



## EXPERT RN PORTFOLIO REQUIREMENTS

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

**Hand 2 Copies of the Expert RN Portfolio into the Nurse Coordinator Professional Development (see page 2 for contact details) by the due date on [page 26](#).**

### Section 1 – Standard requirements

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

### Section 2 - Expert Requirements

- a) Evidence demonstrating contribution to speciality knowledge **OR** innovation in practice and the change process in quality improvement activities. May include, but not limited to, quality project or practice improvement. This example needs to be negotiated with and supported by the Manager and must include evidence of evaluation post implementation.
- b) Evidence of responsibility for the learning and/or development of colleagues. May include, but not limited to, evidence that education has been developed and delivered.
- c) Evidence demonstrating engagement and influence in wider service, professional or organisational activities. Advocacy for nursing needs to be shown (this could be an attestation). May include, but not limited to, active member of committee, member on multi-disciplinary or nursing group.
- d) Evidence demonstrating expert knowledge and application of expert practice in care of complex patients and clinical leadership in care coordination. May include, but not limited to e.g. reflection of a complex patient, family situation, clinical leadership role or situation, Privacy requirements must be adhered to, see [page 16](#).

**An expert nurse should demonstrate the integration of acquired nursing knowledge into nursing practice throughout their practice (NENZ, 2017). Expert portfolios should therefore demonstrate integration of current evidence and evidence based practice, using APA referencing.**