



Practice Nurse - Professional Portfolio



Introduction

A professional portfolio evidences your practice and ongoing professional development, providing a central place to record your personal and professional attributes, professional nursing experience and educational achievements to date.

This professional portfolio folder provides a flexible framework: which can be personalised by including additional information, into any section, to further evidence professional knowledge, skills and qualifications.

Please remember to:

- **Photocopy all the forms and templates provided before you start and retain the originals as a master copy.**

Take care of original documents and certificates, you may choose to use photocopies for your portfolio and keep all originals in a secure place.

- Update your portfolio regularly.
- **Maintain patient confidentiality**
- **Maintain colleague confidentiality**
- Read the guide in each section which outlines the range of information appropriate to include within that section.
- Where applicable include dates and titles to materials as you add them to your portfolio.
- Where necessary cross reference related material located in other sections of your portfolio.



Section 1

Personal Information Employment Record



PERSONAL INFORMATION / EMPLOYMENT RECORD

This is a record of your nursing qualifications and employment record and also records your major achievements and skills acquired.

It is important to ensure that your Curriculum Vitae is up to date



Section 2

Job Description



Section 3

Professional Performance Record



Section 4

Professional Goals



PROFESSIONAL GOALS AND ACTION PLAN

Career development is a continuous process; current skills need to be maintained and enhanced and new skills acquired and developed.

During annual performance review, peer review or professional supervision, you will have identified and acknowledged your strengths, as well as areas for further development. From this information you will be able to identify your short and long-term goals and develop an action plan to achieve these goals. This forms the basis of effective career planning.

Short-term goals: These goals are to be achieved over the next 1-2 years.

Long-term goals: These goals are to be achieved over the next 5 years.

Goal setting and development strategies must be clear, precise and set within a timeframe – they need to be **SMART**.

Specific Measurable Achievable Relevant Time Scaled

It is important to revisit your goals and action plan regularly to assess your progress.



Professional Portfolio for Practice Nurses

Goals	Development Needs	Action Plans (to reach goals)	Resources Required	Timeframe

Possible Obstacles	Possible Solutions

Professional Portfolio for Practice Nurses

Professional Goals and Action Plan

Short Term Goals

Goals	Actions	Timeframe	Completion Date and Comment

Professional Portfolio for Practice Nurses

Professional Goals and Action Plan

Long Term Goals

Goals	Actions	Timeframe	Completion Date and Comment

Section 5

Continuing Education and Learning Experiences



CONTINUING EDUCATION & LEARNING EXPERIENCES

Life long learning and currency of practice are essential components demonstrating a professionals competence to practice. Nurses are responsible for maintaining their continuing education, which is relevant to practice.

Your continuing education record may include the following:

- Short Courses
- Seminars
- Conferences
- Self-directed learning programmes
- Reading nursing or other relevant journals, articles, books
- In-service education
- Formal post registration or post-graduate studies at either University , Polytechnic or some other tertiary institution
- Observed practice

In this section we have included a choice of 3 templates to use to record your continuing education.

It is important to record learning outcomes of education undertaken to evidence important ongoing learning. In completing this section consider the following:

- How did this learning relate to your nursing role?
- How has this learning informed and influenced your work?
- What effect has this had on the way you work or intend to work in the future?
- Has this identified a future learning need?

Please remember to maintain Patient Confidentiality and Peer Confidentiality



Professional Portfolio for Practice Nurses

Continuing Education

Title: _____

Organised By: _____

Date Commenced: _____ Date Completed: _____

Length in Hours: _____

Key Learning Points:

Outcome of Learning Activity:

Title: _____

Organised By: _____

Date Commenced: _____

Date Completed: _____

Length in Hours: _____

Key Learning Points:

Title: _____

Organised By: _____

Date Commenced: _____

Date Completed: _____

Length in Hours: _____

Key Learning Points:

Professional Portfolio for Practice Nurses

You may include programme/course outline and certificates of attendance/attainment

Topic	Date	Number of Hours	Key Focus/Learning Outcomes
			• • • • • •
			• • • • • •
			• • • • • •
			• • • • • •

Section 6

Continuous Quality Improvement



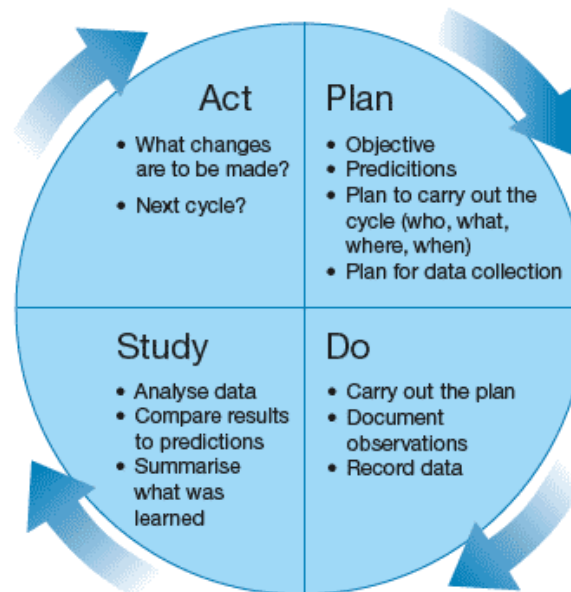
CONTINUOUS QUALITY IMPROVEMENT

What is continuous quality improvement?

