



Australian Society of Medical Imaging and Radiation Therapy

The national professional organisation representing medical radiation practitioners

ABN 26 924 779 836



APAP

2017

Advanced Practice Advisory Panel

Pathway to Advanced Practice Summary document and guidelines for application for credentialing

*ADVANCED PRACTICE FOR THE AUSTRALIAN MEDICAL RADIATION
PROFESSIONS*

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Advanced Practice for the Australian Medical Radiation Professions

This document presents a summary of the Advanced Practice Policy for the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT), formally the Australian Institute of Radiography (AIR). It includes some minor amendments to the "Pathway to Advanced Practice" (Nov 2016) document and includes guidelines for application for credentialing.

Terminology

For the purpose of this document the following terminology and definitions have been adopted, which remain consistent with the November 2016 document and past documents:

Role: *The job of a radiographer or radiation therapist.*

Core roles: *Those roles requiring medical radiation science specific expertise.*

Scope of practice: *"defines the major areas of responsibility and application of knowledge, judgement, functions and skills within the profession" (AIR 2005, p4).*

Role expansion: *...any enlargement of the... role within the boundaries of...education, theory and practice" (Magennis, Slaven & Cunningham 1999, p.320)*

Role Extension: *"...Carrying out of tasks not included in the normal training of registration..." (Wright 1995, p.26)*

Advanced practice: *Occurs when a practitioner is regularly performing beyond the core practice boundaries of the profession with appropriate availability of resources, educational underpinning and professional mentorship.*

The difference between advanced practice and Fellowship

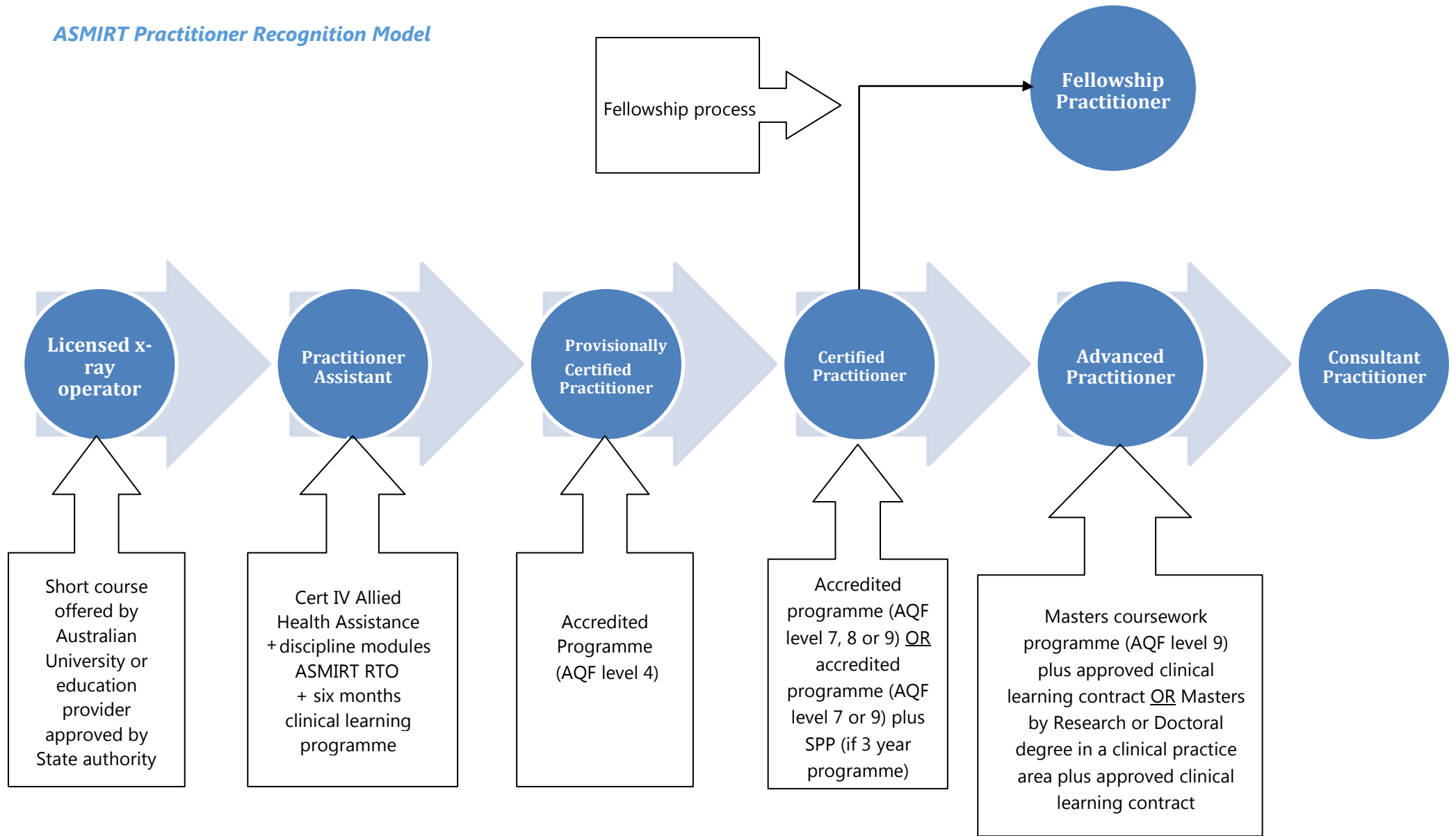
ASMIRT Fellowship is currently the responsibility of the Fellowship Panel of the ASMIRT. The most recent Fellowship Guidelines indicate that Fellows 'will have demonstrated an extensive knowledge of diagnostic imaging and/or radiation therapy' (ASMIRT, 2016, p.5).

