

NORTHERN ARIZONA UNIVERSITY
School of Nursing - Student Clinical Portfolio

Purpose:

Professionals use portfolios as visible evidence of their professional credentials, competencies, and contributions to their community. The professional portfolio is a life-time tool. By periodically reviewing the portfolio, nurses can assess their progress in meeting personal and professional goals and can better plan activities and accomplishments assuring continuing competency and professional development.

The purpose of the Student Clinical Portfolio is to help students begin the compilation of their professional portfolio. It also provides a mechanism for students to compile required documentation in order to successfully complete their clinical courses. The portfolio facilitates the student's professional development in the following areas:

- Development of self-assessment and self-reflective skills.
- Documentation of professional development and accomplishments.
- Application of course content to clinical experiences.
- Attainment of program learning outcomes.

Process:

At midterm and again at the end of the first nursing course and subsequently at the beginning and the end of each semester, the student and instructor will review materials in the portfolio in order to focus on clinical requirements, goals and plans. The students and the clinical faculty member will sign the portfolio review form and the portfolio review checklist to indicate that the portfolio was reviewed and is up to date. At the completion of the Nursing Program, the student will have a completed portfolio that demonstrates progress and goal attainment.

To assemble a portfolio, use a three-ring binder with tabs, categorize, and arrange the information as noted below.

STUDENT RESPONSIBILITIES:

Required Elements

1. Table of Contents
2. Student Health and Clinical Requirement (See Appendix A)
 - Documents for student health and clinical requirements must be kept current up to date and placed in the portfolio.
3. Portfolio Review Checklist (one per clinical course) (See Appendix B)
 - The student is responsible for ensuring that the clinical faculty sign the portfolio review checklist at the beginning and the end of each semester to indicate that the portfolio was reviewed. (At midterm and at the end of the first nursing course).
4. Nursing Therapeutics Skills List (See Appendix C)
 - It is the student's responsibility to ensure that skills for each course are completed and signed off by the clinical instructor.

- The checklist should be reviewed with clinical instructors at the beginning and completion of each clinical course.
 - The student is responsible for ongoing maintenance of this record. An updated copy of the checklist is retained and placed in the portfolio binder at the completion of each clinical course throughout the NAU BSN program.
5. Course Specific Acknowledgement/Goals (See Appendix D)
 - This form is to be completed at the beginning of each clinical course.
 - It is the student's responsibility to review this form, list two goals, sign and return to instructor.
 6. Completed Clinical Evaluations (See Appendix E)
 - It is the student's responsibility to ensure that the clinical evaluation form is completed by the clinical faculty and that a signed copy of the form is to be placed in the portfolio.
 7. Resume (See Appendix F)
 8. Portfolio Review Form (See Appendix G)

Optional Elements

1. Professional Development
 - Workshops/seminars selected should be to improve, or expand your knowledge in specific areas of interest.
 - May include meetings on a specific topic, sponsored by a professional organization.
 - If participation occurs during class or clinical time, prior approval from faculty must be obtained.
2. Community Service Activities
 - Document your service activities by indicating the following:
 - The name of the organization.
 - The dates of your participation.
 - A list of the activities in which you participated.
 - What you contributed to the activity.
 - What you learned from this opportunity.
3. Clinical Agency Orientation (such as Lawson ID number, Accu-Chek test, or completed forms)
4. Philosophy of Nursing
5. Examples of coursework (i.e., Patient Brochure, Care Plans, Family Project)

Professional Development/Continuing Education

Nursing is a profession that involves life-long learning in order to keep current with our ever changing health care environment. Our profession is rich in its offerings of continuing education and professional development courses, encouraging you to explore the areas in which you further wish to expand your knowledge base. In meeting your professional responsibility in this area of your portfolio, the following should be met:

1. Document the workshops and professional development events you attend by listing them in chronological order. Place this list under the Professional

Development tab of your portfolio. Documentation is to include: Date, Where, Name of Work Shop, Sponsor or Speaker.

