



## **Nursing Portfolio**

**Accelerated Pathway for  
RN to BSN and RN to MSN**

**2022-2024**

## **POLICY AND PROCEDURE FOR PORTFOLIO REVIEW FOR CREDIT ACCELERATED PATHWAY FOR RN TO BSN AND RN TO MSN**

### **Policy:**

The College of Nursing recognizes credit by portfolio and provides a process by which students may translate professional experience and education into academic credit. Students earn credit by developing a portfolio that documents how they have acquired nursing knowledge and skills that meet the learning outcomes in a specific College of Nursing course. Credits may only be earned for the following course: 433 Experiences in Clinical Nursing (8 credits). Upon approval of the portfolio, the course number, title, and credit with no grade will be applied to the student record. The College does not guarantee that credits given for prior learning will be accepted for transfer by other colleges and universities.

### **Procedure:**

1. Students must be accepted and have completed two courses in the RN to BSN or in the accelerated pathway to the MSN for RNs with a non-nursing baccalaureate degree.
2. RN to BSN or RN to MSN students requesting credit through portfolio review should submit a Letter of Intent the semester prior to submitting a portfolio for review. The letter should be submitted to the Dean of the Undergraduate Program for RN to BSN students or the Dean of the Graduate Program for the RN to MSN students by June 1<sup>st</sup> or November 1<sup>st</sup>.
3. Students will be given a copy of the Portfolio Process Guidelines, course outcomes and syllabus upon receipt of the Letter of Intent. These should be used to develop and organize the portfolio.
4. The documentation should provide clear and convincing evidence that the student has satisfactorily achieved each course outcome for the course. Students must address each outcome by providing specific examples/evidence from their work experience to illustrate how the outcome has been met. The narrative for each outcome should be 1 ½-2 pages in length at minimum. Multiple types of documentation increase the likelihood of demonstrating achievement of course outcomes. See Portfolio Process Guidelines for types of documentation to include.
5. The student must pay a non-refundable processing fee of \$ 500.00 per course to the College of Nursing. This is a processing fee to cover faculty reader(s), and faculty time to meet with students to discuss achievement of course outcomes. **The fee should be submitted with the Letter of Intent.** The fee is not refundable once the student submits the portfolio. If the portfolio is not submitted during the intended semester, the fee for review will be applied to the next semester. Students may carry this fee over for one semester only. If the portfolio is not approved, the student will be allowed an opportunity to revise and resubmit once without an additional fee. The student would be charged the \$500.00 processing fee if a third submission of the portfolio is required. No additional submissions will be accepted after the 3<sup>rd</sup> trial. The student would be required to enroll in the course.
6. The student completing the 433 Experiences in Clinical Nursing portfolio must meet with the Dean of the Undergraduate Program prior to creating the portfolio. Specific

details regarding portfolio requirements will be discussed and sample portfolios may be reviewed.

7. Completed portfolios must be submitted for review by October 15 for review and awarding of credit for fall semester. Completed portfolios must be submitted by March 15 for review and awarding of credit for spring semester. If the deadline for submission falls on a weekend day, the portfolio may be submitted the following business day.

SEMESTER CREDIT AWARDED	LETTER OF INTENT DUE	PORTFOLIO COMPLETION DUE DATE FOR REVIEW
Fall	June 1	October 15
Spring	November 1	March 15

8. The student is required to complete the RN student portfolio self-evaluation form and submit this form with the completed portfolio.
9. The portfolio will be reviewed by a faculty member as designated by the Dean of the Undergraduate Program or Dean of the Graduate Program. The student may need to set up a time to meet with the faculty members reviewing the portfolio to discuss achievement of the course objective. The faculty members will recommend to the appropriate Dean whether credit should or should not be awarded. The faculty recommendation is signed by Faculty members and the Dean. **Completion of the portfolio does not guarantee the granting of credit.** Faculty member recommendation must be made by December 1 in the fall and May 1 in the spring.
10. RN-MSN students: To receive credit for the portfolio, it must be completed prior to transitioning into the Master's Program.
11. Credit earned by portfolio is recorded in the student's permanent record. The credit hours are not included in GPA calculation but are counted toward degree requirements and count towards satisfying minimum credits for graduation.
12. Students may appeal the results of the portfolio evaluation by using the Appeal Procedure in the Undergraduate or Graduate Student Handbook.

## **COURSE DESCRIPTION**

433 Experiences in Clinical Nursing – 8 Credits

### **Prerequisite:**

Completion of Concepts of Professional Nursing - RN, and Health Assessment; or with approval of the Dean of the Undergraduate Program and course faculty.

### **Description:**

This course applies the concepts and theories of professional nursing from the course Conceptual Basis of Nursing IV. Opportunities to learn and practice cognitive and psychomotor skills are provided in the professional skills laboratory using simulation activities and with assigned patients in clinical settings. The nursing process is implemented in a variety of acute and intermediate care settings for the promotion and restoration of health. Students participate as an integral member of the health care team to provide comprehensive nursing care to patients across the lifespan and from diverse ethnic and socioeconomic groups. Leadership, responsibility/accountability, and interprofessional collaboration are emphasized. For those RNs wishing to meet this course requirement with a portfolio, one year of clinical experience (minimum of 1000 hours) is required.