A current working distinction is made between the Advanced Practitioner, who possesses a high-degree of clinical expertise **in a defined scope of advanced practice**, and the Fellowship Practitioner, who possess an extensive knowledge of radiography or radiation therapy **across a breadth of the scope of practice** of the Certified Practitioner.

Advanced practice context

The Advanced Practitioner practices in an environment where local need defines the impetus for, and nature of, the advanced practice role. The clinical responsibilities of an advanced practice role are defined and designed to fulfil needs/gaps/skills transfer opportunities for expert practice identified in the individual's medical imaging or radiation therapy workplace. **The responsibilities associated with the advanced practice role are clearly defined, described, formalised and documented in the individual's workplace.** Advanced practice roles are supported with the necessary time, resources and recognition from local management to ensure that the Advanced Practitioner is able to fulfil their clinical responsibilities. The Advanced Practitioner is provided with a readily accessible Clinical Mentor in the workplace, who is an appropriate/relevant leader in the advanced scope of practice, often a Medical Specialist or Physics Specialist.

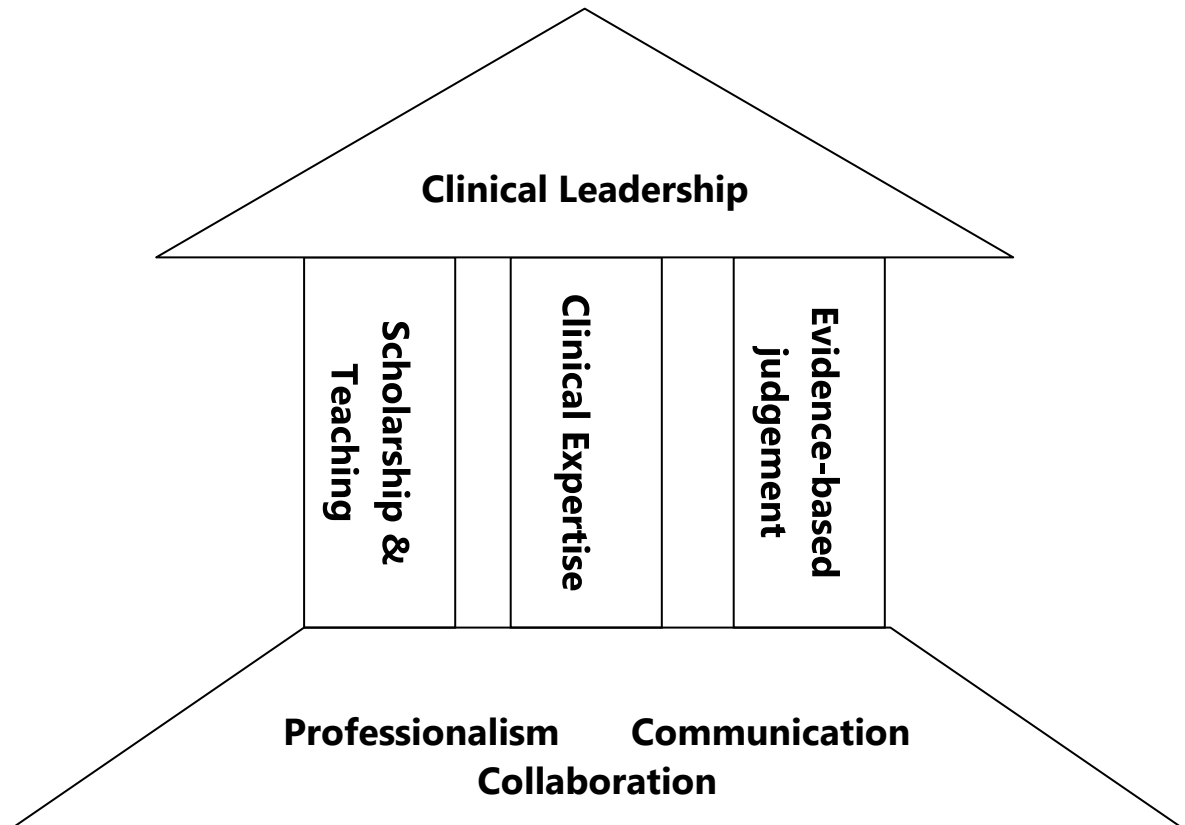
ASMIRT Practitioner Recognition Model





Characteristics of an ASMIRT Advanced Practitioner

The ASMIRT Advanced Practitioner fulfils all aspects of the expectations for the ASMIRT Credentialed Practitioner. In addition, they must demonstrate expertise across seven dimensions of practice and can provide evidence of their advanced capability in each dimension. While the dimensions of practice are described individually, the Advanced Practitioner recognises their practice as holistic and can draw appropriately upon all aspects of their expertise to provide optimal, expert, contextual patient care.



Detail surrounding expectations within the 7 pillars can be found in the Feb 2014 document.

It should be noted that the above characteristics have been adapted from the Canmeds 2000 framework, developed by the Societal Needs Working Group of the Royal College of Physicians and Surgeons of Canada. This framework has been shown to be adaptable to other health professions and to inter-professional education. Titles and wordings of some characteristics have been altered to suit the context, whilst others remain largely unchanged.

