This first step in creating your Professional Development Portfolio begins with reflection on your professional interests. It is designed to assist you in developing professional goals and evaluating learning needs regardless of your area of practice. At the conclusion of the reflection process, you will identify several short-term and long-term goals.

What are my current practice area(s) and/or professional interests? (e.g., pediatric nutrition, public health, management, sales/marketing, performance improvement, wellness)

- Quality or performance improvement
- Risk Management
- Editorial advisor for consumer publication

Within my area(s) of practice and/or professional interests, what roles or responsibilities do I perform now? (e.g., consult, negotiate contracts, develop educational materials, conduct training sessions, write care plans, conduct research, develop budgets, keep current on issues, volunteer)

- Internal consultant to organization leaders, department managers
- Design & conduct training - staff, facilitators, organization leaders
- Lead & facilitate teams
- Design & administer customer satisfaction surveys
- Collect & analyze data
- Give presentations to professional audiences
- Write for organization & professional publications
- Advisor to national consumer publication (nutrition-related)
Step 1: Professional Self-Reflection

What external factors or trends (professional, societal, environmental) are affecting or will affect my professional practice? (e.g., changes taking place in health care, community outreach efforts, payor demands for documented outcomes, lifestyle changes, family demands)

Chronic disease management across the continuum of care
Evidence-based improvement

Demands to accelerate improvement
Availability of comparative data from external sources
Increasing demands for accountability (National Committee for Quality Assurance of the Joint Commission on Accreditation of Healthcare Organizations)
Emphasis placed on aging—elderly population
Increasing value of capitation patients

What areas of my profession do I enjoy? (e.g., personal interests related to professional growth, public speaking, writing, working with people)

Facilitating teams—helping them accomplish objectives
Teaching workshops
Creating information from measurements/results and using the information to drive improvement
Step 1: Professional Self-Reflection

What are my current leadership responsibilities? (e.g., planning a continuing professional education seminar, chairing National Nutrition Month activities, leading a hospital team, managing a statewide public relations program, communicating current nutrition developments as a media spokesperson, serving as an elected officer or appointed committee chair)

- Nominating committee chair - district dietetic association
- Leading redesign of organization's customer satisfaction survey process
- Functional team leader - JCAHO preparation
- Steering committee - Health forums Quality Improvement Network (QIN) Bioethics committee member

What do I want my future practice area to be? (e.g., pediatric nutrition, public health, management, sales/marketing, performance improvement)

- Quality or performance improvement
- Risk management
- Editorial advisor for consumer publication

What are my professional strengths?
(may be based on feedback from peers, results of peer review, performance evaluation, customer feedback)

- Team facilitation, teaching, organization, collaboration, CQI/TQM knowledge skill

What are my professional areas for improvement?
(may be based on feedback from peers, results of peer review, performance evaluation, customer feedback)

- Interpersonal, advanced information technology, in-depth understanding of reimbursement systems and managed care
When determining your goals, review the information about yourself and your practice that you recorded on pages 1-3.

**What are my professional goals?** (e.g., stay abreast of current developments in nutrition, maintain expertise in nutrition support, consult for long term care, write for consumer publications, establish Quality Improvement policies and programs, obtain Masters in Public Health Degree)

**Short Term: (1 - 3 years)**

- Successfully complete the Certified Professional in Healthcare Quality Exam (CPHQ)
- Lead clinical quality improvement initiatives in disease management across the continuum
- Strengthen my leadership role in the QIN
- Remain current to serve as a nutrition advisor to consumer publication

**Long Term: (3 - 5 years)**

- Position myself to consult in healthcare quality if I choose to do so
- Present at the Institute for Healthcare Improvement National Forum
- Co-author two articles in peer-reviewed publications