



**PROFICIENT 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 Proficient 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 Proficient level of practice. The definition for the Proficient 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 PROFICIENT REGISTERED NURSE

### **The Proficient RN:**

#### **The proficient registered nurse:**

- Participates in changes in the practice setting that recognize and integrate the principles of Te Tiriti o Waitangi and cultural safety
- Has an holistic overview of the patient 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 patient's health outcomes

**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>For example: Identify one professional, one ethical and one legislated requirement relevant to your area of practice and describe how you ensure your nursing practice and conduct meets each of them and how you assisted a colleague to comply with one of these requirements.</i>  <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>What specific advice or education have you given to a colleague?</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>For example: Identify the three principles of the Treaty of Waitangi /Te Tiriti o Waitangi and describe how you assist colleagues to apply these principles to their nursing practice.</i>  <i>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.</i>  <i>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: Describe how you would assist colleagues to understand the decision making process for delegation by an RN. Evaluates and manages workload demand, staffing levels and client care, demonstrating effective use of resources and ensuring safety for all.</i>  <i>For example: 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.) Even if you do not actually work with ENs or unregulated workers, all RNs must demonstrate understanding of these requirements</i>  <b>Refer to NCNZ Guidelines: delegation of care by a registered nurse to a health care assistant/EN</b></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 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 adapted your usual</i></p>		

<i>practice to more appropriately meet a patient's cultural needs. Using an example from practice describe how you assist your colleagues to avoid imposing prejudice on others.</i>		
	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>

<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>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>  <i>Using an example from practice, describe how you prioritise care to achieve identifiable outcomes including reference to literature or evidence.</i></p>		
<p><b>2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings</b></p> <p><b>Indicator:</b>  <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>  <i>For example: Describe how you would undertake a nursing assessment of a patient using a specific assessment tool and the merits and limitations of it.</i></p>		



<p><b>2.3 Ensures documentation is accurate and maintains confidentiality of information</b></p> <p><b>Indicator:</b>  <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>  <i>What specific advice or education have you given to a colleague? e.g. describe how you assisted a colleague to comply with maintaining confidentiality of information.</i></p>		
<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.</i>  <i>For example: Your patient has not fully understood the effects/consequences and alternatives of a proposed treatment option..</i>  <i>What was the issue with this and how did you resolve it?</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>For example: What happened, what was the risk, to whom, what did you do and why did you do it? What guided your actions and what did you learn?</i></p>		
<p><b>2.6 Evaluates client's progress toward expected outcomes in partnership with clients</b></p>		

<b>Indicator:</b> <i>For example: Think about the importance of evaluation and partnership. How do you do this, how and why was care altered as a result?</i>		
<b>2.7 Provides health education appropriate to the needs of the client within a nursing framework</b>  <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 its appropriateness and what you learnt from this experience?</i>		
<b>2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care</b>  <b>Indicator:</b> <i>Reflection is about reviewing and evaluating practice experience. For example: How do you do this to inform and change your practice and what was your learning?</i>		
<b>2.9 Maintains professional development</b>  <b>Indicator:</b> <i>Education of others is evidenced  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 development record"  The lesson plan and evaluations must be included in your portfolio.</i>		
	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>

Domain 3 : Interpersonal Relationships		
Competencies	Self-Assessment	Peer Assessment
<b>3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with Client.</b> <b>Indicator:</b> <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? What are the specific issues that can make this challenging?</i>		
<b>3.2 Practises nursing in a negotiated partnership with the client where and when possible</b> <b>Indicator:</b> <i>Nurses work in partnership with patients to ensure their needs and goals are met where possible.</i> <i>For example: Think about the factors that can make establishing and maintaining a partnership in your area of practice more challenging ,this could be a patient's functional level, disease process, health literacy and the actions required to overcome this.</i>		
<b>3.3 Communicates effectively with clients and members of the health care team.</b>		

<b>Indicator:</b> <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)?  e.g. Describe how you negotiated a partnership with a patient to increase their independence that challenged your resourcefulness.</i>		
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	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>
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## Domain 4 : Interprofessional Healthcare & Quality Improvement

Competencies	Self-Assessment	Peer Assessment
<b>4.1 Collaborates with colleagues and members of the health care team to facilitate and coordinate care</b>  <b>Indicator:</b> <i>Using an example from practice, Describe how you support students, beginning practitioners or new staff members to facilitate care.</i>		
<b>4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care</b>  <b>Indicator:</b> <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. Consider the implications of this e.g. Give an example of valuing the role and skill of a non-nursing member of the HCT and describe the effect on the team when all members are valued.</i>		

<b>4.3 Participates in quality improvement activities to monitor and improve standard of nursing</b>  <b>Indicator:</b> <i>For example: Think about your role in the initiative and the effect on patient outcomes through improved care, processes or delivery of service.</i> <i>Key words: patient safety, reducing errors, efficiency, effectiveness, systems, processes, outcomes, audit</i>		
	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>
<b>Health &amp; Safety</b>		
<b>Competencies</b>	<b>Self-Assessment</b>	<b>Peer Assessment</b>
<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>		
	<b>Signature:</b> <b>Date:</b>	<b>Signature:</b> <b>Date:</b>

➤ **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 Proficient

level and meets all the NCNZ competencies at Proficient level.

Signature:

Date:

### PROFESSIONAL DEVELOPMENT PLAN FOR THE NEXT YEAR

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



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