MACP PORTFOLIO ROUTE

GENERAL INFORMATION
MACP Eligibility, Membership and Fees

WELCOME ON BOARD THE PORTFOLIO ROUTE TO MACP MEMBERSHIP

We are a physiotherapy membership organisation whose members have a specialist interest in musculoskeletal health. We are run by an elected committee to work on behalf of its members and we are supported by a number of sub-committees.

With over 1200 members the organisation strives to advance and deliver excellence in musculoskeletal healthcare through teaching, treating, and innovating.

THE MUSCULOSKELETAL ASSOCIATION OF CHARTERED PHYSIOTHERAPISTS (MACP)

WHAT DO WE DO AND WHY?

We work to support, lead and develop physiotherapists who manage people with musculoskeletal complaints and conditions in a range of settings (NHS, private practice, sport etc.). Our members promote excellence in musculoskeletal health and offer access to specialist musculoskeletal physiotherapy practice across the United Kingdom (UK).

WHO WE ARE

The Musculoskeletal Association of Chartered Physiotherapists (MACP) is a membership organisation of physiotherapists who have reached a recognised standard of excellence in musculoskeletal physiotherapy. Their knowledge and practical skills ensure that all members of the MACP can provide an excellent standard of care in examination, treatment and management of people with musculoskeletal problems. The MACP has over 1200 full members (who have passed a stringent examination process) and associate members (undertaking post-graduate education leading to membership).

The MACP is the UK's national Member Organisation (MO) of the **International Federation of Manual & Musculoskeletal Physical Therapists (IFOMPT)*,** the organisation that sets the educational standards of practice in the specialist field of **musculoskeletal physiotherapy**.

**Note: The use of the term 'manipulative' refers to internationally agreed term to convey advanced or specialist level of practice in musculoskeletal physiotherapy*

Further details of IFOMPT can be found at http://www.ifompt.org. IFOMPT is a subgroup of the World Confederation of Physical Therapists (WCPT). All routes to full membership of the MACP, including the Portfolio Route, must comply with the requirements set out by IFOMPT within the Educational Standards Document (2016). This public document can be viewed in full at the following IFOMPT website address:

https://www.ifompt.org/site/ifompt/IFOMPT%20Standards%20Document%20definitive%202016.pdf

In 2004, IFOMPT initiated formal international monitoring of educational programmes approved by member organisations (the MACP for the UK), to ensure these programmes satisfy IFOMPT educational standards. This facilitates the implementation of an international standard of professional growth to develop physiotherapists who are able to deliver a high standard of patient care in the area of musculoskeletal healthcare. The MACP was monitored and approved by IFOMPT in 2008 and most recently in 2020.

MSK clinicians that are not physiotherapists (e.g. Osteopaths) are welcome to join the MACP however, are not able to become full members. An affiliate membership with the MACP offers multiple perks and benefits: Affiliate Membership | MACP (macpweb.org)

Non-physiotherapists are welcome to follow the portfolio route.

Standards of education for advanced musculoskeletal physiotherapy

The MACP operationalize internationally agreed standards of education in musculoskeletal physiotherapy (IFOMPT). We contribute to and support the development of these international standards via our IFOMPT Member Organisation representative, ensuring currency. We also offer guidance to those institutions, such as Universities, wishing to develop or re-validate an approved route to membership.

In order to gain full membership of the MACP through the **Portfolio Route**, applicants are required provide documentary evidence to demonstrate that they fulfil the educational standards at the required academic level (equivalent to post-registration Masters level). **This evidence will be collated by the applicant and presented for evaluation by approved assessors in the format of a portfolio**.

The information included here is to assist applicants to develop a portfolio that provides the appropriate evidence required by the MACP. It is based on the **Background to Portfolios provided by the Chartered Society of Physiotherapy CSP:**

http://www.csp.org.uk/professional-union/careers-development/cpd/keeping-portfolio

PORTFOLIO ROUTE

The Portfolio Route to membership of the MACP offers an opportunity for musculoskeletal physiotherapists to collate and map their work and educational experience against the IFOMPT educational standards. In recognition of different levels of attainment, there are three potential pathways.

Route 1: For early and mid-career professionals that do not have a post-registration MSc

Route 2: For early and mid-career professionals, typically less than 10-years' experience with an MSc (MSc programme includes 150-hours mentored clinical practice).

