

**Occupational Therapy
Board of New Zealand**

Kaihaumanu Tūroro o Aotearoa

6 October 2011

Dr Mary Russell
Chair
Occupational Therapy Board of Australia

Attention:
Jacqueline Barry
Executive Officer
Occupational Therapy

Dear Dr Russell,

Re: submission on proposed registration standards.

Thank you for providing the opportunity for the Occupational Therapy Board of New Zealand (OTBNZ) to comment on your Boards proposed registration standards.

You will note that I have included OTBNZ policy where indicated, you are more than welcome to ask for our policies if this would help many of which are available on the website.

We are pleased to offer the following observations and comments on the proposed standards.

1. Draft registration standard: Continuing professional development (CPD)

We would suggest that rather than adopting what amounts to points-based CPD requirements, OTBA gives consideration to a recertification programme similar to the OTBNZ's Continuing Competence Framework for Recertification (CCFR).

In adopting the CCFR the OTBNZ contracted independent occupational therapists, Janet Taylor and Julie Varney, to conduct research into various models of continuing competence. The Board then consulted widely on the development of a model of continuing competence to ensure that it would be practical, efficient and effective. The Board was seeking to ensure that the final continuing competence model would satisfy the legislative requirements in effectively demonstrating competence, impose minimum costs on the practitioner and employer, and be administratively feasible for both the Board and the practitioner. The final CCFR is the result of two years of ongoing consultation and development.

We are happy to share the work undertaken by Ms Taylor's and Ms Varney's report with OTBA; I have attached a copy for your information.

You may wish to access the CCFR handbook to understand more about this model of providing evidence of CPD. -

<http://www.otboard.org.nz/LinkClick.aspx?fileticket=3RRUtswcRww%3d&tabid=239&mid=643>

We appreciate that with the development under the National Law and changes to the State Registration Boards there is a need to get systems in place. A CPD

system based on points would appear to be an initial option allowing for an easy transition.

We would suggest that the CPD requirements be set against the competences for registration rather than the area of practice. The competences for the area of practice should be reflective of the competencies for registration. This makes the management of any issues of competence and conduct relevant to registration.

We note that the CPD activities state practitioners should have clear goals and outcomes. It would be helpful to place an initial step of identifying learning needs prior to setting goals and outcomes. Also in the CPD guidelines it may be helpful to discuss the need for demonstrating and incorporating reflective practice.

The definition of practice is repeated in a number of standards and appears inclusive in covering all potential areas of practice. It has been our experience that defining practice has presented problems for some practitioners arguing that they are not practising occupational therapy and therefore do not require registration. This will cause you to revisit your definition of practice. It is an aspect of our registration policy that generates debate on a frequent base.

Under category 1 - formal learning activities you identify that courses will be accredited. This suggests that courses will be assessed and given some form of weighting as to CPD points. This will obviously create an administrative burden.

2. Draft registration standard: Criminal History

We have no comment to make in this area

3. Draft registration standard: English Language Skills

The proposed registration standard differs from those of the OTBNZ in several ways:

- OTBA is proposing to accept both the Australian OET (Occupational English Test) and IELTS (International English Language Testing System) results. The OTBNZ only accepts IELTS results, but in some circumstances it allows individuals to apply for an exemption to this requirement. I have attached the OTBNZ English Language policy for your information.
- The OTBA is proposing to allow exemptions to the OET or IELTS requirements only to individuals who have undertaken their secondary and tertiary education in an English speaking country. The OTBNZ English policy provides a significantly broader exemption option.
- The OTBA is proposing that individuals who speak English as a second language and who have completed their OT degree in Australia, must also have also completed their secondary schooling in Australia. The OTBNZ experience is that this is an unduly onerous requirement; the majority of individuals in this group have satisfactorily satisfied the OTBNZ of their English language proficiency.
- The OTBNZ requires academic test results, with an overall score of 7.5 and a minimum score of 7 in each band. The OTBA is proposing a minimum of 7 in each band, but is not proposing that the overall score (across the bands) should be higher than 7.

4. Draft registration standard: Professional indemnity insurance

We have no comment to make in this area.

5. Draft registration standard: Recency of practice

The proposed OTBA policy appears more onerous than that of the OTBNZ. However, the OTBNZ approach has proven to be sufficiently rigorous; our experience to date is that returning therapists almost always provide satisfactory three or six month supervision reports attesting to their competence to practise.

