

How to assess completed portfolio

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The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.

Accessing eLearning and the ePortfolio



Please use Google Chrome to access your portfolio.

Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.

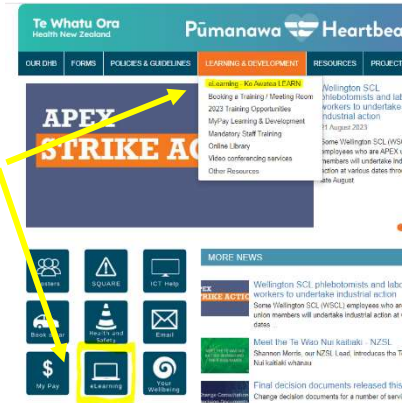
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, and if logging in from a home computer, you can use the following web address:

<https://koawatealearn.co.nz/>



Step 2:

Click on the Ko Awatea LEARN elearning logo (see image right).

Login using your Ko Awatea username and password.

If you are unable to login please contact the elearning Coordinator for assistance,

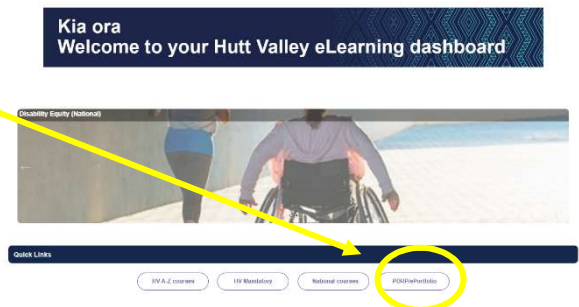
training@huttvalleydhb.org.nz



Step 3:

Select the PDRP/ePortfolio button under Quick Links.

If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



Step 4:

Welcome to the gateway. If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio under the heading **Creating your ePortfolio**.

To move through the gateway into your ePortfolio homepage please click the link under **Quick Link to Mahara**.

Quick Link To Mahara

If you have already read through the information in the course and you just want to quickly access Mahara and your portfolio **click on this link**

PLEASE NOTE: There are known issues with accessing ePortfolios from home or work when using Internet Explorer/ Edge as your browser. Please use Chrome instead!

How to assess completed portfolio

Step 5:

At this point you will want to print a copy of the relevant portfolio assessment tool to make notes on while you are reading through the evidence. This can be found on page 4 of the person's ePortfolio.

Assessment Form to
Download

Download it and save it on your computer in a place you will remember. I recommend you make a folder called "PDRP assessments" to keep all your portfolio assessments in one place. Then save a copy of the portfolio assessment tool (PAT) using the nurse's name, e.g.
Ellie Jessop Senior PAT

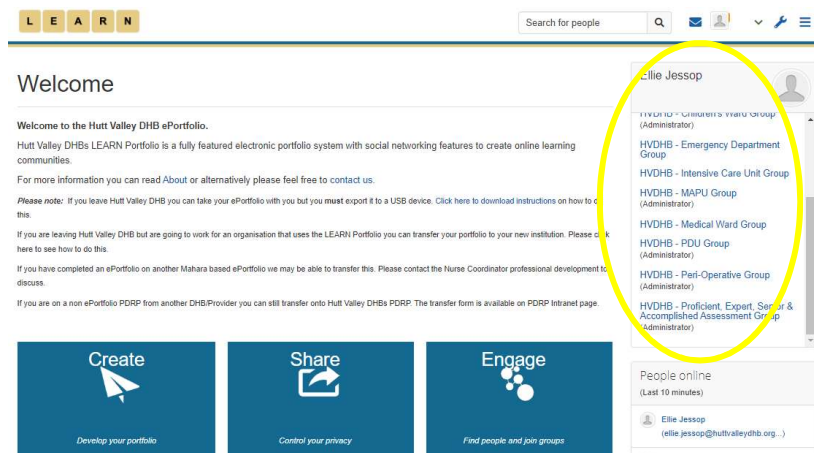
Step 6:

To assess a portfolio you will need to be an administrator for the group the portfolio has been submitted to. This may be your ward/area group and/or the *HV - Expert, Senior & Accomplished Assessment Group*. If you require access please contact the Nurse Coordinator Professional Development.

Step 7:

From the home page you can see group(s) on the right hand side of screen.

Select the group you want to enter.



your
the

Step 8:

On the new page scroll down until you see

'Submissions to this group' and select the portfolio you want to assess by clicking on the name.

If you cannot see 'Submissions to this group' please check you are an administrator for that group.

For privacy reasons please only open a portfolio you have been allocated to assess.

Step 9:

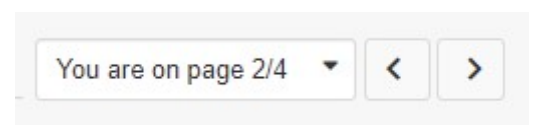
Near the top of the screen use the drop down box or the arrows as in the picture (right) to navigate to the desired page.

Page 1: Manager Declaration & Mo Tātou/Performance Appraisal

Page 2: Competencies

Page 3: Additional Documents

Page 4: Assessment details



Note: Nurses with both a clinical role and a management/education/policy/research role will have an additional page of competencies.

