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| **Registered Nurse Review** |
| Name:APC Number: | Workplace: |
| Review Completed By:APC Number: | Designation: |

**Overall Instructions:**

It is the professional responsibility of all practising nurses to maintain their competence to practise. Nursing Council of New Zealand require **all nurses** to reflect and be assessed against the competencies **at least every three years.**

When this competence review is completed and signed by both parties, the original copy is to be placed within the RN’s personnel file, with a copy being provided to the RN.

**Instruction for the Registered Nurse being reviewed:**

All registered nurses must complete a self-assessment every three years.

The peer assessment must be completed by the manager or an RN the manager has delegated this responsibility to (the assessor must be a registered nurse with a current annual practicing certificate).

***It is your responsibility to ensure the assessor makes a different comment on every competency, does not paraphrase the competency itself within the example, and writes in the Met / Not Met column.***

For nurses working in **Management, Education, Research and Policy roles**:

* The competencies 2.1 – 2.9 should be completed by any designated senior nurse who is working in clinical roles e.g. Clinical Nurse Manager, Associate Charge Nurse, Clinical Nurse Specialist, Specialty Clinical Nurse, and Clinical Resource Nurse etc.
* All other senior nurses should complete the relevant management, education, research or policy competencies in Domain 2 and 3 (refer to Appendix 1 for the additional Domain 2 and Domain 3 competences).

For Nurses working in **Expanded Practice**, please complete the Domain 1 – 4 competencies and then refer to Appendix 2 for the additional expanded practice competencies.

**Information on completing the manager (or peer) assessment**

Each comment made by the assessor against a competency needs to provide a specific example as to how the nurse meets (or does not meet) each competency. Rephrasing of the competency or indicators is not acceptable. Please ensure you provide comments and rationale for each competency. This is a Nursing Council of New Zealand requirement.

Assessment should be based on a combination of strategies, including:

* Direct observation of a nurse’s practice
* An interview with the nurse to ascertain nursing care in different scenarios
* Review of evidence provided by the nurse (including self-assessments) and examples of practice. For example, the assessor could view care plans and clinical documents and make short comments on the assessment form.

Assessments should be comprehensive and not based solely on observation of clinical procedures.

A detailed example of the nurse’s practice is required for each competency.

Comments such as ‘agreed’, ‘discussed’, ‘see above’ or ‘see portfolio’ included in the review are not acceptable comments. If an RN submits a senior nurse / peer review with comments such as these within a PDRP portfolio submission, the review will be returned to the assessor for further evidence.

As a reviewer you are required to provide constructive feedback, so that areas of good practice / performance are acknowledged and areas where improvements can be made are identified, thus providing a learning opportunity for the Registered Nurse.

**Reference:** Nursing Council of New Zealand. (2011). *Guidelines for Competence Assessment.* Wellington: Author.

**Thank you for your time and contribution.**

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| **Domain 1 Professional Responsibility** |
| **Competency Statements** | ***Please circle as appropriate*** | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| 1.1Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements. | Met**Not Met** |  |
| 1.2Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice. | Met**Not Met** |  |
| 1.3Demonstrates accountability for directing, monitoring and evaluating nursing care that is provided by enrolled nurses and others. | Met**Not Met** |  |
| 1.4Promotes an environment that enables client safety, independence, quality of life, and health. | Met**Not Met** |  |
| 1.5Practises nursing in a manner that the client determines as being culturally safe. | Met**Not Met** |  |

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| **Domain 2 Management of Nursing Care** |
| Although Nurses involved in management, education, research and policy making are exempt from being assessed against the clinical competencies in Domain 2, evidence is still required on contribution to the management of care. Please select and complete the appropriate competency section from Domain 2, if competencies for management, education, research and/or policy are required (see Appendix 1 of this document). |
| ***Competencies for Nurses involved in Clinical Practice*** |
| **Competency Statements** | ***Please circle as appropriate*** | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| 2.1Provides planned nursing care to achieve identified outcomes. | Met**Not Met** |  |
| 2.2Undertakes a comprehensive and accurate nursing assessment of clients in a variety of settings. | Met**Not Met** |  |
| 2.3Ensures documentation is accurate and maintains confidentiality of information. | Met**Not Met** |  |
| 2.4Ensures the client has adequate explanation of the effects, consequences and alternatives of proposed treatment options. | Met**Not Met** |  |
| 2.5Acts appropriately to protect oneself and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations. | Met**Not Met** |  |
| 2.6Evaluates client’s progress toward expected outcomes in partnership with clients. | Met**Not Met** |  |
| 2.7Provides health education appropriate to the needs of the client within a nursing framework. | Met**Not Met** |  |
| 2.8Reflects upon, and evaluates with peers and experienced nurses, the effectiveness of nursing care. | Met**Not Met** |  |
| 2.9Maintains professional development. | Met**Not Met** |  |

