



P ROFESSIONAL P ORTFOLIO H ANDBOOK

*FOR REGISTERED & ENROLLED
NURSES*

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Your professional portfolio is your personal statement.

Its contents are private and confidential to you.

As with any document of professional activity, the ethical requirements of patient/client, peer privacy and confidentiality must be adhered to.

Your portfolio can be used within the Professional Development and Recognition Programme (PDRP).

INTRODUCTION

Boulcott Hospital is pleased to provide this handbook to you to support the preparation and presentation of your professional portfolio.

A professional portfolio is a record of your career progress and professional development. By compiling a portfolio you will be able to:

- Reflect on your practice to date,
- Identify your strengths and opportunities and
- Develop a plan for your future development.

The continual reflection on your practice and planning of learning is fundamental to ongoing quality improvement.

Professional development is pivotal to your work as a nurse and to your individual wellbeing. For professional nurses, development is one of the main ways in which we can ensure safe standards of care for patients and continually improve the service we provide. Developed and skilled staff is fundamental to continuing good quality patient care.

Your individual motivation will be higher in an environment where skills are recognized, developed and updated. Many of us have career or job plans for which a sound development programme is necessary. Additionally, professional nurses have to demonstrate continual learning and development to maintain registration with the Nursing Council of New Zealand. This portfolio will form part of the evidence (which can be requested) required under the Health Practitioners Competence Assurance Act (2003).

The portfolio will help you maintain a record of your previous ongoing development. We provide various templates to assist you to do this, ranging from a record of formal training to reflective practice records. These are provided online for you to access.

NURSING COUNCIL REQUIREMENTS FOR REGISTRATION / AUDIT

There are three aspects to meeting the competency requirements to support your application for a practicing certificate.

- Practice hours (a minimum of 450 hours) in the last three years – verified by your employer
- Professional development hours (a minimum of 60 hours in the last three years). It must include an explanation of what you have learnt from 3 of these activities and all professional development hours must be verified by your employer.
- Being able to meet the Council's competencies for your scope of practice through self-assessment & appraisal process

NURSING COUNCIL NEW ZEALAND COMPETENCIES FOR THE REGISTERED NURSE SCOPE OF PRACTICE

The Nursing Council of New Zealand has developed a continuing competence framework to monitor the continuing competence of nurses.

There are four domains of competence for the registered nurse scope of practice. Evidence of safety to practice as a registered nurse is demonstrated when the applicant meets the competencies within the following domains:

Domain one: Professional responsibility

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for own actions and decisions, while promoting an environment that maximizes health consumer safety, independence, quality of life and health.

Domain two: Management of Nursing Care

This domain contains competencies related to assessment and managing health consumer care, which is responsive to the consumers' needs, and which is supported by nursing knowledge and evidence based research.

Domain three: Interpersonal relationships

This domain contains competencies related to interpersonal and therapeutic communication with health consumers, other nursing staff and inter-professional communication and documentation.

Domain four: Inter-professional health care & quality improvement

This domain contains competencies to demonstrate that, as a member of the health care team; the nurse evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.

Registered Nurses, who are working in management, education policy, and / or research, should consult the competencies for the registered nurse scope of practice for specific competencies related to their area of practice.

NURSING COUNCIL NEW ZEALAND COMPETENCIES FOR THE ENROLLED NURSE SCOPE OF PRACTICE

There are four domains of competence for the enrolled nurse scope of practice. Evidence of safety to practice as an enrolled nurse is demonstrated when the applicant meets the competencies within the following domains:

Domain one: Professional responsibility

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being accountable for one's own actions and decisions within the enrolled nurse scope of practice.

Domain two: Provision of Nursing Care

This domain contains competencies related to assessment and provision of nursing care for health consumers when working under the direction of a registered nurse.

Domain three: Interpersonal relationships

This domain contains competencies related to interpersonal communication with health consumers, their families/Whanau and other nursing and healthcare staff.

Domain four: Interprofessional health care & quality improvement

This domain contains competencies related to working within the Interprofessional health care team and contributing to quality improvement.

PROFESSIONAL DEVELOPMENT

The council has an expectation that all nurses will continue to learn and maintain their competence. You need to choose activities to meet your needs in an educational context. You are required to keep a record of professional development hours (a minimum of 60 hrs. in the last 3 years).

NURSING COUNCIL / AUDIT REQUIREMENTS

The council has an expectation that all nurses will keep evidence of their continuing competence.

