This course supports the assessment for Leadership and Professional Image. The course covers 5 competencies and represents 2 competency units.

Introduction

Overview
Nursing is a practice discipline that includes direct and indirect care activities that affect health outcomes. As a baccalaureate nursing student, you are developing new competencies in leadership, and in order to achieve mastery, you must apply those competencies to live practice experiences and situations.

This course includes two topics:
The Leadership Learning Experience (LLE) which is an application of your academic learning to a project in the work environment and the Professional Portfolio. The LLE is designed to help you apply and document your experience as a baccalaureate prepared nurse. The Professional Portfolio, which is a collection of artifacts from your coursework as well as a resume and personal statement to help you market yourself and your strengths. The portfolio is designed to help you apply and document your experience as a baccalaureate prepared nurse.

The Professional Portfolio, is a collection of your WGU artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) as well as a resume and personal statement to help you market yourself and your strengths. The portfolio is designed to help you apply and document your experiences as a baccalaureate prepared nursing student and showcase what you have learned and how you have grown in your understanding.

This course provides guidance to help you demonstrate 5 competencies:

- **Competency 726.10.2: Manager of the Healing Environment**
  The graduate responds to unpredictable situations and events common in the healthcare environment with appropriate flexibility and creativity.

- **Competency 726.10.3: The Nurse as Scientist**
  The graduate correctly interprets and applies scientific evidence when planning and providing safe, quality and culturally sensitive care for patients and families.

- **Competency 726.10.4: The Nurse as Detective**
  The graduate detects subtle changes and deviations from expected health patterns while managing the care of patients.

- **Competency 740.2.8: Interprofessional Practices**
  The graduate analyzes the impact of new and diverse advanced nursing and care provider roles on interprofessional practice.

- **Competency 982.1.1: Program Portfolio**
  The graduate exhibits artifacts that both demonstrate the graduate's competency across all program areas as well as provide evidence of professional growth.

Nursing Dispositions Statement
Please review the [Statement of Nursing Dispositions](#).
Leadership Experience Student Project
You will complete the following student project in Taskstream:

- JLP1: Leadership Experience

Navigate to the "Assessment" tab in this course for details about the student project.

Preparing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Learning Resources
The learning resources listed in this section are required to complete the activities in this course. WGU has provided automatic access to most of the learning resources needed throughout the course. You may, however, also need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

Automatically Enrolled Learning Resources

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

VitalSource E-Texts
The following textbooks are available to you as an e-text within this course. You will be directly linked to the specific readings required within the activities that follow.


Note: These e-texts are available to you as part of your program tuition and fees, but you may purchase hard copies at your own expense through a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition.

Portfolio Learning Resources
The student project in Professional Portfolio does not require the use of specific learning resources. However, you are encouraged to review the other courses of study in your program and review the learning resources utilized in those courses in order to support the work you will complete on the portfolio.

As you follow through the activities of this course, you will need to access and utilize Taskstream Portfolio Builder in order to submit your portfolio project for grading. The Portfolio was already created during your Professional Roles and Values Course and will be accessed
and completed now. You can access Portfolio Builder online at Taskstream.

**Additional Preparation**

**WGU Career and Professional Development Services** WGU provides several resources to help you transition from student life to work life. The resume writing services will be particularly useful as part of assembling your Professional Portfolio. This site, in combination with the WGU writing center, will help make your Portfolio showcase you at your best. See the resources available at career services.

**Cohorts**
Review cohort workshop events and information related to this course under the Explore Cohort Offering in the Study Plan.

**Pacing Guide**
The pacing guide suggests a block of learning structure to pace your completion of learning activities. Many students complete a block of learning in roughly a week (between 5-10 hours) but feel free to adapt and modify to meet your needs. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

**Block 1: Preliminary Activities**

- Overview of Leadership Learning Experience (LLE)
- Elements of the Project
- Choosing your Subject
- Background Research
- Proposing a Solution

**Block 2: Leadership Learning Experience**

- Key Stakeholders
- Implementation Plan
- Evaluation Plan
- Cost Benefit Analysis
- Professional Roles Reflection
- Professional Verification
- Polishing the Finished Project
- Complete and Submit

**Block 3: Preparing for Success**

- Review the COS and review the “Creating Student Portfolios” video
- Compile these required documents:
  - IHI Certificate (from your C489 task submission)
  - AMNH certificate (from personally saved files)
  - Professional References
Updated Resume

Block 4: Reflecting and Compiling

- Create and attach resume
- Write the professional summary
- Write the reflection documents for the four areas of professional nursing practice, reflecting on the BSN course work.
- Identify previous BSN documents work to include
- Upload all documents to portfolio

Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.

