Practice e-Portfolio

A quickstart guide for students in the MN-NP program

Introduction

The Practice e-Portfolio is a tool for students to record and manage their experiences in the clinical setting. It is also a tool for instructors to track progression of their students in the clinical setting.

Logging In

To access the Practice e-Portfolio you need a CWL Account (http://www.cwl.ubc.ca) and an internet enabled computer. If you do not have a CWL account you can sign up by visiting https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do. If you already have a CWL account but have forgotten your username or password, you can reset your password by visiting https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp or contact the IT Service Centre Help Desk (http://www.it.ubc.ca/contact.html).

The URL for logging in to the Practice e-Portfolio is http://pep.nursing.ubc.ca.

Selecting a Course and Site

After logging in, you are presented with a list of clinical courses and associated sites that you are currently enrolled in or have taken in the past. Selecting a course allows you to see the details of the course. Note that in general past courses are available in read-only format and new logs and reflections can only be added to courses you are currently enrolled in.

Updating your Profile

Your first task is to update your profile photo. You can do this by pressing the *Update Profile* button from the main **Home** tab.

Recent Activity

The home page displays the most recent logs and journals for the course/site you have selected. In addition, the recent activity section also displays any logs and journals that you have not yet viewed, or that have been updated since the last time you viewed them. Any comments that have been made by the instructor will also show up under the recent activity section.

Recording your Logs

Throughout your placement you will be submitting logs in which you will record any skills you have performed and (optionally) any demographic information of the patients you've assessed along with the appropriate diagnostic and encounter codes. Your instructor will periodically review your log records to assist them in assessing how you are progressing in your clinical practice.

Recording your Reflections

Throughout your placement you will be submitting journals in which you can reflect on patient interactions and professional interactions that you experience in the clinical setting. Your instructor will

periodically review your journal records to assist them in assessing how you are progressing in your clinical practice.

Once you have submitted a journal entry your instructor can review it and provide feedback. A journal record marked with an 💬 icon indicates that your instructor has made comments on this journal that you have not yet seen.

Viewing Instructor Notes

Occasionally your instructor will submit a note for your viewing. The instructor note may indicate an area of clinical practice that they would like you to work on or it may provide you with useful references or resources. In any case, instructor notes that you have not yet seen will be marked with an 🔵 icon and will show up in the Recent Activity section on the home page. You can view instructor notes in the **Journals** tab.

Creating Self-Assessments

You will be assessing your Performance and Responsibility levels for each competency requirement in your courses. Your instructor will review your self-assessment along with your site visitor's assessment to help determine your final mark for a course. Self-assessments are created for each competency, and you need not assess them all at once.

You can create a self assessment for a competency by clicking the *Assess* link next to the competency you wish to evaluate from the **Assessment** tab. Review the *Expected Level of Responsibility* for the competency and assign your overall self-assessment (from 1-5) for your Demonstrated Responsibility and Performance. **Tip:** Rollover the 🔵 icons for an explanation of the rating scale. In addition to the overall ratings, you can justify your assessment for a competency by specifying your performance on each of the *Indicators of Expected Practice* by moving the notch beside each indicator to the +/- sign (if the indicator positively/negatively impacted your *Level of Performance* score). You can also comment on indicators that have impacted your assessment. **Note:** you may leave an indicator in the neutral position if the indicator has not impacted your self-assessment.

Once you have made assessments for the competencies that you wish to evaluate, you need to submit them for your instructor to view by pressing the *Submit* button. Remember, you can submit more than once, and your new submission will be appended to previous ones.

Viewing your Site Visitor's Assessment

Your site-visitor creates the same assessments for you as you do for your self-assessments. To view your site visitor's assessment, select *Site Visitor Assessment* from the drop-down menu on the main **Assessment** tab and click the *View* link next to the competency that has been assessed.

Adding Calendar Entries to your Schedule

The **Schedule** tab is an area for you to keep track of when you make clinical visits to your site, and to inform others of when you will be onsite at your placement. To add an entry to your schedule, click the *Add Entry* button and choose the *One-Time* tab to create a one-time entry to your schedule, or choose the *Recurrence* tab to add a recurring entry to your schedule (i.e. weekly entry).