

POLICY STATEMENT

ePortfolio Policy: Policy to support the ePortfolio and practitioner engagement.

Purpose

The OTBNZ is responsible for ensuring that all practitioners on its Register are fit and competent to practise.

Sections 41 to 43 of the Health Practitioners Competence Assurance Act 2003 (HPCAA) give clear descriptions of the scope and purpose of recertification programmes (refer to Appendix 1). The ePortfolio is recognised as the OTBNZs recertification programme. The ePortfolio provide the OTBNZ with assurance about practitioners' maintenance of their continuing competence through the appropriate engagement in professional development activities, evidenced in the ePortfolio. The ePortfolio is a mandatory requirement for registered practitioners holding a current practising certificate. The OTBNZ must be satisfied that practitioners are engaged in the ePortfolio programme before issuing a practising certificate. Practitioners verify this at renewal time. The ePortfolio audit programmes also provides the OTBNZ with assurance about practitioners maintenance of competence through appropriate use of the ePortfolio. Actions may be considered when practitioners do not comply as described under purpose points 1 – 4 below.

- 1.** do not engage with the ePortfolio process;
- 2.** problems in achieving a required standard in their ePortfolio;
- 3.** when compliance issues are identified in the course of an audit

4. when there are concerns about the content of the practitioners ePortfolio.

The OTBNZ has decided that all practitioners will be audited at least once every five years. This will mean that 20% of individual practitioners will be audited each year. The OTBNZ may also target specific groups of practitioners or individual practitioner for audit.

Definitions

ePortfolio

The OTBNZs nominated recertification programme. Information on how to use the ePortfolio can be found on the OTBNZ website (ePortfolio Handbook).

Audit programme

The audits of individual practitioner's ePortfolio's on the OTBNZ register. Approximately 20% of practitioners will be audited each year. The audits may be randomly generated or may target specific groups of practitioners or individual practitioners.

Competence

Competence incorporates the individual's ability to consistently apply professional knowledge, skills, judgment and diligence in response to ever-changing situations in the workplace. Competence is not a state that is reached and then does not change, rather it is fluid and dynamic, a state that is ongoing and ever-evolving across a practitioner's career. Competence indicates sufficiency of knowledge and skills that enable someone to act in a wide variety of situations. Refer to *ePortfolio Handbook* for further information.

Non engagement

Non engagement in the ePortfolio means the practitioner is not demonstrating participation in the ePortfolio and the underlying professional development activities.

Unsatisfactory level of engagement

Unsatisfactory level of engagement means that practitioner has not demonstrated continuing development across time in the ePortfolio, and or has insufficient information within the ePortfolio.

Concerns

Concerns relate to the content and or standard of the practitioners ePortfolio. The content may suggest potential competence issues which need to be addressed. Or the standard of the material within the ePortfolio is not of a reasonable standard expected of a practitioner.

Policy

General matters

- 1.** The OTBNZ requires all registered practitioners holding a current practising certificate to participate in the ePortfolio.
- 2.** The ePortfolio is based on ongoing critical self reflection against each of the five competencies for registration and continuing practice.
- 3.** The ePortfolio occurs across two years and practitioners are required to engage in each competency area within this time.
- 4.** Practitioners will engage in supervision for the ePortfolio to critically reflect on work and to seek feedback and guidance the supports the maintenance and development of ongoing competence.
- 5.** The OTBNZ will provide supporting information for practitioners to enable appropriate use of the ePortfolio. Examples of how to understand what is required and how to use the ePortfolio are found on the OTBNZ website, the OTBNZ YouTube channel, and within the ePortfolio site itself.
- 6.** There will be systems and processes are in place to establish and maintain the ePortfolio auditing of practitioners. The OTBNZ will audit approximately 20% of practitioners on the register each year. (Refer to *ePortfolio Audit Policy* for further details).

7. Matters of non engagement or unsatisfactory level of engagement in the ePortfolio, and concerns relating to the content or standard will be referred to the Registrar or appropriate OTBNZ staff.
8. Matters of concern and or unresolved engagement will be reported to the Board.

Date approved

June 2016

Review date

June 2018

A.Charnock

June 2016

41 Recertification programmes

(1) For the purpose of ensuring that health practitioners are competent to practise within the scopes of practice in respect of which they are registered, each authority may from time to time set or recognise recertification programmes for practitioners who are registered with the authority.

(2) A recertification programme may be made to apply generally in respect of all health practitioners, or in respect of a specified health practitioner, or in respect of a specified class or classes of health practitioner.

(3) A recertification programme may require a practitioner to do any 1 or more of the following at intervals (if any) prescribed in the programme:

- (a) pass any examinations or assessments, or both:
- (b) complete a period of practical training:
- (c) undertake a course of instruction:
- (d) permit a health practitioner specified by the authority to examine—
 - (i) any or all of his or her clinical and other practices:
 - (ii) any or all of his or her relations with other health practitioners:
 - (iii) any or all of the clinical records of the practitioner in relation to his or her patients or clients:
- (e) undergo an inspection:
- (f) adopt and undertake a systematic process for ensuring that the services provided by the practitioner meet the required standard of competence.

(4) Every recertification programme must allow a reasonable time for a practitioner to whom it relates to comply with its requirements.

(5) The authority may exempt any health practitioner or class of health practitioner from all or any of the requirements of a recertification programme.

(6) Within 20 working days after a recertification programme is set or recognised by the authority, the Registrar must notify every health practitioner who is required to undertake the programme of that fact and of the details of the programme.

42 Health practitioners may be required to make records available

An authority that is reviewing the competence of a health practitioner or that has set a competence programme or recertification programme for a health practitioner may, for the purposes of the review or programme, inspect all or any of the clinical records of the health practitioner, and that health practitioner must make those records available for those purposes to any person duly authorised by the authority.

43 Unsatisfactory results of competence programme or recertification programme

(1) If a health practitioner who is required to complete a competence programme or a recertification programme does not satisfy the requirements of the programme, the responsible authority may make either of the following orders:

- (a) that the health practitioner's scope of practice be altered—
 - (i) by changing any health services that the practitioner is permitted to perform; or
 - (ii) by including any condition or conditions that the authority considers appropriate:
- (b) that the practitioner's registration be suspended.

(2) If the authority proposes to make an order under subsection (1), it must give to the health practitioner concerned—

- (a) a notice stating—
 - (i) why the authority proposes to make the order; and
 - (ii) that he or she has a reasonable opportunity to make written submissions and to be heard on the matter, either personally or by his or her representative; and
- (b) a copy of any information on which the authority is relying in proposing to make the order.

(3) The notice under subsection (2)(a)(i) must contain sufficient detail to inform the person clearly of the particular grounds for the proposal to make the order.

(4) Any order made under subsection (1) remains in effect until the health practitioner concerned has satisfied all the requirements of the competence programme or, as the case requires, the recertification programme, and for that purpose the authority may, on the application of the practitioner, extend the period within which the practitioner is required to satisfy those requirements.

(5) The failure of a health practitioner to satisfy the requirements of any competence programme or recertification programme that applies to the health practitioner is not, of itself, a ground for taking disciplinary action under Part 4 against that health practitioner.

(6) Subsection (2)(b) is subject to section 154.