Block 1: Preliminary Activities

The activities in this section will guide you through the preliminary preparations for your Leadership and Professional Image projects.

Leadership Learning Experience

This Leadership Learning Experience (LLE) is designed to help you apply your competencies in a real world situation. You will choose a clinical focus (e.g., practice, policy, education, population) within which to apply your leadership and problem-solving skills. The experience requires engagement with other people within the setting to complete the LLE.

This project requires you to focus on a real-life solution for a problem that you recognize. Choose a topic that is timely, manageable, and realistic to the current healthcare environment. An external resource person (manager, clinical leader, clinical educator, policy expert, or population expert) must confirm the relevance of the selected project and your engagement in the setting as part of project completion. You should think how you, as a nurse, function in the following roles: detective, scientist, and manager of the healing environment.

Elements of the LLE Project

The documentation of your LLE is a project that will be included in your professional portfolio. This project should show you at your best and demonstrate your leadership competence. The project will include the following steps:

- Identify the problem or issue that you want to address.
- Research what is already known about this issue.
- Develop a written proposal of a solution.
- Enhance your proposal with resources, consideration of stakeholders, an implementation plan, an evaluation plan, etc.
- Personal reflection about the project.
- Verification from a resource person (leader).
- Assemble and refine all project components.
- Submit the full project.
The following activities in this topic will help guide you to accomplish each of these steps. Your submission may be in any format you choose (e.g., report, multimedia presentation).

Important note: HIPAA regulations and privacy requirements at your practice location mandate that any information that would be considered confidential, proprietary, or personal in nature should not be included in your project. Do not include the actual names of people, stakeholders, or other personally identifiable information, including professional functions or positions. Fictional names should be used. Any agency-specific data, including financial information, should not be included but should be addressed in a general fashion as appropriate.

Choosing Your Subject

You will develop a project within a practice setting that allows you to demonstrate and grow leadership skills.

Identify a problem area in a practice setting that aligns with organizational priorities that you specifically want to address. Your project will fall into one of the following broad areas:

Practice
Participating in or implementing actions within your practice environment. These have a specific, patient-centered care focus, i.e., changing practice, challenging status quo, process of policy development.

For example:

- hospital organizational procedures
- evidence based practices (EBP)
- quality indicators (QI)
- meeting Joint Commission standards
- evaluating outcomes
- ethics
- root cause analyses
- Six Sigma teams

Policy
Developing, explaining, or acting on policies that emanate from legislative, regulatory, and professional practice. This sphere has high visibility and high impact across a wide area.

For example:

- rule development
- high-level professional nursing organizations
- legislation or testimony related to a nursing practice
- regulations from state boards
- the process of policy development

Population
Recognizing effects and recommending processes that affect a specific population.

For example, process or policy development to address:

- a disaster response plan
- epidemic (e.g., pertussis, West Nile)
- a particular patient demographic (e.g., infant PKU screening, children with diabetes, teen pregnancy, elderly nutrition gaps)

*Education*

Creating educational outreach or products.

For example:

- poster presentation
- grand rounds
- process or policy development
- patient education
- peer education
- continuing education and professional development
- Benner’s recommendations regarding nursing education

You’ll need to decide on the limits of your project since you can’t solve all of the world’s problems at once.

Read through the following case study focused in the policy area to see how the process of choosing a subject might work. This example shows how to think through the whole process, although for now, you will only need to identify your problem situation.

- **Case Study Example: Choosing a Subject**

This example shows how to think through the whole process of choosing a subject. The situation could be approached with a policy, practice, population, or education solution. The student in this example has chosen to focus on developing policy, although he/she could have selected any of the other three areas also. Regardless of whether the choice is policy, practice, population, or education, the questions asked in the case study serve to help the student decide if it is feasible to develop a proposal to address the situation.