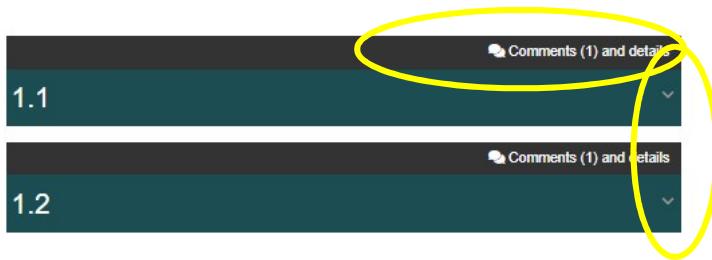
Step 10:

Please use the portfolio assessment tool (PAT) you downloaded in Step 5 to assess the nurse's portfolio.

1. To view the nurse's competencies open up each green section by clicking on the small grey arrow.

How to assess completed portfolio

2. To view the senior/peer competencies select the “Comments (X) and details” button.



If the competencies do not meet requirements see the FAQ section at the end of this guide.

If you cannot see the “Comments (X) and details” button see the FAQ section at the end of this guide.

Step 11:

Once you have completed the assessment of competencies, please navigate to the following pages and make the relevant checks as per the Portfolio Assessment Tool:

Page 1 (Manager Declaration Final)	Manager declaration is completed and signed Performance appraisal / Mo Tatou is uploaded, dated and signed
Page 3 (Standard Portfolio Requirements)	Applicant declaration completed CV uploaded and up to date Practice Hours verified and ≥ 450 Professional Development Activities, verified and ≥ 60 Reflections: completed and appropriate to level of portfolio NCNZ APC: Uploaded and up to date.

If any documents are missing please add a comment at the bottom of the screen and request the missing information (and give a deadline). It is also best practice to contact the individual and let them know what information is still required.

Step 12:

Once you have completed the assessment you can move to page 4 “Assessment of Completed Portfolio” to complete the portfolio assessment. The “Assessor Information” and “Result of Assessment” sections **MUST** be completed, and a copy of the “Completed Portfolio Assessment” Tool from each assessor uploaded. Click on the grey arrow for each section for information / instructions, and then use the “+Add comment” button.

Comments regarding additional evidence needed should be left on the bottom of the relevant page. Comments can only be edited or deleted for 20 minutes. After this time only the applicant can delete comments.

How to assess completed portfolio

Step 13:

Once both assessors have completed all sections and uploaded their Portfolio Assessment Tools, it can be released back to the applicant.

To do this, from any page of the portfolio find the yellow bar:



If the portfolio has passed then choose “Pass” as the result and “Release collection”.

If the portfolio needs significant work, use the “Revise” option and inform the applicant they will need to resubmit their portfolio when ready.

Please do not use the “Fail” option. If you choose “failed”, the applicant will have to start a new portfolio as they will not be able to edit this one.

Please contact the Nurse Coordinator Professional Development if you have any questions.

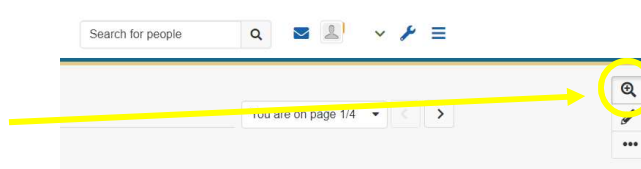
Step 14:

Please inform the Nurse Coordinator Professional Development of the result of the assessment to ensure records are updated.

FAQs:

I cannot see the “+Add comment” or “Comments (X) and details” button – what do I do?

1. Ensure you are using Google Chrome internet browser when accessing the portfolio.
2. Select the magnifying glass icon in the top right corner of your screen as shown in the image below. The **Comments** button should now appear.



The competencies have not met requirements – what do I do?

For Proficient, Expert, Senior and Accomplished portfolios, please discuss your findings with the second assessor before following the steps below.

If only a few changes are needed then add your feedback to the comments box for that competency and be specific about what information you want from them, and give them a deadline.

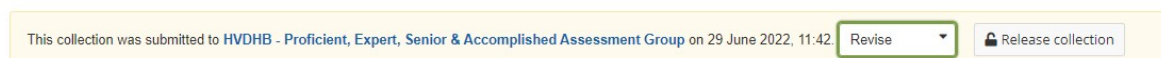
For more information on how to add a comment to someone’s portfolio and/or competency see ‘how to’ guide *ePort7: Write senior/peer competencies*.

Whenever you add a comment to a person’s portfolio they will receive an automated email.

Then contact the person by email and let them know you have given them feedback and they can view your comments on their portfolio. They can add their updated competency example to the same comments box, which you can then review.

The advantage of this is that it keeps all your feedback and both the original example and new example within the portfolio.

If significant work is needed (approximately more than half the competencies) and/or other evidence then you can provide feedback in the comments box for the competencies in question and/or at the bottom of the page and “release” the portfolio back to them as “Revise” and ask them to submit it again when ready.



If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development.