

**Trinity College Graduation Awards
Portfolio Program**



Portfolio Requirements

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Trinity College of Nursing & Health Sciences Invitation to Participate

Welcome to an opportunity to compile a professional portfolio and apply for Trinity College of Nursing & Health Sciences graduation awards of Service, Leadership and Clinical Excellence. It is our hope that you find your professional journey rewarding, stimulating and invigorating. A group of dedicated faculty, staff and advisors at Trinity College have developed this portfolio package with you in mind.

We appreciate your work and educational knowledge that you put to use every day: satisfying your patient's needs, working with families and the community and providing quality care to patients, just to name a few. We hope that you will consider your own professional growth by participating in developing your portfolio.

Please feel free to contact any of the Student Affairs Committee members with questions regarding your portfolio.

Members:

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The College Student Affairs Committee and Portfolio Subcommittee would like to appreciatively recognize the Trinity CAP, TAP, and ITAP programs from which this program was modeled.

The Portfolio Program: An Introduction

The Portfolio Program at Trinity College of Nursing & Health Sciences was developed to provide structure for the student to demonstrate eligibility of recognition with the service, leadership and clinical excellence awards, as well as, the knowledge and skill acquired while attending Trinity College.

The objectives of the Portfolio Program are simple and explicit; to recognize and reward students of nursing, respiratory care, and radiography in one of the three areas of excellence. We want all students to be satisfied with their career choice and be recognized for their growth.

Trinity College of Nursing & Health Sciences Portfolio Guidelines

Eligibility: Any student in good academic standing in the final semester of coursework that will culminate in graduation requirements is eligible to submit a portfolio that supports recognition of the student with a College award of Service, Leadership and/or Clinical Excellence. Students who are interested in receiving any of these awards are responsible for ensuring that their portfolio has attached evidence and examples to verify participation or completion of activities that make them eligible for the selected awards. All documentation must be completed at the time of submission.

May graduation-application due the Monday after Spring break of the graduating year.

August graduation-application due June 1st of graduating year.

Description of awards:

Service Excellence Award: The students selected for the Excellence in Service Award need to have demonstrated “service first” by providing noteworthy service to the College and their communities; demonstrating a willingness and enthusiasm to help others. These servant-leaders interact well with their peers, faculty, staff and community members.

Leadership Excellence Award: The leadership award is presented to those students who create a positive and enthusiastic learning environment and set the standards for others to follow. These individuals have their own unique style of motivating others to achieve personal excellence. These individuals set a good example and make a positive difference in their programs, professions and within the lives of others.

Clinical Excellence: This award is presented to those students who demonstrate professionalism by taking initiative, communicating well, demonstrating teamwork and displaying a strong work ethic. These individuals possess exceptional competency and provide high quality patient care that exceeds the standard.

Trinity College of Nursing & Health Sciences Portfolio Application

Please check which award/s you are applying for.

Service Award _____ Leadership Award _____ Clinical Excellence Award _____

Application Date _____ Program of Study _____

Name _____

Applicant Signature _____

****Applicant understands that the signature of the Advisor does not indicate an award. An award will be determined by the Portfolio Committee.**

Advisor: Please circle to designate the appropriate following criteria have been met. If the applicant fails to meet the following criteria, the application process stops and the student is not eligible for submission.

YES NO Applicant has completed the last 25 semester hours of credit at Trinity College.

YES NO Applicant at this time is progressing satisfactorily in all academic or clinical courses.

YES NO Applicant is not in the disciplinary process for any reason.

Advisor Signature _____

Advisor signature must be obtained by February 1st (for May graduation) or May 1st (for August graduation).

Area below to be completed by Student Affairs Committee.

Date application received: _____ Committee review date _____

_____ Applicant has included all items on the checklist required for award consideration.

_____ Applicant has met the criteria for an award.

_____ Applicants award _____

Portfolio Committee Signatures: _____

Portfolio Submission: Organizing Your Portfolio for Application

1. **Discuss intent to apply with your advisor and obtain signature 30-60 days prior to starting the application process. Include the portfolio application with your portfolio. The portfolio application must be signed by the applicant and the advisor.
2. **Use the Portfolio Requirements Checklist (included in packet) for the appropriate level to organize your information in the appropriate order in which it is listed on the checklist. It is very helpful to the people reviewing your portfolio if you use a flat binder to organize your work. Remember, this is one way you display your professionalism. The **Completed Checklist** and required information must be submitted with your portfolio---There will be **NO EXCEPTIONS**.
3. **Include copies, not originals, of important documents such as your CPR card, certifications, diplomas, license, and awards or recognitions that you have received, etc.
4. **Organize contact hours in chronological order and include only those you have earned within the last three years.
5. **Print a copy of your education transcript and your net learning and include in your portfolio. (if applicable).
6. **Be sure to include a written summary for each of the formal activities that you have presented in the past two years with supporting documentation.
7. **Clearly label documentation of activities related to committee work. Some of the activities that might be included would include documentation of meeting participation and shared decision making.
8. Contact any member of the Portfolio Committee with your questions or concerns regarding the portfolio application process.

