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| **Nursing Professional Development Recognition Programme****Designated Senior Nurse****Name: …………………………………………………..**For use by Designated Senior Registered Nurses when applying to senior nurse level or for reapplication and maintenance of senior nurse level on the Hawke’s Bay DHB PDRP. |

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| **PDRP APPLICATION FORM** |
| **Please complete this form fully - incomplete forms / portfolios will be returned** |
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| **Applicant Name:** |  |
| **Workplace:** |  |
| **DHB Employee Number:** |  |
| **NCNZ APC Number:** |  |
| **Telephone Number:** |  |
| **Ethnicity:** |  |
| **Email Address:** |  |

***To be signed no more than 2 weeks prior to submission.***1. I declare that I have maintained the NCNZ requirements related to practice hours, professional development hours and standards of practice.
2. I declare that the examples I have presented as evidence contains my own work, **or**, where I have undertaken joint work, I have fairly and accurately described my personal contribution.
3. I declare that the submitted examples relate to my current practice and are from within the past 12 months.
4. I understand that my portfolio may be audited for purposes of authentication, or may be subject to internal moderation by the PDRP Nurse Coordinator or an external moderator.
5. I understand that none of my work will be used for other purposes unless it has my specific consent. I understand, however, if during the assessment process an assessor identifies any issues of potentially unsafe or concerning practice, they will discuss this with the PDRP Nurse Coordinator in the first instance and the issue may be followed up further.
6. I give permission for this demographic data to be used in an anonymised format for workforce development purposes.

**I attest that I am not currently under performance management or being investigated by Nursing Council of New Zealand or have any restrictions on my practicing certificate for any reason. By signing I declare the information I have given is true and correct.**

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| **Applicant Signature:** |  |  | **Date:** |  |

I have notified my Line Manager of my intent to apply for PDRP, before submitting my portfolio.

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| **Managers Signature:** |  |  | **Date:** |  |
| **Managers Name (Print):** |  |  | **Designation:** |  |

**Manager to add any additional comment in support of this application:**

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| **PDRP DESIGNATED SENIOR NURSE REQUIREMENTS** |
| **For a designated senior nurse PDRP portfolio you are required to provide the following evidence** |
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| **1** | **Current Curriculum Vitae** |
| **2** | **Annual Practicing Certificate*** Provide a photocopy of current APC
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| **3** | **Hours of Practice*** Verification of 450 hours of practice over the last 3 years e.g. print-out from TrendCare or payroll letter which indicates specified time frame, clinical area and number of practice hours
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| **4** | **Professional Development Hours & Reflection**1. Minimum of 60 hours over last three years (this must include organisational mandatory training e.g. CPR, fire etc)
	* 1. Which are validated either by signature or someone who can verify your attendance or organisational record / printout (which is verified)
		2. The professional development is required to be at an appropriate level and related to practice
2. Reflection on at least three (3) educational attendances from the past three years.
3. You need to explain / describe the difference this learning has made to your nursing practice

**Note: NCNZ require all nurses to have completed Code of Conduct and Professional Boundaries training by July 2015 (this is being monitored via PDRP) – please demonstrate completion of this in your professional development hours** |
| **5** | **Organisational Performance Plan / Appraisal AND Organisational Development Plan*** Must be within 12 months from date of this PDRP application (for HBDHB employees both of these are located in the PALS module)
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| **6** | **Self-Assessment Against NCNZ Competencies for a Registered Nurse (Verified by another RN)** * Must be within 12 months from date of this PDRP application
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| **7** | **Manager / Designated Senior Nurse Assessment Against NCNZ Competencies for a Registered Nurse*** Must be within 12 months from date of this PDRP application
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| **8** | **Designated Senior Nurse Specific Requirements (as detailed at the back of this template)** |

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**Aspects of a Senior Nurse in Designated Role:**

1. Demonstrates nursing leadership through broad problem solving and analytical skills in relation to nursing standards at service, organisational and / or national level.
2. Utilised in an expert / advisory capacity for extensive nursing experience / knowledge.
3. Works through, or mentors nurses through, change processes to introduce nursing initiatives which are evidence based and quality focused to improve nursing standards / practice and enhance the service provided. The change process incorporates partnership with Maori, other client groups, the health team and where indicated relevant unions and professional bodies.
4. Evidence of application of learning gained from post graduate or post registration education to advance own nursing practice / role.
5. Actively participates in professional groups to advance nursing practice.

***NB: Designated senior nurses initial placement onto the designated senior nurse NZNO MECA salary scale is not dependent on PDRP, however progression through the steps within the grade is subject to satisfactory performance (as per clause 8.1 (e) of the DHB/NZNO Nursing & Midwifery MECA) which would include satisfactory performance appraisal and having a currently assessed PDRP at designated senior nurse level.***

**Information on completing the self-assessment**

* Responses must clearly and completely answer the competency with an example or explanation of how practice meets or achieves the competency. NCNZ requires inclusion of an example of how you meet the indicator. Statements such as ‘I ensure my practice is culturally safe by treating each patient as an individual’ is not sufficient as it does not provide an example.
* All responses and examples must be from the current area of practice and be less than 12 months old.
* A self-assessment must be signed and verified by another registered nurse (for PDRP purposes it is expected that this is your nursing manager / leader) who has a current practising certificate. Verification means that they sign the form to declare that the assessment was completed by you. They must also state their name, status, registration number, contact details and practice setting.
* A senior nurse is a nurse in a designated senior position (such as a charge nurse, clinical nurse manager, associate clinical nurse manger or nurse educator).

