

Advanced Practice Recognition Application Package Template

Occupational Health - Vocational Recognition Pathway

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Introduction and Background

Advanced Practice Recognition exists to provide osteopaths with the opportunity to be recognised for their continued professional and educational attainment of advanced clinical skills in their chosen focus area.

The Advanced Practitioner Recognition model follows an industry comparable format where titling is awarded to members who undergo a peer review performed by an expert panel both internal and external to the osteopathy profession. A recognised candidate will possess an equivalent level of skill gained through a tertiary or vocational pathway to other health professionals within their designated advance scope of practice in occupational health - work injury assessment, prevention, management, and rehabilitation recognised by an appropriate professional body and its peer review process.

The Advanced Practice Recognition program aims to create a culture of clinical excellence in the interest of all health stakeholders not only to further quality healthcare but also to promote peer education and mentoring support systems. The Advanced Practitioner Title allows the public, fellow osteopaths, and other health practitioners find highly skilled and knowledgeable osteopaths within occupational health - work injury assessment, prevention, management, and rehabilitation providing quality options for all.

Vocational Pathway

The vocational pathway is for osteopaths who have dedicated significant effort towards developing clinical skills in occupational health or related fields through professional development but without the attainment of further tertiary qualifications in this area. This pathway exists to recognise the skills and knowledge that particular osteopaths have developed through their professional experience.

Benefits of Recognition

On achieving Advanced Practice Recognition, exclusive benefits are awarded, including:

- A distinct title for professional use – **Advanced Occupational Health Osteopath**. The title can be used on websites, in email signatures and on business cards
- A formal certificate of Advanced Practice Recognition for the three - year period in which recognition is granted
- An exclusive listing on “Find an Osteo” as an Advanced Practitioner for the three- year period in which recognition is granted
- An electronic logo for Advanced Practitioners. The logo can be used for digital clinic promotions, on websites, letters, and in email signatures

- A physical logo for Advanced Practitioners. The logo can be displayed at a clinic location for practitioner promotion
- Access to a collegial network of Advanced Practitioner peers for network building and collaboration
- Representation in lobbying work seeking endorsements or recognition for Advanced Practice exercise rehabilitative skills in osteopathy
- Representation in lobbying work seeking access to rebated public programs for Advanced Practitioners in exercise rehabilitation.

Beyond individual benefits, the recognition process enables Osteopathy Australia to create reports and summaries on osteopathic skillsets, their application, and the benefits of osteopathic practice for other health professionals, health funds, and government.

Application Requirements

Note: Application fees are payable before the review of an application commences

General Requirements

- A current practicing membership of Osteopathy Australia
- Registration as an osteopath for at least two years, with evidence of practical focus per the occupational health specific requirements below
- Current and unrestricted registration with AHPRA and compliance to all codes and guidelines

Occupational Health Specific Requirements

- **Part A** – completion of a minimum of 150 hours of demonstrated formal learning, short/medium or other course attainment that focus on the development of skills and reasoning in workplace injury assessment, prevention, workplace injury management and rehabilitation.
- **Part B** – Completion of a CV highlighting the candidate's role and focus in occupational health.
- **Part C** – Professional reference checks completed by two occupational health professionals or stakeholders.
- **Part D** – Completion of three case studies based upon occupational health practice scenarios that have been managed by the candidate.
- **Part E** – Candidate Declaration

Please see below for expanded explanation of each part.

Templates for each component are provided as guides.

The Appendix contains expanded information on the application process, assessment benchmarks and general information.

Lodgement process

Please scan all documents into a single PDF document for submission (except reference reports which are to be sent directly) then email to cpg@osteopathy.org.au including the subject line **Occupational Health Advanced Practice Recognition application.**

Application Components

Part A: Professional Development

Candidates will need to provide evidence of completing a minimum of 150 hours of professional development in formal courses relevant to occupational health and workplace injury prevention, assessment, management, and rehabilitation.

If a medium to long course was completed seven or more years ago that equates to 150 hours, you will need to provide evidence of ongoing occupational health professional development over the last three years.

Please see the template – Professional Development recording form for competition

Refer to the Appendix for the minimum benchmarks applied when validating professional development.

