

Advanced APD (AdvAPD) Credential Application Guide

Introduction

The Dietitian and Nutritionist Regulatory Council (DNRC) is the regulatory authority responsible for the governance of the Advanced Accredited Practising Dietitian (AdvAPD) credential, which provides formal recognition of APDs who are **currently** practising at an advanced level across any area of dietetic practice.

AdvAPDs advocate for the profession of nutrition and dietetics across a breadth of environments and can **innovate, inspire, impact** and **influence** to solve practice problems, to change practice, and show evidence of this. These four **elements** (influence, inspire, innovate and impact) are the components of advanced level leadership:

1. **Innovate:** can demonstrate that they develop innovative methods and approaches
2. **Inspire:** can demonstrate that they inspire and motivate others
3. **Impact:** can demonstrate impacts on health and nutrition outcomes and/or services
4. **Influence:** can demonstrate that they exert significant influence

Seven performance criteria have been developed which demonstrate innovation, inspiration, impact and influence and therefore advanced level leadership. The seven performance criteria for AdvAPDs are:

1. Advances the profession of nutrition and dietetics
2. Engages in personal and professional development of self and of others
3. Effectively implements change
4. Evaluates and disseminates practice and evaluation, research or quality improvement outcomes widely
5. Engages in quality learning and teaching, training/supervision
6. Recognised as an expert resource and advocate
7. Manages complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships

These performance criteria are intended to guide your application, to help demonstrate that you are being influential, inspirational, innovative, and impactful and are used as the basis of assessment of the application.

Who should apply?

The AdvAPD credential demonstrates sustained leadership in a local context. AdvAPDs are considered leaders in their field.

The application process is based on demonstration of professional competence at this level as defined by the AdvAPD competency standards. While the assessment of performance at an advanced level is competency based (i.e. not time bound) it is generally considered that applicants would need to have around 5 years of experience to be able to perform at the required level. They should be able to demonstrate leadership within their local/immediate setting and over a sustained period. This

evidence should demonstrate their outputs and the impact they have had on others (students, colleagues, clients, communities, the population).

Completing your application

Getting ready to apply

1. Get a Mentor

It is strongly recommended that you seek a mentor to assist with completing your application, preferably an AdvAPD or Fellow. They will be able to provide guidance and advice on how to prepare your application, how to demonstrate that you have met the competency standards, the level of detail required, the types of appropriate supporting evidence, as well as reviewing your application. A list of [AdvAPDs](#) is available on the Dietitians Australia website.

2. Understand the competency standards

It is important that you read the AdvAPD competency standards carefully. To be an AdvAPD you must demonstrate leadership in a local context across the four competencies that make up advanced level leadership. The four competencies (innovate, inspire, impact and influence), can be demonstrated by the seven performance criteria, see Table 1.

Table 1 AdvAPD Competency Standards

Demonstrates Leadership				
AdvAPD Competency Standards	Develops innovative methods and approaches	Inspires and motivates others	Demonstrates impact on health and nutrition outcomes and/or services	Exerts significant influence
Performance Criteria for Advanced Practice <ol style="list-style-type: none"> 1. Advances the profession of nutrition and dietetics 2. Engages in personal and professional development of self and of others 3. Effectively implements change 4. Evaluates and disseminates practice and evaluation, research or quality improvement outcomes widely 5. Engages in quality learning and teaching, training/supervision 6. Recognised as an expert resource and advocate 7. Manages complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships 				
National Competency Standards for Dietitians	Applies critical thinking and integrates evidence into practice	Practises professionally	Positively influences the health of individuals, groups and/or populations to achieve nutrition outcomes	Collaborates with clients and stakeholders

3. Review your CV

Review your CV to ensure it is relevant and up to date. Your CV provides context of your career. Assessors will use your CV to cross reference the activities, tasks, and outcomes described in your application to assist in determining if each performance criteria and therefore the four 'I's (innovate, inspire, impact and influence) have been demonstrated. Be sure to refer to your CV as evidence towards meeting relevant criterion. Your CV should be no more than 5 pages.

4. Review your CPD Log and ensure it is up to date

Note down all the tasks and activities that you can use to support your application. This may involve a detailed self-analysis of your CV, previous CPD goals and outcomes. If you use the Dietitians Australia online CPD recording tool, your historical records can be accessed at any time.

5. Brainstorm examples that illustrate your dietetic leadership, and compile evidence that supports these

Completing the AdvAPD application takes time to pull together. Prior to applying, begin to brainstorm broad examples that you can use to demonstrate your leadership, and compile evidence that supports these examples. The examples can focus on broader pieces or bodies of work to demonstrate the competency standards, rather than multiple small individual examples. When thinking about suitable examples, be sure to consider your involvement in the tasks or situations, and how you specifically influenced the outcome. The 'STAR' technique¹ may help you to structure your examples:

Situation - provide details about the body of work where you used your competencies so that the reader can understand the context of the example. Consider referring to the relevant 'I's and/or competency standards.

Task - outline what your objective or purpose was during that situation to contextualise your example.

Action - describe what you did in that situation and how you approached it.

Result - state the outcome, for example: What changes were made as a result of the body of work? How has it impacted others (patients, clients, colleagues, learners, organisations, communities, the population etc.)

For examples that may be appropriate to include in your application see Table 2. During this stage it is recommended that you brainstorm more examples than you will need for the application to help you select which examples are most appropriate. When considering outcomes think about not only your own individual outcomes, but the outcomes that your work has had on others (colleagues, students, patients, clients), as well as on the community more broadly. Outcomes included in the application may have occurred over the course of your career, but you are encouraged to focus on outcomes that have occurred more recently, over the past 5 to 10 years.

