

# PROFICIENT REGISTERED NURSE

## Taranaki DHB PDRP



<b>Name of Nurse:</b>	
Work Area:	
APC and Expiry Date:	
Contact details:	
E mail address:	

**Managers Endorsement:**

I \_\_\_\_\_ support \_\_\_\_\_ submitting for a competent/proficient/expert level (TDHB PDRP)  
Managers name and signature Applicants name circle

- Has worked as a nurse for **60 days (450hours)** or more over the last 3 years  Yes  No
- Has evidence of 60 hours professional development or more over the last 3 years  Yes  No
- Has completed CPR and other revalidation competencies  Yes  No

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# Registered Nurse – Proficient

## CHECKLIST

### Mandatory Evidence

- Completed self assessment of competence demonstrating Proficient level.
- Completed peer feedback form completed by nurse colleague demonstrating Proficient level.
- Copy of your most recent performance review (not more than 12 months since completion) with Individual Development Plan or Objectives
- Up to date CV
- Print out of APC
- Evidence of quality initiatives or practice innovation (recorded in competency 4.3)
- Evidence of delivery of one teaching session to colleagues (Completed Teaching Session Evaluation for session and outline session in competency 2.9)
- Continuing Professional Development record
  - Evidence of 60 hours professional development and 3 reflective pieces as evidence of learning and practice development

### Nurse Declaration for Portfolio Submission

- I confirm that the information supplied in my portfolio is a true and correct record of my nursing practice and any evidence from collaborative work accurately describes my contribution.
- I confirm that at the time of this portfolio submission I am not subject to a performance management process.
- I have read and understand the TDHB PDRP assessment guideline and agree with the TDHB evaluative process.
- I understand that my portfolio may be moderated for the purpose of ensuring consistency of assessment.
- The assessor will contact me should clarification of evidence and/or some additional evidence be required for assessment to be completed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Definition of Proficient Registered Nurse

- Acts as a professional role model and a resource person for other nurses and the healthcare team
- Is highly competent in the clinical specialty using advanced nursing knowledge
- Integrates the principles of Te Tiriti o Waitangi /Treaty of Waitangi and cultural safety and supports colleagues to do the same
- Has an overview of the patient and demonstrates care that is integrated across tertiary, secondary and primary care settings
- Demonstrates the use of evidence to guide practice
- Actively contributes to clinical learning for colleagues
- Supports and guides the health care team in the day to day delivery of healthcare
- Participates in quality improvement projects and seeks to improve practice standards
- Demonstrates in-depth understanding of the complex factors that contribute to patient health outcomes

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**DOMAIN ONE: PROFESSIONAL RESPONSIBILITY**

This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgement and being accountable for own actions and decisions, while promoting an environment that maximises patients' safety, independence, quality of life and health.

**TDHB PROFICIENT NURSE DESCRIPTORS**

- Accepts responsibility and accountability for own practice and provides guidance to colleagues.
- Demonstrates ability to apply the principles of the Te Tiriti o Waitangi/Treaty of Waitangi to nursing practice and supports others to integrate care appropriate for Maori.
- Recognises ethical issues and works with others to manage the situation and coaches less experienced colleagues
- Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by nurse assistants, enrolled nurses and others. Provides guidance to colleagues.
- Identifies and responds to complex situations that impact on the physical and social environment to maximise patient safety, independence and quality of life and health.
- Takes action in situations when staff and patient safety may be compromised
- Demonstrates ability to provide culturally safe practice to meet patient individual beliefs, needs and values. Guides nurse colleagues to access resources appropriate to a patients needs.
- Supports colleagues to access Maori Health Services or other relevant cultural and interpreter support services
- Behaviour consistently demonstrates a clear understanding and maintenance of professional relationships and boundaries

	<b>Self Assessment</b>	<b>Peer/Senior Assessment</b>
<p><b><i>1.1 Accepts responsibility for ensuring that nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.</i></b></p> <p>Identify one professional, one ethical and one legislated requirement most relevant to your area of practice and describe how you assisted a colleague to comply with one of these requirements.</p>		

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<p><b>1.2 Demonstrates the ability to apply the Principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.</b></p> <p>Identify the principles of the Treaty of Waitangi /Te Tiriti o Waitangi and describe how you apply each of them to your practice.</p>		
<p><b>1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses (ENs) and others.</b></p> <p>Describe the differences in accountability and responsibility for the RN, EN and unregulated health care worker and how this impacts on the process of direction or delegation. Use references to NCNZ guidelines if required.</p>		
<p><b>1.4 Promotes an environment that enables patient safety, independence, quality of life, and health.</b></p> <p>Describe an environmental issue or problem that was affecting patient safety, independence or quality of life and what you did to minimise the risk or problem.</p>		
<p><b>1.5 Practices nursing in a manner that the patient determines as being culturally safe.</b></p>		

