



Guidelines for Portfolio submission for the title of 'APA Occupational Health Physiotherapist'

Last updated August 2011

The aim of the portfolio is to provide you with the opportunity to demonstrate that you meet the APA Professional Practice Standards in Occupational Health Physiotherapy (OHP). The portfolio should showcase your original work in the field of OHP.

Most importantly, you are required to appraise your work through an analytical review to demonstrate how you have met the specific (33) criteria set out in the Professional Practice Standards in Occupational Health Physiotherapy (PPS) document.

The portfolio will be assessed by the Occupational Health Physiotherapy Australia (OHPA) Professional Practice Standards Committee. It is the job of the assessors to evaluate your analytical review against the PPS document. It is suggested that candidates prepare their work by identifying the PPS criteria using the criterion number against the appropriate text.

The form of the portfolio

The portfolio will comprise the following:

1. Title Page
2. Table of Contents
3. Declaration, signed by you, that the portfolio is original and your own work.
4. The pieces of work you choose to submit (a maximum of 4 and a minimum of 2 pieces of significant work plus appendices).
 - Each piece of work submitted should be an analytical review which demonstrates reflection on practice (strengths, weaknesses, achievements), the processes that you undertook and how you meet the Professional Practice Standards in Occupational Physiotherapy. These pieces should consist of no more than 10,000 words in total. Use as few words as possible to convey all relevant information. Use the framework provided on page 3 as a guide.

A modest number of appendices may be attached for the purposes of illumination and illustration. They are not included in the word count and are not assessed. The portfolios must contain all the information that is to be assessed.
 - Applicants should delete client names and industry/employer identification from documents prior to submission.
 - Applicants should include a release of information agreement for confidential or sensitive reports.

The assessors anticipate that the types of original activities that may be included in a portfolio to demonstrate OHP practice will vary according to the candidate's individual experience.

The following list gives an indication of the possible range of these activities:

- ✓ a literature review
- ✓ report
- ✓ video
- ✓ refereed journal article
- ✓ published book (sole author, joint author or contributor)
- ✓ research activity
- ✓ media activity (radio interview, article in the press)
- ✓ training session
- ✓ review of statistics/data/other sources of OHS information
- ✓ accident investigation
- ✓ audit of OHS management systems
- ✓ rehabilitation/return to work of an injured worker
- ✓ on-site physiotherapy practice, prevention activities, policy development, health promotion activity.

Generally the assessors will expect each piece of work to be presented in a written format, such as a case study, report or article. However, activities can be submitted in the form of an audio or videotape. Keep in mind that these forms will need to demonstrate a superior, professional level of skill in presentation as well as in the content.

It is suggested that you choose a variety of examples to showcase your Occupational Health Physiotherapy practice and knowledge. You might include a piece of work where, upon reflection, you can recognise that improvements in your practice could have been implemented; further, how this experience has or will change your practice.

A FRAMEWORK FOR THE ANALYTICAL REVIEW

For each piece of work 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.

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 you will need to describe how you and/or others undertook the evaluation (preparation, execution, measurement methods etc) and your 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 you dealt with any negative feedback could be included.

5. Reflections on practice

The assessors are trying to determine the depth of your knowledge in OHP practice and if you 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 you deal with professional issues. As well they will want to know if, retrospectively, you would have done things differently and what might you have done. They are also interested to know what you believe might be the value of your work in terms of the wider occupational health and safety community and why.

Most particularly the assessors need to know what you learned, what skills you developed and how these improvements will make you a better practitioner. They will look for skills that have you identified that need further development and how you identified these. They will also expect a summary of your immediate professional development goals arising from this activity and an inclusion of references for current literature used in this application

APA PROFESSIONAL PRACTICE STANDARDS IN OCCUPATIONAL HEALTH PHYSIOTHERAPY

These standards describe qualities that are developed during undergraduate studies and are progressed throughout a professional career.

For the purposes of this document these standards will be assessed at a level equivalent to practice expected from a physiotherapist with a masters qualification. The successful applicant will gain level two membership of OHPA.

In the future these standards may be used as an assessment base for more advanced practitioners applying for level three membership of OHPA.

