

**APPLICATION FOR MAINTENANCE ACCREDITATION**

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| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
|  |  |  |  |
| **Work Setting (Primary/Secondary/ Tertiary)** |  | **Ethnicity** |  |
|  |  |  |  |
| **Business Address:** |  |
|  |
|  |
| **Private Address:** |  |
|  |
| **E-mail:** |  |
|  |
| **Phone No. (Bus):** |  | **Phone No. (Home):** |  |
|  |  |  |  |
| **Scope of Practice:** | RN / NP | **Prescriber:** | YES / NO |
|  |  |  |  |
|  |  |  |  |
| **NZNO Membership Number:**  |   | **Highest Academic Qualification** |  |
| *Office use only**Confirmation of membership \_\_\_\_**Receipt of fees\_\_\_\_\_\_\_\_\_\_\_\_\_* |  |  |  |



**APPLICATION FOR MANTENANCE ACCREDITATION**

The accreditation process is open to registered nurses specialising in diabetes education, clinical management and research. To apply for maintenance of accreditation the nurse must be working in the field of diabetes. Applicants can apply at Proficient or Specialist level. **Please indicate with a tick (🗸) the level for which you are applying.**

**Level Page**

Proficient 3

Specialist 3

Declaration Form 4

Verification Form 5

Professional Report (template) 6

Reflection on Learning Activities (template) 8

**Please refer to the Accreditation Guideline for evidence requirements,** **particularly in relation to the requirements for supporting clinical evidence**



**APPLICATION FOR MANTENANCE ACCREDITATION**

I am applying to **maintain Accreditation** as a (please tick [🗸] the relevant box):

[ ]  Proficient diabetes nurse

[ ]  Specialist diabetes nurse

I have provided the following information**:**

**For all applicants:**

[ ]  A professional report (use template provided and refer to Accreditation Guidelines for requirements) which should include:

[ ]  A brief description (not more than 100 words) of your work and role to provide context for the assessor (this will not be assessed)

[ ]  How your practice has changed in the past 3 years; including any growth in your role and reflection

[ ]  A description of how your practice contributes to the following eight outcomes:

[ ]  Risk reduction

[ ]  Screening/detection

[ ]  Management

[ ]  Assessment/care plans

[ ]  Education

[ ]  Treatment

[ ]  Collaboration

[ ]  Improving equity and equality

[ ]  Supporting clinical evidence of how your practice contributes to the above eight outcomes

[ ]  Evidence and reflection on at least one (1) diabetes focussed learning activity in the last 3 years and its application to practice (use template provided)

[ ]  Current Annual Practising Certificate (refer to the Guideline for details)

[ ]  Declaration form

[ ]  Verification form

[ ]  Accreditation fee

**DECLARATION OF APPLICANT**

Authenticity, validity, accuracy, currency and confidentiality are all principles which ensure the quality of the assessment process.

I, the applicant, declare that (tick [**🗸**] the box):

[ ]  This application is a true and correct record of my nursing practice over the past three years and is related to my current area of practice.

[ ]  I have checked and removed all identifiable information from my portfolio. I understand that if any breach in confidentiality is found then the assessment of my work will stop that portfolio will be returned to me for review and resubmission. I understand that if the assessment cannot be completed within the requisite timeframes then my portfolio will be held over until the next accreditation round.

[ ]  I agree to have my work assessed against the requirements set out in the Accreditation Guideline by assessors appointed by the Aotearoa College of Diabetes Nurses of NZNO.

[ ]  I understand that my portfolio may be selected for external moderation and give my consent for this to occur.

[ ]  I understand that I have the right of appeal to the Aotearoa College of Diabetes Nurses using the appeal process outlined in the Accreditation Guideline.

[ ]  I understand that my application may be audited for purposes of authentication.

[ ]  I understand that my work will not be used for any other purpose unless it has my specific consent.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**VERIFICATION OF APPLICATION**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete all 4 sections**

1. I, the person verifying this portfolio, have read and discussed this portfolio in its entirety with the applicant and verify that it is a true and accurate record of the applicants nursing practice and activities.

**[ ]  Yes** **[ ]  No**

1. I verify that the evidence provided by the applicant reflects the level of knowledge and skill applied for as defined in National Diabetes Nursing Knowledge and Skills Framework (2018).

**[ ]  Yes [ ]  No**

1. I hold current accreditation with ACDN (NZNO) AND / OR am the applicants Nurse Manager.

**[ ]  Yes [ ]  No**

1. Verified by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name)

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PROFESSIONAL REPORT TEMPLATE**

|  |  |
| --- | --- |
| **Professional Report** | **Assessor comments** |
| A brief description (not more than 100 words) of your work and role to provide context for the assessor (this will not be assessed): How your practice has changed in the past 3 years; including any growth in your role:A description of how your practice contributes to the following eight outcomes (reminder you must supply evidence to support your report) -1. Risk reduction:
2. Screening/detection:
3. Management:
4. Assessment/care plans:
5. Education:
6. Treatment:
7. Collaboration:
8. Improving equity and equality:
 |  |

**REFLECTION ON LEARNING ACTIVITIES**

Reflect on at least one (1) learning activity that is diabetes focused and using the template, describe what knowledge was gained and how this has influenced your practice, such as changes you may have made.

|  |  |  |
| --- | --- | --- |
| **Learning Activity**  |  | **Assessor Comments** |
| **What knowledge was gained** |  |  |
| **How has this knowledge/learning influenced or changed your practice?** |  |  |