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| **Domain 3 Interpersonal Relationships** |
| Although Nurses involved in management, education, research and policy making are exempt from being assessed against the clinical competencies in Domain 3, evidence is still required on contribution to Interpersonal Relationships. Please select and complete the appropriate competency section from Domain 3, if competencies for management, education, research and/or policy are required (see Appendix 1 of this document). |
| ***Competencies for Nurses involved in Clinical Practice*** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| 3.1Establishes, maintains and concludes therapeutic interpersonal relationships with client. | Met**Not Met** |  |
| 3.2Practices nursing in a negotiated partnership with a client where and when possible | Met**Not Met** |  |
| 3.3Communicates effectively with clients and members of the health care team. | Met**Not Met** |  |

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| **Domain 4** **Inter-professional Health Care and Quality Improvement** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| 4.1Collaborates and participates with colleagues and members of the health care team to facilitate and coordinate care. | Met**Not Met** |  |
| 4.2Recognises and values the roles and skills of all members of the health care team in the delivery of care. | Met**Not Met** |  |
| 4.3Participates in quality improvement activities to monitor and improve standards of nursing. | Met**Not Met** |  |

**Additional Overall Comments** *(including strengths and areas for improvement)***:**

**Signed (RN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed (Reviewer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reference:** Nursing Council of New Zealand. (2007). *Competencies for the Registered Nurse Scope of Practice.* Wellington: Author.

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| **Domain 2 Management of Nursing Care** |
| Although Nurses involved in management, education, research and policy making are exempt from being assessed against the clinical competencies in Domain 2, evidence is still required on contribution to Interpersonal Relationships. Please select and complete the appropriate competency section from Domain 2, if competencies for management, education, research and/or policy are required. |
| ***Competencies for Nurses involved in Management*** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Promotes an environment that contributes to ongoing demonstration and evaluation of competencies. | Met**Not Met** |  |
| Promotes a quality practice environment that supports nurses’ abilities to provide safe, effective and ethical nursing practice. | Met**Not Met** |  |
| Promotes a practice environment that encourages learning and evidence-based practice. | Met**Not Met** |  |
| Participates in professional activities to keep abreast of current trends and issues in nursing. | Met**Not Met** |  |

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| **Competencies for Nurses involved in Education** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Promotes an environment that contributes to ongoing demonstration and evaluation of competencies. | Met**Not Met** |  |
| Integrates evidence-based theory and best practice into education activities. | Met**Not Met** |  |
| Participates in professional activities to keep abreast of current trends and issues in nursing. | Met**Not Met** |  |

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| **Competencies for Nurses involved in Research** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Promotes a research environment that supports and facilitates research mindedness and research utilisation. | Met**Not Met** |  |
| Supports and evaluates practice through research activities and application of evidence based knowledge. | Met**Not Met** |  |
| Participates in professional activities to keep abreast of current trends and issues in nursing. | Met**Not Met** |  |

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| **Competencies for Nurses involved in Policy** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Utilises research and nursing data to contribute to policy development, implementation and evaluation. | Met**Not Met** |  |
| Participates in professional activities to keep abreast of current trends and issues in nursing. | Met**Not Met** |  |

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| **Domain 3 Interpersonal Relationships** |
| Although Nurses involved in management, education, research and policy making are exempt from being assessed against the clinical competencies in Domain 3, evidence is still required on contribution to Interpersonal Relationships. Please select and complete the appropriate competency section from Domain 3, if competencies for management, education, research and/or policy are required. |
| ***Competencies for Nurses involved in Management, Education, Research or Policy*** |
| **Competency Statements** | Please circle as appropriate | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Establishes and maintains effective interpersonal relationships with others, including utilising effective interviewing and counselling skills and establishing rapport and trust. | Met**Not Met** |  |
| Communicates effectively with members of the health care team, including using a variety of effective communication techniques, employing appropriate language to context and providing adequate time for discussion. | Met**Not Met** |  |

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| **For Registered Nurses In Expanded Practice**  |
| Competencies have been developed to describe the skills and knowledge of nurses working in expanded practice roles i.e. nurses who are working in clinical roles that are at the boundaries of nursing practice such as first surgical assistants and nurse colposcopist. These competencies are additional to those that already describe the registered nurse scope of practice. A nurse working in an expanded practice role would need to meet both. |
| **Competency Statements** | Please circle as appropriate | **Registered Nurse Self-Assessment (comments with rationale)** | **Designated Senior Nurse Assessment (or peer assessment as applicable) (comments with rationale)** |
| Demonstrates initial and ongoing knowledge and skills for specific expanded practice role/ activities through postgraduate education, clinical training and competence assessment. | MetNot Met |  |  |
| Participates in the evaluation of the outcomes of expanded practice, e.g. case review, clinical audit, multidisciplinary peer review. | Met**Not Met** |  |  |
| Integrates and evaluates knowledge and resources from different disciplines and healthcare teams to effectively meet the heath care needs of individuals and groups. | Met**Not Met** |  |  |

For more information on expanded practice please see *Guideline: Expanded practice for registered nurses* (2010) [www.nursingcouncil.org.nz](http://www.nursingcouncil.org.nz)