How to assess completed portfolio

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<u>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.</u>

Accessing eLearning and the ePortfolio

<mark>**Please use Google Chrome to access your portfolio.**</mark>
<mark>**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**</mark>

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.

Then select the Ko Awatea LEARN elearning logo.
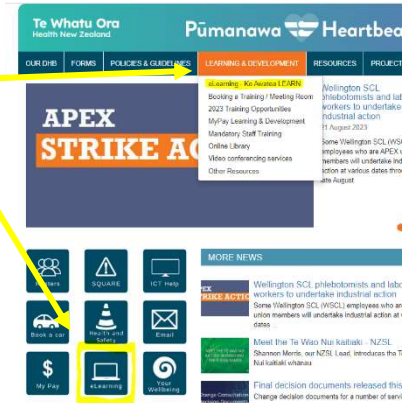
Alternatively, and if logging in from a home computer, you can use the following web address: https://koawatealearn.co.nz/

Step 2:

Login using your Ko Awatea username and password.

If you have forgotten your password then please use the "forgotten password" link.

For any other login difficulties please contact the elearning Coordinator for assistance, training@huttvalleydhb.org.nz including Ko Awatea in the subject title.

Step 3:

Select the PDRP/ePortfolio button under Quick Links.

Note: If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.
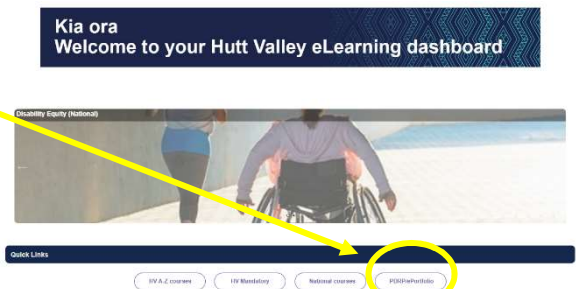
Step 4:

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 to your ePortfolio homepage please select the link under **Quick Link to Mahara** on the left of your screen as shown in the image (right).

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Step 5:

From the ePortfolio homepage, navigate to the appropriate group from the 'My Groups' menu on the right hand side of the screen.
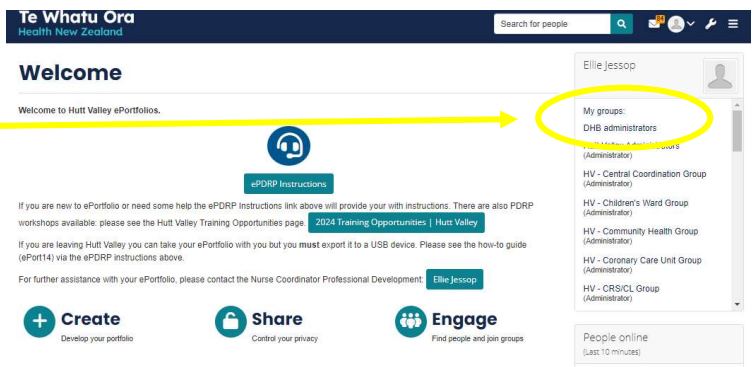
Note: It will say "administrator" under the group name if you have administration access.

Step 6:

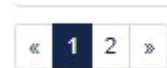Once you are in the group, check you are in the "about" tab (see image below)

Step 7:

Then scroll down the page until you see **"Submissions to this group"**

All submissions are listed in alphabetical order so you may need to move to page 2 or 3 to find your allocated portfolio.
For privacy reasons please only open a portfolio you have been allocated to assess.
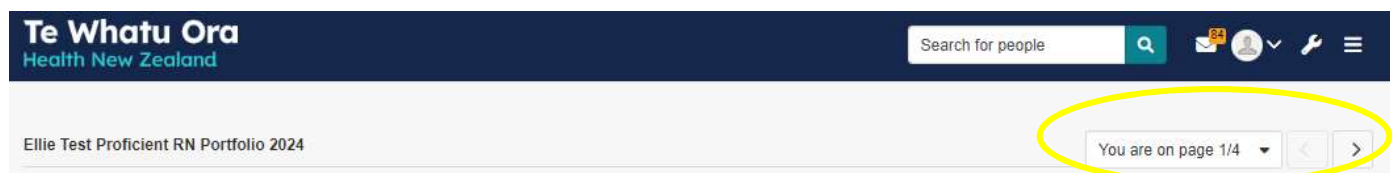
If you cannot see 'Submissions to this group' please see the FAQ section at the end of this guide.

Step 8:

Select the appropriate portfolio.

Step 9: Save a copy of the portfolio assessment tool

Navigate to the last page of the nurse's portfolio (often page 4, but sometimes page 5).

Select "**Assessment form to download**", download and save it to somewhere memorable on your computer, e.g. make a folder called PDRP assessments in your documents folder.
I also recommend you include the nurse's name and date when saving the form to help you find it again later.

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Step 10:

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 11:

Please use the portfolio assessment tool (PAT) you downloaded in Step 9 to guide your assessment and provide feedback on the nurse's portfolio.

To view the nurse's competencies open up each competency by selecting the competency of the small grey arrow.

