Growing Your Professional Nursing Portfolio

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Objectives

- Identify the components of a professional portfolio.
- Discuss the impact of a portfolio on professional development.

What is a Portfolio?

- Personalized collection of documents that demonstrate a person's knowledge and skills over time
  - A reflection of you in your professional career
  - A record of your professional development
  - Proof of performance on the job or in class
  - Tangible evidence of what you have accomplished
  - Evidence of your learning and mastering new skills
- Tool to document nursing competency

How to Use Your Portfolio

- Document skills and accomplishments
- Market your capabilities during job interviews
- Negotiate promotions and raises
- Apply for bonuses, scholarships, or grants
- Document the quality and quantity of your professional development
- Demonstrate prior work or learning experiences
- Monitor and plan continuing education and professional development activities
- ANCC Certification
- License renewal

Types of Portfolios

- Career
  - Growth and Development
    - Main portfolio
    - Contains evidence of your education and achievements
  - Best Work
    - Collection of materials you select from your main for review by others for a specific purpose
- Interview
  - Best examples of your skills and abilities from your main portfolio that relevant to position
- Academic

Portfolio Content...

- Curriculum Vitae (CV)
- Document/verifies professional education
  - Professional licenses
  - Professional certifications
  - Transcripts
  - Diplomas
  - Continuing education certificates

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…**Portfolio Content…**

- Documents verifying publications/papers
  - Journal articles
  - Web link for online publications
  - Copy of newsletter article, book chapter
- Documents verifying presentations
  - Brochure, flyer, or conference agenda
  - Letter verifying presentation
  - Picture of a poster session
  - Published abstract

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…**Portfolio Content…**

- Documents verifying honors, award, and special achievements
  - Program listing the award
  - Letter stating receipt of the award or honor
  - Photocopy of an award plaque
  - Photocopy of news clipping or press release

Monsen, 2005

…Portfolio Content

- Documents verifying professional experience and expertise
  – Letter from supervisor
  – Performance evaluation
  – Letters of recommendation
  – **Case studies/Exemplars**
- Documents verifying community activities
  – Letters or other documents acknowledging contributions or services
  – Membership cards

Monsen, 2005

Exemplars

- Examples are endless
  - How you handle a particularly challenging:
    - Situation
    - Patient/family member
  - How you coordinated care for a complex patient
  - How you participated as a team member on an EBP project
  - How you developed a new program
- Include:
  - Your thoughts and reflections
  - What your learned

Additional Components

- Personal statement and goals
- Brief list of works, activities, projects or efforts that are on-going
- List of competencies
- Letters of Recommendation
- Job description
- Thank you's/accolades

Steps in Compiling a Portfolio

- Determine the purpose
- Find out the requirements or recommended components, if applicable
- Determine the type of portfolio
  - Paper, computer, or web-base
- Gather the materials
- Organize the materials for easy identification and location
- Present materials in a visually appealing format with table of contents

Monsen, 2005

Tips

- Include:
  - Relevant work samples to highlight your best skills
  - Evidence of experiences including reflections/exemplars
  - Table of Contents
- Keep your portfolio concise, neat, and honest
- Update your portfolio frequently
- Paper:
  - Put items in loose-leaf binder
  - Use sheet protectors
  - Use index tabs and/or title pages to divide sections
- Digital: Fee based vs. Open source

E-Portfolio Software

- Adobe Pro
- *E-value*
- *ePortfolio*
- *Evernote*
- *Epsilen*
- Chalk & Wire
- LiveText
- TaskStream

- Digication
- Mahara
- Folio-ePortaro
- iWebfolio
- Wikispaces
- P-nelope
- Pass-Port

Sample Portfolios

Certifications Thru Portfolio

- Objectively assess specialized knowledge, understanding, and application of professional nursing practice and theory through the review of a collective body of work present in a nurse's portfolio
- American Nurses Credentialing Center (ANCC) partners with professional nursing organizations

Peer-Review

- Portfolios are peer-reviewed by experts in the specialty with renewal every 5 years
- Must document:
  - Education by means of degree-conferred transcripts
  - Professional development activities and CEs earned in the past 3 years
  - Performance evaluations by a supervisor or peer
  - A self-evaluation of performance
- Evidence in an exemplar of the nurse's record/accomplishments in:
  - Professional and Ethical Nursing Practice
  - Quality and Safety
  - Teamwork and Collaboration

ANCC Portfolio Content Outline

Domain	Percentage
Professional Development	7.5%
Professional & Ethical Nursing Practice	48.75%
Teamwork and Collaboration	22.5%
Quality and Safety	11.25%
Supervisor/Peer-Evaluation	5%
Self-Evaluation	5%

ANCC Portfolio Certifications

- Advanced Forensic Nursing (AFN-BC)

- Advanced Genetics Nursing (AGN-BC)

- Advanced Public Health Nursing (APHN-BC)

- Emergency Nurse Practitioner (ENP-BC)

- Faith Community Nursing (RN-BC)

- Rheumatology Nursing (RN-BC)*

- Hemostatis Nursing (RN-BC)*

 * In Development

http://www.nursecredentialing.org/certification.aspx#specialty

ANCC Resources

- *Certification Through Portfolio Application Requirements*
  http://www.nursecredentialing.org/CertificationPortfolioRequirements.pdf
- *Certification Through Portfolio General Handbook*
  http://www.nursecredentialing.org/CertificationPortfolio-ApplicationHandbook.pdf

Professional Development Log

Professional Development Log

- Tracks:
  - Continuing Nursing Education
  - Continuing Medical Education
  - Academic Education
  - Publications
  - Presentations
  - Volunteer Leadership Service
- Adapted with Permission from *Oncology Nursing Certification Points Renewal Option (ONC-PRO)*

Continuing Nursing Education Log

Program Date(s)	Program Title	Provider	Accrediting or Approval Organization	Contact Hours/ Length of Program
				Total # of Hours:
				Total # of Contact Hours Awarded:
				Total # of non-contact hours:

Continuing Medical Education Log

Program Date(s)	Program Title	Provider	Accrediting or Approval Organization	Contact Hours/# Credits Awarded
				Total # of Hours:
				Total # of Credits:
				Total # of Contact Hours:

Academic Education Log

Dates of Course(s)	Course Title	College or University	Final Grade Achieved	Number of Credits

Publication Log

Date of Publication	Title of Work/Title of Publication	Type of Work (e.g., book, chapter, journal, newsletters)	Indicate if lead Author/Editor; or number of Co-authors/Editors	Number of pages or words (for newsletters)

Presentation Log

Date(s) of Presentation	Title of Conference or Program	Title of your presentation(s)	Audience	Length of your presentation or CE awarded for your part
				Total # of Hours:

Precepting Log

Dates of Precepting (From/To)	Name of Institution & Unit Where Precepting Completed	Name of Student's College, University or Nursing School or New Hire's name	Number of Hours Precepting Completed

Volunteer Leadership Service Log

Dates	Organization	Name of Board/Committee/ Task Force	Leadership Capacity in which you served (e.g., member, vice president)

In Closing……

- Your portfolio should demonstrate your ongoing achievements and competencies
- Your portfolio can be used for certification
- If you already have a portfolio, kudos to you now keep it up to date!
- If you don't have a portfolio, start one even if it only initially contains your CV!

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Thank You & Questions

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