- The OTBA is proposing that practitioners who have been out of practice for five years or more will need to demonstrate competence. The OTBNZ threshold is three years as this is linked to the requirements of the HPCA Act.
- It is unclear whether the OTBA is proposing to differentiate between those practitioners who have not practised at all during the preceding five years, and those who have practised overseas. The OTBNZ differentiates between these two groups and recognises overseas practice. Please refer to policy attached.
- The OTBA is proposing that returning practitioners must undertake the minimum 30 hours of CPD within the 12 months preceding their application for "re-registration" - the NZ equivalent of applying for a practising certificate. The OTBNZ does not have similar prerequisite requirements.
- The OTBA is proposing to have discretion to require returning practitioners to have an examination of their competence, and to require them to be mentored or supervised. The OTBNZ requires all returning practitioners to demonstrate their competence in the seven competences by either submitting a Competence assessment application (attached), or by submitting an attestation of competence (attached) from an overseas colleague.
- All returning practitioners who have submitted a competence assessment application have the: 'Return to Practice in New Zealand' condition imposed on their scope of practice. This means that they are permitted to practise only on the condition that they have fortnightly supervision by a registered occupational therapist during their first six months of practice in New Zealand.
- After six months of practice, they are required to provide the OTBNZ with a supervisor's report in all core registration competence areas, and a completed supervision log. The vast majority of practitioners provide a satisfactory report and have the 'Return to Practice in New Zealand' condition removed after the OTBNZ has considered their six month supervision report.
- Returning practitioners who have provided an attestation from an overseas colleague do not have a condition imposed on their scope of practice, but are required to provide a supervisor's report after three months of practice in New Zealand. In addition to assessing competence to practise, the supervisor must comment on the practitioner's knowledge and understanding of current legislation, practice area changes and related regulatory changes in the healthcare environment. To the best of our knowledge there have been no returning practitioners who have provided an attestation, who have not provided a satisfactory supervisors report after three months of practice.
- Returning practitioners are entitled to practise autonomously. They do not have restrictions on their practice, nor are they required to practise under the direct supervision of another practitioner.
- In addition to the supervision requirements outlined above, returning practitioners are also required to participate in the OTBNZ's continuing competence framework for recertification (CCFR). Supervision is a key element of the CCFR.

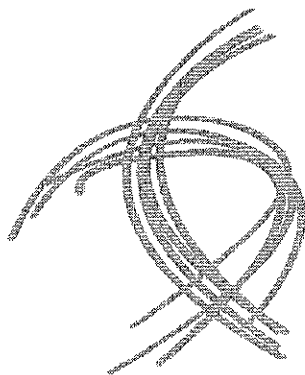
6. Draft registration standard: Grand parenting transitional arrangements

We have no comments to make under standard.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Charnock', written in a cursive style.

Andrew Charnock
Chief Executive/Registrar
Occupational Therapy Board of New Zealand



Occupational Therapy Board of New Zealand

Kaihaumanu Tūroro o Aotearoa

ENGLISH LANGUAGE POLICY FOR REGISTRATION

Refer Part 2 of the Health Practitioners Competence Assurance Act 2003

ENGLISH LANGUAGE POLICY – REQUIREMENTS FOR REGISTRATION

Purpose

If English is not an applicant's first language the Occupational Therapy Board of New Zealand (OTBNZ) requires him/her to demonstrate proficiency in English. This policy explains the OTBNZ's requirements for registration in terms of English language competence.

Background

Under section 15 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) the OTBNZ may register an applicant within the scope of practice 'General Scope of Practice: Occupational Therapist' if the applicant:

- is fit for registration in accordance with section 16; and
- has the qualifications that are prescribed, under section 12, for that scope of practice; and
- is competent to practise within that scope of practice.

Fitness for registration

There are eight criteria relating to fitness to practise, set out under section 16 of the HPCA Act – English language competence is one of those criteria.

Policy

The OTBNZ's policy requirement for registration is International English Language Testing System (IELTS) academic test results, with an overall score of 7.5 and a minimum score of 7 in each band.

Exemption to the requirement for IELTS

The HPCA Act requires that registration authorities refrain from imposing unnecessary costs. Therefore the OTBNZ allows some applicants to apply for an exemption to the requirement to provide IELTS academic test results with an overall score of 7.5, and a minimum score of 7 in each band.