Now, identify a problem or issue that you seek to solve. You may need to meet with your organizational resource person to help choose a current problem or issue, as he/she will need to attest to the importance of your topic to the organization on the Professional Verification Form (located in the Professional Verification Form section below). Write out a mind map to show relationships and the extent of the problem you will investigate as you choose your project topic. You might include:

- What is the topic you choose?
• Why is it important to you, to nursing etc.?
• What is the ultimate goal your hope to accomplish?
• Why is this relevant?

Background Research

Do some serious research about the problem you’ve selected. Find and document evidence answering the following questions:

• Why is this issue important, timely, and relevant to your current situation?
• Are there articles in professional journals about this topic?
• Are there recommendations from professional organizations about this topic?

Write up your background research as a part of your project submission.

• Discuss your investigation of the problem or issue. Describe the sources of information within your organization that you investigated and provide evidence from these sources to substantiate the problem or issue (e.g. organizational assessment, national source documents, evidence from a stakeholder).
• Analyze the state of the situation using current data. Analyze those things that might be contributing to the problem or issue.
• Be sure to include all in-text citations and references in APA format.
  • The submission MUST include APA formatted in-text citations with a corresponding reference list for any direct quotes or paraphrasing when using sources to support ideas and elements in a paper or project. It is not necessary to list sources that were consulted if they have not been quoted or paraphrased in the text of the paper or project. Use of “personal communications” sources require specific rules. Consult APA resources for these.
  • No more than a combined total of 30% of a submission can be directly quoted or closely paraphrased from outside sources, even if cited correctly. Please refer to the APA Handout web link included in the APA Guidelines section for tips on using APA style.

Proposing a Solution

You will now propose a realistic and measurable solution or innovation for the problem or issue. You will need to:

• justify your proposed solution or innovation based on the results of your research investigation and analysis
• include a basic plan of how to implement your solution in your environment
• consider the proposed solution from the viewpoint of the manager of the healing environment
• consider the expected impacts of your proposed solution as well as possible unanticipated consequences

Work through the following case study to see what questions can be asked to help formulate a solution. In this example the student chose a Practice change solution to the situation, although
he/she could have selected any of the other three areas also. The questions asked in the case study serve to help the student decide how to formulate the solution regardless of whether the choice is policy, practice, population, or education.

- **Case Study Example: Formulating a Solution**

Write up your proposed plan not only as a part of your project submission but also for review by a leader in your organization. Further activities within this course will help with some specific details that will need to be included.

**Block 2: Leadership Learning Experience**

The following activities should be completed during your second block in the course.

**Leadership Learning Experience**

You should be ready to upload Task 1 to Taskstream by the end of block 2. The activities in this section will aid you in that process.

**Details of Your Solution**

Any implementation of a project will require resources. Think broadly about resources in all of the following areas.

**Time**

- to develop the project
- to instruct others in the changes to their workflow
- to get staff up to speed using the new function

**Materials**

- for the project itself
- to communicate the changes to others
- that may be unused or wasted from current practices

**Personnel**

- for changes in their work environment
- who actively oppose your implementation
- for more staff
- for reduced staff
- for those no longer needed

**Money**

- for materials as noted above
- for additional staff training and lost time for them at work
- to pay more/less highly educated staff
Key Stakeholders

The term “stakeholders” refers to those who have a stake in the success of your proposal or who have the ability to influence its outcome. Identify key stakeholders and/or appropriate partners that are important for the implementation of your solution or innovation.

- Discuss why each key stakeholder and/or appropriate partner is important for the implementation of the solution or innovation.
- Summarize your engagement with each key stakeholder and/or appropriate partners, including the input and feedback you received.
- Discuss how you intend to work with each of those key stakeholders and/or appropriate partners in order to achieve success.

Implementation Plan

Write a clear plan of how your proposed solution or innovation would be implemented. Use the plan to answer the following:

- Who will need to give authorization to implement the proposal?
- Who will be needed to train others or actually do the implementation?
- Who will need to be trained in the new practices?
- How will you communicate with all these people?
- How will you communicate with those who will be impacted even if they don’t participate (e.g., patients)?
- What is the timeline for each step of your implementation plan based on your proposal?
- What are the criteria to judge success of the proposal?