Attaining Recognition as an ASMIRT Advanced Practitioner

The ASMIRT recognises two pathways for an ASMIRT Credentialed Practitioner to attain recognition as an Advanced Practitioner, specifically:

- Masters by Coursework pathway
- Masters by Research/Doctorate pathway

Masters by Coursework Pathway





Masters by Research/Doctorate Pathway



Advanced Practice Portfolio

All applicants are required to prepare and submit an Advanced Practice Portfolio as evidence of their fulfilment of the requirements for ASMIRT Advanced Practitioner status.

The Application should be supported with a maximum of 5 pieces of documentary evidence for each of the 7 characteristics of the advanced practitioner. In total the documentary evidence should not exceed 100 pages. Applicants are therefore strongly encouraged to select the evidence to best support their application and where evidence supports more than one characteristic, cross reference within the application.

Copies of documents provided in support of an application must be certified as true copies of original documents by authorised persons (see appendix 4). You should also submit a statutory declaration stating that all evidence contained within your portfolio is true and fair, not misleading and a representation of your personal work.

Overview of the Advanced Practice Portfolio

Section 1	Overview, nature and context of your Advanced Practice Position description from your workplace, clearly outlining your advanced scope of practice	Maximum 500 words Copy of position description
Section 2	Statements addressing each of the seven characteristics of the ASMIRT Advanced Practitioner Documentary evidence supporting attainment of each of the seven characteristics of the ASMIRT Advanced Practitioner	Maximum 500 words per characteristic, excluding citations and references Copies of supporting documentary evidence Max 100 pages
Section 3	Your Curriculum Vitae	Maximum 8 pages

Format of your Advanced Practice portfolio

You should prepare your Advanced Practice portfolio using the template structure available in Appendix 1 and saved as a **single** Word or PDF electronic document.