Route 3: For experienced advanced MSK professionals, typically more than 10-years' experience with an MSc

Please note, there is time limit of five-years to submit your portfolio. The clock starts on the date of your acceptance onto the relevant portfolio route, and it is expected that you submit your portfolio within the next 5-years (please note, your portfolio will be expected to demonstrate currency of capability). If you need to defer, then please discuss with your portfolio route lead.

Progressing from Master's level, we recognise that musculoskeletal physiotherapists may also have completed post-registration higher degrees (e.g. PhD/Doctorate or can demonstrate equivalence) are working in Consultant level (or equivalent) roles. These physiotherapists, by virtue of their level of professional practice, should be able to demonstrate fulfilment of the core constructs of Masters level musculoskeletal physiotherapy. By completing 'Route 3' to full membership, this enables such individuals to apply for membership of the MACP through the submission of a more streamlined portfolio and completion of a viva examination, through which the achievement of IFOMPT standards can be demonstrated.

HOW DO IT KNOW IF I AM ELIGIBLE FOR THE PORTFOLIO ROUTE?

To be eligible to apply for the Portfolio Route, there are key criteria that need to be fulfilled. The flow chart below provides an outline of some of the key criteria so that you can begin to judge if the Portfolio Route would be suitable for you. These criteria are outlined in greater detail in the following sections of this document.

CRITERIA

Route 1

Qualifications & Education

- BSc Physiotherapy, Grad Dip Phys, MSc pre-registration OR a qualification in physiotherapy from a country recognised by IFOMPT)
- Post-registration Master's level modules (or equivalent) related to MSK physiotherapy practice
- Member of Chartered Society of Physiotherapy (CSP)
- Registered with UK Health and Care Professions Council (HCPC)

Clinical

At least 2 years post-qualification in MSK physiotherapy practice

Route 2

Quals & Ed

- BSc Physiotherapy, Grad Dip Phys, MSc pre-registration OR a qualification in physiotherapy from a country recognised by IFOMPT)
- Post-registration MSc related to MSK physiotherapy practice
- Member of CSP
- Registered with HCPC

Clinical

2-10 years post-qualification in MSK physiotherapy practice

Route 3

Quals & Ed

- Post-registration MSc related to MSK physiotherapy practice
- BSc Physiotherapy, Grad Dip Phys, MSc pre-registration OR a qualification in physiotherapy from a country recognised by IFOMPT)
- Member of CSP
- Registered with HCPC

Clinical

10+ years post-qualification in MSK physiotherapy practice, working at Advanced Level of practice & able to demonstrate Level 7 across the four pillars.

Overview of criteria required for the pathways of the Portfolio Route

The requirements for full membership of the MACP can be summarised into three broad categories and **ALL MUST** be evidenced in full within your portfolio submission:

1. Qualifications and Professional Membership
2. Clinical Experience with Musculoskeletal Physiotherapy
3. Musculoskeletal Education

Your portfolio submission should contain a critical narrative (3,500 to 5,000 words) and documented, authenticated supporting evidence. The following sections provide an outline of requirements for each category and **suggestions** for evidence that can be included in your portfolio. The evidence you submit will need to be authenticated prior to inclusion in your portfolio. An Advanced Practice Musculoskeletal Practitioner (full MACP member *or* someone who has completed the NHSE supported e-portfolio route) or MACP mentor can be a co-signatory to authenticate your documents. Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further information on these processes.

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP

Table 1 describes the qualification and professional membership requirements that need to be fulfilled when undertaking the Portfolio Route, alongside examples of how these criteria can be evidenced.

1. QUALIFICATIONS AND MEMBERSHIP	EVIDENCE IN PORTFOLIO (Examples)
You have a **qualification in physiotherapy** (BSc Physiotherapy, Grad Dip Phys, MSc pre-registration) **OR** You have a qualification in physiotherapy from a country recognised by IFOMPT. Further details and information can be found at: http://www.ifompt.org/MEMBERSHIP+ORGANISATIONS+AND+RIGs/Member+Organisations.html **OR** You have a qualification in an associated MSK profession e.g. Osteopathy	**Proof of Qualifications:** Certification (BSc Physiotherapy, Grad Dip Phys, MSc pre-registration Physiotherapy) **OR** Certified proof of a qualification in physiotherapy from a country recognised by IFOMPT
You are a current member of the **Chartered Society of Physiotherapy (CSP)** – this is necessary to for membership of the MACP and for UK mentored clinical practice to be undertaken. International affiliate membership of the CSP is accepted. Further details and information can be found at Join as an international affiliate | The Chartered Society of Physiotherapy (csp.org.uk) **OR** You are a member of your relevant professional body (e.g. iOsteopathy) or international equivalent (e.g. ICSP).	**Evidence** of current membership of the Chartered Society of Physiotherapy (CSP)
You currently have **UK Health and Care Professions Council (HCPC) Registration** – this is necessary for membership of the MACP and for UK mentored clinical practice to be undertaken. Further details and information can be found at http://www.hpc-uk.org/ **OR** You are a member of your relevant regulator (e.g. GOSC) or international equivalent (e.g. CORU).	**Evidence** of current membership of Heath and Care Professions Council (HCPC)

