Occupational Therapy Board of New Zealand
TE POARI WHAKAORA NGANGAHAU O AOTEAROA
FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

ePortfolio User Guide

Let's Get Started!

You should use this User Guide in conjunction with the ePortfolio Handbook. There is also an ePortfolio page on our website with other resources. A YouTube tutorial is also available to help you navigate your way around ePortfolio. You can access this from your ePortfolio home page.

To log on to your ePortfolio section, log in to your myOTBNZ account and scroll down until you reach the ePortfolio section. Please ensure your browser allows pop-ups as they are essential to the operation of the system.
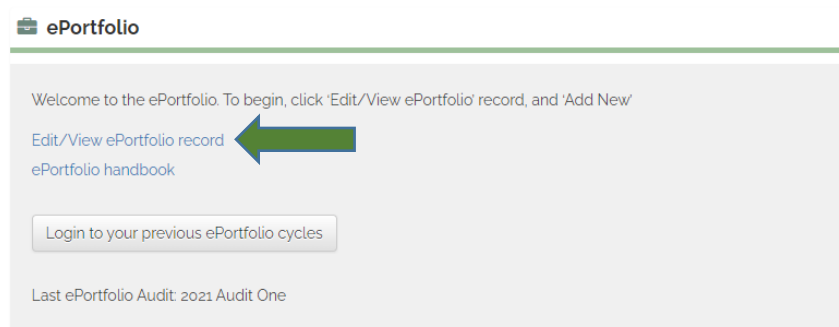
To access the ePortfolio from 1 April 2022 onward, click on the 'Edit/View ePortfolio record link.

To access previous ePortfolio cycles in the old ePortfolio system, click on the "Login to your previous ePortfolio cycles" button. Practitioners who were first registered after December 2021 do not have this option.

Beginning a new ePortfolio cycle

You will need to begin a new ePortfolio cycle every two years.

To begin a new cycle, click on the blue 'Add new' button on the screen. This will begin a fresh cycle for you to complete. Most practitioners will only complete one cycle over the two-year period.

Editing your existing ePortfolio cycle

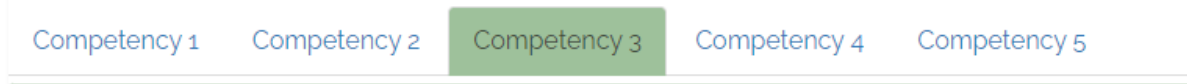To edit your existing ePortfolio for the cycle, click on the pencil icon.
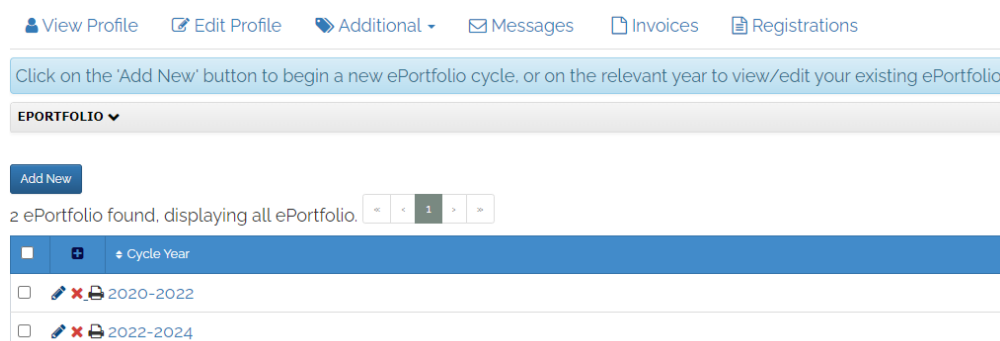
To print your ePortfolio at any stage, click on the print icon.

User Hints

- Text in blue on the page indicates a link to another section or more information.

For example, clicking on the blue text below allows you to view and complete the ePortfolio for each of the five competencies.

Competency 1	Competency 2	Competency 3	Competency 4	Competency 5

- Remember to regularly save as information is entered.

Save   Save & Exit   Exit (Don't Save)

Make sure to save before you exit this screen or edited information will be lost!

- Text boxes can be expanded by clicking on the bottom left corner and dragging down where the double lines appear.