Part B: CV

Provide a CV (Please use the provided template) outlining your clinical objectives and role in occupational health practice, the services you provide to patients, locations, and time periods in which the services have been provided through your career history.

The curriculum vitae should be no more than four pages in length. Please refer to the appendix for the minimum benchmarks that will be used in validating your CV.

Part C: Professional Referee Nomination

Please nominate two health professionals with whom you have has a clinical relationship with, they may work in the same clinic as you or externally but must not be from the same profession (must be non-osteopaths). Any referees will have worked in a referral, coordination, or contractual relationship with you for multiple patients. Referees should have no less than one year of exposure to your clinical reasoning and approach.

Referees will have some exposure to your clinical reasoning through:

- Clinical reports drafted and shared
- Commercial arrangements as a treating practitioner to groups or individuals
- Consultancy and education given to groups or individuals
- Referral letters or notes
- Case conferencing
- Patient or other health professional feedback
- Clinical mentorship/supervision in managing specific patients.

Referees will need to complete the *Professional Referee Recording Form* and return the form directly to Osteopathy Australia to mitigate any biased reports. Lodgement instructions are included within the form.

Please provide the details of your references below:

Referee One	
Nominated Referee name	
Profession	
Has the referee agreed to provide a reference?	
Approximate reference lodgement date	
Referee Two	
Nominated Referee name	
Profession	
Has the referee agreed to provide a reference?	
Approximate reference lodgement date	

Refer to the **Appendix** for minimum benchmarks applied in validating professional references.

Note: Osteopathy Australia may develop summary reports of skills and capabilities of Advanced Practitioners for overall benchmarking and advocacy, with the use of deidentified referee data. Only key quantitative and qualitative trends within the data will be reported with no individual referee or candidate details disclosed.

Part D: Clinical Exercise Case Studies

Candidates will need to lodge three cases for clinical experience demonstrating the candidate's role and clinical reasoning in occupational health management.

Candidates will need to choose from one of the following options:

Option 1: Lodge two case studies on work completed for different workplaces in assessing, managing, preventing, or rehabilitating workplace injuries and one case study on assessing, managing, and rehabilitating an injured individual client; or

Option 2: Lodge two case studies on assessing, managing, and rehabilitating different injured individual clients and one case study on work completed for a workplace in assessing, managing, preventing, and rehabilitating workplace injuries.

Please indicate the chosen option in the above heading.

Each case study must be:

- a minimum of 1000 words,
- sufficiently detailed
- concern three different patients
- deidentified, please ensure the patient cannot be identified by the information supplied. Refer to the *Deidentifying Advanced Practice Recognition (vocational) Pathway application case studies* for more information.
- Obtain written consent from any third parties subjects involved in the case studies in addition to deidentification (this is to be kept by the candidate and not sent to Osteopathy Australia). Please use the *Consent form for Cases studies – vocational pathway* for this.

The inclusion of graphs, photographs, diagrams, outcome measures and progression tables is encourage (continue to ensure these are deidentified).

Refer to the Appendix for minimum benchmarks for the review of case studies.

A Case Study Template is provided including guidelines on structure and information to be included.

Part E: Candidate Declaration

I.....declare:

- I am a practicing member of Osteopathy Australia
- I have been AHPRA registered as an osteopath for at least two years
- I have no conditions or undertakings on the AHPRA register
- I maintain currency and compliance with all AHPRA codes and guidelines for regulated health professionals.

Further, I declare that all information contained within this application and attached documents is accurate at the time of lodgement. I understand my application is retained on file by Osteopathy Australia for up to three years, if applicable until the triennial revalidation of recognition.

I acknowledge Osteopathy Australia and/or its Advanced Practice Recognition panel may seek to verify details provided in this application or may request additional records. By submitting this application, I consent to this follow-up.

I understand any false or misleading information will render my candidacy invalid, now and potentially in the future.

I acknowledge Osteopathy Australia reserves the right to immediately revoke recognition benefits where they have been awarded based upon false or misleading information.

I declare that I have read, understood, and will abide by the Application Terms and Conditions.

Finally, I recognise an application fee is involved to support system sustainability, remunerate casually appointed reviewers from other professions/bodies, and the osteopathic profession. I recognise that the fee is an individual expense above membership given Advanced Practice Recognition attributes individual promotional privileges.

