



Birmingham
Newman
University

ePAD – electronic Practice Assessment Document

GUIDE TO USING EPAD FOR STUDENTS, STAFF, ACADEMIC ASSESSORS, PRACTICE ASSESSORS AND
SUPERVISORS

With thanks to UCB and BCU in the creation of this document

[Contents](#)

1. Introduction.....	1
2. Access and Set Up	2
3. ePAD – Student, Practice Assessor and Academic Assessor view explained	3
5. The Initial Interview.....	9
6. The Mid-Point Interview.....	13
7. The Final Interview	15
8. Assessment of Proficiencies	19
9. Episodes of Care	21
10. Medicine’s Management.....	24
11. Cross Field Experiences	28
12. Inter-Professional Working.....	29
13. Action Plan	31
14. Record of Communication.....	32
15. Proformas to Print	34
16. Ongoing achievement record (OAR).....	36
17. Logging out.....	39
18. Help and Support	39

ePAD User Guide – For Students, Academic & Practice Assessors

1. Introduction

The ePad is an electronic portfolio containing all practice documentation required for the duration of a student's journey in practice and will provide a comprehensive record of the student's professional development and performance in practice. The ePAD will allow practice supervisors / practice assessors and academic assessors the opportunity to securely view, comment on and assess student work. The ePAD is hosted by ARC systems and will be familiar to those staff who have hosted students on placement from other regional HEIs who use the ARC system.

2. Access and Set Up

To access the ePAD system you will need to click on the following link

<https://newman.arcwebonline.com/ePAD> (for students, this access can also be achieved through their ARC POW account where there will be an ePAD tab to click on and access ePAD – the below steps will not be required for students as their network log in will mean they will log in automatically).

The screenshot shows a web browser window with the URL <https://newman.arcwebonline.com/ePAD>. The page header includes the Birmingham Newman University logo on the left and the ePAD logo on the right. The main content area features a login form with the following elements:

- A header section labeled "ePAD".
- Two input fields: "Email Address / Student Number" and "Password".
- A "Log in" button.
- The text "OR" below the login button.
- A blue button labeled "Login with university credentials".
- A yellow box at the bottom with the text: "Click here to setup login information for ePAD or to reset your password."

The footer of the page contains the copyright notice: "© ARC Technology Ltd 2023".

This will take you to the password setup / reset page (Fig.2) where once you enter your email and click request an email will be sent to you with a link to set your password

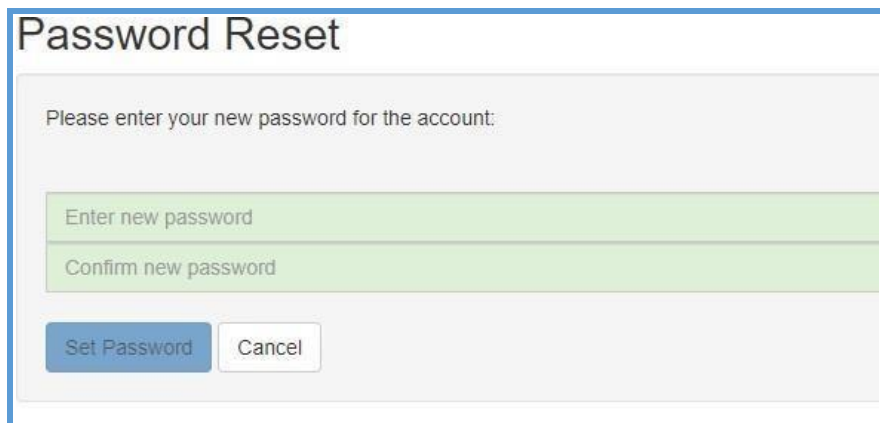
The screenshot shows the "Password Setup / Reset" page. The form includes the following elements:

- A heading: "Password Setup / Reset".
- A prompt: "Please enter your email address".
- An input field labeled "Enter email here".
- Two buttons: "Request" (in blue) and "Cancel" (in white).
- A note at the bottom: "After pressing the request button, the system will email a password reset link to the email address you typed in."

Figure 2

Figure 3

This will then take you to a page to reset your password (Fig.3). Once this is done you are all set to access ePAD.



Password Reset

Please enter your new password for the account:

Enter new password

Confirm new password

Set Password Cancel

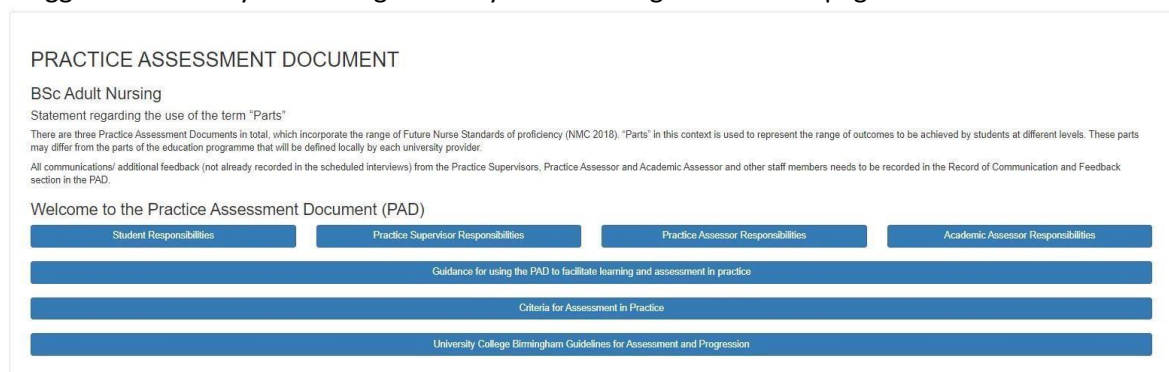
Figure 3

To access ePAD all major browsers are supported but for the best experience please use Google Chrome.

For students and academic staff who log into ARC POW, your access to ARC POW will mean you will not need to login to ePAD separately with a password as long as you are in ARC POW. Please note the above password reset is not required for those Birmingham Newman Students and academics.

3. ePAD – Student, Practice Assessor and Academic Assessor view explained

Once logged in to ePAD you will be greeted by the following introduction page:



PRACTICE ASSESSMENT DOCUMENT

BSc Adult Nursing

Statement regarding the use of the term "Parts"

There are three Practice Assessment Documents in total, which incorporate the range of Future Nurse Standards of proficiency (NMC 2018). "Parts" in this context is used to represent the range of outcomes to be achieved by students at different levels. These parts may differ from the parts of the education programme that will be defined locally by each university provider.

All communications/ additional feedback (not already recorded in the scheduled interviews) from the Practice Supervisors, Practice Assessor and Academic Assessor and other staff members needs to be recorded in the Record of Communication and Feedback section in the PAD.

Welcome to the Practice Assessment Document (PAD)

Student Responsibilities Practice Supervisor Responsibilities Practice Assessor Responsibilities Academic Assessor Responsibilities

