UNIVERSITY OF ULSTER
SCHOOL OF NURSING

INSTRUCTIONS FOR PRINTING AND PRESENTING YOUR PORTFOLIO FOR PLACEMENT

Your placement portfolio is a professional document that evidences your learning and application of knowledge in the practice setting. As a result, it is essential that your portfolio is complete and well presented at all times. The following principles should be applied to the management of your portfolio:

- Your portfolio must be maintained and protected in a lever-arch file/ring binder
- The Core Booklet must always be present
- The Skills Inventory must always be present
- The Record of Achievement must always be present
- The Signature Log must always be present
- You must ensure that all the relevant documents for the specific placement are present in your portfolio. This is essential for the clinical assessments, which cannot take place without them.

  These documents will include:

  - The main booklet for the particular placement being undertaken
  - Learning Contracts (always required)
  - Care Plans (most placements)
  - Teaching Plans (as specified on particular coursework details).

- Your documents should be in a logical order, separated by a subject divider
- All documents should be legible and clearly printed (eg not printed faded)
- Some placements will have coursework due for submission. Follow the specific guidelines in relation to the submission of this coursework.

You will find both PDF and Microsoft Word versions of learning contracts, care plans, and teaching plans available for downloading on WebCt and CDRom. If you wish to type your work up, you should choose the word versions, with the PDF versions being available for those who wish to handwrite their documents. Please note that use of the typed version is the preferred option.

Developing a Reflective Portfolio with NIPEC's Developmental Framework Website

You are required to store your reflections developed while on placement within your personal portfolio space on NIPEC's Developmental Framework Website. This is accessed through the following link:

https://www.nipecdf.org/

On this page you will find a link to register with NIPEC as a student. Complete this registration and you will be provided with a username, which you should write down and keep in a safe place. Once you log into your personal section in the website, click on the *Portfolio* section and select *Reflective Diary*. In this section you can add your Reflections to the *General Learning and Development* section. It is a good idea to type your reflections up in Microsoft Word first so that you may present these to your link lecturer for feedback. Once you have a final version of the reflection you can cut and paste it into the NIPEC reflective diary and reference it by the domain(s) it refers to.