

2026



# ASMIRT

Templates

**AP Application**

*Your profession. Your future.*

Australian Society of Medical Imaging and Radiation Therapy  
Contact us at [info@asmirt.org](mailto:info@asmirt.org) or call us on +61 3 9419 3336

[asmirt.org](http://asmirt.org)



There are a number of protected titles for medical radiation practice. They include:

Medical Radiation Practitioner (MRP)

Diagnostic Radiographer (DR)

Medical Imaging Technologist (MIT)

Radiographer

Nuclear Medicine Scientist (NMS)

Nuclear Medicine Technologist (NMT)

Radiation Therapist (RT).

For the purposes of our documentation we use the broad descriptor Medical Radiation Practitioner (MRP) recognising that it covers a range of areas of practice.

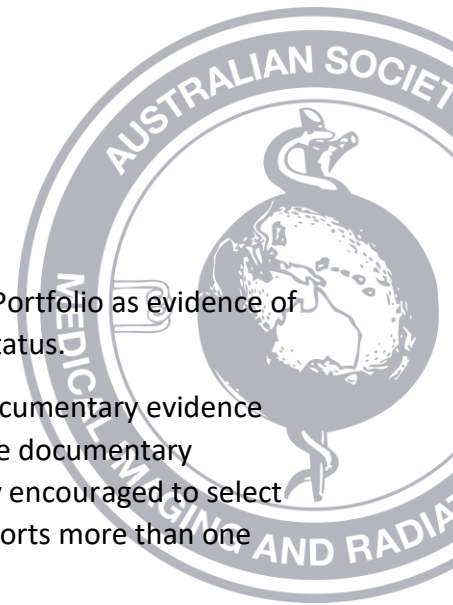


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## Advanced Practice Portfolio

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 10 pieces of documentary evidence for each of the 4 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.

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	<p>Overview, nature and context of your Advanced Practice</p> <p>Position description from your workplace clearly outlining your advanced scope of practice</p>	<p>Maximum 500 words</p> <p>Copy of position description signed by your manager</p>
Section 2	<p>Evidence-based statements addressing each of the four characteristics of the ASMIRT Advanced Practitioner</p> <p>Documentary evidence supporting attainment of each of the four characteristics of the ASMIRT Advanced Practitioner</p>	<p>Maximum 1000 words per characteristic, excluding citations and references</p> <p>Copies of supporting documentary evidence Max 100 pages with signed statutory declaration</p>
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 APRG 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. This must be signed by your manager.

### ***Section 2: Statements and Evidence Addressing each of the Four 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. Note the maximum word limit is 1000 words per characteristic:

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 you are doing in your own specialised area of 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: Advancing Clinical Practice**

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 2: Research and Evidence Based Practice - 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 both internally and collaboratively

- 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 evidence (including abstracts) of conference presentations you have made or workshops you have facilitated statements of recommendation from peers, manager, professional mentors, or academic partners





### **Characteristic 3: 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, both internally and collaboratively
- 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

### **Characteristic 4: Education**

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, both internally and collaboratively
- 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 professional development plan, portfolio or journal that documents the development and maintenance of your advanced knowledge, skills and attributes

## **FOUNDATIONAL CHARACTERISTICS UNDERPINNING THE ABOVE CHARACTERISTICS**

Expert communication, internal and external collaboration, and a high level of professionalism are characteristics not explicitly defined and therefore are not expected to be evidenced separately. However, they are fundamental to the four characteristics of advanced practice and therefore must be acknowledged and demonstrated while evidencing the four characteristics,

### **Expert Communication**

Expert communication proficiency is essential for Advanced Practitioners to provide humane, high-quality care to patients and to work effectively with other health professionals. An ASMIRT Advanced Practitioner possesses high level communication skills demonstrated in their ability to obtain information from, and convey information to colleagues, patients and their



families. They will respond appropriately to patients' beliefs, concerns, and expectations about their illnesses and assess factors impacting on patients' health and well-being. Additionally, the

#### **Advanced Practitioner:**

- Composes communications which convey specialised concepts to influence outcomes or decisions;
- Tailors communication style and delivery method to the level of the audience;
- Prepares and delivers confident and persuasive presentation of concepts;
- Knows the audience, and identifies and uses this knowledge to build strategies to influence outcomes;
- Organises forums to facilitate information sharing;
- Negotiates agreement on complex issues.

#### **Internal and External Collaboration**

Expert collaborative practice ensures high quality outcomes for patients. As an ASMIRT Credentialed Practitioner, the Advanced Practitioner engages in partnership with others who are appropriately involved in the care of individuals or specific groups of patients by collaborating effectively with patients and a multidisciplinary team of expert health professionals for provision of optimal patient care, education, and research. Additionally, the

#### **Advanced Practitioner:**

- Works collaboratively to reduce organisational silos;
- Focuses upon establishing and maintaining productive relationships with key internal groups to ensure collaborative work practices;
- Develops a broad network of useful contacts both internally and externally;
- Pro-actively fosters productive two-way flow of ideas and concepts.

#### **High level of Professionalism**

Advanced Practitioners hold a unique societal role as professionals with a distinct body of advanced knowledge, skills, and attitudes dedicated to improving the health and well-being of others. As an ASMIRT Credentialed Practitioner, the Advanced Practitioner is committed to the highest standards of excellence in clinical care and ethical conduct, and to continually pursuing mastery of their discipline. Additionally, the Advanced Practitioner:

- Demonstrates uncompromising professional integrity, including honesty with, and high respect for, self, colleagues, patients and their carers, students and the profession;
- Actively guides and coaches other members of the multidisciplinary team to ensure ethical and safe practice outcomes;
- Develops, implements and evaluates plans to maintain advanced knowledge and skills to enable safe, optimal and organised patient care;
- Proactively consults and seeks feedback and uses criticism constructively to progress own professional development and learning.





