Graduation Awards Portfolio Program

Trinity College of Nursing & Health Sciences Invitation to Participate

Welcome to an opportunity to compile a professional portfolio and apply for Trinity College of Nursing & Health Sciences graduation awards of Service, Leadership and Clinical Excellence. It is our hope that you find your professional journey rewarding, stimulating and invigorating. A group of dedicated faculty, staff and advisors at Trinity College have developed this portfolio package with you in mind.

We appreciate your work and educational knowledge that you put to use every day: satisfying your patient's needs, working with families and the community and providing quality care to patients, just to name a few. We hope that you will consider your own professional growth by participating in developing your portfolio.

Please feel free to contact any of the Student Affairs Committee members with questions regarding your portfolio.

Members:

Teresa Cochran, RN, MSN	309-779-7758	cochratm@ihs.org	Assistant Professor of Nursing
Mary Ewald, RN, MSN	309-779-7714	Ewaldm@ihs.org	Assistant Professor of Nursing
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Teri Johnson	309-779-7727	JohnsoTL7@ihs.org	Coordinator of Advancement & Community Outreach

The College Student Affairs Committee and Portfolio Subcommittee would like to appreciatively recognize the Trinity CAP, TAP, and ITAP programs from which this program was modeled.

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The Portfolio Program: An Introduction

The Portfolio Program at Trinity College of Nursing & Health Sciences provides structure for the student to demonstrate eligibility of recognition with the service, leadership and clinical excellence awards, as well as, the knowledge and skills acquired while attending Trinity College.
The objectives of the Portfolio Program are simple and explicit: recognize and reward students of nursing, respiratory care, and radiography. We want all students to be satisfied with their career choice and be recognized for their growth.

Trinity College of Nursing & Health Sciences Portfolio Guidelines

Eligibility: Student must be in good academic standing in the final semester of coursework that will culminate in graduation. Interested students are responsible for ensuring that their portfolio has attached evidence and examples to verify participation or completion of activities for the selected awards. All documentation must be complete at the time of submission.

May graduation-portfolio due Friday, March 22, 2013.
August graduation-portfolio due Monday, June 4, 2013.

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Description of awards:

Service Excellence Award:
The students selected for the Excellence in Service Award have demonstrated "service first" by providing noteworthy service to the College and their communities and have demonstrated a willingness and enthusiasm to help others. These servant-leaders interact well with their peers, faculty, staff and community members.

Leadership Excellence Award:
The leadership award is presented to those students who create a positive and enthusiastic learning environment and set the standard for others to follow. These individuals have their own unique style of motivating others to achieve personal excellence. These individuals set a good example and make a positive difference in their programs, professions and in the lives of others.

Clinical Excellence:
This award is presented to those students who demonstrate professionalism by taking initiative, communicating well, demonstrating teamwork and displaying a strong work ethic. These individuals possess exceptional competency and provide high quality patient care that exceeds the standard.

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Trinity College of Nursing & Health Sciences Portfolio Application

Please check which award/s you are applying for.

☐ Service Award ☐ Leadership Award ☐ Clinical Excellence Award

Application Date: _____ Program of Study _____

Name _____

Applicant Signature _____

****Applicant understands that the signature of the Advisor does not indicate an award. An award will be determined by the Portfolio Committee.**

Advisor: Please circle to designate the appropriate following criteria have been met. If the applicant fails to meet the following criteria, the application process stops and the student is not eligible for submission.

YES NO Applicant has completed the last 25 semester hours of credit at Trinity College.

YES NO Applicant at this time is progressing satisfactorily in all academic or clinical courses.

YES NO Applicant is currently in good standing and in compliance with the General Standards of Behavior.

Advisor Signature _____

Advisor signature must be obtained by February 1st (for May graduation) or May 1st (for August graduation).

Area below to be completed by Student Affairs Committee.

Date application received: _____ Committee review date: _____

_____ Applicant has included all items on the checklist required for award consideration.

_____ Applicant has met the criteria for an award.

_____ Applicants award _____

Portfolio Committee Signatures: _____

_____

_____

_____

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Portfolio Submission: Organizing Your Portfolio for Application

1. Discuss intent to apply with your advisor and obtain signature 30-60 days prior to starting the application process. Include the portfolio application with your portfolio. The portfolio application must be signed by the applicant and the advisor.

2. Use the Portfolio Requirements Checklist (included in packet) for the appropriate level to organize your information in the appropriate order listed on the checklist. It is very helpful to the portfolio reviewers if you use a flat binder to organize your work. Remember, this is one way you display your professionalism. The Completed Checklist and required information must be submitted with your portfolio---There will be NO EXCEPTIONS.

3. Include copies, not originals, of important documents such as your CPR card, certifications, diplomas, license, and awards or recognitions that you have received, etc.

4. Organize continuing education hours in chronological order and include only those you have earned within the last three years. (if applicable).

5. Print a copy of your academic transcript and your Net Learning transcript; include them in your portfolio.

6. Include a written summary for each of the formal activities that you have presented in the past two years with supporting documentation.

7. Clearly label documentation of activities related to committee work. Some of the activities that might be included are documentation of meeting participation and examples of shared decision making.

8. Contact any member of the Portfolio Committee with your questions or concerns regarding the portfolio application process.

