**Self Assessment**

**Enrolled Nurses Examples and Guide for ALL Levels**

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| **The intention of this guide is to provide you with things to think about for each competency it is not an exhaustive list and please do not let it limit you in what you use for your examples of practice**  **This version of the self-assessment has been modified for educational purposes.**  **DO NOT type in this document download your PDRP Booklet from the inter/intra net to ensure you have the most recent version** |

When writing to the competencies think about your everyday practice. Nursing Council is not looking for the WOW moments of nursing BUT what we do everyday.



Paint a picture of what you did on ***one occasion*** for each competency to meet what the competency is asking for.

Provide enough information that the reader can see how you practice but not so much that you break confidentiality

Describe the ***how*** and ***what*** occurred.

**Avoid** statement or generalized statement (ei. I always…, with all my patients…, if I had a patient I would…)

**Stick to what you did:** (ie. I discussed…, I supported.., I then…, I asked… , I listened…, A colleague approached me…, I negotiated…, etc.)

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| **Domain one: Professional responsibility**  **This domain contains competencies that relate to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgement and being accountable for own actions and decisions, while promoting an environment that maximises clients’ safety, independence, quality of life and health**. |
| * 1. Accepts responsibility for ensuring that his/her nursing practice and conduct meet the standards of the professional, ethical and relevant legislated requirements.   **Proficient include the aspects below in addition to the competency:**   * *Evidence of putting Legislation/ policy/code into your practice and also evidence of guiding/ teaching colleagues on the application of these legislation/code/policies*   **Accomplished include the aspects below in addition to the competency:**   * *Evidence of putting Legislation/ policy/code into your practice and also evidence of guiding teaching colleagues on the application of these legislation/code/policies* |
| **Indicator:**   * Demonstrates knowledge of relevant legislation pertaining to the delivery of health consumer care. * Ensures practice is within the scope of practice and adheres to legislated requirements and relevant ethical codes, policies and procedural guidelines. * Accepts responsibility for actions and decision making within the enrolled nurse scope of practice. * Identifies breaches of law that occur in practice and reports them to the registered nurse/ manager.   **Possible examples of your practice may include any the following items:**   * **Any act or legislation e.g. HPCA, Privacy, mental health act, public health act, medicines act etc.** * **Code of conduct** * **Code of rights** * **Health and Safety regulations** * **NDHB competencies and training (BLS, ACLS, Fire training, Cultural modules, D & D, IV therapy etc...)** * **NDHB policy, protocol and guidelines**   **Proficient you will need to choose an example or provide an additional example that includes an understanding of how the standards underpin the EN practice.**  **Accomplished you will need to provide an example that shows how you promote the standards** |
| * 1. Demonstrates the ability to apply the principles of the Treaty of Waitangi/Te Tiriti o Waitangi to nursing practice.   **Proficient include the aspects below in addition to the competency:**   * *Evidence of Treaty of Waitangi principles embedded in practice and supports others to integrate principles of Treaty of Waitangi.. Ensuring specific cultural needs are included in care delivery Could include, but not limitied to: karakia,whanau hui, whakawhanaungatanga, care of taonga, care of tupapaku*   **Accomplished include the aspects below in addition to the competency:**   * *Evidence of Treaty of Waitangi principles embedded in practice and supports others to integrate principles of Treaty of Waitangi.. Ensuring specific cultural needs are included in care delivery Could include, but not limitied to: karakia,whanau hui, whakawhanaungatanga, care of taonga, care of tupapaku* |
| **Indicator:**   * Understands the Treaty of Waitangi/Te Tiriti o Waitangi and its relevance to the health of Maori in Aotearoa/New Zealand. * Applies the principles of the Treaty of Waitangi/Te Tiriti Waitangi to nursing practice. * Demonstrates knowledge of differing health and economic status of Maori and non Maori and how this impacts on health outcomes.   **Possible examples of your practice may include any the following items:**   * **Completing the Cultural modules** * **Te Reo courses** * **Practicing with partnership, protection and participation principles** * **Providing protected time for the family to have karakia** * **Utilising takawaenga service** * **Understanding of tikanga**   **Proficient you will need to choose an example that includes how you assist others e.g. informing them of takawaenga service.**  **Accomplished you will need to provide an example that shows you are role modleing and providing guidance in the application of principles of the Treaty of Waitangi and coach colleagues e.g. gaining knowledge of Tikanga and coaching colleagues in these practices.** |
