

Nominating Your Supervisor

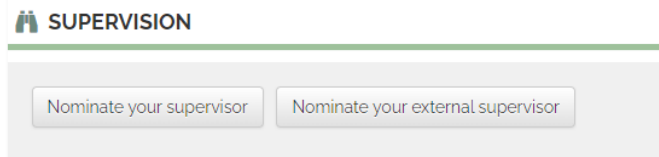
This user guide describes how to nominate your ePortfolio supervisor, how to accept a supervisor nomination, and how to view the ePortfolio and make supervisor statements.

Section One: Nominating Your Supervisor	1
Nominating an occupational therapist supervisor	2
Nominating an external supervisor	3
Section Two: Accepting a Nomination	4
Occupational therapist supervisors	4
External supervisors	4
Section Three: Viewing the ePortfolio and Making Supervisor Statements.....	5

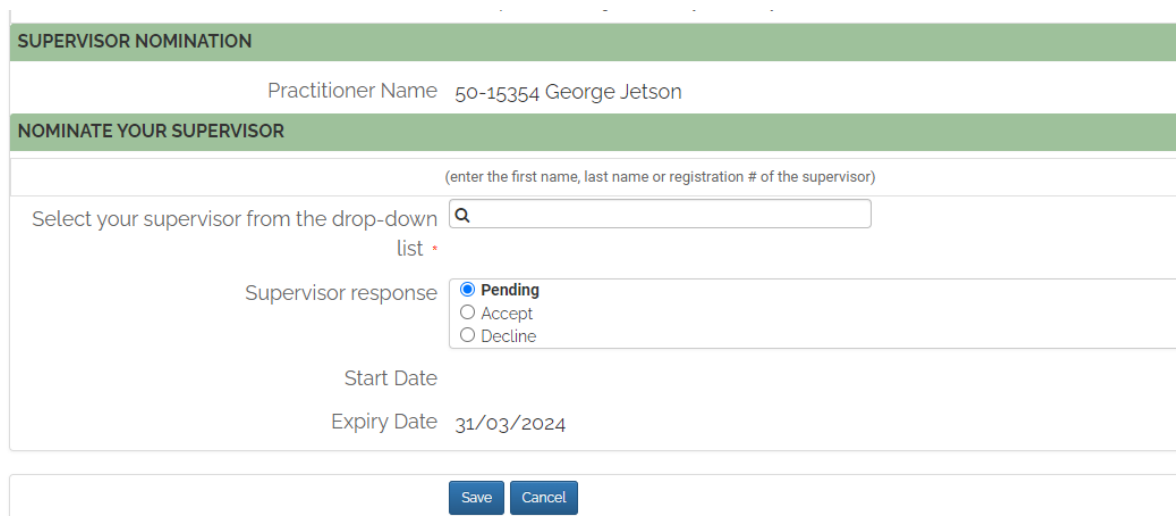
Section One: Nominating Your Supervisor

Nominating an occupational therapist supervisor

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

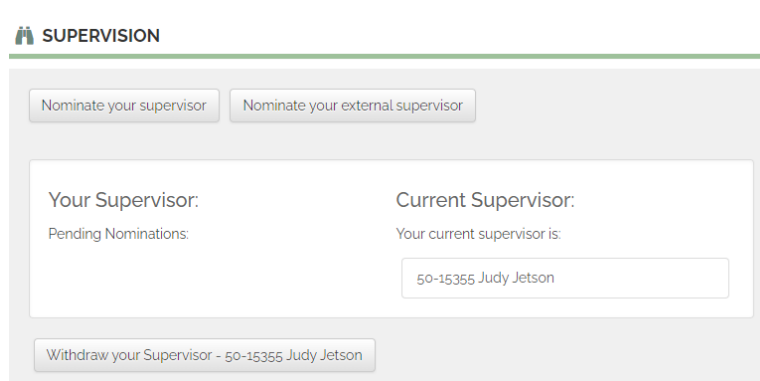


To select your supervisor, start typing in their name or registration number and select from the drop down list. The list includes all registered occupational therapists.



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.



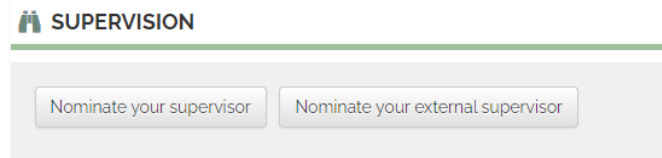
You are able to nominate more than one supervisor. Supervisors are nominated for each 2-year ePortfolio cycle. At the end of the cycle, you will need to nominate your supervisor again.