You should submit your portfolio by utilising dropbox (<https://www.dropbox.com/>) and submitting the link to your dropbox to APAP via email.



Explanation of your Advanced Practice Portfolio

Section 1: Overview, Nature and Context of your Advanced Practice

Provide no more than 500 words outlining your Advanced Practice role, your responsibilities as an Advanced Practitioner and the context in which you practice. This section should demonstrate the rationale for your Advanced Practice role and how you contribute to patient care in an advanced setting. Your philosophy and values as an Advanced Practitioner should be clearly articulated, and should be evident in your responses to each of the characteristics in Section 2. It will support the review of your portfolio to include relevant references from the evidence base.

You must include a copy of the complete workplace position description for your Clinical Advanced Practice role, detailing your advanced scope of practice and any other relevant responsibilities or information.

Section 2: Statements and Evidence Addressing each of the Seven Characteristics of the ASMIRT Advanced Practitioner

For each of the characteristics outlined below, there are four compulsory elements to be addressed in the Advanced Practice portfolio:

1. Provide an overview –

What do you do that indicates you possess this characteristic? Why do you do it? What are the outcomes of what you do? How do you enhance patient care through this characteristic? Note that this is not a statement of what Advanced Practitioners *should* do; rather it is your declaration of what actually occurs in your own Advance Practice.

2. Reflection on learning –

How have you learned about and developed this characteristic? What were the key learning events along the way? Why did you approach your development in this way, and what have you learned from the way you approached it?

3. Continuing professional development plan –

What further specific development(s) have you identified for yourself with respect to maintaining and further refining this characteristic? What strategy/actions have you planned to achieve these development goals? How will you use this Advanced Practice characteristic to contribute to the development of others in your workplace?

4. Documentary evidence –

Provide copies of the evidence that documents your success in achieving this characteristic. You should aim to provide the strongest possible evidence supporting your application for recognition as an ASMIRT Advanced Practitioner, so take care to include evidence that is compelling and convincing and that relates directly to your Advanced Practice role. The following notes will guide you in selecting the documentary evidence for your submission.

Characteristic 1: Expert Communication

Documentary evidence may include (but is not limited to):

- certificates of formal training/education
- samples of works/materials you have developed and implemented
- workplace reviews or appraisals indicating advanced-level performance

- statements of recommendation from peers, manager and/or professional mentors

Characteristic 2: Internal and External Collaboration

Documentary evidence should include evidence of **both** internal and external collaboration. This evidence may include (but is not limited to):

- samples of works/materials/activities you have developed and implemented collaboratively
- statements of recommendation from peers, manager, professional mentors, or external collaborators and partners
- evidence of active contribution and participation in internal and/or external committees, working groups, panels or boards

Characteristic 3: High level of Professionalism

Documentary evidence may include (but is not limited to):

- samples of works/materials/activities you have developed and implemented to ensure ethical and safe outcomes, or to support colleagues in delivering same
- evidence of teaching activities you have developed and implemented to guide and coach others in delivering high quality patient care
- samples of your professional development plan, portfolio or journal that documents the development and maintenance of your advanced knowledge, skills and attributes
- statements of recommendation from peers, manager, professional mentors, students or academic partners
- workplace reviews or appraisals indicating advanced-level performance
- samples of your reflective writing that records critical evaluation of your own learning and development needs

Characteristic 4: Advanced Clinical Expertise

Documentary evidence: Applicants must include records of any postgraduate qualifications or fulfilled clinical learning contracts related to the specified area of Advanced Practice. Other documentary evidence may include (but is not limited to):

- statements of competency from manager and professional mentors attesting to advanced level proficiency in the specified area of Advanced Practice
- workplace reviews or appraisals indicating advanced-level performance
- formal workplace or external competency assessments demonstrating expert practice in the specified area

Characteristic 5: High Level of Scholarship and Teaching

Documentary evidence may include (but is not limited to):

- samples of works/materials/activities you have developed and implemented to promote the learning and development of your colleagues or others
- certificates of formal training/education