Example:

March 27, 2009. Northern Arizona University, "What Can We Learn From and About Generation Me". Dr Jean Twenge.

Documentation of attendance should also include the flyer, or pamphlet of the event. Place these in chronological order behind the events list in your portfolio.

2. If you are a presenter at a workshop or conference, document the authors, title of the presentation, and the name of the conference, location and date using APA format.

Documentation should include the workshop or conference schedule of presentations.

Community Service Activities

For future nurses, participating in community service is essential to further understand and appreciate their discipline. University of Nebraska-Lincoln has put together 366 community service activities ideas. These ideas may apply to Northern Arizona University as well. Take a look at the site below for some community service activity ideas.

<http://lancaster.unl.edu/4h/serviceideas.shtml>

FACULTY RESPONSIBILITIES:

At the beginning of each clinical course (at midterm and at the end of the first nursing course) the faculty will review the portfolio for

1. completion of student health and clinical requirements
2. course specific acknowledgement/goals
3. completion of portfolio review checklist

Faculty will sign the Portfolio Review Form (Appendix F) if portfolio requirements are complete.

At the end of each clinical course the faculty will review the portfolio for

1. completion of skills
2. completed Clinical Evaluations (signed copy to be placed in student's file and signed copy to student)

Faculty will sign the Portfolio Review Form (Appendix F) if portfolio requirements are complete.

References

- Arizona Nurse. (2000). Nurses professional portfolio unveiled. Retrieved 1/19/2010 from http://findarticles.com/p/articles/mi_qa3928/is_200007/ai_n8903872/
- Georgia Southern University, College of Health and Human Sciences, School of Nursing. (2010). Overview of the academic portfolio. Retrieved 1/19/2010 from <http://www.georgiasouthernhealthscience.com/departments/school-of-nursing/student-information/academic-portfolio.html#process>.
- Jasper M. A. (1995). The potential of the professional portfolio for nursing. *Journal of Clinical Nursing*, 4(4), 249-255.
- Oermann, M.H. (2002). Developing a professional portfolio in nursing. *Orthopaedic Nursing*, 21(2), 73-78.

Appendix A

STUDENT HEALTH/CLINICAL REQUIREMENTS

The following documents need to be placed in your student clinical portfolio. It is your responsibility to keep the documents up to date and current.

Document	Renewal requirements	Completed by:
Health Insurance	Ongoing throughout program enrollment	Prior to enrollment and annually
Liability Insurance	Ongoing throughout program enrollment	Prior to enrollment and annually
PPD (TB Skin test)	Once a year: A chest x-ray will be required if the test is positive with annual symptom screening (per CDC guidelines) and repeated testing if symptoms develop that could be attributed to tuberculosis. Note: some facilities require more frequent testing and it is expected students will abide by facility policy. Students will be notified if more frequent testing is required.	Prior to enrollment and annually (unless facility requires more frequent testing)
CPR	Renew every 2 years MUST be American Heart Association healthcare provider card. On line certifications will not meet this requirement	Prior to enrollment and maintained as current during all semesters thereafter
MMR	Proof of immunization – 2 inoculations – at a minimum, the 1 st immunization must be completed prior to enrollment.	Prior to enrollment
Hepatitis B	Proof of immunization – 3 inoculations – at a minimum, the 1 st immunization must be completed prior to enrollment.	Prior to enrollment
Varicella	Proof of immunization by documentation of inoculation or titer (statement of previous chicken pox illness not acceptable)	Prior to enrollment
Tdap	Proof of immunization by documentation of inoculation within ten years or titer; one adult dose required followed by booster shots of Td every 10 years unless otherwise instructed	Prior to enrollment
Other	The student will be required to provide other documentation as required by individual facilities. Examples: drug testing, flu shot or additional background checks. Students will be notified of these requirements by course faculty.	As directed
Fingerprinting	Class I Clearance Card	Prior to enrollment
Physical Examination	Exam required for entry into program	Prior to enrollment
Modules	HIPAA, Blood borne pathogens and Academic integrity. One time only and keep in portfolio	First semester

National and institutional policies may change at any time and it is expected students will comply with changes as posted.

