

# Professional Portfolio

*This portfolio is an integral part of your application for registration / licensing with the Nova Scotia College of Respiratory Therapy. The professional portfolio is designed to provide an opportunity to present your skills and knowledge acquired through a variety of experience and will also be used to verify / acknowledge your competencies in the field of respiratory therapy required for practice in Nova Scotia and in Canada.*

**This document needs to be saved to your computer to complete in sections and for the email feature to work.**

## Part I. Contact information

First Name  Middle Name  Last Name

Birth Date

Address

Country

E-mail:

## Part II. Continuing education / Professional development portfolio

1. Provide a statement of your professional goals

**2. List publications (include authors, title, publication, date, pages)**

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**3. List conference participation in the past five years (provide date, location and name of organization hosting conference)**

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**4. List recognition and awards**

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**5. List community or volunteer initiatives**

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**6. List your professional interests and your continuing education / professional development priorities**

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### Part III. Competency portfolio

The following outlines a list of competencies established for respiratory therapy practice in Canada by the National Alliance of Respiratory Therapy Regulatory Bodies. For each competency listed, please indicate how you achieved these competencies through

- academic / education program
- clinical training / simulation
- clinical / work experience

<b>Competency</b>	<b>Academic / didactic courses</b> Provide details: Name of course or courses that provided this education  Number of hours in this course or courses  Dates courses taken	<b>Clinical training / simulation training</b> Provide details: Dates of clinical training Name of learning institution / organization Name of supervisor for clinical training Number of hours of clinical training specify - adult, children, or neonatal patients	<b>Clinical / work experience (on the job experience)</b> Provide details: Dates / No. of hours Employer / organization address Name of supervisor Department / Service Specify - adult, children or neonatal patients
<b>1. PROFESSIONALISM</b>			
Use professional and respectful language, behaviour and attire			
Demonstrate support and caring towards patients, co-workers and others			

Adhere to scope of practice limitations			
Adhere to institutional / organizational policies and procedures			
Participate in continuing education			
Participate in continuous self-evaluation			
Demonstrate stress management skills			

**2. COMMUNICATION**

Demonstrate effective oral, written and non-verbal communication skills			
Use adjunctive equipment / techniques to facilitate communication			

Apply active listening			
Use recognized medical terminology			
Maintain documentation and records			
Participate in professional consultations in a multidisciplinary and/or interdisciplinary health care system			
Provide shift change report			
Pursue resolution to interpersonal relationship problems			
Receive and transcribe verbal orders			

### 3.ANALYSIS AND PROBLEM SOLVING

Demonstrate critical judgement in professional practice			
Evaluate and address issues surrounding equipment application and/or operation			
Demonstrate problem-solving skills			
Demonstrate decision-making skills			
Demonstrate prioritization skills			

### 4.HEALTH AND SAFETY

Adhere to procedures and operations with respect to "Workplace Hazardous Materials Information System" (WHMIS) and Occupational Health, Safety and			
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Wellness (OHS&W).			
Adhere to quality control / assurance guidelines			
Participate in equipment preventative maintenance programs			
Clean and disinfect equipment			
Apply infection prevention and control precautions (e.g.: isolation management)			
Use personal protective equipment			
Handle and dispose of biohazardous waste			



## 5. ADMINISTRATION

Demonstrate basic computer and electronic data management skills			
Participate in institutional/organizational and/or professional body/association meetings/committees			
Apply cost containment practices (i.e. cost effectiveness).			
Collect and provide workload measurement data			
Perform non-patient assessments (e.g.: environment, risk management, resources, demographics).			

## 6. RESEARCH

Use recognized research terminology  
(e.g.: sample size, probability, validity)

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Contribute directly to research teams  
(e.g.: data pool)

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Evaluate research data, methods, and  
outcomes with respect to validity and  
applicability to therapy and diagnostic  
procedures.