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Portfolio Checklist:

- ☐ Completed application form
- ☐ Completed checklist form
- ☐ Evidence of highest education (examples: diploma or degree) or documentation of education completion and current transcript (if applicable)
- ☐ Copy of current licensure (if applicable)
- ☐ Resume
- ☐ Copy of current certification card/s (if applicable)
- ☐ Copy of current continuing education credit/coursework
- ☐ Copy of CPR card (ACLS, etc.)
- ☐ Copy of Net Learning transcripts for the last two years
- ☐ Proof of degree (Bachelors, etc. if applicable)
- ☐ Proof of participation in committee work
- ☐ Proof of public service in related field of study (fairs, career days)
- ☐ Include any of the following pertinent to your field of study: institutional involvement, involvement in a committee, and/or presentations to students
- ☐ Include proof of involvement in the community in health care related events
- ☐ Copies of awards or recognitions received, participated in or presented.
- ☐ Copy of professional memberships (if applicable).

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Required:

- ☐ A professional goal statement for each of the next two years. Include a brief description of how the goals are important to you.
- ☐ Prior to completion of your portfolio state how you have accomplished these goals.
- ☐ Tell us about yourself, why you stand out and how your daily performance serves as an example for others, how you demonstrate service, clinical excellence and or how you display leadership.
- ☐ Describe a case that you have participated in within the past two years, which demonstrates service, clinical excellence and/or leadership. Please use pseudo names and initials in the case study to protect patients, staff, peers, and faculty confidentiality.

If applying for the Clinical Excellence Award:

- ☐ Reference letter from clinical Instructor or preceptor/clinical person.
- ☐ Tell us how you incorporated evidence based findings into your practice.

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Writing a Clinical Exemplar

A clinical exemplar is a written narrative about a patient care situation in which you feel your interventions really made a difference in the patient outcome, either directly or indirectly. Sometimes it is easy to confuse a clinical exemplar with a case study, but they are not the same. The following are some tips to help write a clinical exemplar.

Give critical reflection on the areas of your practice. Focus on a patient case situation and incorporate concepts of decision-making, compassion, collaboration, advocacy, caring, and anything else that defines the essence of your professional career. A clinical exemplar may be:

- A story that captures the true essence of what nursing, respiratory care, or radiography is about.
- An incident in which there was a breakdown (things didn't go as planned).
- An incident that was particularly demanding.
- A situation that demonstrates your level of practice.

You should include the following in your clinical exemplar:

- Context—shift, time of day, resources available, where the situation took place, any special conditions about the work area, details about the patient's background if relevant. Make sure to keep the patient's name confidential.
- A detailed description of what happened.
- What the concerns were at the time.
- What you were feeling at the time of the event and after the event.
- What, if anything, you found demanding at the time.
- How you made your patient care decisions or solved the identified problems.
- How you communicated and collaborated with the patient, the family, and/or other members of the healthcare team.
- How you demonstrated at least one of the following qualities of caring, compassion, empathy, patience, ability to cope, self-esteem, sense of humor, trust/faith, camaraderie, knowledge/learning and openness to change.
- Reflections on why this clinical situation is important to you.

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When writing a narrative, be sure to include details and information that help the reader visualize the situation and understand its context. Remember that the reader may be unfamiliar with your clinical role and overall approach to patient care. Use the narrative to describe you and your role and to illustrate how you approached a challenging patient care situation.

- Present your story as a first person account. Change the patient's name and any other identifying information in order to protect confidentiality.
- "Tell" your whole story.
- State what happened in specific terms. Avoid vague summary statements or general phrases that do not communicate what actually occurred. Help the reader better understand the situation and appreciate your actions.

  For example:
  Don't say: "I analyzed the possible dangers to the patient and took action."
  Instead say: "The blood pressure was dropping and the pulse rate was rising. I sensed the patient was going into shock. I immediately called the physician."
  Don't say: "I gave emotional support."
  Instead say: "I sat and talked with the patient about how to tell his family about the diagnosis."

Be sure to include descriptions about what concerned you and what prompted you to take a particular action. This type of information gives readers a window on your thought process and the way in which you make clinical judgments.

Orientation Completion

Vehicle Registration Form

Process for Online Vehicle Registration

All Trinity College of Nursing & Health Sciences students **are required** to complete an electronic registration. A form must be completed within two weeks of a status change (i.e., different/additional vehicle or a change in the license number), and annually. When participating in clinical rotations at the hospitals all students are expected to park in designated employee parking areas only. Parking in a fire lane, trauma area, or handicap parking space is unlawful and subject to ticketing from the police department and/or towing of the vehicle at the owner's expense.

Before you begin, please have your license plate number available.

To begin, go to: https://www.reportexecdirect2.com/trinitysecurity/CESIReportExec/OPR/Main.aspx

1. Select a Group. From the drop down menu provided next to the category, select the "Rock Island" group. Click on the button next to the box that says, "Write New Online Permit Registration".
2. The next screen will have two categories with drop down menus. The first, Permit Type is "Parking". The second, Permit Period is "Annual 20YY". Select the appropriate year and click on the "Continue" button below the categories.
3. The next screen has several boxes of information; the ones you **MUST** fill out are First Name, Last Name, and Department. Your Department is "College". You are encouraged to fill out the contact information portion so that TRHS's Security team can contact you if a situation arises that it would become necessary to do so. Click on the "Continue" button to proceed.
4. The third page will allow you to fill in the details of your vehicle including make, model, color, and license plate number. Click on the "Continue" button to proceed.
5. The fourth page allows you to review your submission. Please note, when you press "Continue", it will submit your registration to the Security Department and you will not be able to make any changes after that point.
6. The final screen will tell you that your registration has been submitted. You do not have to do anything on this page once you have seen the confirmation message.

To verify that you have read all the included materials and that you have completed your vehicle registration, you are required to send a confirmation e-mail to Emily Myatt, Student Services Secretary, at MyattER@ihs.org from your IHS e-mail account. Submission of this e-mail indicates you are aware and understand all materials included in the BSN Completion Orientation.