**Aotearoa Collaborative PDRP**

**Enrolled Nurse**

**Introduction:**

This PDRP is based on the minimum requirements outlined in the National Framework and Evidential Report 2017 and is for use by any nurse associated with any of the collaborative PDRP programmes across New Zealand. Contact your PDRP Nurse Co-ordinator/ Educator to find out if this is the correct document for you.



*This design represents animals related to New Zealand´s Sea, land and sky: manta (freedom and beauty), shark (strength and protection), kiwi (generosity) and waka (journey).
Image courtesy of artist GiErre (May 2019)*

This design can be related to the journey and collaboration of nurses across Aotearoa New Zealand to develop a national PDRP. The graphics within the design acknowledge the place of tāngata whenua and represent the role of nursing competencies to protect and meet the health needs of the population of Aotearoa New Zealand

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| **Checklist:** **Minimum PDRP Evidential Requirement:** |
| All documentation below are required at the time of submission, missing documentation may result in your PDRP not being accepted | ✓ when completedand in folder |
| * 1. Manager Endorsement
 | Manager complete & sign | ❑ |
| * 1. Nurse Declaration
 | Applicant complete & sign | ❑ |
| * 1. CV
 | Required for proficient and accomplished only | ❑ |
| * 1. Annual Practicing Certificate (APC)
 | From Nursing Council website  | ❑ |
| * 1. Hours of practice:
 | Verification of 450 hours of practice over last 3 years, validated by either a senior nurse or a letter from the employer | ❑ |
| * 1. Record of Professional Development Hours (PD Hours)
 | 60 hours of professional development over last three years, validated either by signature or someone who can verify your attendance, or organisational education record | ❑ |
| * 1. Reflections on Professional Development
 | A statement for each PD activity or a short reflection on three key activities attended | ❑ |
| * 1. Self-assessment
 | From the last 12 months: one specific practice example for each competency | ❑ |
| * 1. Peer/ senior nurse assessment
 | From the last 12 months: one specific practice example for each competency.  | ❑ |
| * 1. Performance appraisal
 | From previous 12 months | ❑ |
| * 1. Mandatory Training
 | BLS, Fire Safety & Moving and Handling | ❑ |

**Note:** If completing a proficient or expert PDRP and you have written about a teaching session or quality improvement package include it within your portfolio to validate what you have written about under the competencies.

 **Resources:**

**Nurse Executives of New Zealand (April 2017) *National Framework and Evidential Requirements: New Zealand Nursing Professional Development & Recognition Programmes for Registered and Enrolled Nurses***

**Nursing Council of New Zealand (2012) *Competencies for Registered Nurses.* Wellington: Author**

**Nursing Council of New Zealand (2012) *Competencies for Enrolled Nurses.* Wellington: Author**

**Health Quality & Safety Commission NZ (2015) *Open for Better Care.* Wellington: Author**

 **Acknowledgements:**

 **National Nursing PDRP Committee members**

**Manager Endorsement**

Statement that the line manager, or an equivalent senior nurse with whom the nurse has a professional relationship (when the manager is not a nurse), supports the level of practice the nurse is applying for. This support must be in writing. The statement must not be unduly withheld.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in submitting

 *(Print name and designation) (Applicants/ nurses name)*

His/ her \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PDRP

 *(Level of PDRP submitting)*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note:

If submitting PDRP and a month has passed since receiving managers endorsement, have the below section competed by your manager.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm my continued support of the above submission.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nurses Declaration**

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| Name on APC Position(s): Workplace(s): APC number employee number Ethnicity: Please mark the space or spaces which apply to you |
| ○ New Zealand European | ○ Maori | ○ Chinese |
| ○ Other European | ○ Cook Island Maori | ○ Indian |
| ○ Samoan | ○ Niuean | ○ African |
| ○ Pacific Peoples | ○ Tokelauan | ○ Latin American |
| ○ Asian | ○ Fijian | ○ Middle Eastern |
| ○ South East Asia  | ○ Tongan |  |
| ○ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Contact Phone details Email address(s)  |
| Current PDRP Level *(if applicable)* **Application for Level**  |
| **Declaration and Consent**: |
| * I declare the attached portfolio contains my own work
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| * I declare at the time of submission of this portfolio, I am not the subject of any performance management process or NCNZ competence review.
 |
| * Confidentiality will be maintained throughout the Portfolio to ensure patients, family/whanau, community and colleagues are not identifiable.
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| * I give consent for the assessor(s) to take my portfolio off site for the purposes of assessment and recognise that my portfolio may be selected for internal/external moderation
 |
| * I understand the assessor(s) may need to contact me or my peers/manager for additional evidence if not adequately supplied.
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| * I understand a timeframe is required for assessment dependent on organisation
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| I declare that the above statements are truthful and this portfolio is an accurate description of my previous 3 years practice. |
| Signature: Date:  |