Students may log onto the credential database with their NAU username and password and view the documents that are in their student file, what documents are deficient, and if documents are coming due for renewal. The link to the credential database is: <https://www5.nau.edu/chhs/credentials/>

Appendix B

Student Name: _____

Course: _____

Portfolio Review Checklist

This checklist identifies the documents that must be placed in your student portfolio. It is your responsibility to keep the documents up to date and current both in the portfolio AND with the School of Nursing. You may check your credentials through the "My Credentials" link: <https://www5.nau.edu/chhs/credentials/>

Traditional student credentials will be checked at the beginning and the end of the semester, with the exception of NUR 225L, where credentials will be checked at midterm and the end of the semester. Credentials must be current for the entire semester or the student cannot attend clinical. Accelerated student credentials will be checked at the beginning and the end of each course.

Required Clinical Documents (Must be submitted two weeks prior to clinical rotations)	Expires/ Comments
CPR Certification (American Heart Association Healthcare Provider) (renew every two years)	
Liability Insurance (renew yearly)	
TB skin test (renew yearly or as indicated)	
Fingerprint clearance card	
Student Health Insurance	
Physical Exam (prior to admission)	
MMR – 1 st dose	
MMR – 2 nd dose	
Hepatitis B – 1 st inoculation	
Hepatitis B – 2 nd inoculation	
Hepatitis B – 3 rd inoculation	
Varicella – 2 vaccinations or proof of immunity	
Tdap (Tetanus, Diphtheria, Pertussis)	
Other as assigned (i.e., flu shot, drug test, etc.)	
Other as assigned (i.e., flu shot, drug test, etc.)	
Blood borne pathogen module/HIPAA/Academic integrity (circle and add date completed)	

Required Portfolio Elements	Comments
Table of contents	
Nursing Therapeutics Skills List	
Course Specific Acknowledgement/ Goals	
Completed Clinical Evaluations	
Portfolio Review Checklist (one per clinical course)	
Resume	

Optional Elements	Comments
Professional Development	
Community Service Activities	
Clinical Agency Orientation (such as Lawson ID number, ACCU-Chek test, or completed forms)	
Philosophy of Nursing	
Examples of coursework (i.e., Patient Brochure, Care Plans, Family Project)	

Other comments:

Student signature/ Date

Faculty Signature/ Date

Appendix C

NORTHERN
ARIZONA
UNIVERSITY



Nursing Therapeutics Skills List: Traditional (07/2015)

This Skills List Belongs to: _____

NOTE:

This skills list is to be retained by the student throughout the NAU BSN program. It should be reviewed with Clinical Instructors at the beginning and completion of each clinical course. It is the student's responsibility for ongoing maintenance of this record.

Nursing Therapeutics Skills List

INSTRUCTIONS:

For successful completion of each course (see syllabus), all clinical skills listed specifically for that course in the checklist must be signed off. The checklist should be reviewed with clinical instructors at the beginning and completion of each clinical course unless directed otherwise.

It is the student’s responsibility to ensure that skills for each course are completed and signed off by the instructor.

The student is also responsible for ongoing maintenance of this record. These checklists are retained and maintained by the student. Updated copies of the checklist are placed in the portfolio binder at the completion of each clinical course throughout the NAU BSN program.

We suggest that at the end of each semester you make a copy of this checklist and have the copy placed in student services in your file. This way, if the checklist is misplaced there is a copy on file.

When signing off skills instructors should put initials and date in the appropriate section for each skill and sign the back of this list. Signatures for “Perform: Lab” indicate the student has been checked off as competent in the laboratory setting. Signatures for “Perform: Clinical” indicate the student has been checked off in the clinical setting.

