

# APPENDIX 1

## HEALTH PROFESSIONS LICENSING AUTHORITY

### A Guide to Developing an Advanced Practice Evidence Portfolio

#### INTRODUCTION

This guide has been developed to assist applicants in the development of an evidence portfolio for the purposes of supporting an application for authorisation to practice as a nurse practitioner in the Northern Territory. Applications for authorisation to practice as a nurse practitioner are made under the *Health Practitioner's Act 2004* (the Act) and are determined by the Nursing and Midwifery Board of the Northern Territory (the Board).

#### WHAT IS A PORTFOLIO?

A professional portfolio sets out the applicant's practice history and professional achievements that are relevant to the competency standards of the advanced area of practice for which the applicant is seeking authorisation. This summary of professional achievements **MUST** be supported by relevant verifiable evidence. Applicants are encouraged to seek feedback from colleagues, academic advisors, or the Board in the preparation of their portfolios.

As a minimum standard, a portfolio should contain:

- ✓ Curriculum vitae
- ✓ Summary statements against relevant practice standards
- ✓ Evidence matrix
- ✓ Professional development plan

#### CURRICULUM VITAE

The applicant's practice and professional development history should be detailed in a well organised Curriculum Vitae that makes reference to the following:

- ✓ Contact details
- ✓ Formal education (initial nursing qualification, tertiary and post-basic certificates)
- ✓ Professional awards
- ✓ Nursing/midwifery employment including key responsibilities
- ✓ Informal education (in-services, continuing education)
- ✓ Educational contributions (teaching, workshops, learning packages etc)
- ✓ Research and clinical audits (funded and unfunded)
- ✓ Publications and presentations (professional journals, conferences, media)
- ✓ Relevant professional experience
- ✓ Membership/leadership in committees/working parties
- ✓ Professional memberships and contributions
- ✓ Referees (names, positions, contact details including email)

## **DEMONSTRATING COMPETENCE**

In order to successfully demonstrate competence, applicants must be able to link practice history and professional achievements to the relevant practice standards.

### **Identifying relevant standards of practice**

Standards of practice are embodied in legislation, professional practice standards, and Board endorsed policies and codes of conduct, including the Australian Nursing and Midwifery Councils (ANMC) *National Competency Standards for the Nurse Practitioner* (2006). Other useful reference documents may include:

- ✓ ANMC *Competency Standards for the Registered Nurse* (2006)
- ✓ ANMC *Code of Ethics for Nurses in Australia* (2002)
- ✓ ANMC *Code of Professional Conduct for Nurses in Australia* (2003)
- ✓ ANMC *Decision Making Framework* (2007)
- ✓ ANMC *Bulletin 1: The Development of ANMC National Guidelines on Boundaries of Professional Practice for Nurses and Midwives* (July 2007)
- ✓ ANMC *Continuing Competence Framework* (2009)
- ✓ Australian College of Critical Care Nurses (2002) *Competency Standards for Specialist Critical Care Nurses 2nd Edition*
- ✓ Australian College of Operating Room Nurses (2004) *Standards for Perioperative Nurses including Nursing Roles, Guidelines, Position Statements and Competency Standards*
- ✓ Other specialist competency standards relevant to the area of advanced practice.

### **Identifying supporting evidence**

An application for authorisation to practice in a restricted practice area will only be considered if the applicant has been able to provide sufficient evidence to support the application. Evidence of professional achievements must also be linked to the standards of practice relevant to the designated area of practice for which the applicant is seeking authorisation. Claims of competence, practice history or professional achievements that are not supported by adequate verifiable evidence will not be taken into consideration by the authorisation panel in determining the application.

Evidence in support of claims of competence can be drawn from a wide range of sources, including:

- ✓ Transcripts of educational qualifications
- ✓ Statement detailing scope of practice
- ✓ Position descriptions and duty statements
- ✓ Case studies or exemplars of practice
- ✓ Clinical log book
- ✓ Testimonials / letters of formal endorsement from health professionals / service providers
- ✓ Performance review records
- ✓ Peer review records
- ✓ Quality assurance review records
- ✓ Service evaluation statistics and/or development plans
- ✓ Continuing education undertaken
- ✓ Education/training programs/learning packages developed and/or delivered
- ✓ Professional development plans
- ✓ Published articles/conference papers/research papers

### **Linking professional achievements to professional practice standards**

By relating professional achievements to specific practice standards, the applicant can undertake a comparative analysis of the evidence that is available in support of each practice standard. Evidence in support of ALL relevant standards is required in order for an application for authorisation to be considered complete.

### **SUMMARY STATEMENTS**

The portfolio should include summary statements of competence against each of the relevant practice standards. Applicants should systematically review each standard, analyse the achievements, evaluate the evidence collected that demonstrates these achievements and develop a statement to summarise those achievements. Summary statements should be clear, concise and comprehensive.