Nominating an external supervisor

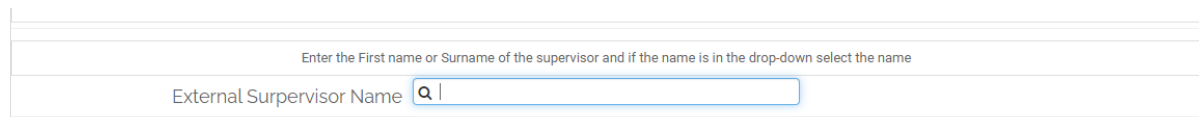
Practitioners who have no conditions or recertification programme have the option to nominate a supervisor who is not a practising occupational therapist.

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.

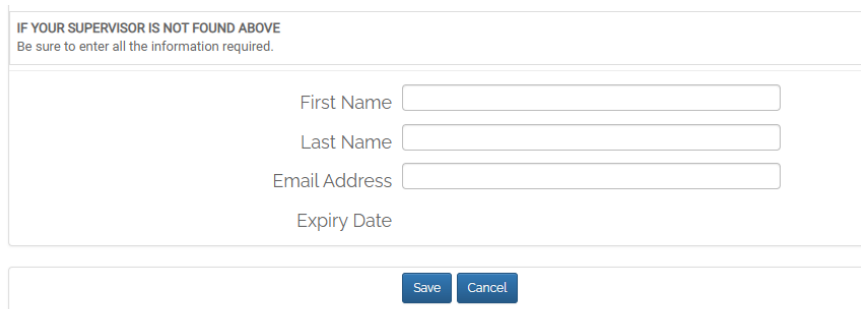


Check if the supervisor is already in the system by entering their name on the drop down list.

A screenshot of a search field. The text "Enter the First name or Surname of the supervisor and if the name is in the drop-down select the name" is displayed above the input field. The input field contains the text "External Supervisor Name" followed by a search icon and a cursor.

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.

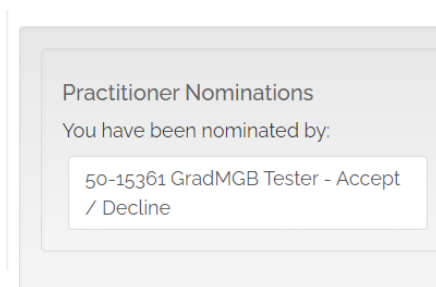
A screenshot of a form titled "IF YOUR SUPERVISOR IS NOT FOUND ABOVE". Below the title, it says "Be sure to enter all the information required." The form contains four input fields: "First Name", "Last Name", "Email Address", and "Expiry Date". At the bottom of the form, there are two buttons: "Save" and "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.



Click on the practitioner to accept or decline the nomination.

A screenshot of the "SUPERVISOR NOMINATION" form. The form has a green header bar with the title "SUPERVISOR NOMINATION". Below the header, it shows "Practitioner Name 50-15361 GradMGB Tester". A second green header bar says "NOMINATE YOUR SUPERVISOR". Below this, there is a search bar with the text "(enter the first name, last name or registration # of the supervisor)" and a dropdown menu showing "50-15354 George Jetson". There are radio buttons for "Supervisor response" with options "Pending" (selected), "Accept", and "Decline". Below this is a text field for "Reason for declining". There is a large text area for "Comments (optional)" with a callout box that says "Supervision nominations expire at the end of each ePortfolio cycle". At the bottom, there are "Start Date" and "Expiry Date 31/12/2022" fields, and "Save" and "Cancel" buttons.

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.



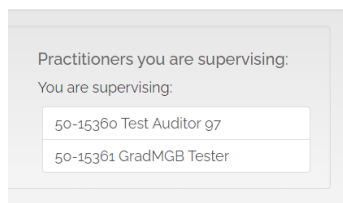
When the nomination is accepted, the supervisor will receive further information about how to log in and view the practitioner's ePortfolio.

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.

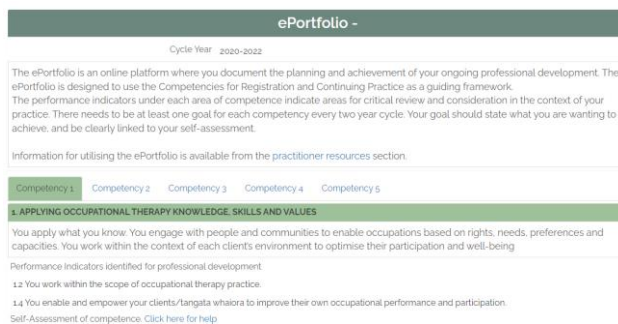
Currently Supervising

50-15361 GradMGB Tester

Create Supervisor Statement

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.



To make the supervisor statements, click on the [Create Supervisor Statement](#) button. Complete the form and click Save. This only needs to be done once for each 2-year cycle.