### 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 four characteristics required of an ASMIRT Advanced Practitioner.

Your portfolio will be reviewed by three independent, expert assessors nominated by APRG : An example could be:

- An assessor who possesses expert capability at a level of broad equivalence to a Clinical Mentor as identified by APRG – 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
- 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 APRG.

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 APRG. 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 Advanced Practitioner.

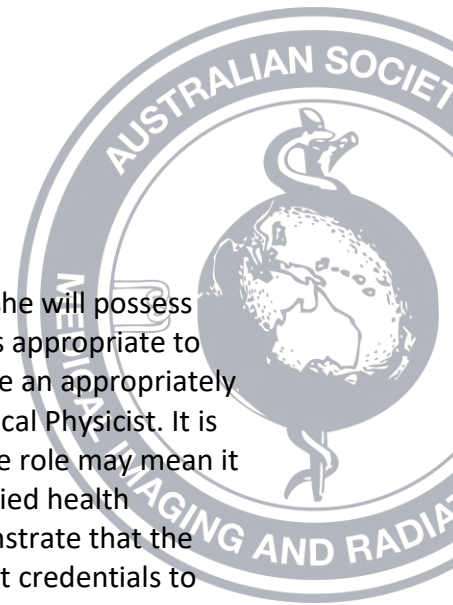




Appendix 1 – Advanced practice portfolio template structure

YOUR CONTACT DETAILS, INCLUDING:
<ul style="list-style-type: none"> <li>▪ Your full name</li> <li>▪ Your contact telephone number</li> <li>▪ Your mailing address</li> <li>▪ Your email address</li> </ul>
SECTION 1
Overview, nature and context of your Advanced Practice (maximum 500 words)
Workplace position description signed by manager appended at page .....
SECTION 2
<b>CHARACTERISTIC 1: ADVANCING CLINICAL PRACTICE</b>
Statement including an overview, reflection on learning and continuing professional development plan (maximum 1000 words)
Supporting documentary evidence appended at page(s).....
<b>CHARACTERISTIC 2: RESEARCH AND EVIDENCE BASED PRACTICE</b>
Statement including an overview, reflection on learning and continuing professional development plan (maximum 1000 words)
Supporting documentary evidence appended at page(s).....
<b>CHARACTERISTIC 3: LEADERSHIP</b>
Statement including an overview, reflection on learning and continuing professional development plan (maximum 1000 words)
Supporting documentary evidence appended at page(s).....
<b>CHARACTERISTIC 4: EDUCATION</b>
Statement including an overview, reflection on learning and continuing professional development plan (maximum 1000 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.
- 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.
- 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.
- 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 competence 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 competence 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 candidate’s 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

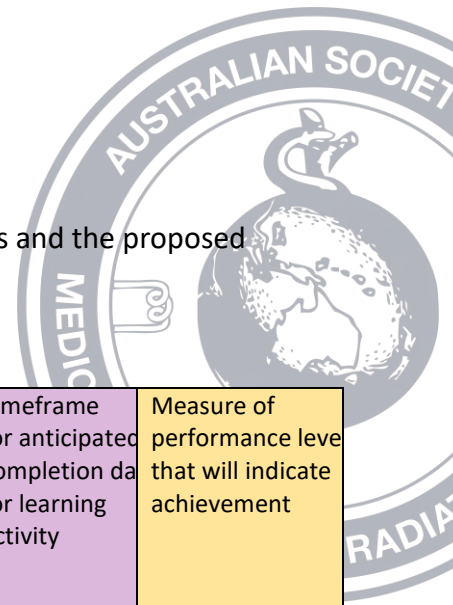
<b>Advanced Practice candidate’s name:</b>	
<b>Contact email:</b>	
<b>Candidate’s manager’s name:</b>	
<b>Clinical mentor’s name/s and qualifications:</b>	
<b>Employing organisation:</b>	
<b>Information for candidates:</b>	
<ul style="list-style-type: none"> <li>• Complete sections 1-3 with your manager and clinical mentor and submit with your application to the APRG for approval</li> <li>• Each time a progress review discussion occurs, ensure the record in section 4 is completed. Remember to attach a summary of the review discussion.</li> <li>• 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</li> <li>• The completed Advanced Practice Clinical Learning Contract (sections 1-5) should be included in your Advanced Practice Portfolio</li> <li>• <b>Note:</b> A Learning Contract developed during your postgraduate AQF Level 9 course may be used as a substitute for some of these sections. If applicable, please ensure this is clearly stated in your application.</li> </ul>	

### 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. \_\_\_\_\_





## 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, and some combination of same</i>	Consider time, financial, technology/system and other resources required		Timeframe for anticipated completion date for learning activity	Measure of performance level that will indicate achievement
		Resources required	Is this resource be supplied by the 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 the clinical mentor	Indirect supervision by video conference/telephone by clinical mentor	No supervision required / supervision not applicable	Other supervision arrangement (specify details)
1.					
2.					
3.					
4.					
Etc...					

## 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                      NAME              Signature \_\_\_\_\_ Date: / /

Advanced Practice Candidate’s Manager                      NAME              Signature \_\_\_\_\_ Date: / /

Clinical Mentor/s                      NAME              Signature \_\_\_\_\_ 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                      NAME              Signature \_\_\_\_\_ Date: / /

Clinical Mentor/s                      NAME              Signature \_\_\_\_\_ Date: / /

