

Professional Development Framework/Role Specific Advancement Model Application Portfolio Exemplar Checklist

To best ensure that your exemplar most fully imparts your practice, check it for the following before submission:

- _____ The story is taken from my practice within the last year and in my current position
- _____ The story has a title
- _____ The story includes:
 - _____ a beginning/introduction setting context
 - _____ body
 - _____ conclusion
- _____ The reader can see the patient &/or family in the story:
 - _____ what the patient &/or family is doing
 - _____ what the patient &/or family is saying
- _____ The reader can see me in the interaction
 - _____ what I was doing
 - _____ what I was thinking
 - _____ what I was saying
- _____ I shared why this story was particularly meaningful or memorable to me/changed my practice and/or resulted in a practice change in my clinical area
- _____ The story reflects my best practice
- _____ Patient/family names are completely changed (not "Mr. B." if patient is "Mr. Black")
- _____ Staff and team member names are completely changed (as above)
- _____ The story was spell-checked and proofread for grammatical errors