Table 1. Qualifications and membership

CLINICAL EXPERIENCE WITHIN MUSCULOSKELETAL PHYSIOTHERAPY

Your level of clinical experience is a key feature in determining your suitability for the Portfolio Route. Table 2 describes the expectations for the standard and accelerated pathways alongside examples of how these criteria can be evidenced.

2. CLINICAL EXPERIENCE	EVIDENCE IN PORTFOLIO
Route 1 The applicant must have **at least 2 years post-qualification clinical experience in musculoskeletal physiotherapy** (evidenced in the Curriculum Vitae). Time spent during pre-registration clinical placement or professional internships do not count.	Curriculum vitae - this should be completed following the standard format for curriculum vitae (Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further details.
Route 2 The applicant must have **at least 2 -10 years post-qualification clinical experience in musculoskeletal physiotherapy** (evidenced in the Curriculum Vitae). Time spent during pre-registration clinical placement or professional internships do not count.	Curriculum vitae - this should be completed following the standard format for curriculum vitae (Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further details.
Route 3 The applicant must fulfil one the following criteria (evidenced in the Curriculum Vitae). • **Working at advanced level of MSK practice (NHS or equivalent setting e.g. private practice, sport, military) in musculoskeletal physiotherapy** • **Applicants will normally be expected to have a minimum of 10 years of post-qualification experience and are able to evidence this clearly within the portfolio**	Curriculum vitae - this should be completed following the standard format for curriculum vitae Please see Part 2 ("MACP PORTFOLIO ROUTE PORTFOLIO GUIDANCE HANDBOOK") for further details.

Table 2. Clinical Experience

MUSCULOSKELETAL EDUCATION

Applicants will be expected to evidence formal post-registration educational training, usually in the form of Master's level university modules, that encompass theoretical learning (a minimum of 200 hours), practical skills (a minimum of 150 hours and mentored clinical practice (minimum 150 hours).

If you are commencing the Route 1 Pathway and have not undertaken a period of mentored clinical practice and the accompanying examinations, we can assist in helping you to fulfil this criterion (see 'mentored clinical practice' section below).

Preferred educational partners

We have preferred educational partners whom deliver high quality learning experience (Educational Partners | MACP (macpweb.org)). You may wish to use this material to assist you with completing your portfolio with evidence of how your learning meets the IFOMPT standards.

Table 3 below describes the expectations for musculoskeletal education for the three pathways alongside examples of how this may be evidenced and the means of evaluation

TABLE 3 – MSK EDUCATION FOR THE 3 PATHWAYS

MUSCULOSKELETAL EDUCATION	EVIDENCE IN PORTFOLIO	MEANS OF EVALUATION
Route 1 Pathway		
The applicant must have completed the following (post-registration) in line with IFOMPT (2016) Standards Document. Please refer to this for details: http://www.ifompt.org/STANDARD+COMPLIANCE++TRAINING/Standards+Document.html This can be evidenced by providing transcripts of units/modules studied, evidence of assessments undertaken such as written assignments, practical examinations and presentations as part of an approved route to full MACP membership: i. **200 hours of theory** covering clinical sciences, medical sciences, behavioural sciences and research related to musculoskeletal physiotherapy ii. **150 hours on theory and practice** of musculoskeletal physiotherapy iii. Successfully completed a **practical skills examination** in musculoskeletal physiotherapy iv. **150 hours of mentored clinical practice** in musculoskeletal physiotherapy with a mentor who is a member of IFOMPT Successfully completed a **clinical examination of a new and returning patient** with musculoskeletal dysfunction (Refer to section on Mentored Clinical Practice for more information)	• Certificates of completed post qualification courses studies at level 7 (please include third party evidence where appropriate e.g. letter from Course Leader or Member Organisation (MO) Administrator (certificates may be certified by Portfolio Route Leaders should individuals not wish to submit original documents) • Details of course content, (e.g. course handbook summaries, module learning outcomes, hours of learning, academic level, evidence of assessments undertaken e.g. assignments, practical examinations, presentations). • Transcripts including details (name, credit value etc) of modules/units of assessment and marks achieved together with module descriptors with stated learning outcomes. All marks must have been ratified by the relevant exam boards within the Higher Education Institution.	Submission and evaluation of Portfolio of evidence by MACP University partners against IFOMPT standards and M level criteria. Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further details Resubmission is permitted, although this will normally be limited to one resubmission. The outcome of the portfolio will be a pass/fail (IFOMPT learning outcomes have or have not been successfully achieved).

