



NORTHWEST FLORIDA STATE COLLEGE

NUR2241C, NURSING PROCESS IV, 5 credit hours/90contact Hours (60 lecture/3supplemental). Fall 2016

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- Final Exam: November 4, 2016
- Web Page: Not applicable
- Reference Number: 11936
- Campus/Room: NV-420, Room 343
- Class Days: Tuesday, Thursday
- Class Times: 9:00 am – 12:00 am
- Electronic Resources: D2L , Evolve LMS, and Nursing Central

Course Description

Students integrate knowledge and principles of the biophysical and psychosocial sciences to solve life-threatening problems that affect a limited number of critically ill clients in a variety of clinical settings. Students differentiate holistic nursing care therapies in primary, secondary and tertiary care settings. Students become proficient in applying all of the steps in the nursing process with emphasis on evaluating nursing care outcomes. Students apply critical thinking skills in exploring case-based practice situations and work together in learning seminars to select effective client care improvement processes. Self-evaluation is part of the socialization process to prepare students for the work world as competent, caring staff nurses. Nursing practice issues include licensure standards and continued professional development.

Course Prerequisite

NUR 2233C Nursing Process III
MAC 1105 or STA 2023

Course Co-requisite

NUR 2241L Nursing Process IV Clinical Experience; NUR2811L, SYG2000

Course Materials

Nursing Process IV (NUR2241C/L)

Textbook List

Required Texts which should have been purchased in previous semesters

Hinds, M., Hyland, J., Lovric, A., Nibert, A., & Upchurch, S. (2011). HESI Comprehensive Review for the NCLEX-RN Examination, (3rd ed.). St. Louis: Elsevier.

ISBN: 978-0-323-06585-6

Ignatavicius, D. & Workman, M. (2016). Medical-Surgical Nursing: Patient-Centered Collaborative Care - Text and Virtual Clinical Excursions Package, (8th ed.), 2-volume set. St. Louis: Saunders-Elsevier.

ISBN: 978-1-4557-7255-1

LaCharity, L., Kumagai, C., & Bartz, B. (2014). Prioritization, Delegation, and Assignment: Practice Exercises for the NCLEX Examination, (3rd ed.). St. Louis: Mosby-Elsevier.

ISBN: 978-0-323-11343-4

Motacki, K. & Burke, K. (2010). Nursing Delegation and Management of Patient Care. St. Louis: Mosby-Elsevier.

ISBN: 978-0-323-05306-8 (print) OR

978-0-323-06406-4 (Pageburst E-Book on VitalSource)

Perry, A. & Potter, P. (2010). Clinical Nursing Skills and Techniques - Text and Mosby's Nursing Video Skills - Student Version DVD 3.0 Package, (7th ed.). St. Louis: Mosby-Elsevier.

ISBN: 978-0-323-06692-1

Learning Resources:

- Lecture/Discussion
- Case Studies
- Small Group Work
- Written assignments
- Self-directed Study
- Selected Readings
- Audiovisual Aids: PowerPoint, Capture, Handouts
- Human Patient Simulator using Program for Nursing Curriculum Integration (PNCI)
- Evolve Apply: Complete RN Online Case Studies
- Evolve Practice Tests
- Evolve Reach (powered by Health Education Systems, Inc.)

Student Learning Outcomes

At the end of the ASN Nursing Program of Northwest Florida State College Nursing Program, the ASN graduate will be able to:

1. Provides client assessment through the collection, analysis, and synthesis of relevant data in order to holistically appraise the client's health status.
2. Promotes health maintenance and risk reduction activities with clients through informed decision making, education, and supporting self-care activities.

3. Uses evidence based practice and critical thinking to find solutions, individualize care, and assure the delivery of accurate, safe care for the client and support person(s). This includes performing accurate assessments, using multiple methods to access information, analyzing and integrating knowledge and information to formulate clinical judgments.
4. Participates in managing care through the efficient and effective use of human, physical, financial, and technological resources to meet client needs and support organizational outcomes.
5. Participates in communication through the exchange of information that may occur therapeutically, verbally, non-verbally, in writing, or through information technology.
6. Participates in the team approach to holistic, client-centered care across healthcare settings through shared planning, decision making, problem solving, goal setting, and assumption of responsibilities.
7. Incorporates behaviors and actions that assist in meeting clients' needs by "being with" and "doing for" clients to achieve the desired results. Included in the caring is creating an environment of hope and trust, that respects the client's cultural values, beliefs, and lifestyles.
8. Exhibits professional behaviors by adhering to standards of professional practice, is accountable for her/his own actions and behaviors, and practices nursing within legal, ethical, and regulatory frameworks.