All applications for an exemption are considered on a case-by-case basis, and may require an interview with appointed OTBNZ representatives in Wellington, at the applicant's own expense.

The OTBNZ will not grant an exemption if it is in possession of any information which raises questions about the applicant's English language competence. For example, it will not grant an exemption if a Head of School provides information indicating that there have been issues relating to the applicant's English language competency during the course of study.

The OTBNZ may grant an exemption if it is satisfied that all of the following requirements have been met:

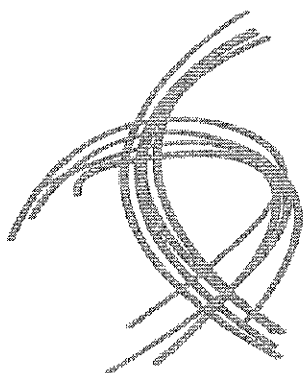
1. The applicant has undertaken and completed their undergraduate Occupational Therapy degree in New Zealand; and
2. The OTBNZ has received a letter from the Head of School at the applicant's New Zealand tertiary educational institution, stating that there were no

- issues raised relating to the applicant's English language competency during the course of study; and
3. The applicant has provided satisfactory references from three clinical placement supervisors who have observed, and are familiar with, their English language competency in a clinical setting; and
 4. All three referees speak English as a first language, and have adequately addressed the applicant's competence in reading, writing, speaking and listening in a clinical setting.

The OTBNZ may not consider applications for an exemption from applicants who do not satisfy the above criteria (1) – (4).

Date approved: 28 June 2011

Due for review: June 2013



Occupational Therapy Board of New Zealand

Kaihaumanu Tūroro o Aotearoa

**REGISTRATION INFORMATION
FOR REGISTERED OCCUPATIONAL THERAPISTS RETURNING TO PRACTICE
IN NEW ZEALAND AFTER THREE YEARS**

February 2010

REGISTRATION INFORMATION FOR OCCUPATIONAL THERAPISTS RETURNING TO PRACTICE IN NEW ZEALAND AFTER THREE YEARS

INTRODUCTION

In order to work legally as an occupational therapist in New Zealand it is necessary to:

- be registered by the Occupational Therapy Board of New Zealand (the OTBNZ), which is the regulatory body governing the practice of occupational therapy
- hold a current practising certificate.

This information is for practitioners who are already registered with the OTBNZ and who wish to apply for a practising certificate.

The practising certificate application process does not usually exceed four weeks in total - from the time the OTBNZ receives a complete application. However, it may take longer than four weeks if you are required to provide a competence assessment application. This should be taken into account when making travel and employment plans.

CONTINUING COMPETENCE FRAMEWORK FOR RECERTIFICATION (CCFR)

The OTBNZ requires all practising certificate holders to participate in the OTBNZ's CCFR. This framework, which records self-assessments and continuing competence goals and activities, is completed on-line via the practitioners' only area of the OTBNZ's website at www.otboard.org.nz.

Please note that individuals are not required to participate in the CCFR until their practising certificate has been issued and they have started practising in New Zealand.

PRACTISING CERTIFICATE APPLICATION

In order to work legally in New Zealand, registered practitioners are required to hold a current practising certificate. The OTBNZ ensures that all practitioners with a current practising certificate are competent to practise.

Recognition is given to the differing levels of knowledge and experience of occupational therapists returning to the workforce in New Zealand

The OTBNZ recognises that occupational therapists returning to practice in New Zealand have differing levels of knowledge and experience, and therefore differentiates when requiring competence assessments, or imposing conditions.

Returning therapists will fall into one of the following two categories:

1. Practitioners who have not practised in New Zealand during the last three years, but who have practised overseas for at least two of the last three years.¹ OR
2. Practitioners who have not practised in New Zealand during the last three years, and have not practised overseas for at least two of the last three years.

The practising certificate application requirements for each of these categories are shown below.

- 1. Practitioners who have not practised in New Zealand during the last three years, but who have practised overseas for at least two of the last three years**

These occupational therapists² are required to:

¹ The two years does not need to be continuous.

² These practitioners need to have previously practised in New Zealand for at least 12 months after registration.