Portfolio Checklist

- _____ **Completed application form
- _____ **Completed Checklist form
- _____ **Evidence of highest education (examples: diploma or degree) or documentation of education completion and current transcript (if applicable)
- _____ **Copy of current licensure (if applicable)
- _____ Resume
- _____ **Copy of current certification card/s (if applicable)
- _____ **Copy of current Continuing Education
- _____ **Copy of CPR card (ACLS, etc)
- _____ **Copy of Net Learning transcripts for the last two years (if applicable).
- _____ **Proof of a degree (Bachelors, etc.) (If applicable)
- _____ Proof of participation in committee work
- _____ Proof of public service in related field of study (fairs, career days)
- _____ Include any of the following pertinent to your field of study: institutional involvement, Involvement in a committee, and/or presentations to students.
- _____ Include proof of involvement in the community in health care related events
- _____ **Copies of awards or recognitions received, participated in or presented.
- _____ **Copy of professional memberships (if applicable).

Required:

- _____ Provide a professional goal statement for each of the next two years. Include a brief description of why the goals are important to you.

Then prior to completion of your portfolio state how you have accomplished these goals.

- _____ **Tell us about yourself, why you stand out and how your daily performance serves as an example for others, how you demonstrate service, clinical excellence and or how you display leadership.

- _____ Describe a case that you have participated in within the past two years, in which you demonstrated service, clinical excellence and/or leadership. Please use pseudo names and initials in the case study to protect patients, staff, peers, and faculty confidentiality.

If applying for the Clinical Excellence Award:

- _____ Reference letter from clinical Instructor or preceptor/clinical person
- _____ **Tell us how you incorporated evidence based findings into your practice.

**denotes areas that are required for May and August 2012 graduates

Writing a Clinical Exemplar

A clinical exemplar is a written narrative about a patient care situation in which you feel your interventions really made a difference in the patient outcome, either directly or indirectly. Sometimes it is easy to confuse a clinical exemplar with a case study, but they are not the same. The following are some tips to help write a clinical exemplar.

You will need to give critical reflection on the areas of your practice. Focus on a patient case situation and incorporate concepts of decision-making, compassion, collaboration, advocacy, caring, and anything else you feel defines the essence of your professional career. A clinical exemplar may be:

- A story you think captures the true essence of what nursing, respiratory care, or radiography is about.
- An incident in which there was a breakdown (things didn't go as planned).
- An incident that was particularly demanding.
- A situation that demonstrates your level of practice.

You should include the following in your clinical exemplar:

- Context—shift, time of day, resources available, where the situation took place, any special conditions about your work area, details about the patient's background if relevant. Make sure to keep the patient's name confidential.
- A detailed description of what happened.
- What your concerns were at the time.
- What you were feeling at the time of the event and after the event.
- What, if anything, you found demanding at the time.
- How you made your patient care decisions or solved the identified problems.
- How you communicated and collaborated with the patient, the family, and/or other members of the healthcare team.
- How you demonstrated at least one of the following qualities of caring, compassion, empathy, patience, ability to cope, self-esteem, sense of humor, trust/faith, camaraderie, knowledge/learning and openness to change.
- Reflections on why this clinical situation is important to you.

When writing a narrative, be sure to include details and information that help the reader visualize the situation and understand its context. Remember that the reader may be unfamiliar with your clinical role and overall approach to patient care. Use the narrative to describe you and your role and to illustrate how you approached a challenging patient care situation.

- Present your story as a first person account. Change the patient's name and any other identifying information in order to protect confidentiality.
- "Tell" your whole story.

- Avoid vague summary statements or general phrases that do not communicate what actually occurred. Instead, state what happened in specific terms. This will help the reader better understand the situation and appreciate your actions. For example:

Don't say: "I analyzed the possible dangers to the patient and took action."

Instead say: "The blood pressure was dropping and the pulse rate was rising. I sensed the patient was going into shock. I immediately called the physician."

Don't say: "I gave emotional support."

Instead say: "I sat and talked with the patient about how to tell his family about the diagnosis."

Be sure to include descriptions about what concerned you and what prompted you to take a particular action. This type of information gives readers a window on your thought process and the way in which you make clinical judgments.