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| **Accomplished Enrolled Nurse: Full Self and Peer Assessment** |
| |  |  | | --- | --- | | **Details of nurse completing self-assessment:** | **Details of nurse completing peer assessment** | | Name: | Name: | | APC number and expiry date: | APC Number & expiry date: | | Department and Directorate or workplace: | Department/Directorate/Workplace: | | Employee number: | Level on PDRP: | | Role Title this assessment relates to: |  | | Practice hours: minimum 450 hours /60 days in last three years **MET / NOT MET** | | | Learning hours: minimum 60 hours in the last 3 years **MET / NOT MET** | |   **Date and or review period:** |
| Completion of this document meets the 3 yearly requirements to complete two forms of assessment against the Nursing Council of New Zealand (NCNZ) competencies for an EN. **Note: A ‘Performance Review’ is a component of the portfolio requirements; it is not equivalent to a full portfolio submission.**  **Process:**   1. All Domains must be completed and include a comment of endorsement in Section 3 by the Charge Nurse / Nurse Manager. Sections 4 to 6 as applicable to the Organisation’s Requirements 2. Completed portfolios are handed into the Nurse Coordinator – PDRP on the first working day of the month February through to November 3. For nurses employed in the primary/NGO/ARC sector, if possible the complete portfolio is assessed by an assessor in the clinical area |
| **Information on completing the self-assessment\***   * NCNZ requires all examples to clearly and completely answer the competency indicator with an explanation or actions of how you demonstrate this in your day to day. Each competency must be answered. * All answers and examples must be from the current area of practice and be less than 12 months old.     **Information on completing the peer assessment\***   * The peer assessment can be completed by the nurse manager or a RN who has delegated authority. * The peer assessor must be a registered nurse practicing on the same level or above and must be familiar with the practice of the nurse. * NCNZ requires peer assessors to include an example of how you know the nurse being assessed meets the competency indicator with an explanation and actions of how they demonstrate this in their day to day practice. * If the manager completing the assessment is **not** a nurse, a registered nurse must **also complete the peer** assessment. * In some Primary/NGO/ARC or other organisations, the employer may also require a separate performance review. |

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| **IMPORTANT INFORMATION BELOW - PLEASE READ** | | |
| The NCNZ competency is written in normal font.  Please do NOT answer this.  **The Competency Indicator is written in bold – Please answer this** **including an example or explanation of how your practice meets or achieves the indicator.**  *The part in italics is a guide to help you answer the competency indicator*  Please note the term ‘health consumer’ has been used. This includes any recipient of health care and/or services e.g. clients, consumers, residents, turoro. | **(1b) Self Assessment**  ***Accomplished level practice includes more than direct patient care. Evidence provided must include clear examples of how you contribute to improving the overall quality of enrolled nursing practice and/or service delivery in your directorate or organisation.***  ***Where applicable, answers and examples must also demonstrate how evidence based learning has been applied to and improved practice.*** | **(2b) Peer Assessment**  ***Accomplished level practice includes more than direct patient care. Evidence provided must include clear examples of how the nurse contributes to improving the overall quality of enrolled nursing practice and/or service delivery in your directorate or organisation.*** |