| * 1. Demonstrates understanding of the enrolled nurse scope of practice and the registered nurse responsibility and accountability for direction and delegation of nursing care.   **Proficient include the aspects below in addition to the competency:**   * *Describe your understanding of the principles of direction and delegation as they relate to the RN and the EN. Include how you**advocate for self and others to ensure that the EN scope of practice is understood and not compromised.*   **Accomplished include the aspects below in addition to the competency:**   * *Describe your understanding of the principles of direction and delegation as they relate to the RN and the EN****.*** *Advocates for self and others to ensure that the EN scope of practice is understood and not compromised.* |
| **Indicator:**   * Recognises and acts in accordance with the enrolled nurse scope of practice, organisational policy and own level of competence. * Demonstrates understanding of the registered nurse’s role to direct, delegate, monitor and evaluate nursing care. * Consults with the registered nurse to ensure that delegated tasks and responsibilities are commensurate with own level of competence. * Seeks guidance from a registered nurse when encounters situations beyond own knowledge, competence or scope of practice.   **Possible examples of your practice may include any the following items:**   * **How you work in partnership with RN, what you look for when receiving direction, monitoring, and evaluation**   **Proficient you will need to choose an example that includes how you advocate to ensure EN scope is not compromised**  **Accomplished you will need provide an example that includes of how you are a resource and how you advocate to ensure the EN scope is not compromised.** |
| * 1. Promotes an environment that enables client safety, independence, quality of life, and health.   **Proficient include the aspects below in addition to the competency:**   * Describe your activities to maintain a safe environment of care and the actions you take to minimise patient risk and promote independence.Including evidence of a contribution to quality improvement and the change process   **Accomplished include the aspects below in addition to the competency:**   * Describe your activities to maintain a safe environment of care and the actions you take to minimise patient risk and promote independence. |
| **Indicator:**   * Identifies and reports situations that may impact on the safety of health consumers or staff. * Adjusts the physical and social environment in order to maximise health consumer wellbeing. * Adheres to standards and procedures related to restraint minimisation, infection control, safe handling, pressure area prevention and the administration of medicines. * Initiates appropriate interventions in emergency situations. * Supports the right of health consumers to maintain independent lifestyles with dignity in their own environment.   **Possible examples of your practice may include any the following items:**   * **Reporting / removing hazards (e.g. broken equipment, cleaning up wet floors)** * **Reporting incidents** * **Following / writing a guideline / protocol to ensure evidence based care and best practice** * **Deteriorating client health status discussed with RN/RM** * **Infection control guidelines**   **Proficient you will need to choose an example that includes identifying and discussion with RN/RM eg. Discusses/report client concerns about their current issues with RN/RM such as, concerns about discharge as has no one at home to provide personal cares**  **Accomplished you will need to provide an example that demonstrates your contributing to change eg discussion with RN/RM re. client concerns, reflecting on possible solutions with RN/RM** |
| * 1. Participates in ongoing professional and educational development.   **Proficient include the aspects below in addition to the competency:**   * Describe an example from your practice that demonstrates self directed learning. Provide evidence of delivering education to colleagues   **Accomplished include the aspects below in addition to the competency:**   * Describe an example from your practice that demonstrates self directed learning. Provide evidence of delivering education to colleagues |
| **Indicator:**   * Undertakes regular review of own practice by engaging in reflection and identifying ongoing learning needs. * Takes responsibility for own professional development and maintenance of competence. * Takes opportunities to learn with others contributing to health care.   **Possible examples of your practice may include any the following items:**   * **Refer to list of education attended on page 3** * **Preceptorship** * **Journal articles** * **Self-directed learning completed**   **Proficient you will need to include an example that shows you are contributing to clinical learning eg attending education and presenting information back to the team**  **Accomplished you will need to provide an example that shows you are sharing the knowledge you gain with others and taking on additional responsibility eg health and safety rep.** |