NUR 2241C COURSE OBJECTIVES

Upon completion of this NUR 2241C, the student should be able to:

1. Demonstrate integration of all steps of the nursing process in analyzing, prioritizing, and planning holistic nursing care for a group of clients in diverse health care settings with emphasis on quality outcomes provided by the student as an interdisciplinary team member.
2. Apply evidenced based practice as it applies to client teaching and risk reduction in encouraging collaborative care with the client.
3. Integrate evidenced based practice and principles of the biophysical & psychosocial sciences in problem solving to clients in a variety of clinical settings Applies evidenced based practice in development of individualized nursing care planning.
4. Apply quality and cost-effective healthcare resource management concepts in managing care for a group of clients as a member of a team in a variety of care settings.
5. Integrate appropriate therapeutic communication techniques in interactions with clients. Communicate professionally with peers, faculty, and other members of the health care team.
6. Collaborate as an active participant of the health care team in planning and providing holistic nursing care for clients within a defined health care setting.
7. Integrate cultural, socioeconomic, religious, and lifestyle beliefs of clients while providing supportive, compassionate and respectful nursing care.
8. Practice professional behaviors and adheres to legal and ethical standards as an evolving nursing professional.

Assignments and Class Preparation

1. Complete assigned learning activities in advance of class to include:
 - Assigned reading as designated in course module.
 - Written questions you may have after reading assigned chapters.
 - All pre-assigned work/projects before class.
2. Be prepared to discuss scheduled content and actively participate during class.
3. Seek clarification or assistance as needed. You will be given time to ask questions after the end of each topic.
4. Type all written assignments double spaced. Unless otherwise specified, minimum font size is 12 on all typed assignments.

5. Submit all assignments **on time**, unless prior approval for a later date for submission is negotiated in writing with the instructor at least 2 days prior to the due date. Otherwise, late submissions are not accepted
6. ***Evolve Reach**
 - 6.1. There are two Evolve Reach (HESI) exams this semester: The HESI-Med Surgical Exam and the HESI – Leadership and Management Exam, are both worth 50 points each toward your final course grade.
 - 6.2. Specific “Evolve Reach Rules and Guidelines” are attached to this Syllabus specifying NPIV requirements, scoring, and remediation.
 - 6.3. Refer to the Course Calendar for scheduled testing date, place, and time.
7. ***Evolve Apply Case Studies:**
 - 7.1. All Evolve Apply Case Studies are accessed through the student’s “My Evolve” website. They will help you prepare for class, for theory exams, and for the Evolve Reach (HESI) exams.
 - 7.2. You are encouraged to go beyond this basic requirement and complete as many case studies as possible. Reference the complete listing of available case studies in this section.
 - 7.3. Evolve Practice Test: You are encouraged to go beyond the basic requirement of assignment Evolve Practice Tests. Chapter practice tests are on the Evolve web site.

***NOTE**

The evolve website works with either Chrome or Mozilla Firefox. Your home computers should be updated with one of these search engines to utilize the Evolve Web Site.

8. Computers are available in E116 and Skill Learning Laboratories (E-130 & E-134) to complete independent laboratory hours involving computer-based internet resources. If the student is unable to access either My Evolve or ATI Testing websites at home, the student needs to bring this to the attention of the instructor. Computer resources on NORTHWEST FLORIDA STATE COLLEGE Niceville campus, as well as home computer resources can be used for this independent laboratory study time. If the student is experiencing any technical difficulties, each of these web-based portals have technical support contacts (Evolve – Under “Help and Support”. Any further technical difficulties, the student can contact the instructor as noted under the “Communication” section. Incompletion of assignments due to technical difficulties will be addressed on an individual basis. Assignments from My Evolve cannot be provided to the students in hardcopy due to copyright restrictions – these are purchased access-based products.

