

Expert RN Portfolio

Please replace the details below with your Name, Workplace and Month/Year of submission.

NAME

Workplace

Month Year

Expert RN Portfolio Contents

- a) Application Letter - **signed**
- b) Copy of current CV or resume
- c) Copy of entry on online NCNZ register showing **current** APC
- d) Current Performance Appraisal – eg. Mo Tatou (within the last 12 months) - **signed**
- e) Self Assessment – **Expert** level against the NCNZ competencies – **signed**
- f) Senior Nurse Assessment – **Expert** level against the NCNZ competencies – **signed**
- g) Manager Support Letter – completed supporting Expert and **signed**
- h) Professional Development Plan **OR** Career plan
- i) Evidence of 450 practice hours over last 3 years – validated & **signed** by manager
- j) Evidence of 60 Professional Development Hours over past 3 years including evidence of Code of Conduct training since 2012 – validated & **signed** by manager
- k) Reflections on three Professional Development activities

Expert Requirements

- a) Evidence of contribution to specialty knowledge **OR** innovation in practice and the change process in quality improvement activities.
- b) Evidence demonstrating responsibility for the learning and/or development of colleagues.
- c) Evidence demonstrating engagement and influence in wider service, professional or organisations activities.
- d) Evidence demonstrating expert knowledge and application of expert practice in care of complex patients and clinical leadership in care coordination.

Expert RN's should demonstrate the integration of acquired nursing knowledge into nursing practice throughout their Portfolio. Expert portfolios should therefore include integration of current literature and evidence based practice, using APA referencing.

Application Letter

Please complete all sections below

(please note, with the exception of Graduate Nurses, certificates are issued to Proficient, Expert and Accomplished level only)

Name:

as you want it to appear on your certificate (please print clearly in this box):

APC Number

Expiry Date:

Workplace:

Manager Name:

**Managers
Title:**

This portfolio is for (please circle or delete): **Enrolled Nurse**

Registered Nurse

This portfolio is for (please circle or delete): **Competent Proficient Expert Accomplished DSN**

Declaration (Please tick all applicable)

- I declare that the documents in this portfolio are my own work and if taken from papers, journals or books, are appropriately referenced
- I declare that where I have submitted joint work, I have fairly and accurately described my personal contribution
- I declare that the enclosed work (related to practice situations) has occurred in the previous three years and relates to the current competencies of my scope of practice
- I am prepared to provide authentication data confidentially to the moderator or assessment panel of required
- I understand this material remains confidential to the assessor(s) unless covered under the Health Practitioners Competence Assurance Act 2003
- I am aware that my portfolio may be subject for use in the moderation process, internal, external or as directed by the New Zealand Nursing Council and I will make my portfolio available within 2 weeks if required for moderation
- I understand than none of my work will be used for any other purpose unless it has my specific consent
- I declare that this portfolio represents a consistent demonstration of my practice

Signature:

Date:

Please remove this page and insert a copy of your CV/resume.

Please remove this page and insert a print out of your Nursing Council of New Zealand registrations entry from:

www.nursingcouncil.org.nz

Click the link above to visit the NCNZ website, enter your APC number into the *Search the Register* box, click on your name and print the page.

Please remove this page and insert a signed copy of your
Annual Performance Appraisal.

For example:

- Wairarapa DHB's Mo Tatou Performance Review
- Your organisations performance review document

This must be less than 12 months old at the time of submission.

