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| **Name of Applicant:** | | | | | **APC Number:** | **Date:** | |
| **Evidence** | | **Standard Requirements** | | | | | |
| Yes | No | Application letter | | | | | |
| Yes | No | Curriculum Vitae | | | | | |
| Yes | No | Copy of entry on NCNZ register showing current APC | | | | | |
| Yes | No | Current Performance Appraisal (less than 12mths old) | | | | | |
| Yes | No | Professional Development (PD) Plan | | | | | |
| Yes | No | Self-assessment complete and assessed on reverse of this form | | | | | |
| Yes | No | Senior Nurse assessment complete and assessed on reverse of this form | | | | | |
| Yes | No | Manager Support Letter – **supports Designated Senior Nurse** | | | | | |
| Yes | No | Evidence of 450 practice hours in last 3yrs | | | | | |
| Yes | No | Evidence of 60 PD hours in last 3yrs. | | | | | |
| Yes | No | Reflection on 3 PD activities | | | | | |
| Yes | No | Code of Conduct training in between June 2012 and June 2015. | | | | | |
| **Designated Senior Nurse Requirements** | | | | | | | |
| Yes | No | Evidence demonstrating leadership in practice innovation and quality improvement. | | | | | |
| Yes | No | Evidence demonstrating the education and development of others | | | | | |
| Yes | No | Evidence demonstrating active participation in wider service, organisation or professional activities/groups | | | | | |
| Yes | No | Evidence demonstrating leadership in management, education, policy or research. | | | | | |
| **Additional comments/reasons:** | | | | | | | |
| **The portfolio meets NCNZ Standard requirements at Designated Senior Nurse RN level: Yes No** | | | | | | | |
|  | | | | | | | |
| Assessor Name | | |  | Signature | | | Date |
| Assessor Name | | |  | Signature | | | Date |
| Assessor Name | | |  | Signature | | | Date |

**Portfolio Assessment Tool – Designated Senior Nurse RN**

**Please Comment on whether the Self & Competence assessment for EACH competency provides specific examples and comments on skill, knowledge, behaviour, attitude and values expected of a DSN level RN.**

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| **Applicant Name & APC number: Date:** | | |
| **Evidence** | **NCNZ Registered Nurse Domain One: to be completed by ALL DSN’s** | |
| Yes No | 1.1 Meets professional, ethical or legislated requirements |  |
| Yes No | 1.2 Applies the principles of Treaty to nursing practice |
| Yes No | 1.3 Demonstrates accountability for direction and delegation |
| Yes No | 1.4 Promotes client safety |
| Yes No | 1.5 Practices in a culturally safe manner |

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| **Evidence** | **NCNZ Registered Nurse Domain Two: DSN involved in DIRECT PATIENT CARE** | |
| Yes No | 2.1 Provides planned nursing care |  |
| Yes No | 2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings |
| Yes No | 2.3 Ensures documentation is accurate and maintains confidentiality of information. |
| Yes No | 2.4 Ensures the client has adequate explanation of effect, consequences and alternatives of proposed treatment. |
| Yes No | 2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses. |
| Yes No | 2.6 Evaluates client’s progress towards expected outcomes in partnership with the clients. |
| Yes No | 2.7provides health education appropriate to the needs of the client within a nursing framework. |
| Yes No | 2.8 Reflects upon and evaluates with peers and experienced nurses, the effectiveness of nursing care. |
| Yes No | 2.9 Maintains professional development |

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|  | **NCNZ Registered Nurse Domain Two: to be completed by DSN involved in Management** | |
| **Please note: DSN Involved in Management AND direct patient care will need to complete 2.1-2.9 as well as following four extra competencies** | | |
| Yes No | Promotes an environment that contributes to ongoing demonstration and evaluation of competencies. |  |
| Yes No | Promotes a quality practice environment that supports nurses’ abilities to provide safe, effective and ethical nursing practice. |
| Yes No | Promotes a practice environment that encourages learning and evidence-based practice |
| Yes No | Participates in professional activities to keep abreast of current trends and issues in nursing |
| **Domain Two to be completed by DSN Involved in Education (no direct patient care)** | |
| Yes No | Promotes an environment that contributes to ongoing demonstration and evaluation of competencies. |
| Yes No | Integrates evidence-based theory and best practice into education activities. |
| Yes No | Participates in professional activities to keep abreast of current trends and issues in nursing |

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| **Evidence** | **NCNZ Registered Nurse Domain Three: only to be completed if DSN is involved in direct patient care (as well as management)** | |
| Yes No | 3.1 Establishes maintains & concludes therapeutic interpersonal relationships with health consumers |  |
| Yes No | 3.2 Practices nursing in a negotiated partnership with the health consumer where and when possible. |
| Yes No | 3.3 Communicates effectively with health consumers & members of the healthcare team. |
|  | **NCNZ Registered Nurse Domain Three: DSN involved in Management or Education**  **NOTE - DSN Involved in Management AND direct patient care will need to complete**  **3.1- 3.3 as well as following extra two competencies** | |
| Yes No | Establishes & maintains effective interpersonal relationships with others, including utilising effective interviewing & counselling skills & establishing rapport & trust |  |
| Yes No | Communicates effectively with members of the healthcare team, including using a variety of effective communication techniques, employing appropriate language to context & providing adequate time for discussion. |  |

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| **Evidence** | **NCNZ Registered Nurse Domain Four: to be completed by ALL DSN’s** | |
| Yes No | 4.1 Collaborates & participates with colleagues and members of the health care team to facilitate and coordinate care |  |
| Yes No | 4.2 Recognises & values roles and skills of all members of the health care team in the delivery of care |
| Yes No | 4.3 Participates in quality improvement activities to monitor and improve standards of nursing |