**Portfolio Submission**

**Cover Sheet**

**Complete this page last**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Credential** |  |
| **Declaration** | I declare that all of the information contained in this submission and portfolio of evidence is true, accurate and my own work (and where there is shared authorship, accurately represents my work). |
| **Signature** | *Electronic acceptable* |
| **Date** |  |

**Submission: Due Date: (12 weeks from the date documents provided)**

**Checklist – have you:**

Completed Table1: List of evidence collected

Checked your evidence list matches the filenames of your evidence

Completed Portfolio Submission: **Show Table** (Providing a statement/rationale and link evidence focussed on your performance of each of the 7 roles of the [Physiotherapy Competence Framework at Milestone 3 level](https://australian.physio/sites/default/files/APA_COMPETENCE_FRAMEWORK_v7.1_FINAL.pdf) & the Learning Outcomes)

Completed X 3 case studies (template provided)

Completed Scholar Course-[Pedro :Evidence based Physio Practice Level 3](https://enrol.apacpdguide.com.au/courses/pedro-evidence-based-physiotherapy-practice-level-3) course on CPD4physios (if no other evidence for Scholar role provided)

Completed [APA Cultural Safety Course](https://australian.physio/pd/pd-product?id=8732) or equivalent

Completed Cultural Capability Development (template provided)

Completed Overall Critical Reflection (template provided)

Completed Vignettes (if required)

Included the link to the shared folder in your email

Please submit this completed document and the link to the shared folder via email to: [ng.title@australian.physio](mailto:ng.title@australian.physio)

**Evidence Collection Instructions**

1. You must provide evidence as part of your portfolio submission
2. You must complete “**Table 1 List of evidence collected**” as part of the requirements
3. Explain how you meet the competence requirements aligned to the 7 roles, by completing the Portfolio: **Show Table** included in the Portfolio Submission template
4. Refer to the following resources when collating evidence:

* [APA Physiotherapy Competence Framework Version 7.1](https://australian.physio/sites/default/files/APA_COMPETENCE_FRAMEWORK_v7.1_FINAL.pdf)
* Learning Outcomes V2 May 2024
* Mandatory Requirements & Supporting Evidence V2 May 2024
* Physiotherapy Career Attributes V1.1 May 2024
* Additional Examples of Evidence V1.1 May 2024

1. **Please include your CV/Resume as part of this submission**
2. **Component I:**
   1. **Mandatory requirements:** (Mandatory Requirements & Supporting Evidence document)
      1. **3 Case Studies**. You must include in your submission 3 case studies with the following details:

* Select patient presentations relevant to discipline
* Specify 1-2 cases on specific presentations and then the remainder can be any patient presentations relevant to area of practice
* A case is suitable for a case study if it meets requirements by subspecialty (determined above) and if the majority of items/fields on the case study template can be completed
* Additional cases may be submitted so that, when combined, the cases comprehensively cover all the items/fields on the template
* Both the individual cases and the combination of cases will be considered when determining if the participant has demonstrated competence for the case study component.
* There must be a Cultural reflection in 1 of the case studies
  + 1. [PEDro Evidence-Based Physiotherapy Practice Level 3](https://enrol.apacpdguide.com.au/courses/pedro-evidence-based-physiotherapy-practice-level-3) (Mandatory, if no other evidence provided) including reflection on learning and application to practice
    2. APA Cultural Safety Course: [Australian Physiotherapy Council's Cultural Safety Training for Physiotherapists](https://australian.physio/pd/pd-product?id=8732) (Mandatory or provide evidence of equivalent)

1. **Evidence requirements:** (Mandatory Requirements & Supporting Evidence document)
   * + 1. Examples of your work – this may include a range of documents, recordings or similar (videos blogs, Vlogs etc.). If the evidence is a recording it is required to be time stamped and this documented in the table
       2. Other documents such as position descriptions, performance reviews, or letters of reference from your manager or employer
       3. Consider case studies, outlining examples, activities, tasks, responsibilities, selected education, professional learning, critical reflection and any other ways that demonstrate your competence in this role
       4. Include between 1 – 3 pieces of evidence to demonstrate your competence for each role
       5. If using Communication Vignette include:
          - Recognising when values, culture, biases or perspectives have an impact on the management of a patient and modifying the approach to ensure quality patient/client centred care
          - Using communication skills and strategies to facilitate culturally safe discussions with patients/clients and their families and/or carers
          - Assisting patients/clients to use information and communication technologies to support their health
       6. If using Collaborator Vignette include:
          - Negotiating overlapping and shared responsibilities with other health professionals in patient care
          - Strategies to promote understanding, managing differences and/or resolving conflict
          - Safe transfer of care to another health professional, setting or stage of care.
       7. If using Health Advocate Vignette include:

* Working with patients/clients to help identify and address determinants of health that affect them
* Incorporating illness and injury prevention, health promotion and/or health surveillance activities into practice
* Contribution to improvement of health in the community.

