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| **Proficient Enrolled Nurse: Full Self and Peer Assessment** |
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| **Details of nurse completing self-assessment:** | **Details of nurse completing peer assessment** |
| Name: | Name:  |
| APC number and expiry date: | APC Number & expiry date: |
| Department and Directorate or workplace: | Department/Directorate/Workplace: |
| Employee number: | Level on PDRP: |
| Role Title this assessment relates to: | Email address: |
| Practice hours: minimum 450 hours /60 days in last three years **MET / NOT MET** |
| Learning hours: minimum 60 hours in the last 3 years **MET / NOT MET** |

**Date and or review period:** |
| Completion of this document meets the 3 yearly requirements to complete two forms of assessment against the Nursing Council of New Zealand (NCNZ) competencies for an EN.  **Note: A ‘Performance Review’ is a component of the portfolio requirements; it is not equivalent to a full portfolio submission.** **Process:**1. All Domains must be completed and include a comment of endorsement in Section 3 by the CN / Nurse Manager for the level of practice. Sections 4 to 6 as applicable to the Organisation’s requirements
2. Completed portfolios are handed into the Nurse Coordinator – PDRP on the first working day of the month February through to November
3. For nurses employed in the primary/NGO/ARC sector, if possible, the complete portfolio is assessed by an assessor in the clinical area
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|  **Information on completing the self-assessment\**** NCNZ requires all examples to clearly and completely answer the competency indicator with an explanation and actions of how you demonstrate this is your day to day practice. Each must be answered
* All answers and examples must be from the current area of practice and be less than 12 months old.

**Information on completing the peer assessment\**** The peer assessment can be completed by the nurse manager or a RN who has delegated authority.
* The peer assessor must be a registered nurse and be familiar with the practice of the nurse and provide examples of how day to day practice meets the competency indicator. The peer assessor must be practicing at the same level or above of the nurse submitting a PDRP
* NCNZ requires peer assessors to include a specific example of how you know the nurse being assessed meets the competency indicator.
* In some primary/NGO/ARC organisations, the employer may also require a separate performance review.
* If the manager completing the assessment is **not** a nurse, a registered nurse must **also complete the peer** assessment.
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| **IMPORTANT INFORMATION BELOW - PLEASE READ** |
| The NCNZ competency is written in normal font. Please do NOT answer this.**The Competency Indicator is written in bold – Please answer this** **including an example or explanation of how your practice meets or achieves the indicator.***The part in italics is a guide to help you answer the competency indicator* Please note the term ‘health consumer’ has been used. This includes any recipient of health care and/or services e.g. clients, consumers, residents, turoro. | **(1) Self Assessment** | **(2) Peer Assessment** |

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| **Domain One: Professional Responsibility** |
| * 1. Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements

**Identify one professional, one ethical and one legislated requirement relevant to your area of practice; describe what you do to meet each of these requirements.** **Provide an example of role modelling, preceptorship or teaching of one these requirements.***Identify (name) 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.* |  |  |
| * 1. Demonstrates the ability to apply the principles of the Treaty of Waitangi /Te Tiriti o Waitangi to nursing practice.

**Identify the four principles of the Treaty of Waitangi /Te Tiriti o Waitangi and describe how you apply each of them to their practice. Provide evidence of attendance Tikanga guidelines workshop.***This competency is about the Treaty and its relevance to the health of Māori, which is more specific than cultural safety. Reference documents that help your colleagues know what appropriate practice is e.g. CCDHB Tikanga Māori guidelines or NCNZ Cultural Safety, Treaty of Waitangi and Māori Health Guidelines. Ensure your practice examples include your direct application of the principles, rather than simply referring to other services* |  |  |
| * 1. Demonstrates understanding of the Enrolled Nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.

**Describe your understanding of the principles of direction and delegation as they relate to the RN and the EN***Reference NCNZ guidelines for direction and delegation to answer this performance indicator. Evidence of completing the e-learning package on direction and delegation should be included in the portfolio/PDR.* |  |  |
| * 1. Promotes an environment that enables health consumer safety, independence, quality of life, and health.

**Describe how you minimised a risk in the physical environment to increase health consumer safety.** *Environment in this indicator refers to the health consumer’s physical location, the structures and objects that impact on this and the risk associated with these. Consider what actions reduce risk, promote safety and wellbeing e.g. the prevention of cross infection, falls prevention, maintenance of skin integrity or nutrition and hydration.* |  |  |
| * 1. Participates in ongoing professional and educational development.

**Complete the professional development record template as required including evidence of maintenance of core competencies and area-specific competencies.** |  |  |
| * 1. Practises nursing in a manner that the health consumer determines as being culturally safe.