Optional Supporting Documents   CHOOSE FILE   BROWSE

Self-Assessments

The self-assessment is your overview of how you think you are performing within the five competencies. You must indicate which performance indicators you are focussing on in your self-assessment and the relevant goal.

The self-assessment is a free-text box. You may upload any supporting digital information through the Browse function below.

Remember: this is a critical self-assessment of competence that will inform your professional development plan

Competency 1	Competency 2	Competency 3	Competency 4	Competency 5

1. APPLYING WHAKAORA NGANGAHAU OCCUPATIONAL THERAPY KNOWLEDGE, SKILLS AND VALUES

You apply what you know. You engage with people and communities to enable occupations based on rights, needs, preferences and capacities. You work within the context of each client's environment to optimise their participation and well-being

Performance Indicators identified for professional development

☐ 1.1 Apply an occupational therapy perspective to practice
☐ 1.2 Use the occupational therapy process with people and a range of appropriate strategies and tools …
☐ 1.3 Work with, support and educate people and whānau to optimise occupational participation and ou…
☐ 1.4 Coach, consult and collaborate to establish sustainable interventions that align with people's aspir…
☐ 1.5 Integrate current occupational therapy theories with evidence and sound professional reasoning t…
☐ 1.6 Apply digital technologies to engage, coach and empower people and whānau where appropriate.
☐ 1.7 Use a range of communication and active listening strategies with people receiving services.
☐ 1.8 Seek feedback from people receiving your services and engage in critical reflection to evaluate an…
☐ 1.9 Record and justify your intervention and professional reasoning.
☐ 1.10 Facilitate and advocate for occupational justice.

Self-Assessment of competence. Click here for help

Upload Supporting Documents (Optional)   CHOOSE FILE   BROWSE

Professional Development

In this section, you will be drawing on your self-assessment to plan your professional development goals and activities.

Goals

You must have at least **one** goal for every area of competence entered in the first three months of practising in an ePortfolio cycle. This is a free text box where you can enter in your goal. The blue hyperlink directs you to the ePortfolio handbook, where information about goals is available.

You may discontinue a goal at any time, but you must document why this occurred in the Outcomes and Critical Reflection sections below. If this occurs at the beginning of an ePortfolio cycle, you need to create a new goal. Please refer to the ePortfolio Handbook for further guidance about goals and changing practice during an ePortfolio cycle.

Development Activities

These are the professional development activities you have planned to achieve your goal. Enter each new development activity in a separate text box. There is space for up to three development activities to be included for the goal as 1-3 development activities are adequate.

Click on the icon to expand and allow information for Activities 2 and 3 to be added where required.

Outcomes

This section is where you enter the outcome of the developmental activities. Enter information in the text box and upload evidence through the Browse function. Ensure there is evidence of how you have changed your practice.

OUTCOMES/CHANGE TO PRACTICE

Document how the chosen professional development activities have led to a change in your practice and improved outcomes for the people you work with. Examples are available here.

| Optional Supporting Documents | CHOOSE FILE | BROWSE |

Critical Reflection

The Critical Reflection section is where you reflect on your original self-assessment, goal, developmental activities, and the outcomes of these. A hyperlink to the ePortfolio Handbook is available for more in-depth guidance.

CRITICAL REFLECTION

Reflective practice is a core concept of the ePortfolio and is essential for professional development and ongoing continuing competence.

| Optional Supporting Documents | CHOOSE FILE | BROWSE |

Progress

You can indicate the progress of your reflective cycle using the toggle buttons. An outcome and critical reflection should be included even if the goal is discontinued.

PROGRESS

Progress to completing goal	○ In progress
	○ Discontinued
	○ Completed

Remember to save your work with the blue button at the bottom before leaving the page.

Save   Save & Exit   Exit (Don't Save)

Make sure to save before you exit this screen or edited information will be lost!

Additional goals and reflective cycles

There is space for two reflective cycles in each competency in each two-year ePortfolio cycle. Practitioners are required to complete at least one cycle for each competency.

Where a practitioner changes roles and new set of goals are required, a new ePortfolio record for the same year may be generated and the previous one marked as discontinued.

Supervision nomination

The supervision section in your myOTBNZ portal is where all your activity related to ePortfolio supervision is held. You must have a current ePortfolio supervisor for each new ePortfolio cycle.