



# **Australian College of Operating Room Nurses**

## **Perioperative Professional Development Portfolio**



The Australian College of Operating Room Nurses (ACORN) understands perioperative nurses are increasingly expected to be accountable and responsible for their perioperative practice. The professional development of their clinical skills will maintain and improve the quality of their performance through continuing competence and life long learning. The ACORN Competencies and Standards for Perioperative Nurses are designed to be applied to the professional development and assessment of all Nurses working in a perioperative environment. The Perioperative Professional Development Portfolio is a reference folder which will assist the Perioperative Nurse to present formal evidence of ongoing professional development and demonstrate that achievement or learning has taken place.

Some Australian Nursing and Midwifery Regulatory authorities require portfolios for renewal of licences to practice. The Perioperative Professional Development Portfolio is a valuable instrument to assist in the presentation of knowledge, experience and expertise when seeking:

- 📖 employment
- 📖 to promote lifelong, self directed adult learning approaches
- 📖 to identify continuing personal and professional development needs
- 📖 to support performance appraisal processes

The Perioperative Professional Development Portfolio can be used as a means of compiling evidence of achievements and will help individuals to recognise and reflect upon milestones in their perioperative career. Also, the information contained in the portfolio can be used as a basis for developing a Curriculum Vitae.

## Forms of Presentation

There are many formats for the presentation of a professional portfolio and it will be dependent upon the capacity and creativity of the individual. The portfolio should be neither a cumbersome collection of documents thrown together which can not be deciphered, nor a collection of papers that may be unhelpful limiting. To this end, ACORN has chosen a flexible system, to guide the contents of the portfolio, which allows the user to insert and /or remove items as required.

## PORTFOLIO SECTIONS.



### 1. Identification Page, Personal Details and Resume / Curriculum Vitae.

- 📖 Resume and Curriculum Vitae - definitions, hints, information, and template for Curriculum Vitae.
- 📖 Curriculum Vitae.

### 2. Qualification Certificates and Documentation.

- 📖 Original certificates, Diploma, Degree etc.
- 📖 Academic transcripts.
- 📖 Subjects or units studied.
- 📖 Original registration documentation.
- 📖 Current practicing certificate.

You may prefer to use copies certified by a Justice of the Peace rather than file originals.

### 3. Employment History.

- 📖 Current.
- 📖 Past employment, from most recent.

Include relevant documentation, such as position descriptions; duties; a summary of what you did, achievements and strengths you have from your present and past employment.

### 4. Membership.

- 📖 Internal and external work related committees.
- 📖 Professional membership, including Membership, Fellowship Certificates.
- 📖 Certificates of appreciation.
- 📖 Professional affiliations and positions held (if applicable).

Include type of membership, any office bearing positions held, activities and benefits of your membership.



## 5. Performance Reviews, Objectives and Assessments.

- 📖 Current Review, showing your agreed work goals and training requirements.
- 📖 Relevant past reviews demonstrating your ability to set and attain objectives.
- 📖 Assessments, e.g. reports for permanent employment.
- 📖 Mandatory Training Attendance Record and any related documentation.

You may like to include a summary of your short and long term work or career objectives in this section, if not already covered in your review.

NB - Your Performance Review may be a confidential document and you may choose to remove it for job applications and audits.

## 6. Continuing Education Records.

- 📖 Unit and workplace inservice attendance.
- 📖 Course / workshop attendance.
- 📖 Seminar / conference attendance.
- 📖 Tertiary study record.
- 📖 Reading - Journals, text books, relevant magazine articles and other books.
- 📖 Informal learning - on the job; prior to doing a new procedure or case; double scrub; shared care of a complex case where you gained knowledge.

Forms are provided to list your education sessions. Make a brief comment on what you saw as valuable. File any attendance certificates, programs or flyers as evidence of content and credibility of presenters.

## 7. Presentations and Education of Others.

- 📖 Informal Teaching of others - on the job; double scrub or shared care of a complex case where you gave information direction to a learner which allowed them to gain knowledge.
- 📖 Buddying - students, personal observation in your unit etc.
- 📖 Preceptoring - students, novice nurses, other personnel.
- 📖 Mentoring - long term nurturing and guidance of a staff member.