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## 7. HEALTH EDUCATION AND PROMOTION

Provide cardio-respiratory education to  
patients/clients, family members,  
community, advocates and/or other  
healthcare professionals.

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Promote cardio-respiratory health			
Participate in community health programs			
Act as a patient advocate			

**8. PATIENT ASSESSMENT**

Conduct a comprehensive patient/client history (e.g.: environmental, resources, equipment, safety, home evaluation, occupational evaluation, psychosocial, familial and medical history)			
Conduct and interpret results of complete physical respiratory assessment (i.e.: inspection, palpation, percussion, auscultation).			

Conduct and interpret results of basic cardiac assessment.			
Interpret relevant diagnostic testing (e.g.: chest radiography, lab data, oximetry).			
Develop, monitor, assess and adjust respiratory treatment plan.			
Develop discharge plan			
<b>9. PHARMACOLOGY</b>			
Assess need for medication			

Select administrative method (e.g.: inhalation, intravenous, instillation, intramuscular).			
Calculate drug dosages within metric system			
Verify medical prescription			
Assess and recognize efficacy and side effects of medication.			
Titrate dose of medication			
Provide oxygen therapy using appropriate method.			

Administer substances (e.g.: drugs, fluids) by inhalation			
Administer substances (e.g.: drugs, fluids) by injections			
Administer substances (e.g.: drugs, fluids) by instillation			
Administer substances (e.g.: drugs, fluids) by infusion			
<b>10. BROCHOPULMONARY HYGIENE</b>			
Perform sputum induction			
Perform sputum collection procedures			

Perform nasopharyngeal suction therapy			
Perform oropharyngeal suction therapy			
Perform endotracheal suction therapy			
Perform tracheostomy / laryngotomy suction therapy			
Provide humidity therapy using appropriate method			
Perform lung volume recruitment manoeuvres			
Perform assisted cough manoeuvres			

Promote secretion clearance and breathing techniques			
Teach incentive spirometry			
<b>11. AIRWAY MANAGEMENT</b>			
Insert nasopharyngeal airways			
Manage nasopharyngeal airways			
Remove nasopharyngeal airways			
Insert oropharyngeal airways			



Manage oropharyngeal airways			
Remove oropharyngeal airways			
Perform bag/mask ventilation with self-inflating resuscitator			
Perform bag/mask ventilation with flow-inflating resuscitator			
Perform endotracheal intubation			
Assist with endotracheal intubation			
Manage endotracheal tubes			

Change endotracheal tubes			
Remove endotracheal tubes			
Perform ventilation via artificial tracheal airway with self inflating resuscitator			
Perform ventilation via artificial tracheal airway with flow-inflating resuscitator			
Insert tracheostomy			
Assist with tracheostomy			
Manage tracheostomy tubes			

Change tracheostomy tubes			
Remove tracheostomy tubes			
Care for and maintain various types of surgical airways (e.g.: laryngectomy)			
Utilize specialized techniques and adjuncts to facilitate endotracheal intubation (e.g.: fiberoptic assisted laryngoscopy)			
Insert laryngeal masks			
Manage laryngeal masks			
Remove laryngeal masks			

Manage difficult airways			
Assist with insertion of specialized airways (e.g.: armored tubes, double-lumen tubes).			
Manage specialized airways (e.g.: armored tubes, double-lumen tubes).			
Remove specialized airways (e.g.: armored tubes, double-lumen tubes).			
Wean from artificial airway intervention			
Assist with speech therapy (e.g.: speech valves)			

## 12. ANESTHESIA

Set up and verify anesthetic equipment			
Perform pre-anesthetic assessment of airway			
Assist with general and regional anesthesia			
Monitor patient/client status intra-operatively and manage symptoms			
Monitor patient/client status post-operatively and intervene as requested			
Manage fluid replacement (e.g.: crystalloids, blood)			

