Section IV – Performance Reviews/Appraisals

Performance reviews (PR) or appraisals are an opportunity to give and receive feedback about performance and discuss ways to develop roles and practice. Performance reviews are a legal, ethical and professional requirement and promote continuous improvement in both individual and organisation performance. PR result in planning for career and professional development needs of the employee and are competency based and future focused.

How often do I have to complete a Performance Review?

A PR is required annually and is a process that contributes to an organisation meeting its “good employer” obligations as defined in the Crown Entities Act 2004. This will be either a full or revalidation PR and is required by nurses to meet NCNZ continuing competence for issue of their Annual Practicing Certificate.

For nurses employed in the primary sector, performance reviews are performed according to the policy of the individual organisation.

What is the difference between a Full and Revalidation PR?

A full PR is the completion of a new portfolio and application for PDRP. For all nurses regardless of area of employment, application to the DHB PDRP for renewal of PDRP level is required every three years.

A revalidation PR is undertaken annually between the three yearly portfolio renewal time frames and is the process to maintain an existing level of practice. This is a meeting with the Nurse Manager, Charge Nurse or delegated representative to discuss how the nurse is maintaining their level of practice. Written answers or evidence against the competency indicators are not required, however, the most recent PDRP must form the foundation of this meeting. For Proficient and Expert level RN and Accomplished EN, the yearly education session plan and evaluations must be presented. The existing portfolio must be sighted at each meeting and must contain the last full written self and peer assessments. Once the meeting is completed, the PR form and the Professional Development & Career Plan are placed in the portfolio and copies of these forms are sent to Human Resources. It is the responsibility of the Nurse Manager, Charge Nurse or delegated representative to update the relevant data-base.

How do I evidence maintenance of PDRP level?

A verbal discussion with your manager as to how you maintain your level on the PDRP occurs annually at the PR meeting. Written answers or evidence against the Nursing Council Competencies are not required when the nurse has a current portfolio.

What do I need to do if I do not have a PDRP?

Refer to Flowchart for Performance Management – Appendix

To ensure all employers and employees are meeting their legal, professional and ethical responsibility, a PR is required annually and the following documents are required. Revalidation Performance Review form for scope and level of practice, self-assessment tool that contains examples of practice to each NCNZ competency, a Professional Development and Career Plan and a copy of the Essential Skills Checklist relevant for your area of practice to evidence continuing competence and completing core/mandatory education.

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Does the nurse have a current PDRP portfolio?

Yes:
- ANNUALLY
  - Revalidation Performance Review
  - Professional Development & Career Plan
  - Essential Skills Checklist

No:
- ANNUALLY
  - Revalidation Performance Review
  - Full Self-Assessment
  - Professional Development & Career Plan
  - Essential Skills Checklist

All documents can be found on the Nursing Performance Development intranet page:
/Nursing/ProfessionalGroups/Nursing/Performance%20Development%20NPD/Forms/AllItems.aspx