**Describe how you changed your care to practice in a manner that was culturally appropriate that reflects advancing skill or knowledge.***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. Reflect on an occasion when you adapted your usual practice to appropriately meet a health consumer’s cultural needs that reflects proficient rather than competent level practice. Note: allowing family to be present is not sufficient evidence*  |  |  |
| **Domain Two: Management of Health Care** |
| 2.1 Provides planned nursing care to achieve identified outcome.**Identify an expected outcome then describe how you plan your care to achieve this for your health consumer using advancing clinical skill and knowledge.** *An outcome is something that is expected to happen as a result of your (assistance with) care e.g. pain is reduced, wound heals, health consumer self-manages their condition. Think about what you do to achieve the outcome that reflects proficient rather than competent level practice*. |  |  |
| 2.2 Contributes to nursing assessment by collecting and reporting information to the Registered Nurse.**Identify a commonly used assessment tool in your area of practice, what information you collect using the tool using advancing clinical skill and knowledge and why you report this to the RN.***Think about documents you use to collect information; why is this tool used and why is the information so important?* |  |  |
| 2.3 Recognises and reports changes in health and functional status to the Registered Nurse or directing health professional.**Describe how you used advancing level skill or knowledge to recognise a change/ deterioration in a health consumer’s condition and why you reported it to the Registered Nurse.***Think about what you noticed and what your concerns were about the changes that reflects proficient rather than competent level practice*. |  |  |
| 2.4 Contributes to the evaluation of health consumer care.**Describe what evaluation of care is and how you use advancing level skill and knowledge to contribute to it.** *Think about the importance of evaluation and what your involvement in this is that reflects proficient rather than competent level practice***.** |  |  |
| 2.5 Ensures documentation is accurate and maintains confidentiality of information.**Describe how you assist your colleagues to ensure their documentation is accurate and their use of information technology (IT) maintains confidentiality of information.***How do you ensure that 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?* |  |  |
| 2.6 Contributes to the health education of health consumers to maintain and promote health.**Describe an example of education you gave to a health consumer or family/whanau or significant other that required advancing level skill, knowledge or problem solving and how you evaluated its appropriateness.***What did you teach them and consider why it was not straight forward? How did you do this in a way that was appropriate? What did you do to ensure that they understood?* |  |  |
| **Domain Three: Interpersonal Communication** |
| * 1. Establishes maintains and concludes therapeutic interpersonal relationships.

**Describe how you maintain and conclude therapeutic interpersonal relationships and maintain professional boundaries and explain why this can be challenging.***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. What has to happen to create and maintain a therapeutic relationship and how do you achieve a formal ending to the relationship? What factors can affect this and make it challenging?* |  |  |
| * 1. Communicates effectively as part of the health care team

**Describe how advancing skills and knowledge enable you to communicate effectively with the HCT.***Consider how the use of different styles and techniques ensure your communication is better understood.* |  |  |
| * 1. Uses a partnership approach to enhance health outcomes for health consumers

**Describe how you use problem solving skills to work in partnership with a health consumer to achieve a goal.***Nurses work in partnership with health consumers to ensure their needs and goals are met where possible.* *Think about the health consumer’s goal and what you did to enable them achieve this.* |  |  |
| **Domain Four: Interprofessional Health Care & Quality Improvement** |
| 4.1 Collaborates and participates with colleagues and members of the health care team to deliver care.**Describe how you support students, beginning practitioners and other members of the healthcare team.** *Collaboration is working together to achieve shared goals. Consider who else you work with, directly or indirectly and how you work with them.*  |  |  |
|  4.2 Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.**Describe the differences in accountability and responsibility of the RN, EN and HCA/Support worker.***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.)* |  |  |
| 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**Describe your understanding of the EN’s accountability and responsibility when assisting a registered health professional who is not a RN.***Refer to NCNZ EN Scope of Practice to answer this performance indicator.*  |  |  |
|  | **Additional comments**:Signature:Date: | **Statement of Support:**Signature:Date: |

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| **(3) Line Manager** comments **and endorsements** (if they have not completed peer assessment above) to include confirmation that the nurse is consistently practising at Proficient EN level and meets all the indicators at Proficient EN level: |
| Name: | Signature: | Date: |
| **(4a) HS nurses -** Line Manager with responsibility for budget to endorse progression to, or maintenance of, EN Proficient level: (please circle below)**(4b) Primary, NGO, ARC or other Sector:** Line Manager with responsibility for budget (if applicable and/or PDRP related allowances apply) to endorse progression to, or maintenance of, EN proficient level: (please circle below) |
| Yes No (Reason/s must be given) |
| Name: | Signature: | Date: |