- Provide an attestation to their competence from an occupational therapist, either in New Zealand or overseas,³ with whom they have worked with for **at least six months continuously during the last three years; and**
- Provide a standard supervisor's report three months after returning to practice in New Zealand. The report must assess their competence across the seven competencies for registration. In addition, the supervisor must comment on the practitioner's knowledge and understanding of current legislation, practice area changes and related regulatory changes in the healthcare environment.

These practitioners will not have a condition on their scope of practice.

Practitioners who are unable to provide an attestation to their competence from an occupational therapist with whom they have worked will be required to undertake a written competence assessment (see below), and will have the standard 'Return to Practice in New Zealand' condition on their scope of practice.

To apply for a practising certificate when providing an attestation of competence from an occupational therapist. *(Refer to the Notes below for additional guidance).*

You will need to provide the following:

- a. Practising certificate application and fee
- b. Attestation to your competence from an occupational therapist with whom you have worked for six months continuously
- c. Certified copies of:
 - The attesting occupational therapist's licence to practise (if he/she is registered in another country)
 - A certificate or letter of good standing or verification from every registering authority with which you have been registered – no older than six months when received by the OTBNZ
 - Record of criminal convictions or a police certificate from every country in which you have lived for 12 months or more during the 10 years preceding your application – no older than six months on receipt by the OTBNZ
- d. Additional information (if applicable) on:
 - health issues
 - disciplinary issues
 - convictions

<p>2. Practitioners who have not practised in New Zealand during the last three years, and have not practised overseas for at least two of the last three years</p>

These practitioners are required to undertake a written competence assessment, and will have the standard 'Return to Practice in New Zealand' condition on their scope of practice.

Written competence assessment for practising in the General Scope of Practice: Occupational Therapist.

The competence assessment application consists of a cultural competence assessment (essay), as well as a self-assessment in each of the seven competencies.

³ The attesting occupational therapist must be registered/licensed if practising in a country or state with a registration/licensing authority and must provide a certified copy of his/her licence to practise.

The cultural competence assessment provides applicants with an opportunity to demonstrate cultural competence.

In the written self-assessment, applicants are asked to describe how they have demonstrated the seven competencies in their current or previous occupational therapy practice, and relevant life experiences.

If the applicant satisfactorily meets the OTBNZ's competence requirements, his/her application for a practising certificate in the General Scope of Practice: Occupational Therapist may be approved, and will be subject to a standard condition on his/her scope of practice. (See below).

Condition on the scope of practice of some occupational therapists returning to practice in New Zealand

The scope of practice of some occupational therapists returning to practice in New Zealand is subject to the condition 'Return to Practice in New Zealand', and this will be noted on the practising certificate and the public Register. This condition requires that the practitioner receives fortnightly supervision for the first six months of practice. Sometimes the condition is personalised, depending on individual circumstances.

To apply for a practising certificate when submitting a written competence assessment application. *(Refer to the Notes below for additional guidance).*

You will need to provide the following:

- a. Practising certificate application and fee
- b. Competence assessment application (including cultural competence essay), and competence assessment application fee
- c. Curriculum vitae
- d. Three references
- e. Certified copies of:
 - A certificate or letter of good standing or verification from every registering authority with which you have been registered – no older than six months when received by the OTBNZ
 - Record of criminal convictions or a police certificate from every country in which you have lived for 12 months or more during the 10 years preceding your application – no older than six months on receipt by the OTBNZ
- f. Additional information (if applicable) on:
 - health issues
 - disciplinary issues
 - convictions

NOTES

1. Fees and payments

A list of fees and a payment form are available on the OTBNZ website. The OTBNZ accepts payment in New Zealand dollars only. At present it is not possible for applicants to pay online - the following payment options are available:

- Personal cheque
- Bank cheque
- Visa or Mastercard

If paying by credit card, applicants should provide payment details on the OTBNZ payment form on the OTBNZ website or in a covering letter stating:

- type of card
- name on card

- number
- expiry date
- amount you are authorising the OTBNZ to deduct

2. Practising certificate application form

Available on OTBNZ website. Do not complete the section on the form which relates to a third party sign-off.

3. Attestation to your competence

Available on OTBNZ website.

4. Written competence assessment application form

Available on OTBNZ website.

Before completing the competence assessment application, applicants should read the background readings available on the OTBNZ website, and familiarise themselves with the OTBNZ document *Competencies for Registration as an Occupational Therapist*. This document outlines the performance criteria relevant to each of the competency areas, and is available on the website.