Evaluation Plan

Evaluation of a project must be included in the original plan. That evaluation includes both how you will gather data about the impact and outcomes of the project and the criteria for success. Work through the following case study to see an example of what to include in your evaluation plan.

- Case Study Example: Evaluation Plan

The student in this example chose an education solution to the problem of implementing SBAR communication. Regardless of whether the solution is policy, practice, population, or education, the evaluation plan includes at least one measurable criterion for success and a description of how it will be obtained.

You should now put this information together with the project you have chosen. Begin to lay out the process to plan your solution and the implementation of the solution. Be sure that your written plan is clear and covers the project in detail. Your project should include everything that would be required to actually implement this solution, although you may not have authority in your current practice.

Cost Benefit Analysis
Include a cost benefit analysis of your proposed solution or innovation. For more detailed instructions on providing details of your solution, including a cost benefit analysis and money matters, review the following chapters in the e-texts indicated:

- Schmidt and Brown: chapter 15 (“Transitioning Evidence into Practice”)
- Melnyk and Fineout-Overholt: chapter 9 (“Implementing Evidence in Clinical Settings”)
- Cost-Benefit Analysis

Include a specific section or table in your project to discuss the resources needed for your project.

**Professional Roles Reflection**

Review the following document:

- **Nursing Conceptual Model**

Examine the definitions of the three professional nursing roles. Explain how you fulfilled the following roles during your process of investigation and proposal development:

- scientist
- detective
- manager of the healing environment

Your reflection needs to cover:

- What (What was the problem?)
- How (How did you investigate the problem?)
- When (How long did you investigate the problem?)
- Why (Why was the problem of interest to you, your facility, or healthcare community?)
- Who (Who were your team members and why?)

Your reflection may also include:

- What responses did you get from others related to your topic?
- Who did you seek feedback from? (Name, title, role)
- Why did you seek feedback from this person?
- Did any of the feedback you received surprise you? Why?
- Rubric (all elements are addressed and information is consistent).

Read the following case study of a student’s reflection on a project in the population area: [Case Study Example: Professional Roles Reflection](#)

This example illustrates how the student reflected on a project related to a specific patient population. Regardless of whether your proposal focused on policy, practice, population, or education, the reflection must include how the student fulfilled each of the three professional roles as he/she developed the proposal for a solution.
Professional Verification

Ask the organizational leader who advised you for your leadership experience to give a brief evaluation of your project and involvement.

Give him/her the attached “Professional Verification Form” to complete. Submit the signed form as part of your Taskstream student project.

- **Professional Verification Form**

Polishing the Finished Project

Now you should put together all of the documents or artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) that you created in all of your previous activities. You likely will need to do some editing to make each of these components feel like they belong together in one project. Evaluate the whole collection using these guiding questions:

- Do all components read well as a collection?
- Do the ideas flow from one to the other?
- Does the collection communicate a cohesive idea?
- Do the components fully document your leadership learning experience?
- If you have used in-text citations or references, are they written in APA format?
  - When using sources to support ideas and elements in a paper or project, the submission MUST include APA formatted in-text citations with a corresponding reference list for any direct quotes or paraphrasing. It is not necessary to list sources that were consulted if they have not been quoted or paraphrased in the text of the paper or project. Citations of “personal communications” - for example, personal interviews, require specific APA rules - see APA resources for guidance.
  - No more than a combined total of 30% of a submission can be directly quoted or closely paraphrased from outside sources, even if cited correctly. Please refer to the APA Handout web link included in the APA Guidelines section for tips on using APA style. Use of the first person is acceptable for reflective writing assignments. Consult APA resources for writing style guidelines.
- Are you satisfied that this project is ready to be evaluated? Will you be proud to include it as a part of your professional portfolio?

Complete and Submit Task 1

Use the Taskstream Directions and read each rubric criterion to ensure the project is complete.

- Submit JLP1 Task 1 Leadership Learning Experience to Taskstream.

Blocks 3-4: Professional Portfolio

The following activities should be completed during blocks 3-4 in the course.

Preliminary Activities
The activities in this section will guide you through the preliminary preparations for your Leadership and Professional Image projects.

**IHI and AMNH Certificates**

Obtain the certificates of completion for the Institute of Health (IHI) Open School Course and from the American Museum of Natural History (AMNH) course “Genetics, Genethics, and Genomics” for the Portfolio.

