



**NURSING AT MICHIGAN**  
MICHIGAN MEDICINE

**Professional Development Framework &  
Role Specific Advancement Model**

**PORTFOLIO 101**

***Getting Started with  
Advancement***

**8<sup>th</sup> EDITION 2021**

# Before You Start Your Portfolio

## ✓ Check out the Framework/RSAM behaviors

**Ask yourself:** Have I reviewed the Framework or RSAM behaviors (self-reflection) in light of my practice to determine which level I will be applying to?

- The behaviors documents are available on the Framework and RSAM website—be sure to read through the entire document.
- The level that you choose will guide the development of your portfolio as you, your peers, and your Clinical Nursing Director provide the evidence that supports your practice at that level.
- **It is necessary to meet the vast majority of behaviors at the level to which you are applying**

**Framework Behaviors Document sample page:**

DOMAIN: Clinical Skills and Knowledge		LEVELS		Comments
C	D	E	F	
Integrates and compares various clinical assessment tools to provide most effective practice for a given patient population.	Integrates and compares various clinical assessment tools to provide most effective practice for a given patient population.	Integrates and compares various clinical assessment tools to provide most effective practice for a given patient population.	Integrates and compares various clinical assessment tools to provide most effective practice for a given patient population.	Integrates the professional responsibilities of the clinical faculty team of experience and in each patient care location as needed.
Documents key nursing diagnoses to address clinical and psychosocial concerns.	Identifies nursing diagnoses based on assessment data.	Integrates nursing diagnoses based on assessment data and integrates them with the diagnosis & genetics of other conditions in order to provide holistic care.	Integrates nursing diagnoses based on assessment data and integrates them with the diagnosis & genetics of other conditions in order to provide holistic care.	
Applies L1 skills to theory and research.	Applies L2 skills to practice.	Applies L3 skills to practice.	Applies L4 skills to practice.	

**Framework nurses:** You need to study the Framework behaviors document to identify where your practice most aligns within each section—C, D, E, or F Level.

Think about aspects of your practice that you will include in the comments column that will describe how you meet the behaviors.

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**RSAM Behaviors Document sample page (For Educational Nurse Coordinator):**

Domain: Clinical Thinking and Judgment: Ability of nurses to use their clinical knowledge to affect patient outcome. It encompasses clinical reasoning, which includes clinical decision-making, critical thinking, and a global grasp of the situation, coupled with nursing skills acquired through a process of ongoing formal and experiential knowledge.		LEVELS		Comments
Competent	Expert	Mastery	Mastery Plus	
Recognizes potential hazards, needs and collects data using individual and group thinking tools.	Uses and compares various tools to collect data and group thinking tools.	Integrates and compares various tools to collect data and group thinking tools.	Integrates and compares various tools to collect data and group thinking tools.	Integrates the professional responsibilities of the clinical faculty team of experience and in each patient care location as needed.
Collaborates with others to the identification of patient needs.	Recognizes the clinical assessment and assessment data to provide holistic care.	Recognizes the clinical assessment and assessment data to provide holistic care.	Recognizes the clinical assessment and assessment data to provide holistic care.	

**RSAM nurses:** You need to study the RSAM behaviors document for your role and identify where your practice most aligns—Role Entry/Competent, Expert, Mastery, or Mastery Plus Level.

Think about aspects of your practice that you will include in the comments column that will describe how you meet the behaviors.

## FRAMEWORK LEVEL DESCRIPTORS: Levels A through F

Level A	Level C	Level D	Level E	Level F
<p>An advanced beginner - the new graduate nurse with less than 12 months of experience</p>	<p>A fully competent nurse who provides care to a full range of patients seen in his/her practice setting, who has begun to make contributions on the unit.</p>	<p>A proficient nurse who provides individualized care to a full range of patients seen in the practice setting, while also making contributions to the unit and profession. Develops professional goals and demonstrates attention to own professional development.</p>	<p>An expert nurse who provides highly individualized care to a full range of patients even in the most complex situations, while also making significant contributions within and often beyond the unit as well as the profession. Is goal driven around own professional development with clear evidence of advancing professional identity.</p>	<p>A master's degree prepared nurse whose practice is driven by evidence and patient outcomes based on the patient population and allows for critical evaluation of work in the field. Pursues learning as a journey of ongoing personal development and excellence in and beyond chosen discipline. Consistently role models and infuses evidence based knowledge into practice.</p>