5. Curriculum Vitae (Resume)

The curriculum vitae and/or work history should cover the last five years, with evidence of experience and competence in the seven registration competencies.

6. Reference form

Available on the OTBNZ website.

The OTBNZ requires three references on the OTBNZ reference form. These should be provided by the applicant's previous or current occupational therapy supervisor or manager, who is also an occupational therapist, or another professional in good standing. The three references should be sent directly to the OTBNZ by referees.

7. Certified documents

A certifying official may be a Justice of the Peace, Commissioner for Oaths, Solicitor or Notary Public, and must comply with all the following:

- Sign the copy
- Print his/her name under the signature
- State his/her position or designation
- Endorse the copy with his/her official seal (where applicable)
- Provide his/her postal address to enable the OTBNZ to seek verification and
- Ensure that the certified copy being provided to this OTBNZ includes the statement "Certified true copy of original document sighted".

8. Translations

Documents not written in English must be accompanied by an official translation, which must be on official translation service letterhead, and bear the appropriate signature or stamp, together with full address details.

9. Certificate/letter of good standing

A certificate or letter of good standing is not the same as a certificate of registration. A certificate or letter of good standing confirms your registration and also advises whether or not there have been any complaints, investigations or disciplinary action taken during the time you were registered.

10. Record of criminal convictions/police certificate

For NZ police reports go to: <http://www.courts.govt.nz/privacy/>. Please visit the forms page of NZ Immigration's website: www.immigration.govt.nz for information on how to obtain a police certificate in other countries.

Police checks can take some time to obtain. Therefore as an interim measure the OTBNZ will accept a statutory declaration from you, (available on the OTBNZ website), indicating whether you have any criminal convictions, investigations or charges pending in any country. Your statutory declaration should be sworn before an appropriately authorised individual (see Certified Documents above). You must provide original or certified copies of all police reports within three months of submitting your application.

APPLICATION TIMEFRAMES

Please send your complete application in one package. A complete application consists of:

- the appropriate fees
- all supporting documentation, excluding references, in the format required by the OTBNZ.

If you are applying for a written competence assessment, please allow eight weeks from the time the OTBNZ receives your complete application.

If you are *not* applying for a written competence assessment, please allow four weeks from the time the OTBNZ receives your complete application.



Occupational Therapy Board of NZ

Kaihaumanu Tūraro o Aotearoa

CULTURAL COMPETENCE ESSAY AND COMPETENCE SELF-ASSESSMENT

GUIDELINES

This competence assessment is part of the Occupational Therapy Board of New Zealand's (OTBNZ's) process to ensure that all practising occupational therapists are competent to practise. The full application is comprised of the cultural competence essay, competence self-assessment and your curriculum vitae (CV).

FEES

- Previously registered practitioners: \$56.25
- New applicants: \$180.00 (note: this fee is included in the \$675 registration application fee for overseas qualified applicants)

WHO NEEDS TO SUBMIT A CULTURAL COMPETENCE ESSAY AND SELF-ASSESSMENT?

1. All applicants who have never previously been registered with the Occupational Therapy Board of New Zealand – **except** New Zealand graduates who graduated *within the last 12 months*
2. All previously registered practitioners who have not held a New Zealand practising certificate in the last three years **unless**:
 - they have practised overseas for at least two years during the last three years; *and*
 - they are providing a competence attestation (on the required OTBNZ form), from an occupational therapist with whom they have practised for at least six months continuously during the last three years

WHAT DOES THE COMPETENCE APPLICATION CONSIST OF?

This Competence Assessment Application consists of two parts: **Part A** enables you to demonstrate your cultural competence. **Part B** enables you to demonstrate your competence in all seven of the Board's registration competence areas. Part B should be shown to your Employer/Supervisor/Referee, who is asked to provide information supporting your application.

Your CV should include dates, a **brief** description of the nature of clients worked with, and key tasks.

You must be registered in New Zealand before you can be issued with a practising certificate, and must satisfy the OTBNZ of your current clinical, cultural and ethical competence to practise before a practising certificate may be issued. The competence assessment application must be submitted simultaneously with the application for registration and the practising certificate application.