¹ STAR technique information adapted from <https://futurelearn.com/courses/writing-applications/0/steps/5405>

You can use a range of evidence to support your chosen examples. This may include:

- Your CV
- First page of a manuscript or abstract
- Awards
- Evaluation reports
- Business plans
- Student or colleague or 360 degree feedback
- Performance assessments

Preparing the application

1. Statement describing your career trajectory and leadership outcome narrative

The purpose of the overarching statement at the beginning of the application is to provide context of the application and to 'set the scene', it is not formally assessed. It can include an overview of career trajectory, describe who you are, the settings you have worked, and experience gained. This is important as assessors may be outside your area of practice, so it is important they get an understanding of your journey.

2. Select the best examples from your brainstorm to demonstrate the competencies

Pick two to four examples that best demonstrate the AdvAPD competency standards. The examples you select should show how you have been innovative, influential, inspirational, and impactful over a sustained period of time, and in a local context. They should illustrate how you have demonstrated the seven performance criteria for advanced level leadership. Table 2 illustrates an example that demonstrates Advanced APD level leadership.

Remember, that assessor's prior knowledge of your activities **cannot** be considered as part of the assessment. Applications should be developed with the assumption that the assessors do not know your work history or achievements, this means examples should be able to stand alone. Avoid the use of uncommon abbreviations and acronyms, wherever possible.

3. Tips for writing your application

While dot points may be useful for presenting some information, a well-considered narrative that responds specifically to the performance criteria is encouraged.

Remember it is important to not only provide an example of how you meet the competency but ensure you detail your specific role and the outcome.

The examples provided are not an exhaustive list of what can be included in your application, but rather are intended to show you the level of detail and breadth of examples required to demonstrate AdvAPD level leadership. You are encouraged to consider examples in the context of your own practice. A wide range of activities is strongly encouraged.

Evidentiary material should be presented as numbered attachments and include examples of different styles of writing e.g. evaluation reports, business plans. It does not need to include PowerPoint presentations, whole journal articles or letters of invite. Evidentiary material attachments should not exceed 15 pages. One piece of evidence can represent more than one example, across different performance criteria and/or competency standards, if appropriate.

Applications should not exceed a maximum word count of 3500, excluding evidentiary material, CV, and references.

Table 2 Advanced APD level example

Example setting – Clinical Dietetics
Advanced APD
<p>Example 1 – Pioneering new practices and developing the role of dietitians in ICU</p> <p>I have dedicated my work in the ICU setting to improving practice and advocating for the role of dietitians in my health service’s ICU. After reviewing the literature and best practice guidelines and conducting an audit I demonstrated that we were commencing enteral feeds out of hours in only 50% of our patients (where enteral feeds were indicated). As a result I engaged the ICU consultants, head nurses, pharmacists and dietetics manager and led the development of a ‘Commencing Enteral Feeding Out of Hours’ Policy (Supporting evidence 1 – copy of the policy. The policy was approved and implemented and our enteral feeding rates out of hours have increased to 75% of patients (where enteral feeds were indicated). I presented this project as a poster presentation at the DA National Conference (Supporting evidence 2 – DA conference Poster) (PC 3 and 4). In collaboration with my head of department, I have advocated for increased staffing levels in our ICU based on best practice research. This involved getting buy in from various stakeholders such as the NUM, the ICU consultants and developing a business case. The business case was successful, and we increased the EFT in our ICU for dietetics by 0.5 EFT (PC 3, 6 and 7).</p> <p>While undertaking these projects I have also invested in the development of other dietitians in the ICU setting and more broadly relating to nutrition support through a number of activities:</p> <ol style="list-style-type: none"> 1. I am a member of the DA Nutrition Support IG leadership team where I have been involved in helping answer questions from other members of the profession (PC 1 and 2). 2. I have mentored four Provisional APDs who are now all Full APDs, supporting two of these APDs who when we began our mentoring partnership were not employed as dietitians to gain employment in the field of dietetics. I have also supervised 10 student dietitians, and supervise two of my dietetic colleagues, as well as two allied health assistants. I have advocated for the two allied health assistants I supervise to attend training to upskill in dietetic specific tasks and assisted them in gaining funding from the health surface to attend professional development to achieve this. I have also supported one my dietetic colleagues I supervise to apply for a quality assurance role within the hospital which she was successful in obtaining (Supporting evidence 3 – Mentee and supervisee statements) (PC 2, 5 and 6). <p>The above examples demonstrate how I have managed complex problems effectively in ways that enhance outcomes while navigating service requirements and stakeholder relationships through conducting effective quality improvement and advocacy. I have also invested in the professional development and supervision of other dietitians and allied health assistants.</p>

Submitting your application

You are responsible for ensuring that all parts of the application, including referee reports, are submitted in full. Applications will not be assessed unless all components are received together. You need to submit:

- Completed application template (max 3500 words – 1000 words for the career statement and 2500 words for the examples that demonstrate the competency standards)
- Signed coversheet

- Evidentiary material as attachments (maximum 15 pages)
- Current CV (maximum 5 pages)
- Two referee supporting declarations (at least one an APD, preferably an Advanced APD or Fellow of DA)

You must send one electronic copy (PDF Bookmarked) of your full application for assessment via credentialing@dietitiansaustralia.org.au. To assist in the assessment of your application, please clearly mark all documents and number appendices, and include page numbers.

Referee forms from two (2) referees to support the application. It is expected they have read and are aware of the content. Ideally one referee should be an Advanced APD or Fellow of DA.

What to expect

- Your application will be assessed using the AdvAPD Assessment Rubric and outcomes made available as described in the AdvAPD Policy