A current Comprehensive performance review (within last 12 months) including self-assessment (1st party) and peer review (3rd party) evidence using the correct level template must be provided when nurses are submitting a PDRP portfolio.

The performance appraisal peer review is the only 3rd party evidence the nurse provides in her/his portfolio. It must be comprehensive and include **specific examples of the nurse’s practice** to meet the competencies for their scope and level of practice e.g. competent, proficient, expert, senior nurse. To assist you to complete the performance appraisal you may ask one or more senior RN’s who has worked consistently with the nurse, to complete one or more peer review examples, using the performance appraisal template. The Self-assessment should be completed electronically and the nurse may then share it electronically with you, for your review examples.

The nurse is required to complete a comprehensive self-assessment prior to meeting with you for the peer review. The self-assessment must be verified by the reviewer as a true and accurate reflection of the nurse’s practice.

The nurse will need to negotiate with you a suitable time for the performance review /peer review and discuss with you her/his plan and timeframe for submitting portfolio to PDRP. Allow 30-60 minutes for this meeting.

The performance appraisal peer review should include specific examples of how the nurse demonstrates the NCNZ/PDRP competencies in her/his practice in their clinical setting. Do not use general comments about practice e.g *“….Nurse Brown always ensures patients sign a consent form before surgery*…..”. Using a specific example of practice could be “*When Nurse Brown was caring for Mr G prior to surgery she ensured he understood the procedure, asked if he had any questions and checked that he had signed the correct consent forms…*”

Peer review examples must be different from the examples provided by the nurse in the self-assessment. It is helpful if the nurse comes to the performance appraisal/peer review meeting with some different examples to discuss to demonstrate repeatability in practice.

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When describing examples of practice for the performance appraisal peer review it is helpful if the reviewer uses the following as a guide for examples:

* Competent level: comments and examples about how the nurse practises in the clinical setting
* Proficient level: comments and examples to describe how the nurse practices as well as supports and guides other nurses’ complex decision making and problem solving and leads the team in challenging and unpredictable situations
* Expert level: comments and examples to demonstrate how the nurse practices as well as contributes to specialty knowledge, shares expert knowledge formally, leads quality improvement and initiates changes in practice.