

Developing a Professional Portfolio

The WHY and HOW

Education Outcomes

- Understand why professional nurses and midwives need to develop a professional portfolio
- Understanding how to develop a professional portfolio
- Demonstrate how to download your personal development record from Pathlore
- Commence documenting evidence for your professional portfolio

Why do it??? The rules have changed

- A single national registration & accreditation system.
- For chiropractors; dental care practitioners; medical practitioners; nurses & midwives; optometrists; osteopaths; pharmacists; physiotherapists; podiatrists; & psychologists.
- **The Nursing & Midwifery Board of Australia**
From July 2010 all Nursing & Midwifery practitioners across Australia will have to meet the same requirements

What are the requirements?

- criminal history
- English language requirements
- professional indemnity insurance arrangements
- continuing professional development
- recency of practice
- endorsement for nurse practitioners
- endorsement for scheduled medicines for eligible midwives, and registered nurses

Continuing professional development (CPD) registration standard

- 1. N &M will participate in at least 20 hours of CPD/yr.
- 2. One hour of active learning equals one hour of CPD.
- 3. CPD must be relevant to context of practice.
- 4. Written documentation of evidence of completion.
- 5. Mandatory skills acquisition may be counted.
- 6. An annual audit of a number of N&M will occur.

7. Documentation of self-directed CPD

- dates, a brief description of the outcomes, and the number of hours spent in each activity.
- (a) identified & prioritised learning needs, based on an evaluation of practice against the relevant competency or professional practice standards
- (b) developed a learning plan based on learning needs
- (c) participated in effective learning activities relevant to needs
- (d) reflected on the value of the learning activities or effect on practice.

Continuing professional development registration standard

- 8. RNs and M who hold scheduled medicines endorsements or endorsements as NP & MP under the National Law must complete at least 10 hours per year in education related to their endorsement.
- This standard will commence on 1 July 2010.

How do I get my evidence together???

- Simple, Keep a Portfolio
- Start now.....
- Four Sections
 - My Professional History
 - Planning my Professional Development
 - Documenting my Continuing Professional Development
 - Performance Appraisal

Fill in the
front page



Nurse's Professional Portfolio

Name: **Sally Milson-Hawke**

Classification: **Registered Nurse**

Contact Phone: **49214494**

Units: **John Hunter Hospital and Royal Newcastle Centre**

Year: **2010**

HUNTER NEW ENGLAND | NSW  HEALTH

My Professional History

Registration Details		
Registration Board	Registration Number	Qualification
NSW Nurses and Midwifery Board	RN 1174009	Registered Nurse
Professional Qualifications (not school)		
Year	Qualification	Organisation
2008	Masters of Applied Management (Nursing)	TUN
2000	Masters of Advanced Practice Nursing	TUN
1999	Graduate Certificate in Adult Education and Training	UNE
Employment Profile (related to nursing)		
Dates	Position	Organisation
2007-2009	Deputy Service Manager	Division of Medicine, JHH
2009-Ongoing	Director of Nursing and Midwifery	JHH/RNC
Professional Memberships (not union membership)		
Dates	Organisation	Role (member fellow etc)
2010	Royal College of Nursing	Member (92500)
2010	College of Nursing	Member (013777)

My Professional History

Committee Memberships		
Dates	Organisation	Comments
2010	HNE Food Services Governance Committee	(See minutes attached)
2010	HNE Falls Injury Prevention amongst older persons advisory committee	(See minutes attached)
2010	JHH/RNC Nurse Educators Committee	Chair (See minutes attached)
Presentation, Publications and Research		
Date	Activity	Details
2009	Preparing Clinical Nurse Leaders in a Regional Australian Teaching Hospital	Journal of Continuing Education in Nursing 2009 40(12) Williams, A; Parker, V; Milson-Hawke, S; Cairney, K; Peek, C. (Attached)
Significant Achievements		
Date	Details	
2009	Appointment as Director of Nursing and Midwifery JHH/RNC	
2009	Publication of paper above	

Planning my Professional Development

Self-Assess against the Competencies

- Work out which competencies you want to assess against
- RN/ EN/ Midwife competencies
- Plus
- If you are a CNS used the Advanced Nurse Competencies
- If you are an OR nurse use the ACORN competencies
- If you are a manager use the leadership competencies

In the appendix is a list of professional bodies that may have competencies attached to your practice area