Guidance for using the PAD to facilitate learning and assessment in practice

Criteria for Assessment in Practice

University College Birmingham Guidelines for Assessment and Progression

Figure 4


Nov 23

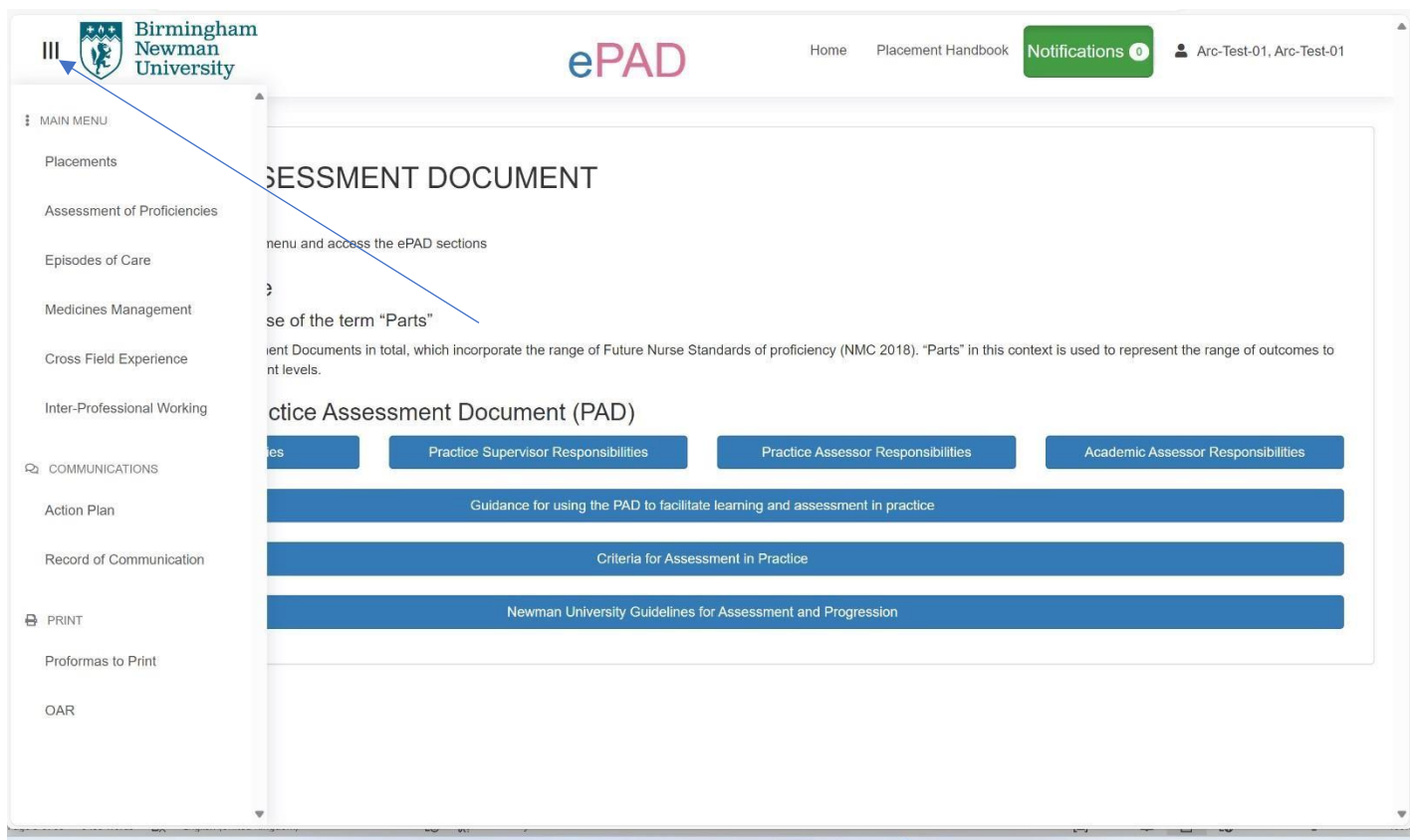
By clicking on the blue text boxes in Fig.4 above, the section expands to provide details relating to the section, for example the student responsibilities text box informs you of what is expected of a student, similarly there is a text box providing information about the Practice Assessor, Academic Assessor and Practice Supervisor roles. There is also guidance for using the ePAD and Newman's assessment guidelines.

You can always return to the page in Fig.5 above by clicking on the home option at the top right of your screen at any point you wish to do so.

For students /assessors, after familiarising themselves with the roles, guidance and assessment/ progression information they should access the placement information. To do this they must click on



the  in the top left corner of the screen which will bring a drop down main menu block as shown in Figure 5 below.



For Students logged in to ePAD the first menu option will be placements as highlighted in Fig.5 above but for Practice Assessors and Academic Assessors it will instead of 'placements' state 'students'. When a student clicks on the placements option at the top of the menu they will access their placement information. They should click on the name of the placement area they are on (refer to Fig.7 below). In the case of Assessors, they will click on students from the main menu and will be able to view the students assigned to them and can then access a particular placement for that student.

Student Name Part Number Field	Test 1, Test 1 1 ADULT NURSING	Academic Assessor Last Practice Assessor	KATHRYN RILEY Shannon Smalling	
Status: <input type="radio"/> All <input type="radio"/> Completed <input type="radio"/> Active <input type="radio"/> Upcoming				
		Search	Clear Search	
Number of placements: 3				
Placement Name	Part	Label	Date From	Date To
City Hospital - D15/D17	1	Placement 3	08/03/2021	04/04/2021
Perry Trees Rehab Centre	1	Placement 2	25/01/2021	07/03/2021
GHH - DCU	1	Placement 1	04/01/2021	17/01/2021

Once this is complete the Student/Assessor will access a page specific to that placement with four tabs at the top: **1. Orientation**

2. Initial Interview

3. Mid-Point Interview

4. Final Interview

Until the previous tab has been marked as assessed the next tab will not become available to the student. So the orientation needs to be completed before the initial interview becomes available, the initial interview needs to be completed before the mid-point interview is available and so on. Refer to Fig. below.

4. Orientation

In the Orientation section below the student needs to check through the criteria and ensure that everything has been covered as part of their induction /orientation.

Orientation Initial Interview Mid Point Interview Final Interview

This Orientation has not yet been submitted to a Practice Assessor

The following criteria need to be met within the first day in placement

A general orientation to the health and social care placement setting has been undertaken

The local fire procedures have been explained

The student has been shown the:

- the alarm
- the exits
- the surroundings

Resuscitation policy and procedures have been explained

Resuscitation equipment has been shown and explained

The student knows how to summon help in the event of an emergency

The student is aware of where to find local policies:

- health and safety
- incident reporting procedures
- infection control
- handling of messages and enquiries
- other policies

The student has been made aware of information governance requirements

The shift times, meal times and reporting sick policies have been explained

The student is aware of his/her professional role in practice

Policy regarding safeguarding has been explained

The student is aware of the policy and process of raising concerns

Lone working policy has been explained (if applicable)

Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where discussed)

All the above criteria have been met ☐

Request verification by Practice Supervisor or Assessor

Figure 7

Once this is done and the student believes everything has been covered they need to check the box and click on the section outlined in orange 'Request verification by Practice Supervisor or Assessor' as shown in Fig.8 below.

The student has been made aware of information governance requirements

The shift times, meal times and reporting sick policies have been explained

The student is aware of his/her professional role in practice

Policy regarding safeguarding has been explained

The student is aware of the policy and process of raising concerns

Lone working policy has been explained (if applicable)

Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where discussed)

All the above criteria have been met ☒

Request verification by Practice Supervisor or Assessor

The following criteria need to be met prior to use

The student has been shown and given a demonstration of the moving and handling equipment used in the placement area

The student has been shown and given a demonstration of the medical devices used in the placement area

All the above criteria have been met ☐

Save

Figure 8

Once this is complete the student will access a page which will allow them to select their practice assessor by dragging and dropping their name from the 'available' column to the 'selected' column or if their orientation was conducted by a practice supervisor then the student will instead need to enter their email address manually in the green box at the bottom of the page and then click the red button to request approval (Fig. 9).

This will then send the email through to the practice Assessor or Supervisor. In ePAD the student will see a notification that a request for approval has been sent via the message below which appears in the top right of their ePAD screen Fig.10

The screenshot shows the ePAD interface for a student named Arc-Test-01. The header includes the Birmingham Newman University logo, the ePAD title, and navigation links for Home, Placement Handbook, and Notifications (0). The student's details are listed on the left, including their name, placement name (ARC TEST HOST 01), field (ADULT), and intake (ARC-TEST). A red message states: "This student has 1 outstanding Action Plans".

The main section is titled "Practice Assessor" and contains the following text:

You are about to request approval of your orientation for:
ARC TEST HOST 01
NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email
Please select your assessor from the list below by dragging them to the selected box

Below this text are two columns: "Available" and "Selected". The "Available" column contains a list of potential assessors, with "Test Assessor - testpracticeassessor@hotmail.com" highlighted in blue. The "Selected" column is currently empty.

At the bottom of the "Practice Assessor" section, a message states: "If your Practice Assessor is not available, provide the missing name and contact information to practicepartnerships@newman.ac.uk".

The bottom section is titled "Practice Supervisor" and is currently empty.

Approval Request Successful

Practice Assessor/Practice Supervisor has been notified of approval request

The Practice Assessor/Supervisor will receive an email, such as the one below with a link (token) as which needs to be clicked on to access the orientation for that student.

The Practice Assessor/Supervisor will then access the orientation and can click the blue box 'Mark as seen' followed by the red button to verify orientation (Fig. 12 & 13 below)

Policy regarding safeguarding has been explained
The student is aware of the policy and process of raising concerns
Low working policy has been explained (if applicable)
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)
All the above criteria have been met <input type="checkbox"/>
Mark as Seen

Figure 12

Student Name Placement Name Field	Epad Student 2021, 00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
-----------------------------------------	-------------------------------------------------------------	-----------------------------------------------------------------	-------------------------------

[Orientation](#)
[Initial Interview](#)
[Mid-Point Interview](#)
[Final Interview](#)
[Checklist](#)

You are about to Verify Epad Student 2021, 00001's Orientation for:
TEST HOSPITAL - WARD 1
Are you sure you want to Verify the Orientation?

