primary, aged care, secondary and tertiary sectors <u>or</u> your work in smoothing the patient journey across the range of services being provided for them.</i></p>		
<p><b>4.3 Participates in quality improvement activities to monitor and improve standard of nursing</b></p> <p><b>Indicator:</b>  <i>For example: Identify a quality initiative that you have been involved in that assists your area/department to meet a National Health Strategy or similar national target relevant to your area of practice (the same as or different from 4.1)</i></p>		

<p><i>and explain what this initiative hopes to achieve and how you are assisting with measuring or monitoring the outcome.</i></p> <p><i>Key words: patient safety, reducing errors, efficiency, effectiveness, systems, processes, outcomes. Think about the effect on patient outcomes through improved care, processes or delivery of service and your role in measuring or monitoring this.</i></p>		
	<p><b>Signature:</b></p> <p><b>Date:</b></p>	<p><b>Signature:</b></p> <p><b>Date:</b></p>

Health & Safety		
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:**

**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 Expert level and meets all the NCNZ competencies at Expert 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