Registered Nurse Competencies

Competency	I am confident in this area? (Score: C, P, E)	I will need to work on this (Score NYC)	Comments/Strategies
Professional Practice Practices in accordance with legislation effecting Nursing practice and Healthcare.	✓		
Practices within a professional and ethical nursing framework.	✓		
Practices with an evidence based framework	✓		
Participates in ongoing professional development of self and others	✓		
Provision and Coordination of Care Conducts a comprehensive and systematic nursing assessment			N/A Involved in the review of the Adult Initial Inpatient assessment form and ongoing audit
Plans nursing care in consultation with individual/groups significant others and the interdisciplinary health care team.			N/A Leading HNE Care plan tool for Adult Inpatients
Provides comprehensive, safe and effective evidence-based nursing care to achieve identified individual/group health outcomes.			N/A Patient Safety portfolio for Hand Hygiene, Falls and Medication Safety
Evaluates progress towards expected individual/group health outcomes in consultation with individual/groups, significant others and interdisciplinary health care team.	✓		
Collaborative and Therapeutic Practice. Establishes, maintains and appropriately concludes therapeutic relationships.	✓		
Collaborates with the interdisciplinary health care team to provide comprehensive nursing care.	✓		Links with EOC project

Leadership Capability Competencies

Capability Domain	Specific Capability	Evidence Guideline	Rating* Self
Shapes Strategic and Creative Thinking E=Expert, FC=Fully Capable, WT=Working Towards Capability, NY=Not Yet Capable	<i>Focuses Strategically and Systemically</i>	Adopts a 'whole of service' approach and considers the broader Area / NSW Health context in decision-making. Aligns Service/ Division activities including the strategic priorities of the Area. Ensures Service/Division contributes effectively in collaboration with HNE Support Services to patient and community outcomes. Considers multiple perspectives when assessing the ramifications of issues. Is conscious of the interdependence of organisational systems and considers the impact of decisions on people, processes and services. Seeks and responds to trend data relating to the stand alone and interdependent performance of service systems	WTC
	<i>Inspires a sense of purpose and direction</i>	Personally contributes to and champions the Area vision, goals and values and relates these to Area and Service/Division priorities. Translates broad Area and Service/Division strategy into practical terms for others. Creates a shared understanding of what has to be achieved to continually improve patient and community outcomes. Practically cascades the Area vision and strategy and aligns service priorities in response. Builds stakeholder and local community commitment to Area and Service/Division directions and decisions. Balances competing demands with service priorities.	FC
	<i>Harnesses information and innovative practice to create strategic opportunities</i>	Draws on factual and evidenced based information and alternate viewpoints and monitors internal information channels regularly, to understand new and emerging issues that impact on the Area and Service/Division. Addresses identified critical information gaps. Accesses and promotes industry benchmarks and shapes intelligence about innovative practices/future trends. Helps position the Area to capitalise upon opportunities while mitigating risks including those related to governance and safety. Fosters an environment that encourages creativity, originality of thought and innovation.	FC
	<i>Shows judgement, intelligence and commonsense.</i>	Engages in high-level critical thinking and debate to identify links, define critical issues and their implications for the Area. Applies effective judgement to develop solutions. Anticipates long-term and strategic risks, addresses them quickly and helps others to recognise them. Capitalises on innovative alternatives to resolve complex problems. Is open-minded and willing and able to question traditional assumptions about current practices rather than taking things as given.	FC

Planning my Professional Development

Plan of Action

Skill / area for further development	How are you going to achieve this?	Proposed date of achievement
Develop networking opportunities outside of HNEhealth	Road trip	April 2010
	Attend DON/M forum	May 2010
	Increase participation in RNCA activities. Join faculties	August 2010
Building Teamwork amongst difficult teams	Identify team Commence specific project Monitor progress via Clinical Supervision and Team outcomes	2010

Link to Performance Appraisal

Documenting CPD

Printing out your evidence from Pathlore

Go to HNE intranet, Click on “MY LINK”,
On the Home page- Click “View your development
record”,
Click on “Access your personal... Development record”,
Enter pay roll no and Date of birth then click OK.

If you wish to print out Go to File and select print.