**Need Help Getting a Copy of your AMNH or IHI certificates of completion?**

- Information on how to access your AMNH “Genetics, Genethics, and Genomics” Certificate of Completion
- Information on how to access your IHI Certificate of Completion

**Nursing Professional Portfolio**

A professional portfolio will showcase your knowledge and skills to prospective employers and will increase your marketability as a baccalaureate-prepared nurse.

McCready (2007) defines a professional portfolio as: “...a visual representation of the individual, their experience, strengths, abilities and skills” (p. 144). The portfolio reflects the unique professional biography of that professional. While part of a portfolio may be a repository for certificates, transcripts, job descriptions, and resume or curriculum vitae, it should also provide evidence of the individual’s personal and professional development.

Many portfolios may be traditional paper-based files or folders containing printed documents, but the use of electronic software packages for developing electronic or ‘e-portfolios’ is increasing. These reduce the volume of paperwork generated and allow for flexible access. Casey and Egan (2010) maintain that an important advantage of e-portfolios is the ability to capture real-time information, activities and learning, thus allowing the portfolio to become “a dynamic vehicle to enable one’s future career and development planning” (p. 547).

Professional portfolios may be required by current employers, prospective employers, certification bodies, scholarship committees, or applications to higher academic programs as evidence of your abilities as a baccalaureate-prepared nurse. The portfolio helps you, as a nurse, to focus on the concepts, strengths, and clinical reasoning abilities that define your professional nursing practice. Throughout your time at WGU, you have developed skills and knowledge that support your practice as that of a baccalaureate-prepared nurse. To understand the value of your portfolio, read The Use of Professional Portfolios and Profiles for Career Enhancement.

The following activities will guide you through assembling the items you will be showcasing in this electronic professional portfolio. Artifacts are coursework examples (a paper/work that the student created/wrote themselves in previous WGU courses) as well as abstracts, or reflective writing, about that work. Each one is an artifact from your coursework throughout your WGU studies. You should organize your portfolio around the following themes: Quality and Safety, Evidence-Based Practice, Applied Leadership, Community and Population Health.
This course is here to polish, curate and reflect on your work and ready those pieces for professional presentation. As we go through each section, remember to take time with your reflections to truly represent your best efforts and understanding. Below is the overview of the template with each section laid out for what you need to include. The remainder of the course is designed to provide greater clarity as you complete each of these elements for the portfolio. Ensure you read all the prompts to support these portions prior to beginning your writing:

Portfolio Framework

- Professional Mission Statement
- Professional Summary (Suggested 3-4 pages in length)

(The format section below would be replicated for each of the four nursing areas required: Quality and Safety, Evidence-Based Practice, Applied Leadership, Community and Population Health)

- Nursing Area of Practice: (e.g. Quality and Safety)
- Personal Definition: (One paragraph definition for the meaning of the category)
- How did this program assist you in developing your personal definition? (One page

References:


This course is designed to help you complete your student project task of building a professional portfolio. Follow the steps and suggestions provided to ensure that your portfolio is a complete and well-developed reflection of your studies as a nurse.

Overview

Your Professional Portfolio is a collection of your best work. The documents and artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) verify the knowledge, skills, and competencies you’ve demonstrated in your work at WGU. The portfolio will be arranged to include artifacts from these four areas of professional nursing practice:

- Quality and Safety
- Evidence-Based Practice
- Applied Leadership
- Community and Population Health

The following activities will guide you through each of these items and help you format the portfolio to show you at your best. You will be using the same portfolio that you created in Taskstream during your Professional Roles and Values Course and adding to it with coursework you completed throughout your program.

