



Admissions and Academic Standards Subcommittee
Preliminary Clinical Practice Portfolio

GRADE: Pass Fail Resubmit

Student: _____ SBID: _____ Date Submitted: _____

Program: _____ Student Eligibility: Yes No (please circle one)

Please check one: RN to Bachelors _____ RN Bachelors to Masters _____

Preliminary Clinical Practice Portfolio Documentation

(STUDENTS PLEASE CHECK THAT DOCUMENTS LISTED BELOW ARE SUBMITTED.)

<u>Criteria</u>	Exceeds Expectations	Meets Expectations	Below Expectations
<u>The Portfolio MUST contain:</u>			
o Current "Student" RN License /Registration o Copy of student malpractice insurance (declaration/certificate page)	N/A	1 point (required)	N/A
Resume	N/A	1 point (required)	N/A
Professional/Personal Development (i.e., C.E., In-service.) Minimum of 3	More than (3) submitted 2 points	(3) submitted 1 point	Less than (3) submitted 0 points
<u>If Employed as an RN for over 1 year:</u>	Superior Rating 5	Average Rating 3-4	Poor Rating 1-2
o Copy of most recent performance evaluation – Signed by supervisor o Clinical Practice Portfolio Assessment Tool (attached) – signed by supervisor	2 points	1 point	0 points
<u>If Unemployed as an RN or employed as an RN for less than 1 year:</u>	Superior Rating 5	Average Rating 3-4	Poor Rating 1-2
o Copy of most recent academic clinical rotation evaluation – signed by Associate Degree faculty o Clinical Practice Portfolio Assessment Tool (attached) – signed by Associated Degree faculty	2 points	1 point	0 points
Detailed list of clinical experiences to date	Extensive experience 2 points	Limited experience 1 point (required minimum)	Additional information needed 0 points
Community Service (evidence of at least one activity within the last two years)	More than (1) submitted 2 points	(1) submitted 1 point (required minimum)	N/A
<u>The Portfolio MAY contain:</u>			
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) – 7 or more points
 Meets Expectations (pass) – 6 points
 Below Expectations (fail) – 5 or less points



Assessment Tool
Preliminary Clinical Practice Portfolio
RN to BS and RN to BS/MS Students Only

Supervisor or Associate Degree Faculty,

Please use the scale below to evaluate the nursing care provided by _____
Name

Rating Scale

- 5 – Strongly agree (accurate and comprehensive)
- 4 – Highly agree (good and thorough)
- 3 – Agree (acceptable and mostly good)
- 2 – Agree with reservations (basic care, some issues exist)
- 1- Do not agree

Associate Degree Nursing Curriculum Objectives	Rating Scale
Utilizes evidence-based practice to provide patient & family centered nursing care to diverse population	
Performs nursing interventions that assist patients in achieving their optimal state of health	
Communicates with patients, their significant others, and the interprofessional health care team members to promote, maintain and restore health	
Incorporates principles of health promotion and education to encourage positive health care behavior	
Manages nursing care and utilizes in-patient and community resources effectively to meet the needs of patients	
Promotes safety and optimal health care outcomes through the identification of quality improvement measures	
Demonstrates ethical conduct, cultural sensitivity and social responsibility	

Supervisor/Faculty Name (please print): _____

Supervisor/Faculty 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

RNBP Clinical Practice Portfolios

RN Baccalaureate students are required to submit a two-part Clinical Practice Portfolio. The first, called the **Preliminary Clinical Practice Portfolio**, must be submitted within four months of beginning the RN to Baccalaureate Program. The **HNC 479 Clinical Practice Portfolio**, which builds upon the information presented in the Preliminary Portfolio, is a course requirement for HNC 479, Transitions to Professional Practice. The purpose and guidelines for preparing both portfolios are provided below.

The Preliminary Portfolio

The Preliminary Clinical Practice Portfolio serves two purposes:

1. To provide insight into the professional practice and previous experience of the RN to Baccalaureate student. Required paperwork for the Preliminary Portfolio also indicates the capabilities of the student, as well as weaknesses that may need to be addressed in the Baccalaureate program.
2. To be evaluated for 28 Advanced Placement credits.

Guidelines for Developing the Preliminary Clinical Practice Portfolio

The following required paperwork must be included in the Preliminary Portfolio:

1. Professional Resume (with anticipated date of graduation from Stony Brook University included)
2. Current RN License/Certificate of Registration
3. Proof of RN student malpractice insurance (Declaration page or Certificate of Insurance)
4. Copy of most recent Performance Evaluation from supervisor (if employed for over one year).
Clinical Practice Portfolio Assessment Tool (completed by supervisor if employed)
5. Copy of most recent academic Clinical Performance Evaluation from Associate Degree faculty (if unemployed or without one or more years of RN work experience).
Clinical Practice Portfolio Assessment Tool (completed by Associate Degree faculty if unemployed and without RN work experience).
6. Proof of Professional/Personal Development – The student must provide evidence that he/she has completed at least three continuing education, in-service, or other profession-related courses within the last three years. This may include professional conferences attended. (Please note, BLS, which is required for admission to the program, **DOES NOT** fulfill the requirements for this category.)
7. Comprehensive Description of Clinical Experiences to date. This description should include dates, patient populations, and sites of clinical experiences. Registered Nurses who have been employed for one year or more should provide a detailed description of experiences gained during employment only. Unemployed students with no RN experience, or those employed for less than one year as an RN must include a detailed description of all clinical experience gained during their academic clinical rotations, as well as any employment experience as a Registered Nurse.
8. Evidence of at least one Community Service Activity completed within the last three years.

Although not required, the Preliminary Portfolio may also contain:

9. Professional memberships, honors, awards, and/or grants
10. Professional activities
11. Educational programs developed by the student.
12. Published manuscripts
13. Any additional materials that provide an indication of the student's commitment to the nursing profession.

Eligibility:

- Undergraduates – matriculated in Stony Brook University School of Nursing RN to Baccalaureate or Baccalaureate to Master's Program
- Undergraduates submitting a Preliminary Portfolio must have a current RN license.

RN Baccalaureate and RN Baccalaureate to Master's students who do not meet eligibility requirements for the Preliminary Portfolio will not be permitted to remain matriculated in the program.

IMPORTANT, PLEASE NOTE: All portfolios must be submitted in a professional manner to the Office of Student Affairs within four months of starting the RN to Baccalaureate program. Portfolios must be presented as hard copy documents in binders with tabbed dividers notating each 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, as many of these materials will be re-submitted in the HNC 479 Clinical Practice Portfolio. Students will be notified by email when their Preliminary Portfolio has been reviewed and available to be picked up at the Office of Student Affairs. All Preliminary Clinical Practice Portfolios must be picked up from the Office of Student Affairs within **four weeks** of this notification. **Due to space restraints, Preliminary Clinical Practice Portfolios that are not picked up within four weeks of notification will be shredded.**

Preliminary Clinical Practice Portfolio Evaluation:

A subcommittee of the Admissions and Academic Standards Committee will evaluate the Preliminary 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.

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

Stony Brook University School of Nursing
Office of Student Affairs
HSC-Level 2
Stony Brook, New York 11794-8240

Attention: Ms. Lisa Lent

Cost: \$300 We accept check or money orders made payable to "SUNY School of Nursing"