
PGP PORTFOLIO CHECKLIST

This checklist was developed to assist with identifying errors frequently made when recertifying by PGP. Please take the time to review your portfolio prior to submission. This is not an all-inclusive list.

General Guidelines and Requirements (pg. 7)

- _____ **Minimum** of 80 PGP points per specialty, extra activities should be placed in the unassigned category.
- _____ **Minimum** of 40 PGP points **directly** related to the specialty.
- _____ **Maximum** of 40 Professional Practice points per specialty, only 10 may be CE's. Review Professional Practice definition and examples (pg. 31). Please see guidelines pg. 7, item #14.
- _____ All Activities claimed for PGP points **must** have been completed prior to submission deadline and since last submission deadline (pg. 1).
- _____ Verify that maximum points allowed per activity have not been exceeded.

Audit Documentation

- _____ Have documentation for all activities in case of audit (see information in each category in "audit" section)

Continuing Nursing Education (pg. 12)

- _____ CNE's **must** have been approved /awarded by accredited or approved providers.
- _____ Mandatory **minimum** 10 CE/CNE/CME's directly related to specialty on all portfolios.
- _____ **Maximum** of 10 Professional Practice CE/CNE/CME's in each specialty. Review definition (pg. 31). Review instructions (pg. 12).
- _____ **Maximum** of 40 TOTAL specialty CE's, (Maximum of 10 CE/CNE/CME's may be Professional Practice). Do not submit more than 40 TOTAL CE's.
- _____ Conference CE/CNE/CME's that pertain to one specialty should be grouped and entered as one entry. When entering them as a group be sure to list each title and CE/CNE/CME value in the "Brief description of course content" box. (See example: Appendix A).
- _____ Conference Professional Practice CE/CNE/CME's that are used in the portfolio should be grouped and entered as one entry. When entering them as a group be sure to list each title and CE/CNE/CME value in the "Brief description of course content" box. (See example: Appendix A, pg.26).
- _____ No abbreviations should be used in portfolio with the exception of WOCN, SAWC, SUNA or ANCC.

Academic Education (pg. 14)

- _____ Based on credit hours; transcript required as documentation; count as Professional Practice points in portfolio. Must be nursing related.

Pre-approvals (pg. 15)

- _____ Copies of acceptance of Pre-approvals with point values from PGP committee for all activities not defined in the PGP Handbook.

Professional Organizations (pg. 16 – 17)

- _____ Documentation to substantiate involvement in organization, i.e., committee roster, meeting minutes, letter from organization confirming position, etc.
- _____ Volunteer work for patient support organization, directly relates to WOC/FC, documentation of activity.

Programs/Projects (pg. 18 – 19)

- _____ Meets definitions and requirements and have copies of required documentation of activities. (pg. 19)
- _____ Review definition of revisions. (pg. 32)
- _____ Had primary responsibility for developing, implementing, or evaluating the program, project or case. (pg. 19)

Publications (pg. 20 – 21)

- _____ Copies of all publications for audit, meets requirements (pg. 21).

(next page)

PGP PORTFOLIO CHECKLIST (CONT'D.)

Research (pg. 22)

_____ All activities in this section relate to IRB or non-research grant writing.

Revisions of any activity (Review definition pg. 32)

_____ Have copy of original and revision.

_____ Revision of any activity for points may only be claimed one time during a certification period.

_____ The revision must be a significant revision of content, not simply annual review.

Self-Assessment (pg. 23)

_____ One specific activity from your PGP portfolio. Answer carefully and completely each question on the online activity.

Teaching Requirements and Documentation required (pg. 24 – 25)

_____ WOC Required Tracking form utilized for all students precepted (WOC or other medical professional). All hours must be separated by specialty and be CLINICAL hours NOT Professional Practice. See pg. 24 for online link.

_____ Copies of all in-services developed or presented and paperwork for CE/CNE/CME approval, Sign-in sheets of given in-services.

_____ Proof of acceptance of poster, photo of poster, sign-in sheet.

_____ Poster must have certificant's name on it as contributor.

_____ Volunteer for conference, letter from conference.

_____ Revisions (definition pg. 32), only one per individual activity per certification, need original and revised presentation as documentation.

This is not an all-inclusive list.