



SECTION IV: REGISTERED NURSE PORTFOLIO REQUIREMENTS

COMPETENT RN PORTFOLIO REQUIREMENTS

Documents must be in the portfolio in the order below.

ONE copy of the RN Competent Portfolio is to be handed into and assessed by the Manager or delegated other, a copy of the completed Portfolio Assessment Tool must be sent to the Nurse Coordinator Professional Development for filing before the nurse is entered as current on the database. The original signed assessment tool should remain with the portfolio as a record of its assessment.

Section 1 - Standard requirements

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