Self and Competency Assessment of NCNZ Competencies for Expert Registered Nurse

For use when applying for progression on the Expert Registered Nurse PDRP Level **or** when completing the three yearly performance reviews for maintenance of Expert Registered Nurse PDRP level and to meet NCNZ Continuing Competency Requirements

Self and Senior Nurse Assessment Process:

- a) Applicant must complete the self-assessment prior to competency assessment
- b) Self-assessment must reflect the national PDRP framework for Expert level of Competence (see your DHB's PDRP Handbook for details)
- c) Individual examples of practice must be verified by a Registered Nurse or the senior nurse assessor
- d) Examples of practice must be within the previous **12 months**
- e) The Senior Nurse Assessor must:
 - Have a current APC
 - Hold a senior nurse title (e.g CNM, ACNM, CNE) or the Manager can delegate to a senior RN who is a Proficient, Expert or Designated Senior nurse on the PDRP Pathway or in the case of primary care a delegate senior nurse
 - Have at least 3 years of clinical experience in the clinical area
 - Be familiar with the practice of the nurse completing the portfolio
 - Completed workplace assessor training or similar

Details of Applicant
Name:
APC number:
APC Expiry:
Workplace:
PDRP Level:
Role:

Details of Senior Nurse Assessor	Details of Senior Nurse Assessor
Name:	Name:
APC number:	APC number:
APC Expiry:	APC Expiry:
Workplace:	Workplace:
PDRP Level: :	PDRP Level: :
Role:	Role:

NCNZ Competency and Expert Performance Indicator
DOMAIN 1: Professional Responsibility

1.1 Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.

Indicator
e.g. Describe strategies you use to ensure professional, ethical and legislated requirements are upheld by your colleagues in your area of practice.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 1: Professional Responsibility

1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice

Indicator
e.g. Using an example from practice, describe your involvement in addressing the socio-economic/health disparities for Maori.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 1: Professional Responsibility

1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by Registered Nurses, Enrolled nurses and others.

e.g. Using an example from practice, describe how you address challenges in your service/area with the decision making process for delegation by an RN.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator

DOMAIN 1: Professional Responsibility

1.4 Promotes an environment that enables patient/client safety, independence, quality of life, and health.

e.g. using an example from practice describe an environmental safety risk issue in your area of practice that you identified and how you were involved in a process to minimise this risk.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met
Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 1: Professional Responsibility

1.5 Practices nursing in a manner that the patient/client determines as being culturally safe.

e.g. Using an example from practice, describe barriers to providing culturally safe care and what processes you have implemented to help overcome these.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.1 Provides planned nursing care to achieve identified outcomes.

e.g. using an example from practice, discuss 3 priorities of patient/client care during a shift and the time management strategy required
OR
Give examples of the use of evidence in planning your care.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator

DOMAIN 2: Management of Nursing Care

2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.

e.g. Using an example from practice, describe how you undertake a nursing assessment using a specific assessment tool relevant to your area of practice.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.3 Ensures documentation is accurate and maintains confidentiality of information.

e.g. using an example from practice describe how you ensure your documentation meets legal requirements and maintains patient/client confidentiality

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you **MUST** include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.

e.g. using an example from practice describe how you support clients/patients to resolve ethical dilemmas relating to explanation of the effects, consequences and alternatives of proposed treatment options
OR
Describe your leadership in helping colleagues resolve ethical issues including references to literature/evidence.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.5 Acts
appropriately to
protect oneself
and others
when faced
with
unexpected
client
responses,
confrontation,
personal threat
or other crisis
situations.

e.g. Using an example from practice, describe your management of a challenging or unexpected situation and how you returned the environment to a state of readiness including formal or informal debrief you initiated.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you **MUST** include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.6 Evaluates client's progress towards expected outcomes in partnership with clients.

e.g. Describe your involvement in changing the evaluation of nursing care delivery in your service/area.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you **MUST** include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing Care

2.7 Provides health education appropriate to the needs of the client within a nursing framework.

e.g. describe an example of an education tool you have developed or health education for patients/clients you have facilitated

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you **MUST** include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator

DOMAIN 2: Management of Nursing care

2.8 Reflects upon, and evaluates with colleagues and experienced nurses, the effectiveness of nursing care.

e.g. describe how you facilitated a debriefing OR Supervision OR Professional assistance for colleagues.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 2: Management of Nursing care

2.9 Maintains professional development.

e.g. Ensure Professional Development Record meets NCNZ requirements.

