

# Professional Portfolio Presentation Workshops for Registered Nurses

presented by Dr Stephen Neville.

These workshops are an enjoyable and invaluable day providing you with all the skills and information required to complete and maintain your own Professional Portfolio with ease as required under the HPCA(2004). You also receive a certificate of attendance adding 6 hours towards your required professional development hours. Workshops are catered with morning tea on arrival and a light lunch. Registration is open to all Registered Nurses.

## Book Now for -

Location	Date	Venue	Workshop Registration Non CNA(NZ)	CNA(NZ)* Members Registration
Auckland	Thursday 17th November 2011	Room AT1, Atrium Building. Gate 1, Highway 17. Massey University Albany Auckland (Parking onsite)	\$ 190.00	\$ 170.00
Hamilton	Thursday 1st Dec 2011	Norris Ward McKinnon Building Corner of London and Victoria Streets 711 Victoria Street Hamilton	\$ 190.00	\$ 170.00

\* College of Nurses Aotearoa (NZ) Members discounted rate. For Membership enquiries contact the College office, details below.

**Morning tea is available on arrival from 9.45am. Workshops are run for 6 hours (from 10am – 4pm)**

**Numbers are limited for each workshop, if you or any of your colleagues are interested in attending one of these workshops please register your interest ASAP.**

To register fill in Registration form below or download from College website [www.nurse.org.nz/professional-portfolios](http://www.nurse.org.nz/professional-portfolios) or email [admin@nurse.org.nz](mailto:admin@nurse.org.nz) for a Portfolio workshop registration form. For other queries please phone (06) 358 6000

If you are interested in hosting a Portfolio Workshop in your area for your own group/employer, please contact the College office for details.

**Please note** –This is a day for Registered Nurses who are not on a PDRP Programme and want to develop a Professional Portfolio where they can clearly demonstrate competencies to meet the RN Scope of Practice. This is not a Nurse Practitioner Portfolio Development course.



Please feel free to post on notice boards or circulate to anyone who may be interested. See below for more detailed explanation of the workshop.

# Portfolio Presentation Workshops – more information

## Background

With the introduction of the Health Practitioners Competence Assurance Act (2003) there is now a requirement for nurses to formally demonstrate ongoing competency. The development of portfolios is considered to be an appropriate way to not only fulfil these legislative requirements but also professionally develop nurses in practice. While many nurses who work within DHB provider arms are familiar with the development of portfolios as part of various professional development and recognition programs, there are a significant number of nurses who have not had this exposure. These nurses practice in a wide range of settings, e.g. aged care facilities, NGOs, the smaller private surgical facilities and primary health practices, often with little professional support and advice. The College of Nurses would like to assist this group and they would benefit from being able to access practical professional support in portfolio development in order to meet their professional and legal obligations.

## Purpose of workshops

For all attendees to develop the skills required to confidently complete their professional portfolio to meet Nursing Council requirements and in which the individual nurse can take pride.

To provide an understanding of legislative and professional requirements in relation to competency review as part of the HPCA Act(2003) to those nurses who currently have little or no access to professional advice and support.

**Please note** –This is a day for Registered Nurses who are not on a PDRP Programme and want to develop a Professional Portfolio where they can clearly demonstrate competencies to meet the RN Scope of Practice.

**This is not a Nurse Practitioner Portfolio Development course.**

## Who can attend?

All nurses who believe they need support and advice in development of their professional portfolio, particularly those who do not currently belong to DHB based PDRPs nor have access to professional advice and support e.g. nurses who practice in the aged care facilities, NGOs, smaller private surgical hospitals and primary health care settings.

## Workshop Outline

The workshop will be interactive and practice based with each person completing some work on their own portfolio. Participants will work both in groups and as individuals and use the group and the facilitators to assist and support them with their work.

## Areas covered will include:

- Understanding the Nursing Council competencies
- Becoming familiar with the portfolio format and terminology e.g. exemplars, peer review, case review, performance appraisals, professional development
- Understanding the different forms and ways of presenting evidence
- Practice in completing aspects within their own portfolio
- Ongoing support and services offered by the College of Nurses

Workshops will take a full day from 10am-4pm and networking and collegial support will be an important part of the day.

## What others have said about this workshop-

*“Stephen was fantastic and as it was the first time all the nurses had met together ever, the day had a good vibe.”*

*“I personally got a lot out of it and it has given me some great ideas for my role also.”*

*“We really appreciated the fact that Stephen was able to give us a day for this and all feel that it was so very worthwhile attending. It has broken down what was a major daunting job into easily explained and achievable tasks.”*

*“Great day, great presenter and at the end of it a complete understanding of what is required in my portfolio. Highly Recommended!”*

# Professional Portfolio Workshop

## Registration Form

Return this form with payment by -

- **Post - College of Nurses**  
PO Box 1258  
Palmerston North 4440
- **Email - [admin@nurse.org.nz](mailto:admin@nurse.org.nz)**
- **Fax - 06 358 6000 (9-3 weekdays)**

(Please write very clearly – only one participant per form please,  
registration must be accompanied by payment or employer purchase order)

Name (to show on attendance certificate)	
Email Address	
Daytime Phone no	
Address Line 1	
Address Line 2	
Suburb	
City	
Postcode	
Employer	
Dietary requirements A variety of options for meals and snacks are provided. If you have any allergies or special dietary requirement please list these here.	
Any other information -	
Workshop Location	
Workshop Date	
College of Nurses Member Number (if applicable)	
Workshop Fee	
Receipt required Y/N (If this should be made out to your employer please note this here)	

Please note: Cancellations received 7 days before the event will receive a full refund of the workshop fee only. Cancellations received within 7 days of the workshop will receive a partial refund subject to varying conditions for the individual workshops eg. Catering. Please phone the office if you need more information. 06 358 6000

Paid by:

- Cheque attached Please make Cheques payable to "College of Nurses"
- Money Order Attached
- Direct Credit payment to College BNZ account 02 0719 0193130 00 on ...../...../.....  
*Please ensure your Invoice number is in the particulars or reference details of the online bank payment.*
- Credit Card - Please note the additional 5% surcharge fee for all Credit Card payments - add here \$.....
- Card Number ...../...../..... Exp Date ...../.....
- Name on Card ..... Signature .....

**Amount Enclosed \$**

\*Credit Card payment option - the 5% surcharge fee covers some of the fees we are required to pay on your transaction, by filling in the Credit Card payment option you are agreeing to pay this additional fee.

**Please note - We can only accept Mastercard or Visa cards, we cannot process American Express cards**