OTBNZ supervision requirements for standard conditions

New Graduate, Overseas Qualified and Returning to Practice occupational therapists

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Objectives

• Overview of standard conditions on scope of practice
• Practitioner responsibilities
• Supervisor responsibilities
• Unique characteristics of new graduate, overseas qualified and return practice supervision
• Important tips/reminders
Standard conditions on scope of practice:
- New Graduate
- Overseas Qualified
- Return to Practice

Practitioner’s Name: Miss Elizabeth Mary BELCOCK
Registration Number: 20-02347
Scope of Practice: General Scope of Practice: Occupational Therapist
Conditions on Practice: No Conditions currently in place
Date of Practising Certificate: 01/04/2019 - 31/03/2020
Qualifications:
- Bachelor of Health Science (Occupational Therapy), Auckland University of Technology, New Zealand, 1994.
- Master of Philosophy with Honours (First Class), Auckland University of Technology, New Zealand, 2012.
Practitioner responsibilities

31/7/2019
Buckland Rd
Hinuera
Matamata 3472

Dear Ms A Undornic

Registered Occupational Therapist (overseas qualified) - Aotearoa/New Zealand Registration number: 50-0000

Congratulations! As Registrar of the Occupational Therapy Board of New Zealand (OTBNZ) I am pleased to advise I have approved your application and you are now registered under the general scope of practice as a New Zealand Occupational Therapist, with an “overseas qualified” condition.

What this letter covers

Keep this letter handy, as it covers important information:

- your details on the Public Register
- your myOTBNZ account
- your practising certificate
- understanding and complying with your overseas condition
- keeping your ePortfolio updated
- professional competence and Te Rito online modules.

Applying for Removal of Conditions on General Scope of Practice

Practitioner:

Name: _____________________________ Registration Number: 50-0000 ____________

Role: _____________________________ Hours/week: _____________________________

Employee: __________________________

Employment start date: _____________________________

Telephone: ___________________________ Mobile: ___________________________ Email: _____________________________

Address: _____________________________

Condition applying: 1 2 3 4 (circle one)

1. Overseas Qualified Registrant
2. New Graduate Registrant
3. Return to Practice Registrant
4. Other (Please provide details)

Supervisor Contact Details:

...
Supervisor responsibilities

Supervisor’s Report

Purpose of report
This reporting template is to be used for:
1. supervisor’s reports required by the OTRBNZ for removal of conditions on scope of practice; or
2. regular supervisor’s reports required by the OTRBNZ for ongoing conditions on scope of practice; or
3. supervisor’s reports required by the OTRBNZ when there are no conditions on scope of practice.

About this Report
This supervisor’s report must provide an assessment of the practitioner’s actual practice, and should provide the OTRBNZ with evidence of the applicant’s competence to practise. A supervisor’s report is a stand-alone document. The supervisor should not cross-reference to the supervisee’s ePortfolio.

However, all practising occupational therapists must participate in the ePortfolio. This demonstrates to the OTRBNZ that practitioners are engaging in the ongoing maintenance of their competence. Therefore, when assessing this supervisor’s report, the assessor will check that the supervisee is engaging in the ePortfolio. The assessor will also check that the practitioner has recorded their employment details in their log-on site on the OTRBNZ website.

The Supervisor
The supervisor must be a New Zealand registered occupational therapist with a current practising certificate and no conditions on their own scope of practice. The supervisor must have been supervising the practitioner in accordance with the requirements of the condition(s) on his/her scope of practice (for example, weekly supervision for the first 12 months of practice).

The Supervisee
The supervisee must have shown their supervisor their letter from the OTRBNZ explaining the
New Graduate

• Weekly supervision for first 12 months of practice

• 48-52 supervision sessions recorded on supervision log

• Possible to apply for early removal if supervisor feels this is appropriate

• Weekly sessions can be a combination of supervisory arrangements
  → 1:1 with supervisor
  → Peer support with other new graduates facilitated by an occupational therapist
  → Clinical mentoring with another occupational therapist
  → Group supervision facilitated by an occupational therapist
Overseas qualified

• Fortnightly supervision for first six months of practice

• 12 supervision sessions recorded on supervision log

• Possible to apply for early removal if supervisor feel this is appropriate

• Supervision needs to include:
  
  → Orientation and education about Aotearoa New Zealand systems and structures
  
  → Support to attend formal Te Tiriti o Waitangi training or to complete the online Te Rito programme offered by OTBNZ – terito@otboard.org.nz

  → Support with cultural adjustment
Return to practice

• Fortnightly supervision for first six months of practice

• 12 supervision sessions recorded on supervision log

• Possible to apply for early removal if supervisor feel this is appropriate

• Supervision needs to include:
  → Orientation to practice setting, systems and structures
  → Support to attend formal Te Tiriti o Waitangi training or to complete the online Te Rito programme offered by OTBNZ – terito@otboard.org.nz if specified in registration letter
  → Establishing ongoing cultural support if required
  → Support to re-engage with the occupational therapy profession
Important tips

• Read the registration letter that OTBNZ has sent to the practitioner concerned

• Supervision period starts when employment starts

• Document and sign each supervision session on a log

• Standard conditions are not automatically removed, an application for removal of conditions must be completed

• Supervision conditions need to remain until OTBNZ has removed them i.e weekly or fortnightly supervision must continue until the condition has been formally removed

• Supervisors must have a current practising certificate and no conditions on their scope of practice
Supervision, competence and fitness

Supervision and Conditions

Supervision Requirements for Occupational Therapists  (PDF, 65KB, 16 pages)
Your guide to supervision as an Occupational Therapist.
A quick reference for the different types of supervision.

Policy on Standard Conditions  (PDF, 29KB, 4 pages)
Our policy for the standard conditions you may have on your scope of practice.

Fact Sheet – Standard Conditions  (PDF, 22KB, 4 pages)
An overview of standard conditions and their requirements.

Available Supervisors Directory  (PDF, 62KB, 26 pages)
A list of Supervisors who wish to make their supervision services publicly available.

Supervision Log Example  (DOC, 41KB, 1 page)
A template supervision log for you to use to record your supervision sessions.

Supervisor Agreement Example  (PDF, 22KB, 3 pages)
A template supervision agreement.

Supervisor Expression of Interest Form  (DOC, 14KB, 2 pages)
If you wish to make your supervision services publicly available, please complete this form and return to enquiries@otboard.org.nz.

Removal of Conditions Process Guide  (PDF, 12KB, 1 page)
This flowchart provides an easy to understand overview of the removal of condition process.

Removal of Condition Application Form  (DOC, 41KB, 12 pages)
Use this form to apply for removal of a standard condition from your scope of practice.
Any Questions?

General enquiries & technical support

enquiries@otboard.org.nz
0800997755

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