No, I do not want to Verify the Orientation.
[Take me back to the Orientation.](#)

You can leave a comment below (optional):

[OK, Verify the Orientation.](#)

Please contact bcusupportemail@goes.here for help & support.

Figure 13

The page will display that the orientation has been approved by the named Practice Assessor/ Supervisor (Fig.14).

This Orientation was approved by Yasser Nawaz on 09/04/2021.
No Comments

Figure 14

The student will then receive an email informing them that their orientation has been verified (Fig.16)

Dear Epad Student 2021, 00001,

Yasser Nawaz has verified your Orientation.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=PhbaIFqXdBBp9k1brOiRy3mWwVcWXDu9f3Cn1CClea4~>
PLEASE NOTE: This token will EXPIRE on 23/04/2021 at 01:45

ePAD is available at the following link: <https://arc.bcu.ac.uk/ePAD> Setup or reset your login information for ePAD using the following link:
<https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease> may you follow this link to access the ePAD site: <https://arc.bcu.ac.uk/ePAD>

Disclaimer:

This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information.
DO NOT FORWARD THIS EMAIL.
If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail.
We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail.
Thank you.

Figure 15

Once the orientation has been completed the Initial Interview section becomes accessible to the student (Fig.16)

5. The Initial Interview

In the 'initial interview' section the green boxes are where students must enter information. The student with the support of their practice supervisor/assessor must identify their learning and development needs (Fig.16)

Figure 16

The student also in this section is required to outline learning plans and how they intend on achieving those learning needs with the support of their Practice Assessor/Supervisor whilst on that particular placement Fig.17. Once they are happy with this this can be submitted by clicking on the 'Save and Submit' green button shown below.

Figure 17

Once 'save and submit' is clicked the student is brought to the page where they must either drag and drop a practice assessor from the 'Available' to the 'Selected' column or in the case of the practice supervisor enter their email address in the green box at the bottom of the page and click the red button for verification Fig.18.

The screenshot shows the 'Initial Interview' step of the ePAD system. At the top, a header bar displays student and assessor information: Student Name (Epad Student 2021, 00001), Placement Name (TEST HOSPITAL - WARD 1), Academic Assessor (Last Practice Assessor, Hand-in deadline), and ACADEMIC TEST (Yasser Nawaz). Below this is a navigation bar with tabs: Orientation, Initial Interview (selected), Mid-Point Interview, and Final Interview. The main content area has a title 'You are about to request approval of your initial interview for: TEST HOSPITAL - WARD 1'. It includes two notes: 'NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email' and 'NOTE: Assessors in Red are Practice Development Leads'. The interface is divided into two columns: 'Available' and 'Selected'. The 'Available' column has a search bar and is currently empty. The 'Selected' column shows 'Yasser Nawaz - yassenawaz@hotmail.com'. Below the columns, there is a link: 'If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here'. A section for submitting the initial interview to a Practice Supervisor follows, with a green input box for the supervisor's email. A confirmation message states: 'Once an approval is sent, the document will be locked. Are you sure you are ready to request approval? No, take me back to the initial interview'. At the bottom, there is a red button labeled 'OK, request approval for this initial interview'.

Figure 18

Please note, there is always the option throughout the ePAD system to revoke submissions if you feel there are aspects that require add to or removing for example. There is also the option to save for later for both the students and assessors, if time constraints do not allow for the whole section to be completed in one attempt.

The screenshot shows a light blue message box with the text: 'Your initial interview has been locked because it is currently awaiting to be seen by a Practice Assessor.' On the right side of the box is a blue button labeled 'Revoke Submission'.

Figure 19 - Revoke submission example

As highlighted with the orientation, when the initial interview is submitted for verification, the top right of the ePAD screen will show that the approval request has been sent and the email below with a link / token has been sent to the assessor/supervisor for approval.

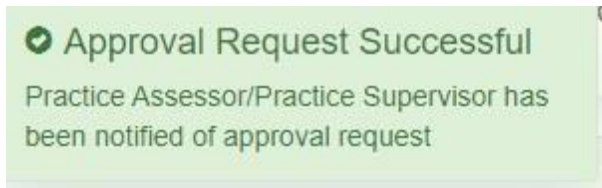


Figure 21

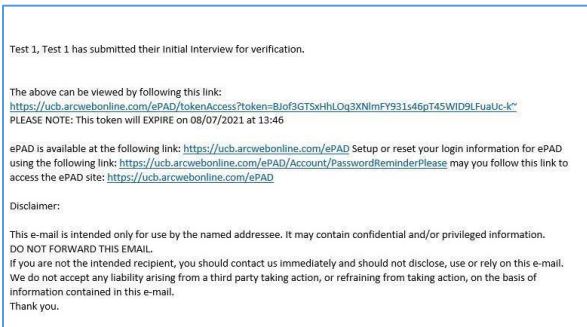


Figure 22

Last Updated June 2021

Once the Practice Assessor/Supervisor clicks on the link in the email they will access the initial interview and will be able to view what the student has entered and either 'Verify' or 'send back to the students if they feel something more is required or some amendments are needed. (Fig 23)

The screenshot shows the 'Initial Interview' form. At the top, there is a header with student and assessor information. Below this is a navigation bar with tabs: Orientation, Initial Interview (selected), Mid-Point Interview, Final Interview, and Checklist. The main content area has a message: 'This Initial Interview is waiting to be seen by the Practice Assessor.' Below this, it says 'Initial Interview' and 'Date Created: 16/02/2021'. There is a confirmation box: 'Confirmed by Practice Supervisor / Assessor: Yasser Nawaz - 10/03/2021'. The form contains two text boxes for notes: 'Student to identify learning and development needs (with guidance from the Practice Supervisor / Assessor)' and 'Taking available learning opportunities into consideration, the student and Practice Supervisor / Assessor to negotiate and agree a learning plan'. Below these is a table with three columns: 'Outline of learning plan', 'How will this be achieved', and 'Date'. The table has one row with the values 'test learning plan', 'testing', and '25/02/2021'. At the bottom right, there are two buttons: 'Verify' (green) and 'Send Back to Student' (red).

Figure 23

If it is to be sent back to the student the following page Fig.24 will appear with a green text box where the Practice Supervisor/Assessor can detail in the green text box reasons for sending back.

The screenshot shows the rejection confirmation page. It has the same header and navigation bar as Figure 23. The main content area has a message: 'You are about to Reject Epad Student 2021, 00001's Initial Interview for: TEST HOSPITAL - WARD 1'. Below this, it asks 'Are you sure you want to Reject the Initial Interview?'. There are two options: 'No, I do not want to Reject the Initial Interview. Take me back to the Initial Interview.' and 'OK, Reject the Initial Interview.' (red button). At the bottom, there is a green text box for comments: 'You can leave a comment below (optional):' and 'Require more information as discussed in the learning plan.'.

Figure 24

The student will receive an email notification of the rejection with a link which will take them in to ePAD and the initial interview section where in red it will inform them of the rejection and they can view comments by clicking 'show comment' (Fig.25)

The screenshot shows the rejection notification. It has the same header and navigation bar. The main content area has a red background with a message: 'This Initial Interview was rejected by Yasser Nawaz on 09/04/2021.' Below this is a button: 'Show Comment'.

Figure 25

Once the student has made the necessary amendments they submit again and this time with an approval from the Assessor / Supervisor, in green as shown below (Fig.26).

The screenshot shows the approval notification. It has the same header and navigation bar. The main content area has a green background with a message: 'This Initial Interview was approved by Yasser Nawaz on 09/04/2021.' Below this is a button: 'Show Comment'.

Figure 26

6. The Mid-Point Interview

This will open up the Mid-Point interview section for the student. The professional values are accessible by clicking on the coloured specific ones (Fig.27). For students these will just be viewable but for the Practice Assessors they will be able to indicate whether these have been met or not.

The screenshot shows the 'Mid-Point Interview' section of a web application. At the top, there are four tabs: 'Orientation', 'Initial Interview', 'Mid-Point Interview' (which is active), and 'Final Interview'. Below the tabs, a message states: 'Your Mid-Point Interview has been locked because it is currently awaiting to be seen by a Practice Assessor.' with a 'Revoke Submission' button. Under the heading 'Professional Values', there are four horizontal bars with labels: 'Prioritise People' (green), 'Practise effectively' (orange), 'Preserve safety' (blue), and 'Promote professionalism and trust' (red). Below this, under the heading 'Mid-Point Interview', there is a light blue box with the text: 'Student's self-assessment/reflection on progress: Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.'