Skill	Course Taught	Perform: Lab	Perform: Clinical	Comments
<i>Professional Communications and Presence</i>				
Therapeutic nurse/patient communications	NUR 225/349			
Interviewing	NUR 225			
Therapeutic presence	NUR 349			
Full narrative history	NUR 440			
Interdisciplinary communication	NUR 440			
Communication with Preceptor	NUR 451			
<i>Physical Assessment</i>				
Temperature: oral	NUR 225			
Temperature: tympanic	NUR 225			
Temperature: rectal	NUR 225			
Temperature: axillary	NUR 225			
Temperature: temporal artery	NUR 225			
Radial pulse	NUR 225			
Respiratory rate	NUR 225			
Blood pressure	NUR 225			
Breath sounds	NUR 225			

Skill	Course Taught	Perform: Lab	Perform: Clinical	Comments
Bowel sounds	NUR 225			
Apical pulse	NUR 225			
Peripheral pulses	NUR 225			
Doppler to assess pulses	NUR 225			
Skin assessment	NUR 225			
Level of consciousness (LOC)	NUR 225			
Oxygen saturation	NUR 225			
Pain assessment	NUR 225			
Focused Assessment	NUR 225			
Comprehensive (Head-to-Toe)	NUR 225			
<i>Infection Control</i>				
Handwashing	NUR 225			
Universal/standard precautions	NUR 225			
Airborne precautions	NUR 225			
Droplet precautions	NUR 225			
Contact precautions	NUR 225			
Use of PPE (yellow gown, gloves, face mask/ shield)	NUR 225			
Sterile technique (gloves & sterile field)	NUR 225			
Sterile gown, closed gloving, surgical cap, & foot covers	NUR 225			
Disposal of contaminated wastes	NUR 225			
<i>Patient Safety</i>				
Patient identification	NUR 225			
Bedrails/position	NUR 225			
Call light	NUR 225			
Restraints	NUR 225			
Documentation	NUR 225			
<i>Hygiene</i>				
Bathing	NUR 225			
Oral/denture care	NUR 225			
Perineal care	NUR 225			
Scalp/hair care	NUR 225			
Bed making: unoccupied	NUR 225			
Bed making: occupied	NUR 225			
TED hose/ Sequential Compression Device (SCD's)	NUR 225			
<i>Elimination</i>				
Bedpan	NUR 225			
Commode	NUR 225			
Ostomy care	NUR 225			
Straight catheter insertion: M & F	NUR 225			
Foley catheter insertion: M & F	NUR 225			
Foley catheter care: M & F	NUR 225			
Emptying a foley bag	NUR 225			
Condom catheter/care	NUR 225			

Skill	Course Taught	Perform: Lab	Perform: Clinical	Comments
Enemas: small volume (Fleets)	NUR 225			
Enemas: large volume	NUR 225			
Urine specimen: clean catch	NUR 225			
Urine specimen: straight cath	NUR 225			
Urine specimen: Foley	NUR 225			
Urine specimen: 24 hour urine	NUR 225			
Stool specimen	NUR 225			
Stool: occult blood	NUR 225			
Urine: labstix	NUR 225			
Intake/output measurement	NUR 225			
<i>Mobility & Positioning</i>				
Body mechanics (nurse)	NUR 225			
Turning & positioning	NUR 225			
Transfers	NUR 225			
Ambulation	NUR 225			
Range of motion	NUR 225			
Hydraulic lift	NUR 225			
Assistive devices: walker, canes, crutches	NUR 225			
Safe lifting	NUR 225			
Gait belt	NUR 225			
Seizure precautions	NUR 225			
<i>Nutrition</i>				
Feeding clients	NUR 225			
Care of feeding tubes	NUR 225			
Nutrition through feeding tube/pump	NUR 225			
Insertion of Nasogastric tube (NGT)	NUR 345			
Remove Nasogastric tube (NGT)	NUR 345			
Blood glucose monitoring	NUR 225			
<i>Comfort</i>				
Non pharmacologic nursing interventions	NUR 225			
<i>Medication Administration</i>				
Principles	NUR 225			
Oral meds	NUR 225			
Topical meds	NUR 225			
NG/PEG meds	NUR 225			
Inhaler	NUR 225			
Nebulizer	NUR 225			
Nasal instillation	NUR 225			
Ophthalmic instillation	NUR 225			
Ear instillation	NUR 225			
Rectal suppository	NUR 225			
Vaginal suppository	NUR 225			
Subcutaneous injections	NUR 225			
Intradermal injections	NUR 225			
IM injections	NUR 225			
<i>Intravenous care and</i>				

