IMPORTANT
As of Sept. 4, 2018, the following nursing colleges amalgamated to become the British Columbia College of Nursing Professionals (BCCNP):

- College of Licensed Practical Nurses of British Columbia (CLPNBC)
- College of Registered Nurses of British Columbia (CRNBC)
- College of Registered Psychiatric Nurses of British Columbia (CRPNBC)

Although the information in the document you are about to access reflects our most current information about this topic, you’ll notice the content refers to the previous nursing college that published this document prior to Sept. 4, 2018.

We appreciate your patience while we work towards updating all of our documents to reflect our new name and brand.
Developing a Portfolio

BCCNP’s RPN Quality Assurance Program (QAP) (formerly known as the CRPNBC Continuing Competence Program) requires you to review your practice throughout the year and throughout your career. You must report on your review annually during registration renewal. Your commitment to lifelong learning comes in many forms; it is important to identify your learning and capture it in your portfolio. You may be surprised to see how much you accomplished over the past year.

Engaging in your portfolio development requires reflective thinking and self-awareness. This connects you to your personal practice review process (a component of QAP) and learning plan. Implementation of your review and learning plan provides the evidence required for your portfolio.

A portfolio keeps a tangible record of your ongoing professional development. This tool can be used to plan your continual professional development, your performance appraisals with your employer, and your personal practice review process with your College. Your portfolio will reflect the creativity and uniqueness of your learning journey and is evidence of your commitment to continuing competence in your psychiatric nursing practice.

A portfolio comes in different forms – electronic, handwritten, or a combination of these. Portfolios can be organised by date, skill, theme, or event. Use a variety of resources to reflect the various ways you integrate knowledge and apply this to your practice. Some nurses prefer to use their computer to store their information, scan documents, and ‘blog’ their ongoing activities. Others prefer to use a binder to collect evidence, using plastic sheet protectors as envelopes to display certificates, letters, and other items to support their learning evidence. Some nurses let their creativity run free and have scrapbooking-style portfolios. A faux leather zippered portfolio from your local office supply store can securely hold your documents and is easily portable. Whatever style you choose, enjoy this process and let it reflect who you are as a professional.

Let’s look at the evidence you may want to include in your portfolio. The sidebar list contains suggestions that you can utilize, but you may have other evidence that is reflective of your commitment to your professional self-development. If your portfolio includes personal or confidential information about clients or colleagues, you need to maintain their anonymity by deleting or blacking out any identifying information.

Sometimes you may not readily see the evidence of your continuing competence. Think about your workplace: the health care system is in a time of turbulent change and staff are adapting to the changes as part of ongoing care provision. What does that mean for you? It means that the changes you encounter and adapt to are learning opportunities, with new information, new processes, and a new facet to your professional practice.

Your practice and professional development are fluid processes of self-development and self-reflection in response to various opportunities and situations. Your portfolio is your tool that reflects your accomplishments and goals, demonstrates your commitment to the personal practice review process, and provides you with the opportunity to shine a light on your accomplishments.

Creating a Portfolio:
Your Evidence for Quality Assurance

Your portfolio contains evidence of your continued learning as it relates to your professional practice and competence development – here are some ideas of what you can gather:

- awards
- brochures from conferences you attended
- certificates, diplomas, degrees
- certificates of attendance from conferences or workshops
- Qactivities
- education presentations
- electronic resources
- information about future events you want to attend
- in-services attended
- job interviews and materials developed for interviews
- letters from clients and families
- letters of commendation
- letters of reference
- membership information
- mentor communication
- minutes from meetings that reflect learning opportunities
- notes about books or articles read
- participation in relevant focus or research groups
- peer feedback
- performance evaluations
- photos of work-related activities
- re-certifications
- resume or CV
- samples of documents that you developed (policies, course outlines, service plan, etc.)
- transcripts from courses taken
- transcripts of formal education courses
- volunteer work
- workshops attended
- your annual self-assessment
- your learning plan

... and the list goes on ...