| * 1. Practises nursing in a manner that the client determines as being culturally safe.   **Proficient include the aspects below in addition to the competency:**   * *Reflect on an occasion when you adapted your usual practice to more appropriately meet a patients cultural needs*   **Accomplished include the aspects below in addition to the competency:**   * *Reflect on an occasion when you adapted your usual practice to more appropriately meet a patients cultural needs and your leadership in the process* |
| **Indicator:**   * Demonstrates ability to provide culturally safe care to meet health consumers’ individual needs, beliefs and values. * Reflects on own practice and values that impact on cultural safety. * Takes opportunities to gain feedback from health consumers to determine own practice is culturally safe. * Avoids imposing prejudice on others and reports any observed occurrences of prejudice to the registered nurse. * Appropriately challenges practices that compromise health consumer safety, rights, privacy or dignity.   **Possible examples of your practice may include any the following items:**   * **How you interact with clients of a different culture to your own** * **How you ascertain what the clients beliefs /needs are and what you do to respond to these** * **Examples may include how you work safely with Maori, Internationally born, people with different sexual preferences to your own, children, elderly, teenagers etc.**   **Proficient you will need to include an example that demonstrates you are aware of the implications of the patient’s cultural needs and how you reflect with RN/RM and EN.**  **Accomplished you will need to provide an example that shows you are aware of both the client’s and your own culture and the implications of this for practice and advocating for the client and reflecting with the RN/RM and EN colleagues.** |
| **Domain two: Provision of Nursing Care**  **This domain contains competencies related to client assessment and providing nursing care, which is responsive to clients’ needs when working under the direction of a registered nurse.** |
| **2.1** Provides planned nursing care to achieve identified outcomes.  **Proficient include the aspects below in addition to the competency:**   * *Describe a time when you used advanced skill in planning and delivering nursing care to achieve identified outcomes for patients, include understanding of patient care and co-ordination within scope of practice*   **Accomplished include the aspects below in addition to the competency:**   * *Describe a time when you used in-depth understanding of patient care and care-coordination within scope of practice and the ability to identify changes in patient health status and action appropriate.* |
| **Indicator:**   * Contributes to the development of care plans in collaboration with the registered nurse and health consumers, and clarifies responsibilities for planned care with the registered nurse. * Promotes independence while assisting health consumers to undertake activities of daily living, such as nutrition, hydration, elimination, mobility, social functioning and personal hygiene. * Uses nursing knowledge and problem solving skills when carrying out professional responsibilities. * **I**Prioritises and manages time. * Carries out procedures competently and safely. * Administers nursing interventions and medications within legislation, codes, scope of practice and according to prescription, established organisational policy and procedures.   **Possible examples of your practice may include any the following items:**   * **How you have planned your nursing care** * **How you have used a nursing model of care to provide care e.g. Te Whare Tapa Wha with the 4 cornerstones of Maori health** * **Integrating / collaborating with other services into patient care to ensure best outcomes**   **Proficient you will need to include an example that demonstrates how you work in partnership/ under direction of the RN/RM to plan holistic care**  **Accomplished you will need to provide an example that shows you are acting as a resource, using your past experiences to plan holistic care under the direction of RN/RM e.g. advising colleagues who are not aware of community services what these services are and how they work to support the patients.** |
| **2.2** Contributes to nursing assessments by collecting and reporting information to the registered nurse.  **Proficient include the aspects below in addition to the competency:**   * *Describe how when you used an assessment tool in practice, how this assessment affected care planning and delivery and your discussion with the RN/RM/NP/GP.*   **Accomplished include the aspects below in addition to the competency:**   * *Describe how when you used your advanced clinical skill, knowledge and an assessment tool in practice, how this assessment affected care planning and delivery and your discussion with the RN/RM/NP/GP.* |