Figure 27

The student is required to complete their self-assessment/reflections about their progress so far on the placement and also highlight any development need moving forward by typing in the green sections (Fig.28 & 29)

This screenshot shows the 'Mid-Point Interview' section with the self-assessment area expanded. It contains three sections, each with a yellow header and a green input field: 'Knowledge: Student reflection on knowledge gained', 'Skills: Student reflection on skills gained', and 'Attitudes and values: Student reflection on attitude and values'.

Figure 28

The screenshot shows the 'Mid-Point Review' section. It includes a sub-header 'Mid-Point Review' and a description: 'Following the Mid-Point Interview the student is to identify their learning and development needs for the remainder of the placement and negotiate with their Practice Assessor how these will be achieved.' There is an 'Add Entry' button. Below, there are two large green text areas for 'Learning and development needs' and 'How will these be achieved?'. A 'Submit' button is located below the second text area. At the bottom, there are fields for 'Student's Name:', 'Date:', and buttons for 'Save for later' and 'Save and Submit'.

Figure 29

Last Updated June 2021

Once the save and submit option has been chosen the Practice Assessor (*note no option to select the practice supervisor as only the practice assessor can approve the mid-point/final interview*) needs to be dragged and dropped from the available to the selected column and the request approval red button clicked (Fig.30).

The screenshot shows the ePAD interface for requesting approval of a mid-point interview. At the top, there is a header bar with the following information: Student Name (Epad Student 2021, 00001), Placement Name (TEST HOSPITAL - WARD 1), Academic Assessor (Last Practice Assessor, Hand-in deadline), and ACADEMIC TEST (Yasser Nawaz). Below the header, there is a navigation bar with tabs for Orientation, Initial Interview, Mid-Point Interview, and Final Interview. The Mid-Point Interview tab is selected. The main content area displays the text: "You are about to request approval of your mid-point interview for: TEST HOSPITAL - WARD 1". Below this, it says: "Please select your Practice Assessor from the list below by dragging them to the selected box: NOTE: Assessors in Red are Practice Development Leads". There are two columns: "Available" and "Selected". The "Available" column contains a search bar and a list of names, with "Yasser Nawaz - yassenawaz@hotmail.com" selected. The "Selected" column is empty. Below the columns, there is a message: "If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here". At the bottom, there is a confirmation message: "Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?" with a link "No, take me back to the mid-point interview" and a red button "OK, request approval for this mid-point interview".

Figure 30

The Practice Assessor will receive an email with a link (Fig.31) which once clicked on will take them directly to the mid-point interview section in ePAD for that student

The screenshot shows an email notification from ePAD. The email text is as follows: "Test 1, Test 1 has submitted their Mid-Point Interview for verification." "The above can be viewed by following this link: <https://ucb.arcwebonline.com/ePAD/tokenAccess?token=wuSwf6xdMuUKTZLyTS1pqGX6LTnfnUMoVermV8p9A>" "PLEASE NOTE: This token will EXPIRE on 08/07/2021 at 13:50" "ePAD is available at the following link: <https://ucb.arcwebonline.com/ePAD> Setup or reset your login information for ePAD using the following link: <https://ucb.arcwebonline.com/ePAD/Account/PasswordReminderPlease> may you follow this link to access the ePAD site: <https://ucb.arcwebonline.com/ePAD>" "Disclaimer: This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information. DO NOT FORWARD THIS EMAIL. If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail. We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail. Thank you."

Figure 31

The Practice Assessor can the look at the professional values and select either 'YES' or 'NO' to indicate if they have been met or not (Fig.32)

The screenshot shows the 'Mid-Point Interview' tab selected in a navigation bar. Below the tab, a message states: 'This Mid-Point Interview is waiting to be seen by the Practice Assessor.' The main section is titled 'Professional Values' and contains a table with five rows of statements and 'Yes/No' buttons. The first row is highlighted in green. The second row is highlighted in light blue. The third row is highlighted in light blue. The fourth row is highlighted in light blue. The fifth row is highlighted in light blue. The table is titled 'Achieved' on the right. Below the table is a section titled 'Practise effectively' with a green background.

Statement	Yes	No
The student maintains confidentiality in accordance with the NMC code.	Yes	No
The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users/carers and all colleagues	Yes	No
The student maintains the persons privacy and dignity, seeks consent prior to care and advocates on their behalf.	Yes	No
The student is caring, compassionate and sensitive to the needs of others.	Yes	No
The student understands their professional responsibility in adopting and promoting a healthy lifestyle for the well - being of themselves and others.	Yes	No

Practise effectively

Figure 32

The Practice Assessor can also review student's self-assessment/reflections and development needs before entering his/her own comments in the green text boxes as shown below (Fig.33). They can either 'save and verify' or 'send back to the student'.

The screenshot shows the 'Practice Assessor's comments' section with three green text boxes for 'Knowledge:', 'Skills:', and 'Attitudes and values:'. Below this is the 'Mid-Point Review' section with a message: 'Following the Mid-Point interview the student is to identify their learning and development needs for the remainder of the placement and negotiate with their Practice Assessor how these will be achieved.' Below this is a section titled 'No Mid-Point Review:'. At the bottom, there is a section for 'Student's Name: Epad Student 2021, 00001' and 'Date: 09/04/2021'. There are three buttons: 'Save for later', 'Save and Verify', and 'Send Back to Student'.

Practice Assessor's comments:

Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.

Knowledge:

Test

Skills:

Test

Attitudes and values:

Test

Mid-Point Review

Following the Mid-Point interview the student is to identify their learning and development needs for the remainder of the placement and negotiate with their Practice Assessor how these will be achieved.

No Mid-Point Review:

Student's Name: Epad Student 2021, 00001

Date: 09/04/2021

Save for later

Save and Verify

Send Back to Student

Figure 33

If approved ePAD will display the following message (Fig.34)

The screenshot shows a green message box with the text: 'This Mid-Point Interview was approved by Yasser Nawaz on 09/04/2021.' Below the message is a button labeled 'No Comments'.

This Mid-Point Interview was approved by Yasser Nawaz on 09/04/2021.

No Comments

Figure 34

7. The Final Interview

This then opens up the final interview section for the student. Student can access this as and when they need to as they near the end of their placement. The parts they are required to fill in are shown in green in Fig 35 & 36 below (namely knowledge, skills, attributes & values)

Last Updated June 2021

Student Name Placement Name Field	Epad Student 2021, 00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
-----------------------------------------	-------------------------------------------------------------	-----------------------------------------------------------------	-------------------------------

Orientation
Initial Interview
Mid-Point Interview
Final Interview

This Final Interview has not yet been submitted to a Practice Assessor.

Professional Values

Prioritise People

Practise effectively

Preserve safety

Promote professionalism and trust

Final Interview

Student's self-assessment/reflection on progress:
Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.

Knowledge:

Figure 35

Skills:

Attitudes and values:

Practice Assessor's comments:

Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.

Knowledge:

Skills:

Attitudes and values:

Learning and Development Needs

Practice Assessor to identify specific areas to take forward to the next placement

Student's Name:

Date:

Save for later

Save and Submit

Figure 36

Once student has completed their section they can submit the final interview for the Practice Assessor's approval by clicking on the green 'save and submit' button. The student is again required to drag and drop the Practice Assessor's email from the available to the selected column and click the red button for approval request (Fig.37)

Last Updated June 2021

Student Name Placement Name Field	Epad Student 2021, 00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
-----------------------------------------	-------------------------------------------------------------	-----------------------------------------------------------------	-------------------------------

[Orientation](#)
[Initial Interview](#)
[Mid-Point Interview](#)
[Final Interview](#)

You are about to request approval of your final interview for:
TEST HOSPITAL - WARD 1

Please select your Practice Assessor from the list below by dragging them to the selected box

NOTE: Assessors in Red are Practice Development Leads

Available	Selected
<input type="text" value="Search for names"/>	Yasser Nawaz - yassenawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

[No, take me back to the final interview](#)

[OK, request approval for this final interview](#)

Figure 37

An email will be send automatically to the Practice Assessor with a link which once clicked takes them to the final interview page on ePAD for that student.

