**

*Template – return to practice plan*

This is a planning template for those who are returning to practice because they have:

* been out of the ‘workforce’ for 3+ years and gaps have been identified in their self-assessment
* they have been out of the occupational therapy profession for 5+ years.

*Rationale*

It is difficult to provide relevant, applicable, and current examples of how you may have practiced against the occupational therapy competencies in a way that can assure the OTBNZ of a practitioner’s competence to practice.

This guidance provides research-based advice to practitioners returning to practice after a prolonged absence. Practitioners must be able to demonstrate to the OTBNZ that they have taken steps to ensure a successful and competent reintegration into the profession.

The most common areas to address and demonstrate in a return to practice plan are:

* current occupational therapy knowledge and skills
* connection and engagement with the profession
* current knowledge of the health system.

*Completing your return to practice plan*

This is a recommended plan for practitioners to adapt for their own use. The plan assists the OTBNZ and the practitioner in ensuring any potential gaps in the self-assessment are addressed, and risks mitigated.

All tasks should be identified as being completed within three to six months. As part of the preparation for obtaining a practising certificate, aspects of the submitted plan may already be identified as completed by the practitioner.

Typical objectives for your plan may include:

* to be up to date with the knowledge of current occupational therapy theories and models of practice
* gain theoretical and practical occupational therapy knowledge relevant to the area in which I intend to practice
* to be up to date with relevant health legislation and systems in my intended practice area
* to identify professional development opportunities
* to identify professional networks
* to develop networks with the profession and find mentors
* identify learning needs and how these can be achieved.

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| **Objective** | **Resources/How will I achieve objective** | **Expected completion Date** |
| **Occupational therapy knowledge & skills** |  |  |
| Current models consider both broader and specific practice area  |  |  |
| Observational visits |  |  |
|  |  |  |
| **Context for practice** |  |  |
| Identify current relevant legislation for practice |  |  |
| Understand code of ethics and competencies |  |  |
| Continuing professional development requirements |  |  |
|  |  |  |
| **Connectedness in profession** |  |  |
| Identify professional network |  |  |
| Join association, local OT networking groups |  |  |
| Identify and attend local OT in-service courses |  |  |
| Join online OT forums to network, share ideas |  |  |

*Return to practice plan*

*EXAMPLE ONLY*

Name: Date:

Registration Number:

Planned start date for work: (if needed)

Planned area of practice: (if needed)

The purpose of this plan is to demonstrate that you have identified your practice and learning needs. It needs to show that these will be addressed either before you commence practice, or in the first few months of practice. This will also provide a useful starting point to your continued professional development plan for your ePortfolio.

It is possible that some of the Return to Practice plan might be included in any workplace orientation. However, work requirements will not exclude the necessity of producing and carrying out this plan for the purpose of obtaining a practising certificate. It is expected that you will share this plan with your supervisor for your recertification programme, and that your supervisor will include reference to the objectives achieved in their Supervisor’s Report.

*Return to practice plan*

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| **Context for practice** |  |  |
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| **Connectedness in profession** |  |  |
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