PORTFOLIO ASSESSMENT GUIDE for NU 478-6X

What is a Portfolio: A Portfolio is a formal means of requesting assessment of your prior work/life experience from which you have developed sufficient college-level learning to earn credit for a specific class.

Purpose of this Guide: This document is intended for student self-assessment purposes only. Review it carefully to determine if you are ready to write and submit a Portfolio for the course indicated above. Your self-assessment is not a guarantee that you will be awarded credit for the course.   Faculty with expertise in the subject matter will evaluate whether your Portfolio provides sufficient evidence that you have demonstrated appropriate college-level mastery of the course content through experiential learning. Enrolling in the course may be your best option.

GENERAL GUIDELINES AND REQUIRED PORTFOLIO CONTENTS:

General Guidelines:
- All work must be word-processed except for signatures and verifying documents from #3 under Documentation such as Certificates and time cards
- Written portions should demonstrate college-level writing skills, including appropriate citations for any quoted or paraphrased material from other sources. Current APA style is required.
- Clearly label each section with the bolded title below
- Your Portfolio will not be returned. Make copies of the contents before you submit. You may include clear copies of documentation and keep the originals.

Required Portfolio Contents:
1. **Title Page**: Your Name, Student ID Number, the Course Number and Title for which the Portfolio is submitted, and the Semester in which it is submitted. Example:

<div align="center">

Erin Anybody
Student ID# 555667777
PHIL 401, Ethical Decision Making and Organizational Policy
Fall 2018

</div>

2. **Statement of Academic Honesty** (attached)
3. **Documentation** verifying the work/life experience leading to course content knowledge (time cards, evaluations, contracts, certificates of training, letters from supervisors, etc.) Letters from current and former supervisors will be accepted as verifying documentation.
4. A complete **Current Resume** that includes the relevant work

5. A 2 - 5 page (double-spaced) **Autobiographical Essay** that describes the relevant work, when you engaged in it, your role in it, how it is related to your current major and career goals.
6. A separate essay for each of the Learning Outcomes listed below, explaining what and how you have mastered each objective through your experience. Essays should include detailed examples of learning as well as an analysis of that learning. For example, it will not be sufficient to say "I learned to align decision-making with company policy." You will need to give examples where you incorporated policy into your decisions, what difference policy made to how you handled a situation, what the role of policy is in leadership and problem-solving, and what you've observed when policy and decision-making are not aligned. Label each essay **Learning Outcome 1, Learning Outcome 2**, etc. Include the complete Learning Outcome at the beginning of your essay.
7. Other Portfolio requirements required for assessment: Applicants will be asked to complete the Mock Root Cause Analysis assignment from the NU 478-60 online course

LEARNING OUTCOMES:
1. Apply leadership and management skills and principles, (i.e. prioritization, time management, delegation, conflict management, and ethics, etc.).

2. Facilitate the application of theoretical leadership and management concepts through guiding business and ethical legal principles of care delivery.

3. Determine ways the professional nurse can advocate for improved care and patient outcomes through or within the current health care delivery system.

Implement components of organizational culture through interpersonal learning activities.

DETERMINATION OF PORTFOLIO ASSESSMENT OUTCOME:
You will need to earn the following to be awarded credit through Portfolio Assessment for this course:
Overall (cumulative) score of 75% or more to achieve a passing score or credit for the course.
- Adequate verification of employment in Nursing Leadership or Management role (5%)
- Current Resume includes evidence of work history that includes Nursing Leadership and Management experience (15%)
- Autobiographical essay to be graded using Rubric A provided below: (25%)
- Learning Outcomes essay will be graded using Rubric B as Listed below (30%)
- Successful completion of the Mock Root Cause Analysis assignment with a grade of C or better. (see attached assignment and grading rubric).(25%)

Rubric A

	30 %	29-20 %	19-10 %	9-0 %
Writing Spelling, syntax, grammar	Well-organized and contains one or no spelling and/or grammatical errors	Several different errors but organization is evident	Multiple errors OR Shows little organization	Multiple errors AND Shows little organization

