**Declaration for Portfolio Submission**

This declaration must be signed by the nurse submitting their portfolio, as well as the Nurse Manager/Manager, for the portfolio to be accepted for assessment. This is in accordance with the Waikato DHB PDRP policy (2018).

Nurses who are currently undergoing either:

* **An organisational competency review** (this may occur when it is identified that a nurse has not maintained the required standard of competence)
* **An organisational formal performance management process** (this can be non-disciplinary in nature and can range from Informal discussion to a documented improvement plan, as per the organisations policy for performance management)
* **A NCNZ competence review** (Competency review may occur when it is identified that a nurse has not maintained the required standard of competence) Are ***not entitled to submit a portfolio, at any level.***

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| **NURSE DECLARATION:** | **I declare that I am not currently undergoing performance management or competence review.** | | |
| **Name of Nurse:** |  |  |  |
| **PDRP Level** |  | **Date:** |  |
| **Signature / APC:** |  |  |  |

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| --- | --- | --- | --- |
| **Nurse Manager Declaration:** | **I declare that the above nurse is not currently undergoing performance management or competence review and verify that I have discussed the definition and expectations of above level of practice and support the above nurses’ portfolio submission.** | | |
| **Name of Professional Lead:** |  | **Designation:** |  |
| **Signature / APC:** |  | **Date** |  |
| **Name of Nurse Manager:** |  | **Designation:** |  |
| **Signature/ APC** |  | **Date:** |  |