

# MASTER OF ADVANCED HEALTH CARE PRACTICE

## PROFESSIONAL PORTFOLIO

### ELIGIBILITY:

For applicants who meet the entry criteria for Entry Level 1 (72 credit points) but not Entry Level 2 (48 credit points), a Professional Portfolio must be submitted.

### AIM OF PORTFOLIO:

The Professional Portfolio should demonstrate continued professional learning in the applicant's professional discipline and outcomes and achievements in their area of practice. The Portfolio should provide evidence of activities and outcomes equivalent to the Australian Qualification Framework (AQF) Level 8 (<https://www.aqf.edu.au/>).

### Documents required:

1. Prepare a Professional Portfolio according to the specified criteria and template (Appendix A).
2. Sign the statutory declaration that all the information provided is a true and accurate.
3. Upload the documentation into the e-admission application.

### CRITERIA FOR PROFESSIONAL PORTFOLIO:

**WORD LENGTH:** The word length for the entire portfolio is 3000 words (excluding evidence documents). Ensure your application is clear and concise and provides relevant evidence.

**REGENCY:** Professional Portfolio should document activities undertaken within the last 10 years of practice and must be supported with appropriate evidence.

Portfolio activities must demonstrate a minimum of 576 hours of activity; this is equal to 24 credit points of postgraduate study.

## STRUCTURE:

Choose between 3-5 areas of practice and discuss professional learning activities and outcomes. Try and provide a holistic picture of your practice. Examples of areas of practice include but not limited to:

- Specific clinical interventions (initiated new area of practice, re-developed, re-design and/or improved existing area of practice)
- Education and training to peers, patients/clients, professional bodies, community, government, policy makers and planners
- Research and evaluation activities (include further study)
- Leadership and management roles/activities
- Promoting cultural awareness and safety within the workplace and/or community
- Collaborative practice and multidisciplinary teams
- Process and systems to improve quality and safety in the workplace

Given the word limit, choose areas of practice where you can show greatest impact and achievements. Also see Appendix B for examples of evidence to support these areas of practice.

For each area of practice provide:

- a) An overview of the area of practice.
- b) Discuss your role and responsibilities in this area of practice and note career development in this area.
- c) Discuss your outcomes and achievements in this area of practice.
- d) Provide evidence to support discussion, outcomes, and achievements.
- e) Ensure grammar and expression is clear, concise, uses professional language.

**EVIDENCE & RELEVANCE:** See Appendix B for examples of evidence. Where evidence supports more than one area of practice, cross reference within the application. Ensure your evidence is compelling enough to thoroughly reflect your achievements in your area of practice.

**GRAMMAR AND EXPRESSION:** The writing style should be clear in expression, coherence, fluency and demonstrate expertise in the topic area.

**STATUTORY DECLARATION:** Sign the statutory declaration stating all the evidence in your Portfolio is true and represents your own work. It is your responsibility to provide the necessary documentation for your portfolio to be assessed. Any gaps in documentation/explanation will be returned.

**ASSESSMENT:** Your portfolio will be reviewed by the Specialisation Leader and Course Coordinator in the Master of Advanced Health Care Practice and recommendations submitted to the Faculty Admissions Team.

**SUBMISSION:** Professional Portfolios must be submitted with your course application through the Applicant Portal.

## STATUTORY DECLARATION

I,

*Name*

Contact telephone number:

Email address:

**make the following statutory declaration under the Oaths and Affirmations Act 2018:**

**Course specialisation:**

- Clinical Midwifery
- Medical Imaging Practice
- Occupational Therapy Practice
- Paediatric Physiotherapy
- Primary Health Care
- Radiation Therapy

**Declaration**

**I warrant that the information on this form, or provided in support of my application, is correct and complete.**

**I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s, might invalidated my application and that the University may withdraw an offer of a place or cancel my enrolment in consequence.**

**Should the University determine that I have submitted a false document, I consent to the University disclosing this information to other relevant tertiary institutions.**

**I consent to any educational institution at which I am or have been a student and/or any current or past employer providing Monash University with information which that institution or employer holds about me concerning my attendance, conduct, grades and/or qualifications or experience to assess my suitability for an offer and/or enrolment. I authorize Monash University to obtain further information with respect to my application and, if necessary, seek academic information or transcripts from Australian educational institutions. Where necessary Qualsearch will be engaged to access this academic information. I understand that Monash University is not responsible if any educational body or institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken.**

**I have read the University's statement on privacy and the purpose for which my personal information will be used (available at [privacy.monash.edu.au/guidelines/collection-personal-information.html](http://privacy.monash.edu.au/guidelines/collection-personal-information.html)).**

**I agree to abide by the statutes, regulations and policies of Monash University.**

<p><b>I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.</b></p>			
<p><b><i>Signature of person making the declaration</i></b></p>			
<p><b><i>Place (City, town or suburb)</i></b></p>	<p><b>Declared at</b></p>		<p><b>*in the state of Victoria</b></p>
	<p><b><i>Date</i></b></p> <p>on</p>		
<p><b><i>Signature of authorised statutory declaration witness</i></b></p>	<p><b>I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:</b></p>		
<p><b><i>Date</i></b></p>	<p>on</p>		
<p><b><i>Name, capacity in which authorised person has authority to witness statutory declaration, and address (writing, typing or stamp)</i></b></p>	<p>A person authorised under section 30(2) of the <b>Oaths and Affirmations Act 2018</b> to witness the signing of a statutory declaration.</p>		

## APPENDIX A: PROFESSIONAL LEARNING ACTIVITIES

Choose between 3-5 areas of practice and discuss professional learning activities and outcomes. Try and provide a holistic picture of your practice.

