

Expert RN Portfolio Requirements

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

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

Continuing Competence requirements

- a) Application Letter - **Signed**
- 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) - **Signed**
- f) Self-assessment – **expert** level against the NCNZ competencies - **Signed**
- g) Competency assessment – **expert** level against the NCNZ competencies - **Signed**
- h) Support from Manager for progression on the PDRP pathway - **Signed**
- i) Verification of 450 practice hours over the last 3 years, validated by a senior nurse (e.g. CNM) - **Signed**
- j) Evidence of 60 Professional Development (PD) hours over the last three years - **Signed**. **Three** reflections must be included

Expert Requirements

- a) Evidence of level 8 post graduate education relevant to area of practice (certificate or official course transcript required) or equivalent (see page 14 for details). Post graduate education may have been completed **before** the 3 years under certification and does not expire as long as the applicant has maintained continuing professional development.
- b) Evidence demonstrating contribution to speciality knowledge **OR** innovation in practice and the change process in quality improvement activities. This example needs to be negotiated with and supported by the Manager and should evidence of post implementation evaluation.
- c) Reflection on the learning and/or development of colleagues
- d) Evidence demonstrating engagement and influence in wider service, professional or organisational activities. Highlighting advocacy for nursing needs to be included
- e) Reflection demonstrating expert knowledge and application of expert practice in care of complex patients and clinical leadership in care coordination