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Describe how you practice in a manner that the patient determines as being culturally safe and how you advocated for a patient to ensure their needs were met and the learning from this experience

**DOMAIN TWO: MANAGEMENT OF NURSING CARE**

This domain contains competencies related to client assessment and managing client care, which is responsive to clients’ needs, and which is supported by nursing knowledge and evidence based research

**TDHB PROFICIENT NURSE DESCRIPTORS**

- Consistently uses specialty focused physical psycho-social and clinical assessment skills to maintain patient wellbeing.
- Provides holistic, evidence based nursing care to achieve identified outcomes for patients with complex needs. Guides colleagues in planning and delivery of care for complex patients.
- Conducts comprehensive nursing assessment of the patient with complex needs and assists less experienced nurses with care planning.
- Demonstrates accurate, legible and objective documentation that maintains confidentiality and meets best practice guidelines.
- Explains changes in the patient’s clinical presentation using a wide range of clinical evidence and analysis of data e.g. lab results x-rays etc.
- Ensures the client has adequate explanation of the effects, consequences and alternatives of a proposed treatment plan.
- Guides and supports colleagues to use information and culturally appropriate communication to enable clients to make informed choices.
- Acts as a role model in responding to situations of unexpected client responses, confrontation, personal threat or other crisis situations.
- Evaluates patient progress towards expected outcomes, in partnership with patients and their families. Advocates, on behalf of the patient with complex needs to inter-professional team.
- Provides and supports others in the provision of complex patient health education.
- Anticipate changes in patient’s health status and acts to minimise the impact of deterioration and skilfully leads emergency situations.
- Teaches and supervises less experienced nurses and is recognised as a resource by colleagues.
- Balances multiple clinical priorities and demonstrates effective clinical workload management.

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<p><b>2.1 Provides planned nursing care to achieve identified outcomes.</b></p> <p>Identify an expected outcome then describe how you plan your care to achieve this using evidence based knowledge and including the patient acuity and/or other factors that influence your plan.</p>		
<p><b>2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings.</b></p> <p>Describe a comprehensive assessment you completed that demonstrates advanced clinical judgement and knowledge.</p>		
<p><b>2.3 Ensures documentation is accurate and maintains confidentially of information.</b></p> <p>Describe how and why you ensure your documentation is accurate and how you assisted a colleague to comply with documentation standards.</p>		

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<p><b>2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options.</b></p> <p>Describe how you proactively resolved a problem to enable your patient to have adequate explanation of the effects, consequences and alternatives of a proposed treatment plan.</p>		
<p><b>2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.</b></p> <p>Describe your actions during an unexpected situation, how you managed the situation and what you learnt from the experience.</p>		
<p><b>2.6 Evaluates client's progress toward expected outcomes in partnership with clients.</b></p> <p>Describe what evaluation of care is, how you achieve this in partnership with patients and give an example of how your patient care changed as a result of an evaluation.</p>		

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<p><b>2.7 Provides health education appropriate to the needs of the client within a nursing framework.</b></p> <p>Describe an example of education you gave to a patient and how you evaluated its appropriateness and effectiveness.</p>		
<p><b>2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.</b></p> <p>Describe how you reflect upon and evaluate your practice with peers and experienced nurses and what you have learnt about your nursing care as a result of this process.</p>		
<p><b>2.9 Maintains professional development.</b></p> <p>NCNZ Continuing Competency requirements are met.</p> <p>Complete the professional development record template and evidence of maintenance of area-specific competencies and core competencies. Education of others is evidenced.</p>		

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**DOMAIN THREE: INTERPERSONAL RELATIONSHIPS**

This domain contains competencies related to interpersonal and therapeutic communication with clients, other nursing staff and inter-professional communication and documentation.

**TDHB PROFICIENT NURSE DESCRIPTORS**

- Establishes, maintains and concludes therapeutic interpersonal relationships with clients with complex needs and assists colleagues with maintaining professional boundaries.
- Acts as a resource to others and practises nursing care in partnership with the patient and family with complex needs.
- Co-ordinates team activities to meet the needs of patients whilst recognising resource limitations.
- Manages staff and the environment of care resources, effectively and efficiently.
- Uses a range of communication skills and adapts communication style to communicate effectively with patients, colleagues and members of the health team.
- Contributes to team meetings and creates and supports a positive environment for change.
- Coaches less experienced team members to communicate professionally and effectively in all situations.

***3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with clients.***

Describe how you establish, maintain and conclude therapeutic interpersonal relationships and the challenges associated with maintenance of professional boundaries in your area of practice.