Signed:

Date completed: __/__/__

Appendix: Advanced Practice Recognition Protocols

Professional Development Standards

Minimum benchmarks include:

- 150 hours of formal courses and training demonstrating commitment to occupational health development.
- Evidence of continued professional development if a medium to long term course equating to 150 hours was completed seven or more years earlier.

Formal training provision

- Formal training must be delivered by instructors, organisations or training bodies who are appropriately qualified, competent and/or reputable in occupational health or workplace health and safety practice. Self-directed learning and once-off webinars outside of a formal short, medium, or long course will not be accepted.
- Formal seminars or workshops, undertaken as part of an occupational health forum or conference held by a reputable body are acceptable.

Formal training design

- Training should involve a range of learning formats and activities, for example, verbal instruction, active learning, workshops, demonstrations, and assessment tasks. If multiple short courses are completed the variance needs to be shown across the courses, however, if one longer course is taken, the variance needs to be shown within that course.

Formal training content and validation

- Courses must be clearly relevant to occupational health, work injury prevention, assessment management, rehabilitation and/or workplace health and safety. Courses that concern general manual therapy approaches will not be considered.
- Courses need to encourage skill growth in a diversity of clinical issues in occupational health, work injury assessment, prevention, management, rehabilitation and/or work, health, and safety. For example, preemployment, post-employment placement screening, workplace assessment, ergonomic assessment, task, work process or job analysis, job capacity assessment, workplace hazard identification and control planning, occupational injuries and recovery pathways, equipment, aids and appliances in occupational health management, or workplace stakeholder management

Formal training transparency

- Course outlines and descriptions of content which support the rationale for relevancy will need to be submitted alongside applications.

Formal training completion

- Evidence of course completion (such as certificates) must be supplied for all courses claimed

Professional Referee Reports

Minimum Requirements for quality practice in referee reports:

- Reports must outline the range of issues that the candidates manages in occupational health demonstrating a level of diversification.
- Reports must demonstrate that a candidate satisfies all essential indicators with no less than an 'agree' for each individual criterion
- Referees must include comments to justify ratings given

Case studies Requirements

To be acceptable, each of the three case studies will need to meet the following minimum benchmarks:

General length, presentation, and format

- Minimum of 1000 words and must be sufficiently detailed for candidate reasoning.
- Use of graphs, examples, outcome measures, and/or photographs may be included to support the approach and reasoning applied (ensure deidentification)
- Each study should be supported by interdisciplinary occupational health guidelines, clinical or research evidence and fully referenced. Intext references followed by a summary citation list, footnotes or endnotes are acceptable.

Injury in an existing client workplace

- Contextualise and synthesize nature of work performed by the client/worker and presenting complaint.
- Outline tests and assessments performed for assessing client capacity against pre-injury duties.
- Outline work-relevant assessments, checks and tests performed for factors affecting, influencing, or compounding injury with clear links to the general workplace context, work tasks performed and biopsychosocial considerations.
- Outline customised injury management strategies, 'recovery at work strategies' and work hardening strategies prescribed for the client, progressions and dose rationales.
- Outline customised re/injury prevention strategies and/or work modifications prescribed for the client, progressions, and dose rationales.

Injured client at new workplace

- Contextualise and synthesize nature of work performed by the client/worker in the new workplace and presenting or ongoing complaint.
- Outline tests and assessments performed to ascertain appropriateness of new duties, modified duties or review client progress against modified duties.

- Outline tests and assessments performed to identify factors supporting or inhibiting integration in the new workplace or performance of new or modified duties.
- Outline achievable goals, tasks, modifications to tasks or working arrangements in line with client functional status.
- Where applicable, outline workplace supports, health services, aids, equipment, appliances, team or working arrangements prescribed to assist the client to meet identified goals.

Workplaces accessing general or customised injury management, prevention and rehabilitation advice

- Outline and describe the request for service or referral and its parameters.
- Contextualise and synthesize the nature of work performed by the organisation or business.
- Outline the range of physical and cognitive demands inherent to operations in the workplace and how the demands had been identified and assessed.
- Outline the range of tests and assessments applied in reviewing workplace safety, risk, or hazard in the range of physical and cognitive demands outlined.
- Outline risks and issues identified and prioritisation for remedial action.
- Outline work practices, processes or arrangements for continuation, modification or redesign in mitigating the identified risks and instructions for actioning or implementing hazard controls.