| **Indicator:**   * Completes assessment tools as delegated by the registered nurse. * Uses a range of data gathering techniques including observation, interview, physical examination and measurement. * Assists with routine examinations and routine diagnostic investigations. * Applies understanding of the different developmental stages of the life span.   **Possible examples of your practice may include any the following items:**   * **Noting a change in the status of the patient, reporting the change to the RN/RM**   **Proficient you will need to provide an example that shows how you use tools eg. SBAR, SOAP to collect information to discuss with RN/RM**  **Accomplished include in your example include how you guide others to use assessment tools and gather information to discuss with RN/RM** |
| **2.3** Recognises and reports changes in health and functional status to the registered nurse or directing health professional.  **Proficient include the aspects below in addition to the competency:**   * Describe a time when you used advancing level skill or knowledge to recognise a change/ deterioration in a patient’s condition and why you reported it to the RN/RM/NP/GP.   **Accomplished include the aspects below in addition to the competency:**   * Describe a time when you used advancing level skill or knowledge to recognise a change/ deterioration in a patient’s condition. Describe how you document these changes and identify potential workload problem and your collaboration with RN/RM/NP/GP. |
| **Indicator:**   * Observes for changes in health consumers’ health and functional status in the course of nursing practice. * Communicates observations to the registered nurse and appropriate members of the health team. * Reports changes in health status in a timely manner and is aware of procedures for responding to concerns which are escalating in the health care setting.   **Possible examples of your practice may include any the following items:**   * **Noting a change in the status of the patient, reporting the change to the RN/RM**   **Proficient you will need to include in your example of how you adapt to unexpected changes and document changes in consultation with RN/RM**  **Accomplished include in your practice example how you identify potential workload problem and the step you take to collaborate with RN/RM to identify interventions** |
| **2.4** Contributes to the evaluation of health consumer care.  **Proficient include the aspects below in addition to the competency:**   * *Describe a time when you evaluated care, how you used advancing level of skill and knowledge to contribute to it.* * *Describe a time when you contribute to discussions relating to quality improvement.*   **Accomplished include the aspects below in addition to the competency:**   * *Describe a time when you evaluated care, how you used advancing level of skill and knowledge to contribute to it.* * *Describe a time when you contribute to discussions relating to quality improvement.* |
| **Indicator:**   * Monitors and documents progress towards expected outcomes. * Contributes to the review of care plans in collaboration with the registered nurse.   **Possible examples of your practice may include any the following items**   * **Planning care for the shift** * **Discharge planning**   **Proficient include example of how you contribute to discussions of quality improvement**  **Accomplished include in your example collaboration with RN/RM regarding client care plans and being an active participant in quality improvement in collaboration with RN/RM** |
| **2.5** Ensures documentation is accurate and maintains confidentiality of information.  **Proficient include the aspects below in addition to the competency:**   * Describe how you assist your colleagues to ensure their documentation is accurate and maintains confidentiality   **Accomplished include the aspects below in addition to the competency:**   * Describe how you assist your colleagues to ensure their documentation is accurate and maintains confidentiality |
| **Indicator:**   * Observes, reports, records and documents health status. * Records information in a systematic way that is in line with organisational policy and procedures. * Ensures written communication is comprehensive, logical, legible, clear and concise, using only accepted abbreviations. * Maintains confidentiality of documentation/ records and interactions with others.   **Possible examples of your practice may include any the following items:**   * **Documentation audit results** * **Policies** * **How you document and what you do with the documentation**   **Proficient you will need to include an example that shows you are utilizing organisation policy**  **Accomplished in addition you will need to provide an example that shows you document in consultation with RN/RM** |
| **2.6** Contributes to the health education of health consumers to maintain and promote health.  **Proficient include the aspects below in addition to the competency:**   * Describe an example of education you gave to a patient or family/whanau or significant other that required advancing level skill, knowledge or problem solving and evaluation.   **Accomplished include the aspects below in addition to the competency:**   * Describe an example of education you gave to a patient or family/whanau or significant other that required advancing level skill, knowledge or problem solving and evaluation. |
