

 <p>THE UNIVERSITY OF <b>TOLEDO</b> 1872</p>	<p align="center"><b>RN-BSN PORTFOLIO GUIDELINES</b> <b>College of Nursing</b></p>
<p>BSN Program Office Health Science Campus MS1026 Collier Building 4<sup>th</sup> Floor 3000 Arlington Avenue Toledo, OH 43614-2598 419.383.5859</p>	<p align="right">Undergraduate Nursing Advisors 419.530.2673 <a href="http://www.utoledo.edu/nursing">www.utoledo.edu/nursing</a></p>

## Introduction

Registered Nurse applicants who have graduated from diploma programs or non-accredited nursing programs may receive credit for nursing courses in their basic program to apply toward the BSN degree. Students are required to submit a portfolio. The portfolio is best described as an expanded resume that details formal education, continuing education, and employment experience. The nursing advisor will inform students about the procedure for submitting a portfolio for evaluation. The portfolio must be completed and submitted with the application for admission.

## Eligibility

RN graduates from diploma programs or non-accredited nursing programs are eligible to submit a portfolio. To receive nursing credit through the portfolio process, the applicant must provide evidence of licensure as a Registered Nurse, and transcripts from the basic Nursing Program.

## Credits

Applicants will be validated with up to 22 credits for basic nursing courses, plus 12 technical credits documented in the portfolio. Credits are awarded in recognition of prior nursing education and maintenance of current practice.

## Evaluation

The portfolio will be evaluated by The University of Toledo College of Nursing Student Admission, Retention, and Progression (SARP) Committee. In order for the student to validate credits, the SARP Committee must concur that the portfolio criteria has been met. The committee will submit the candidates' materials for final approval to the Baccalaureate Program Director.

## Portfolio Guidelines

Applicants submitting a portfolio are expected to submit a professional document:

- Secure contents of the portfolio in an 8 ½" X 11" folder
- Correct spelling and grammar
- Typed or computer generated; organized according to portfolio format

### Portfolio Format:

- **DEMOGRAPHIC DATA:** Name, address, telephone number and date of birth.
- **EDUCATION:** Begin with the most recent formal education obtained; include degrees, diplomas, dates, and name of institutions.
- **NURSING COURSES:** Describe each nursing course listed on your nursing program transcript. Write 2 or 3 sentences about content of the course, types of clinical experiences, and length of clinical rotation. When possible, provide a copy of course descriptions from the school catalog.
- **EMPLOYMENT:** Begin with the most recent position and work backward. Provide title of position, dates and name of agency. Elaborate upon professional responsibilities and accomplishments in the position. For example:  
  
*"1991-1994. Charge nurse on evening shift, acute medical-surgical unit, University of Michigan Hospital. Directed care for a 36-bed unit and supervised a staff of seven. Instituted and led weekly meeting between evening nurses and medical staff. Wrote patient teaching materials on home ostomy care and diabetes. Developed inservice materials on PPN administration and PCA pump."*
- **PROFESSIONAL CERTIFICATIONS:** Include the date, title source of certification, and expiration. Please provide copies of certifications. For example:  
  
*July, 1998-2007 Certification in Emergency Nursing (CEN) Emergency Nurses Association; October 1998-2007 Medical-Surgical Nursing (RN-C) American Nurses Credentialing Center; Advanced Cardiac Life Support (ACLS) American Heart Association.*
- **CONTINUING EDUCATION PROGRAMS:** Include date, topic, contact hours and location for the past five (5) years. Include workshops, college credit courses, hospital inservices, self-study courses. For example:  
  
*July, 1993 Home care of the pregnant woman with preeclampsia (6 contact hours) Medical College of Ohio, Toledo, Ohio.*
- **PRESENTATIONS:** Workshops, staff education inservices presented.
- **PROFESSIONAL MEMBERSHIPS:** Memberships and participation in professional organizations such as: Ohio Nurses Association, Emergency Nurses Association, American Heart Association.
- **AWARDS/RECOGNITIONS/SCHOLARSHIPS:** "1973 Clara Barton Award for Clinical Excellence"
- **OTHER:** Additional criteria the student may choose to address such as the use of library and computer resources and participation in research studies.