

Proficient RN Portfolio Requirements

Documents must be in the portfolio in the order below. If re-applying to proficient please send in **one** copy of the previous portfolio with the new submission.

3 Copies of the RN Proficient Portfolio are to be handed into the PDRP coordinator for your DHB (see page 2 for contact details).

Continuing Competence requirements

- a) Application Letter
- b) Curriculum Vitae
- c) Copy of entry on NCNZ online register showing current APC
- d) Copy of Job description
- e) Current Performance Appraisal including a professional development plan (within the last 12 months)
- f) Self-assessment – **proficient** level against the NCNZ competencies
- g) Competency assessment – **proficient** level against the NCNZ competencies
- h) Support from Manager for progression on the PDRP pathway
- i) Verification of 450 practice hours over the last 3 years, validated by a senior nurse (e.g. CNM)
- j) Evidence of 60 Professional Development (PD) hours over the last three years. Three reflections must be included

Proficient Requirements

- a) An example of involvement in quality initiative or practice change and evidence of implementation evaluation. This example needs to be negotiated with and supported by the Manager
- b) An example of teaching session OR preceptoring or supporting the skill development of colleagues
 - If a teaching session is used the applicant must include; learning objectives (refer to pg 33) and evaluation of the session (refer to pg 34) and this should have been delivered to more than one person
 - Preceptoring or supporting skills development should include reflection and feedback from the person preceptored or supported
- c) Reflection illustrating the ability to manage and coordinate care for patients with complex needs