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 12:

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 (from last 3 months)
	Performance appraisal / Mo Tatou is uploaded, dated and signed (from the last 12 months)
Page 3 (Standard Portfolio Requirements)	Applicant declaration completed
	CV uploaded and up to date (N/A for Competent portfolios)
	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, giving the nurse an appropriate deadline. It is also good practice to contact the individual and let them know what information is still required.

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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.

## Step 13: Completing the Assessors page

Once you have completed the assessment, discuss with your buddy assessor (except for Competent portfolios where you are the only assessor).

Once you have agreement between you and the second assessor, navigate to page 4: "Assessment of Completed Portfolio".

You *must* complete the "Portfolio Assessor Information" and upload the final version of the Portfolio Assessment Tool.

Either you or the second assessor also need to complete the "Result of Assessment".

Click on the grey arrow for each section for information / instructions, and the use the "**+Add comment**" button.
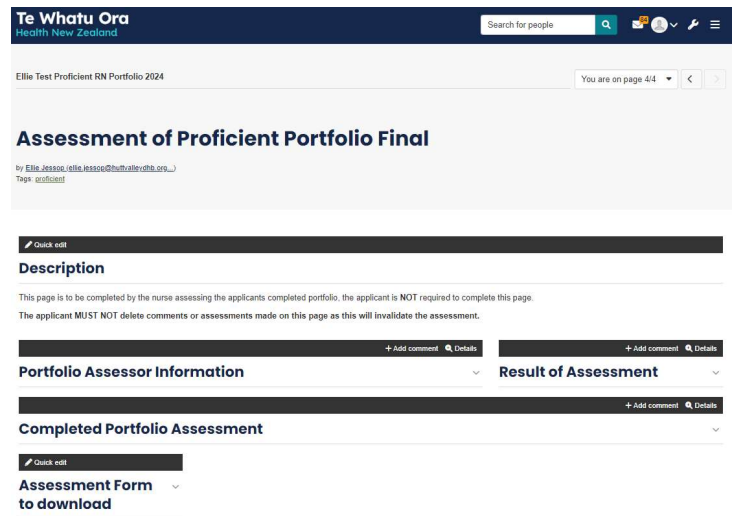
Step 14:

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 wll not be able to edit this one.

Step 17:

Please inform the Nurse Coordinator Professional Development of the result of the assessment to ensure records are updated. PDRP@huttvalleydhb.org.nz

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FAQs:

I cannot see the "+Add comment" 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 **"+Add comments"** button should now appear.
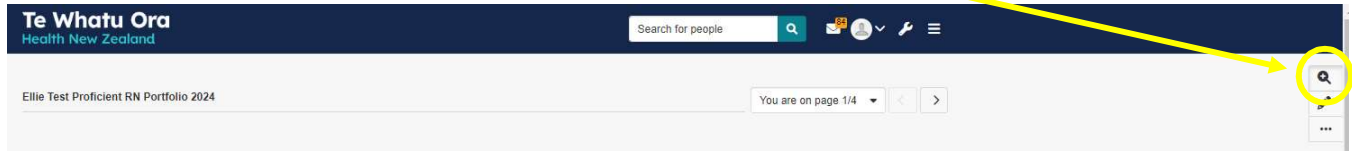
The competencies have not met requirements – what do I do?

For Proficient, Expert, Senior and Accomplished portfolios, please discuss your findings with the second assessor before following the guidance 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 nurse's portfolio they will receive an automated email.

However, please contact the nurse 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.


I cannot see "Submissions to this group"

Check you are using Google Chrome as your internet browser.

If you still can't see it, this is because you are not an administrator for the group.

Please contact one of the administrators for that group (which can be seen at the top of the page under "Group administrators" or contact the Nurse Coordinator Professional Development, PDRP@huttvalleydhb.org.nz, and ask them to add you as an administrator.
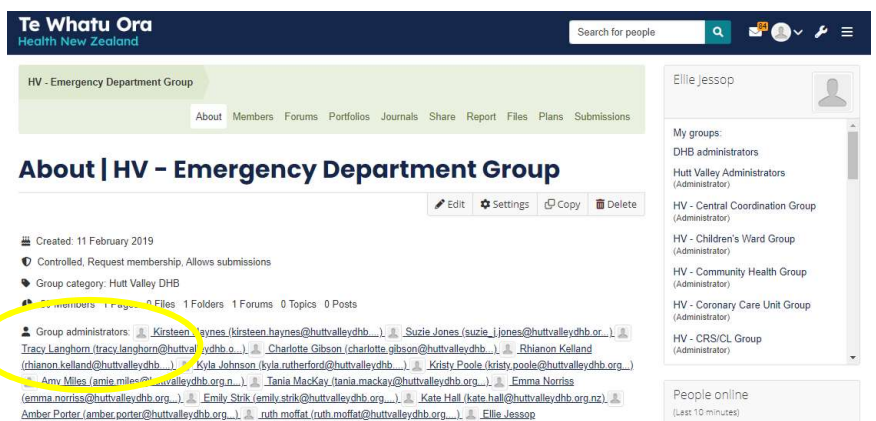
If you find that a correction is needed on this 'How to…' guide please contact the Nurse Coordinator Professional Development: PDRP@huttvalleydhb.org.nz