**For Nurses involved in management, education, research or policy making**

Although Nurses involved in management, education, research and policy making are exempt from being assessed against the clinical competencies in Domain 2 and Domain 3, evidence is still required on contribution to Management of Nursing Care and Interpersonal Relationships.

**Reference:** Nursing Council of New Zealand. (2011). *Guidelines for Competence Assessment.* Wellington: Author.

**This document should be completed electronically, as you type, the box will expand, allowing more space for your example.**

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| **Domain 1 Professional Responsibility** |
| **Competency Statements** | **Self-Assessment Comments** |
| **1.1****Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.***You should be able to demonstrate that you consistently comply with, assist and educate others with relevant legislation / codes that impact on nursing practice and client rights. You need to provide evidence of leadership and mentoring of other nurses in relation to professional standards / legislation or resolving ethical issues.* |  |
| **1.2****Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.***This competency is about the Treaty & its relevance to the health of Maori, which is more specific than cultural safety. Your practice example should relate to demonstrating the principles of the ToW and your understanding of the differing health status of Maori and non-Maori health consumers.**You should be able to identify a disparity or inequality in the health status of Maori that relates to your area of practice and describe how you are responding to this issue or how you are involved in service / organisational activity to address this issue.* |  |
| **1.3****Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.***You should be acting as a role model and a resource to others in the application of NCNZ guidelines, evaluating decisions made regarding delegation of care and direction given to EN’s, HCA’s, students and others to ensure provision of a safe staffing environment, prioritisation of care, effective time management to ensure effective nursing care delivery.* |  |
| **1.4****Promotes an environment that enables client safety, independence, quality of life, and health.***You should be able to describe an environmental issue or problem that was affecting patient safety, independence or quality of life and how your leadership and education of team members assisted in minimising the risk.* |  |
| **1.5****Practises nursing in a manner that the client determines as being culturally safe.***You should be able to describe an issue that was impacting on the provision of culturally safe care in your area of practice and your leadership in resolving this.**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 more appropriately meet a patient’s cultural needs. (Note: allowing a family member to be present is not sufficient evidence).* |  |

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| **Domain 2 Management of Nursing Care** |
| **Competency Statements** | **Self-Assessment Comments** |
| **2.1****Provides planned nursing care to achieve identified outcomes.***You should demonstrate your role modelling, application of your expert knowledge, judgement and decision making in the planning of individualised care within an evidenced based framework.*  |  |
| **2.2****Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.***Describe how you apply expert level nursing skills, advanced knowledge, evidence based practice and problem solving to complete a comprehensive & accurate nursing assessment.* |  |
| **2.3****Ensures documentation is accurate and maintains confidentiality of information.***How have you used your leadership to resolve a problem or issue relating to accuracy of documentation or confidentiality of information within your area of practice?*  |  |
| **2.4****Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.***Describe how you have utilised your leadership skills in resolving an issue relating to a patient having adequate explanation of the effects, consequences and alternatives of proposed treatment options.**Informed consent is a process rather than a one-off event. The essential elements of this process are effective communication, full information which is freely given, competent consent.*  |  |
| **2.5****Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or others crisis situations.***Describe your clinical leadership during an unexpected situation and describe the problem solving skills you have used to resolve the situation.* *What happened, what was the risk, to whom, what were your thoughts and concerns and how did you ensure the safety of everyone involved?* |  |
| **2.6****Evaluates client’s progress towards expected outcomes in partnership with clients.***Demonstrate advanced practice using critical analysis, advanced knowledge and evidence and leadership in the evaluation of the plan of care to patients with complex needs.* |  |
| **2.7****Provides health education appropriate to the needs of the client within a nursing framework.***Demonstrate role modelling, in appropriate and effective teaching of the patient / family ensuring education given is timely, understood, culturally safe and follows current evidence and guidelines.*  |  |
| **2.8****Reflects upon, and evaluates with peers and experience nurses, the effectiveness of nursing care.***Demonstrate how you consistently role model, coach, and support colleagues through formal and informal debriefing / reflection in the management of client care.**Reflection is about reviewing and evaluating practice experience. Expert nurses are expected to facilitate this process for less experienced nurses.* |  |
| **2.9****Maintains professional development.***What have you done to ensure your knowledge is up to date with knowledge? How do you role model professional development opportunities and learning for colleagues and how have you shared this knowledge with others?**A lesson plan and evaluations should be included into your portfolio to demonstrate the expert level teaching requirements.* |  |
| **Domain 2 Management of Nursing Care – Competencies for Nurses Involved in Management** |
| **Competency Statements** | **Self-Assessment Comments** |
| **Management 1****Promotes an environment that contributes to ongoing demonstration and evaluation of competencies.** |  |
| **Management 2****Promotes a quality practice environment that supports nurses’ ability to provide safe, effective and ethical nursing practice.** |  |
| **Management 3****Promotes a practice environment that encourages learning and evidence based practice.** |  |
| **Management 4****Participates in professional activities to keep abreast of current trends and issues in nursing.** |  |
| **Domain 2 Management of Nursing Care – Competencies for Nurses Involved in Education** |
| **Competency Statements** | **Self-Assessment Comments** |
| **Education 1****Promotes an environment that contributes to ongoing demonstration and evaluation of competencies.** |  |
| **Education 2****Integrates evidence-based theory and best practice into educational activities.**  |  |
| **Education 3****Participates in professional activities to keep abreast of current trends and issues in nursing.** |  |