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| **Domain One: Professional Responsibility** | | |
| * 1. Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements   **Identify one professional, one ethical and one legislated requirement relevant to your area of practice and describe how you proactively assist your colleagues or service to comply with these.**  *Identify (name) legislation, codes, guidelines or policies relate to your practice. How do these documents guide and impact on practice? Showing them to colleagues is insufficient evidence, evidence of assisting them to put them into practice is required.* |  |  |
| * 1. Demonstrates the ability to apply the principles of the Treaty of Waitangi /Te Tiriti o Waitangi to nursing practice.   **Describe your understanding of the socio-economic disparities experienced by Maori that are relevant to your area of practice and your role in assisting to address them.**  *This competency is about the Treaty and how it relates to the health disparities of Māori. A history of the Treaty or reasons for the disparities is not required, rather how they relate to your area of practice and what actions are being taken to address them by you and/or your organisation.* |  |  |
| * 1. Demonstrates understanding of the Enrolled Nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.   **Describe how you assist the health care team to understand the principles of direction and delegation as they relate to the RN and the EN**  *Refer to NCNZ guidelines for direction and delegation to answer this performance indicator. , Evidence of completing the e-learning package on direction and delegation should be included in the portfolio/PDR.* |  |  |
| * 1. Promotes an environment that enables health consumer safety, independence, quality of life, and health.   **Describe your leadership in minimising a risk in the physical environment to increase health consumer safety.**  *Environment in this indicator refers to the patient’s physical location, the structures and objects that impact on this and the risk associated with these. Consider what actions reduce risk, promote safety and wellbeing e.g. the prevention of cross infection, falls prevention, maintenance of skin integrity or nutrition and hydration.* |  |  |
| * 1. Participates in ongoing professional and educational development.   **Complete the professional development record template as required including evidence of maintenance of core competencies and area-specific competencies** |  |  |
| * 1. Practises nursing in a manner that the health consumer determines as being culturally safe.   **Describe an issue that was impacting on the provision of culturally safe care in your area of practice and your leadership in resolving it.**  *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 advocated for changing practice to more appropriately meet a health consumer’s cultural needs. Note: allowing family to be present is not sufficient evidence.* |  |  |
| **Domain Two: Management of Health Care** | | |
| 2.1 Provides planned nursing care to achieve identified outcome  **Identify an expected outcome then describe how you plan your care to achieve this for your health consumer using advanced clinical skill and knowledge.**  *An outcome is something that is expected to happen as a result of your (assistance with) care e.g. pain is reduced, wound heals, health consumer self-manages their condition. Think about what you do to achieve this that reflects accomplished rather than proficient level practice*. |  |  |
| 2.2 Contributes to nursing assessment by collecting and reporting information to the Registered Nurse  **Identify a commonly used assessment tool in your area of practice; describe how you use it using advanced level clinical skill and knowledge and why you report specific findings to the RN.**  *Think about how you use the tool to collect information and why the information is so important.* |  |  |
| 2.3 Recognises and reports changes in health and functional status to the Registered Nurse or directing health professional.  **Describe how you used advanced level skill or knowledge to recognise a change/deterioration in a health consumer’s condition, your understanding of what caused this and why you reported it to the Registered Nurse.**  *Think about what you noticed, why it occurred and what were the potential consequences?* |  |  |
| 2.4 Contributes to the evaluation of health consumer care.  **Describe how you used advanced level knowledge to advocate for a change in care as a result of an evaluation you completed.**  *Think about the reason for evaluation and what your involvement in adapting care as a result of this was that reflects accomplished rather than proficient level practice***.** |  |  |
| 2.5 Ensures documentation is accurate and maintains confidentiality of information.  **Describe a problem or issue relating to the accuracy of documentation or maintenance of confidentiality from information technology in your area of practice and your leadership in resolving it.**  *Think about the issue and the actual or potential problem it might cause.* |  |  |
| 2.6 Contributes to the health education of health consumers to maintain and promote health.  **Describe an example of education you gave to a health consumer or family/whanau or significant other that required advanced level skill, knowledge or problem solving and how you evaluated its appropriateness.**  *What did you teach them and consider why it required accomplished level skill and knowledge. How do you know it was appropriate? What did you do to ensure that they understood?* |  |  |
| **Domain Three: Interpersonal Communication** | | |
| * 1. Establishes maintains and concludes therapeutic interpersonal relationships.   **Describe the specific challenges with the maintenance of professional boundaries in your area of practice and your support of colleagues to overcome the difficulties.**  *This competency is about therapeutic relationships and boundaries rather than communication. Accomplished nurses are expected to have an indepth understanding of how these boundaries can be crossed and to provide support to less experienced nurses to prevent this.* |  |  |
| * 1. Communicates effectively as part of the health care team   **Describe the issues that can cause problems with communication between the members of the HCT in your area of practice, the potential consequences for the health consumer and how you assist the team to resolve them.**  *Consider how the use of different styles and techniques can result in communication barriers. Provide an example of your input with the team which has helped to resolve a communication issue.* |  |  |
| * 1. Uses a partnership approach to enhance health outcomes for health consumers   **Describe how you negotiated a partnership with a health consumer that was difficult to establish and the advanced level skills and knowledge and problem solving required to achieve this.**  *Nurses work in partnership with health consumers to ensure their needs and goals are met where possible. Think about the factors that can inhibit establishing and maintaining a partnership in your area of practice e.g. health consumer’s functional level, disease process, health literacy and the expertise required to over come this.* |  |  |
| **Domain Four: Interprofessional Health Care & Quality Improvement** | | |
| 4.1 Collaborates and participates with colleagues and members of the health care team to deliver care.  **Describe how you collaborated with the HCT on a project or to develop a resource and the actual or potential improvement in patient outcomes as a result of the initiative.**  *Collaboration is working together to achieve shared goals. Evidence of working on a strategy or project is required.* |  |  |
| 4.2 Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.  **Describe the differences in accountability and responsibility of the RN, EN and HCA/Support worker and an example of addressing an issue with this in your clinical area.**  *Consider the difference in RN and EN scope of practice and what this means in your work context. (Unregulated workers do not have a scope of practice, their practice is determined by their role description and NCNZ guidelines.)* |  |  |
| 4.3 Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse  **Describe your understanding of the EN’s accountability and responsibility when assisting a registered health professional who is not a RN and an example of addressing an issue with this in your clinical area.**  *Refer to NCNZ EN Scope of Practice to answer this performance indicator.* |  |  |
|  | **Additional comments**:  Signature:  Date: | **Statement of Support:**  Signature:  Date: |

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| **(3) Nurse Manager / Charge** comments and endorsements(if they have not completed peer assessment above) to include confirmation that the nurse is consistently practising at accomplished EN level and meets all the indicators at Accomplished EN level: | | |
| Name: | Signature: | Date: |
| **(4a) DHB nurses -** Line Manager with responsibility for budget to endorse progression to, or maintenance of EN accomplished level: (please circle below)  **(4b) Primary, NGO, ARC or other Sector:** Line Manager with responsibility for budget (if applicable and/or PDRP related allowances apply) to endorse progression to, or maintenance of, EN Accomplished level: (please circle below) | | |
| Yes No (Reason/s must be given) | | |
| Name: | Signature: | Date: |