

## Midway College

### ASSOCIATE DEGREE NURSING PROGRAM LEADERSHIP PORTFOLIO TEMPLATE

A leadership portfolio is required for all Midway Students. The purpose of the portfolio is to demonstrate the student's development of leadership skills and potential. The Nursing Leadership Portfolio at Midway College is very similar to the clinical ladder that is utilized at many of the area hospitals to demonstrate a nurse's leadership ability. Therefore, students are encouraged to take their portfolio on job interviews.

The portfolio will be submitted during the student's final semester before graduation, as part of NSG 230. It is strongly recommended that students begin to establish the portfolio early in the first semester of study and add to the portfolio throughout their academic careers. Assistance with the portfolio should be sought through the student's academic advisor.

Portfolios are graded based on the following rubric for a pass/fail grade. Students must earn a total of **40 points** with at least **7 points** in each of the four sections. Points are awarded based on merit. The required documentation is listed under each item. The portfolio should be in a three-ring binder and clearly divided into the four sections with a blank copy of the rubric in the front. Students need to also complete and include a self-assessment of their portfolio using this evaluation rubric (form). While some content is required in each portfolio (a resume, for example), students are not expected to have an item for each example given, but a cumulative of 40 points (7 in each section). Required items are indicated by the (req).

#### ***1. Professional Leadership- 7 points minimum***

\_\_\_\_\_ **Total Points for this section**

\_\_\_\_\_ **2pts- Resume *(Req)***

Documentation: Typed resume. Must be in a professional format.

\_\_\_\_\_ **1pt- Philosophy of Nursing**

Documentation: Typed philosophy of nursing.

\_\_\_\_\_ **1pt (max 3pts)- Attendance at a KNA, KANS, KBN or other nursing organization meeting**

Documentation: Signed meeting agenda.

\_\_\_\_\_ **1pt for each 4 hrs (max 6pts)- Attending healthcare conferences**

Documentation: Signature of attendance by coordinator of conference or designated employee and a conference agenda.

\_\_\_\_\_ **1pt (max 2pts)- Attendance at a health fair**

Documentation: Date and brief description of the event. Signature of attendance by coordinator or volunteer.

\_\_\_\_\_ **Presenting a healthcare related topic (max of 6pts)**

\_\_\_\_\_ **2pts- Health fair oral or poster presentation**

Documentation: Signature of attendance by coordinator of event and include an abstract of the topic covered and the number of attendees.

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\_\_\_\_\_ **2pts- Employment-site oral or poster presentation**

Documentation: Signature of attendance by coordinator of event, an abstract of the topic covered and number of attendees.

\_\_\_\_\_ **4pts- State/National oral or poster presentation**

Documentation: Signature of attendance by coordinator of event and include abstract of topic covered and the number of attendees.

\_\_\_\_\_ **5pts- Podium presentation**

Documentation: Signature of attendance by coordinator of event and include abstract of the topic covered and the number of attendees.

\_\_\_\_\_ **1pt for each CEU (max 15pts)- Continuing education activities**

Documentation: Copy of CEU credit forms

\_\_\_\_\_ **0.5pt for each web based training (max 5pts)- Annual competency activities for health care job sites**

Documentation: Transcript with activities listed, dates completed, and your name.

\_\_\_\_\_ **1pt for 24 hrs of orientation (max 3pts)- Orienting of a new employee in a healthcare related field while within the program**

Documentation: Signed statement from unit manager.

\_\_\_\_\_ **5pts- Holding a national or state office while in the program**

Documentation: Signed letter from the president of the organization that states the position and length of the term.

\_\_\_\_\_ **5pts- Publication in a healthcare related field while in the program**

Documentation: Copy of the publication.

\_\_\_\_\_ **5pts- Recipient of award at regional, state, or national level while in the program**

Documentation: Copy of award certificate.

\_\_\_\_\_ **5pts- Obtaining certification or another degree, while in program (excludes BLS)**

Documentation: Copy of certification of degree certificate.

\_\_\_\_\_ **3pts- Obtaining/maintaining certification or seeking another degree, while in program (excludes BLS)**

Documentation: Copy of transcripts stating proposed minor and/or copy of certification.

\_\_\_\_\_ **1pt per semester awarded- Awarded a Competitive Scholarship**

Documentation: Description of requirements for the scholarship to show how it was competitive and signature or verification from a representative from the financial aid office, business office, or the institution awarding the scholarship.

\_\_\_\_\_ **5pts - Complete Summer Internship program at an area hospital such as SNAP (UK) and SPICEE (CB)**

Documentation: Certificate of program completion.

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**2. Community Leadership- 7 points minimum**

\_\_\_\_\_ **Total Points for this section**

\_\_\_\_\_ **5pts per project- Coordinated a community service project while in the program**

Documentation: Signed statement from the beneficiary of the project and date of the project.

\_\_\_\_\_ **4pts per project- Participated in coordination of a community service project while in the program**

Documentation: Date of the event, the amount of hours contributed, and signed statement from the co-coordinator of the project.

