

**DAY SURGERY
NURSES ASSOCIATION**



**PORTFOLIO INFORMATION KIT
FOR DAY SURGERY NURSES**

**Authors:
The Day Surgery Nurses Association Inc. NSW / Committee
April 2010**

**DAY SURGERY
NURSES ASSOCIATION**



PORTFOLIO DEVELOPMENT GUIDELINES

Rationale

With the introduction of National Registration on 1 July 2010, nurses will be required to provide evidence of Continued Professional Development. Commencing and maintaining a portfolio provides evidence of professional accomplishments.

The DSNA NSW has developed this template to assist members in preparing their individual portfolio.

The Differences between a Resume and Portfolio

A **portfolio** is not a **resume**. A **resume** briefly summarises your professional achievements and experiences. The **portfolio** supports and supplements your **resume**. It is a working document that needs to be updated regularly and reviewed annually. The **portfolio** is also a record of your continuing education activities and competency.

Advantages of a Portfolio

- To maintain registration
- Annual documentary evidence of knowledge gained, how that was obtained and how it was applied in practice
- A tool for career development
- Provides a means of keeping your important professional documents and records together and organised



Contents of a Portfolio

1. Personal details

- Personal information
- Other relevant qualifications
- Current employer

You may choose to put your Resume here

2. Continuing professional development

- Presenting /attending workplace education
- Study days, workshops, conference attendance
- Presenting or being involved in the presentation of an education activity
- Active member of professional organisation or committee
- Developing/assisting in developing in-house policies, protocols, guidelines
- Participation in accreditation, auditing or quality assurance activities
- Acting as a preceptor and/or mentor
- Self directed learning or activities such as reading journals
- Reflective practice –‘Education into Practice’
- Conducting or participating in research

3. Competencies

- Competencies specific to your area of practice and/ or health care facility
- Mandatory training i.e. CPR, Manual Handling, Fire Safety

4. Special projects

- Extending the scope of practice within your facility
- Development of a new facility
- Voluntary involvement in health related activities

5. Certificates of attendance

6. Performance Appraisals, including goals and feedback e.g. compliments



References

Australian Health Practitioner Regulation Agency (AHPRA) website. www.ahpra.gov.au
(Accessed 27 January 2010)

Branz R. Competency and national registration. Day Surgery Australia, Volume 8, Number 3,
November 2009:20-21

Cardillo, D. Beyond the Resume. www.dcardillo.com/articles Reprinted with permission from
Critical Care Choices 2000. (Accessed November 2009)

Consultation paper on draft accreditation standards for nursing and midwifery. The Nursing and
Midwifery Board of Australia under the Authority of Anne Copeland, Chair. 27 October 2009

Hennessey M et al. Professional Practice Portfolio Guidelines Version 2. March 2008. Neonatal
Unit, RCH, Victoria, Australia.

National Council for the Professional Development of Nursing and Midwifery, Dublin. Guidelines for
Portfolio Development for Nurses and Midwives. September 2003

National Council for the Professional Development of Nursing and Midwifery, Dublin. Sample
record sheets. September 2003

Nursing and Midwifery Board of Australia website. www.nursingmidwiferyboard.gov.au (Accessed
27 January 2010)

Prepared by the Committee of the Day Surgery Nurses Association Inc. NSW
April 2010