Length, presentation, and format

- Each case study will comprise a minimum of 1000 words and must be sufficiently detailed for candidate reasoning to be validated.
- Each case study must be supported by interdisciplinary occupational health clinical or research evidence and fully referenced. Intext references followed by a summary citation list, footnotes or endnotes are acceptable.
- Graphs, examples, or photographs may be included to clearly illustrate the approach and reasoning applied (ensure deidentification).

CV Requirements

Minimum requirements for candidate CV's are:

- CV must demonstrate a sustained focus on occupational health clinical practice over the candidate's employment history.
- CV must demonstrate that a candidate performs a diversity of appropriate clinical management functions in occupational health for neuromusculoskeletal workplace injury prevention, assessment, management, and rehabilitation.
- The panel of reviewers must be satisfied that the objectives and roles of a candidate in occupational health are reasonable and appropriate.
- The panel reviewers must be satisfied of consistency between referee feedback and a candidate's outlined clinical role and description of issues managed in occupational health practice.

Candidate assessment procedure

On receiving an application:

1. Osteopathy Australia checks all components have been completed and all required documents attached or returned. Incomplete applications, or applications that do not follow lodgement advice, are returned to the candidate for amendment.
2. When a complete application is received, Osteopathy Australia reviews the membership and AHPRA records of the candidate
 - If the criteria is not met, application will be returned and candidate will be advised on what action needs to be taken.
3. When general eligibility requirements are met, the name of a candidate is forwarded to all available panel reviewers.
4. Reviewers declare a “Conflict of Interest” if they have a personal relationship beyond professional practice, clinical instruction or formal education.
5. The application is forwarded to two reviewers indicating “no Conflict of Interest” via email.
6. Each reviewer blindly reviews an application in isolation from other reviewers and returns an individual determination to Osteopathy Australia.
7. Reviewers refer to the recognition benchmarks in the review process.
8. Candidate advised of review outcome

Review Outcomes

i) Recognition based on the application submitted

Osteopathy Australia will recognise a candidate when both reviewers on a panel recommend recognition and there are no major conflicts or divergences in reviewer opinion.

ii) Request further information pending determination

When a reviewer requests more information, the candidate will be contacted for additional information. A request for more information is neither a decision to recognise nor decline recognition.

iii) Moderated decision

When two reviewers do not agree, a third reviewer will be asked to make a moderated decision based upon the points and concerns of both initial reviewers.

iv) Recognition declined

When both reviewers do not recommend recognition, or a third declines recognition following a moderated decision, Osteopathy Australia will write to the candidate explaining why the application was unsuccessful and offer advice, strategies, or support for reapplication.

Candidate rights

Candidates have rights, guaranteed by Osteopathy Australia.

Privacy and record security

All documents, records, or information lodged is protected and kept secure.

Applications are retained by Osteopathy Australia for up to three years and are periodically compared to prevent submission of the same application by different candidates.

Transparency and advice for reapplication

The recognition panel documents reasons for determinations made. Candidates are offered deidentified feedback and/or advice on review completion, however, are not under any circumstance provided with copies of referee reports.

Appeals

Candidates can appeal a review outcome if two conditions have not been met.

- A subsequent review can be sought if a panel determination is unreasonable or unsupported by evidence provided.
- A subsequent review can be sought if an aspect of the review process- whether for general or clinical specific requirements is undertaken inadequately, components overlooked or omitted.

To appeal, email any grounds to: CPG@osteopathy.org.au. Please **highlight Occupational Health Advanced Practice Recognition appeal** in the email subject line. Requests will be acknowledged via return email.

When an appeal request is accepted, an application is forwarded to new independent reviewers for a determination.

Feedback

Candidates are welcome to provide feedback or suggestions for how the Advanced Practice Recognition application process can be improved.

To give feedback, please email: CPG@osteopathy.org.au.



Feedback is shared with Osteopathy Australia’s Executive, Board of Directors, and when needed, with the recognition panel. Candidates can choose not to have their name included with relayed feedback.