***RSAM LEVEL DESCRIPTORS: Levels Competent through Mastery Plus  
(Clinical Care Coordinator, Educational Nurse Coordinator, Flight Nurse Specialist, and RN Case Manager)***

Competent	Expert	Mastery	Mastery Plus
<p>A Role Specific nurse who has learned and can effectively address the essential aspects of the role in their daily practice while also beginning to make contributions to the work setting.</p>	<p>A Role Specific nurse who demonstrates depth of knowledge of the role and individualized, often innovative practice while also making contributions to the unit and profession. Develops professional goals and demonstrates attention to own professional development.</p>	<p>A Role Specific nurse who possesses masterful knowledge and skill in the role, even in the most complex situations, while also making significant contributions within and often beyond the workplace as well as the profession. Is goal driven around own professional development with clear evidence of advancing professional identity.</p>	<p>A master's degree prepared nurse whose practice is driven by evidence and patient outcomes based on the patient population and allows for critical evaluation of work in the field. Pursues learning as a journey of ongoing personal development and excellence in and beyond chosen discipline. Consistently role models and infuses evidence based knowledge into practice.</p>

**Once you have decided the time is right to apply and have chosen a level, it is time to get started!**

# Portfolio 101

The Application Portfolio provides a complete picture of your nursing practice. By assembling a collection of documents—*each with a particular point of view*—you will enable others to comprehend your level of practice. Keep in mind that no single document needs to fully describe how you meet Framework behaviors, but taken as a whole, the portfolio provides a detailed, comprehensive view of your professional practice.

~Framework website  
[www.med.umich.edu/nursing/framework](http://www.med.umich.edu/nursing/framework)

***Your interview will be based in large part on the contents of your portfolio.***

## Framework/RSAM Coach

It is highly recommended that you meet with our Framework/RSAM coach who can assist you in your preparation for advancement in a variety of ways—you can choose the focus:

- A “Getting Started” meeting where you will learn about the advancement process from start to finish
- Discussion of overall readiness and decision to apply
- Portfolio preparation—assistance with select (or all) portfolio elements
- Interview preparation

This valuable resource is offered as an option for all advancement candidates. Past candidates have found the coach to be very helpful. Request a coach appointment through the following Email Address:

[Nurse-FrameworkRSAM-Coach@med.umich.edu](mailto:Nurse-FrameworkRSAM-Coach@med.umich.edu)

## Portfolio Tips

### VERY IMPORTANT NOTE:

All required elements must be obtained and dated within 1 year prior to the date of portfolio submission. This includes exemplars, which must be from situations within the past year, and from your current setting. The intent is that your portfolio is up to date, reflecting past and current practice.

