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 (page 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 (page 28).
_____ All Activities claimed for PGP points have been completed prior to submission deadline and since last submission deadline (page 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 Education (page 10)
_____ CE's have been approved /awarded by accredited or approved providers.
_____ Mandatory Minimum 10 CE's directly related to specialty on all portfolios.
_____ Maximum of 10 professional practice CEs in each specialty. Review definition (page 28). Review instructions (page 10).
_____ Maximum of 40 TOTAL specialty CE's, (maximum of 10 CE's may be professional practice). Do not submit more than 40 TOTAL CE's.
_____ Conference CEs that pertain to one specialty may be grouped and entered as one entry. When entering them as a group be sure to list each title and CE value in the "Brief description of course content" box. (See example: Appendix A).
_____ Conference PP CEs that are used in the portfolio may also be grouped and entered as one entry. When entering them as a group be sure to list each title and CE value in the "Brief description of course content" box. (See example: Appendix A).
_____ No abbreviations used in portfolio with the exception of WOCN, SAWC, SUNA or ANCC.

Academic Education (page 12)
_____ Based on credit hours; transcript required as documentation; count as Professional Practice points in portfolio. Must be nursing related.

Pre-approvals (page 13)
_____ Copies of acceptance of pre-approvals with point values from PGP committee for all activities not defined in the PGP Handbook.

Professional Organizations (page 14 – 15)
_____ 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 (page 16 – 17)
_____ Meets definitions and requirements and have copies of required documentation of activities (pg 16.) Review definition of revisions (page 29).

Publications (page 18 – 19)
_____ Copies of all publications for audit, meets requirements (page 19).

Research (page 20)
_____ All activities in this section relate to IRB. (If non-IRB go to "Program/Projects" section).

Revisions of any activity (Review definition page 29)
_____ Have copy of original and revision.
_____ Revision of any activity for points may only be claimed one time during a certification period.

Self-Assessment (page 21)
_____ One specific activity from your PGP portfolio. Answer carefully each question on the online activity.

Teaching Requirements and Documentation required (page 23 – 24)
_____ 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 and NOT professional practice.
_____ Copies of all in-services developed or presented and paperwork for CE 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 page 29), only one per individual activity per certification, need original and revised presentation as documentation.

This is not an all-inclusive list.