

This user guide describes how to nominate your ePortfolio supervisor, how to accept a supervisor nomination, and how to view the ePortfolio and make supervisor statements.

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Section One: Nominating Your Supervisor

Nominating an occupational therapist supervisor

Scroll down to the supervision section in your myOTBNZ account and click on the Nominate your Supervisor button.

NUPERVISION		
Nominate your supervisor	Nominate your external supervisor	

To select your supervisor, start typing in their name or registration number and select from the drop down list. The list includes all registered occupational therapists.

SUPERVISOR NOMINATION		
Practitioner Name	50-15354 George Jetson	
NOMINATE YOUR SUPERVISOR		
	(enter the first name, last name or registration # of the supervisor)	
Select your supervisor from the drop-down list *	Q	
Supervisor response	Pending O Accept O Decline	
Start Date		
Expiry Date	31/03/2024	
	Save Cancel	

When you have selected your supervisor, click Save. The supervisor will receive an email asking them to accept or decline the nomination.

When your supervisor accepts the nomination, their name will appear in the Current Supervisor section. To withdraw your supervisor, click on the 'Withdraw your Supervisor' button.

Nominate your supervisor Nomin	ate your external supervisor
Your Supervisor:	Current Supervisor:
Pending Nominations:	Your current supervisor is:
	50-15355 Judy Jetson

You are able to nominate more than one supervisor. Supervisors are nominated for each 2-year ePortfolio cycle. At the end of the cycle, you will need to nominate your supervisor again.

Nominating an external supervisor

Practitioners who have no conditions or recertification programme have the option to nominate a supervisor who is not a practising occupational therapist.

Ensure the supervisor is aware of the requirement to engage with the ePortfolio as part of the supervision process.

Click on the Nominate your external supervisor button.

A SUPERVISION		
Nominate your supervisor	Nominate your external supervisor	

Check if the supervisor is already in the system by entering their name on the drop down list.

Enter the First name or Surname of the supervisor and if the name is in the drop-down select the name		
External Surpervisor Name	۹	

If so, select the person and click Save at the bottom of the screen. The supervisor will be sent an email advising them of the nomination.

If your supervisor's name cannot be found in the list, enter their information.

IF YOUR SUPERVISOR IS NOT FOUND ABOVE Be sure to enter all the information required. First Name Last Name Email Address Expirv Date
First Name Last Name Email Address Expiry Date
Email Address
Expiry Date
Save Cancel

The supervisor will then be sent an email for them to accept or decline the nomination.

Section Two: Accepting a Nomination

Occupational therapist supervisors

Supervisor nominations can be accepted from within your myOTBNZ account.

Ρ	ractitioner Nominations
Y	ou have been nominated by:
	50-15361 GradMGB Tester - Accept / Decline

Click on the practitioner to accept or decline the nomination.

SUPERVISOR NOMINATION	
Practitioner Name	50-15361 GradMGB Tester
NOMINATE YOUR SUPERVISOR	
	(enter the first name, last name or registration # of the supervisor)
Select your supervisor from the drop-down list •	Q 50-15354 George Jetson
Supervisor response	Pending Accept Decline
Reason for declining	
Comments (optional)	
	Supervision nominations expire at the end of each ePortfolio cycle
Start Date	
Expiry Date	31/12/2022
	Save Cancel

To accept the nomination, click on the 'Accept' button and click Save. You will then be given access to the practitioner's ePortfolio and can make the required statements.

To decline to act as their supervisor click 'Decline' and save. You may give a reason for declining if you wish.

External supervisors

External supervisors will be sent an email which has the option to for the supervisor to accept or decline the nomination.



When the nomination is accepted, the supervisor will receive further information about how to log in and view the practitioner's ePortfolio.

Section Three: Viewing the ePortfolio and Making Supervisor Statements

All supervisors will need to be logged in to their personal myOTBNZ account to view the ePortfolio and make the statements. External supervisors have a modified myOTBNZ account.

Information about how to log in or reset a password is available here.

To view the practitioner's ePortfolio and make the supervisor statements, click on the relevant practitioner's name.



To view the practitioner's ePortfolio, click on the blue 'open ePortfolio for review' link.

Currently Supervising

50-15361 GradMGB Tester
GradMGB - Tester: Cycle Year: 2020-2022 - Open ePortfolio record for review

A read-only version of the ePortfolio is able to be viewed. Access will be available for length of the 2-year ePortfolio cycle or until withdrawn by the nominating occupational therapist.

	ePortfolio -
	Cycle Year 2020-2022
The ePortfolio is an online platform where you document the planning and achievement of your ongoing professional development. The ePortfolio is designed to use the Competencies for Registration and Continuing Practice as a guiding framework. The performance indicators under each area of competence indicate areas for critical review and consideration in the context of your practice. There needs to be at least one goal for each competency every two year cycle. Your goal should state what you are wanting to achieve, and be clearly linked to your self-assessment. Information for utilising the ePortfolio is available from the practitioner resources section.	
Competency 1	Competency 2 Competency 3 Competency 4 Competency 5
APPLYING OCC	UPATIONAL THERAPY KNOWLEDGE, SKILLS AND VALUES
You apply what capacities. You	you know. You engage with people and communities to enable occupations based on rights, needs, preferences and work within the context of each client's environment to optimise their participation and well-being
Performance India	cators identified for professional development
12 You work with	in the scope of occupational therapy practice.
1.4 You enable an	id empower your clients/tangata whalora to improve their own occupational performance and participation.
Solf. Accessment	of competence. Click here for help

To make the supervisor statements, click on the button. Complete the form and click Save. This only needs to be done once for each 2-year cycle.

Supervisor statements -		
Supervisors are required to view the pra	actitioner's ePortfolio and make the following statements every 2 year ePortfolio cycle.	
SUPERVISOR STATEMENTS		
Supervisor statements for:	~ ·	
I confirm the practitioner has discussed their current self-assessments with me in supervision	○ Yes ○ No	
I confirm the practitioner is actively engaged in their professional development for their ePortfolio	○ Yes ○ No	
Comments (optional)		
Supervisor name	50-15354 George Jelson	
Status	Active	
Cycle	2022-2024	
	Sive Cincel	