- 📖 Formal teaching, including in-service given in your workplace or institution.
- 📖 Presentations / papers for workshops, seminar and conferences, state, national and international level.
- 📖 Formal lectures for a Course, TAFE or University.
- 📖 Articles published

## **8. Research and Quality Improvement Involvement.**

- 📖 Your own projects.
- 📖 Involvement with research projects.
- 📖 Quality improvement activities and documentation.
- 📖 Accreditation preparation.
- 📖 Ways you have assisted other personnel to perform a research or quality project.

## **9. Achievements in Workplace.**

- 📖 Skills and competence in perioperative roles and / or specialties.
- 📖 Complex Anaesthetic, Recovery, Instrument and /or Circulating Nurse Roles.
- 📖 Care of complex patients.
- 📖 New technology - instrumentation, monitoring, machines, information technology.
- 📖 Team Leader Role - for an operating room, recovery or the overall unit.
- 📖 Submission writing and the outcome.
- 📖 Award nomination.
- 📖 Policy writing and input / assistance to others writing policy.
- 📖 Other achievements.





## 10. Demonstration of Skills.

- 📖 Clinical - If you have cared for a complex patient, you may like to present this as a case study to demonstrate your capabilities (remember to write it so that the patient and other personnel cannot be identified).
- 📖 Team Leader - Give a summary of a shift or shifts, which demonstrate your personnel management skills, such as ability to delegate and organise your own staff and other team members to achieve the best for your patients.
- 📖 Educator Role - Unit / Division / Secondment, internally / externally.
- 📖 Management Role - Improving perioperative patient care pathways, risk management strategies, conflict resolution, dealing with staff issues and other management achievements.
- 📖 Quality improvement.
- 📖 Change management.

## 11. Career Enhancement Activities.

- 📖 Higher Duty relief.
- 📖 Departmental representation, e.g. committees; selection panels and liaison with generic groups.
- 📖 Communication skills, including information technology; submission writing or minute taking.
- 📖 Career development, e.g. career pathway projection / attainment.
- 📖 Job offers.
- 📖 Project work.

## 12. Miscellaneous.

- 📖 Letters, invitations and / or thanks for speaking.
- 📖 Acknowledgement from academic / professional institutions.
- 📖 Feedback or letters from patients, other units and organisations.
- 📖 Feedback from students and staff you have assisted.
- 📖 Publicity from television, radio and print medias of personal, unit, facility or departmental achievements.
- 📖 Leisure / Community Qualifications

### 13. Personal and Private.

**NB - This is your personal section, to be removed if the professional portfolio is used for a job application or audit.**

- 📖 Reflections of Critical Incidents, complex clinical care, positive patient or professional outcomes, valuable learning experiences.
- 📖 Incident documentation (copies of forms) - if you were personally involved.
- 📖 Statements of workplace Incidents / issues / conflicts (if there is not an official statement you can copy, briefly make your own to jolt your memory, should the issue be raised later).
- 📖 Workers compensation claims and ongoing documentation.
- 📖 Health - Immunisations, medical consultations and / or tests relating to job (exposure to infected patient, bio-hazard injury etc).
- 📖 Other.





Australian College of Operating Room Nurses



## *Section 1.*

*Personal Details  
& Resume or  
Curriculum Vitae.*

## RESUME and CURRICULUM VITAE.

These words are often used to mean the same thing, however there is a distinct difference (1).

**Resume** - derived from the French word, summation. It is a brief, approximately one page, overview of your professional life, your career and qualifications (2). Headings may include Education, Qualifications, Relevant Professional Experience, Employment, Registration, Relevant Professional Memberships and References, if requested (3).

**Curriculum Vitae** - is a detailed outline of your professional activities, an account of your career. It may be several pages long, depending on your activities, and what you are applying for. The first page is similar to a resume, a summary with name, address, brief summary of qualifications and professional experience (4). In the subsequent pages you can give full details of your education, work experience, professional organisation memberships and positions held, publications, professional presentations, research activities, awards, committee membership, community activity, and other information you feel is appropriate (5). This can include relevant short courses, conferences and educational activity, preceptoring and mentoring other staff members and interests.

A well presented resume or curriculum vitae is an important component of a job application, an application for a scholarship, award, committee appointment or approval by an education institution to act as a supervisor or preceptor for the continuing education of others. These can entice a prospective employer to offer or consider you for a position, offer to interview you, or consider you for an award.