1. **Component II: Aboriginal and/or Torres Strait Islander Cultural Capability Development:**
   1. Cultural capability CPD and cultural development (Refer to Cultural Capability Template)
   2. Aboriginal and/or Torres Strait Islander Cultural Capability Development: Critical Reflection (Refer to Cultural Capability Template)
2. **Component III: Overall Critical Reflection on your Career to date:** (Refer to Overall Critical Reflection template)
3. Refer to the evidence in your written responses (in the show table) using the alphanumeric code and short name outlined in “*Table 1: List of evidence collected*”
4. Please add more rows to “Table 1 List of evidence collected” if required.

**Labelling Evidence**

Label each piece of evidence as follows and ensure all pieces of evidence are listed on “*Table 1 List of evidence collected*”, examples listed below:

* **Resume/CV**
* **Component I:**
  + 1A, 1B, 1C, etc. (For all applicants: 1A is the Case Study)
* **Component II:** 
  + 2A: Aboriginal and/or Torres Strait Islander Cultural Capability Development: Reflection
* **Component III:** 
  + 3A : Overall Career to date: Reflection
* Provide a name for your evidence
* File naming convention: all evidence files should start with the alphanumeric code, then the name e.g. 1A Case Study 1.

**Cross Reference**

* Mandatory Evidence, supporting evidence and the reflection pieces can all be crossed referenced to the various roles. For example Case Study O lends itself to the following roles: Practitioner, Communicator, Collaborator, Leader, Professional and in some cases could also cross referenced to theHhealth Advocate and or Scholar Role
* **It is likely that some pieces of evidence will demonstrate multiple competences, and apply across different roles. You may use the same piece of evidence for different roles.**

**De-identification Requirements**

* **Please redact all personal information – this includes clients, patients or colleagues.**
* **Submissions that contain any such personal information will be returned.**

**Sharing the Evidence**

* Once you’ve collated the evidence it must be shared through a secure folder or location. Examples include, but not limited to OneDrive, Dropbox, Google Drive
* The hyperlink to the shared folder should be emailed to [ng.title@australian.physio](mailto:ng.title@australian.physio)

**Table 1: List of Evidence Collected**

Please ensure each piece of evidence is listed on the table below. Some examples have been listed below.

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

**Portfolio Submission: Show Table**

Provide a statement and link evidence focussed on your performance of each Role of the APA Physiotherapy Competence framework Version 7.1

| **No** | **Roles** | **Statement to support level of competency for Milestone 3 Highly Developed** | **Evidence to support statement** |
| --- | --- | --- | --- |
|  | Refer to the requirements in the [Physiotherapy Competence Framework at Milestone 3 level](https://australian.physio/sites/default/files/APA_COMPETENCE_FRAMEWORK_v7.1_FINAL.pdf) & the Learning Outcomes | In this section, please provide clear, concise and specific examples as to how you meet the competency within these roles**. (maximum of 250 words per role)** | List the evidence that would support your claim. This may include evidence from clinical experience, log books, case studies, presentations, reflection blogs, letters of support from mentors/supervisors etc. |
|  | **Physiotherapy Practitioner**  *Consider your ‘promotion of health and provision of culturally responsive, high-quality and safe client-centred management’*. |  |  |
|  | **Communicator**  *Consider how you ‘form therapeutic alliances with clients and relevant others that facilitate the gathering and sharing of essential information for effective health care and health promotion to optimise management and outcomes’.* |  |  |
|  | **Collaborator**  *Consider how you ‘work effectively with health care and other professionals to provide safe, high-quality, client-centred management* |  |  |
|  | **Leader**  *Consider how you engage with others to contribute to a vision of quality services in the health and other sectors and take responsibility for the delivery of excellent client care through your activities as a practitioner, administrator, scholar or teacher.* |  |  |
|  | **Health Advocate**  *Consider how you contribute your expertise and influence as you work with groups, communities, client populations, government and other agencies and organisations to improve health. How do you work with those you serve to determine and understand needs, speak on behalf of others when required, and support the mobilisation of resources to effect**change?* |  |  |
|  | **Scholar**  *Consider and include both of the following in your response:*   * *Facilitation of learning of students, clients, public and other health care professionals* * *Contribute to the application, dissemination, translation and creation of knowledge and practice.* |  |  |
|  | **Professional**  *Consider your commitment to safety and quality in health care through ethical practice, high standards of personal behaviour, accountability and management of your physical and mental health.* |  |  |