



Your portfolio

Lastly... keep track!

The continuing competence program requires you to keep track of your continuing competence activities. **You keep this!** Although *The Registered Psychiatric Nurses Act* provides for audits of this material, only a few audits can be done each year. It is your responsibility to keep track of your continuing competence activities. A good way to keep track is with a **portfolio**.

A portfolio is something, usually portable, that contains documents. For our purposes, these documents are the evidence or representations of how you, as a Registered Psychiatric Nurse, are maintaining your competence in your particular area of practice. In some ways, a portfolio is like an expanded resume or CV. In fact, your portfolio should include your resume.

The portfolio itself can take many forms. It can be a binder, a folder or a computer disc. This information folder may become your portfolio. How you store your evidence and papers is less important than what you place on/in your portfolio. The important point is to have a consistent storage system to help you organize relevant materials.

You will not send your portfolio or its contents to the CRPNM unless you are asked to do so. You sign, by declaration, on your registration renewal form that you have met the continuing competence program requirements. Keeping a portfolio is part of the program requirements.

What kinds of things do I keep in my portfolio?

The contents of the portfolio will likely differ from one RPN to another. In general, any evidence that relates to the attainment of the learning objectives should be kept in your portfolio.

The following is provided as an example of the types of documentation one might keep. This list is not all-inclusive.

- ~ your completed annual self-assessment
- ~ your learning plan
- ~ performance evaluations
- ~ letters of commendation
- ~ brochures from conferences or workshops attended
- ~ samples of documents that you developed (policies, course outlines, service plan, etc.)
- ~ certificates of attendance from conferences or workshops
- ~ transcripts from courses taken
- ~ certificates
- ~ resume or CV
- ~ any notes about books or articles read
- ~ dates of re-certifications or in-services attended

How far back do I need to keep track?

You will be required to keep track of your self-assessment process, the learning plan and your continuing competence activities in a portfolio. Once you start keeping these documents, you should save them for at least five years. It is important to remember that all of these documents are for your records. Please do not send them to the CRPNM unless you are asked to do so.