



Occupational Therapy Board of New Zealand

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

Audit Tool

Practitioners name:

Date:

Registration number:

No	Item	Yes	No	Comment
	Employment and Education			
1.	The work history is complete.	√		
	Self-Assessments			
2.	Self-assessments are completed for all 5 competency areas.	√		
3.	Contextual information is evident in the self-assessments (e.g. role, responsibilities, assessment of own level of expertise, professional journey to date and reasoning behind goals).	√		
4.	There is evidence of consideration of needs and desires for improvement in knowledge and skills to keep up-to-date, develop higher levels of effectiveness, efficiency and growth in current and / or future plans.	√		
5.	A range of feedback / perspectives has been considered (e.g. Supervisors, clients, employer, colleagues).	√		
	Goals			
6.	There is an appropriate goal in each competency area.			
7.	The goals are clearly defined and concise.			
8.	Goals flow logically from each self-assessment.			

9.	Finished goals are marked as completed with an outcome and critical reflection.			
	Development Activities			
10	There are activities for each goal in progress.			
11.	Developmental activities flow logically from each goal.			
	Outcomes			
12.	The outcomes are written as a statement of completion of the goal; or document what occurred if not completed.			
	Critical Reflections			
13.	There is a critical reflection for each completed goal.			
14.	Consideration of impacts on practice and ways of working are evident.			
	ePortfolio - Overall			
15.	Goals and development activities are appropriate for the practitioner's position and experience.			
16.	Self-assessments and critical reflections of completed goals indicate that learning has occurred and been applied to practice.			
17.	Past goals and development activities demonstrate progression in the occupational therapist's professional development over time.			
18.	No undefined acronyms or jargon.			
19.	Information uploaded is relevant and supports ePortfolio content.			
20.	All information is anonymised and protects privacy.			
	Supervisor Comments			
21.	There is a current supervisor.			
22.	Supervisor has confirmed that the practitioner has discussed their current self-assessment with them.			
23.	Supervisor has confirmed that the practitioner is actively engaged in their professional development.			
	Summary Recommendations			
24.	The occupational therapist meets the audit standards for the ePortfolio.			

25.	The occupational therapist has been given feedback in order to meet the audit standards within 10 working days.			
26.	The occupational therapist will require feedback on how to use of the ePortfolio to meet the audit standards.			

Auditor: _____

Date: _____

Signature: _____