



ACCOMPLISHED EN PORTFOLIO REQUIREMENTS

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

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

Section 1 - Continuing Competence 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 – **Accomplished** level against the NCNZ competencies - **Signed**
- f) Senior nurse assessment – **Accomplished** 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 5 – Accomplished Requirements

- a) Evidence demonstrating contribution to quality improvement and the change process. This should include evidence of implementation and evaluation. This example needs to be negotiated with and supported by the Manager
- b) Evidence demonstrating engagement and influence in professional activities
- e) Evidence demonstrating an in-depth of understanding of patient care and care co-ordination within scope of practice, and the ability to identify changes in patient health status and action this appropriately, privacy requirements must be adhered to, see [page 16](#).