The word length for the entire portfolio is 3000 words (excluding evidence documents). Ensure your application is clear and concise and provides relevant evidence.

### Area of practice: 1: write a clear and concise overview of the area of practice

1. **Role and responsibilities in the area of practice**
2. **Outcomes and achievements Use evidence to support discussion in the area of practice. See appendix B for examples of evidence. Include a timeframe in which activities were undertaken.**

Documentary evidence attached

### Area of practice: 2: write a clear and concise overview of the area of practice

1. **Role and responsibilities in the area of practice**
2. **Outcomes and achievements Use evidence to support discussion in the area of practice. See appendix B for examples of evidence. Include a timeframe in which activities were undertaken.**

Documentary evidence attached

### Area of practice:3: write a clear and concise overview of the area of practice

1. **Role and responsibilities in the area of practice**
2. **Outcomes and achievements Use evidence to support discussion in the area of practice. See appendix B for examples of evidence. Include a timeframe in which activities were undertaken.**

Documentary evidence attached

**Area of practice: 4: write a clear and concise overview of the area of practice****1. Role and responsibilities in the area of practice****2. Outcomes and achievements**

**Use evidence to support discussion in the area of practice. See appendix B for examples of evidence. Include a timeframe in which activities were undertaken.**

**Documentary evidence attached**

**Area of practice: 5: write a clear and concise overview of the area of practice****1. Role and responsibilities in the area of practice****2. Outcomes and achievements**

**Use evidence to support discussion in the area of practice. See appendix B for examples of evidence. Include a timeframe in which activities were undertaken.**

**Documentary evidence attached**

## APPENDIX B: EXAMPLES OF PROFESSIONAL LEARNING ACTIVITIES FOR THE PROFESSIONAL PORTFOLIO

The following examples reflect continued professional learning activities for professionals in allied health, nursing and midwifery (Physiotherapy, Occupational Therapy, Radiography, Nursing & Midwifery, Pharmacy).

Group 1: Knowledge or skills improved with assessment	Group 2: Quality or practice-improvement facilitated
<p><b>Description:</b> Activities where the participant's acquisition of knowledge or skills can be demonstrated, for example through successful completion of some form of assessment.</p>	<p><b>Description:</b> Activities where an assessment of existing practice, and the needs and barriers to changes in this practice, is undertaken.</p>
<p><b>Outcomes should demonstrate ability to:</b> Apply, Analyse, Evaluate</p>	<p><b>Outcomes should demonstrate ability to:</b> Analyse, Evaluate, Create</p>
<p><b>Maximum 40% of examples can be used as evidence from Group 1</b></p>	<p><b>At least 60% (or more) of examples can be used as evidence from Group 2</b></p>
<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• short courses with assessment</li> <li>• professional accredited training or vocational courses with recognised skills or knowledge</li> <li>• work-based learning contracts or other assessed activities</li> <li>• education events or journal reading, with formal assessment which has a defined pass mark gaining some form of credentialing by assessment or examination;</li> <li>• maintaining a log or journal in relation to an activity to demonstrate the achievement, problem management and knowledge acquired</li> <li>• reflective journaling involving detailed reflection and writing with a focus on developing competence and quality of practice</li> <li>• attending journal clubs</li> <li>• examining and reflecting on evidence-based resources (systematic review, evidence-based guidelines etc)</li> <li>• providing general supervision or mentoring to supervised practitioners. (This is supervision of staff where the supervision is a usual responsibility of the work role)</li> <li>• supervising undergraduate or post-graduate students</li> <li>• participating in a community of practice, with a record of activities completed</li> <li>• attending meetings and participating in the work of a committee or similar related to the work of your profession</li> </ul>	<p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• development of new clinical practice/intervention into practice (policy document, protocols)</li> <li>• re-design, redesign or improvement into existing practice</li> <li>• implementing a protocol to improve practice and evaluating resulting practice change or outcomes.</li> <li>• presentation of a paper or poster at a professional conference, forum</li> <li>• lectures/tutors to under/postgraduate students</li> <li>• presenting in-service or training to health professionals, patients or carers</li> <li>• publication of an article in a peer-reviewed journal;</li> <li>• authoring a book chapter</li> <li>• development or expert review of clinical practice guidelines</li> <li>• researching, preparing or editing an article published in a relevant peer-reviewed journal, professional publication or an article in a related healthcare publication</li> <li>• undertaking research activities with internal/external collaborators</li> <li>• participating in a clinical audit or similar review activity</li> <li>• program accreditation activities (inspection teams, evaluation of accreditation reports)</li> <li>• implementing changes in practice.</li> <li>• activities to improve quality or reduce risk in practice, involving evaluation and reporting</li> <li>• leading a workplace quality or practice improvement activity through an activity such as a review;</li> <li>• implementing a protocol to improve practice and evaluating resulting practice change or outcomes.</li> <li>• formal supervision of undergraduate or post-graduate medical radiation practice students or practitioners under supervision</li> <li>• active involvement in an interest group leading to demonstrated practice change</li> <li>• contribution to government advisory group/board, professional body</li> </ul>