PART A: CULTURAL COMPETENCE ESSAY GUIDELINES

(Do not send your essay to your referees)

Note: Prior to completing Part A, please familiarise yourself with both of the cultural competence readings available on the Forms page of the OTBNZ website:

- Cultural competence background reading
- Cultural competence article.

Culturally safe practice includes consideration not just of ethnicity, but also dimensions such as gender, spirituality, sexual orientation, ability, life stage, language, socio-economics and the experience of trauma, (all of which influence people's values, beliefs, experiences, and activities).

A significant aspect of the unique sociocultural context in Aotearoa/New Zealand is our bicultural heritage. Much of the focus for social policy and healthcare has been the bicultural relationship between Maori, as indigenous people, and Pakeha based on what many consider to be the nation's founding document, *te Tiriti o Waitangi/the Treaty of Waitangi*.

To practise effectively as an occupational therapist in Aotearoa/New Zealand requires not only a capacity and preparedness to work with people whose life experiences and culture may be different from your own, but also to integrate the principles of *te Tiriti o Waitangi/the Treaty of Waitangi* into practice.

The Health Practitioners Competence Assurance Act (2003) requires that regulatory authorities are assured of practitioners' cultural competence. The following essay questions have been designed to assist you to demonstrate your competence in culturally safe practice.

ESSAY QUESTIONS:

Answer **BOTH** cultural competence essay questions and include with your other hardcopy documents and fees.

- Your answer for each question should be no more than 250 words.
- Formal essay style is not essential. Lists of relevant key points and phrases with some commentary to integrate them are acceptable. We are interested in your understanding of the readings provided, your ability to translate these to relevant features of Aotearoa/New Zealand's cultural context, and your own cultural awareness.

1. With reference to the readings provided on the Forms page of the OTBNZ website, in your own words briefly describe your understanding of the uniqueness of the New Zealand healthcare and cultural environment.

2. Give a brief outline of a time when you worked or interacted with a person* from a culture different to your own, and describe:

- **How you approached this**
- **What you learned as a result**
- **How it has impacted on your practice**

** This should be an individual or a family group that you have worked with. In our experience, responses to Part 2 of the essay describing interactions with a community or population do not demonstrate cultural awareness as effectively. We are looking for an example of how you interacted with people of another culture, not a generalised response to cultural difference.*

PART B: COMPETENCE SELF-ASSESSMENT GUIDELINES

Note: The OTBNZ document 'Competencies for Registration as an Occupational Therapist' (available on the OTBNZ website) outlines the performance criteria relevant to each of the competency areas; please familiarise yourself with this document prior to completing Part B.

In this competence assessment application you are asked to assess your practice against the seven areas of competency outlined in the OTBNZ's competency document 'Competencies for Registration as an Occupational Therapist'.

This is not an examination; it is a self-appraisal. We are asking you to assess your own practice. We want statements from you about what you actually do, we **do not** want information about courses you have attended, the results of your appraisals, your job description or what occupational therapy practice should be.

When you look at the OTBNZ competency document you will see that under each of the seven competencies for registration, there is an 'outcome' statement. This 'outcome' statement is a summary of what the OTBNZ considers is competent practice for that particular competency. The 'performance criteria' listed under each 'outcome' statement are the actions that the OTBNZ considers demonstrate competence in that area. What we would like you to do is to select some of the performance criteria for each competency area and write a brief statement showing how you achieve those performance criteria in your practice.

Two examples of self-assessments are shown below:

Competency 5.1 As a community based therapist I carry out my practice autonomously but I am also a member of the multi-disciplinary team and actively participate in team decisions.

Or

Competency 6.3 The service in which I work is funded only to assist people to manage within their own homes. I ensure that I work within this scope and when the client identifies community or work needs, I negotiate to refer them to another service.

We do not expect applicants to assess themselves against all the performance criteria, though you may if you wish. Please take a sample of at least 4 to 6 from each competency area that you think really demonstrates your competence. We would rather have quality than quantity.

You should note that:

- For competency 5: you are considering how you manage yourself both professionally and personally; how you manage other people, if relevant, and how you interact with colleagues.
- For competency 6: you are considering how you manage the physical and socio-political environment, how you use the resources available to you and how you manage the processes required in that environment such as documentation requirements, local practice guidelines and standards.
- For competency 7: you are demonstrating the ways in which you keep yourself up-to-date; how you review and monitor your own practice and how you use, and/or contribute to research.

Non-practising/Non-clinical role?

