Practice e-Portfolio

A quickstart guide for students in the BSN program

Introduction

The Practice e-Portfolio is a tool for students to record and manage their experiences in the clinical setting. It is also a tool for instructors to track progression of their students in the clinical setting.

Logging In

To access the Practice e-Portfolio you need a CWL Account (http://www.cwl.ubc.ca) and an internet enabled computer. If you do not have a CWL account you can sign up by visiting https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do. If you already have a CWL account but have forgotten your username or password, you can reset your password by visiting https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp or contact the IT Service Centre Help Desk (http://www.it.ubc.ca/contact.html).

The URL for logging in to the Practice e-Portfolio is http://pep.nursing.ubc.ca.

Selecting a Course

After logging in, you are presented with a list of clinical courses that you are currently enrolled in or have taken in the past. Selecting a course allows you to see the details of the course. Note that in general past courses are available in read-only format and new logs and reflections can only be added to courses you are currently enrolled in.

Updating your Profile

Your first task is to update your profile details. Here you should provide details of any training or immunizations you have received. You are also asked to upload your photo and provide a phone number and brief description of your background and objectives.

Recent Activity

The home page displays the most recent logs, journals, and learning plans for the course you have selected. In addition, the recent activity section also displays any logs, journals, and learning plans that you have not yet viewed, or that have been updated since the last time you viewed them. Any comments that have been made by the instructor will also show up under the recent activity section.

Setting up your Learning Plan

A learning plan will be created for you at the start of each clinical placement. This will outline learning opportunities for you in this area. This type of plan is known as Type “O”. In the event an additional plan is required to address some particular learning deficit (requiring additional work), a further plan will be developed in consultation with the Course Leader and yourself. This plan designed to address an exigency is known as Type “E”.

Each learning plan has a deadline for completion and your instructor will create each learning plan in consultation with you. Alternatively, you can also create a learning plan outline in consultation with your instructor. Once the details of the learning plan are finalized, the learning plan is activated so that it can be acknowledged (viewed) by the student before it is considered “In Process”.

Learning opportunities require activation by the clinical instructor, and exigencies by the course leader. The student should always view a learning plan after it has been activated to indicate acknowledgement.

At the learning plan completion deadline the status of the learning plan will be updated to “Completed” or “Not Completed” based on your success or failure to meet the objectives of the learning plan.

Viewing Competency Assessments

Instructors assess your performance on each of the 21 Competencies from the **Competencies** tab. Instructors can indicate whether you have met (M), partially met (PM), or not met (NM) each competency. You can view the details of an assessment by clicking the icon next to a competency. These assessments are included in your formal evaluation located in the *Evaluation* section.

Recording your Logs

Throughout your placement you will be submitting logs in which you will record any skills you have performed and (optionally) any demographic information of the patients you’ve assessed. Your instructor will periodically review your log records to assist them in assessing how you are progressing in your clinical practice.

Recording your Reflections

Throughout your placement you will be submitting journals in which you can reflect on patient interactions and professional interactions that you experience in the clinical setting. Your instructor will periodically review your journal records to assist them in assessing how you are progressing in your clinical practice.

Once you have submitted a journal entry your instructor can review it and provide feedback. A journal record marked with an icon indicates that your instructor has made comments on this journal that you have not yet seen.

Viewing Instructor Notes

Occasionally your instructor will submit a note for your viewing. The instructor note may indicate an area of clinical practice that they would like you to work on or it may provide you with useful references or resources. In any case, instructor notes that you have not yet seen will be marked with an icon and will show up in the Recent Activity section on the home page. You can view instructor notes in the **Evaluations** tab.

Viewing Evaluation Reports

Instructors will create a mid-point (half way through your practicum) and final evaluation report for you. To view your Evaluation report, and to make comments to them, go to the **Evaluation** tab and click the  icon next to the report you wish to view.

Viewing and Printing Reports

At any point in time you can view and print a number of reports. The *Student Log Summary* report provides a chart-based view of gender and age distribution for all patient interactions you have logged to date. The *Student Journal List* and *Student Log List* reports display the details of each journal or log you have entered within a specified date range. You can also export your complete e-Portfolio to a zip file by going to the **Reports** tab and clicking the **Export Complete Portfolio** link.

Artifacts

Additional items such as Word documents, PowerPoint slides, PDFs can optionally be uploaded to the **Artifacts** tab. Artifacts are shared across courses and can be viewed by your instructors.

How to get help

If you require assistance or have any questions please contact PeP Support or submit a help desk ticket to pepsupport@nursing.ubc.ca.