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| <ul style="list-style-type: none"><li>✓ Create and save documents on your H drive or on a memory stick</li><li>✓ Consider completing your Self-Assessment first — YOUR perspective on how you meet the behaviors</li><li>✓ Don't sell yourself short—think of your portfolio as providing a full picture of you as a nurse—your clinical practice, leadership contributions, and professional activities</li><li>✓ Choose Internet Explorer as your search engine</li></ul> | <ul style="list-style-type: none"><li>✓ For a professional look, use the same font for the elements you create within your portfolio<br/>Suggestions include:<ul style="list-style-type: none"><li>• Arial (11 characters per inch)</li><li>• Times New Roman (11 characters per inch)</li></ul></li><li>✓ As you complete each element, proofread them for grammatical/spelling errors and typos</li><li>✓ Remember to “Save Progress” as you are working on your portfolio.</li><li>✓ If you are working on your documents at home you need to connect to the VPN.</li></ul> |
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Portfolio Element	Tips for Completion
<p><b>Applicant Information</b></p> <p><i><b>Why?</b> To provide basic information for Framework/RSAM staff - include your full name, where you work, past Michigan Medicine units worked, and how to reach you</i></p>	<p>Start at the top of this section and work your way down. If you use the directory it is much easier to find your colleagues:</p> <ul style="list-style-type: none"> <li>✓ If you use the directory it is much easier to your colleagues</li> <li>✓ By signing at the bottom of the page, you will allow the use of your portfolio for instructional purposes (<u>in an anonymous manner</u>).</li> </ul>
<p><b>Clinical Nursing Director Voice</b></p> <p><i><b>Why?</b> To provide the perspective of your Clinical Nursing Director in the unit/clinic/area in which you work. To share their observations of and experience with you <u>in the context of the Framework/RSAM behaviors</u></i></p>	<p>Remember:</p> <ul style="list-style-type: none"> <li>✓ Must be completed and signed/dated by your current Clinical Nursing Director or Clinical Nursing Director designee</li> <li>✓ Per JIT, Clinical Nursing Directors have 30 days to complete this document upon your formal request. Your cc'd email will give you "date stamp" of your request</li> <li>✓ Consider sharing your own self-assessment to help your Clinical Nursing Director, given that they may not know all you do. This could help them to complete the Clinical Nursing Director voice tool with more detail. (Sharing your portfolio is a suggestion rather than a requirement.)</li> </ul>
<p><b>Letters of Support (2 letters)</b></p> <p><i><b>Why?</b> To provide the perspective of those who work alongside you and know you as a professional nurse colleague. To share their observations of and experience with you <u>in the context of the Framework/RSAM behaviors</u></i></p>	<p>Remember:</p> <ul style="list-style-type: none"> <li>✓ Must be from 2 different colleagues in your CURRENT role and unit (cannot include a supervisor)</li> <li>✓ Allow your colleagues enough time to write the letter. As with the Clinical Nursing Director voice, it is suggested you allow for at least 30 days in advance of needing the letter</li> <li>✓ <u>Framework RNs</u>: One LOS must be on the Clinical Skills and Knowledge domain and that letter must be from an RN. The other letter must be on one of the four remaining domains. Domains should be identified in their letters</li> <li>✓ <u>RSAM RNs</u>: Since RSAM RNs have 10 domains, it is a requirement that you ask your colleagues to address 2 domains in each letter of support, totaling 4 of 10 domains</li> <li>✓ Ask them to PROVIDE EXAMPLES of your practice in the specific domain</li> <li>✓ All RNs who provide letters of support must have taken the Peer Feedback class (for those outside the bargaining unit, this is not a requirement—for example, an MD or a Patient Care Tech)</li> </ul>

Portfolio Element	Tips for completion
<p><b>Self-Assessment Tool</b></p> <p><b>Why?</b>  <i>To share how you view your practice in relation to Framework/RSAM behaviors and to provide examples of how you meet the behaviors</i></p>	<p>Include:</p> <ul style="list-style-type: none"> <li>✓ Note the level that describes your practice (C, D, E, or F for Framework or Competent, Expert, Mastery, or Mastery Plus for RSAM) and give examples of how you meet the stated behaviors</li> <li>✓ Try to avoid simply repeating the wording of the behavior</li> <li>✓ Be sure to include your recent accomplishments and don't be shy—nurses tend to downplay the work they do on a daily basis!</li> <li>✓ Use the Summary section at the end as a “wrap up” description of why you believe you should advance</li> </ul>
<p><b>Professional Statement</b></p> <p><b>Why?</b>  <i>To introduce yourself and provide a way for reviewers to get to know who you are as a professional nurse</i></p>	<p>Include:</p> <ul style="list-style-type: none"> <li>✓ Description of your current area of practice, patient population, unique nursing needs and why you chose it</li> <li>✓ Highlight your strengths, areas of expertise, and talents</li> <li>✓ Future goals--what you plan to do next, even if that is continue in your same work setting</li> <li>✓ No need to provide extensive detail on every aspect of what you do—much of that will be covered in other parts of your portfolio</li> <li>✓ Keep your professional statement to 1-2 pages</li> </ul>
<p><b>Resume</b></p> <p><b>Why?</b>  <i>To provide a factual synopsis of your career as a professional nurse from nursing school to the present. To help the committee to understand your leadership and contributions to your patients, your practice setting, and the profession</i></p>	<p>Follow the major headings described on the Framework/RSAM website and:</p> <ul style="list-style-type: none"> <li>✓ List <b>all</b> major headings and address each one – if not applicable, put N/A under heading</li> <li>✓ Include <b>dates</b> of each job, committee, award, educational program attended or given, etc.</li> <li>✓ Describe briefly the role you held in prior positions</li> <li>✓ Describe your involvement in committees or professional organizations—<b>what you did as a committee member to contribute to the goals and outcomes</b></li> <li>✓ Make sure your email address and mobile phone number are listed</li> </ul>