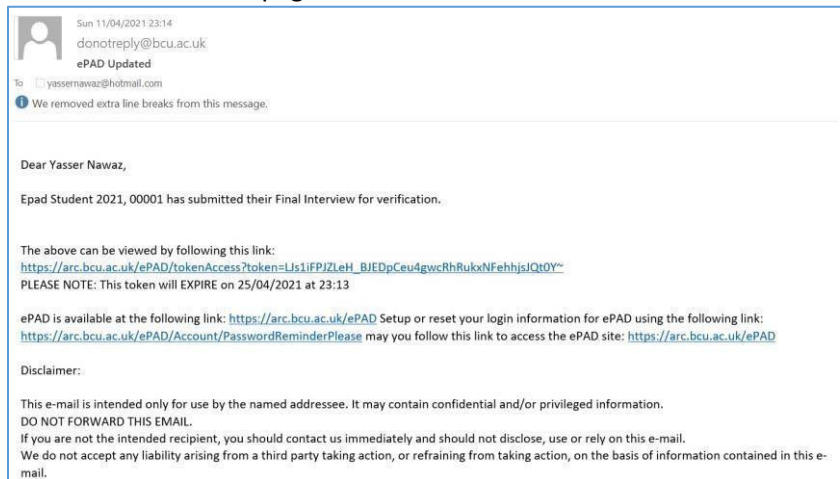


Figure 38

Within the final interview page, the Practice Assessor will be able to view both the professional values achieved at Mid-Point interview stage and the current Final interview values yet to be marked as YES or No (Fig.39)

As well as assessing the professional values criteria the Practice Assessor views the student comments and either 'saves and verifies' or 'send back to the student' (Fig.40).

Last Updated June 2021

Practice Assessor's comments:
Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.

Knowledge:

Skills:

Attitudes and values:

Learning and Development Needs
Practice Assessor to identify specific areas to take forward to the next placement

Student's Name: Epad Student 2021, 00001 Date: 11/04/2021

Save for later Save and Verify Send Back to Student

Figure 40

There is also an opportunity for the Practice Assessor here to create an action plan with the student if indeed it is required (Fig.41).

Action List

[Create New Action](#)

Nature of Concern

What does student need to demonstrate

Support available and who is responsible

Deadline

Submit

Figure 41

If approved (verified) the below message in green will appear (fig.42)

This Final Interview was approved by Yasser Nawaz on 11/04/2021.

No Comments

Professional Values
If a Professional Value is not achieved, please create an Action Plan

Prioritise People

Practise effectively

Preserve safety

Promote professionalism and trust

Figure 42

The student will also receive an email informing them of the final interview verification (fig.43)

Dear Epad Student 2021, 00001,

Yasser Nawaz has verified your Final Interview.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=mBQfkdQxaS-XlnbDQMPrhlmAxmqcQu1oyBrcF6AFXw4~>
PLEASE NOTE: This token will EXPIRE on 25/04/2021 at 23:29

ePAD is available at the following link: <https://arc.bcu.ac.uk/ePAD> Setup or reset your login information for ePAD using the following link:
<https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease> may you follow this link to access the ePAD site: <https://arc.bcu.ac.uk/ePAD>

Disclaimer:

This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information.
DO NOT FORWARD THIS EMAIL.
If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail.
We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail.
Thank you.

Figure 43

Alongside the above Placement assessment tasks a student must also undertake ‘*Assessment of Proficiencies*’, ‘*Episodes of Care*’ and ‘*Medicines Management*’ assessments. These are divided into parts. Parts refer to Years of study (i.e. Part 1 is Year 1, Part 2 is Year 2 and Part 3 is Year 3).

8. Assessment of Proficiencies

Assessment of proficiencies is accessed from the Main Menu as shown in Fig.44 below.

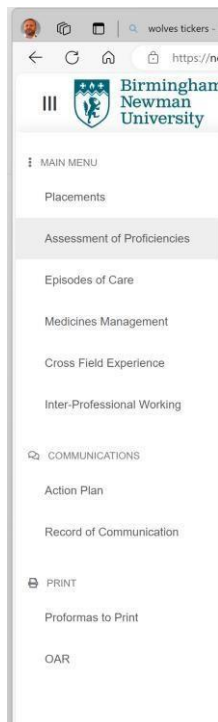


Figure 44

Participates in providing and evaluating person-centred care	
	Assessment
4. Work in partnership with people, families and carers to encourage shared decision- making to manage their own care when appropriate.	
	Assessment
5. Demonstrates an understanding of the importance of therapeutic relationships in providing an appropriate level of care to support people with mental health, behavioural, cognitive and learning challenges.	
	Assessment
6. Provides person centred care to people experiencing symptoms such as anxiety, confusion, pain and breathlessness using verbal and non-verbal communication and appropriate use of open and closed questioning.	
	Assessment
7. Takes appropriate action in responding promptly to signs of deterioration or distress considering mental, physical, cognitive and behavioural health.	
	Assessment
8. Assesses comfort levels, rest and sleep patterns demonstrating understanding of the specific needs of the person being cared for.	
	Assessment
9. Maintains privacy and dignity in implementing care to promote rest, sleep and comfort and encourages independence where appropriate.	

Figure 45 - Example of some of the proficiencies in student view

Students working on the assessment of proficiencies section must 'invite the supervisor/assessor' to approve/view the proficiencies for them (see Fig.46 below). There are 29 criteria in total across 5 sections. As with all sections in ePAD there are guidelines provided to assist the student/assessor/supervisor in what is required in this section.

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Part 1
Part 2
Part 3

Invite Supervisor / Assessor

Guidelines

These proficiencies "apply to all registered nurses, but the level of expertise and knowledge required will vary depending on the chosen field(s) of practice". (NMC, Future Nurse, 2018, p22, 26)

Assessment of Proficiencies are undertaken across the Part. However, proficiencies in all parts are available to all years and should you be in a position to demonstrate the proficiency you can request they are assessed. Proficiencies can be assessed in a range of placements but need to be assessed as Achieved (YES) at least once by the end of the Part.

If a proficiency is assessed as Achieved (YES) early in the Part it is expected that the student maintains that level of competence and can be re-assessed in subsequent placements at the Practice Assessor's discretion.

The Grade Descriptors are 'Yes' (This proficiency has been achieved), 'No' (this proficiency has not been achieved). Refer to Criteria for Assessment in Practice for further details.

Some of the proficiencies may be met within simulated learning as per the individual university's policy.

Figure 46

Once student clicks on the 'Invite Supervisor/Assessor' button they are presented with the below screen (Fig.47). Here they can, in the case of Practice Assessor's drag and drop the Practice Assessor from the 'Available' to the 'Selected' column or in the case of Practice Supervisors just enter their email address in the green text box and click on the red button to send an email notification to them.

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

You are about to send out an invite for access to your assessment of proficiencies:

NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email

Please select your assessor from the list below by dragging them to the selected box

NOTE: Assessors in Red are Practice Development Leads

Available	Selected
<div>Search for names</div> <div>Yasser Nawaz - yassenawaz@hotmail.com</div>	

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

To invite a Practice Supervisor to access your assessment of proficiencies please enter the supervisor's email below

[No, take me back to the assessment of proficiencies](#)

[OK, send invitation for the assessment of proficiencies](#)

Figure 47

Last Updated June 2021

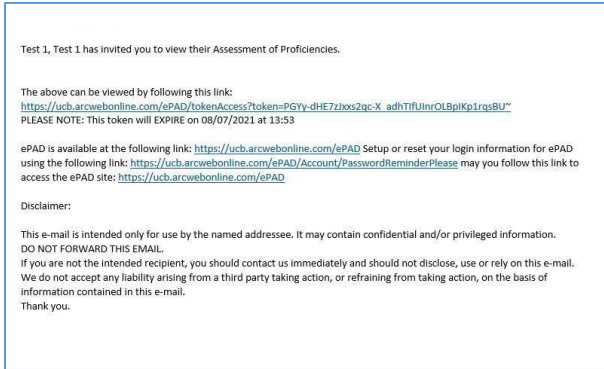


Figure 48

Once the Practice Assessor or supervisor has received the email they click on the link to access the proficiencies section as indicated in Figure 49 below. They can then review these and state whether they have been achieved or not and when they were assessed for the proficiency.

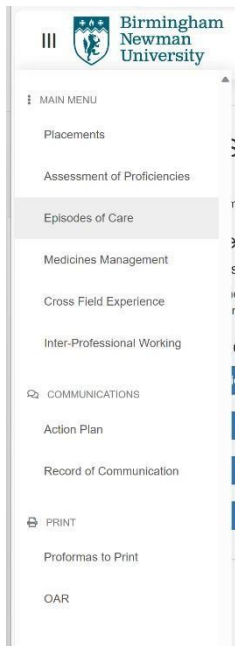
Participates in assessing needs and planning person-centred care	
Participates in providing and evaluating person-centred care	
	<div>Add Assessment</div> <div>04/2021</div> <div>Achieved</div> <div>Yes No</div> <div>Save</div>
4. Work in partnership with people, families and carers to encourage shared decision-making to manage their own care when appropriate.	<div>Add Assessment</div> <div>dd/mm/yyyy</div> <div>Achieved</div> <div>Yes No</div> <div>Save</div>
5. Demonstrates an understanding of the importance of therapeutic relationships in providing an appropriate level of care to support people with mental health, behavioural, cognitive and learning challenges.	<div>Add Assessment</div> <div>dd/mm/yyyy</div> <div>Achieved</div> <div>Yes No</div> <div>Save</div>
6. Provides person centred care to people experiencing symptoms such as anxiety, confusion, pain and breathlessness using verbal and non-verbal communication and appropriate use of open and closed questioning.	<div>Add Assessment</div> <div>dd/mm/yyyy</div> <div>Achieved</div> <div>Yes No</div> <div>Save</div>
7. Takes appropriate action in responding promptly to signs of deterioration or distress considering mental, physical, cognitive and behavioural health.	<div>Add Assessment</div> <div>dd/mm/yyyy</div> <div>Achieved</div> <div>Yes No</div> <div>Save</div>

Figure 49

Please note for Practice Assessor/Supervisors, please only state 'No' if the student has attempted the proficiency, do not choose 'No' if the student has not attempted a proficiency, if this is the case please just leave it blank.