Continuous quality improvement (CQI) is an approach used to enhance existing services, increase patient satisfaction and improve effectiveness, through the use of staff's collective experience and skills. Importantly, CQI recognises that many problems are due to a poor process rather than an individual's fault. CQI encourages staff members at all levels to work as a team, to identify areas for improvement, establish desired outcomes, select specific steps to study, collect and analyse data, implement a process change and monitor the impact of the change. If the problem has been solved, then CQI starts again to identify and address a new area for improvement.

Clinical Audit

Clinical audit is a quality improvement method that aims to improve patient care through the improvement of clinical practice. It is a process that involves a cycle of continuous improvement against standards – ideally evidenced based. There are a number of different versions of the “audit cycle” but in essence they are very similar.



CONTINUOUS QUALITY IMPROVEMENT contd

Each stage of the cycle involves the audit team considering a number of points whilst working through the various steps of the cycle. Before starting it is important to decide who will lead the audit process and what resources (including administrative) are available. Successful audit meetings are open, non-confrontational, non-judgmental, friendly and confidential and ultimately lead to improved patient care.

Clinical audit can be conducted in any practice size; the keys to success are:

- Good preparation
- Explicit Standards (evidenced based ideally) that are measurable and relate to aspects of care
- Keeping it simple
- Supportive culture
- Individual motivation
- Sharing good news as well as identifying the areas that need improving

Quality activities may include:

- Audit processes
- The development of standards/protocols



Section 7

Research and Projects



RESEARCH AND PROJECTS

Research is a systematic investigation, which uses a range of approaches, to refine or confirm existing knowledge, to uncover new knowledge or to do both. Research plays an important role in the continued improvement of nursing practice.

Evidence Based Practice is the combination of individual clinical expertise with the best available external evidence to inform practice and is an effective means of both changing the process of healthcare delivery and improving patient outcomes. An evidence-based approach to care is designed to identify gaps between current and optimal practice. Involvement in research, projects and new initiatives helps to develop knowledge and skills.

Examples of research or project activities may include:

- Introducing best practice standards in your workplace e.g. “Best Practice” information sheets.
- Involvement in or development of new initiatives for your workplace.
- Involvement in research projects either independently or as a part of a team.
- Circulation of research- based knowledge within your workplace

In this section we suggest you to complete the template plus enclose any copies of project scopes, final reports, evaluations or acknowledgement of your involvement in either research or projects.

Please remember to maintain Patient Confidentiality and Peer Confidentiality



Professional Portfolio for Practice Nurses

Reflections on Research Project Involvement

Date:

Title of Project, Dates, Outlines, Purpose and Participants

Being involved in this project has highlighted the following areas of professional 'strength':

Being involved in this project has highlighted the following learning needs:

Implications of my clinical role include:

I realise that I now need to:

I will next review my progress on:

Professional Portfolio for Practice Nurses

Reflections on Research Project Involvement

Date:	Topic:
Relevant Skills and Knowledge Current Strengths:	Relevant Skills and Knowledge Current Learning Needs:
To further develop my practice, I will know:	Resources Required:
Issues which could obstruct this action might be:	
I will review this plan:	
At review I realise:	
Now I will:	

Section 8

Teaching Mentoring Publications



TEACHING MENTORING PUBLICATION

The sharing of your nursing knowledge and skills assists others and nurtures professional development.

The following information can be included:

- Involvement in either organising or presenting teachings, relevant to your practice to:
- Your work colleagues or other nurses within your area of practice.
- Other health professionals
- Local community groups and organisations
- Mentoring of nurses new to your practice.
- Preceptor student nurses in your practice.
- Any articles you have written for publication either locally or nationally

This template for this section enables a brief overview of your activity in teaching and mentoring. You may also include copies of lesson plans, learning objectives, resources used and evaluations received.

If you have had any articles published include a copy for your portfolio.

Please remember to maintain Patient Confidentiality and Peer Confidentiality



Section 9

Consumer Feedback



Section 10

Additional Personal Activities