Portfolio Element	Tips for Completion
<p><b>Exemplars of Practice (2 exemplars)</b></p> <p><b>Why?</b>  <i>To provide insight into your practice as a Registered Nurse by sharing a current story of your practice that is memorable to you, and that reflects your best practice; one in which you believe you contributed in some meaningful way(s) as a professional nurse</i></p>	<p>Remember:</p> <ul style="list-style-type: none"> <li>✓ Must be current situations that occurred within the last year and in your current role on your unit</li> <li>✓ Titled, written in the first person, showing you as a nurse, and the patient as a person</li> <li>✓ There are resources for you with this key aspect of your portfolio: 1) Website contains useful information, including Dr. Chris Pacini’s special presentation on exemplar writing and “Exemplar Checklist,” 2) “Exemplar Writing” Class; 3) Meet with Framework/RSAM coach</li> </ul>
<p><b>Master’s Degree Prepared Project Summary for Level F and Mastery Plus</b></p> <p><b>Why?</b>  <i>To demonstrate a practice that is driven by evidence and patient outcomes</i></p>	<p>Remember:</p> <ul style="list-style-type: none"> <li>✓ Titled, with a reference page</li> <li>✓ Must be current project or initiative that occurred within the last year and in your current role on your unit</li> <li>✓ A 500-word summary of an evidence based project, poster or plan to improve patient care</li> </ul>
<p><b>Optional File Uploads</b></p> <p><b>Why?</b>  <i>To provide a place for items that you wish to share such as examples of your work in patient or staff education, “Making a Difference” awards, other commendations provided to you via email, etc.</i></p>	<p>Consider:</p> <ul style="list-style-type: none"> <li>✓ You may or may not utilize this section. It provides a place to share specific items that reflect your practice such as posters, acknowledgements or honors, certifications, or tools/presentations you developed</li> <li>✓ <u>Try to be selective about what you include.</u> This section is intended to enhance your portfolio, rather than become the largest part of it</li> <li>✓ Depending on the size of your portfolio the Central Committee may not have time to review these items</li> </ul>
<p><b>Ready to Submit?</b></p> <p><i>Sets in motion your formal application process, including the scheduling of an interview with a Central Committee Review Panel and if advanced, the date of submission affects the timing of one’s pay raise per the published schedule on the Framework/RSAM Website</i></p>	<p>Remember:</p> <ul style="list-style-type: none"> <li>✓ Ensure all elements are included and meet the stated criteria including having been obtained (and are dated) within one year of date of portfolio submission</li> <li>✓ Following submission, you will receive an email from Judy Bliss</li> <li>✓ This email will confirm receipt, request modifications if necessary, and provide information on the interview date, time, and location</li> </ul>

☆Congratulations on finishing and submitting your portfolio!☆

## Next step: Your Central Committee Interview

Refer to the Framework/RSAM website for information that will help you prepare for the interview:

<http://med.umich.edu/nursing-PDE/advancement/application.html>

Email our Framework/RSAM Coach for interview assistance:

[Nurse-FrameworkRSAM-Coach@med.umich.edu](mailto:Nurse-FrameworkRSAM-Coach@med.umich.edu)

### **What your colleagues have to say about the portfolio/advancement process:**

*It was a very good experience! I enjoyed the entire process—it gave me time to reflect on my practice and evaluate where I was headed.*

*I was initially overwhelmed by the numerous steps/elements involved in putting together the portfolio but was ultimately pleased with the opportunity for reflection and appreciation of my contributions.*

*Sometimes in the midst of our careers we don't often take the moment to stand back and appraise what we do and how do it. This is a good opportunity to do that, to take a moment to pat yourself on the back. It again reinforces all the components present in me that brought me to nursing.*

### **How was the process for you? Do you have any suggestions for us?**

Please share your thoughts at: [Nurse-FrameworkRSAM-Coach@med.umich.edu](mailto:Nurse-FrameworkRSAM-Coach@med.umich.edu)

**NOTE: This document does not substitute for the more in-depth information and examples on the Framework/RSAM websites.**

<http://med.umich.edu/nursing-PDE/advancement/index.html>