| **Indicator:**   * Provides accurate and culturally appropriate education to health consumers or groups to maintain or promote health in consultation with the registered nurse. * Determines consumer understanding by seeking feedback on information given. * Demonstrates an understanding of how health and disease are affected by multiple and interconnected factors.   **Possible examples of your practice may include any the following items:**   * **Providing education in consultation with RN**   **Proficient in addition include how you maintain and promote health in consultation with RN/RM**  **Accomplished you will need to show how you are using your nursing knowledge and skill while providing health education in consultation with RN/RM** |
| **Domain three: Interpersonal relationships**  **This domain contains competencies related to interpersonal communication with clients, other nursing staff and interprofessional communication and documentation.** |
| **3.1** Establishes maintains and concludes therapeutic interpersonal relationships.  **Proficient include the aspects below in addition to the competency:**   * *Describe how you establish, how you maintain, and how you conclude a relationship with a client.*   **Accomplished include the aspects below in addition to the competency:**   * *Describe a time when you role modelled how to establish, how you maintain, and how you conclude a relationship with a client.* |
| **Indicator:**   * Establishes rapport and trust with the health consumer and or family/whanau. * Demonstrates respect, empathy and interest in the health consumer. * Is able to establish relationships and effectively and culturally appropriately communicate with health consumers. * Appropriately terminates therapeutic relationships. * Understands therapeutic relationships and professional boundaries.   **Possible examples of your practice may include any the following items:**   * **How you establish trust and create a relationship with clients / techniques used** * **How you maintain a therapeutic relationship** * **How / when you conclude the relationship**   **Proficient you will need to include an example that shows you supporting colleagues to establish, maintain and conclude therapeutic relationships**  **Accomplished you will need to provide an example that shows you are role modelling others to form therapeutic relationships** |
| **3.2** Communicates effectively as part of the health care team.  **Proficient include the aspects below in addition to the competency:**   * *Describe a time when your communication is clear and complete, open, inclusive and honest. Respects and values input of others. Provide evidence of utilizing different methods of communication. Could include but not limited to: verbal, phone, e-mail, referrals, discharges, pamphlets, etc.*   **Accomplished include the aspects below in addition to the competency:**   * *Describe a time when your communication is clear and complete, open, inclusive and honest. Respects and values input of others. Provide evidence of utilizing different methods of communication. Could include but not limited to: verbal, phone, e-mail, referrals, discharges, pamphlets, etc.* |
| **Indicator:**   * Communicates orally and in writing appropriately and effectively. * Demonstrates understanding of the need for different communication styles and approaches in different situations. * Engages with colleagues to give and receive constructive feedback that enhances service delivery to health consumers. * Contributes to a positive working environment.   **Possible examples of your practice may include any the following items:**   * **Techniques used to communicate** * **Timely and complete handovers** * **Use of interpreters**   **Proficient you will need to include an example that shows you are supporting colleagues how to access (eg. Interpreters) and communicate with others**  **Accomplished you will need to provide an example that shows you are role modelling to others to develop effective communication strategies e.g. using and teaching others to use SBAR tool during communication** |
| **3.3** Uses a partnership approach to enhance health outcomes for health consumers.  **Proficient include the aspects below in addition to the competency:**   * Describe how you use problem solving skills to work in partnership with a patient to achieve a goal.   **Accomplished include the aspects below in addition to the competency:**   * Describe how you use problem solving skills to work in partnership with a patient and advocate on behalf of the patient to achieve a goal. |
| **Indicator:**   * Understands and applies the principles of a recovery centred approach to nursing care within different health care settings. * Understands the impact of stigma and discrimination on health outcomes for health consumers and is able to implement nursing interventions that enhance fairness, equality and self-determination. * Understands and uses the resources in the health consumer’s community to improve health outcomes.   **Possible examples of your practice may include any the following items:**   * **Holistic approach** * **Utilization of partnership**   **Proficient in addition your example will need how access resources to enhance health outcome for clients**  **Accomplished will need to highlight how you role model and advocate for clients with other members of team** |