9. Episodes of Care

Similar to assessment of proficiencies this is also accessed through the main menu as highlighted in figure 50 below again, this is divided into parts over the course of the students study.



In part one there is a single episode of care (formative and summative assessment) whilst in part 2 and 3 there are two episodes of care. As with other sections guidelines are provided and must be referred to (Fig.51).

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		
Part 1 Part 2 Part 3			
<u>Episode of Care 1</u>			
Guidelines			
Formative			
Summative			

Figure 51

The student accesses the episodes of care assessments as detailed in the screens below (Fig.52 & 53 formative and summative) and enters their reflections on episodes of care.

Student Name	CPAR Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Part 1
Part 2
Part 3

Episode of Care 1

Guidelines

Formative

Submission 1

This Episode of Care has not yet been submitted to a Practice Assessor.

Student reflection on an episode of care:

Within your reflection, describe the episode of care and how you assessed, delivered and evaluated care:

What did you do well?

What would you have done differently?

Save for later Save and Submit

Figure 52

Summative

Submission 1

This Episode of Care has not yet been submitted to a Practice Assessor.

Student reflection on an episode of care:

Within your reflection, describe the episode of care and how you assessed, delivered and evaluated care:

What did you do well?

What would you have done differently?

Save for later Save and Submit

Practice Assessor feedback

Based on the student's reflection, your observation and discussion of the episodes of care, please assess and comment on the following:

Standard of Proficiency	Yes / No	Comments
Assessing needs and planning care Takes an accurate history and undertakes a person centered assessment in order to plan effective care:	Yes No	
Providing and evaluating care Provides person-centred evidence based care in managing dignity, comfort, hygiene and mobility needs of the individual:	Yes No	
Promoting health and preventing illness Applies the principles of health promotion and improvement as appropriate when caring for the individual and their families:	Yes No	
Improving safety and quality of care	Yes No	

Figure 53

Once the student is happy with what they have entered, they submit their reflections to the Practice Assessor. The assessor receives an email (Fig.54) and can click on the link in the email to access the episodes of care for the student.

Last Updated June 2021

Test 1, Test 1 has submitted their Episodes of Care for verification.

The above can be viewed by following this link:
https://arc.bcu.ac.uk/ePAD/tokenAccess?token=yBHL8DzuYQCCQekCEwaxl9_J58KF5j8RoalDL4Bxao~
PLEASE NOTE: This token will EXPIRE on 02/07/2021 at 11:36

ePAD is available at the following link: <https://arc.bcu.ac.uk/ePAD> Setup or reset your login information for ePAD using the following link: <https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease> may you follow this link to access t
ePAD site: <https://arc.bcu.ac.uk/ePAD>

Disclaimer:

This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information.
DO NOT FORWARD THIS EMAIL.
If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail.
We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail.
Thank you.

Figure 54

The Practice Assessor can then click 'YES/NO' to whether criteria has been met and also add comments as detailed in Fig.55 below and then save and mark as seen or send back to the student for any amendments required.

This Episode of Care is waiting to be seen by the Practice Assessor.

Student reflection on an episode of care:

Within your reflection, describe the episode of care and how you assessed, delivered and evaluated care:

test

What did you do well?

test

What would you have done differently?

test

Practice Assessor feedback

Based on the student's reflection, your observation and discussion of the episodes of care, please assess and comment on the following:

Standard of Proficiency	Yes / No	Comments
Assessing needs and planning care Takes an accurate history and undertakes a person centred assessment in order to plan effective care.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Very pleased with PC approach undertaken
Providing and evaluating care Provides person-centred evidence based care in managing dignity, comfort, hygiene and mobility needs of the individual	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Promoting health and preventing illness Applies the principles of health promotion and improvement as appropriate when caring for the individual and their families.	<input type="radio"/> Yes <input type="radio"/> No	
Improving safety and quality of care Undertakes relevant risk assessments (e.g. falls, skin integrity, mental capacity) that may be required and demonstrates an understanding of the difference between risk aversion and risk management.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Coordinating Care Utilises a range of communication skills to effectively engage with the person receiving care, their family/carers and members of the multidisciplinary team in the provision and evaluation of care.	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Figure 55

A notification will appear on screen for the assessor (Fig.56) and an email will be sent to the student notifying them of the verification (Fig.57)

✔ Verification was successful
Student has been notified

Figure 56

Dear Epad Student 2021, 00001,

Yasser Nawaz has verified your Episodes of Care.

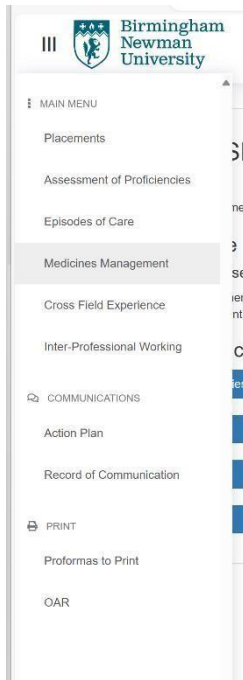
The above can be viewed by following this link:
https://arc.bcu.ac.uk/ePAD/tokenAccess?token=yBHL8DzuYQCCQekCEwaxl9_J58KF5j8RoalDL4Bxao~
PLEASE NOTE: This token will EXPIRE on 26/04/2021 at 00:23

ePAD is available at the following link: <https://arc.bcu.ac.uk/ePAD> Setup or reset your login information for ePAD using the following link:
<https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease> may you follow this link to access the ePAD site: <https://arc.bcu.ac.uk/ePAD>

Figure 57

10. Medicine's Management

From the main menu 'Medicines Management' is selected (Fig.58)



As with Episodes of Care, Medicines Management takes a similar format, divided into 3 parts, guidelines are provided and there is a formative and summative assessment (Fig.59).

Student Name	Epaid Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Part 1
Part 2
Part 3

Medicines Management

Guidelines

Formative

Summative

Figure 59

A Practice Assessor needs to be selected via the blue button highlighted in Fig.60 below

Student Name	Epaid Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Part 1
Part 2
Part 3

Medicines Management

Guidelines

Formative

Summative

Submission 1

Your Medicines Management is awaiting completion by a Practice Assessor

Competency

Achieved

Is aware of the patient/service user's plan of care and the reasons for medication demonstrating knowledge of pharmacology for commonly prescribed medicines.

Communicates appropriately with the patient/service user. Provides clear and accurate information and checks understanding.

Understands safe storage of medications in the care environment.

Maintains effective hygiene/infection control throughout.

Checks prescription thoroughly.

Right patient/service user

Figure 60

The process for selecting the Practice Assessor is the same, the student must drag and drop from the available to the selected column and click the red button for approval.

Student Name Part Number Field	Epad Student 2021, 00001 1 Adult	Academic Assessor Last Practice Assessor	ACADEMIC TEST
--------------------------------------	----------------------------------------	---------------------------------------------	---------------

You are about to send out an invite for access to your medicines management:
Please select your Practice Assessor from the list below by dragging them to the selected box.

NOTE: Assessors in Red are Practice Development Leads

Available	Selected
Search for names	Yasser Nawaz - yassenawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
No, take me back to the medicines management

OK, request approval for this medicines management

Figure 61

The Practice Assessor will receive an email to inform them that the student has submitted their Medicine's Management for verification (Fig.62)

Test 1, Test 1 has submitted their Medicines Management for verification.

The above can be viewed by following this link:
https://ucb.arcwebonline.com/ePAD/tokenAccess?token=djgpeUTVqOkShvBW6TapYcgYR9NEVF_tGfcUEpThSfor
PLEASE NOTE: This token will EXPIRE on 23/06/2021 at 11:25

ePAD is available at the following link: <https://ucb.arcwebonline.com/ePAD> Setup or reset your login information for ePAD using the following link: <https://ucb.arcwebonline.com/ePAD/Account/PasswordReminderPlease> may you follow this link to access the ePAD site: <https://ucb.arcwebonline.com/ePAD>

Disclaimer:

This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information.
DO NOT FORWARD THIS EMAIL.
If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail.
We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail.
Thank you.