Examinations

1. All theory exams will be done via the computer through D2L or the *Evolve testing platform. The exam and review will **not** be accessed by the student unless directed by the instructor.
2. Student login information will be emailed to the students “Northwest Florida State College” email.
3. All students are expected to take exams on the day scheduled on the Class Calendar Schedule and Weekly Theory Course Guide. All students are expected to know their login information and be ready to login to Evolve or D2L at the designated start time. All students should plan arrival to the testing room at least 10 minutes before test start time. Late entry to testing is not permitted once the testing begins. Classroom is noted on the Semester Course and Assignment Calendar as well as under “Meeting Time/Place” section. If an exam is missed due to absence or late arrival to testing room, a different exam with a different format will be given at a scheduled make-up time and place within one week of the original testing date.
4. If network interruption occurs during theory exams, the instructor will provide a paper and pencil version test (same test in paper format). Class time will be adjusted if testing is interrupted on the computer. For HESI computer testing, classroom date/time will be adjusted if technical difficulties arise, resulting in interruption of testing during the scheduled testing date/time. This proprietary product is not available in paper format.

5. Theory examination review (Tests 1 through 4) is highly encouraged and will be done after the exam. All students will have the opportunity to review question rationale on missed items after the exam.
6. Basic calculators will be provided on examination days along with paper and pencils if needed. No cell phones, Smartphones, Tablets, PDAs, Blackberrys, or other electronic devices are permitted on examination days. If any electronic devices are brought to the testing site on examination days without prior authorization from the instructor, it may be construed as a violation of test security processes and you may be subject to disciplinary action as described in NWFSC Nursing Program Student Handbook. If you inadvertently bring an electronic device to the testing site, leave it with the instructor upon entering the room.

Grading and Evaluation:

Content Points

NPIV grading is based on a point system. The maximum number of points in the course is 1000 points. The following is a breakdown of the weight of each component. Please note the Unit exams and the final exam points and the minimum number that must be met to progress in NPIV.

Five (5) Written Unit Examinations	625 points**
Comprehensive Final Exam	135 points**
<u>**Total Exam points</u>	<u>760 points</u>

Below 566 test points is course failure and no further progression in NPIV

Group Paper	20 points
Professional Portfolio/	100 points
Quizzes/Other Assignments	20 points
HESI Specialty Exams	
HESI MED SURG	50 points
HESI Mgmt. & LEADERSHIP	50 points
<u>Total points</u>	<u>1000 points</u>

**** You are required to earn a minimum of 566 points out of a possible 760 points on the theory exams (unit and final) in order to pass the course and progress further in NPIV.** The theory exams consists of the four written unit exams and the final exam

Grading Scale for the Course: Once theory grade points are met, the grading scale for the course is as follows:

A =	900-1000	
B =	800-899	
<u>C =</u>	<u>750- 799</u>	<u>Below 750 points is course failure</u>
D =	700-749	
F =	below 700	

NOTE: This course is a co-requisite to NUR 2241L. A failing grade in this course will result in an “NG” designation for NUR 2241L IF passing NUR 2241L. The student will not advance to NUR2811L if the minimum test point requirement is not achieved on the theory exams. Despite

points earned in this course, a failing grade in NUR 2241L will also result in a failing grade for this course. A grade of “C” or better is required for completion of the nursing program.

Assignments:

The written assignment and the Portfolio have a percentage grading rubric. In order to successfully meet the requirements of these assignments, the student must achieve a minimum score of 75% of the total weighted points. If an assignment does not achieve a 75% or higher, then the student is required to re-accomplish the assignment to meet the minimum benchmark in order to receive a passing grade in the course. The student will have one reattempt to meet the minimum benchmark.

Group Written Assignment: The formal written assignment to be completed by a group of students assigned by instructor. The group will research the topic and submit a scholarly written, paper. The due date of the writing assignment is indicated on the 2241C/2241L Semester Calendar. A grading rubric is provided in this module. The group will be assigned a grade and all members of the group will receive the same grade.

Professional Portfolio: See course calendar for due date. Grading Rubric is provided

Incomplete Grades

At the discretion of the instructor, an incomplete grade (“I”) may be awarded when the student is unable to finish the required work because of unforeseen extenuating circumstances such as illness or TDY assignment. To receive an “I” grade, the student must have successfully completed a significant portion of the required coursework and be able to finish the remaining work without attending class. An “I” grade will automatically convert to a grade of “F” if the student does not complete the remainder of the coursework by the established deadline.