| **Domain four: Interprofessional health care & quality improvement**  **As a member of the health care team, the enrolled nurse provides feedback to the registered nurse who evaluates the effectiveness of care and promotes a nursing perspective within the interprofessional activities of the health care team.** |
| **4.1** Collaborates and participates with colleagues and members of the health care team to deliver care.  **Proficient include the aspects below in addition to the competency:**   * *Evidence of providing support to others to coordinated care to assisting patients to progress through the continuum of care and recovery. Could include but not limited to: referrals, transfers, discharges*   **Accomplished include the aspects below in addition to the competency:**   * *Evidence of providing support to others to coordinated care to assisting patients to progress through the continuum of care and recovery. Could include but not limited to: referrals, transfers, discharges* * Describe how you collaborated with the health care team on a project or to develop a resource and the actual or potential improvement in patient outcomes as a result of the initiative |
| **Indicator:**   * Understands and values the roles, knowledge and skills of members of the health care team in relation to own responsibilities. * Supports the therapeutic activities of other team members in the provision of health care. * Provides other members of the team with accurate and relevant information to assist in decision making and provision of care. * Contributes to discussion related to nursing practice, systems of care planning and quality improvement.   **Possible examples of your practice may include any the following items:**   * **How you collaborate and participate to facilitate and coordinate care e.g. referral to District Nurses to take over ongoing care of a wound for a patient.**   **Proficient you will need to include an example that shows how you contribute to decision making and care planning**  **Accomplished in addition you will need to provide an example that shows your contribution to discussions to care planning and quality improvement** |
| **4.2** Recognises the differences in accountability and responsibilities of registered nurses, enrolled nurses and health care assistants.  **Proficient include the aspects below in addition to the competency:**   * *Evidence of an understanding and valuing of the roles and skills of RN, EN and HCA/support workers. Sharing with colleagues your knowledge of the health care team and culturally appropriated services.*   **Accomplished include the aspects below in addition to the competency:**   * *Evidence of an understanding and valuing of the roles and skills of RN, EN and HCA/support workers. Sharing with colleagues your knowledge of the health care team and culturally appropriated services.* |
| **Indicator:**   * Clarifies enrolled nurse role and responsibilities in the context of health care settings. * Acts as a resource and role model for nurse students and health care assistants. * Prioritises the delivery of nursing care to health consumers as guided by the registered nurse. * Co-ordinates provision of care by health care assistants within the team as delegated by the registered nurse.   **Possible examples of your practice may include any the following items:**   * **Excepts direction and delegation of tasks within EN scope** * **Planning care**   **Proficient example shows an understanding of the scopes**  **Accomplished you will need to show how you are a resource and advocate for EN scope** |
| **4.3** Demonstrates accountability and responsibility within the health care team when assisting or working under the direction of a registered health professional who is not a nurse.  **Proficient include the aspects below in addition to the competency:**   * Describe a time when you used your understanding of the EN scope when assisting a registered health professional   **Accomplished include the aspects below in addition to the competency:**   * Describe a time when you used your understanding of the EN scope when assisting a registered health professional to address an issue in your clinical area |
| **Indicator:**   * Understands the enrolled nurse role and boundaries in relation to the scopes of practice of other registered health practitioners. * Practises within legislative requirements, organisation policy and refers issues outside scope to a registered nurse supervisor. * Works under the direction of an identified health practitioner and reports observations, changes in health status and escalates concerns to that health practitioner.   **Possible examples of your practice may include any the following items:**   * **how and what you do when working under direction and delegation (eg. Questions you may ask for clarification of task, feedback, debrief etc)** |

This version of the self-review has been modified for educational purposes.

**Please include all pages that are in the document available on the PDRP & QLP intranet page in your self-review**