Standard of Writing

Writing for the Titling Evidence Portfolio Pathway requires a high standard of rigor, clarity, and professionalism. The portfolio should demonstrate the candidate's highly developed clinical knowledge, critical thinking and reflective practice, supported by evidence-based practice. It is essential to structure the writing logically. Adherence to academic conventions, including proper referencing (if/where appropriate), precise language and a formal tone, is critical. The writing should also reflect a commitment to ethical standards, particularly when discussing patient cases or clinical scenarios, ensuring confidentiality and respect are maintained.

Submissions must demonstrate:

1. Highly developed clinical knowledge and critical thinking
   Candidates should showcase a deep understanding of physiotherapy concepts, applying evidence-based practice to clinical scenarios. The ability to critically evaluate information, synthesize evidence, and present well-reasoned arguments is essential.

2. Reflective practice
   Writing must illustrate reflective capacity, integrating personal insights, professional learning, and self-assessment. Candidates should analyse their clinical experiences, identify areas for growth, and connect their reflections to evidence-based improvements in practice.

3. Logical structure and clarity
   Submissions should follow a clear and logical structure, with well-defined sections and smooth transitions. Ideas should be presented cohesively and concisely, ensuring the content flows logically and supports the overall narrative.

4. Adherence to academic conventions
   Candidates must use precise, formal language and follow academic conventions, including a recognised referencing style (such as Vancouver or JAMA), where appropriate. All claims must be supported by high-quality evidence from research or clinical guidelines.

5. Professional tone and ethical standards
   Writing should reflect professionalism and ethical responsibility. When discussing patient cases or clinical scenarios, candidates must maintain confidentiality and demonstrate respect for patients and colleagues. Avoiding informal language and adhering to ethical standards ensures credibility.

6. Commitment to quality
   Submissions should demonstrate attention to detail, including proper grammar, punctuation and spelling. This reflects a commitment to producing work of a high-calibre.

Successful writing looks like

- Clear, persuasive communication of ideas supported by evidence

- Engaging and integrating clinical practice into real-world scenario

- A reflective and professional tone that adheres to the standards of the physiotherapy profession

Referencing style

When preparing the portfolio submission, it is essential to use a consistent and professional referencing style to ensure clarity and alignment with academic and professional standards.

The following referencing styles are recommended:

1. **Journal of Physiotherapy (preferred)**

   The Journal of Physiotherapy uses the Vancouver referencing style, which is widely accepted in the physiotherapy profession. References should be numbered in the order they appear in the text using superscript numbers, with the corresponding full citations listed numerically at the end of the document.

   o Example for Journal Articles:
     Smith AB, Johnson CD. Advances in rehabilitation techniques. J Physiother. 2021; 67(4): 300-306

   o Example for Books:
     Brown EF, Green GH. Manual Therapy Essentials. 2nd ed. Elsevier; 2020

2. **JAMA (alternative)**

   Candidates may also use the JAMA referencing style, as it is similar to the Journal of Physiotherapy format. JAMA uses superscript numbers for in-text citations, with references listed numerically at the end.

   o Example for Journal Articles:
     Smith AB, Johnson CD. Advances in rehabilitation techniques. JAMA. 2021;325(10):1234-1240

   o Example for Books:
     Brown EF. Fundamentals of Physiotherapy. 3rd ed. Springer; 2020

General Guidelines

- Be consistent: Use the same referencing style throughout the submission
- Abbreviate journal titles according to the National Library of Medicine (NLM) format
- Ensure all sources are accurately cited and include sufficient details for verification

Resources for Assistance

- For guidance on the Journal of Physiotherapy referencing style, refer to the Vancouver Style Manual or consult examples provided in the journal's Instructions for Authors.
- For details on the JAMA referencing style, consult the JAMA Manual of Style.

Confidentiality/Redaction of sensitive data

To protect privacy and confidentiality, it is crucial to remove any identifiable information, including names of clients, families, and other health professionals. Ideally, both first and last names should be fully redacted from written documents, and where feasible, from video evidence as well.