If you have been practising in a non-traditional role, or have not practised occupational therapy for some time, you will find that the non-occupational therapy skills usually fit under competencies 2-7. For example, "Safe, Ethical and Legal" practice applies to any position or role you may fulfil. In thinking about competency 1: "Implementation of Occupational Therapy", facilitating occupation applies to many contexts, for example child-rearing, sports coaching or training employees or colleagues. In preparation for your competence self-assessment you should familiarise yourself with the OTBNZ's 'Competencies for Registration as an Occupational Therapist' and think about how you could apply each performance criteria to the non-occupational therapy roles you are currently, or have previously been, involved in.

There is no set number of words or format for your responses, and if you wish, you may expand the word document i.e. please don't feel restricted by the space under each competency on the form.

NOTE

Please do not send copies of documents from Continuing Professional Development (CPD) portfolios such as previous Job Descriptions, entire Professional Development Portfolios or copies of resources developed. It is not necessary to provide this sort of material. Verification of what you have written occurs via the comments entered in the 'Referee/Employer' section at the back of the form. Please show your self-assessment to someone who knows your practice and ask them to complete the 'Referee/Employer' section and provide comment on your self-assessment.

If you require any additional information please email: enquiries@otboard.org.nz.

PERSONAL DETAILS

First names: _____

Date of Birth: _____

Registration/application number: _____

I have attached my curriculum vitae: Yes ☐ No ☐

- **Previously registered practitioners: \$56.25**
- **New applicants: \$180.00** (note: this fee is included in the \$675 registration application fee for overseas qualified applicants)

Paid by ☐ **Cheque** ☐ **Visa/MasterCard**

SELF-ASSESSMENT

1. Implementation of Occupational Therapy

Facilitate and enable occupations for people through engaging their needs, preferences and capacities in the context of their environment to optimise ability and functional independence.

An example of one self-assessment statement in this competency could be:

"1.2 - I work in collaboration with my clients to establish goals for intervention"

[illegible]

2. Safe, Ethical and Legal practice

Act, and justify actions, in compliance with ethical, legal, professional and safety requirements.

An example of one self assessment statement in this competency could be:

"2.3 – I have familiarised myself with the Code of Ethics with a view to implementing this information in my practice"

[illegible]

3. Culturally Safe Practice

Provide a service that takes into account the socio cultural values of the client/tangata whaiora, family/whanau and significant others. (Culture includes gender, ethnicity, religious belief, sexual orientation, ability, life stage, occupation, socio-economic status)

An example of one self assessment statement in this competency could be:

"3.6 – Recently I was working with a client who was a refugee. I liaised with the refugee support services for information and guidance in dealing with refugees"

[illegible]

4. Communication

Use a range of communication skills to establish and maintain effectual therapeutic and working relationships.

An example of one self assessment statement in this competency could be:

"4.14 - I am comfortable in expressing my professional opinion in team meetings".

[illegible]

5. Management of Self and People

Manage performance and monitor personal resources to ensure performance is professional, collaborative and supportive of service and team goals and colleagues.

An example of one self assessment statement in this competency could be:

"5.9 - I prioritise my workload and make effective use of my diary"

[illegible]

6. Management of Environment and Resources

Manage the environment to contribute positively to the client/s/tangata whaiora experience and their ability to participate, and ensure effective use of resources.

An example of one self assessment statement in this competency could be:

"6.7- I recently participated in a clinical audit and implemented the suggested changes to access to our services."

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7. Continuing Professional Development

Seek and use opportunities to continually develop professional knowledge and practice.

An example of one self assessment statement in this competency could be:

"7.8- I participated in an evidence based literature review to research current best practice in paediatric assessment"

[illegible]

Applicant's declaration

- ☐ I declare that all statements made by me on this form are true and correct in every particular.
- ☐ I agree that the OTBNZ may contact the following employer/s, supervisors and referees in respect of any aspect of this application:

Name	Organisation	Phone number and email address	Relationship to applicant
1.			
2.			
3.			

- ☐ The above named persons have sighted my self-assessment.
- ☐ I am not able to provide any employer, supervisor or referee in relation to this application for the following reason/s:

Signed: _____

Date: _____

EMPLOYER/SUPERVISOR/REFeree SECTION

This section is to be completed by the applicant's employer/supervisor/referee. Copy this section for each employer/supervisor/referee.

