



APPRAISAL OF PRACTICE: SELF ASSESSMENT

SECTION 3A

It is mandatory to include each completed, annual Self-Assessment Tool in this section. Where you have selected and decided to include indicators for the items on the Self-Assessment Tool, they may also be located here. Alternatively, you may prefer to reference them on your Self-Assessment Tool but include them elsewhere in the portfolio. Note that you may include the Professional Development Plan from the Self-Assessment Tool either here or in the Professional Development section. Other suggested contents are optional.

- The Self-Assessment Tool*
- Professional Development Plan (from the Self-Assessment Tool)*
- Minutes of meetings
- Samples of forms (consent, referral etc.)
- Sample documentation (examinations set, reports written etc.)
- Protocols (for care, research or other)
- Sample lesson plans, course outlines, client educational materials etc.
- Outcome measures
- Documentation of processes (e.g., case conference, performance reviews, confidentiality precautions etc.)
- Lists of assessments used, screening criteria
- Continuous quality improvement activities
- Course certificates (e.g., CPR, First Aid, Crisis Intervention Training, Occupational Health and Safety Training)
- Reference lists of relevant research articles
- Needs assessments for new programs
- Market research information
- Relevant case studies
- List of frequently consulted reference books, website addresses, or journals
- Policies and procedures
- Service contracts
- Brochures describing service, promotional materials
- Proposals written
- Sample communications (memos, letters, performance reviews etc.)
- Budgets
- Business plans
- Volunteer activities (community or professional)
- Other

** indicates a mandatory item*