

## Annual Competence Requirements

- Copy of current annual practicing certificate

### Clinical Practice Development

- Technical competencies – competence in speciality area
- Peer Review x 2 - completed in last 3 months

### Reflection on Practice

- Self Reflection (against NZNC competencies) and Nursing Performance Appraisal form completed with manager
- Evaluation of goals achieved

### Professional Development

- Evidence of a minimum of 60 hours of learning every 3 years
- Set new goals to be achieved

### Confidentiality

Nurses should be vigilant to ensure that portfolios do not contain any reference to or any information which could lead to identification of patients/clients/service users. This includes copies of information e.g. care plans. The nurse should have removed all identifiers.

*Nursing practice is described as the use of nursing knowledge, skills, attitudes and judgement to practise within his or her scope in a direct relationship with clients or working in nursing management, nursing administration, nursing education, nursing research, nursing professional advice or nursing policy development roles, which impact on public safety.*

*Professional practice is guided by clear guidelines that are evidence-based, supported by professional Codes of Conduct, Code of Ethics and competencies appropriate to the scope of practice.*

*Professional performance includes making safe clinical and professional judgements, demonstrating the level of skill and knowledge required for safe practice, behaving appropriately and acting in a way that does not impact adversely on patient safety within all domains of nursing practice*

*Practising as a professional requires that the nurse presents evidence of their practice through a portfolio that meets Nursing Council of New Zealand requirements, including continuing education*

*There are three aspects to meeting the competence requirements:*

- *Practice hours – minimum 60 days (or 450 hours) of practice*
- *Professional development hours 60 hours in 3 years*
- *Being able to meet the NZNC competencies for your scope of practice applied to the area or context in which you practice.*

The Waitemata DHB policy and procedure documents for the PDRP can be found in the Human Resources manual or on the Intranet.

- PDRP1 Professional Development Recognition Programme
- PDRP2 Core Processes
- PDRP3 Assessment and Assessor
- PDRP4 Levels of Practice Progression
- PDRP5 Data Management
- PDRP6 Quality Assurance and Moderation Process

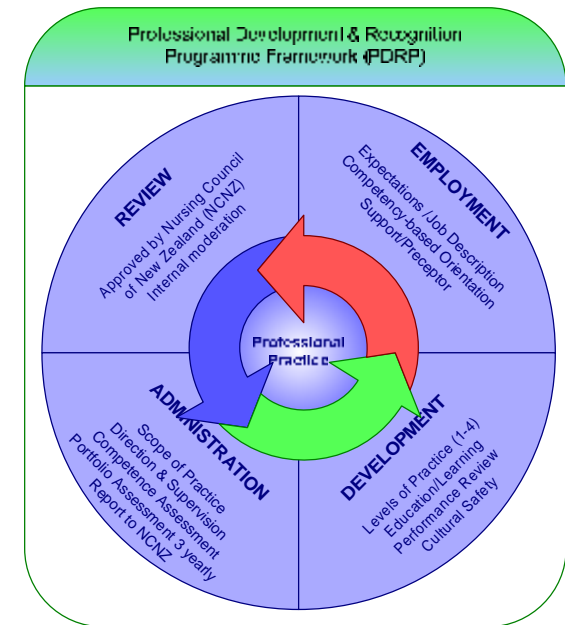
Department of Nursing & Midwifery  
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Values – Openness Integrity Compassion Respect Customer Focus



# Competent RN Level 2



**A guide for nurses**

## Developing as a professional

The Professional Development and Recognition Programme (PDRP) is a framework that helps nurses develop their professional practice and assist them on a career pathway. The PDRP encourages nurses to reflect on their practice and to set goals to plan for their future in care delivery and leadership.

## Health Practitioner Competence Assurance Act (HPCAA) 2003

As a professional nurse, you will know that the Nursing Council of New Zealand (NCNZ) requires your honest confirmation (on your annual practising certificate application) that you meet the competencies as a nurse, have received feedback about the safety of your practice and that you have completed 60 learning hours in the last 3 years. This meets the HPCAA requirements.