Skill	Course Taught	Perform: Lab	Perform: Clinical	Comments
<i>medications</i>				
Phlebotomy	NUR 345			
Insert IV	NUR 345			
IV site assessment	NUR 345			
IV infusion management	NUR 345			
IV pump	NUR 345			
IV push/bolus	NUR 345			
IV piggyback	NUR 345			
Hep/saline lock flush	NUR 345			
D'C IV	NUR 345			
<i>Advanced IV Care</i>				
Central line care	NUR 345			
Administer meds via central line	NUR 345			
Central line removal	NUR 345/347			
Port-a-cath care	NUR 347			
Blood administration	NUR 347			
<i>Sterile Wound Care</i>				
Dry dressing	NUR 225			
Wet to damp	NUR 225			
Wound irrigation	NUR 225			
Suture removal	NUR 225			
Surgical staple removal	NUR 225			
Steri-strip application	NUR 225			
J-P drains/care	NUR 225			
Hemovac/care	NUR 225			
<i>Respiratory Care</i>				
Oxygen administration	NUR 225/347			
Incentive spirometer	NUR 225/345			
Oral/nasal suctioning	NUR 347			
Nasal pharyngeal airway (NPA) insertion	NUR 347			
Oral pharyngeal airway (OPA) insertion	NUR 347			
Ambu bag/mask	NUR 347			
Tracheostomy care	NUR 347			
Tracheostomy suctioning	NUR 347			
Endotracheal tube care	NUR 347			
Ventilator care	NUR 347			

Advanced Assessment Monitoring				
Electrocardiogram	NUR 347			
Mock Code	NUR 347			
Pediatric/Labor and Delivery/Obstetric Care				
Administer Medications				
Principles	NUR 411			
Dosage calculations	NUR 411			
Oral medications	NUR 411			
IM injections	NUR 411			
Intradermal injections	NUR 411			
Ophthalmic instillation	NUR 411			
Developmental Assessment				
Newborn	NUR 411			
Infant	NUR 411			
Toddler	NUR 411			
School Age	NUR 411			
Adolescent	NUR 411			
Family	NUR 411			
Teaching				
Inpatient	NUR 411			
Outpatient	NUR 411			
Well Child	NUR 411			
Family	NUR 411			
Physical Assessment Newborn				
Temp: axillary	NUR 411			
Temp: temporal artery	NUR 411			
Brachial pulse	NUR 411			
Respiratory rate	NUR 411			
Breath sounds	NUR 411			
Bowel sounds	NUR 411			
Apical pulse	NUR 411			
Peripheral pulses	NUR 411			
Integument	NUR 411			
APGAR scores	NUR 411			
Physical Assessment Pediatric				
Temp: temporal artery	NUR 411			
Radial pulse	NUR 411			
Respiratory rate	NUR 411			
Blood pressure	NUR 411			
Breath sounds	NUR 411			
Bowel sounds	NUR 411			
Apical pulse	NUR 411			
Peripheral pulses	NUR 411			
Integument	NUR 411			
Level of consciousness (LOC)	NUR 411			

Oxygen saturation	NUR 411			
Physical Assessment Maternal/ Post partal				
Maternal assessment	NUR 411			
Fetal heart tones	NUR 411			
Electronic fetal monitor	NUR 411			
Post-partum assessment	NUR 411			
Comfort Measures				
Pain assessment	NUR 411			
Non-pharmaceutical measures	NUR 411			

Signatures and Initials:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Appendix D



School of Nursing
Course: _____

Acknowledgment of Syllabus/Course/Clinical Requirements and Clinical Goals

Name (Please print): _____
First Name Last Name

Phone number _____ Email: _____

I acknowledge that I have reviewed and read the syllabus for course: _____. I understand the expectations and requirements for the lab, simulation, and clinical portions of this course. I agree to abide by the regulations, terms, and policies as set forth in the syllabus and additional instructions set forth by the individual clinical faculty.