\_\_\_\_\_ **4pts per office- Offices held in community organizations while in the program**

Documentation: Signed statement from the president of the organization detailing the length of office.

\_\_\_\_\_ **1pt per 2hrs of service (max 15pts)- Community service participated while in the program**

Documentation: Signed community service statement.

\_\_\_\_\_ **1pt per 1hr attended (max 4pts)- Attending a community support group meeting**

Documentation: Completed support group form.

**3. College Leadership- 7 points minimum**

\_\_\_\_\_ **Total Points for this section**

\_\_\_\_\_ **1pt (max 6pts)- Attendance at a college wide event**

Documentation: Date of the event and signed statement from an event member.

\_\_\_\_\_ **2pts (max 5pts)- College projects participated**

Documentation: Signed statement from the project coordinator detailing the student's contribution to the project.

\_\_\_\_\_ **3pts (max 6pts)- Coordination of college-wide projects**

Documentation: Signed statement from the beneficiary of the project.

\_\_\_\_\_ **1pt (max 3pts)- Membership in clubs or student government**

Documentation: Signed statement from the president of the organization.

\_\_\_\_\_ **4pts- Member of a college athletic team**

Documentation: Signed statement from the coach of the team.

\_\_\_\_\_ **5pts- Office held in college clubs, athletics (team captain) or student government, outside program**

Documentation: Signed statement from the coach or president of the team or organization.

\_\_\_\_\_ **1pt (max 4pts)- Attendance at a local, state, or national political forum, where a health care topic is on the agenda**

Documentation: Signature of attendance from a board member.

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- \_\_\_\_\_ **1pt per 2hrs (max 8 pts per semester)- College tutor, outside nursing program** (i.e. science, math, English, etc.)  
Documentation: Signature of the number hours completed by the coordinator of the tutoring program.
- \_\_\_\_\_ **1pt for each semester- Serving as a Resident Assistant**  
Documentation: Signature of the Resident Hall Director
- \_\_\_\_\_ **1pt per event (max 2pts)- Speaker at a recruiting event for the college and/or program**  
Documentation: Signature from faculty or event coordinator
- \_\_\_\_\_ **1pt for each semester- Dean's List, Who's Who or other College Wide Achievement**  
Documentation: Proof of the Award or achievement
- \_\_\_\_\_ **1pt per 2hrs of service (max 15pts)- Service to Midway College participated in while in the program**  
Documentation: Signed community service statement.
- \_\_\_\_\_ **1pt (max of 3pts)- Attendance at a Midway College Alumni Board meeting**  
Documentation: Signed meeting agenda.

### 4. Program leadership- 7 points minimum

#### \_\_\_\_\_ **Total Points for this section**

Documentation for the presentations listed below: Signed statement from the instructor or faculty including the topic presented and attendance list.

#### **Poster or Oral Presentation**

- \_\_\_\_\_ **1pt (max 4pts)- Clinical Group**
- \_\_\_\_\_ **1pt (max 4pts)- Classroom Group**
- \_\_\_\_\_ **2 pts (max 4pts)- Classroom Group Outside of Current Level**
- \_\_\_\_\_ **3pts (max 6pts)- Presentation to Faculty**
- \_\_\_\_\_ **4pts Presentation at College-wide Event**
- \_\_\_\_\_ **2pts (max 6pts)- Patient Teaching Exemplar**  
Documentation: Typed exemplar that must be approved by course faculty.
- \_\_\_\_\_ **2pts (max 6pts)- Patient Clinical Exemplar**  
Documentation: Typed exemplar that must be approved by course faculty.
- \_\_\_\_\_ **1pt- Two care plans that show clinical growth (Req)**  
Documentation: Typed care plans without evaluation forms.
- \_\_\_\_\_ **5pts- Office held in MANS**  
Documentation: Signed statement from the MANS president or faculty advisor.
- \_\_\_\_\_ **1pt per year- Participation in MANS**  
Documentation: Signed statement from the MANS president.  
Participation includes attending at least 2 meetings/programs per year.

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\_\_\_\_\_ **1pt per 2 hours (max 8pts per semester)- Mentoring Program in MANS**

Documentation: Signature of participation from the MANS president and mentee including the list of activities performed.

\_\_\_\_\_ **1pt per student for 1 hr (max 4pts)- Mentoring in Lab**

Documentation: Signature of attendance and number of hours from the lab instructor

\_\_\_\_\_ **5pts- Program Awards**

Documentation: Copy of the certificate.

\_\_\_\_\_ **1pt (max 5pts)- Recognition for outstanding performance**

Documentation: Copy of the document.

\_\_\_\_\_ **1pt per 2 hours (max 8pts per semester)- Peer nursing tutor**

Documentation: Signature of attendance and number of hours from the coordinator of the tutoring program.

\_\_\_\_\_ **2pts per semester- Serving as the classroom or clinical representative**

Documentation: Signature from coordinator of the course

\_\_\_\_\_ **1pt- 6<sup>th</sup> ed. APA Assignment**

Documentation: A completely correct 6<sup>th</sup> ed. APA reference page with at least 5 references with one book and one journal article listed.

Total Points Earned \_\_\_\_\_