MUSCULOSKELETAL EDUCATION	EVIDENCE IN PORTFOLIO	MEANS OF EVALUATION
Route 2 Pathway		
The applicant must demonstrate fulfilment of the 10 Dimensions from the IFOMPT (2016) Standards Document. **Viva** The viva will be an opportunity for assessors to ask questions related to your portfolio for the purpose of clarification and to gain insight into the depth and currency of your underpinning knowledge. Marking criteria for the points of discussion will be as per QAA guidelines (M-level). If your portfolio submission is adequate, the appointed assessors will agree a set of questions that have emerged from their review. Particular attention will be given to evidence of clinical skills and application into musculoskeletal clinical practice as this has not been formally observed in the form of an examined clinical placement.	This can be evidenced by providing transcripts your post-registration MSc and any other units or modules undertaken at Masters level or above; reflective pieces; patient case studies, audit or publications, teaching experience (within MSK physiotherapy) etc to evidence fulfilment of the 10 Dimensions from the IFOMPT Educational Standards document. Evidence sources could be used to illustrate fulfilment across multiple dimensions. Case studies, service developments, education provision, research dissemination are further usable examples of practice that can be used. Explicit links to patient care are required throughout your evidence	• Your submitted portfolio will be reviewed by two assessors appointed by the CEA. • If assessors have significant concerns regarding the submitted portfolio, this will be addressed on a case by case basis. • Viva examinations will take place within 4 weeks of review completion. The viva will last no more than 1 hour and will allow the 2 nominated MACP assessors to examine aspects of the Portfolio to ensure fulfilment of academic level and learning outcomes. • Further evidence may be requested where gaps have been determined during the viva. The portfolio will then be re-submitted for final review