Figure 62

In the below example the student did not complete a formative assessment so the Assessor is required to choose one of the two options below to indicate why this was the case as the formative acts as a practice to the actual assessment (summative) – Fig.63

Student Name Part Number Field	Epad Student 2021, 00001 1 Adult	Academic Assessor Last Practice Assessor	ACADEMIC TEST
--------------------------------------	----------------------------------------	---------------------------------------------	---------------

Part 1 Part 2 Part 3

Medicines Management

Guidelines

Formative

Summative

Submission 1

The Formative has not yet been approved. Please fill in and approve the Formative above or select one of the options below to proceed to the Summative

No opportunity to undertake the Formative was provided.
The opportunity to undertake the Formative was offered and declined.

Submit

Figure 63

The Practice Assessor can select 'Yes/NO' against the competencies and then click save and verify, providing feedback in the green text box is also advisable.

Formative

Summative

Submission 1

This Medicines Management is waiting to be seen by the Practice Assessor.

No opportunity to undertake the Formative was provided.
The opportunity to undertake the Formative was offered and declined.

Competency

Achieved

Is aware of the patient/service user's plan of care and the reason for medication demonstrating knowledge of pharmacology for commonly prescribed medicines.

Communicates appropriately with the patient/service user. Provides clear and accurate information and checks understanding.

Understands safe storage of medications in the care environment.

Maintains effective hygiene/infection control throughout.

Checks prescription thoroughly.

- Right patient/service user
- Right medication
- Right time/date/valid period
- Right dose/rate/dose
- Right route/method
- Special instructions

Checks for allergies demonstrating an understanding of the risks and management of these as appropriate.

- Asks patient/service user
- Checks prescription chart or identification band

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Figure 64

Checks for allergies demonstrating an understanding of the risks and management of these as appropriate.

- Asks patient/service user
- Checks prescription chart or identification band

Prepares medication safely. Checks expiry date. Notes any special instructions/contraindications.

Calculates doses accurately and safely.

- Demonstrates to assessor the component parts of the calculation
- Minimum of 5 calculations undertaken

Checks and confirms the patient/service user's identity and establishes consent. (ID band or other confirmation if in own home)

Administers or supervises self-administration safely under direct supervision. Verifies that oral medication has been swallowed.

Describes/demonstrates the procedure in the event of non-adherence.

Safely utilises and disposes of equipment.

Maintains accurate records.

- Records, signs and dates when safely administered

Monitors and reports effects and is aware of common side effects and how these are managed.

Uses appropriate sources of information e.g. British National Formulary.

Offers patient/service user further support/advice/education, including discharge/safe transfer where appropriate.

Practice Assessor Feedback

Test

Save for later

Save and Submit

Figure 65

Student Name: Epad Student 2021, 00001

Part Number: 1

Field: Adult

Academic Assessor: Last Practice Assessor

ACADEMIC TEST

You are about to submit the Medicines Management of Epad Student 2021, 00001:
Are you sure you want to submit the Medicines Management?

No, I do not want to submit the Medicines Management just yet.
Take me back to the Medicines Management.

You can leave a comment below (optional):

OK, Verify the Medicines Management

Figure 66

The student will then receive an email to inform them that their medicines management has been verified/approved (Fig.66). The approval will also be viewable on ePAD itself (Fig.67)

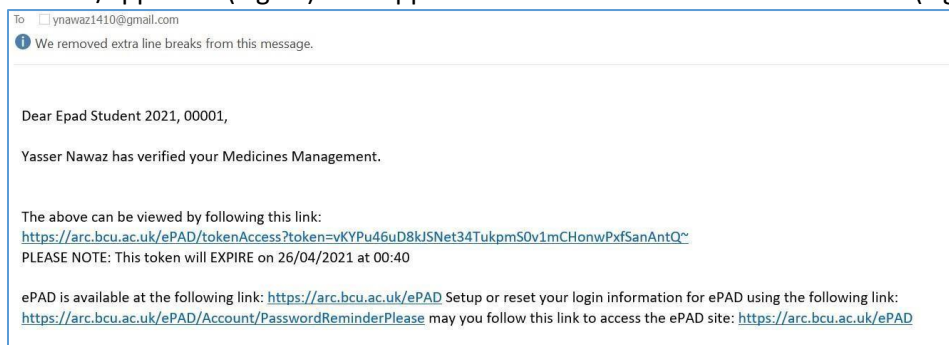


Figure 67

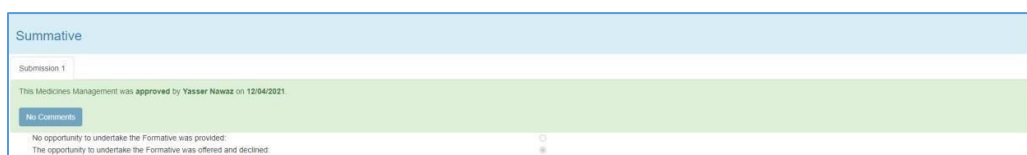


Figure 68

11. Cross Field Experiences

This is a section for students to make note of any cross field experiences for example a child placement experience whilst working in an adult setting.

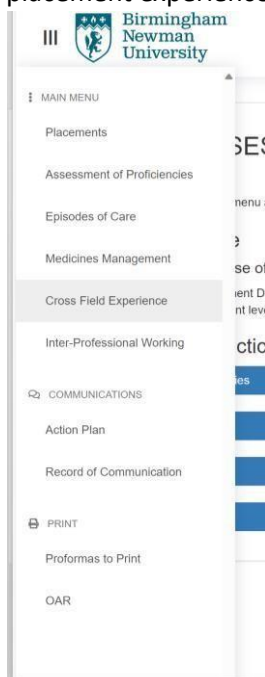


Figure 69

Part 1 Part 2 **Part 3**

Cross Field Experience Log

Guidelines

New Experience Log Entry

Type of Experience

Student Reflection

Save

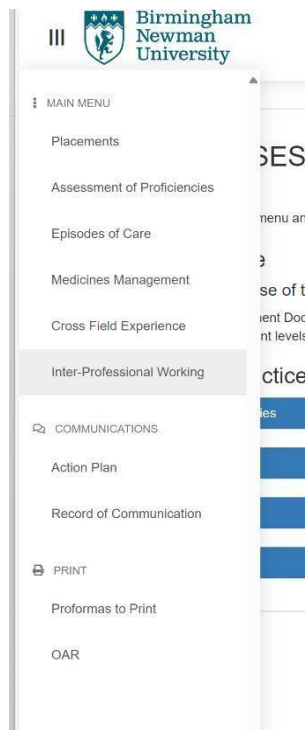
Experience Log

Date	Type of Experience	Student Reflection
12/04/2021 15:50:54		

Figure 70

12. Inter-Professional Working

This is for students to record any reflections on work that has been undertaken with professionals of other health disciplines within the same setting as your placement (e.g. Consultants and Allied Health Professions).



Multiple entries can be made and saved (Fig.72)

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Part 1

Part 2

Part 3

Record of working with and learning from others/inter-professional working

Guidelines

New Entry

Student Reflection

test

Save for later

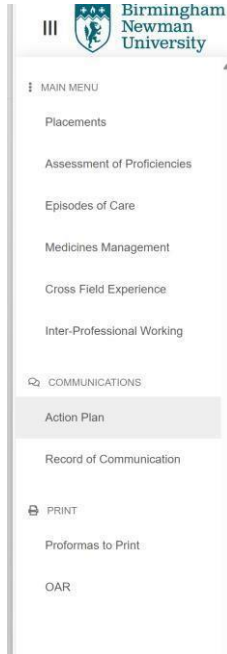
Save and Submit

List of Entries

Figure 72

13. Action Plan

This is accessible from the Main Menu to record and view action plans already in place, so a historic record of action plans as well a place where new action plans can be created.