- evidence of teaching activities you have developed, implemented or proactively engaged in to promote the learning and development of your colleagues or others
- samples of your professional development plan, portfolio or journal that documents the development and maintenance of your advanced knowledge, skills and attributes
- samples of your reflective writing that records critical evaluation of your own learning and development needs
- evidence (including abstracts) of conference presentations you have made or workshops you have facilitated
- copies of published articles, posters or items you have authored

[Characteristic 6: Professional Judgement based on Evaluation of Evidence and Clinical Situation](#)

Documentary evidence may include (but is not limited to):

- samples of works/materials/activities you have developed and implemented to promote the importance of evidence-informed practice to colleagues or others
- certificates of formal training/education
- evidence of your professional reading activities and associated critique
- samples of your reflective writing that records critical analysis of your own practice
- evidence of your research activities
- copies of published articles, posters or items you have authored
- statements of recommendation from peers, manager, professional mentors, or academic partners

[Characteristic 7: Clinical Leadership](#)

Documentary evidence may include (but is not limited to):

- certificates of formal training/education
- evidence of actions or activities you have developed and implemented that demonstrate your ability to motivate others, build relationships and lead at an expert level
- statements of recommendation from subordinates, peers, manager, professional mentors, or academic partners
- workplace reviews or appraisals indicating advanced-level performance
- workplace 360-degree reviews or similar that attest to your leadership performance
- samples of your reflective writing that records critical evaluation of your own leadership development and performance

SECTION 3: YOUR CURRICULUM VITAE

Include a relevant and selective Curriculum Vitae outlining your professional pathway and achievements to date.

Assessment of your Advanced Practice portfolio

Your Advanced Practice portfolio represents the formal mechanism to evaluate your application for recognition as an ASMIRT Advanced Practitioner. As such, you should take care to ensure that your portfolio thoroughly reflects your achievements in the specified area of Advanced Practice and that you incorporate compelling and conclusive evidence that you satisfy the seven characteristics required of an ASMIRT Advanced Practitioner.

Your portfolio will be reviewed by three independent, expert assessors nominated by APAP and the ESAP:

- An assessor who possesses expert capability at a level of broad equivalence to a Clinical Mentor as identified by APAP – in many cases, this is likely to be a Radiologist, a Radiation Oncologist, a Medical Physicist, or a relevant clinical specialist depending upon the nature of the advanced practice role; and
- An assessor who is a medical radiation science academic possessing appropriate qualifications and experience in education or teaching and learning as identified by ESAP; and
- An assessor who is a past or present representative of the ASMIRT expert panel or board closely related to the area of focus of the advanced practice role, excluding the Board of Directors, or a suitable industry expert as identified by the APAP.

Assessors may be Australian or international experts. You may provide your suggestions for assessors at the time of submitting your initial learning contract – please note, however, that these will be considered as suggestions only, and the final decision regarding assessors remains at the discretion of the APAP. The identity of your assessors will remain confidential.

The assessors will use their own expert judgement and experience to evaluate whether your portfolio presents a compelling case that you have achieved the capacities expected of an ASMIRT Advanced Practitioner in a clearly defined area of practice. The following broad evaluation criteria will apply:



	Acceptable	Acceptable with the following additions/changes	Unacceptable	
Portfolio submission	All sections of the submission have been included in the stipulated format	Minor amendments required to support applicants claim. Comments from assessors regarding additional evidence required, or additional information suggested to support applicants claim will be entered here	One or more sections of the submission are missing or incomplete	The submission file is corrupted, damaged or otherwise inaccessible
SECTION 1	The overview statement comprehensively explains the Advanced Practice role, its rationale and how the role contributes to patient care. The applicant's philosophy and values as an Advanced Practitioner are clearly articulated.		The overview statement is missing or unclear for one or more of: role explanation, contribution to patient care, or applicant's philosophy or values.	
	The workplace position description reflects an appropriate advanced scope of practice within the relevant speciality (eg "skeletal reporting", "Prostate RT", "interventional radiography" etc)		The workplace position description does not reflect an appropriate advanced scope of practice	No workplace position description is included

SECTION 2	An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission		One or more of the requirements for this characteristic are missing or incomplete	
Characteristic 1 Expert Communication	The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic		The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic	
	The documentary evidence provided convincingly confirms that the applicant possesses this characteristic		The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.	The documentary evidence is incomplete, illegible, missing or unable to be confirmed.



