Occupational Therapy Board of New Zealand
TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

Moving to a new ePortfolio cycle

What's happening?

Your current ePortfolio cycle (2018-2020) is due to finish on 31st March 2020. There will be a transition period to move to the new ePortfolio (2020-2022). This period will run from 1st February 2020 until 30th June 2020. During this time, you will have access to both the 2018-2020 and the 2020-2022 ePortfolio cycles. On 1st July, the 2018-2020 your ePortfolio will become read only.

What do I need to do?

You will find the new 2020-2022 ePortfolio in the cycle drop-down box in the self-assessment and professional development tabs. Until 1st April 2020, this has been set to default to the 2018-20 cycle.

Cycle
| 2016-18 |
| 2018-20 |
| 2020-22 |

To help you move from the 2018-2020 cycle to the next cycle and meet the standards, we have developed the following checklist. By 31st March 2020, you will need to ensure that your 2018-2020 ePortfolio has:

- A self-assessment, which reflects your competence at the beginning of 2018, in each of the five competency areas.
- Appropriate boxes on each self-assessment page have been ticked
- There is an appropriate goal entered for each competency area
- All goals need to have a final updated status in the "Progress to meeting goal" column. This needs to be either "completed", "on-hold" or "discontinued"
- All development activities should have a status which indicates they are "completed". If you have not completed the activity, still mark it as "completed". Provide an explanation in the Outcomes section for what happened in relation to the activity
- An outcome for each development activity is recorded in the Outcomes section. These can be bullet points or simple explanatory sentences.
- A critical reflection is entered for each goal. If the goal was placed "on-hold" or "discontinued" the reflection should include a comment about this, and why this occurred.

Ensure that you have a current ePortfolio supervisor and they have made the two supervisor statements acknowledging that the ePortfolio is appropriate, and you have been engaged in the professional development within it.

Resources to help complete the ePortfolio cycle:

- OTBNZ's ePortfolio supervisor [tutorial webinar](#) demonstrating how to nominate a supervisor and make supervisor statements
- Step by step instructions on how to make [Supervisor statements](#)
- Narrated power-points on the [OTBNZ website](#), which guide you through the writing of all of the above steps to complete the reflective practice cycle for each competency area
- The [ePortfolio handbook](#) provides detailed instructions about each stage of the cycle
- The [ePortfolio user guide](#) provides instructions on how to use the ePortfolio platform

New ePortfolio cycle expectations: What do I have to do?

On 1 April 2020, a new ePortfolio cycle for the next two years will start. You will have a period of three months at the beginning of the cycle to allow you time to enter the required information into your new ePortfolio. By 1 July 2020, your ePortfolio must contain:

1. A self-assessment for each of the five competency areas
2. A goal for each of the five competency areas
3. At least one set of developmental activities entered for one of the goals
4. A current ePortfolio supervisor
   Note: ePortfolio supervisors do not automatically transfer to new cycles. You will need to nominate an ePortfolio supervisor for the new cycle.
5. Your supervisor must complete the compulsory statements in relation to your ePortfolio within the first six months of the cycle

What happens if I am chosen for an ePortfolio audit during the transition period?

Routine auditing of practitioners ePortfolios will continue throughout the two year cycle. Auditing will commence in early February 2020 and will continue through late November 2020. To meet the audit standards during the transition period of February to July 2020, you will need to ensure:

- Your current ePortfolio is completed to the criteria 1 – 5 above
- Your past ePortfolio needs to be completed to the above criteria. Audits include reviewing the 2018-2020 ePortfolio content to assess that you are maintaining and progressing your competence.
- The past ePortfolio will be editable until 1st July and then it will become read only
- After six months of practising in the new cycle, your ePortfolio needs to contain acknowledgement from your ePortfolio supervisor to indicate that you are engaged with the ePortfolio process. This is in the form of two Supervisor Statements. Instructions on how to make these statements can be found [here](#)

What happens if I recently started practising as an occupational therapist in the transition period?

If you have just graduated or recently registered to practice in Aotearoa New Zealand during 1 February and 30 June 2020, you will need to start your first ePortfolio in the new 2020-2022 cycle.

What are my responsibilities as an ePortfolio supervisor during the transition period?

- ➢ Provide support and guidance to those you supervise to meet the ePortfolio expectations
- ➢ Ensure the two supervisor statements for the 2018-2020 ePortfolio cycle have been made. The instructions for making supervisor statements can be found here
- ➢ Acceptance of ePortfolio supervisor nominations for 2020-2022 cycle
- ➢ Review of goals for each competency area to ensure they are appropriate, realistic and achievable
- ➢ Guidance and support to plan suitable developmental activities to achieve each goal
- ➢ Completion of the supervisor statements to acknowledge self-assessments have been discussed and engagement with the ePortfolio development activities is occurring. This needs to be made by the end of the first six months of practice in the cycle

What are my obligations as a third party during the ePortfolio transition period?

- ➢ Third party attestations by another occupational therapist are required for issuing annual practising certificates. These attestations include sighting and verifying that a practitioner is engaged with the ePortfolio process
- ➢ As the third party attestations fall at the end of an ePortfolio cycle, it is expected that the 2018-2020 ePortfolio should be completed (or very near completed) to the criteria outlined above
- ➢ If the 2020-2022 ePortfolio is the practitioner's first ePortfolio, this can be used to evidence the attestation
- ➢ Occupational therapists acting as third party are professionally bound to make true and accurate attestations