This course is here to polish, curate and reflect on your work and ready those pieces for professional presentation. As we go through each section, remember to take time with your reflections to truly represent your best efforts and understanding. Below is the overview of the template with each section laid out for what you need to include. The remainder of the course is designed to provide greater clarity as you complete each of these elements for the portfolio. Ensure you read all the prompts to support these portions prior to beginning your writing:

Portfolio Framework

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- Professional Summary (Suggested 3-4 pages in length)

(The format section below would be replicated for each of the four nursing areas required: Quality and Safety, Evidence-Based Practice, Applied Leadership, Community and Population Health)

- Nursing Area of Practice: (e.g. Quality and Safety)
- Personal Definition: (One paragraph definition for the meaning of the category)
- How did this program assist you in developing your personal definition? (One page

References:

minimum reflection, prompts below)

- Artifacts/completed projects previously submitted in WGU courses in of support your definition throughout your program: (Identified here; Attachments as required to be included in the appendix)
- How do these artifacts/completed projects support your definition? (Brief sentence or two as to what the attachments are evidencing)

Beyond the four nursing area sections above, additional documents to be included in documentation for the portfolio:

- Resume
- Professional References (one stellar letter of recommendation from a clinical supervisor, etc., Professional Reference Questionnaire, or list of four references)
- IHI Certificate of Completion (with a brief description of importance of the IHI course to your future role as a professional nurse)
- AMNH Certificate of Completion (with a brief description of the importance of the AMNH course to your future role as a professional nurse)

Appendix

- Documents used as evidentiary support

Please note that the additional documents to be included are not optional, but where you choose to include them in the portfolio is left to your discretion as you feel best will evidence your preparation and presentation of skills.

- How to Unlock, Revise and Resubmit Your Professional Portfolio

Putting it Together

Now we will explain all the components of the portfolio in greater depth. Ensure that you have all the parts included and explained before moving forward with submitting. For help with using Taskstream to organize, attach coursework and structure your Portfolio, please refer to the following help video: Creating Student Portfolios

Note: To download this video, right-click the following link and choose "Save as...": [download video]

Professional Mission Statement

This mission statement should be roughly one paragraph in length and represent your career goals and aspirations moving forward with your career. Consider where you would like to focus your time and energies within the profession and explain why and how you intend to get there.

Professional Summary

Your professional summary should do the following. The suggested length is 3-4 pages.
• Explain how specific artifacts/completed work previously submitted in WGU courses in your portfolio represents you as a learner and a healthcare professional. Artifacts are your examples of past work and abstracts (summary) of reflective writing that describe your experiences throughout the nursing program.
• Discuss how specific artifacts in your portfolio represent your professional strengths.
• Discuss any challenges you encountered during the progression of your program, if applicable.
• Explain how you overcame these challenges, if applicable.
• Explain how your coursework helped you meet each of the nine program outcomes. (Note: the assessment rubric for the portfolio will be looking at all nine program outcomes to be represented in your portfolio)
• See the Nursing Conceptual Model.
• Analyze how you fulfilled the following roles during your program: (See the Nursing Conceptual Model)
  • scientist
  • detective
  • manager of the healing environment
• Discuss what differences you see in yourself since the beginning of your program in terms of professional growth (e.g., communication, time management, clinical reasoning, leadership, sound judgment).

The Professional Summary will be the most comprehensive and specific view of you as a prospective nurse. Write this carefully and rewrite as often as necessary. Have others that know you well review and comment on it. Use the resources of the WGU Writing Center for assistance. Or, for an appointment, please e-mail writingcenter@wgu.edu.

Personal Definitions

Under each nursing category you have been asked to complete a personal definition of the category. These should have been completed in your Professional Roles and Values course work and should be currently in your professional portfolio. At this time the task is to review those definitions and refine them based on your current understandings. These definitions should be no greater than a paragraph for each category but still be a precise statement about the meaning and significance to your professional life and practice.

Program Reflection Prompts

In this section, we will provide a few thoughts to help you as you reflect on how the program assisted you in your professional development. Bear in mind that as these prompts are provided to assist in your reflection process, you are responsible to ensure that the reflection connects both to your personal definition and the artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) you attach to support your presentation of concept.

Quality and Safety

Quality and Safety are the prime guidelines of nursing. Quality and safety standards and practices may change as knowledge grows. Consider the importance of the IHI certificate on quality and patient safety and how you might use it in your future professional role.
Write a one-page reflection on your understanding of quality and safety considering the following:

- Discuss how the program assisted you in developing your current professional definition of quality and safety.
- Identify the artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) in your portfolio that support your definition - The artifacts should be attached within the portfolio.
- Explain how the artifacts you identified support your definition.
- Discuss the importance of the Institute for Healthcare Improvement (IHI) certificate for your future role as a professional nurse. – This certificate should also be attached within the portfolio.