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| **PDRP level definitions:**PLEASE ENSURE THAT YOU ARE REFLECTING THE NURSES LEVEL OF PRACTICE INTO YOUR APPRAISAL OR REVIEW |
| **Definition of Competent Enrolled Nurse:*** Under the direction of the RN, contributes to assessment, planning, delivery and evaluation of nursing care
* Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
* Applies knowledge and skills to practice
* Has developed experiential knowledge and incorporates evidence-based nursing
* Is confident in familiar situations
* Is able to manage and prioritise assigned client care/workload appropriately
* Demonstrates increasing efficiency and effectiveness in practice
* Responds appropriately in emergency situations
 |
| **Definition of Proficient Enrolled Nurse:*** Utilises broad experiential and evidence-based knowledge to provide care
* Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the client determines is culturally safe
* Has an in-depth understanding of enrolled nurse practice
* Contributes to the education and / or Preceptorship of enrolled nurse students, new graduate EN, care givers/healthcare assistants, competent and proficient EN
* Acts as a role model to their peers
* Demonstrates increased knowledge and skills in a specific clinical area
* Is involved in service, professional or organisational activities
* Participates in change
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| **Definition of Accomplished Enrolled Nurse:*** Demonstrates advancing knowledge and skills in a specific clinical area with the enrolled nurse scope
* Develops partnerships with clients that implement Te Tiriti o Waitangi in a manner which the clients determine is culturally safe
* 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 initiatives
* Acts as a role model and contributes to leadership activities

**Reference:** **National Framework and Evidential Requirements: New Zealand Nursing Professional Development & Recognition Programmes for Registered and Enrolled Nurses ( March 2017). Report developed through joint sponsorship of Nurse Executives of New Zealand and New Zealand Nurses’ Organisation (NZNO).** |

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| **Record of Professional Development (PD) / Education Hours** This may include organisational mandatory / essential requirements (as per employment agreement). Related to the relevant area of practiceInclude either: a statement, for each PD activity (describing the difference the learning has made to your nursing practice) or a short reflection on three key activities attended (note: this is more in-depth than a ‘statement’). Include what you learned and how you have incorporated that learning into practice.**Note**: Please **total** all professional development hours, check to make sure you have at least 60 hours in the past 3 years |
| **PD Activity** **(e.g. courses, workshops)** | **Date Completed** | **Reflection on PD** | **Hours** |
| Child Protection and Family Violence – VIP Training Day  | 00/00/00 | **Objectives:** * How to safely identify violence
* To have the ability to provide the best information and intervention for people on how to get help
* Have a greater understanding on what is happening in the community.

 **New Knowledge gained / What did I learn:**I now have a greater understanding of how many families are affected by violence in the New Zealand and Northland community.I learnt that closed ended questions are used at the start to determine the extent of violence. I learnt about what other services do regarding violence such as the police and Women’s Refuge.**How did I integrate this into my practice and how have I shared this knowledge:**I can now safely identify violence and ask the questions in an effective way to gain most information to be able to help the person/people. I use the A&D planner to screen for violence. I shared the VIP knowledge with an EN colleague e.g. how to ask the questions as approaching can be difficult and sensitive | 8 |
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| Total: |  |
| Validated either by someone who can verify your attendance, or certificate or organisational education record Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Tip: Suggestions and indicators are located under each competency to help you understand the information you are required to include at each level. To access suggestions and indicators, click on the level desired and then click the drop down arrow.

Note: If using the suggestions and indicators pick one point only, as you are only required to have one example per competency

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| **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 judgement and being accountable for own actions and decisions, while promoting an environment that maximises patients’ safety, independence, quality of life and health. |
| **Self-Assessment** | **Appraiser/ Peer** |
| **1.1** Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional ethical and relevant legislated requirements. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **1.2** Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. |
| Competent suggestions & indicators | Proficient suggestions & indicators |  Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **1.3** Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **1.4** Promotes an environment that enables client safety, independence, quality of life, and health. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **1.5** Participates in on going professional and educational development.

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| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |

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| Practice Example: | Practice Example: |
| **1.6**  Practises nursing in a manner that the client determines as being culturally safe. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **Domain Two: Management of nursing care**This domain contains competencies related to client assessment and providing nursing care, which is responsive to clients’ needs when working under the direction of a registered nurse. |
| **Self-Assessment** | **Appraiser/ Peer** |
| **2.1** Provides planned nursing care to achieve identified outcomes. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **2.2** Contributes to nursing assessments by collecting and reporting information to the registered nurse. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators  |
| Practice Example: | Practice Example: |
| **2.3** Recognises and reports changes in health and functional status to the registered nurse or directing health professional. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **2.4** Contributes to the evaluation of health consumer care. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **2.5** Ensures documentation is accurate and maintains confidentiality of information. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **2.6** Contributes to the health education of health consumers to maintain and promote health. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **Domain Three: Interpersonal relationships**This domain contains competencies related to interpersonal communication with clients, other nursing staff and inter-professional communication and documentation. |
| **Self-Assessment** | **Appraiser/ Peer** |
| **3.1** Establishes, maintains and concludes therapeutic relationships with client. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **3.2** Communicates effectively with clients and members of the health care team. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **3.3** Uses a partnership approach to enhance health outcomes for health consumers. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **Domain Four: Interprofessional 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. |
| **Self-Assessment** | **Appraiser/ Peer** |
| **4.1** Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **4.2** Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example: | Practice Example: |
| **4.3** Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse. |
| Competent suggestions & indicators | Proficient suggestions & indicators | Accomplished suggestions & indicators |
| Practice Example:  | Practice Example: |

