



## PROFICIENT 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 Proficient 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 – **Proficient EN** level against the NCNZ competencies - **Signed**
- f) Senior nurse assessment – **Proficient EN** 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 – Proficient EN Requirements

- a) Evidence demonstrating participation in quality initiative or practice change. This example needs to be negotiated with and supported by the Manager
- b) Evidence demonstrating teaching **and/or** preceptorship. If a teaching session is used the applicant must include learning objectives and at least 2 evaluations of the session (delivered to more than one person). Preceptoring or supporting skills development should include reflection and feedback from the person preceptored or supported.
- c) Evidence illustrating the depth of understanding of patient care and care co-ordinating within scope of practice, privacy requirements must be adhered to, see [page 16](#).