Up to 5% of individual practitioners will be randomly selected for audit each year. Nurses on an approved Professional Development and Recognition Program will be excluded from the audit. If you are selected for audit, the council will require you to submit:

1. Evidence of your practice hours (a minimum of 60 days or 450 hours in the last three years).
2. Evidence of professional development hours (60 hours in the last 3 years).
3. Two of the following methods of assessments of your practice against the competencies:
 - Self-Assessment
 - Senior Nurse assessment of performance appraisal / or
 - Peer review or evidence of involvement in peer review activities.

RN DEFINITIONS FOR LEVELS OF PRACTICE

GRADUATE	COMPETENT
<ul style="list-style-type: none"> • Is a newly Registered Nurse with a practicing certificate • Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determine is culturally safe • Is a multi-skilled beginner nurse with theoretical and practical student experiences • Is able to manage and prioritize assigned client care/workload with some guidance • Is reliant on learning from the experience of other nurses and her/his own experience. 	<ul style="list-style-type: none"> • Develops partnerships with patients that implement Te Tiriti o Waitangi in a manner which the patient 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 prioritize assigned patient care/workload • Demonstrates increasing efficiency and effectiveness in practice • Is able to anticipate a likely outcome for the patients with predictable health needs • Is able to identify unpredictable situations, act appropriately and make appropriate referrals
PROFICIENT	EXPERT
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

Postgraduate Educational Equivalence

As part of the national changes to the PDRP, postgraduate education has been set at Level 8 and must be relevant to the area of practice.

Postgraduate Certificates, Diplomas and Master's Degree all meet this requirement.

The applicant is required to demonstrate within their portfolio the integration of the nursing knowledge at level 8 into their nursing practice.

What is Postgraduate Educational Equivalency?

The educational equivalence option reduces barriers for nurses submitting a Portfolio at Expert Level, who have not had access to level 8 education but who have achieved the equivalent knowledge skills and attributes through other pathways.

It is essential that the applicant clearly demonstrates relevancy of the education to current practice.

Evidence should include;

- Post registration experience and education relevant to current practice which impacts on practice at expert level
- Changes in attitudes and skills which have occurred as a result of this.
- Demonstration of expert practice, critical analysis and reflection consistently in nursing practice and is evident throughout the portfolio evidence.

At Boulcott hospital the PDRP committee will assess educational equivalence.

EN DEFINITIONS FOR LEVELS OF PRACTICE

GRADUATE	COMPETENT
<ul style="list-style-type: none"> • Is a newly Enrolled Nurse with a practicing certificate • Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe • Works in close collaboration with other health practitioners • Provides nursing care to the elderly or those requiring assessment or rehabilitation • Is reliant on learning from the experience of other nurses and his/her own experience • Learns from appropriate delegated tasks • Is able to manage and prioritise assigned client care/workload under direction • Learns and develops confidence from practical situations • Is guided by procedures policies & protocols 	<ul style="list-style-type: none"> • Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the patient determines is culturally safe • Applies knowledge and skills to practice • Has developed experiential knowledge • Is confident in familiar situations • Is able to manage and prioritises assigned client care/workload • Demonstrates increasing efficiency and effectiveness in practice • Respond appropriately in emergency situations
PROFICIENT	ACCOMPLISHED
<ul style="list-style-type: none"> • Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe • Utilises broad experiential knowledge • Contributes to the education of Enrolled Nurse Students, new graduate Enrolled Nurses, care givers/healthcare assistants, competent and proficient Enrolled Nurses • Acts as a role model and leader to their Enrolled Nurse peers • Demonstrates increased knowledge and skills in a specific clinical area • Is involved in service, professional or organizational activities 	<ul style="list-style-type: none"> • 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

GENERAL PORTFOLIO REQUIREMENTS

The portfolio **should** be presented:

- In a plain folder (folders from professional organisations, such as NZNO, NCNZ, and professional colleges are acceptable) **OR**
- Professionally bound.
- If clear files are used in a folder, ensure that there are enough clear files for each piece of paper.
- Sections must be clearly separated with an appropriate labeled divider.
- Examples from practice must be from the current area of practice and less than 3 years old.
- With a contents list.

*If using an electronic format it is suggested to download the PDRP templates to a memory stick or have them emailed to you. This means you will be able to expand the allocated space as necessary and to use the computer to fill in the evidence / example space. This makes your portfolio tidier, as well as smarter.