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| **Domain 3 Interpersonal Relationships** |
| **Competency Statements** | **Self-Assessment Comments** |
| **3.1****Establishes, maintains and concludes therapeutic interpersonal relationships with clients.***You should be able to demonstrate role modelling and provide leadership in patient / client advocacy, facilitating processes to seek resolution of issues, education and supporting colleagues with these, providing leadership in the maintenance of professional boundaries.* |  |
| **3.2****Practices nursing in a negotiated partnership with the client where and when possible.***Describe how you consistently role model and lead planning, implementation and evaluation of patient / client care in partnership with a patient to support their independence or to ensure their needs and goals are met where possible.*  |  |
| **3.3****Communicates effectively with clients and members of the health care team.***As an expert nurse in the health care team, reflect on your role modelling of effective communication skills and leadership in the facilitation of problem solving and / or conflict resolution.* |  |
| **Domain 2 Interpersonal Relationships – Competencies for Nurses Involved in Management and Education** |
| **Competency Statements** | **Self-Assessment Comments** |
| **Management & Education 1****Establishes and maintains effective interpersonal relationships with others, including utilising effective interviewing and counselling skills and establishing rapport and trust.** |  |
| **Management & Education 2****Communicates effectively with members of the health care team, including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion.** |  |

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| **Domain 4** **Inter-professional Health Care and Quality Improvement** |
| **Competency Statements** | **Self-Assessment Comments** |
| **4.1****Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.***Describe and reflect on your leadership / role modelling in collaboration with health team members to implement effective change or problem solving.* |  |
| **4.2****Recognises and values the roles and skills of all members of the health care team in the delivery of care.***Show collaboration with another area or discipline outlining your role in this, the process undertaken and the implementation of any change.* |  |
| **4.3****Participates in quality improvement activities to monitor and improve standards of nursing.***Give an example of your leadership in the development and implementation of quality improvement activities.**Key words to consider: patient safety, reducing errors, efficiency, effectiveness, systems, processes, outcomes, audits. Think about your role in the initiative and the effect on patient outcomes through improved care, processes or delivery of service.* |  |

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| **Designated Senior Nurse** **HBDHB Evidential Requirements** |
| **Statements** | **Self-Assessment Comments** |
| **Leadership**Provide evidence which reflects on your leadership style that demonstrates your ability to effect change within your workplace. | Please provide your evidence here and then attach any supporting material required |

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| **Designated Senior Nurse** **HBDHB Evidential Requirements** |
| **Statements** | **Self-Assessment Comments** |
| **Contribution to the Profession**Provide evidence of teaching, coaching or mentoring of colleagues either at a local, national or international level, within your current area of practice. | Please provide your evidence here and then attach any supporting material required |

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| **Designated Senior Nurse** **HBDHB Evidential Requirements** |
| **Statements** | **Self-Assessment Comments** |
| **Quality Improvement**This is seeking evidence which demonstrates change process in quality improvement activities1. Provide evidence of audit activity or other quality related activity within the workplace (this should include evidence of change and ongoing monitoring)
2. Provide evidence of innovation within the workplace.
 | Please provide your evidence here and then attach any supporting material required |

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| **Designated Senior Nurse** **HBDHB Evidential Requirements** |
| **Statements** | **Self-Assessment Comments** |
| **Professional Activities – Engagement & Influence**Provide evidence which demonstrates engagement and influence in wider service, organisation professional activities and includes relationship building and consultation. | Please provide your evidence here and then attach any supporting material required |

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| **Designated Senior Nurse** **HBDHB Evidential Requirements** |
| **Statements** | **Self-Assessment Comments** |
| **Postgraduate Education**1. Provide evidence of completion of a postgraduate (level 8) certificate or educational equivalence
2. Provide a statement which demonstrates how you utilise the knowledge gained from this postgraduate education into your current role / practice.

**Notes:** *The postgraduate education must be relevant to the current area of practice e.g. clinical, management, education etc.* *The postgraduate education may have been completed more than three years ago.* *Educational equivalency will apply as per expert (level4) portfolio.* | Please provide your evidence here and then attach any supporting material required |

**Self-Assessment Verified By**:

**Name:** .........………………………………………… **Signature:** ……………………………………

**APC Number:** …………………………………………..….. **Job title:** ……………………………….......

**Date:** …………………………............................ **Practice Setting:** ……………………………….......