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Characteristic 2 Internal & External Collaboration	<p>An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission</p>		<p>One or more of the requirements for this characteristic are missing or incomplete</p>	
	<p>The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic</p>		<p>The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic</p>	
	<p>The documentary evidence provided convincingly confirms that the applicant possesses this characteristic</p>		<p>The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.</p>	<p>The documentary evidence is incomplete, illegible, missing or unable to be confirmed.</p>

Characteristic 3 High Level of Professionalism	An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission		One or more of the requirements for this characteristic are missing or incomplete	
	The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic		The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic	
	The documentary evidence provided convincingly confirms that the applicant possesses this characteristic		The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.	The documentary evidence is incomplete, illegible, missing or unable to be confirmed.



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Characteristic 4 Advanced Clinical Expertise	<p>An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission</p>		<p>One or more of the requirements for this characteristic are missing or incomplete</p>	
	<p>The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic</p>		<p>The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic</p>	
	<p>The documentary evidence provided convincingly confirms that the applicant possesses this characteristic</p>		<p>The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.</p>	<p>The documentary evidence is incomplete, illegible, missing or unable to be confirmed.</p>

Characteristic 5 High Level of Scholarship & Teaching	<p>An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission</p>		<p>One or more of the requirements for this characteristic are missing or incomplete</p>	
	<p>The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic</p>		<p>The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic</p>	
	<p>The documentary evidence provided convincingly confirms that the applicant possesses this characteristic</p>		<p>The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.</p>	<p>The documentary evidence is incomplete, illegible, missing or unable to be confirmed.</p>



Characteristic 6 Professional Judgement based on Evaluation of Evidence and Clinical Situation	<p>An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission</p>		<p>One or more of the requirements for this characteristic are missing or incomplete</p>	
	<p>The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic</p>		<p>The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic</p>	
	<p>The documentary evidence provided convincingly confirms that the applicant possesses this characteristic</p>		<p>The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.</p>	<p>The documentary evidence is incomplete, illegible, missing or unable to be confirmed.</p>

Characteristic 7 Clinical Leadership	An overview, reflection on learning, professional development plan and documentary evidence have been included in the submission		One or more of the requirements for this characteristic are missing or incomplete	
	The overview, reflection on learning and professional development plan effectively communicate the applicant's possession of this characteristic		The overview, reflection on learning or professional development plan do not adequately communicate the applicant's possession of this characteristic	
	The documentary evidence provided convincingly confirms that the applicant possesses this characteristic		The documentary evidence provided is equivocal, weak or unclear in its relationship to this characteristic.	The documentary evidence is incomplete, illegible, missing or unable to be confirmed.



Each expert assessor will provide one of the following recommendations to the APAP:

Acceptable:

All elements of the submission are considered acceptable and the evidence provided clearly confirms that the applicant possesses all characteristics of the ASMIRT Advanced Practitioner

Acceptable with the following changes:

Some additional evidence is required to strengthen the application. These amendments should be minor in nature and the application **MUST** be resubmitted within three months from the date of notification for re-assessment. If re-submission does not occur within this time-frame a new application should be submitted in its' entirety

Not acceptable:

One or more elements of the submission are considered unacceptable and/or the evidence provided does not clearly confirm that the applicant possesses all characteristics of the ASMIRT Advanced Practitioner

Where the APAP communicates three recommendations of "Acceptable" to the BOD, the applicant will be deemed eligible for recognition as an ASMIRT Advanced Practitioner.

Where the APAP receives recommendations of "acceptable with the following changes" they will notify the applicant of the relevant feedback and invite them to submit the relevant additional evidence within three months, whereupon the original assessors will be requested to examine the additional evidence and consider their assessment.

Where the APAP receives two recommendations of "Acceptable" and one "Unacceptable" the BOD will determine whether the application is successful. The applicant may be asked to supply supplementary information or evidence to facilitate this process.