Portfolios must **not** include:

- Loose unidentified papers.
- Original documentation e.g. Certificates (Please use the professional development log sheet).
- Information or documents that in any way could identify patients/family/Whanau unless written permission is given.
- Personal reflections or feelings which you would not want critiqued by others.
- Work or evidence that is older than the specified time frames (3 years).
- Documents not required on the checklist. Only required evidence will be assessed.

Portfolio Sections:

SECTION ONE

PORTFOLIO ASSESSMENT TOOL

- Portfolio Assessment Tool

SECTION TWO

CV / POSITION DESCRIPTION / APC

CURRICULUM VITAE (CV)

Your CV should include:

- **Personal details** – name, contact details such as telephone number and address.
- **Nursing philosophy** – your personal philosophy (optional).
- **Education and academic achievements** – a list of the educational institutions you have attended, dates of attendance and certificates, diplomas or degrees gained. It is usually a good idea to start with the most recent and highest qualifications.
- **Relevant work experiences** – **list** your most recent position first and work backwards. Give dates of employment, name and location of employer, position, responsibilities and achievements.
- **Personal skills and abilities/strengths** – your key skills and major achievements.
- **List of professional development activities.**

POSITION DESCRIPTION

This section should also contain a copy of your present job description (which should be available from your line manager or on-line in 'P' drive) along with a copy of the appropriate role description of any other position you hold e.g. infection control, IV, CPR, Health & Safety, PDRP...

ANNUAL PRACTICING CERTIFICATE (APC)

- 1) Please photocopy **both** sides of your current APC (any restrictions are noted on the back of your APC)
- 2) A printout from the NCNZ website is acceptable

SECTION THREE

SELF-ASSESSMENT / PEER REVIEW / PERFORMANCE APPRAISAL

SELF-ASSESSMENT

The self-assessment / performance appraisal is one in the same document

- You are required to submit a self-assessment of your clinical practice.
- Your self-assessment must provide evidence by including specific examples of your practice rather than general comments.
- Your self-assessment clearly and completely answers the indicators

PEER APPRAISAL

- You will need to book your performance appraisal with your manager.
- A current performance appraisal (within the last previous 12 months) is a requirement for your portfolio.
- Your performance appraisal must provide evidence that includes specific examples of your practice rather than general comments.
- You will have the opportunity to respond to comments before your appraisal is final.
- Ensure that the appropriate document is used for your level of practice.
- Your performance appraisal also records your
 - Professional development hours
 - Nursing practice hours
 - Declaration
 - Support statement from manager/senior nurse
 - Completed checklist
 - Permission for portfolio to be removed from the premises for moderation

PEER REVIEW

A peer review is optional

- A peer review is someone from the same registration body i.e. a nurse providing peer review for another nurse
- When asking colleagues for written peer reviews you need to allow them a realistic timeframe.
- Colleagues are entitled to decline your request for any reason.
- Your peer must provide full contact details.
- Further information regarding assessing can be found in 'Guidelines for Competence Assessment '(Feb 2011) NCNZ. And 'The Boulcott Hospital PDRP manual'

