

## Application for Registration for Overseas Qualified Applicants Information Sheet - SUPPORTING EVIDENCE

Your application for registration is your opportunity to present your case to the Physiotherapy Board as to how you meet the New Zealand Physiotherapy practice thresholds. To view the [Bi-national Australia and Aotearoa New Zealand Physiotherapy practice thresholds](#)

### What is Supporting Evidence?

It is verification of your **post-qualification experience** and ongoing professional development, within the last ten years. Select and send only the most **robust** evidence to demonstrate how you meet each threshold (see above). Submitting an entire ten years' worth of professional development is too much for the Board to consider.

Examples of suitable supporting evidence include:

- Records of your work performance, such as personal performance appraisals and peer reviews.
- Attendance at national and/or international conferences  
*[Include copies of the programme contents pages, indicating which presentations and workshops you attended.]*
- Attendance certificates for professional development courses.  
*[Ensure that these are accompanied by course contents/outlines/descriptions or reflective statements. Information about any assessment requirements, the length of the course, and the presentation target group should also be included.]*
- Evidence of keeping up-to-date with the current literature and current best practice guidelines, such as literature appraisals, participation in a journal club, and critical reviews.  
*[Please do not include whole copies of the journal articles or similar.]*
- In-service presentations you have personally created and delivered.  
*[You should indicate the date of the presentation, the presentation topic and the target audience].*
- Reflective statements – see next column

### Compiling your supporting evidence

Ensure that you:

- Assign numbers (e.g. page, appendix and/or reference numbers) to each of your items of supporting evidence;
- Include a comprehensive contents list individually listing each item of your supporting evidence;
- Please use paper clips or rubber bands to hold your documents in place, **not** staples or plastic sleeves or folders (Because we need to photocopy your documents for assessment);
- Have not included evidence supplied on CD/USB/other electronic media.

### Reflective Statements

Reflection allows you to critically think about what you have learnt. Reflective statements show how you intend to implement or integrate new learning into your practice. Conversely, you may reflect on why the activity was not useful and has not been incorporated into your practice.

Examples of activities you may choose to write reflections on include:

- How you accommodated a person's cultural needs in your practice;
- Learning from a new working environment e.g. your first evening on-call;
- Evidence base for selecting a particular clinical treatment;
- How you resolved an ethical dilemma;
- Issues when establishing a new protocol;
- Researching information to enhance service delivery;
- A conference or course attended.

Reflective statements **must** be completed on the Board's reflective statement template and include the three components:

1. What did you do?
2. What did you learn?
3. How did this activity affirm or influence your practise?

### NOTE:

**Be strategic when selecting the information to include in your application.**

Your supporting evidence must not include any clinical or personal information about, or images of, patients or colleagues UNLESS:

- All identifying features have been removed, such as name, address, date of birth, names of facilities, and names of other health practitioners, **or**;
- You have obtained signed, written consent for their use in this application.

You are expected to exercise sound ethical judgment when deciding which information to include – consider how relevant the information is to the threshold you are trying to meet.

The Physiotherapy Board **does not accept direct copies of patient records** as this information may constitute a breach of professional standards and ethics.

Reflective statements should focus on you as a physiotherapist and what you have learnt, rather than the patients or others involved in your learning.

Care should be taken when providing supporting evidence. Please ensure that all your supporting evidence complies with:

- The Physiotherapy Code of Ethics and Professional Conduct (October 2011); the standard version and the version with commentary can be found on the Board's website; and
- The New Zealand Privacy Act 1993.

If your supporting evidence does not comply then **please do not include it in your application**. If you are unsure whether an item of supporting evidence breaches ethical standards, you are advised to leave it out of your application. Applications that are found to include non-compliant information of this kind can incur significant delays and impact on the outcome of the application process. Any ethical or legal issues raised during the application process are taken very seriously by the Board.