	You are requested to identify within your Portfolio fulfilment of the minimum required post-registration education in musculoskeletal physiotherapy • **200 hours of theory** *(clinical sciences, medical sciences, behavioural sciences and research)* • **150 hours on theory and practice** • Evidence of advanced **clinical reasoning skills (including practical skills) in musculoskeletal physiotherapy** • Details of **mentored clinical practice** in musculoskeletal Physiotherapy Where you are not able to demonstrate evidence aligned to the above hours, your critical narrative should outline how you have compensated for/fulfilled these gaps.	• The outcome of the portfolio and viva will be a Pass/Fail (Fulfilment of all the dimensions of practice has/has not been achieved). If adequate evidence of fulfilling the IFOMPT dimensions is not achieved at this juncture, this will be reviewed on a case by case basis. Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further details
MUSCULOSKELETAL EDUCATION	**EVIDENCE IN PORTFOLIO**	**MEANS OF EVALUATION**
Route 3 Pathway		
The applicant must demonstrate fulfilment of the 10 Dimensions from the IFOMPT (2016) Standards Document. with explicit fulfilment of the core capabilities for advanced clinical practice across the four pillars of advanced clinical practice (Health Education England 2020). For more details see http://www.ifompt.org/STANDARD+COMPLIANCE++TRAINING/Standards+Document.html https://www.lasepharmacy.hee.nhs.uk/dyn/_assets/_folder4/advanced-practice/multi-professionalframeworkforadvancedclinicalpracticeinengland.pdf **Viva** The viva will be an opportunity for assessors to ask questions related to your portfolio for the purpose of clarification and to gain insight into the depth and currency of your underpinning knowledge. Marking criteria for the points of discussion will be as per QAA guidelines (M-level). If your portfolio submission is adequate, the appointed assessors will agree a set of questions that have emerged from their review. Particular attention will be given to evidence of advanced musculoskeletal clinical practice as this has not been formally observed in the form of an examined clinical placement.	This can be evidenced by providing transcripts from your post-registration MSc and any other units or modules undertaken at Masters level or above; reflective pieces; patient case studies, audit or publications, teaching experience (minimum MSc PG level and within MSK physiotherapy) etc to evidence fulfilment of the 10 Dimensions from the IFOMPT Educational Standards document. Evidence sources could be used to illustrate fulfilment across multiple dimensions. Case studies, service, developments, education provision, research dissemination are further usable examples of practice that can be used. Explicit links to patient care are required throughout your evidence You are requested to identify within your Portfolio fulfilment of the minimum required post-registration education in musculoskeletal physiotherapy • **200 hours of theory** *(clinical sciences, medical sciences, behavioural sciences and research)* • **150 hours on theory and**	• Your submitted portfolio will be reviewed by two assessors appointed by the CEA. • If assessors have significant concerns regarding the submitted portfolio, this will be addressed on a case by case basis. • Viva examinations will take place within 4 weeks of review completion. The viva will last no more than 1 hour and will allow the 2 nominated MACP assessors to examine aspects of the Portfolio to ensure fulfilment of academic level and learning outcomes. • Further evidence may be requested where gaps have been determined during the viva. The portfolio will then be re-submitted for final review • The outcome of the portfolio and viva will be a Pass/Fail (Fulfilment of all the dimensions of practice has/has not been achieved). • If adequate evidence of fulfilling the IFOMT dimensions is not achieved at this juncture, this will be reviewed on a case by case basis.

	practice • Evidence of advanced **clinical reasoning skills (including practical skills)** in musculoskeletal physiotherapy • Details of **mentored clinical practice** in musculoskeletal physiotherapy	Please see Part 2 ("MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**) for further details

CONTINUING PROFESSIONAL DEVELOPMENT AND THE PORTFOLIO ROUTE

Continuing Professional Development (CPD) is an ongoing process enabling the development of clinical expertise; it encompasses all learning and development that has been undertaken. Development of a portfolio is in line with the requirements for maintained registration with the Health and Care Professions Council (HCPC) in the UK. Keeping a record of learning and practice in a portfolio is therefore central to providing evidence of on-going professional development and can be used to support your MACP Portfolio Route submission.

Early and mid-career musculoskeletal physiotherapists may wish to use the IFOMPT Educational Standards as a professional development framework to inform and support career development. The process of mapping against the IFOMPT level 7 (Masters) standards can also be used to support the development of evidence for those working toward First Contact Practitioner and Advanced Practitioner qualifications.

WHAT MAKES UP A PORTFOLIO OF EVIDENCE

Evidence for the portfolio can be drawn from a variety of sources and should **be mapped by the applicant against the MACP criteria to assist the evaluation of the application together with the IFOMPT 10 dimensions and associated learning outcomes**. Further details of how to complete this can be found in the supporting document: **Part 2:** "MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK".**

FEES ASSOCIATED WITH THE PORTFOLIO ROUTE

Please note: All fees mentioned in this section are subject to change. The most up to date information can be found on the MACP website (https://www.macpweb.org/Routes-to-Full-Membership). These costs are at the discretion of the MACP Executive committee and Route Leads.

In order to undertake the portfolio route, all applicants are required to become associate members of the MACP (£80). This application can be made via the website (https://www.macpweb.org/Associate-Membership). Annual membership runs from 1st October – 30th September and will need to be renewed during your application process if required.

The benefits of associate membership

There are a wide range of benefits to being an Associate member including:

- *Access to a range of educational and research bursaries*
- *Additional criminal prosecution cover – James Hallam (up to £100,000 for any one claim)*
- *Additional online access to a selected range of Elsevier Journals*
- *Discounted subscription to JOSPT*
- *Access to mentoring for abstract review and submission*
- *Free online access to Musculoskeletal Science & Practice (sign into membership area to access): this is a peer-reviewed journal cited in Index Medicus and Medicine. Your membership entitles you to receive the 6 published journals for that membership year.*
- *15% off Elsevier Science publications, which include Churchill Livingstone, Butterworth-*

Heinneman, Mosby, Ballière Tindall, W.B.Saunders

- *Free online access to additional Elsevier journals*

PLUS Associate members are:

- Included on the mailing list for MACP events and CPD activities
- Have preferential booking and/or reduced rates on some MACP organized courses

Please click on this link for further information: https://www.macpweb.org/Associate-Membership

The overall fee for the **Route 1** Pathway is £1500 (including associate membership for your first year, access to submission portal, and assessment).