### **EVIDENCE MATRIX**

An evidence matrix is a useful framework for organising evidence, and demonstrating links to professional standards. Listing and linking professional achievements with the relevant practice standards in a matrix allows the applicant and ultimately the authorisation panel to quickly assess which claims of competency are supported by adequate evidence. An example of an evidence matrix to support an application for authorisation as a Nurse Practitioner is at Attachment 1.

### **PROFESSIONAL DEVELOPMENT PLAN**

Portfolios should also include a professional development plan demonstrating the applicant's commitment to continuing competence. The plan should also demonstrate the applicant's ability to reflect on their practice and identify professional development needs and opportunities.

Applicants are encouraged to refer to the attached CHECKLIST to ensure the evidence portfolio is complete (Attachment 2).

For further information regarding applications for authorisation to practice as a nurse practitioner please contact:

Health Professions Licensing Authority  
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DARWIN NT 0801  
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Cnr McMinn and Bennett St

PH: (08) 8999 4157

FAX: (08) 8999 4196

Email: [healthprofessions.ths@nt.gov.au](mailto:healthprofessions.ths@nt.gov.au)

Website: [www.nt.gov.au/health/registrationboards](http://www.nt.gov.au/health/registrationboards)

**Evidence Matrix – EXAMPLE ONLY – A Framework for Linking Professional Standards to Supporting Evidence**

**ATTACHMENT 1**

Australian Nursing and Midwifery Council National Standards for Nurse Practitioners (2006)	CV	Scope of practice	Prac Certificate	Transcript	Job Description	Letters	Performance Review	Peer review	Case study	Viva	Publications/ Presentations	Service evaluation	Clinical Plan	QA	Clinical log	Skills log	Learning pkg	Prof Development				
Standard 1 - Dynamic Practice																						
1.1 Health Assessment																						
1.2 Range of procedures, treatments and interventions																						
1.3 Complex and unfamiliar environments																						
1.4 Application of knowledge to patient care and education																						
Standard 2 - Professional efficacy																						
2.1 Within a nursing model of practice																						
2.2 Therapeutic links with the patient/ client/community																						
2.3 Clinical service autonomous accountable practice																						
Standard 3 - Clinical Leadership																						
3.1 Engages in and leads clinical collaboration																						
3.2 Leads informed critique at the systems level																						

Example Only

## PORTFOLIO CHECKLIST

**for applications (VIA PATHWAY III)  
for Authorisation to Practice in a Restricted area – Nurse Practitioner**

REQUIREMENT	NOTES	√
Original and five copies of portfolio	NOT enclosed in plastic sleeves	
Application Form		
Personal details	Form Title: <i>ADD AUTHORISATION to Practice in a Restricted Area – Nurse Practitioner</i> , available at <a href="http://www.nt.gov.au/health/registrationboards">www.nt.gov.au/health/registrationboards</a>	
Documentation for identification validation		
Evidence of name change if required		
Application fee		
Statutory declaration		
Curriculum Vitae	Summary of practice history and professional achievements	
Contact details	Include email address	
Formal education	Include initial nursing qualification	
Informal educational	Provide details of in-services, continuing education	
Professional awards	Provide dates, name of award, awarding institution	
Nursing employment history	Include position descriptions, duty statements and length of tenure	
Educational contributions	Lecturing, tutoring, presentations and workshops	
Research and clinical audits	Funded and unfunded	
Publications and presentations	Professional journals, conferences, media	
Membership/leadership in committees/working parties	Usually limit to past 5 years	
Professional memberships and contributions	Usually limit to past 5 years	
Referees	Provide names, positions, contact details including email	
Scope of Practice		
Area of practice	Describe speciality area, service context and setting	
Client population	Describe demographics, key health issues	
Identify relevant clinical guidelines	Refer Appendix 1	
Roles and responsibilities	Ensure clear differentiation between the advanced practice of current role and the anticipated extended practice in the nurse practitioner role	
Infrastructure and support	Describe role within multi-disciplined teams, roles of other team members, diagnostics and treatment facilities available, professional support mechanisms	
Risk management	Detail strategies for managing risks for example referral processes, mechanisms for client follow up, etc.	
Summary Statements against Competency Standards		
Statements against each of the ANMC Competency Standards for Nursing Practitioners	Available at <a href="http://www.anmc.org.au">www.anmc.org.au</a>	
Statements against other practice standards relevant to speciality area	See Appendix 1: A Guide to Developing an Advanced Practice Evidence Portfolio	
Completed Evidence Portfolio of Supporting Documentation		
All documents are certified copies	Application form details certification requirements	
Documented evidence of minimum three years advanced practice within preceding five years, in relevant area of practice	Certified letters from employers, peers, colleagues indicating employment duration and level of practice	
All evidence linked to relevant competency standards	Evidence matrix (Refer Attachment 1)	