Redacting videos

Fully removing names from video can be challenging. If only the first name is mentioned and there are no other identifying details, it is acceptable to leave it as is. However, if other identifying information is present, such as unusual first names or specific health details, redaction is recommended.

Redacting written documents

When redacting sensitive information, the goal is to ensure that any personally identifiable information or confidential details are completely removed or obscured. This includes, but is not limited to, names, contact information, health conditions, and any other details that could identify an individual.

Steps for redacting written documents

1. **Names and Identifiers**

   - **Full Name**: Redact both the first and last names of patients, clients, and healthcare providers unless their name is crucial to the context and they have given consent to its use. Example: *John Doe* becomes **[REDACTED]**

   - **Initials**: Sometimes initials are used in place of full names. These should also be redacted if they could be used to identify someone. Example: *J.D.* becomes **[REDACTED]**

   - **Other Identifiers**: Redact any other unique identifiers such as:
     - **Medical Record Numbers**: These should always be redacted to avoid linking a document to an individual
     - **Health Insurance Numbers**: These are typically unique to each person and should be removed
     - **Identification Numbers**: This can include any form of ID (e.g. government-issued IDs, membership numbers) that could link back to the individual

2. **Contact Information**

   - **Addresses**: Residential and workplace addresses should be redacted. Example: *123 Main St, Melbourne* becomes **[REDACTED]**

   - **Phone Numbers**: Any personal phone numbers (e.g., mobile or home numbers) should be removed. Example: *0412 345 678* becomes **[REDACTED]**

   - **Email Addresses**: Personal email addresses should also be removed. Example: *johndoe@example.com* becomes **[REDACTED]**

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3. **Dates and Time-Related Information**

   - **Dates of Birth**: Any specific birth dates, including the year, month, and day, should be redacted to avoid identifying the individual. Example: *January 1, 1980* becomes **[REDACTED]**

4. **Photographs, Videos and Audio**

   - **Faces and Identifiable Features**: In written documentation, you may reference photographs, video evidence, or audio files. Ensure any visual or auditory features that can identify individuals (e.g., faces, names spoken aloud, personal characteristics) are obscured. If you're unable to redact a face or other identifying feature, it's better to remove the material entirely or gain explicit consent for its use

5. **Other Sensitive Information**

   - **Workplace or School Names**: If a person's workplace, school, or organization is not necessary to the document's purpose, redact it. Example: *St. Joseph's Hospital* becomes **[REDACTED]** Family or Emergency Contact Information: If included, this type of information should also be redacted. Example: Jane Doe (spouse) becomes **[REDACTED]**

Tools and methods for redaction:

1. **Manual Redaction**

   - Use tools like a black marker or pen to completely cover the text. Ensure the redacted information is illegible and cannot be recovered

2. **Digital Redaction**

   - If working with digital documents, use software tools that are designed for redaction (e.g., Adobe Acrobat, Microsoft Word, or specific redaction software)

   - Make sure the redacted text is not just visually hidden (e.g., using white font colour or highlighting), as this could still be extracted or visible in the document properties Redacting tools ensure that the hidden content is permanently deleted or replaced with black bars, making it inaccessible

Best practices for redaction

- **Be consistent:** Ensure all personally identifiable information is consistently redacted across the document
- **Review the document:** After redacting, review the document thoroughly to ensure no sensitive information remains visible or recoverable
- **Secure storage:** Ensure that both the redacted and original (non-de-identified) versions of the document are stored securely in compliance with your organization's privacy policies

Special considerations for educational use

If using medical records or personal data for educational purposes, follow these additional steps:

- **Consent:** Ensure you have explicit consent from individuals for the use of their data if full de-identification is not possible

- **De-identification standard:** Aim for a high standard of de-identification. If possible, remove information that could inadvertently identify a person in combination with other available details (e.g. uncommon names or unique health conditions)