

# Principles and standards for electronic portfolio design and development

College of Nurses (NZ) on behalf of the National Nursing organisations (NNO)

## Introduction

Electronic nursing portfolios are increasing in popularity and availability in New Zealand nursing. Available through online learning platforms or cloud based. They are developed or purchased for use by employers, professional bodies or private providers. Developed as a result of the increasing interest in and access to these resources, these principles and standards support a degree of standardisation and quality within the different electronic portfolio designs available to New Zealand nurses now and in the future.

## Aim

**To outline the principles and standards for design and development of electronic portfolios intended for use within the New Zealand regulated nursing profession.**

## Positioning the document

This is an overarching document related to all electronic portfolios for the regulated<sup>1</sup> nursing workforce. Within this document there is no differentiation between a portfolio created for recertification audit of continuous competence requirements by the Nursing Council of New Zealand (NCNZ) or Professional Development and Recognition Programmes (PDRP).

It is not the intent of this document to argue or discuss the use of electronic portfolios, nurses can choose how they submit their evidence, or to review the history and emergence of the electronic portfolios in New Zealand nursing. It is created to relay the requirements for electronic portfolio formats which are in design phase, development phase or in current use.

The final version of the document will be available to all nursing organisations and employers who have developed or have access to electronic portfolios for the nursing workforce. Document approval and review is through the National Nursing Organisations (NNO).

## Background

In 2016, the Nurse Executives New Zealand commissioned a project team to review the 'National framework and evidential requirements: New Zealand for nursing PDRPs, for registered and enrolled nurses' (Nurse Executives New Zealand, 2017), which made a recommendation for 'National leadership on standards and guidelines for development of electronic portfolio platforms'. The NNO in April 2017, acknowledged the recommendation and agreed that the College of Nurses (NZ) would draft an initial document to start the process. The draft was circulated to the networks and resulting feedback incorporated into the current draft document.

**Note:** *The document refers to registered nurses (RN) nurse practitioners (NP) and enrolled nurses (EN) Portfolio sites may cater to some or all scopes, but those covered must meet the accepted minimum contents for the required portfolio.*

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<sup>1</sup> The inclusion of student nurses is a choice for individual organisations.

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## Principles and standards

<b>Principle 1: Electronic portfolios are related to the portfolio requirements of nurses in the three scopes of practice<sup>2 3</sup></b>	
<b>Standards</b>	<p>1.1 NP, RN or EN, submitting evidence to the NCNZ for a recertification audit.</p> <p>1.2 RN or EN submitting a portfolio in an approved PDRP.</p> <p>1.3 NP candidate submitting a portfolio to NCNZ for <sup>4</sup>NP registration.</p> <p>1.4 'Levels of practice' if used with PDRP<sup>5</sup> programmes.</p> <p>1.5 Supports registered nurses <sup>6</sup>in accordance with NCNZ continuing competence requirements for: clinical, clinical management, research, management, education and policy.</p>
<b>Principle 2: The portfolio design delivers the required NCNZ competencies and complies with legislation<sup>7</sup> and regulation requirements.</b>	
<b>Standards</b>	<p>2.1 Meets with privacy<sup>8</sup> requirements.</p> <p>2.2 Owned by the nurse who has control over the sharing of the portfolio content.</p> <p>2.3 Suitable for portfolio assessment, moderation and/ or audit, including NCNZ recertification audit.</p> <p>2.4 Provides nurses with links to practice guidelines for online behaviour and professional conduct<sup>9</sup>.</p> <p>2.5 Able to be updated to reflect any future changes in professional standards or competencies.</p>
<b>Principle 3: The portfolio design is flexible and able to meet a number of professional requirements.</b>	
<b>Standards</b>	<p>3.1 Easily accessible to the nurse and able to be shared with peer reviewers, managers and assessors/ auditors.</p> <p>3.2 Flexible enough to accept a range of evidence and file types.</p> <p>3.3 Transportable; able to migrate to another portfolio site and/or be uploaded.</p> <p>3.4 Able to be printed out in hard copy should the user wish to do so.</p>
<b>Principle 4: The portfolio provider is available to support both organisations and end users.</b>	
<b>Standards</b>	<p>4.1 Inclusive of user friendly help guides and/or manuals.</p> <p>4.2 Meets acceptable electronic accessibility standards<sup>10</sup>.</p> <p>4.3 The site provider and designer are available to support both organisations and end users.</p> <p>4.4 Providers offer opportunities for contact and support that include: email feedback, phone number and a commitment to a timely response to organisations and users.</p>
<b>Principle 5: The portfolio design and platform infrastructure meets expected industry privacy and <sup>11</sup>security standards.</b>	
<b>Standards</b>	<p>5.1 The portfolio design and infrastructure meets expected privacy and security standards</p> <p>5.2 Providers meet industry standards in relation to secure storage of information and regularly review and update.</p> <p>5.3 Providers keep users apprised of updates and changes to privacy and information security arrangements.</p>

<sup>2</sup> Electronic portfolios may or may not routinely cater for all the scopes all of the time.

<sup>3</sup> Nursing Council of New Zealand (2007, 2012b, 2017a)

<sup>4</sup> Nursing Council of New Zealand (2017b)

<sup>5</sup> Nurse Executives New Zealand (2017)

<sup>6</sup> Only registered nurses have practice area competencies for: management, research, education, policy, clinical management and clinical (Nursing Council of New Zealand, 2007).

<sup>7</sup> Department of Internal Affairs (2016a, 2016b); "Privacy Act " 1993); Privacy Commissioner (2008)

<sup>8</sup> Department of Internal Affairs (2016b); "Privacy Act " 1993)

<sup>9</sup> Nursing Council of New Zealand (2012a, 2012c, 2012d)

<sup>10</sup> Department of Internal Affairs (2016c)

<sup>11</sup> Department of Internal Affairs (2016b); "Harmful Digital Communications Act" 2015)

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