<p><b>3.2 Practises nursing in a negotiated partnership with the client where and when possible.</b></p> <p>Describe how you negotiated a partnership with a patient to increase their independence that challenged your resourcefulness.</p>		
<p><b>3.3 Communicates effectively with clients and members of the health care team.</b></p> <p>Describe how you use different communication techniques to communicate effectively with patients and colleagues in challenging situations.</p>		

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**DOMAIN FOUR: INTERPROFESSIONAL HEALTH CARE & QUALITY IMPROVEMENT**

This domain contains competencies to demonstrate that, as a member of the health care team; the nurse evaluates the effectiveness of care and promotes a nursing perspective within the inter-professional activities of the team.

**TDHB PROFICIENT NURSE DESCRIPTORS**

- Uses evidence/research findings to improve nursing practice standards and contribute to the review of practice policies and guidelines.
- Demonstrates and shares with colleagues, knowledge of the health care team and culturally appropriate services that are available in the community and hospital setting
- Contributes to change processes to improve standards of nursing care.
- Coordinates/facilitates case review sessions
- Supports staff to improve documentation and co-ordination of care activities.
- Participates in quality review activities and suggests ways to improve care delivery.
- Actively supports and implements initiatives to improve effectiveness and nursing practice e.g. productive ward/releasing time to care and healthcare excellence
- Creates and supports a positive environment for change within unit

***4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care.***

Describe how you support students, beginning practitioners or new staff members to facilitate best practice standards.

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<p><b>4.2 Recognises and values the roles and skills of all members of the health care team in the delivery of care.</b></p> <p>Give an example of valuing the role and skill of a member of the HCT and describe the effect on the team when all members are valued.</p>		
<p><b>4.3 Participates in quality improvement activities to monitor and improve standards of nursing.</b></p> <p>Give an example of a quality initiative that you have participated in and describe the positive impact it had on nursing practice or service delivery.</p>		
	<p><b>Additional comments:</b></p> <p>Name &amp; Signature:</p> <p>Date:</p>	<p><b>Additional comments:</b></p> <p>Name &amp; Signature:</p> <p>Date:</p>

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**CONTINUING PROFESSIONAL EDUCATION RECORD (to total 60 hours over three years)** May use Stargarden professional development record.

**Name of Nurse:**

**Verified by:**

<b>Date</b>	<b>Activity</b> Title of the session, study day, seminar, conference etc.	<b>Duration</b> In hours and/or minutes	<b>Colleagues Sign off</b> <b>Note:</b> Sign and print name legibly	Explain what you have learnt and how this has either affirmed what you do in your practice <u>or</u> how you are using this learning in your practice. Use this column for three professional development activities.
<b>This Page Total Time</b>				

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<b>Teaching Plan Template</b>	
<b>Topic:</b>	
<b>Length of session:</b> <b>NOTE:</b> (session to be minimum of 30 minutes)	
<b>Intended Audience:</b>	
<b>Date and Venue:</b>	
<b>Equipment to be Used:</b>	
<b>Objectives</b>	
<b>Expected Learning Outcomes</b>	
<b>Key Points</b>	
<b>Name of PDRP Applicant</b>	<b>Date</b>
<b>Signature of PDRP Applicant</b>	<b>Date</b>



## EDUCATOR REVIEW –TEACHING SESSION EVALUATION

Name of PDRP applicant		Date	
Venue of Session		Topic	
Number of Attendees			

1 = Outstanding	2 = High Standards	3 = Meets Requirements	4 = Area for Improvement	5 = Not Applicable
<b>TEACHING PLAN</b>				
The written plan is clear and meaningful.				1 2 3 4 5
The learning outcomes are measurable.				1 2 3 4 5
<b>PREPARATION FOR TEACHING</b>				
The environment is prepared to facilitate learning.				1 2 3 4 5
Teaching aids / equipment are ready for use, and, where appropriate, written material / hand-out/s available.				1 2 3 4 5
Working knowledge of equipment is demonstrated.				1 2 3 4 5
<b>CONTENT OF TEACHING</b>				
Existing knowledge of learners is established.				1 2 3 4 5
Learning objectives are clearly articulated at the beginning of the session.				1 2 3 4 5
Information is accurate, clear and relevant.				1 2 3 4 5
Content is up to date and evidence based with references provided.				1 2 3 4 5
Knowledge of topic is demonstrated.				1 2 3 4 5
Content presented in an organised manner – introduction, body and conclusion.				1 2 3 4 5
Content summarised and learning objectives re-visited at end of session.				1 2 3 4 5
Time frame observed (must be minimum 30 minutes).				1 2 3 4 5
<b>COMMUNICATION WITH LEARNERS</b>				
Main points clarified and repeated to assist learner retention.				1 2 3 4 5
Questions invited and answered in a knowledgeable and respectful way.				1 2 3 4 5
Eye contact with learners maintained.				1 2 3 4 5
Feedback and participation from learners encouraged.				1 2 3 4 5
Content related to learners' practice situation.				1 2 3 4 5
Interest of learners maintained throughout session.				1 2 3 4 5
<b>POST SESSION PRESENTER LEARNING</b>				
Presenter articulated what learning they gained from the session along with details of what would be carried out differently next time				1 2 3 4 5
<b>Other Comments:</b>				