Recognize complications related to anesthesia (e.g.: malignant hyperthermia) and take corrective action.			
Provide thermal regulation			
Perform patient positioning			
Assist with anesthetic procedures outside of operating room (e.g.: in radiology, magnetic resonance imaging, computed tomography).			
Assist with conscious sedation			
Perform conscious sedation as per protocols			

### 13. INVASIVE VASCULAR PROCEDURES

Perform vascular access through IV			
Assist with vascular access through central lines/pulmonary artery catheter			
Use indwelling catheters to collect arterial samples			
Use indwelling catheters to collect venous samples (e.g.: central line)			
Perform insertion of arterial lines			
Assist with insertion of arterial lines			

Perform capillary puncture			
Perform blood gas analysis			
Perform radial artery puncture			
Perform brachial artery puncture			
Perform femoral artery puncture			
Interpret blood gas analysis and co-oximetry results			
Interpret blood electrolytes and metabolites			



## 14. VENTILATION MANAGEMENT

Initiate non-invasive mechanical ventilation			
Maintain non-invasive mechanical ventilation			
Initiate invasive mechanical ventilation			
Maintain invasive mechanical ventilation			
Wean from invasive ventilation			
Wean from non-invasive ventilation			

Interpret ventilator waveforms			
Measure and interpret pulmonary mechanics			
Assess need for and initiate hyperinflation and/or lung volume recruitment techniques on ventilated patients			
Initiate and maintain advanced modes of mechanical ventilation (e.g.: HFOV)			
Perform apnea testing for the determination of brain death			
Manage internal transport of a ventilated patient			

Manage external transport of a ventilated patient			
Manage internal transport of a non-ventilated patient			
Manage external transport of a non-ventilated patient			

## 15. CARDIOPULMONARY RESUSCITATION AND STABILIZATION

Perform basic life support (BLS) protocols according to the current standards (i.e. Heart and Stroke Foundation).			
Perform pediatric advanced life support (PALS) protocols according to the current standards			

Perform neonatal resuscitation program (NRP) protocols according to the current standards			
Perform advanced cardiac life support (ACLS) protocols according to the current standards			
Perform rapid response assessment skills			
<b>16. CARDIAC DIAGNOSTICS</b>			
Perform electrocardiogram			
Interpret electrocardiogram			
Set up and calibrate equipment for invasive hemodynamic procedures (e.g.: pulmonary artery catheter, arterial lines)			

Interpret hemodynamic data			
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**17. PULMONARY DIAGNOSTICS AND INVESTIGATIONS**

Measure static and dynamic lung compliance			
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Perform walking oximetry			
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Perform flow/volume loop measurement			
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Measure lung volume, airway resistance and conductance by body plethysmography			
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Perform functional residual capacity (FRC) measurements			
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Measure pulmonary diffusion capacity			
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Perform bronchoprovocation testing			
Measure inspiratory and expiratory pressure by occlusion			
Perform testing to appropriate American Thoracic Society standards			
Interpret and validate pulmonary function test results			
Perform/teach peak flow monitoring			
Assist with bronchoscopy procedures			
Perform laryngoscopy procedures			

Perform laryngoscopy procedures			
Assist with laryngoscopy procedures			
Perform transcutaneous monitoring (e.g.: transcutaneous oxygen and carbon dioxide pressure (TcPO <sub>2</sub> , TcPCO <sub>2</sub> ))			
Perform end-tidal carbon dioxide monitoring (e.g.: setup and interpretation).			
Perform basic sleep studies (e.g. oximetry plus one or more channels)			
Perform overnight oximetry			

## 18. ADJUNCT THERAPY

Administer surfactant replacement therapy			
Assist with surfactant replacement therapy			
Administer specialty medical gases (e.g.: Heliox, nitric oxide)			
Perform medical gas analysis			
Assist with esophageal placements (e.g. oral, nasogastric tubes, gastric suction)			
Assist with thoracic suction or drainage therapy.			