Where the APAP communicates two or more recommendations of "Unacceptable" to the BOD, the application will be declined. The APAP will provide the applicant with written feedback about the submission using the evaluation criteria schedule above. An applicant may redevelop and resubmit their Advanced Practice application at any time. The APAP will not proceed with re-assessment of a substantially unchanged Advanced Practice application.

If necessary, the APAP and the BOD reserves the right to call upon a fourth independent, expert assessor to provide the ruling recommendation. A majority decision will determine the result.

Appeals Process

Where the APAP and the BOD receives two recommendations of "Acceptable" and one of "Unacceptable", and the APAP has consulted with the assessors and an "Unacceptable" overall decision has been given, with the application declined the applicant has grounds for an appeal.

The APAP will provide the applicant with written feedback about the submission from the assessor who found the application unacceptable using the evaluation criteria schedule above.

The applicant will address feedback and provide evidence as to why their application should be found acceptable. The application will then be assessed by another independent assessor from the same category.

All appeals must be made in writing to the APAP Chairperson. All appeals will commence with informal mediation between APAP and the Advanced Practice candidate, facilitated by the APAP Chairperson. Where a mutually acceptable result is unable to be reached through informal mediation, the appeal will be referred by the APAP chairperson to the ASMIRT Board of Directors for further review.

The BOD reserves the right to call upon a final independent, expert assessor to assist in the determination.

The decision by the Board of Directors will be final.

Application Timeline

Acknowledgement of receipt of learning contract by APAP – within 1 week

Feedback by APAP to potential applicant regarding learning contract with assignment of mentor if required – within 2 weeks

Acknowledgement of receipt of application by APAP – within 1 week

Initial feedback from APAP, with request for more information if required – within 1 month

Resubmission of application by applicant (if required) – within 2 months of receipt of feedback from APAP

Feedback from reviewers received by APAP – within 2 months of reviewer receipt of application

Assessment outcome from BOD – within 3 months of receipt of application by APAP



Appendix 1 – Advanced practice portfolio template structure

YOUR CONTACT DETAILS, INCLUDING:

- Your full name
- Your contact telephone number
- Your mailing address
- Your email address

SECTION 1

Overview, nature and context of your Advanced Practice (maximum 500 words)

Workplace position description appended at page

SECTION 2

CHARACTERISTIC 1: EXPERT COMMUNICATION

Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)

Supporting documentary evidence appended at page(s).....

CHARACTERISTIC 2: INTERNAL AND EXTERNAL COLLABORATION

Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)

Supporting documentary evidence appended at page(s).....

CHARACTERISTIC 3: HIGH LEVEL OF PROFESSIONALISM

Statement including an overview, reflection on learning and continuing professional development

plan (maximum 500 words)
Supporting documentary evidence appended at page(s).....
CHARACTERISTIC 4: ADVANCED CLINICAL EXPERTISE
Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)
Supporting documentary evidence appended at page(s).....
CHARACTERISTIC 5: HIGH LEVEL OF SCHOLARSHIP AND TEACHING
Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)
Supporting documentary evidence appended at page(s).....
CHARACTERISTIC 6: PROFESSIONAL JUDGEMENT BASED ON EVALUATION OF EVIDENCE AND CLINICAL SITUATION
Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)
Supporting documentary evidence appended at page(s).....
CHARACTERISTIC 7: CLINICAL LEADERSHIP
Statement including an overview, reflection on learning and continuing professional development plan (maximum 500 words)
Supporting documentary evidence appended at page(s).....

SECTION 3
Curriculum Vitae appended at pages



Appendix 2 – Expectation for Clinical Mentors

It is expected that the Clinical Mentor will be an expert in the advanced practice area of focus, and that he or she will possess relevant qualifications, registration, credentialing and licensing as appropriate to their role. In many cases, it is likely that the Clinical Mentor will be an appropriately credentialed Australian Radiologist, Radiation Oncologist or Medical Physicist. It is acknowledged, however, that the nature of the advanced practice role may mean it is appropriate that some other Australian medical specialist or allied health professional is nominated. In any case, the applicant must demonstrate that the Clinical Mentor is an appropriate individual possessing all relevant credentials to ensure that patient safety remains paramount.

It is expected that the Clinical Mentor will be actively engaged in formulating the advanced practice clinical learning contract, in the regular formal reviews of progress, and in finalising the clinical learning contract upon completion.