For programs completed in the last twelve months

Go to select, Print out this page

Click on Program Description, Click print icon

Click on Development Outcomes, Click print icon

Click on Target Group, Click on Print icon

Place all of this in you portfolio

Documenting CPD

Mandatory Sessions	Date:	Hours of CPD
Fire Safety (Annual)	18/3/2009	
Fire Equipment (Annual)	18/3/2009	
Adult CPR Assessment & Emergency Responses (Annual)	18/3/2009	
**Disaster and Evacuation management (Annual)	18/3/2009	
Back Care / Manual Handling (Annual)	18/3/2009	
Infection Control, (Annual)	18/3/2009	
**Hand Hygiene (Annual)	01/06/2009	0.5 (2009)
Donning and Doffing (Annual)	18/3/2009	
**Blood Safe (Once)	2008	
**Between the flags awareness (Once)	11/02/2010	0.5 (2010)
**DETECT (Once)		
**Code of Conduct (Once)	16/03/2009	
Incident Information Management System (IIMS) (Once)	18/03/2009	
Occupational Health & Safety (Annual)	18/03/2009	

Documenting CPD

Mandatory Sessions	Date:	Hours of CPD
Protecting children and young people (Once)		
Responding effectively to difficult or challenging behaviour (Once)	30/06/2004	
Aggression minimisation refresher training eg Zero Tolerance (every two years)	18/03/2009	
Waste disposal in health facilities (Once)	18/03/2009	
Staff Health and Injury Management (Annual)	18/03/2009	
Medication Competency Safety Education (Annual)	2008	
Context/ Role Specific mandatory Education e.g. ALS		
Context/ Role Specific mandatory Education e.g. Helicopter Safety Brief		
Context/ Role Specific mandatory Education e.g. Cytotoxics biennial (every 2yrs)		
Context/ Role Specific mandatory Education		

Documenting CPD

Compulsory requirements for all Nurses working in HNEHealth

- Knowledge of personal immunisation status Y
- Adherence to *Wearing Personal Protection* Y
- Awareness of employee /employer responsibilities in relation to O.H.&S Y
- Adherence to the Safety Rules Y
- Adherence to the HNEHealth Values and DoH Code of Conduct Y
- Check hand skin integrity at beginning of each shift Y
- Presentation of your original current Licence to Practice Y

Professional Development

Date	Activity	Time Spent	Hours
19/3/2009	Accelerated Implementation Methodology (AIM)	8 hours	8 hours (2009) (attached)
21/05/2009	Syndicated Leadership Program	Study over a 6 months period	10 hours (2009) (attached)
29- 30/04/2009	Taking the Lead Conference	16 hours	16 hours (2009)

Selected Specialist/ Advanced Skills

Date	Activity	Time Spent	Hours
1/04/2009	Bowel Management package	0.5 hours	0.5 hours (2009) (attached)
1/09/2009	Inpatient Adult Inpatient Screening tool	0.5hours	0.5 hours (2009) (attached)
23/02/2010	ACARS in action- Implementing the principles of Enablement	2.0 hours	2.0 hours (2010) (attached)

Record your contribution to your unit in these 12 months, e.g. in-charge, higher grade duties, Acting roles, OH&S, equipment officer, ward meetings; working parties; infection control, OH&S initiatives, safety walks; policy and procedure review, rostering development, informal mentoring/coaching or other jobs/resources, Essentials of Care or other quality activities, etc. .

Date	Project	Details and Outcome
07/2009- 10/2009	Acting Director of Nursing & Midwifery JHH/RNC	Appointed to role
2009	Hand Hygiene Working party	Chair Role out Hand Hygiene across site
2009	Medication Safety Working party	Chair Role out hand Medication Safety Initiative across site
2009- ongoing	Participation in Clinical Supervision program	Meet with Clinical Supervisors every 2 months
2009- ongoing	Participation in Clinical Supervision program	Supervise staff on site
2004- ongoing	Conjoint appointment with TUN	Lecturer with TUN Teach into Post Graduate programs

Additional Projects

Date	Project	Outcome
2009	HNE Portfolio template	Recommended template implemented (in progress)

Activities of Continuing Professional Development

- Acting as a preceptor/mentor/tutor
- Participating on accreditation, audit or quality improvement committees.
- Conducting research.
- Writing for publication or reviewing educational materials, journal articles, books.
- Active membership of professional groups and committees.
- Undertaking relevant online or distance education.
- Developing policy, protocols or guidelines.
- Participating in journal clubs or study groups.
- Presenting at or attending workplace in-service sessions or skills workshops.
- Undertaking Undergraduate or postgraduate studies.
- Presenting at Conferences, lectures, seminars or professional meetings.
- Undertaking supervised practice for skill development.

Your professional portfolio is
evidence for your ongoing
Registration

It's Your responsibility
Start now....