What is a Professional Practice Portfolio

A professional portfolio is a collection of resources: It is a document that is used to store different types of information and evidence that show an individual’s continuing professional development activities and experiences, competencies and professional achievements and goals.

Portfolios help to demonstrate and support the following:

- Individual reflective thinking and writing processes
- Employment, education and professional and personal development
- Performance based on analysis of previous and current practice.
- Competence based on analysis of previous and current knowledge, skills and experiences
- Application of knowledge to practise through an understanding of how context may shape competency and practice
- Learning based on knowledge acquisition and skill development
- Future goals and career direction based on consideration and analysis of the previous two points

More than just a document to store and place your certificates and other professional practice evidence, your Professional Practice Portfolio allows you to reflectively analyse your experiences and communicate this to the reader whether it be through hard copy or electronic form. The reflective process of examining current practice across personal, professional, organisational, regulatory and social dimensions provides the insights needed to produce a record of past growth and the likelihood of continued growth. This provides a basis from which to demonstrate the capacity to contribute competently to nursing and healthcare.

Why do I need a professional practice portfolio?

There are many reasons why maintaining a portfolio is a useful exercise some of which include:

- Requirements as a nurse practitioner to maintain documentation of continuing professional development activities including outcomes and the number of hours spent on each activity. As part of this CPD documentation you will need to demonstrate that you have:
  1. Evaluated your practice against the relevant competency or professional practice standards to identify and prioritise your learning needs
  2. Developed a learning plan based on identified learning needs
  3. Participated in effective learning activities relevant to their learning needs
  4. Reflected on the value of the learning activities or the effect of participation on their practice.
- It can be used as a means to track changes in practice and performance as healthcare becomes increasingly complex and you need to justify your standard of care.
- It is a useful tool when applying for a new position within a new or current workplace.
How do I build my professional practice portfolio?

When designing your portfolio it is important to consider its purpose and ensure that it will be a continuously changing document that you are able to easily manage.

Most Nursing portfolios are personal collections of employer or educator provided and self-constructed materials about education and practice, with some professional observations or reports on your practice by others. It is most common these days to have an e-portfolio as it can be easily adapted to accommodate your expanding practice.

Below is an example of the structure and evidence a portfolio may contain:

1. Table of contents
2. Portfolio explanation – details of the purpose and use of the portfolio
3. Personal Details – this may include your curriculum vitae
4. Placement experience record/work experience summary
5. Competency statements or standards
6. Appendices such as:
   • Learning objectives and associated achievements
   • Employment summaries
   • Role descriptions
   • Professional practice assessment forms
   • Completed case studies, concept maps and other related assignment
   • A reflective journal
   • Medication calculation assessments
   • Certificates of attainment (e.g. manual handling, Senior First Aid, wound Management etc)
   • Completed clinical skills assessment checklists
   • Summaries of activities/tasks undertaken
   • Academic transcripts
   • Referee reports and testimonials
   • Care plans and other work related documents

As you continue your education within the Diploma of Nursing program with EQUALS, educators will assist you in beginning to piece together your portfolio and provide examples of evidence that you will be able to use for this project.

You can use the template on the following pages to begin your portfolio journey:
## Professional Practice Portfolio Template

### Personal Details

Decide what should be included in the summary of your personal details, such as:
- Name
- Contact details (phone, email, postal address)
- Enrolment details (once enrolled)
- Qualifications/education
- Employment summary
- Current position description
- Professional membership
- Referees’ names and contact details
- Personal career goals
- Scope of practice statement
- Learning plan plus summary of recent continuing professional development plans and activities and points accrued (where relevant)
- Publications and/or presentations
- Research activities
- Relevant volunteer work and related skills and qualifications such as a drivers license, first aid certificate etc.
- Police check, immunization and health records

### Summary Statement

Summarise the purpose of the portfolio and give a brief overview of how you plan to achieve this purpose:

### Standard or Competency Domain 1

Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

#### Statement of justification

#### Evidence Summary

<table>
<thead>
<tr>
<th>Title of evidence</th>
<th>Appendix number</th>
<th>Specific subcategory</th>
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### Standard or Competency Domain 2

Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

#### Statement of justification

#### Evidence Summary

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## Standard or Competency Domain 3
Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

**Statement of justification**

**Evidence Summary**

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## Standard or Competency Domain 4
Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

**Statement of justification**

**Evidence Summary**

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## Standard or Competency Domain 5
Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

**Statement of justification**

**Evidence Summary**

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## Standard or Competency Domain 6
Transcribe the relevant standard/competency domain here (as outlined in the ANMC competency standards)

**Statement of justification**

**Evidence Summary**

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<td>Appendices</td>
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