



**Form 18 E OCP
Portfolio**

**HEALTH PROFESSIONS OF SOUTH AFRICA
PROFESSIONAL BOARD FOR OCCUPATIONAL THERAPY, MEDICAL
ORTHOTICS AND PROSTHETICS AND ARTS THERAPY
GUIDELINES FOR COMPILING A PORTFOLIO FOLLOWING
COMPLETION OF PERIOD OF SUPERVISED PRACTICE**

GUIDELINES: STRUCTURING OF A PORTFOLIO

The portfolio should be structured to demonstrate clinical reasoning and technical expertise in practice. The theories that informed clinical reasoning should be made explicit. The influence of policy and/or legislation on the overall service and/or decisions made during intervention should be highlighted. The outcome of intervention should be captured in order to demonstrate practical competence. Practitioners are advised to refer to the Portfolio Marking Guide for criteria that will be used to judge the portfolio.

How to construct a Portfolio

Look back over the reports/notes you have written during intervention. Choose excerpts that will demonstrate your application of the intervention process fully. Add additional reflective comments, explanations or information that will enhance the examiners understanding of the intervention and will show the quality, depth and scope of clinical reasoning applied. Extracts from original notes may be photocopies, so long as these are clear – the examiners must be able to distinguish easily between original notes made during intervention and the additional detail and comments added in the process of compiling the portfolio.

Tip: Select diverse cases that will demonstrate the scope of cases/interventions you covered.

Size of the Portfolio

Five diverse cases/intervention cycles, selected to demonstrate breadth and depth of practice competence, should be included in the portfolio.

Assessment of the Portfolio

A portfolio should be submitted as per Form 18 F Portfolio.

The portfolio will be examined by a member of the Board plus one other who will be responsible to validate the marks. The examiners will be appointed by the Education Committee (Chair of Board, Vice-Chair of the Board, Chair of Education Committee and profession-specific representatives).

The Portfolio Marking Guide will be used to assess the portfolio.

Reference

Buchanan H, Van Niekerk L, Moore R (2001). Assessing Fieldwork Journals: Developmental Portfolios. *British Journal of Occupational Therapy*, 64(8), pp. 398-402.