



Titling Evidence Portfolio Pathway Occupational Health Physiotherapy Information Handbook



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Introduction

The Titling credential is awarded by the Australian College of Physiotherapists and Australian Physiotherapy Association to a physiotherapist who has met all the requirements of a formalised assessment process to demonstrate their highly developed physiotherapy experience and knowledge in a field of practice.

The Titling credential is the first step towards Specialisation. Performance of a Titled Physiotherapy practitioner delivers safe and effective management in all but the most complex or critical client presentations in their area of practice and will be expected to be involved in mentoring/supervision, teaching, and/or research.

Evidence Portfolio Pathway

The aim of the evidence portfolio pathway is to provide the Occupation Health Physiotherapy (OHP) Titling candidate with the opportunity to demonstrate how they meet the learning outcomes for the seven (7) roles of the [Physiotherapy Competence Framework](#).

The candidate is required to appraise their work and demonstrate how they have met the learning outcomes set out in the *OHP Learning Outcomes and Assessment document*. For the purposes of this document these learning outcomes are assessed at a level equivalent to practice expected from a physiotherapist at Milestone 3 of the Physiotherapy Competence Framework.

The requirements for the OHP Evidence Portfolio Pathway are:

- a) **An Analytical Review & Evidence Portfolio** which demonstrates the candidate's competence against the [Physiotherapy Competence Framework at Milestone 3](#) and the OHP Learning Outcomes which are aligned to the framework
- b) **Two (2) Reflection pieces:**
 - i. A reflection which demonstrates the candidate's understanding and/or implementation of Cultural Capability
 - ii. An Overall Critical Reflection which demonstrates the candidate's insight against the Physiotherapy Career Attributes
- c) **Post Portfolio Discussion**

Candidates in the Occupational Health field of practice are not required to complete a clinical examination. Once they have successfully met all the requirements of the Evidence Portfolio submission, they will proceed to the post-portfolio discussion

Application Process

Eligibility and Pre-requisites

To apply for the Titling Credential through the Evidence Portfolio Pathway, candidates must meet the following requirements:

- Hold current AHPRA registration without restrictions
- Maintain current membership with the Australian Physiotherapy Association (APA)
- Be a current member of the National Group relevant to the Titling application
- Meet continuous practice area experience requirements
- Meet recency of practice requirements
- Demonstrate 30 CPD hours within the past three years in your selected field of practice
- For overseas-qualified members:
 - Must have a minimum three (3) years continuous practice area experience from the date certified by the Australian Physiotherapy Council
 - Alternatively, provide a copy of the email received from AHPRA confirming your full registration. (Continuous practice area experience will be calculated from the date you received your full registration to work as a Physiotherapist in Australia).
- Have completed the prerequisite course(s) for the Title being applied for or demonstrate equivalent attainment (see Table 1)

Table 1: Pre-requisites courses for OHP Evidence Portfolio Pathway

Occupational Health	Occupational Health Physiotherapy Level 1
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How to Apply

All candidates must complete and submit the Titling Application and Payment Form. Submit to nqtitle@australian.physio

OHP Portfolio Submission Requirements

Once the application is approved, the OHP candidate must complete the portfolio submission. The portfolio consists of three (3) components:

Component I: Evidence ('Show') Portfolio

An evidence portfolio is assembled by the candidate to demonstrate their knowledge, skills and experience against each of the seven (7) roles of the Physiotherapy Competency Framework at Milestone 3 (Titled). A brief reflective statement against each of the seven (7) roles must be included in the submission (refer to the OHP Portfolio Submission template).

The candidate must demonstrate that they meet all OHP learning outcomes which will be assessed at a level equivalent to practice expected from a physiotherapist with a masters qualification. All learning outcomes must be met for an 'overall met' to be awarded

The evidence portfolio consist of both an Analytical Review and an Evidence Portfolio submission which demonstrates how the candidate meets all the *OHP learning outcomes* against the seven (7) roles of the Physiotherapy Competence Framework. As part of the submission, the candidate must undertake a self-assessment of the *OHP learning outcomes* (refer to *OHP Learning Outcomes and Assessment document*) to demonstrate to the assessor that all outcomes have been met.

The analytical review/evidence portfolio, including the Overall Critical Reflection and Cultural Capability Reflection and Post Portfolio Discussion will be assessed by an Occupational Health Physiotherapist assessor.

Refer to the following documents:

- *OHP Learning Outcomes and Assessment*
- *OHP Evidence Requirements*
- *OHP Portfolio Submission Template*

Analytical Review format

For each piece of work (case study), please use the following headings:

1. Background information
2. Development and planning
3. Intervention
4. Evaluation
5. Reflections on practice



Most weighting is given to reflection on your work rather than a description of your activity. The assessors seek an **analytical** rather than descriptive account of your work, reflecting on its strengths and weaknesses.

The format of the analytical review must have [continuous line numbering](#) to ensure that page and line reference can be documented in the *OHP Learning Outcomes and Assessment document*

1. Background information

This includes:

- setting the context – description of the client group(s) involved, nature of the problem(s), the project brief, background data and statistics, legislative requirements, other specific issues
- explaining the justification or rationale - why the work was undertaken; why the work is important including the significance of the physiotherapist's contribution; documents that highlight a need for the activity; consider the contribution of the activity to the organisation's goals, policies and procedures
- determining client needs – the process of scoping the work; deciding on agreed outcomes; and matching these with achievable objectives for the activity.

