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)
* Or - 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 organisation’s policy for performance management)
* Or - A NCNZ competence review (Competence review may occur when it is identified that a nurse has not maintained the required standard of competence)

Nurses are not entitled to submit a portfolio for update or progression to a higher PDRP level of practice while performance management is in progress.

**Applicant Declaration**

I……………………………………………………………… declare that I am not currently undergoing performance management or competence review

**Signature and APC #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**Nurse Manager / Manager Declaration**

I………………………………………………………….declare that …………………………….. is not currently undergoing performance management or competence review

I verify I have discussed with the nurse her/his intent to submit a portfolio for……………………… level.

**Full name, APC # and designation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_