

UNIVERSITY OF THE WEST INDIES, MONA
FACULTY OF MEDICAL SCIENCES
DEPARTMENT OF ADVANCED NURSING EDUCATION

MScN PROGRAMMES

GUIDELINES FOR NURSING PORTFOLIO

Introduction:

A portfolio contains concrete examples of professional activities and events that are associated with your growth and development. It highlights your nursing education, competence, clinical skills, and civic activities.

The portfolio should include:

1. Resume
2. A Personal Philosophical Statement of Nursing
3. Evidence of Current Licensure
4. Continuing Education (CE)
Certificates of attendance/participation
CE Credits/hours
5. Honours & Awards
Programme from Graduation Ceremony
Letter regarding awards or specific scholarship/fellowship
Photocopies or picture of plaque
Picture or newspaper clipping of awards ceremony
Copy of citation
6. Publications
Copy(ies) of published article(s)/abstracts from journals, newsletter, newspaper, yearbook and others
Photograph of poster session
7. Conferences/Seminars/Workshops
Evidence of national, regional and international attendance eg., certificate of attendance/participation
Give evidence of presentation
Photocopy of programme
Picture of poster
Outline of seminar presentation

8. Community Activities
Photocopy of membership certificate for service clubs
Evidence of civic participation eg.,
 - * newspaper clippings
 - * church bulletin
 - * membership list
 - * pictures or fliers of events
 - * letter from the executive

9. Professional Activities (*other than work*)
Committee Involvement eg.,
 - * Nursing Standards
 - * National Curriculum
 - * National Examination

10. Professional Associations: *National, Regional, International*

 Committee Involvement
 - * Publication
 - * Negotiation
 - * Evidence of membership

11. Research
Evidence of attendance at research conference(s)
Research abstract
Research proposal
Evidence of data gathering for projects/studies/research
Case Studies, Surveys

12. Skills
Performance appraisal from immediate supervisor
Thank you letters from patients/patients family members
Administrators
Basic Cardiac Life Support certification

13. Letters of recommendation
Two letters of recommendation one of which should be from a person who can verify the quality of your work

14. Other certified activities

15. Hobbies/Interests

16. Career Goals