



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

- a) Evidence demonstrating participation in a quality initiative or practice change. 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 demonstrating teaching **OR** preceptoring **OR** supporting the skill development of colleagues. 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 ability to manage and coordinate care for patients with complex needs, Privacy requirements must be adhered to, see page 16.