The overall fee for the **Route 2** Pathway is £1250 (including associate membership for your first year, access to submission portal, appraisal of evidence and viva).

The overall fee for the **Route 3** Pathway is £750 (including associate membership for your first year, access to submission portal, appraisal of evidence and viva).

ADDITIONAL FEES

Additional costs will be incurred for:

- e-Mentoring. The cost of mentoring will vary and is charged at a cost per hour equivalent to Band 8a (see below "supporting you through the process").
- Resubmission of revised portfolios
- Resubmission of clinical placement examinations
- Resubmission of viva examinations.

MENTORED CLINICAL PRACTICE FOR THE Route 1 PATHWAY

Unique to this professional development framework is the opportunity to undertake a period of mentored clinical practice with a specialist musculoskeletal mentor and associated summative assessment. The Portfolio Lead will be able to provide support to arrange and undertake this period of mentored clinical practice. Mentored clinical practice provides musculoskeletal physiotherapists with an opportunity to integrate knowledge, theory and skills in managing patients with musculoskeletal complaints with the guidance of a specialist Clinical Mentor.

The 150 hours includes both direct and indirect contact hours,

- ***Direct contact hours*** *with the Clinical Mentor must include observation of the student assessing and managing patients in the practice setting. Direct contact can be achieved through electronic resources such as e-mentorship. Direct contact can be with a single or >1 student, for example practical skill sessions with >1 student working together with the mentor can be a valuable strategy (peer mentorship). Direct observation would normally make up 40% (60-hours) of the mentored clinical practice hours. We would expect the 150hrs MCP to be completed within a two-year period.*
- ***Indirect contact hours*** *can include hours that are not under the direct supervision of the Clinical Mentor and can include hours spent with fellow musculoskeletal physiotherapy students, other clinical specialists, independent study e.g. research, preparation of case study*

The cost for 150 hours of clinical mentorship and the examination is payable directly to the MACP.

The costs of the mentored clinical practice (MCP) are under annual review and may be subject to change. This must be paid before the MCP preparation stage in order to secure your MACP Assessor and Clinical Mentor.

The mentee is **also** responsible for any funding required for accommodation and/or travel associated with MCP.

Please note: If any difficulties arise during the mentorship period, which indicate that the learning outcomes may not be achieved, an extension to the period of the MCP may be negotiated subject to the Clinical Mentor's availability. It is worth discussing this option with your Clinical Mentor from the outset, during the planning stage for your MCP. Additional pro rata fees for the mentor will have to be paid by the mentee. Support will also be provided by the MACP Assessor.

In the event of a mentee requiring a further period of mentorship/ examination the required fees would be paid to the MACP. The fee for the re-sit would be dependent upon the requirements of re-sit and will be agreed by all parties including the Mentee, Clinical Mentor and MACP Assessor jointly.

Please note: If a mentee's mentorship is terminated early or they choose to withdraw before the final examination, no reimbursement would be made by the MACP.

SUPPORTING YOU THROUGH THE PROCESS

The Portfolio Lead is your point of contact to help with any questions or concerns you may have. The Portfolio Lead works closely with the Committee for Education and Approval (CEA).

MENTORSHIP

The MACP will have available to you a list of MACP Mentors who may be able to help with the mentored clinical practice. Please see the previous section 'Mentored Clinical Practice'.

The MACP can also offer access to e-mentorship, at an extra cost, to support and facilitate development of your portfolio of theoretical evidence. These individualised mentored sessions are arranged through the MACP linking you directly with the Mentor. Session content and reflective practice associated with it are up to the Mentor and Mentee to agree on. This is available to help with pulling information together and development of your submission. MACP Mentors are also eligible to authenticate your documents/evidence.

APPLICATION PROCESS FOR THE PORTFOLIO ROUTE

Following an initial enquiry to the MACP regarding the Portfolio Route you will receive an email asking you to complete a questionnaire/checklist to help you assess your suitability and gauge which pathway may be most appropriate for you. You may already have made this initial enquiry.