Classroom Conduct

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the NWFSC (NORTHWEST FLORIDA STATE COLLEGE) Catalog and Student Handbook. Students should be familiar with the rights and responsibilities detailed in the NORTHWEST FLORIDA STATE COLLEGE Catalog and Student Handbook. Plagiarism, cheating or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Class Attendance:

1. You are expected to attend all scheduled classes, to be on time, and to remain for the entire class. You are expected to be attentive in class; no sleeping or distracting behavior will be tolerated in class during the scheduled class time.

2. Three (3) tardies, with tardy defined as **any time past the start of class**, will constitute an absence which is equal to one class period or 3 hours. The instructors are teaching professional behavior. Tardiness is NOT professional behavior. Each 50 minutes of class time missed will count as one (1) hour of absence and will count towards your nine-hour limit (see below).
If absences account for more than 10% of scheduled classes, you may be withdrawn from the course for excessive absences. Excessive absences will constitute more than nine (9) hours of missed class. If your absences exceed nine (9) hours, you may be withdrawn from the course or lose one (1) letter grade. You are responsible for keeping record of absences and to know when the 10% limit is reached.

Meeting Time/Place:

1. Lectures/Theory. See the course calendar for location and time of lecture.
2. TESTING – see class calendar for Room assignments and dates of testing.

Important:

All CPR cards and TB testing should be up-to-date at all times. A copy of new CPR cards and TB testing should be provided to the Nursing office. Critical dates are noted on your course calendar.

Minimum Technical Skills and Specialized Technology Utilized

In addition to baseline word processing skills and sending/receiving email with attachments, students will be expected to search the internet and upload/download files. In addition, students may need one or more of the following plug-ins:

- Adobe Acrobat Reader:
- PowerPoint Viewer:
- Windows Media Player:
- QuickTime Player:
- Adobe Flash Player:

Turnitin

Northwest Florida State College subscribes to **Turnitin**, an online plagiarism detection and prevention service. By enrolling in this class, you are consenting to upload your papers to **Turnitin**, where they will be checked for plagiarism. Papers submitted to *Turnitin* are saved as source documents within the *Turnitin* database solely for the purpose of detecting plagiarism in other papers.

Videos

This course may employ lecture capture software to provide you with videos of your instructor's lectures/PowerPoints/notes/demonstrations. These videos can be viewed with a standard Internet connection. If your home Internet connection is not adequate, please remember that any NWFSC open lab is available to you. You need only take your own headphones with you.

Social Networking Sites

You are to refrain from commenting on any part of your clinical day on any social networking site. If you post information on sites like Facebook, Myspace, Snapchat, Instagram, and Twitter, it may limit your continuation in the program and your future employment in a health care facility.

Cell Phone/Electronic Devices

Cell phones, pagers, and other such electronic devices must not distract from learning. Courtesy to the professor and other students requires that phones be on vibrate or silent mode during class. No student should initiate conversations, including texts, during class activities. Use of electronic communication devices during examinations or other graded activities may constitute grounds for disciplinary action; such devices are not allowed at all in the testing room. Where emergency or employment situations *require* access to electronic communication services, arrangements may be made *in advance* with the instructor.

Emergency College Closure

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the college closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments, but will be responsible for meeting revised deadlines and course requirements.

Children in the Classroom

As a courtesy to other students and the learning process, students may not bring children with them to class sessions. Health and safety concerns prohibit children from accompanying adult students in any lab, shop, office, or classroom or other college facility where potential hazards exist. If a child-related emergency means you must miss class, contact the instructor as soon as possible to determine your options. (The full “Children on Campus” policy statement appears in the College Catalog.)

Student Rights, Responsibilities, and Academic Integrity

Students are responsible for adherence to all college policies and procedures, including those related to academic freedom, cheating, classroom conduct, computer/network/e-mail use and other items included in the *Northwest Florida State College Catalog and Student Handbook*. Students should be familiar with the rights and responsibilities detailed in the current *Northwest Florida State College Catalog and Student Handbook*. Plagiarism, cheating, or any other form of academic dishonesty is a serious breach of student responsibilities and may trigger consequences which range from a failing grade to formal disciplinary action.

RESOURCES

[The Academic Success Center \(ASC\)](#) is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389 or visit our website at [Free Tutoring](#).

[Reading to Learn \(R2L\)](#) is a project of Northwest Florida State College designed to support students' learning through direct instruction of reading strategies. Students may access R2L at our website: [Reading to Learn](#).

[Math Labs](#) are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at [Math Lab](#).

[Smarthinking](#) is an online, real-time tutoring offered free to students, who may access this service via Raider Net.