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## PORTFOLIO REVIEW FORM

This form is to be completed by the student to determine if all portfolio materials have been provided. Please include this form when submitting the portfolio.

Student: \_\_\_\_\_

Semester of Review:  Fall  Spring Review Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

### Does the portfolio contain the following:

YES	NO	REQUIRMENTS
<input type="checkbox"/>	<input type="checkbox"/>	Professional Resume
<input type="checkbox"/>	<input type="checkbox"/>	Quality Notebook, Marketed Portfolio
<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents
<input type="checkbox"/>	<input type="checkbox"/>	Professional Appearance of Portfolio
<input type="checkbox"/>	<input type="checkbox"/>	Cover Page Each Section with Description
<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate Satisfactory Achievement of each Course Outcome Objective
<input type="checkbox"/>	<input type="checkbox"/>	Clinical Experience
<input type="checkbox"/>	<input type="checkbox"/>	Community Activities
<input type="checkbox"/>	<input type="checkbox"/>	Professional Activities
<input type="checkbox"/>	<input type="checkbox"/>	Academic Honors/Awards
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Examples
<input type="checkbox"/>	<input type="checkbox"/>	Letters of Reference or Appreciation
<input type="checkbox"/>	<input type="checkbox"/>	Printed or Audio Material
<input type="checkbox"/>	<input type="checkbox"/>	Writing Samples

## RN STUDENT PORTFOLIO SELF-EVALUATION

**Directions:** Place a number 1-5 (see scale below) in each blank to indicate your response to the following questions. This should be based upon how you feel about yourself in these areas.

<b>Superior</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Below Average</b>	<b>Not Evident</b>
<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>

- \_\_\_\_ 1. Do you feel that your current resume is professional?
- \_\_\_\_ 2. How would you rate your participation in professional organizations?
- \_\_\_\_ 3. How do you feel about your verbal communication skills?
- \_\_\_\_ 4. How do you feel about your written/computer skills?
- \_\_\_\_ 5. How do you feel about your ability to work on a team or in a group?
- \_\_\_\_ 6. How do you feel about your therapeutic intervention skills as evidenced in clinical performance, mission work, or service?
- \_\_\_\_ 7. How do you feel about your participation in community activities?
- \_\_\_\_ 8. How do you feel about your performance of clinical skills?
- \_\_\_\_ 9. How do you feel about your critical thinking skills as demonstrated in research, projects, professional writing, and clinical performance?
- \_\_\_\_ 10. How do you feel about your academic performance?
- \_\_\_\_ 11. How do you feel about your demonstrations of leadership skills?
- \_\_\_\_ 12. How do you feel about your ability to obtain letters of reference or appreciation?

What aspect of your portfolio do you feel is most impressive?

What are your needs/deficits that you hope to improve by achieving your degree?

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RN STUDENT PORTFOLIO FACULTY EVALUATION

**Directions for Faculty:** Following review of the portfolio please score each outcome using the following rating scale: 0 = not competent (unable to demonstrate the outcome), 5 = developing competency (able to demonstrate some of the elements in the outcome), and 10 = competent (demonstrates the outcome). Provide comments as evidence and attach extra sheets as needed for comments. Please sign the form.

### COURSE OUTCOMES:

### RATING COMMENTS/RATIONALE

1. Synthesizes theories, concepts, and principles from behavioral, natural, and social sciences, technologies, and nursing as a foundation for the practice of professional nursing.

\_\_\_\_

2. Implements culturally appropriate caring behaviors in nursing practice.

\_\_\_\_

3. Integrates written, oral, technology, and information literacy skills to facilitate communication within the nurse patient relationship and Interprofessional collaboration in a variety of health care settings.

\_\_\_\_

4. Models critical thinking, skills of inquiry, and problem-solving skills for effective decision making in nursing practice based on best evidence.

\_\_\_\_

5. Implements the nursing process to assist patients and families throughout the life cycle in reaching optimal health by facilitating adaptation of physical, emotional, intellectual, social, and spiritual well-being.

\_\_\_\_

6. Applies leadership through engaging in professional nursing within a political, legal, ethical, social, and financial framework to implement patient safety and quality within the context of the Interprofessional team and healthcare system.

\_\_\_\_

7. Demonstrates responsibility and accountability for Personal and professional growth and development and is responsive to emerging roles within the profession.

\_\_\_\_

8. Employs the process of self-reflection to continually improve practice and engage in lifelong learning.

\_\_\_\_

9. Demonstrates caring during interactions with patients, families, and Colleagues.

\_\_\_\_

10. All requirements are included in the portfolio as well as recommended materials.

\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_