If you would like to progress with your enquiry, please contact the Portfolio Lead via email portfolioroute@macpweb.org. Please attach to this email a completed copy of the enquiry checklist (Appendix 1). It doesn't matter if you are unsure about some items on the checklist as these questions can be discussed with the Portfolio Lead.

Having taken advice from the Portfolio Lead, if you wish to undertake the Portfolio Route to MACP membership you will need to submit an application to do so. Your application can be received directly via e-mail/letter clearly stating which pathway you wish to apply for (See Part 2: "MACP PORTFOLIO ROUTE **PORTFOLIO GUIDANCE HANDBOOK"**, Appendix 5).

The decision regarding your suitability will be determined by the Portfolio Lead(s) covering the

Pathways. The Portfolio Lead(s) will assess the application and confirm in writing which pathway you have been allocated to and the next steps.

Once you have been accepted onto the Portfolio Route, you can apply for associate membership (https://www.macpweb.org/Associate-Membership).

Next step: please refer to Part 2: "MACP PORTFOLIO ROUTE **- PORTFOLIO GUIDANCE HANDBOOK"** for further details as to how to map your prior learning to the IFOMPT dimensions and associated learning outcomes.

We look forward to working with you to collate your portfolio. We will be able to signpost you to relevant resources to assist you with this process.

MACP Portfolio Route Team

SharonChan-Braddock and Caroline Coulthard (Portfolio Co-Leads)

Musculoskeletal Association of Chartered Physiotherapists

APPENDIX 1 - APPLICATION CHECKLIST

Portfolio Route Checklist (Initial overview)

Please complete this checklist and include in your initial email to the Portfolio Lead.

Please complete this checklist to help in planning your application for membership via the portfolio route. Don't worry about marking 'No' or 'Unsure' as this does not preclude you from applying via this route, but will help us to guide you in developing a successful application.

PLEASE CHOOSE AN OPTION:	Yes	No	Unsure
1. I am interested in the Route 1 pathway			
2. I am interested in the Route 2 pathway			
3. I am interested in the Route 3 pathway			
QUALIFICATIONS			
I am able to provide evidence of a qualification in physiotherapy (BSc Physiotherapy, Grad Dip Phys, MSc pre-registration OR a qualification in physiotherapy from a country recognised by IFOMPT) OR other (equivalent) MSK professional qualification.			
I am able to provide evidence of a higher degree (PhD or equivalent)			
I am able to provide evidence of a completed post-registration MSc related to MSK physiotherapy practice			
I am able to provide evidence that I hold current membership of the Chartered Society of Physiotherapy (CSP).			
I am able to provide evidence of current UK Health and Care Professions Council (HCPC) Registration **or equivalent.**			
CLINICAL EXPERIENCE			
I am able to provide evidence of at least 2 years post-qualification clinical experience in MSK physiotherapy practice			
I am able to provide evidence of at least 10 years post-qualification clinical experience in MSK physiotherapy practice			
I am currently working at an advanced level of MSK practice			
POST-REGISTRATION MSK EDUCATION (in line with IFOMT (2016) standards document)			
I am able to provide evidence of 200 hours of theory covering clinical sciences, medical sciences, behavioural sciences and research related to musculoskeletal physiotherapy			
I am able to provide evidence of 150 hours on theory and practice of musculoskeletal physiotherapy			
I am able to provide evidence of successful completion of a practical skills examination in musculoskeletal physiotherapy			
I am able to provide evidence of 150 hours of mentored clinical practice in musculoskeletal physiotherapy with a Lead Mentor who is a member of MACP.			
(Relevant for practitioners with less than 10 years MSK experience & without PhD or equivalent)			

I am able to provide evidence of being successfully examined (by an MACP member) in my assessment and management of a new and returning patient with musculoskeletal dysfunction. *(Relevant for practitioners with less than 10 years MSK experience & without PhD or equivalent)*			
I am able to provide evidence of excellence in the 4 pillars of Advanced Practice: ▪ Research ▪ Leadership and management ▪ Clinical ▪ Education Please also refer to the CSP over-view of consultant practice, the Multi-professional Framework for Advanced Clinical Practice and the Multi-professional consultant-level practice capability and impact framework when considering your response to this question. *(Relevant for practitioners with greater than 10 years MSK experience considering the Route 3 Pathway)*			
MSK=musculoskeletal			