

# CNS PORTFOLIO GUIDELINES

FOR CNS APPLICANTS WHO DID NOT COMPLETE A CNS PROGRAM

The portfolio option in lieu of completing a recognized CNS program is time-limited and only available for a period of a year from November 13, 2005 to November 13, 2006.

Evidence must be submitted for all core competencies.

Core competency	Project
<p>1. Use knowledge of differential illness diagnoses and treatments in comprehensive, holistic, assessments of patients within the context of disease, diagnoses, and treatments. The outcome of differential diagnosis of illness is to explicate etiologies that require nursing interventions to prevent or alleviate the illness.</p>	<p>Submit comprehensive a data base for each of five actual clients that reflect holistic wellness and illness assessments identifying differential diagnoses and detailed, research-based nursing care plans addressing each of the differential diagnoses to prevent or alleviate illness for each client. Provide rationale for each nursing intervention, and select, develop, and/or apply appropriate methods to evaluate outcomes.</p>
<p>2. Design, implement, and evaluate innovative individual and/or population-based programs of care to achieve desired quality, cost-effective nurse-sensitive outcomes;</p>	<p>Submit two examples of programs of care that you have developed to improve nursing practice. Include the following:</p> <ul style="list-style-type: none"> <li>• Needs assessment,</li> <li>• List of measurable program goals,</li> <li>• Plan of interventions/innovations/actions</li> <li>• Description of the implementation of the program including date, time, and location</li> <li>• Evaluation of the program comparing outcomes to original program goals, costs and quality and any recommendations of participants.</li> </ul>
<p>3. Serve as a leader/consultant/mentor/change agent in advancing the practice of nursing among other nurses and across organizations to achieve outcomes.</p>	<p>Submit an account of two projects where you functioned in at least two different roles (one for each project) to advance the practice of nursing both among other nurses and across organizations to achieve outcomes. Fully describe the program outcomes and how they affected nursing practice.</p>
<p>4. Advance nursing practice through innovative evidence-based interventions, best practice guidelines, and modification of professional standards and organizational policies that direct the care of nursing personnel and other providers to</p>	<p>Fully describe a project where you utilized evidence based practice guidelines or interventions to modify organizational policies and improve patient outcomes through changes in nursing practice. Provide all evidence to support the change</p>

improve care.	(include examples of research used) and evidence of improved outcomes.
5. Lead multi-disciplinary groups to facilitate collaboration with other disciplines in the attainment of outcomes across the continuum of care;	Explicate your role in leading a group that planned for client outcomes. Fully describe the roles of other group members and the collaboration that occurred. Compare actual outcomes with desired outcomes.
6. Interpret the dimensions of nursing care requiring resources at the system level, and provide leadership to assure that the system adequately supports the delivery of nursing care.	Describe an instance where you identified a problem at the system level that was negatively affecting client care and how you provided the leadership to resolve the problem. Fully describe both your leadership style, actions taken, and the final outcome.
7. Expand the practice of nursing through ongoing generation and acquisition of scientific knowledge and skills to maintain expert clinical competencies that leads to desired outcomes.	<p>Submit two projects:</p> <p>1. Submit a description of <b><u>either A, or B and C</u></b>:</p> <p><b>A.</b> A clinical research project or study that you have conducted. Include the following in your documentation:</p> <ul style="list-style-type: none"> <li>• A statement of the research/clinical problem,</li> <li>• The methodology utilized to study the problem,</li> <li>• The findings of the study,</li> <li>• How the findings were utilized to improve to improve client care; <b>or</b></li> </ul> <p><b>B.</b> A description of reports of new clinical phenomena and/or interventions you have disseminated through presentations or publications and a copy of the published article or the presentation with a description of the venue, audience, and results of participant evaluation, if any; <b>and</b></p> <p><b>C.</b> A log containing a minimum of 5 professional activities you have engaged in within the past year where you acquired skills to maintain and/or improve your clinical expertise (continuing education, certifications, courses taken, research reviewed, publications, presentations, preceptorships, and lectures given). For each activity describe how you incorporated what you learned in your</p>

	nursing practice. Provide sufficient evidence to verify the activity (certificate, article, publication, etc).
8. Demonstrate professional citizenship and fiscal responsibility in the healthcare system by focusing on health policy and/or resource management to ensure quality, cost-effective outcomes of nursing care.	Describe changes that you have effected in policies that led to increased cost effectiveness of care and/or increased quality of nursing care. These can be institution wide, state-wide, or national in scope and include activities within professional organizations.

Instructions/Information/Guidelines

1. All applicants must submit a completed CNS application and appropriate fees either with the portfolio or before the portfolio is submitted..
2. All submitted documents must be prepared in a scholarly fashion, utilizing APA 5<sup>th</sup> Edition Format.
3. Unless specified in the instructions (e.g. competency 7 C), projects can be from any period in your professional career.
4. Submit five copies of the portfolio.
5. All projects in the portfolio must relate to the specialty area of CNS certification for which you are applying.
6. Neither the review panel nor Board staff will provide any prior consultation on any part of the portfolio.
7. Applicants may re-submit a portfolio or a portion of a portfolio within 150 days if the portfolio fails to meet criteria in one or more categories. Applicants may seek consultation on the process for re-submission from Board staff.
8. It is recommended that applicants refer to the standards in the *Statement on Clinical Nurse Specialist Practice and Education*, NACNS, 2<sup>nd</sup> Edition when preparing the portfolio.
9. It would be considered a breach of ethics for any applicant to communicate with a member of the panel regarding the substance of the portfolio before or during the period of review. Board staff may provide technical and process-related assistance only.
10. Time-frames for submission and re-submission conform to the standards of R4-10-101:
  - All applicants using the portfolio option must submit an application and fees between November 13, 2005 and November 13, 2006.
  - Portfolio option applicants, who have not included a portfolio in their application, will receive a notice of deficiency for proof of a CNS program or portfolio and will have 270 days from the date on the Notice of Deficiency to submit the portfolio.
  - Portfolios will be reviewed by a panel consisting of a practicing CNS, a CNS educator, and the Executive Director of the Board or her designee within 120 days of submission.
  - To pass each competency, 80 points of 100 must be attained and pass/fail elements must be passed

- Results of portfolio review will be communicated to the candidate in a timely manner. Neither the scores nor the scoring rubric will be provided to passing applicants.
- A comprehensive request for more information will be sent if the candidate fails to provide sufficient evidence in one or more competency to grant certification. Applicants will have 150 days to respond.
- For applicants who failed one or more competencies. for each competency failed results of scoring rubric will be provided to assist in re-submitting documents.
- Continued failure to meet minimum requirements of the portfolio option will result in withdrawal of the application.
- No fees will be refunded.

PLEASE CONTACT PAMELA RANDOLPH AT [prandolph@azbn.gov](mailto:prandolph@azbn.gov) for a copy of the scoring rubric that will be used to evaluate the portfolio projects.

