



Clinical Practice Portfolio for Master of Science Students (conditional) with a Non-Nursing Baccalaureate Degree

Name: _____ Stony Brook ID# _____

Master of Science Program: _____ GRADE: Pass Fail Resubmit

Clinical Practice Portfolio Documentation

Criteria	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS
The Portfolio MUST contain:			
<ul style="list-style-type: none"> ○ Current RN License /Registration ○ Copy of student malpractice insurance (declaration/certificate page) 	N/A	1 point (required)	N/A
Resume or Curriculum Vitae (CV)	N/A	1 point (required)	N/A
Professional/Personal Development (i.e., C.E., In-service.) Minimum of 3	More than three submitted 2 points	Three submitted 1 point	Less than three submitted 0 points
Evidence of at least one (1) community service activity within the last 2 years	More than one submitted 2 points	One submitted 1 point	None submitted 0 points
If Employed as an RN for more than 1 year:	Superior Rating (5)	Average Rating (3-4)	Poor Rating (1-2)
<ul style="list-style-type: none"> ○ Copy of most recent performance evaluation – Signed by supervisor ○ Baccalaureate Competencies Assessment Tool (attached) – signed by supervisor 	2 points	1 point	0 points
If Employed as an RN for less than 1 year:	Superior Rating (5)	Average Rating (3-4)	Poor Rating (1-2)
<ul style="list-style-type: none"> ○ Letter of Reference by Nursing Supervisor ○ Baccalaureate Competencies Assessment Tool (attached) – signed by supervisor 	2 points	1 point	0 points
The Portfolio MAY contain:			
Professional Memberships	1 point	N/A	N/A
Honors/awards/grants/research/publications	1 point	N/A	N/A
Professional activities, i.e. teaching, committee work	1 point	N/A	N/A

Office Use ONLY

Total Points: _____

Date Evaluated: _____

Signatures: _____

Key: Exceeds Expectations (pass) – 6 or more points
 Meets Expectations (pass) – 5 points
 Below Expectations (fail) – 4 or less points



Baccalaureate Competencies Assessment Tool

To be completed by student's current supervisor

Please Rate the Following:

Rating Scale

- 5-Strongly Recommended (accurate and comprehensive)
- 4-Highly Recommended (good and thorough)
- 3-Recommended (acceptable and mostly good)
- 2-Recommended with reservations (basic care, some issues exist)
- 1-Not recommended

Baccalaureate Program Outcomes	Rating Scale
Apply principles from the sciences, arts and humanities to patient-centered nursing practice.	
Use theories from nursing and related disciplines to guide research, policy and clinical nursing practice.	
Integrate best current evidence with clinical expertise in the delivery of safe, quality care to diverse individuals, families and communities.	
Apply knowledge and skills in leadership, quality improvement and patient safety to provide high quality health care.	
Use information management and patient care technologies in communication, mitigation of error, decision making and optimization of quality patient outcomes.	
Engage effectively within nursing and interprofessional teams to foster open communication, mutual respect, and shared decision.	
Demonstrate professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice.	
Incorporate cultural values and preferences in the delivery of care to individuals, families, communities and populations across the lifespan.	
Formulate the value of practice excellence, lifelong learning and professional engagement.	

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____

Student's Name (please print): _____

Student's Signature: _____ Date: _____

Please return signed document to student, to be included in the overall Portfolio submission

Master of Science Students (conditional) with a Non-Nursing Baccalaureate Degree

Master of Science students with a non-nursing baccalaureate degree are conditionally admitted to the Stony Brook University School of Nursing and are required to submit a Clinical Practice Portfolio. The Clinical Practice Portfolio is used to demonstrate baccalaureate level nursing competencies and is *required for full matriculation in the School of Nursing*.

Guidelines for Developing the Clinical Practice Portfolio

The following documentation must be assembled and included in the Portfolio submission:

1. Current RN License/Certificate of Registration
2. Copy of Student Malpractice Insurance (declaration/certificate page)
3. Resume or Curriculum Vitae (CV)
4. Proof of Professional/Personal Development – The student must provide evidence that he/she has completed at least three (3) profession-related continuing education offerings, in-services, conferences and/or other development activity within the last three years. This may include professional conferences attended. (Please note: BLS (required for admission to the program) **DOES NOT** fulfill the requirements for this category.)
5. Evidence of at least one Community Service Activity completed within the last two (2) years.
6. Copy of most recent Performance Evaluation from supervisor (if employed as an RN for more than 1 year); Letter of Reference by Supervisor (if employed as an RN for less than 1 year).
7. Baccalaureate Competencies Assessment Tool (completed by supervisor).

Although not required, the Clinical Practice Portfolio may also contain:

1. Professional memberships, honors, awards, and/or grants
2. Professional activities, i.e. teaching, committee work
3. Educational programs developed by the student
4. Published manuscripts
5. Any additional materials that provide an indication of the student's commitment to the nursing profession.

Master of Science (conditional) students who do not meet eligibility requirements for the Clinical Practice Portfolio will not be permitted to matriculate into the program.

IMPORTANT, PLEASE NOTE: All portfolios must be submitted in a professional manner to the Office of Student Affairs within three to six months of starting the Master of Science program. Portfolios must be presented as hard copy documents in binders with tabbed dividers notating each category of the criteria. Failure to do so may require that your portfolio be returned to you for resubmission. Students are required to retain copies of all submitted documents.

Students will be notified by email when their Clinical Practice Portfolio has been reviewed and will be available for pick up at the Office of Student Affairs. All Clinical Practice Portfolios must be picked up from the Office of Student Affairs within **four weeks** of this notification. **Due to space restraints, Clinical Practice Portfolios that are not picked up within four weeks of notification will be shredded.**

Clinical Practice Portfolio Evaluation:

The program director for the program to which the student has been conditionally admitted will evaluate Clinical Practice Portfolios. This evaluation will result in a grade of Pass/Fail, or a request to resubmit with revised or additional documentation. All Portfolio evaluations will be placed in the student's file in the School of Nursing. The student must earn a 'pass' grade on the Clinical Practice Portfolio to earn matriculation into the program of study.

Clinical Practice Portfolios may be submitted in person or mailed to:

Stony Brook University School of Nursing
Office of Student Affairs
HS-Level 2
Stony Brook, New York 11794-8240
Attention: Ms. Karen Allard

Cost: \$300.00

**Please make checks or money orders payable to "SUNY School of Nursing"
PAYMENTS ARE NON-REFUNABLE**