[Open Computer Labs](#)

There are numerous open computer labs throughout the Northwest Florida State College campuses. Students may access our website for lab locations and hours: [Computer lab location and hours](#)

[Testing Center](#)

Testing Centers administer college admissions tests, placement tests, proctored exams, ACT/SAT, GED, CLEP, and DSST (formerly known as DANTES). General information concerning tests, hours

Testing Center hours may be accessed on the Testing Center website at [Testing Center](#). Makeup exams may be taken in the Testing Center, depending upon instructor policies on late work as referenced-above.

[Library, Online Reference Materials, and Resources](#)

The library is a comprehensive, learning resource center providing information in print, digital, and multimedia formats to support the educational objectives of the College. In addition to in-house materials, online services and resources can be accessed through the LRC website. Library hours are posted each semester at the building entrance and on the LRC website at [Learning Resource Center](#)

[Assistance for Military and Veterans](#)

Northwest Florida State College supports our military and veterans students. You may contact NWFSC Eglin AFB Education Services Building at 850-200-4180 or NWFSC Hurlburt Center Educational Services Building at 850-200-4190 or visit our website: [Support Our Military](#)

[Students with Disabilities](#)

Northwest Florida State College supports an inclusive learning environment for all students. If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of disability Support Services on the Niceville campus, or call 850-729-6079 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

Associate Degree Nursing Philosophy Northwest Florida State College

This **Philosophy Statement** of the Northwest Florida State College (NWFSC) Associate Degree Nursing (ADN) Program is a collective representation of the members of the nursing faculty as individuals and as a teaching group. This philosophy guides us in the development of our nursing program.

Nurses:

Using a holistic and scientific approach, nurses provide care to diverse populations in diverse settings. Nurses use compassion, critical thinking, and effective communication to assess, plan, implement, and evaluate care. As accountable members of health care teams, nurses design, manage, and coordinate care. In formulating health care decisions, nurses incorporate evidence-based practice, high ethical standards, and client advocacy, leading to an overall improvement in client outcomes. As responsible members of the profession, nurses support high quality and cost effective health care to clients across the life span.

Nursing:

Nursing is a creative, caring, scientific, and scholarly profession. Nursing focuses on using a broad range of skills and knowledge through the nursing process to assist diverse individuals, families, and groups within a community to achieve optimal health. Nursing actively advocates wellness promotion, illness prevention, and compassionate, affordable, effective health care. Nursing is derived from the biophysical and psychosocial sciences within a critical thinking framework.

Client:

Clients are holistic beings having physiological, psychosocial, intellectual, developmental, spiritual, cultural, and environmental needs. Clients have a right to choose and participate in their healthcare decisions. Clients include individuals, families, significant others, and support systems

Health:

Health is defined as a client's ability to reach optimal functioning within a psychological, biological, physical, spiritual, and social environment.

Environment:

Environment encompasses all conditions affecting the health, life, and development of a client, and is characterized by uncertainty, rapid change, and opportunity.

Teaching and Learning:

The nursing faculty arranges a variety of methods and experiences to accommodate learners from diverse cultural backgrounds with different learning styles. The nursing faculty believes that a professional, caring, and open learning environment optimizes the teaching/learning process. Mutual respect is imperative for an effective teaching/learning atmosphere. The faculty uses various interactive learning methods, to include technology resources, to promote active participation in the learning process. Sequential learning allows for knowledge and skill retention by building upon skills and concepts over time. Members of the nursing faculty serve students as key resources and professional role models. The ADN Program Outcomes and Program Learning Outcomes provide the structure for the Nursing

Curriculum. The mastery of concepts of each course guides students toward the successful achievement of the ADN Program Outcomes and entry into professional nursing practice.

Learners are individuals who bring personal learning styles, socio-economic and cultural influences, beliefs, attitudes and personal life experiences to the learning environment. Learners discover their potential for self-actualization through the learning process. Learning, a creative process that occurs independently and collaboratively, progresses through levels of complexity.

Nursing Learning Outcomes:

NWFSC ADN nursing education enables students to acquire the attitudes, knowledge, skills, and behaviors necessary for implementing safe, quality nursing care.