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<b>Name of Educator:</b> .....	<b>Position:</b> .....
<b>Signature of Educator*:</b> .....	<b>Date:</b> .....
<b>Signature of Presenter:</b> .....	<b>Date:</b> .....
<b>CNM comments on applicants ongoing contribution to Nursing education, e.g. additional education sessions,</b>	
<b>Signature of CNM:</b> .....	<b>Date:</b> .....

- *An educator is defined as one of the Nurse Educator team CNS,CNE, CNM, PDRP Assessor*

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# PROFICIENT REGISTERED NURSE

## ASSESSMENT FEEDBACK REPORT

Name of nurse .....

Workplace .....

Name of Assessor.....

Date of Assessment.....

- |  |          |
|--|----------|
| 1. Verified minimum of 60 days of nursing practice in the last 3 years | Yes / No |
| 2. A minimum of 60 hours of education in last 3 years                  | Yes / No |
| 3. Evidence of 3 reflective statements on learning                     | Yes / No |
| 4. Current APC   | Yes / No |
| 5. Copy of most recent performance review                              | Yes / No |
| 6. Working within scope of conditions of practise (if applicable)      | Yes / No |
| 7. Up to date curriculum vitae   | Yes / No |
| 8. Evidence of delivery of one teaching session                        | Yes / No |
| 9. Evidence of quality initiative                                      | Yes / No |

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Record with (✓) once assessment has been met and provide feedback on the clinical practice examples within each domain.

Domain 1 : Professional Responsibility	1 <sup>st</sup> - 3rd party Met	Comments
1.1 Accepts responsibility for ensuring that his/ her nursing practice and conduct meets the standards of the professional, ethical and relevant legislated requirements.		
1.2 Demonstrates the ability to apply the principles of the Treaty of Waitangi/ Te Tiriti o Waitangi to nursing practice.		
1.3 Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others.		
1.4 Promotes an environment that enables client safety, independence, quality of life and health.		
1.5 Practices nursing in a manner that the client determines as being culturally safe		
Domain 2 : Management of Nursing Care	1 <sup>st</sup> - 3rd party Met	Comments
2.1 Provides planned nursing care to achieve identified outcomes		
2.2 Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings		
2.3 Ensures documentation is accurate and maintains confidentiality of information. (e.g. an audit of documentation completed by a colleague)		
2.4 Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options		

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2.5 Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations. Uses examples of care that is complex and in challenging situations.		
2.6 Evaluates client's progress toward expected outcomes in partnership with clients.		
2.7 Provides health education appropriate to the needs of the client within a nursing framework.		
2.8 Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care.		
2.9 Maintains professional development (has 60 hrs of continuing professional education / development and 60 days of practice over the past 3years) <i>Evidence 60 hours &amp; 3 reflective pieces</i> <i>Evidence of Education to others</i> <i>Appraisal present &amp; CV included</i>		
<b>3. Interpersonal Relationships</b>	1 <sup>st</sup> - 3rd party <b>Met</b>	<b>Comments</b>
3.1 Establishes, maintains and concludes therapeutic interpersonal relationships with clients.		
3.2 Practices nursing in a negotiated partnership with the client where and when possible.		
3.3 Communicates effectively with clients and members of the health care team.		
<b>4. Inter-professional Health Care and Quality Improvement</b>	1 <sup>st</sup> - 3rd party <b>Met</b>	<b>Comments</b>
4.1 Collaborates and participates with colleagues and members of the health care team to facilitate and co-ordinate care. Acts as a resource for colleagues to facilitate complex care.		
4.2 Recognises and values the roles and skills of all of the health care team in the delivery of care.		

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<b>4.3</b> Participates in quality improvement activities to monitor and improve standards of nursing. (auditing, quality group, raising quality issues at ward meetings)		
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Assessor documentation of additional verbal evidence summary:

Evidence Criteria	Summary of verbal evidence	Criterion Met ✓ Criterion Not Met ✗

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**GENERAL COMMENTS:** .....

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I declare that the evidence in this portfolio meets Taranaki DHB PDRP requirements for proficient level of practice

**PDRP Assessor:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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