Organisational Core Competencies must also be current.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 3: Interpersonal Communication

3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with patients/clients

e.g. using an example from practice, describe how you facilitate others in your team to maintain professional boundaries with patients/clients when this is challenging
OR

How you facilitate conclusion of therapeutic relationships when this is challenging.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you **MUST** include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 3: Interpersonal Communication

3.2 Practices in negotiated partnership with the patient/client where and when possible.

e.g. Describe or provide evidence of a new process you initiated in your area to increase patient/client's independence or family/Whanau participation in their care.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 3: Interpersonal Communication

3.3 Communicates effectively with the patient/client's and members of the health care team.

e.g. using an example from practice, describe barriers to good communication with patients/clients and the MDT and what you do to assist colleagues overcome this
OR
Describe an occasion when communication broke down and what you did to resolve this situation.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 4: Interprofessional Health care & Quality Improvement

4.1 Collaborates and participates with colleagues and members of the Health Care Team to facilitate and coordinate care.

e.g. using an example from practice, describe how you consult with the MDT to develop new policies or procedure or change the way care is delivered
OR
Provide examples of your strategic collaboration with other directorates and/or health care Providers to deliver care.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 4: Interprofessional Health care & Quality Improvement

4.2 Recognises and values the roles and skills of all members of the Health Care Team in the delivery of care.

e.g. describe a range of community support services and resources that you refer patient/client's to
OR
Evidence of your leadership in MDT groups/meetings around the delivery of care.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Competency and Expert Performance Indicator
DOMAIN 4: Interprofessional Health care & Quality Improvement

4.3 Participates in quality improvement activities to monitor and improve standards of nursing.

e.g. Give an example of two quality initiatives or innovations you have led and describe the changes they made to nursing practice or service delivery.

Examples must be included separately in the portfolio.

Self-Assessment – you must include a practice example of how you meet this competency

Senior Nurse Assessment - you MUST include a practice example of how nurse meets competency

Competency Met

Competency Not Met

Name of Competence Assessor:

Verifying RN if different from Competence Assessor:

NCNZ Self & Competence Assessment - Validation of Competence

This section MUST be completed for the assessment to be valid and must be completed BEFORE the portfolio is assessed.

Competence Assessor's Comments:

Name:

Signature:

Date:

Nurse (being assessed) comments:

Name:

Signature:

Date:

Line manager comments if not competence assessor above:

Name:

Signature:

Date:

Manager with responsibility for budget to endorse progression to, or maintenance or RN Senior level:

Yes No

Name:

Signature:

Date:

Line manager must update One-staff with date of performance review or the nurse will be removed from the PDRP

One-staff updated by:

Date:

Manager Support Letter

Applicants name:			
Applicant last Appraisal date:			
Manager name:		Manager's Title:	
<i>Tick as appropriate</i>			
	I have no concerns about this nurse applicant's performance, practice, manner, attitude or teamwork		
	This applicant has not been under review for poor performance or conduct in the past 12 months		
	This applicant's most recent appraisal accurately reflects her/his nursing ability		
	This applicant consistently practices by demonstrating appropriate standards of knowledge, documentation, motivation, collaboration, and effective teamwork		
	<u>I have been consulted on and have approved the applicant's quality initiative, practice change, contribution to specialty knowledge or innovation in practice. This meets Wairarapa DHB, Hutt Valley DHB or the employing organisations requirements where necessary.</u>		
	This applicant demonstrates a commitment to improving her/his practice and being involved in professional development and practice initiative activities		
	I have read the applicant's portfolio and agree that it is a true reflection of their performance		
	I support the applicant for progression or maintenance on the PDRP pathway at: <i>please tick</i>		
	<input type="checkbox"/>	Competent Level	<input type="checkbox"/>
			Expert Level
	<input type="checkbox"/>	RN Expert Level	<input type="checkbox"/>
			RN Designated Senior Nurse
	I do not support this applicant for progression on the PDRP pathway		
Reason/comments:			
Signed:			Date:

Please remove this page and use **EITHER** the following professional development plan **or** career plan

Professional Development Plan

Name:		Workplace:		
Date:	APC No.:			Signature:
Goal	Links (what professional, service or DHB imperative does the goal address)	Activities (steps/actions required to achieve goal)	Resources Needed (including personnel, access, time, financial)	Expected Outcome (impact on professional growth, service delivery or consumer)
E.g. (please delete this line before printing)	Improve services to inpatients with mental health issues	Mental Health Study Day Work with mental health nurse	Access to the Mental Health Study day. Time to work with a mental health nurse.	Improve care I give patients with mental health issues within the ward and to support junior colleagues to develop better skills in assessment and management of patient's mental health status.
1				
2				
3				

PROFESSIONAL DEVELOPMENT & CAREER PLAN NURSING

Career planning is a continuous process of self-assessment and goal setting. This plan incorporates your career and professional development aspirations and aligns these with organisational goals as reflected in your role description. The Directors of Nursing manage HWNZ funding for nurses. A requirement for accessing this funding is to attain the appropriate level of the Nursing Professional Development and Recognition Programme (PDRP) and have an agreed Professional Development and Career Plan (PDCP). Professional development activities require a feedback loop (report on outcomes) as part of the follow-up for activities supported by the organisation. This link provides further information on the career planning process. <http://www.healthworkforce.govt.nz/health-careers/career-planning>. Before starting your career plan, it's important to work through the career planning process, so that your plan is realistic and achievable for you, taking into account your self assessment (Know Yourself) and your career research (Explore Possibilities). Consider what knowledge and skills you need to fulfil the role description (i.e. clinical competences and professional behaviours) and meet objectives and develop in your career.



Career Plan for:		Date:	
	Career &/or Professional Development Goals	Action Plan to Achieve Goals	
Short Term (within 1 year)			
Longer Term (up to 5 years)			
I have discussed my professional development and career aspirations with my line manager who is in agreement.		The plan meets the needs of the service and fits with the strategic direction of workforce development within the organisation. I have discussed this plan and agree to support the achievement of these goals.	
Staff Member Sign Off:		Line Manager Sign Off:	
Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

Please remove this page and insert validated verification of 450 practice hours in the past 3 years. The following can be used:

- TrendCare printout – signed by senior nurse/manager
- Printout / Letter from HR/Payroll
- Signed letter from CNM/Manager detailing the total hours you have worked in the past 3 years

Please remove this page and insert validated verification of 60 Professional Development hours in the past 3 years.

This must include evidence of Code of Conduct training since 2012 (as per NCNZ requirements)

The following can be used:

- TrendCare printout signed by senior nurse/manager
- HR/Payroll printout
- Printout from your organisation signed by your manager.
- Professional Development List signed by your manager

Professional Development Reflections

Please write 3 short reflections of 3 separate professional development activities you have attended within the last 3 years.

Name:		Date:	
Date of Training	Hours	Activity (Name of course/education session)	Reflection (Explain what you learnt from this activity – how it affirmed or influenced your practice)

Please remove this page and insert evidence demonstrating contribution to specialty knowledge **OR** innovation in practice and the change process in quality improvement activities.

This could include:

- Quality project or practice improvements (Please use the Quality Improvement Project Plan and include relevant documentation and evaluation).
- Audits/Surveys/Research (Please include relevant data, findings and improvements made)

The following document could be used as a template for this.

Quality Improvement Project Plan

**P
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**A
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Unit:	
Person Responsible:	
Team members:	
Project Title:	
Issue:	
Target Group:	
Aim:	
Action Plan	
Results:	
Evaluation:	
Feedback:	

On completion send copy to: Service Manager Quality Manager

Unit Manager Signature:	Date:
Comments:	

Please remove this page and insert evidence of responsibility for the learning and/or development of colleagues.