Graduates are prepared to pass the national licensure examination and to practice as generalist members of an interdisciplinary health care team. As members of the discipline of nursing, graduates practice within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice. Graduates express positive comments about the quality of their education, are highly sought for employment, and receive excellent entry-level evaluations. The ADN Program at NWFSC provides a solid foundation for further personal and professional development leading to opportunities for continued growth and advancement in the nursing profession.

Grading Rubric

Writing Assignment NUR 2241C

The formal writing assignment for NUR2241C will be assigned to a group of 4-5 students each to complete for a final grade. The final group grade will be awarded to all members of the group.

If a client is used as an example, please no client names, hospital names, or physician names in the paper. Confidentiality and HIPPA guidelines will be enforced. The students in the group will research the topic and submit a scholarly typed paper. No abstract page is needed. Submit an electronic copy of your paper on the D2L Drop Box on the due date on the Class Calendar. Utilize the Learning Resource Center of NWFSC. Have your college ID available for entry into the LRC article/journal search.

Grading criteria:

Point Value	Content Required
<u>80 POINTS:</u>	Content:
20	Brief description of the topic of the paper and introduction.
45	Literature Review citations evident in the body of the paper.
15	Five reference citations are required and must be professional obtained from peer professional journal articles. References must be no more than five (5) years old regarding this topic. (No layperson websites such as WebMD, Wikipedia, medial dictionaries, etc. may be used nor will be accepted by the instructor) These are easily acquired via LRC). 1. <u>Three of the five referenced citations</u> must be evidenced based practice research. <u>The three evidenced based practice reference should be included in the content or body of your paper – not on the reference page. Only the reference itself belongs on the reference page</u> (<i>In the body of your paper, include the following from the studies:</i> a. Type of study b. Population studied and the number of participants in the study c. Author(s), year. d. Findings and limitations of the study. 2. A minimum of two other journal articles 3. State how you would improve patient care on a unit among your colleagues on this topic. What could be done? This needs to be given some thought and well developed.
<u>20 POINTS:</u>	Timely Submission, Grammar, Spelling, Organization:
5	Submitted on time in proper format
5	Spelling
5	Grammar
5	Overall organization of the paper

GRADE: _____

Northwest Florida State College
Associate Degree Nursing Program

Professional Portfolio Grading Rubric – Content Requirements

Description: A professional portfolio is an organized, goal-driven document of your professional growth. It is a collection of documents, but it is also a tangible evidence of the wide range of knowledge, dispositions, and skills that you possess as a growing professional. The NUR 2241 C/L portfolio is intended to provide the student a continuing awareness of their progress as well as an ongoing professional tool upon graduation.

Objectives:

1. To provide a professional collection of documents.
2. To provide a perspective to senior nursing students on their professional and clinical development.
3. To provide a resource for graduate nurses to help display their development to potential employers.

	Points
I. Organization of portfolio A. Initiated the process of creating portfolio. B. Organize portfolio in a <u>professional binder with dividers</u> referencing sections noted in items II through III. a. Solid, muted colors are preferable for a Professional binder. Avoid nonprofessional graphics on the cover (such as amusing artwork or “cute” photos). C. <u>Tabs are typed and neat</u> (Evaluated at NUR2241L formative feedback)	30 (awarded at formative feedback in NPIV)
II. Components of the professional portfolio. A. You MUST complete categories 1 and 2.	<u>35 total</u>
1. <u>Resume</u> a. Professional Experience/Resume with Cover Letter to Prospective Employer b. Follows format of a professional Resume (follow example on D2L)	25
2. Personal Nursing Philosophy at NPIV level	10
B. You must include a minimum of 5 from categories 3-8.	<u>25 total</u>
3. Community Outreach Projects/Volunteer Activities	5
4. C.E. Courses/ Certificates / Health-related licenses (This should include CPR certificates and any continuing education certificate you have.	5
5. Job Appraisals / Reference Letters	5
6. Samples of Work/Presentations (If school work, show <u>one or two</u> samples of your BEST work from each semester.) Please do not include any work with a grade or mark on it. Examples are PowerPoint presentations or formal papers. Post a clean copy of your work after your instructor has graded it and you have made corrections. (Please, no care plans or concept maps).	5
7. Professional Associations (copy of membership card or item noting membership). Note if you hold or previously held an office level position (President, VP, Secretary, Treasurer, etc.)	5
8. Awards, Complimentary Comment Cards, or Letters	5
III. Identify ALL your nursing competencies (technical skills – reference your past “Skills Proficiency” listings.	10
TOTAL POINTS	100