**Evidence-Based Practice**

95% of employers' rate WGU nursing graduates as very good or excellent in “evidence-based practice.” Your portfolio needs to show that you are aware of and employ the most up-to-date standards.

Write a one-page reflection on your understanding of evidence based practice considering the following:

Discuss how you are able to evaluate current primary research and apply the concepts to your nursing practice. Include the following three points in your discussion:

- relevancy and believability of data
- differences between quality improvement and research (places and uses of each)
- differences between primary and secondary research and resources and the implications of each in clinical practice.

**Community and Population Health**

Evidence of your competence in community and population health shows that you can apply your skills outside of a typical inpatient setting.

Write a one-page reflection on your understanding of Community and Population Health considering the following:

- Summarize what you learned about your community during your Community Health nursing Courses.
- Discuss how what you learned led to your community diagnosis.
- Discuss how your focus may have changed after starting your field experience from the beginning of the diagnosis.

**Applied Leadership**
Evidence of leadership activities can make you stand out from the crowd when you apply for a new job, a promotion, or graduate school.

- Write a reflection of your Leadership Learning Experience (suggested length: 1 page) in which you discuss the importance of professional collaboration for effective nursing leadership.
- Also include a reflection of your Professional Roles and Values course (suggested length 1 page). Consider how your professional mission statement will help guide you throughout your nursing career.

Artifacts and Support Statements

While the artifacts (a paper/work that the student created/wrote themselves in previous WGU courses) will be included in the appendix, list the names of the artifacts to be included here and where it is located so the reviewer can quickly identify all the evidence you are providing. Each of the four sections will include these statements.

Also, provide a short 1-3 sentence statement to explain what the artifact is and why you feel it is a document that supports your personal definition of the area of professional nursing (e.g. quality and safety), as well as your skill. These are intended as simple explanations to indicate to a reviewer your understanding of why this document was significant enough to be included as your best work to demonstrate your skills and competencies.

Appendix

In this section you will include all the documents, prior assignments, and additional items that you feel are examples of your best work to support your mastery of each of the given sections above. Include more complete documentation of one or more of your competencies to demonstrate your excellent work. Be selective to show only your best work. Before you submit this information, make sure that you have received a passing score on each of the individual elements. You may also want to include a copy of the grading rubric for that item.

You will need to include the following materials in your appendix:

- The attached Nursing Conceptual Model
- A link to the current IHI Course Catalog

Additional Documents

These are a few useful ideas in composing the additional required documents in your portfolio. Ensure that each of these additional documents, such as the resume, is up to date and the best prospective introduction to you as a potential employee. These additional documents may be included anywhere you feel they are most appropriate within your portfolio, but must be included in your portfolio and referred to as appropriate. This includes the IHI and AMNH certificates that you must attach with a brief supporting statement of the importance of those courses to your future role as a professional nurse.

Resume

A resume is a marketing tool designed to motivate a prospective employer to interview you.
Check out the following resources for guidance on creating a resume that will represent you in the best way possible.

- Purdue Online Writing Lab: Resumes and Vitas
- Purdue Online Writing Lab: Cover Letters

**Professional References**

You will need to include professional references with your portfolio. There are three ways you can choose to do that: The professional reference questionnaire, a full letter of recommendation, or a list of professional references attached. Regardless of what you elect to do, ensure that those recommending you will provide honest feedback and recommendation. The questionnaire, letter of recommendation or list should be completed by or include a manager, peer, or colleague who has worked with you closely enough to be able to speak closely about your skills and abilities.

If you choose, include a completed copy of the attached Professional Reference Questionnaire. The questionnaire is similar to reference forms used by many employers.

If you choose a full letter of recommendation would include the recommender’s position, contact information, relationship, and length of association before presenting honest and candid feedback on your skills and abilities.

If you choose a list of professional references you need to ensure four professional contacts are listed with their title, address, phone, email, hours of contact if required, and the nature of your relationship (i.e. manager, peer, colleague, educator, etc.).

**Final Steps**

Congratulations on completing the activities in this course! This course has prepared you to complete the assessment associated with this course.

- How to Submit Published Portfolio to Taskstream

As you move forward through your career, feel free to utilize the resources WGU has available for you specific to nursing.