Rubric B

	5 %	4 %	3 %	0 %
Writing Spelling, syntax, grammar	Well-organized and contains one or no spelling and/or grammatical errors	Several different errors but organization is evident	Multiple errors OR Shows little organization	Multiple errors AND Shows little organization
	20 %	**10 %**	**5 %**	**0 %**
Content	All components of the essays are completed in detail	All components submitted, but not details are not provided	One component of the essay is missing or details of components are missing	Two or more components of the essay are not included
	25 %	**15 %**	**10 %**	**0 %**
Quality	Each course outcome is addressed with a detailed description of how student has mastered the objective through work experience.	Student addressed each course outcome however adequate evidence is lacking details on one or more components	Student demonstrates a limited application of course outcomes to work experience; details are lacking on all components	Student fails to demonstrate a basic understanding of the course outcomes as they relate to work experience.

Mock root cause analysis will provide the student with a case study involving a near-miss event. The student will be required to "investigate" the event utilizing the principles of Just Culture. The assignment will include an interview with the facility's Risk Manager. Submit assignment through the Testing Center.

Definitions: Just Culture Algorithm

Title	Description	Management
Human Error	Inadvertently doing other than what should have been done Lapse in judgment or a mistake	Manage through changes in (learning) process, (knowledge of) procedure, design, and environment Set clear expectations for performance If repeated, this is considered "at-risk" behavior
At-Risk Behavior	A choice that increases risk where the risk is not recognized. The risk is mistakenly believed to be insignificant and justified.	Manage through accountable discipline: make improvement plan (PIP) If additional at-risk behavior, consider more serious consequences
Reckless Behavior	Risk-taking with conscious disregard of a substantial or unjustifiable risk	Manage through accountable discipline which results in serious consequences.

Instructions for the assignment:

Work through the case study. Use the **Case Analysis** outline to complete in-depth case analysis (the outline addresses 9 items/questions)

Submit a professionally written document that addresses your case study analysis.
Your Professional document is to include:
- **What were the identifying problems in the case study**
- **Develop a specific plan to improve the "gap" in the system of care, including defining key measures and proposing changes, as part of an interprofessional team.**
- **What are the likely challenges to planned improvements?**
- **How did the interview with Risk management factor into your plan and or insight in determining the "gap" in the system of care? Incorporate your interview with the Risk Manager into your Case Study Analysis by adding 1 to 2 paragraphs summarizing your meeting.**
- **Provide supporting evidenced-based APA references used in developing your plan.**
- **Length of professional document no more than 2-4 pages plus a reference page. Include student name and name of assignment on paper.**

- **Be concise in your writing (synthesize the analyzed data of the case study).**
  The following rubric will be used to guide grading.
  Informal Assignment Grading Rubric
  25 Points

Dimensions	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Needs Improvement
	5 points	4 points	2-3 points	0-1 points
Grammar and Spelling	Well-organized and contains one or no spelling and/or grammatical errors	Several different errors but organization is evident	Multiple errors OR Shows little organization	Multiple errors AND Shows little organization
	9-10	7-8	6	0-5
Content	All components of the assignment are completed in detail	All components submitted, but not completed in detail	One component of the assignment not submitted	Two or more components of the assignment not submitted
	13-15	10-12	9	0-8
Quality	Critical application of the concepts of the assignment is evident	An understanding of the overall concepts of the assignment is evident	Student demonstrates a limited understanding of the overall concepts of the assignment	Student fails to demonstrate a basic understanding of the concepts of the assignment

Statement of Academic Honesty

The material contained in this Portfolio honestly and accurately reflects my life, learning, and work experience.

I understand that the penalty for falsifying any information or documentation will result in an award of no credit for the Portfolio with no resubmission allowed and may result in other sanctions as described in the Student Code of Conduct.

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Print Name   LCSC ID Number

_____

Signature   Date