**Cover Letter** - This is a chance to sell yourself. It is a business letter, which introduces you to the reader of your resume or curriculum vitae. Where possible it should be personalised to the person receiving it, with their title. You need to use the first paragraph to state the position you are applying for and why you are applying for it. Following paragraphs may be used to sell yourself, or give the reasons an employer should consider you and can include significant information from your curriculum vitae. The final paragraph closes the letter, and may be used to briefly state how this application will further your career or educational endeavours and that you will be looking forward to their contacting you (6). A cover letter should be no more than a page, concise, and easy to read.



## References.

1. Markey BT, Campbell RL. 1996. A resume or curriculum vitae for success. AORN Journal, 1996; 63(1): pp 192.
2. Ibid, pp192.
3. Ibid, pp195, 197.
4. Ibid, pp198.
5. Ibid, pp198-199.
6. Ibid, pp200, 202.



## **TEMPLATE FOR CURRICULUM VITAE.**

The order and content of headings may be organised to suit your needs, and what you see as being the most relevant to you or the application you are making. Other headings you feel are relevant may be added.

**COVER PAGE** - Include full name, address and contact numbers, Current Employment.

**EDUCATION and QUALIFICATIONS.**

**SUMMARY OF EMPLOYMENT HISTORY,**  
working from most recent to career commencement.

**PROFESSIONAL ORGANISATION MEMBERSHIPS and POSITIONS HELD.**

**EDUCATION SESSIONS, WORKSHOPS AND CONFERENCES ATTENDED.**

**PROFESSIONAL ORGANISATION MEMBERSHIPS and POSITIONS HELD.**

**EDUCATION SESSIONS, WORKSHOPS AND CONFERENCES ATTENDED.**

**PROFESSIONAL PRESENTATIONS.**

**PUBLICATIONS.**

**RESEARCH ACTIVITIES.**

**AWARDS / NOMINATIONS.**

**COMMITTEE MEMBERSHIP.**

**OTHER** - may include Community Activity; Preceptoring and other Interests.





Australian College of Operating Room Nurses



## *Section 2.*

*Qualifications  
& Membership  
Certificates.*



Australian College of Operating Room Nurses



## *Section 3.*

*Employment History.*



Australian College of Operating Room Nurses



## *Section 4.*

*Membership.*

*Internal & External Work Related  
Committees.*

*Professional Membership & Fellowship.*

*Certificates of Appreciation.*

*Professional Affiliations.*



Australian College of Operating Room Nurses



## *Section 5.*

*Performance Reviews,  
Objectives & Assessments.*



Australian College of Operating Room Nurses



## *Section 6.*

*Continuing Education Records.  
Unit and Workplace Inservice Attendance.  
Course / Workshop Attendance.  
Seminar / Conference Attendance.  
Tertiary Study Record.  
Reading – Journals etc.  
Informal Teaching.*

*(Copy the following pages as required for your personal needs)*







Australian College of Operating Room Nurses



## *Section 7.*

*Presentations and Education of Others.*

*Informal Teaching.*

*Buddying, Preceptoring, Mentoring.*

*In-service Presentations.*

*Conference Presentations.*

*Formal Lectures.*

*Publications.*





Australian College of Operating Room Nurses



## *Section 8.*

*Research, Evidence Based Practice  
& Quality Improvement.*



Australian College of Operating Room Nurses



## *Section 9.*

*Achievements in Workplace.*

*Skills and Competence in Perioperative Roles and / or Specialties - including completion of Australian College of Operating Room Nurses Competencies.*

*Complex Anaesthetic, Recovery, Scout / Scrub Roles.*

*Care of Complex Patients.*

*New Technology.*

*Submission Writing.*

*Policy Writing.*

*Other.*



Australian College of Operating Room Nurses



## *Section 10.*

*Skills*

*Demonstration.*

*Clinical.*

*Team Leader.*

*Education.*

*Management.*



Australian College of Operating Room Nurses



## *Section 11.*

*Career Enhancement Activities.*



Australian College of Operating Room Nurses



## *Section 12.*

*Miscellaneous.*

*Invitations, Thank you Letters &  
E-mails.*

*Feedback from Other Organisations.*

*Feedback from Other Staff.*

*Press Clippings.*

*Job Offers.*



Australian College of Operating Room Nurses



## *Section 13.*

*Personal and Private.*

*Reflections.*

*Patient / Personal / Workplace Incidents.*

*Workers Compensation.*

*Health.*

*Other.*

*(Remember this is your personal section,  
remove if using for presentation to others.)*