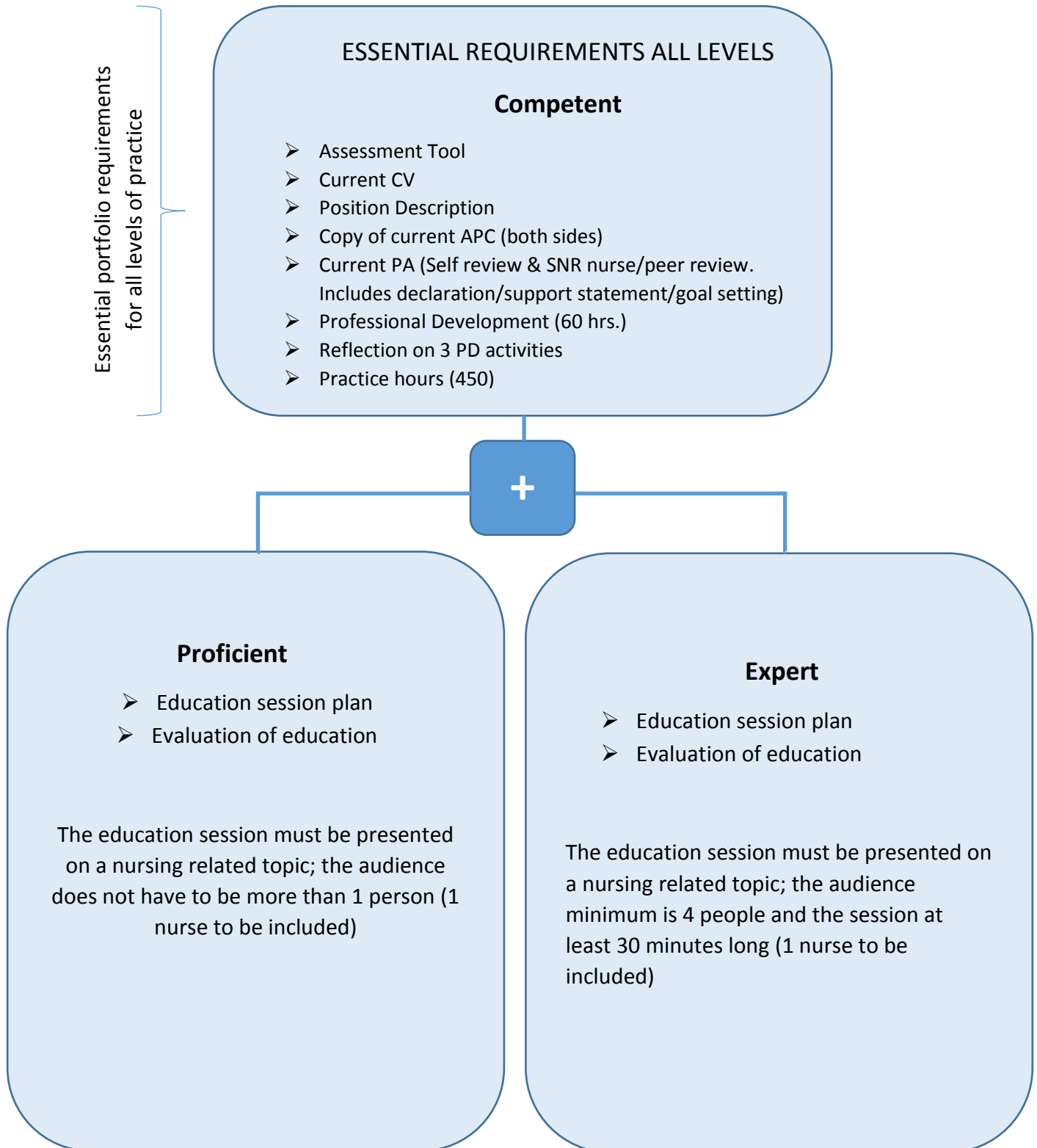
SECTION FOUR

PROFESSIONAL DEVELOPMENT LOG

- Do not include any original certificates.
- Include your Professional Development log which has been validated by your area manager/team leader/educator who can verify your attendance certificate or organisational record (usually done at appraisal process each year).
- Nursing Council requires that nurses attend a minimum of 60 hours professional development over the past 3 years. This may include organisational mandatory requirements. As well as listing and describing your continuing professional development, it is important that you have reflected on your learning and its application to your professional practice. Provide an overall statement of your learning describing what you did, what you learnt and how each activity affirmed or made a difference to your practice. **Reflect on 3 educational attendances over the past 3 years.**

