Before You Start Your CNIII Portfolio

Your portfolio should be prepared in the following order:

<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurse as Practitioner</td>
<td>30</td>
</tr>
<tr>
<td>Nurse as Transferor of Knowledge</td>
<td>30</td>
</tr>
<tr>
<td>Nurse as Leader</td>
<td>15</td>
</tr>
<tr>
<td>Nurse as Scientist</td>
<td>10</td>
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<tr>
<td>Applicant Choice</td>
<td>15</td>
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</tbody>
</table>

**Pointers**

- Reference the RBC book and the Professional Practice Model (PPM).
- Keep a journal with your examples and select complex patient situations that demonstrate your expertise.
- Start gathering examples at least 6-12 months prior to starting your portfolio.
- Obtain consent from your UD/CNS using the appropriate document. You have 6 months from this date to complete your portfolio.
- Once you have plenty of examples, confer with a CN III, UD or CNS and choose the examples that best illustrate your expertise.
- All portfolios must be typed, without typographical, spelling or grammatical errors.
- Include essential information in your examples but do not overdo it. You want to make sure that you communicate the essence of the scenario without a lot of fluff.
- Ensure that case examples integrate the appropriate elements of the Relationship based Care delivery and Professional Practice models.
- Include an introduction page – brag about yourself.
- Include a table of contents.
- Use the Portfolio Evaluation Tool as a guide for writing your portfolio.
- Enlist the assistance of your fellow CN III to proofread your portfolio.
- The portfolio process may take several edits – don’t give up.
- Prior to submission, submit to your CNS/Educator/UD for final review and sign off.
- Please follow the directions in the application manual.

**Demonstrate Involvement**

- Refer to the Clinical Advancement Program instruction manual. Each section identifies multiple opportunities to demonstrate your involvement at the unit and hospital level.

If you have questions, need a proofreader or additional guidance, consult your unit clinical expert, CNS or another CN III.

Be Positive and Go For It!!