**Peer (if applicable)**

**Print name:**

**Signature:**

**Role: Contact Details:**

**Date: APC #**

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| **Complete with Manager at time of appraisal** |
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| **Performance Objectives for the next 12 months:** *(These can be related to Job Description performance indicators or professional development and career planning as agreed by the Nurse and Manager).* |
| **Objectives** | **Plan for achievement**  | **Timeframe**  |
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| **Manager’s Comments:****🗆 Mandatory training completed per organisation****🗆 Annual Appraisal completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **(date annual appraisal completed)** |
| **Nurse Manager:****Print name:** **Signature:** **Role: Contact Details:** **Date: APC #:**  |
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| **Nurse’s Comments:** |
| **Nurse:****Print name:** **Signature:** **Role: Contact Details:** **Date: APC #:**  |

**PDRP Assessors Assessment Tool**

***To be completed by PDRP Assessor***

Manager Endorsement Yes / No

Nurses Declaration Yes / No

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| Reflections on Professional Development activities Yes / No |

Verified minimum of 60 days (450hours) of nursing practice in the last 3 years Yes / No

A minimum of 60 hours of education in last 3 years Yes / No

Current APC Yes / No

CV (not required at the competent level) Yes / No

*Tick (✓) Met/Not Met.*

*Note: If Not Met request further evidence, once received and meets requirements indicate by ticking (✓) MFE (met with further evidence)*

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| **Domain 1: Professional Responsibility**  | **Self-Assessment** | **Appraisal / Peer** |  | **Domain 3: Interpersonal Relationships** | **Self-Assessment** | **Appraisal / Peer** |
| **Met** | **Not Met** | **MFE** | **Met** | **Not Met** | **MFE** |  | **Met** | **Not Met** | **MFE** | **Met** | **Not Met** | **MFE** |
| **1.1** |  |  |  |  |  |  |  | **3.1** |  |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  | **3.2** |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  | **3.3** |  |  |  |  |  |  |
| **1.4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **1.6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Domain 2 : Management of Nursing Care** | **Self-Assessment** | **Appraisal / Peer** |  | **Domain 4: Inter-professional Health Care and Quality Improvement****Met** | **Self-Assessment** | **Appraisal / Peer** |
| **Met** | **Not Met** | **MFE** | **Met** | **Not Met** | **MFE** |  | **Met** | **Not Met** | **MFE** | **Met** | **Not Met** | **MFE** |
| **2.1** |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  | **4.1** |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  | **4.2** |  |  |  |  |  |  |
| **2.4** |  |  |  |  |  |  |  | **4.3** |  |  |  |  |  |  |
| **2.5** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2.6** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**PDRP Assessor Declaration**

This declaration verifies that assessment of this PDRP portfolio has been based on evidence provided at the time of submission.

The evidence (based on the Nursing Council competencies) considered for this assessment was:

* Self & Appraisal/Peer Assessments
* Other (optional e.g. reflection/QI project/feedback forms)
* Further evidence sought

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| Assessors comments regarding further evidence sought: |

**PDRP Assessor Declaration**

I ……………………………………………………………… declare that the evidence provided meets the Nursing Council of New Zealand PDRP requirements.

**Assessor Summary:**

❑ I did not identify any professional, cultural, ethical, legal, confidentiality or other practice issues in the evidence provided

**OR**

**❑** I did identify a professional, cultural, ethical, legal, confidentiality or other practice issue in the evidence provided, which was discussed with Nurse Co-ordinator PDRP. The outcome from this discussion was:

**❑** Issue resolved and portfolio approved (relevant documentation completed by assessor)

**OR**

**❑** Issue not resolved and portfolio not approved (relevant documentation completed by Nurse Co-ordinator PDRP)

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| **ASSESSMENT OUTCOME** |
| 🞏 | All criteria met | 🞏 | Further evidence required (see over). To be supplied by …………………….. (date) | 🞏 | All criteria met with further evidence supplied | 🞏 | Submission Withdrawn |

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| **Assessor Summary:** |

**PDRP Assessor ­­­­­­­­­­­­­­­­­­­­­­­Signature: Date:**

**Please retain your workbook and associated documentation, as these may be required for audit and moderation purposes**