This could include (but is not limited to):

- Teaching sessions (Please include education planning and evaluations from at least 2 attendees)
- Preceptorship (please write a short reflection on your preceptorship experience and include feedback from the preceptee)
- Mentorship (please write a short reflection on your mentorship experience and include feedback from the person mentored)
- Coordination/Presentation on Study days/Conferences (Please include education planning, flyers and/or timetables and evaluations)

Reflections on the learning and development of others **must** use a recognised model of reflection such as Johns Model of Reflection or Gibbs Reflective Cycle. Reflections also **must** adhere to privacy requirements as outlined in the PDRP 2017-2020 Handbook

The following documents could be used for this section.

Education Session Plan

Session Topic:			
Presented by:		Length of Session:	
Venue:			
Presented to:			
Overview and purpose of the session:			
Objectives	Main Points	Resources required/delivery method	
Self evaluation of session:			
What to change/work on for next time:			

Education Session Evaluation

Please give the form to participant(s) to complete			
<ul style="list-style-type: none"> This should be completed by a colleague(s) 		<ul style="list-style-type: none"> Please keep any others separately for your personal records 	
<ul style="list-style-type: none"> Sessions should be presented to more than one person. 		<ul style="list-style-type: none"> Up to four may be included in the portfolio 	
Session Topic:			
Presented by:		Date:	
The presentation/session was well prepared:			
<input type="checkbox"/> Thoroughly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
The presenter communicated the topic clearly and effectively			
<input type="checkbox"/> Thoroughly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
I understand more about the topic because of this session			
<input type="checkbox"/> Thoroughly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
My questions were answered appropriately			
<input type="checkbox"/> Thoroughly agree	<input type="checkbox"/> Agree	<input type="checkbox"/> Neutral	<input type="checkbox"/> Disagree
Comments:			
Overall comments			
Evaluators Name:		Signature:	
APC Number:		PDRP Level:	

Feedback to Preceptor

Name of preceptor:	Name of preceptee:			
MY PRECEPTOR: Please tick the description which best describes your experience in each category	Excellent	Strength	Satisfactory	Needs Improvement
• was expecting me and made me feel welcome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• identified what previous knowledge and skill I had and set goals with me which reflected this	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• had a wide range of clinical knowledge and skills to meet the patient/client needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• assisted me with prioritising & time management skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• communicated well with patients, family & colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• was confident in dealing with clinical situations which assisted my learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• used effective clinical teaching skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• identified other people who could assist my learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• role modelled caring nursing practice and patient centred care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• offered regular specific constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• facilitates mutual trust & respect among colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• extended my learning through creating practice opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• challenged my knowledge base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• created a safe learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other comments:	Signed by preceptee:
	Date:

TO BE COMPLETED BY THE PRECEPTOR: What will you do differently as a result of this feedback and how?	Signed by preceptor:
	Date:

Please remove this page and insert evidence demonstrating engagement and influence in wider service, professional or organisational activities.

This could include (but is not limited to):

- Group participation (e.g. Falls committee, local community healthcare groups, regional or national speciality groups)
- Union or Organisational Representative (E.g. H&S rep, NZNO rep)
- Work produced in Collaboration with other Health Care professionals, groups or specialities

The following documents could be used for this section.

Evidence of involvement in wider service, professional or organisational groups / forums

	Comments
Name of Professional Group/Forum	
Group purpose / focus	
Personal specific activities / role within the group	
Outcomes Activity	
Impact on Clinical practice	
Impact on Nursing/Midwifery profession	
Recommendations for Practice Setting	
Personal reflections on participating in the group.	

SIGNED:		DATE:	
SIGNED BY MANAGER:		DATE:	

Please remove this page and insert evidence demonstrating expert knowledge and application of expert practice in the care of complex patients and clinical leadership in care coordination.

Reflections on the learning and development of others **must** use a recognised model of reflection such as Johns Model of Reflection or Gibbs Reflective Cycle.

Reflections also **must** adhere to privacy requirements as outlined in the PDRP 2017-2020 Handbook.

Failure to meet Privacy requirements will mean the portfolio is returned and could lead to further action.