Note: Not to be completed if the applicant has not practised as an occupational therapist during the last three years.

Employer/supervisor/Referee

Name: _____

Position: _____

Company/Organisation: _____

Contact details: _____

Telephone No: between 9.00am - 5.00pm (including area codes) _____

Telephone No (after-hours) _____

Times available after-hours: _____

Email _____

Applicant's employment details

Position/job title the applicant held: _____

Department or Unit: _____

Dates the applicant was employed in this position: Start/From: _____
(dd/ mm/yyyy)

Finish/to: _____
(dd/ mm/yyyy)

Average hours worked per week: _____

What area of practice was the applicant's primary focus in this role? [please tick one, or more than one if applicable]

- ☐ Physical health
- ☐ Mental health
- ☐ Educational/vocational
- ☐ Developmental
- ☐ Recreational
- ☐ Education/health promotion
- ☐ Systemic (e.g., groups, communities, organisations)
- ☐ Other (please specify)

Employer/Supervisor/Referee Declaration

- [illegible]

☐ **I agree that the OTBNZ may contact me at the phone numbers and email address on page 10.**

☐ **I declare that I am aged 18 or over, am not a relative of the applicant, do not live at the same address as the applicant, and that all the information I have provided is true and correct.**

Signed: _____

Date: _____



Occupational Therapy Board of NZ

Kaihaumanu Tūroro o Aotearoa

ATTESTATION OF COMPETENCE

This attestation should accompany a practising certificate application from a New Zealand registered practitioner, or previously registered practitioner, who has not practised in New Zealand during the last three years, **but who has practised overseas for at least two years** during that time.

The attestation must be completed by a current or former occupational therapist colleague, (either New Zealand registered, or overseas), who has practised with the practitioner overseas for **at least six months continuously**, during the last three years.

The attesting practitioner must attach a certified¹ copy of his/her practising certificate/licence to practise.

PRACTITIONER'S DETAILS

Name: _____

Previous Name(s): _____

New Zealand registration number: 50- _____

EMPLOYMENT HISTORY

Country/State: _____
(where practitioner and attesting occupational therapist worked together)

Company/Organisation: _____
(where practitioner and attesting occupational therapist worked together)

Position the practitioner held: _____

Position the attesting therapist held: _____

Dates the practitioner and attesting occupational therapist worked together:

Start: _____ Finish: _____

ATTESTING OCCUPATIONAL THERAPIST'S DETAILS

Name: _____

Registration number (New Zealand or overseas): _____

Email address: _____

Telephone No: (including area codes) _____

After hours telephone No: _____

ATTESTATION

1. I am a New Zealand registered occupational therapist

TRUE ☐ FALSE ☐

2. I am an overseas registered occupational therapist

TRUE ☐ FALSE ☐

If you have ticked TRUE, please indicate country/state of registration below:

3. If you are not registered, please state reason below:

4. I have attached a certified copy of my current practising certificate (licence to practise)

TRUE ☐ FALSE ☐

5. I am not subject to any competence, conduct or disciplinary orders or investigations in New Zealand or overseas, and I am not aware of any pending investigations

TRUE ☐ FALSE ☐

6. To the best of my knowledge this practitioner is fit and competent to practise

TRUE ☐ FALSE ☐

7. The practitioner communicates effectively for the purposes of practising occupational therapy

TRUE ☐ FALSE ☐

8. I am not aware of any competence, conduct or disciplinary action taken, or current investigation, against this practitioner

TRUE ☐ FALSE ☐

9. I am not aware of any mental or physical condition that may impact on this practitioner's practice

TRUE ☐ FALSE ☐

10. I agree that the Board may contact me at the email address or phone numbers provided above.

TRUE ☐ FALSE ☐

11. I declare that to the best of my knowledge all the information I have provided is true and correct.

TRUE ☐

FALSE ☐

Signed: _____

Date: _____

ⁱ A certifying official may be a Justice of the Peace, Commissioner for Oaths, Solicitor or Notary Public, and must comply with all the following:

- Sign the copy
- Print his/her name under the signature
- State his/her position or designation
- Endorse the copy with his/her official seal (where applicable)
- Provide his/her postal address to enable the OTBNZ to seek verification and
- Ensure that the certified copy being provided to this OTBNZ includes the statement "Certified true copy of original document sighted".