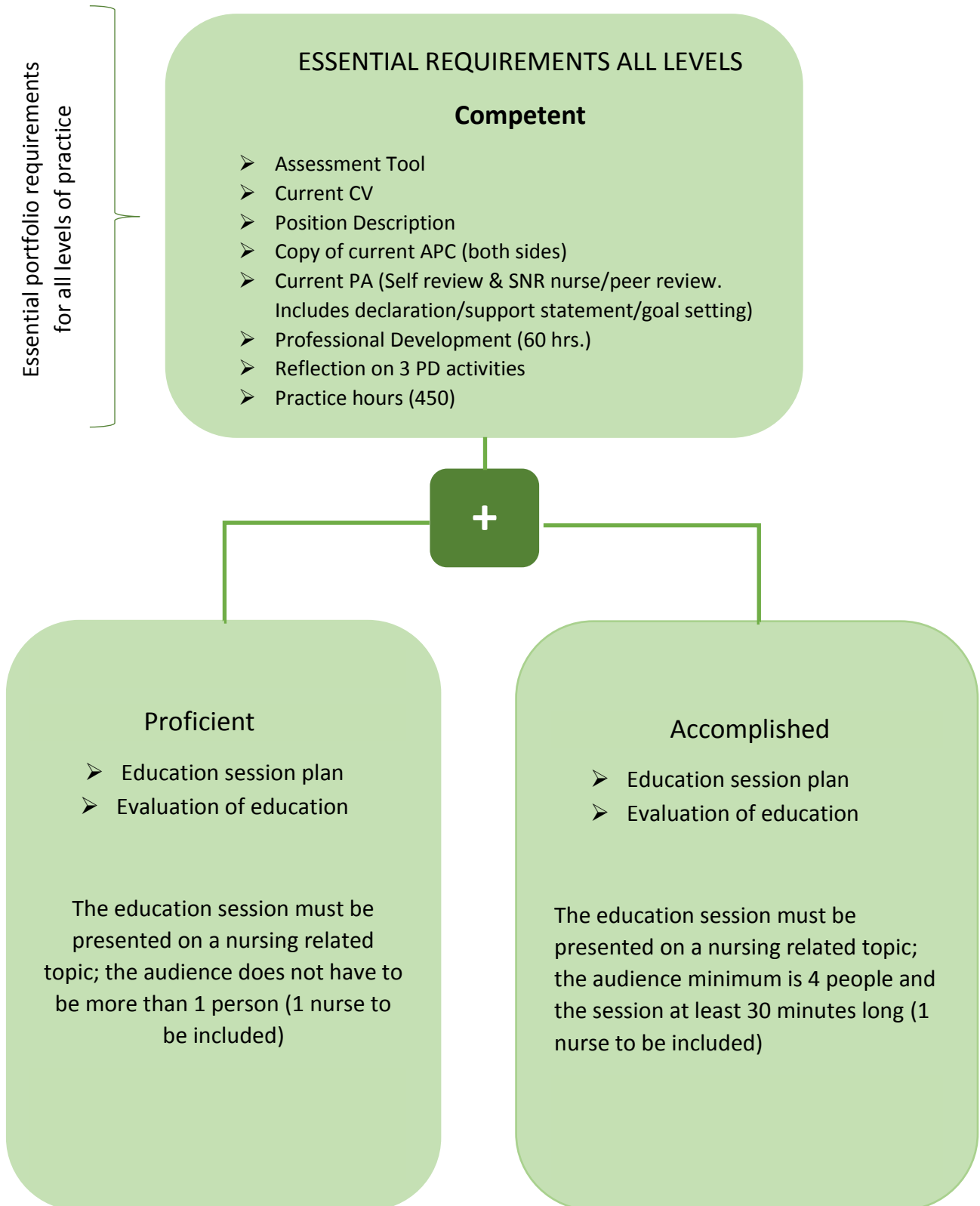
RN PORTFOLIO EVIDENTIAL REQUIREMENTS

The essential evidential requirements set below apply to all nurses. Nurses are required to submit a fresh portfolio of evidence every 3 years.