2. Development and planning, this includes:

- project planning – determining the steps that need to be undertaken, setting a time frame and milestones within the activity, determining and securing resources, clarification of objectives
- identification of key stakeholders and planning for interaction with them
- ethical considerations – including confidentiality, gaining permission and informed consent
- accessing information, sources of information, information dissemination
- selecting measurement tools; planning and documenting measurement procedures
- documenting progress including difficulties encountered during the development phase.

3. Intervention

Only a brief description of the intervention is required, rather reflect on procedures and outcomes.

4. Evaluation

Where it applies, the candidate is required to describe how they and/or others undertook the evaluation (preparation, execution, measurement methods etc) and their role as the OHP. There needs to be an explanation of the short and long term impacts of the intervention and how the original objectives were met. Problems need to be outlined and the impact of these on the final outcome explained. Feedback or evaluation by key stakeholders and how the candidate dealt with any negative feedback can be included.

5. Reflections on practice

The assessors are trying to determine the depth of the candidate's knowledge in OHP practice and if they have used this effectively. They will look for continuous learning and development of skills including the ability to work autonomously and collaboratively; ethics and social responsibility in practice; and how the candidate deals with professional issues. In addition, the assessors are seeking confirmation if, retrospectively, the candidate would have done things differently and what might they may have done differently. The assessors are also interested in understanding what the candidate believes may be the value of the candidate's work in terms of the wider occupational health and safety community and why.

Particularly, the assessors need to know what the candidate learned, what skills were developed and how these improvements make the candidate a better practitioner. They will look for skills that the candidate has identified that need further development and how they have been identified. The assessors are expecting a summary of the candidate's immediate professional development goals arising from this activity and an inclusion of references for current literature used in the analytical review.

Evidence Portfolio submission format

In addition to the Analytical Review, OHP candidates must submit an Evidence Portfolio submission which is outlined in the *OHP Evidence Requirements document* and *OHP Portfolio Submission template* as demonstrated by Table 2.

Table 2 List of Required Evidence

Portfolio submission	Alphanumeric Code	Name
	1	CV/Resume (Mandatory)
Component I	1A	Case Study 1 (Analytical Review)
	1B	Case Study 2 (Analytical Review)
	1C	Case Study 3 (Analytical Review)
	1D	<i>For Example: Case notes</i>
	1E	<i>For Example: Pedro course Completion certificate</i>
	1F	
	1G	
Component II	2A	Cultural Capability Reflection (Mandatory)
	2B	Other Cultural Supporting Evidence
Component III	3A	General Reflection (Mandatory)



Component II. Aboriginal and/or Torres Strait Islander Cultural Capability Reflection

Refer to and submit the Aboriginal and/or Torres Strait Islander Cultural Capability Guidelines and Template document

The candidate must write a critical reflection and/or submit an audio-visual reflection on their Aboriginal and Torres Strait Island cultural capability development. The reflection must not exceed a word limit of 2000 (+/-10%) or approximately 10 minutes for audio-visual content addressing the Cultural Capability requirements, including:

- How has your cultural development impacted your practice?
 - How have the cultural and social determinants of health contributed to your clinical practice?
 - How will your journey continue/change in the future?
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- List Cultural Capability Professional Development within the past ten years - for resources refer to [Physiotherapy Board-Ahpra guidelines: Continuing professional development](#)
 - Demonstrate understanding and implementation of cultural capability - for resources refer to Ahpra [Shared Code of Conduct](#)

Component III. Overall Critical Reflection

Refer to and submit the Overall Critical Guidelines and Template document

The candidate must write an overall critical reflection on their career to date. The reflection should not exceed a word limit of 2000 (+/-10%) or approximately 5 minutes for audio-visual content. The critical reflection should address the 'Physiotherapy Career Attributes' in terms of their personal and professional learning and development across their career journey. The critical reflection should highlight personal and/or professional changes that have occurred which demonstrates insight into their practice at Milestone 3 (Titled).

Submission Timeframes

Candidates have **12 weeks from confirmation of acceptance into the evidence portfolio pathway** to submit their Analytical Review/Evidence Portfolio (Components I, II and III).

Once all requirements of the Portfolio submission have been successfully met, the OHP candidate will proceed to the post portfolio discussion.



Hyperlinks to relevant resources

- [Physiotherapy Career pathway](#)
- [Physiotherapy Competence Framework v7.1](#)
- [APA Standards – Recency of Practice & Continuous Practice Experience](#)
- [Australian Health Practitioner Regulation Agency](#)
- [Shared Code of Conduct](#)
- [Code of conduct principles](#)
- [Resources to help health practitioners](https://www.ahpra.gov.au/Resources/Code-of-conduct/Resources-to-help-health-practitioners.aspx)

Fees

The fee schedule for candidates is:

- Application Fee - \$300
- Portfolio Submission Fee - \$1400
- Re-submission Fee - \$500

Appeals, complaints and grievances

The information and forms are available under the 'Australian College of Physiotherapists Policies and Procedures' section of the APA website:

<https://australian.physio/aboutus/governance>