# QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

## "HEALTH NEW ZEALAND WAIKATO"

### STEP 1: ACCESSING YOUR PORTFOLIO

1.	C Ko Awatea Learn	Type in your EMAIL ADDRESS and PASSWORD
2.	PDRP ePortfolios	Tap onto PDRP EPORTFOLIOS
3.	Link to portfolio site	Tap into LINK TO PORTFOLIO SITE
4.		Tap on the MENU (right hand top corner)
5.	<ul> <li>Dashboard</li> <li>+ Create</li> <li>Portfolios</li> </ul>	Tap onto CREATE and then PORTFOLIOS
6.	🗘 Сору	On the right hand side, tap on COPY
7.	Waikato DHB PDRP The template for Nursing PDRP portfolio submission	Tap on the TEMPLATE – WAIKATO DHB PDRP
8.	Walkato DHB PDRP Walkato District Health Board	Tap on COPY PAGE

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### STEP 2: EDITING YOUR CONTENT –CREATING YOUR PORTFOLIO PAGE

9.	Waikato DHB PD	RP v.2   Settings	-	1.	Using "Page Title Section" Type in your
	Fields marked by - are required. Basics			First Name, Surname, PDRP Level and Yea	
				eσ	
	Page title *	/aikato DHB PDRP v2			c.8.
	Page description «p> subr	PThe template for Nursing PDRP&nbsp.portfolio			Jane Citizen Competent 2021.
					Scroll to bottom of page and Click Save.
	Tags Type in a search term Q. Search torbreter lags for this item it togend with 'profile' are displayed in your addease Advanced  Store		2.	For <b>non DHB applicants</b> , please add NON	
				Dirb arter the rear e.g.	
			Jane Citizen Competent 2024 Non DHB.		
					Scroll down to bottom of page <mark>Click <b>Save.</b></mark>
10.	Jane Citizen Competent 2022 Non DHB   Edit		You will now see your ePortfolio divided into sections e.g. Administration, Personal & Employment etc and the explanation of what is		
	This area shown a preview of what your page looks like. Changes are saved automatically. Drag Add a new block onto the page to add one. You can then choose what type of block it will be. You can then also drag blocks around the page to change their position.				
	+ Evidence to provide under each heading	Personal and Employment	~ <b>* 8</b>	req	required in the content which is required to be uploaded into each section. You are now ready to upload your documents.
	This service is a gold of where to place such length for remains and can be detected once your here completed metalities and the service of the service of the service of the American and the service of the service of the service name. Competitive Service - Context Petermanes review sociater is schaft within a completion years of context of the service of the service of the service context in the service of the service of the service context in the service of the service of the service context in the service of the service of the service context in the service of the service of the service context in the service of the service of the service context in the service of the service of the service context in th	Competency Reviews	~ • ±	uple	
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		+ Optional evidence	~ • <b>0</b>		
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	+ Administration forms	3			
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## **STEP 3: UPLOADING DOCUMENTS**

11.	Click on this icon.	Each section will have a configure icon opposite it on this edit screen.
12.	Block title Personal and Employment Files Upload file File Choose Files No file chosen (Maximum file size: 128MB, maximum files to upload: 20)	1.       To Upload Files         a.       Click on"Files"         b.       Choose File         c.       " Click Save.

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Note: If you upload the incorrect file, click the **Remove** button on the right hand side of the file. **DO NOT use the rubbish bin** on the main block as this will delete the whole block and you cannot recover it. PLEASE DO NOT CHANGE THE TEMPLATE.

#### STEP 4: FINAL STEP - SHARING WITH APPROPRIATE GROUP

12.		On the right hand side of your portfolio Click on the padlock
13.	Share with others Share with others Shared status Shared status Share with others Share with others Sh	Share your portfolio with: Group <b>Waikato PDRP Portfolios 2024</b> From: enter date - submission To: enter date – 6 months ahead Save

Your portfolio has now been submitted and the PDRP Administrator will acknowledge receipt of the portfolio.

Please email <u>pdrpteam@waikatodhb.health.nz</u> to notify us that you have submitted your portfolio.

#### TO MAINTAIN CONFIDENTIALITY OF YOUR PORTFOLIO

The PDRP team will share your portfolio with the assessor when one becomes available and you will be notified who this assessor is via your portfolio 'comments' section.

Throughout the whole assessment process, your portfolio is only visible to the Admin team and your assessor.