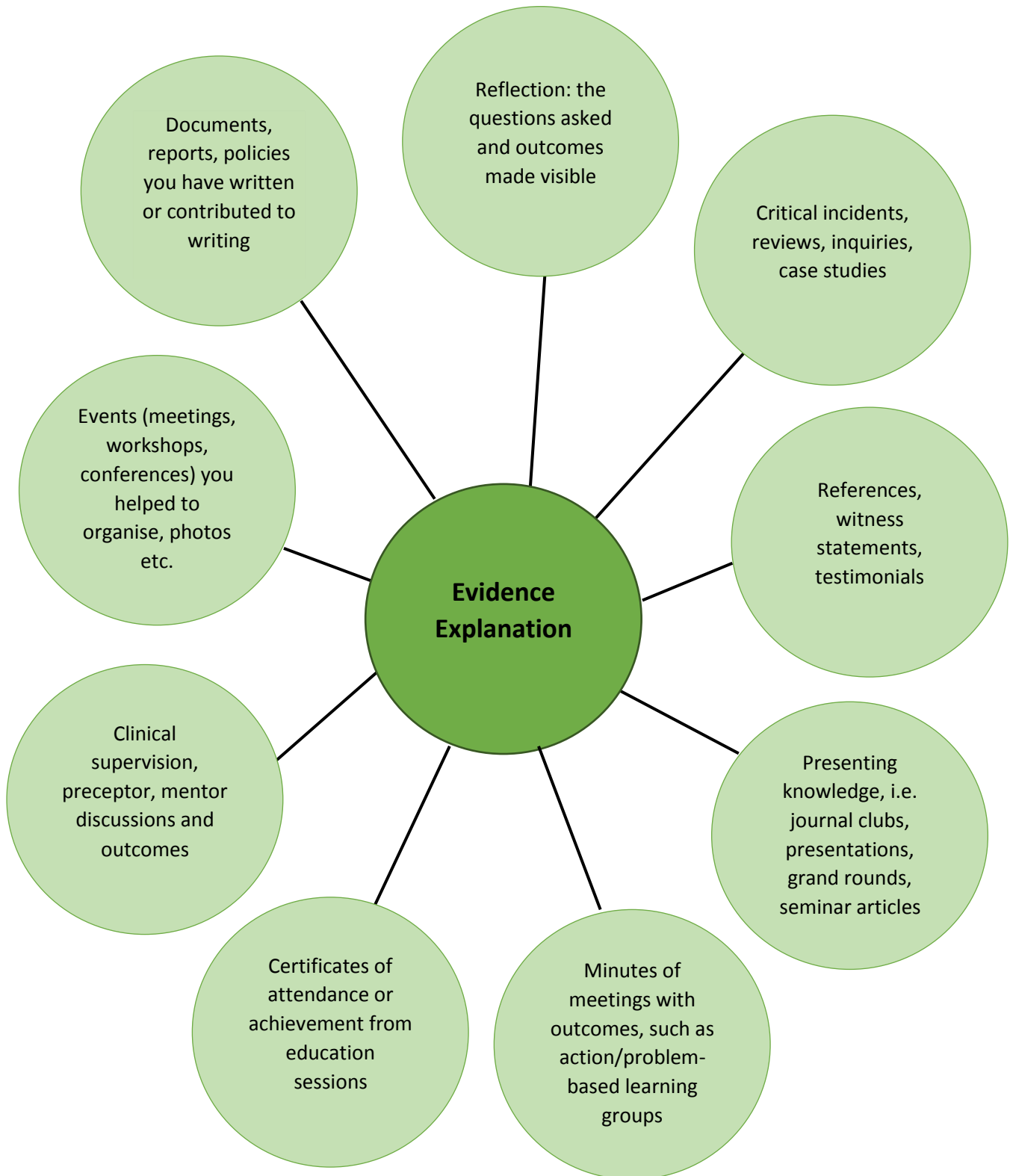


EN PORTFOLIO EVIDENTIAL REQUIREMENTS

The essential evidential requirements set below apply to all nurses. Nurses are required to submit a fresh portfolio of evidence every 3 years.



TYPES OF EVIDENCE



Types of evidence (modified from Norman 2008, P.49)

Norman, K., 2008, Providing evidence of achievement. In: Norman, K. (Ed.), Portfolios in the Nursing profession. Quay Books. London.

ACKNOWLEDGEMENTS & REFERENCES

The Authors would like to acknowledge the following sources:

- **Nursing Council of New Zealand**
 - Guidelines for Competence Assessment (Feb 2011)
 - Competencies for the enrolled nurse scope of practice(April 2010)
 - Framework for the Approval of Professional development and recognition programs to meet the continuing competence requirements for nurses. (Revised Aug 2013)
 - Professional Development and Recognition Programme Approval Tool (July 2011)
 - Competencies for Registered Nurses (October 2009)
 - Guidelines for Competence Assessment (Feb 2011)
 - Guidelines for Cultural Safety, the Treaty of Waitangi and Maori Health in Nursing Education and Practice (July 2011)
 - Guidelines: Professional Boundaries (June 2012)
 - Guidelines: Code of Conduct (June 2012)

- **Boulcott Hospital** organization wide policies & Procedures

- **ACC**
 - Guidelines on Maori Cultural Competencies for Providers.

- **NZNO**
 - NZNO Professional development and Recognition Programme (PDRP). Evidential Requirements Working Party Report (Nov 2009)
 - NZNO PDRP for Primary Health Care Nurses (Aug 2011)

- **National Nursing Organisations NZ**
 - National Framework for nursing professional Development & Recognition Programmes & Designated Role Titles. Report to the National Nursing organisations from the National professional Programmes working party: reviewed & updated Dec 2005

- **Professional Development and Recognition Programmes (PDRP)**
 - Wairarapa District Health Board & Hutt Valley DHB 2014 – 2016 Handbook
 - Capital Coast DHB 2012
 - Lakes District DHB
 - Canterbury DHB 2012
 - Hawkes Bay DHB 2012 Handbook and Resource Manual
 - Southern Cross Hospitals
 - West Coast DHB
 - Northern Districts Regional Guidelines for preparing your portfolio (2007)

- **Publications**

- From Novice to Expert. Excellence and Power in Clinical Nursing Practice. Patricia Benner.1984
- Nursing and Midwifery Portfolios. Evidence of continuing competence. Kate Andre & Marie Heartfield. , 2nd edition 2011

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