

Leadership RN Portfolio Requirements

The Leadership RN portfolio is designed for senior nurses whose role is predominantly management, education, policy development or research.

Documents must be in the portfolio in the order below. If re-applying to leadership please send in **one** copy of the previous portfolio with the new submission.

3 Copies of the RN Leadership Portfolio are to be handed into the PDRP coordinator for your DHB (see page 2 for contact details).

Continuing Competence requirements

- a) Application Letter - **Signed**
- b) Curriculum Vitae
- c) Copy of entry on NCNZ online register showing current APC
- d) Copy of Job description
- e) Current Performance Appraisal including a professional development plan (within the last 12 months) - **Signed**
- f) Self-assessment – **leadership** level against the NCNZ competencies - **Signed**
- g) Competency assessment – **leadership** level against the NCNZ competencies - **Signed**
- h) Support from Manager for progression on the PDRP pathway - **Signed**
- i) Verification of 450 practice hours over the last 3 years, validated by a senior nurse (e.g. CNM) - **Signed**
- j) Evidence of 60 Professional Development (PD) hours over the last three years - **Signed. Three** reflections must be included

Section 5 – Leadership Requirements

- a) A level 8 Post Graduate qualification (or currently working towards) relevant to area of practice. This may have been completed before the 3 years under certification and does not expire as long as the applicant has maintained continuing professional development.
- b) Evidence demonstrating leadership in education, management, research or policy development. This evidence should reflect the central concerns of your position/role.
- c) Evidence demonstrating leadership in regards to innovation in practice and the change process in quality improvement activities. This should include evidence of the integration of evidence, best practice and implementation evaluation and needs to be verified.