

**adha** **CELL 2015**  
**92<sup>ND</sup> ANNUAL SESSION** **JUNE 17-23\*2015**  
**SESSION** **NASHVILLE, TN**

**CE Course Handout**

**Developing a Professional Portfolio for Career  
Advancement and Validation of Competencies**

**Thursday, June 18, 2015**  
**9:30am-12:30pm**



American  
Dental  
Hygienists'  
Association

**2015 Center for Lifelong Learning at the 92nd Annual Session, Nashville, TN**

**Developing a Professional Portfolio for Career Advancement and  
Validation of Clinical Competencies**

**Presented by Catherine Draper, RDH, MS  
June 18, 2015**

Today's highly competitive healthcare environment demands professionals who are able to demonstrate personal growth and development throughout their careers. Healthcare providers around the world are being called upon to provide ongoing validation of their clinical competencies and evidence of their abilities in meeting the standards of care within their profession. Single, point-in-time, clinical and written examinations are no longer adequate measures of competency for a lifetime of practice. Creating and maintaining a professional portfolio is becoming a requirement for licensure in many healthcare disciplines. The initial task of creating a portfolio can be overwhelming to entry level as well as seasoned practitioners. Setting professional goals and developing a working portfolio template for career related documents and activities make an ideal starting point. Dental hygienists can have unique opportunities to expand their careers outside of traditional practice settings by promoting their experiences and expertise in a professional portfolio.

**Program Objectives:**

- Discuss the relevance of maintaining a professional portfolio
- Develop the basic skills and steps for building a professional portfolio
- Describe the role that self-assessment and reflection play in planning ongoing professional development

**Program Outline**

I. Overview of Portfolios

- A. Best work
- B. Professional development
- C. Education
- D. Licensure

II. Validation of Clinical Competency

- A. Standards of Clinical Dental Hygiene Practice
- B. Self-assessment of knowledge and skills
- C. Planning professional development
- D. Documenting professional development

### III. The Reflective Healthcare Practitioner

- A. The role of reflection in health care
- B. Developing reflection skills
- B. Applications
- C. Exercises

### IV. Building the Professional Portfolio

- A. Philosophy of practice/education
- B. Resumes and curriculum vitae
- B. Professional development
- C. Career advancement
- D. Inventory of experiences/artifacts
- E. Artifact selection
- F. Archiving and display options

### **Resources for Creating Electronic Portfolios**

- Myefolio [www.myefolio.com](http://www.myefolio.com)
- Weebly [www.weebly.com](http://www.weebly.com)
- PebblePad <http://www.pebblepad.co.uk/about.asp>
- SquareSpace [www.squarespace.com](http://www.squarespace.com)
- Wordpress [www.wordpress.org](http://www.wordpress.org)

### **Examples of Dental Hygiene Portfolios for Licensure Renewal**

College of Dental Hygienists of Ontario, Canada

Quality Assurance Program and Portfolio Guidelines <http://www.cdho.org/qa+resources.asp>

Minnesota Board of Dentistry Professional Portfolio Checklist

<http://mn.gov/health-licensing-boards/dentistry/professionaldevelopment/portfoliochecklist.jsp>

## **Selected References on Reflection and Professional Portfolios for Health Care Providers**

Chamblee, TB, et. al. Implementation of a professional portfolio: a tool to demonstrate professional development for advanced practice. [J Pediatr Health Care](#). 2015 Jan-Feb;29(1):113-7.

Jayatileke, N, Mackie, A. Reflection as part of continuous professional development for public health professionals: a literature review. [J Public Health \(Oxf\)](#). 2013 Jun;35(2):308-12.

Murdoch – Eaton, D, Sandars J. Reflection: moving from a mandatory ritual to meaningful professional development. [Arch Dis Child](#). 2014 Mar;99(3):279-83.

Norris, TL, et. al. Using portfolios to introduce the clinical nurse leader to the job market. [J Nurs Adm](#). 2012 Jan;42(1):47-51.

Smith, YM, Caplin, M. Teaching the literacy of professionalism. When Clinical skills are not enough. [Nurse Educ](#). 2012 May-Jun;37(3):121-5.

Tsang, AK. Oral health students as reflective practitioners: changing patterns of student clinical reflections over a period of 12 months. [J Dent Hyg](#). 2012 Spring;86(2):120-9.

Williams, M, Jordan, K. The nursing professional portfolio: a pathway to career development. [J Nurses Staff Dev](#). 2007 May-Jun;23(3):125-31.

## Professional Portfolio Workshop: Self-Assessment Questions

List 3 of your clinical strengths

1.

2.

3.

List 3 areas where clinical improvement may be needed

1.

2.

3.

Professional Development Goals for 2015

1.

2.

3.

## Philosophy of Practice or Education

Include personal objectives/career goals, healthcare values and beliefs, vision for the future

Where would you like to be in 5 years?

How will you get there?

## Reflection

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**“We do not learn from experience alone.....we learn from *reflecting on experience*”**  
**John Dewey, American Educator and Philosopher 1859 - 1952**

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Why is reflection important for healthcare professionals?

Healthcare professionals need to be able to think critically and solve problems. They need to be able to self-assess their knowledge and skill level and be motivated to increase their knowledge and skills throughout their career. Reflection is a way to explore your competencies and personal growth. Reflection should also help you identify your personal professional development goals.

Useful guide to writing reflections:

Revisit:

Write a **short description** of the event or activity that you are reflecting on.

React:

Describe how you **felt** about the event, activity or idea.

Relate:

Reflect on the **meaning of your actions or choices**. You may also include how these choices impacted your values or goals.

Respond:

How did this event/activity/idea has impact you as an individual or as a healthcare professional. What are your **plans for the future** as a result of the impact?