It is expected that the Clinical Mentor will act as a mentor during the period of the candidate's development, providing supervision as agreed, and feedback, guidance and stewardship as required or requested by the candidate.

It is expected that the Clinical Mentor will recognise the primacy of patient safety at all times, and will intervene should there be any legitimate risk to patients' well-being.

Appendix 3 – Guidelines for formulating an advanced practice clinical learning contract

1. The clinical learning contract (CLC) must specify the key clinical responsibilities expected of the advanced practitioner within their individual department.
2. The CLC must also set out the learning activities to be undertaken in order to develop competency within those key clinical activities.
3. The CLC will specify the resources required, the time frame it is expected to complete the learning activities and how competency will be measured.
4. Methods of supervision, mentoring and assessment should be specified for each key clinical responsibility/competency. If these change with additional experience/competency, this should be detailed with expected timeframes for each method.
5. A record of regular progress reviews should be incorporated into the contract.
6. The contract **MUST** be approved by the candidate, the candidates mentor/clinical supervisor and the candidate's manager.
7. The contract must detail the qualifications of the clinical mentor/supervisor.

Appendix 4 – Advanced Practice Clinical Learning Contract

Advanced Practice candidate's name: _____

Contact email: _____

Candidate's manager's name: _____

Clinical mentor's name and qualifications: _____

Employing organisation: _____

Information for candidates:

- Complete sections 1-3 with your manager and clinical mentor and submit to the APAP for approval
- Each time a progress review discussion occurs, ensure the record in section 4 is completed. Remember to attach a summary of the review discussion.
- Section 5 should be completed once you have completed the agreed learning activities and been evaluated by your manager and clinical mentor as competent in all key clinical responsibilities
- The completed Advanced Practice Clinical Learning Contract (sections 1-5) should be included in your Advanced Practice Portfolio

Section 1 – Proposed Advanced Practice Responsibilities

Provide a brief synopsis of the proposed Advanced Practice role. Specify the proposed key clinical responsibilities of the Advanced Practice role:

- 1.
- 2.
- 3.
- 4.
- 5.



Section 2 – Learning Action Plan

For each key clinical responsibility, specify the candidate’s learning needs and the proposed plan to address these needs.

Key clinical responsibility	Learning activities <i>Should include activities that develop theoretical knowledge, practical skills, professional attributes, or some combination of same</i>	Consider time, financial, technology/system and other resources required		Timeframe or anticipated completion date for learning activity	Measure or performance level that will indicate achievement
		Resource required	Is this resource to be supplied by candidate, employer or other?		
1					
2					
3					
4					
5					

Supervision and Mentoring Record

For each key clinical responsibility, specify the agreed supervision arrangements. If it is expected that supervision will change over time or with context, provide an indication of the applicable timeframes or circumstances.

Key clinical responsibility	Direct (at-the-shoulder) supervision by clinical mentor	Indirect, on-site supervision by clinical mentor	Indirect supervision by telephone by clinical mentor	No supervision required / supervision not applicable	Other supervision arrangement (provide details)
1					
2					
3					
4					
5					



Formal review of progress

Specify the agreed timeframes for formal progress review discussion between the candidate, their manager and the clinical mentor. Formal reviews should occur regularly, and the minimum expectation is every three months. A written record of the review should be completed and retained by the candidate and the employing organisation.

Section 3 – Clinical Learning Contract acknowledgement

We have discussed this Advanced Practice Clinical Learning Contract and agree to the proposed arrangements

Advanced Practice Candidate _____ Date / /

Advanced Practice Candidate's Manager _____ Date / /

Clinical Mentor _____ Date / /

Approved by ESAP _____ Date / /

Section 4 – Record of formal reviews of progress

For each formal review, attach a summary of the discussion, a synopsis of performance for each key clinical responsibility, and agreed actions to facilitate further progress.

Date of progress review	Record of review attached	Signature of AP candidate	Signature of AP candidate’s manager	Signature of clinical mentor

Section 5 – Fulfilment of the Advanced Practice Clinical Learning Contract

We consider that the Advanced Practice Candidate is competently fulfilling the specified key clinical responsibilities

Advanced Practice Candidate’s Manager _____ Date / /

Clinical Mentor _____ Date / /