Professional Practice Standard	Element	I have met this standard	Please refer to page/para number
Demonstrates			
1.0 An understanding of workplace legislation in relevant jurisdictions and in a broad national context.	1.1 Has a working knowledge of workplace legislation		
	1.2 Provides an Occupational Health Physiotherapy service in accordance with workplace legislation		
	1.3 Cites relevant legislation in written documents and training sessions		
	1.4 Shows an understanding of how legislation affects stakeholders involved in interventions		
2.0 Knowledge of the field of Occupational Health Physiotherapy.	2.1 Demonstrates a knowledge of the relationship between work history, work practice, work environment, lifestyle and mechanisms of injury and illness		
	2.2 Demonstrates a broad and current knowledge of risk management		
	2.3 Accesses appropriate contemporary information sources and tools to assess a worker's abilities, problems and needs in relation to their occupation and working environment		
	2.4 Identifies and understands the perspective of key stakeholders* with respect to workplace health and safety and injury prevention and management		
	2.5 Demonstrates an understanding of the role of the biophysical, psychosocial, organisational and economic factors affecting workers' health, including at risk groups		

Professional Practice Standard	Element	I have met this standard	Please refer to page/para number
Demonstrates			
3.0 Use of a theoretical basis to analyse findings and develop an appropriate intervention plan	3.1 Critically analyses and interprets qualitative and quantitative information		
	3.2 Develops an intervention plan that reflects interpretation and integration of information from relevant sources including other health professionals		
	3.3 Demonstrates a working knowledge of current relevant evidence and its limitations in practice		
	3.4 Demonstrates an understanding of different levels of prevention strategies		
4.0 Implementation of specific intervention with consideration for all stakeholders	4.1 Identifies priority areas for intervention		
	4.2 Tailors interventions to meet clients' needs		
	4.3 Identifies and selects the most appropriate intervention from a variety of modes of intervention		
	4.4 Implements specific appropriate interventions		
	4.5 Modifies intervention in response to findings from evaluations		
5.0 Evaluation of the effectiveness of Occupational Health Physiotherapy interventions	5.1 Selects appropriate outcome measures to evaluate the effectiveness of interventions		
	5.2 Applies relevant methodology when using outcome measures		
	5.3 Is able to identify limiting factors in current evaluation methodology		
	5.4 Is able to reflect on the outcome of intervention and evaluation and is able to identify where future improvements could be made and how to implement them		
	5.5 Seeks peer review of interventions where appropriate		

Professional Practice Standard	Element	I have met this standard	Please refer to page/para number
Demonstrates			
6.0 Communication in a professional and non-judgmental manner	6.1 Demonstrates effective oral and written communication skills with all stakeholders including clients and their support persons, health professionals, service agencies and workplace representatives		
	6.2 Documents all aspects of interventions		
	6.3 Compiles reports clearly, comprehensively and in a professional manner and ensures appropriate distribution		
	6.4 Works as part of a team		
	6.5 Recognises barriers in communication and is able to suggest ways to overcome them		
7.0 Occupational health physiotherapy practice in a professional and ethical manner	7.1 Participates in professional development activities to keep abreast of contemporary practice		
	7.2 Practices in an ethical manner		
	7.3 Demonstrates confidentiality in all occupational health physiotherapy matters		
	7.4 Demonstrates the ability to recognise professional limitations and to refer clients to other experts as required		
	7.5 Creates and takes opportunities to actively promote the practice of occupational health physiotherapy.		

*For the purposes of the Professional Practice Standards in Occupational Health Physiotherapy, a *Stakeholder is defined as:* a person, a group or an organisation that has either an interest in, concern for, and/or involvement with the work of an occupational health physiotherapist and the outcomes of this work. The stakeholder may be directly or indirectly affected by this interest, concern or involvement, which may be seen as a gain or a loss. Stakeholders may be clients (individuals to whom the service is directed), customers (those who pay for the service), fellow workers, employers, trade unions and/or other professionals. The wider community would also be said to be a stakeholder in the sense that it benefits from good occupational health and safety practice and it may also pay for such services, or the lack of them, through insurance, taxes, prices for goods and services etc.