I have provided documentation to the School of Nursing office of current American Heart Association Healthcare Provider CPR certification that will remain current at least through this semester, current malpractice insurance coverage that will remain in effect through this semester, a negative TB test or medical clearance for positive reactions that remains current during the course of this semester. Documentation of Hepatitis vaccination, MMR, health insurance coverage, varicella status, Tdap, and flu shot are also current through the semester and on file.

In addition, I have reviewed again the School of Nursing Undergraduate Student Handbook, and understand the policies that are in place to support my continued education in Nursing.

Develop one or two specific behavioral goals for improving your clinical competency this rotation related to knowledge, skills, and attitudes. Outline how you will meet and evaluate these goals.

Goal
1 _____

2 _____

(Signature)

(Date)

Appendix E

CLINICAL COMPETENCIES EVALUATION

Include the final copy of your clinical evaluation for the following courses: Traditional: NUR 225L, NUR 345L, NUR 411L, NUR 347L, NUR 349L, NUR 440L, NUR 427L, & NUR 451

Northern Arizona University School of Nursing Student Clinical Evaluation CIRCLE ONE: MIDTERM or FINAL

Student Name: _____
 Course: _____ Semester: _____
 Evaluator Name: _____
 Evaluator Position: Clinical Faculty ___ Course Faculty ___ Course Coordinator ___

RATING: The student's performance, related to each BSN outcome strand, will be rated using the criteria in the Clinical Evaluation Criteria rubric, on a 1 (directed) to 4 (self-directed) scale. Performance ratings must be 3 or above in all areas to receive a passing grade for the course.

Student has demonstrated required competencies (listed in clinical syllabus) derived from the following strands:	Ratings:		Comments to support rating (required)
	<u>Self</u>	<u>Faculty</u>	
Clinical Practice and Prevention			
Communication			
Critical Reasoning			
Leadership			
Professionalism and Professional Values			
Global Health			

See the syllabus and BSN student handbook for detailed descriptions of clinical competencies for each specific nursing course.

 Student signature/date _____
 Faculty signature/date

Appendix F

Resume

Below is a link for "The Complete Guide to Résumé Writing for Nursing Students and Alumni" by Mary Somers at the Johns Hopkins School of Nursing. This document includes guidelines and worksheets for preparing your résumé. **Excellent starting point!**

http://www.nursing.umich.edu/studentresources/resumes/resume_guide.pdf

The résumé guide discusses how to think about your experience and choose how to write about it. A resume should be limited to one page and should include the following information:

1. Objective statement is optional
 - a. If you use one, it should be tailored to match the mission or objective of the agency to which you are applying.
2. Education
3. Licensures and certifications
4. Clinical experience
 - a. Included limited, bulleted information on placement and hours
5. Work experience
 - a. Include limited, bulleted information on responsibilities
6. Awards or honors

Additional Resources:

How to write a professional resume:

<http://jobsearch.about.com/od/resumes/qt/profresume.htm>

How to write a one page resume:

<http://jobsearch.about.com/od/resume-faqs/fl/one-page-resume.htm>

Top ten tips for resume writing:

<http://jobsearch.about.com/od/resumetips/tp/resumetips.htm>

Nursing Resources:

Arizona State Board of Nursing: <https://www.azbn.gov/>

Arizona State Nurse Practice Act: <https://www.azbn.gov/nursepracticeact>

Appendix G

PORTFOLIO REVIEW FORM

The signatures below indicate that the portfolio was reviewed by the student and the assigned clinical faculty member.

Course	Student Signature		Faculty Signature	
	Midterm	Final	Midterm	Final
NUR 225L				
	Beginning	Final	Beginning	Final
NUR 345L				
NUR 411L				
NUR 347L				
NUR 349L				
NUR 440L				
NUR 427L				
NUR 451				

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