

Professional Portfolio Template—Focus: Peri-Abortion Care

- 1. Education and Training: Role Preparation (RN, APRN, PA)**
 - a. Institutions, program of study, dates
 - b. Type of degree, diplomas, certificates, transcripts
 - c. Course information: titles, descriptions, units, outlines
 - d. Clinical residencies, units/hours, site, preceptors
 - e. Procedural skills and special courses (e.g., ACLS, suturing, adolescent health)
- 2. Education and Training: Population Preparation (primary care, women’s health)**
 - a. Institution, program of study, dates, degree and/or certificate
 - b. Continuing education contact hour certificates
 - c. Course information: titles, descriptions, units, outlines
 - d. Clinical residencies, units/hours, site, preceptors
 - e. Procedural skills and special courses (e.g., endometrial biopsy, MVA, infertility care, IUD placement, menopause management)
- 3. Education and Training: Specialty Preparation (peri-abortion care)**
 - a. Training program, course of study, dates
 - b. Clinical training hours, site, preceptor
 - c. Specialty competencies of peri-abortion care: pregnancy options counseling, diagnostics (e.g., ultrasound), abortion counseling, interventions (e.g., MVA, EVA, local anesthesia, cervical dilation, pain management), postabortion care, complication management
 - d. Clinical guidelines and standards of care for abortion care (National Abortion Federation, Planned Parenthood Federation Committee of Abortion Providers)
 - e. Position abortion care within overall philosophy of care—national health goals, your profession’s philosophy of care, women’s health core competencies
- 4. Legal Credential—License**
 - a. Documentation of state license(s) for RN, APRN, or PA
 - b. Record of application documentation
 - c. Copy of license with COPY written over it but not in color
- 5. Professional Credential—Certification**
 - a. Professional certification program
 - i. Role certification (CNM, NP, PA)
 - ii. Population certification (women’s health, family, adult, pediatrics, etc.)
 - iii. Additional or specialty certifications (e.g., colposcopy, first assist for C-sections, medication abortion)
 - b. Record certification as voluntary or mandatory (second license for advanced practice)
 - c. Documentation of original certification and recertification
- 6. Scope-of-Expertise Documents and History**
 - a. Philosophy of practice documents
 - b. Scope and standards of practice (role, population, specialty)
 - c. Core competencies (role, population, specialty)
 - d. Code of ethics

- e. Clinical guidelines and standards of care (role, population, specialty)

7. Professional Experience and Clinical Accomplishments

- a. Employment/practice history
 - i. Institution, dates, role, advancement
- b. Other professional credentials
 - i. Payer and provider authorization (e.g., federal/private insurances)
 - ii. Prescriptive and DEA authority
- c. Institution-specific documents
 - i. Delegation agreements
 - ii. Admitting privileges
 - iii. Clinical guidelines
- d. Special recognition—honors, awards, news clippings
- e. Performance appraisals—employment or preceptor (competency-based)
 - i. Role performance as CNM, NP, PA
 - ii. Population competencies: women’s health (e.g., contraception, fertility protection, obstetrics/maternity care, gynecologic expertise or competency)
 - iii. Specialty competencies: abortion care, including provision of abortion procedure
- f. List of clinical skills and procedures by role, population, and specialty (differentiate these skills from those learned in a formal entry-level or postgraduate training program; list skills learned in the practice setting)
- g. Clinical logs; patient summary data by role, population, and specialty
- h. Sample of clinical documentation
- i. Patient education materials by role, population, and specialty
- j. Evidence of clinical teaching and presentations
 - i. Lesson plans, evaluations, teaching materials (e.g., handouts)
 - ii. Learner type: students, residents, peers, colleagues

8. Scholarship/Research

- a. Publications, posters, exhibits (by organization or institution)
- b. Project/research summary reports

9. Professional/Community Service

- a. Professional organization membership—list elected office, committee participation
- b. Community activities—volunteer or elected positions