Waitemata District Health Board (WDHB) is required to assess the competence of all nurses employed. We use the Professional Development and Recognition Programme (PDRP) components to do this. Our programme has been approved by the Nursing Council of New Zealand.

To meet the professional and organisational obligations, each nurse should

- annually demonstrate their competence
- have this validated every 3 years by presenting a portfolio for formal assessment.

All nurses should present a portfolio within 12 months of employment and 3 yearly thereafter.

## Competent Nurse – Level 2

A competent Level 2 nurse –

- Demonstrates clinical grasp and response-based practice, applies critical thinking to meet needs
- Recognises relevance of changing clinical condition. Communicates about unexpected changes in the clinical plan
- Co-ordinates team input to meet the needs of the patients
- Is an effective positive team member
- Role models consistent, skilled professionalism
- Positive communicator, fosters positive inter-disciplinary teamwork

## What you need in your Portfolio

### Portfolio content

- Declaration
- Copy of annual practising certificate
- Portfolio Application and Checklist Form (i.e. all requirements present)
- Curriculum Vitae

### Clinical Practice Development

- Technical competencies – competence in speciality area
- Peer Review x 2 - completed in last 3 months
- Teaching confidence feedback (to colleagues, patient / client / whanau)

### Reflection on Practice

- Case study – using critical thinking to show how nursing made a difference, referenced
- Self Reflection (against NZNC competencies) on the same form with nursing performance Appraisal Form completed with CNM
- Clinical supervision contract (specific services only)
- Evaluation of goals achieved

### Professional Development

- Evidence of learning every year i.e. minimum of 60 hours in 3 years
- Set new SMART goals to be achieved

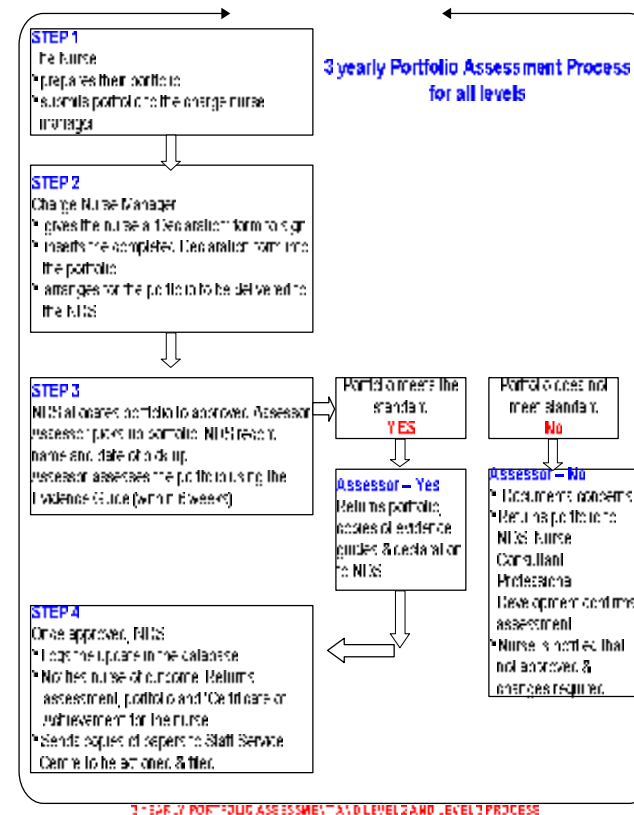
### Clinical Leadership

- Feedback from preceptees e.g. students

*Use forms on G drive/intranet*

*Assistance available from the Nurse Educator for your service*

## Submit the portfolio for assessment



## Acknowledgement

On successful assessment

- the portfolio (with a copy of evidence guide) will be returned to you
- a certificate of acknowledgement is issued
- NZNC are notified of your competence achievement quarterly

