

## Policy

<b>Type:</b>	Quality Assurance		
<b>Number:</b>	2.4		
<b>Name:</b>	Portfolio Contents and Format Policy		
<b>Status:</b>	Final	<b>Version:</b>	1
<b>Date Approved:</b>	September 22, 2014	<b>Date Revised:</b>	April 14, 2015

### Policy Statement:

Members are required to maintain a portfolio in order to demonstrate their compliance with the College's QA Program.

### Procedure:

- 1) The portfolio must contain the following:
  - a. The two most recently-completed annual self-assessments;
  - b. The two most recently-completed individual learning plans (ILPs);
  - c. A record of continuing professional development activity undertaken in line with the ILP, in the form and manner specified by the Quality Assurance Committee (this record must be retained for two years); and
  - d. Evidence of participation in learning activity as described in the ILP (this evidence must be retained for two years).
  
- 2) Acceptable evidence of participation includes, but is not limited to:
  - a. Certificates of attendance/participation;
  - b. Meeting agendas for participation in College committees;
  - c. Synopsis of reading or other materials consulted for self-study;
  - d. Completed record sheet (date, time, topic, who was involved) documenting learning discussions/interactions with colleagues in the health professions; and/or
  - e. Copy of a mentoring agreement.
  
- 3) Although not a requirement, members are also encouraged to include the following material in their portfolio, which may support them in carrying out their Self-Assessments and identifying Individual Learning Plan goals:
  - a. Feedback from clients;
  - b. Résumés;
  - c. Performance reviews;
  - d. Presentations; and

- e. Publications.
- 4) Members are required to retain the Portfolio material in at least one of the following formats:
    - a. Binder;
    - b. File folder;
    - c. File box; or
    - d. Personal electronic device /computer file.
  - 5) Members selected for a Peer and Practice Assessment may be required to produce a hard copy of all portfolio contents for review by staff or an assessor to confirm completion and retention of Self-Assessments and Individual Learning Plans.