These action plans are searchable by Students, Practice and Academic Assessors. They can also be created by all three user groups mentions (Fig.74)

Action Plan

Deadline Date From:

Deadline Date To:

Show:

All

Completed

Uncompleted

Search

Clear Search

Create New Action

To create a new action click here

List of Actions

Placement	Nature of concern	What does student need to demonstrate	Support available and who is responsible	Deadline	Date Created	Completed
TEST HOSPITAL - WARD 1	test	test	test	15/04/2021	11/04/2021 23:26:30	No
TEST HOSPITAL - WARD 1	test	test	test	15/04/2021	11/04/2021 23:26:33	No
TEST HOSPITAL - WARD 1	test	test	test	15/04/2021	11/04/2021 23:26:35	No

Figure 74

Action Plan

Deadline Date From:

Deadline Date To:

Show: ☒ All ☐ Completed ☐ Uncompleted

[Create New Action](#)
To create a new action click here

Nature of Concern

What does student need to demonstrate

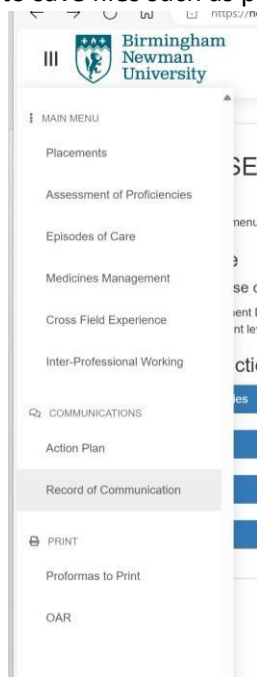
Support available and who is responsible

Deadline

Figure 75

14. Record of Communication

This is a useful section where the Student, Practice Assessor and Academic Assessor can message each other about any concerns or clarifications needed or arrangements of meetings etc. Something that is within the system and a log is kept in one central point. This central point also allows students to save files such as peer/client feedback as attachments.



Entries are made in the form of communications with users being able to select the person they would like to send the communication to.

Student Name Part Number Field	Epad Student 2021, 00001 1 Adult	Academic Assessor Last Practice Assessor	ACADEMIC TEST
--------------------------------------	----------------------------------------	---------------------------------------------	---------------

Part 1

Part 2

Part 3

Communication / additional feedback

Communications

Add New Communication

New Communication

I have some concerns I would like to discuss

Send

Recipient: ACADEMIC TEST

No messages found

File Store

Add New File

No files found

Figure 77

Once the green 'send' button is clicked an email is sent to the recipient (Fig.78), the email also contains a link that takes them directly to the communications/feedback session to view and respond to the message.

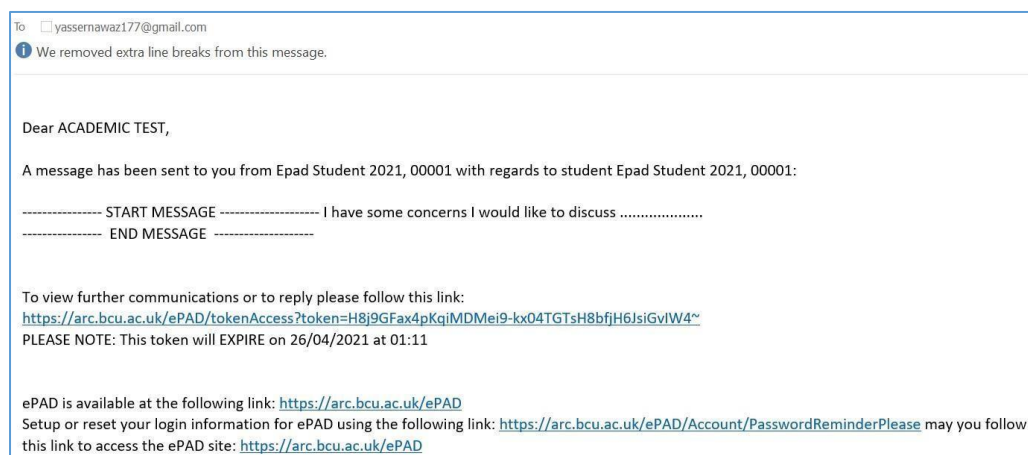
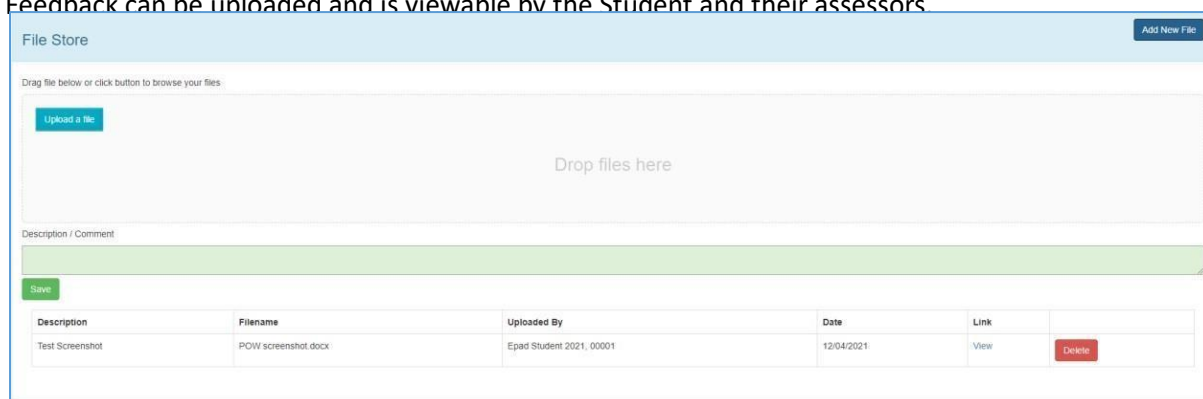


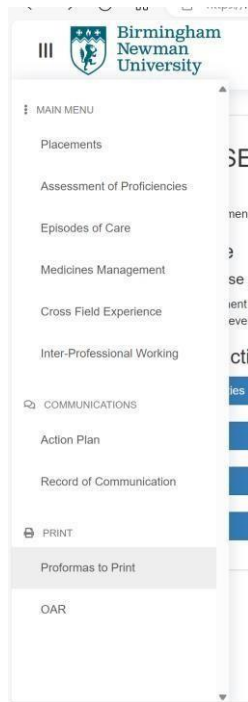
Figure 78

Feedback can be unloaded and is viewable by the Student and their assessors



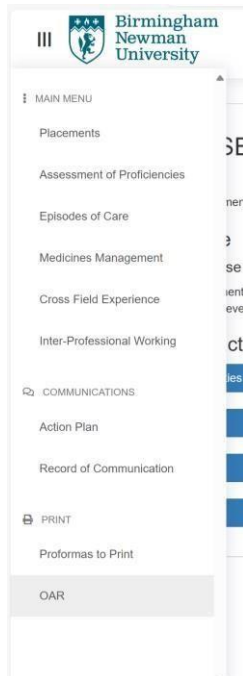
15. Proformas to Print

This is a section where students can access proformas, print them off using the Print option in the main menu, fill them in, scan or take a photo and then save in the file store section with in communications and feedback mentioned above. Fig 79.



16. Ongoing achievement record (OAR)

This is the last item in the main menu but a very important section which evidences and summarises performance in practice and the professional development of the student. (Fig 81)



The guidelines provide an understanding of the roles of everyone in the completion of the OAR (Fig.82)

Student Name	Exped Student 2021_00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		
<div>Part 1 Part 2 Part 3</div>			
Ongoing Achievement Record			
Guidelines			
TEST HOSPITAL - WARD 1			
To be completed by Practice Assessor			
TEST HOSPITAL - WARD 2			
To be completed by Practice Assessor			
End of Part 1			

Figure 82

The student must invite the Practice Assessor to complete the OAR for each placement the student undertakes by clicking on the 'Invite Assessor' button in Fig.83

Nov 23

Part 1 Part 2 Part 3

Ongoing Achievement Record

Guidelines

TEST HOSPITAL - WARD 1
To be completed by Practice Assessor

This OAR has not yet been submitted by a Practice Assessor. [Invite Assessor](#)

Summary of student's strengths and areas for further development:

Has the student achieved the professional values? [Yes](#) [No](#)

Has the student achieved the Summative Episode of Care? [Yes](#) [No](#) [Not Attempted](#)

Has the student achieved the Summative Medicines Management? [Yes](#) [No](#) [Not Attempted](#)

Academic Assessor's Comments/Review of the PAD document

Figure 83

The student selects and drags and drops the Practice Assessor from the available to the selected column and clicks the red button to request approval

Nov 23

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		
<p>You are about to send out an invite for access to your ongoing achievement record: Please select your Practice Assessor from the list below by dragging them to the selected box NOTE: Assessors in Red are Practice Development Leads</p>			
<div>Search for names.</div> <div>Available</div>		<div>Selected</div> <div>Yasser Nawaz - yassenawaz@hotmail.com</div>	
<p>If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here</p> <p>Once an approval is sent, the document will be locked. Are you sure you are ready to request approval? No, take me back to the ongoing achievement record</p> <p>OK, request approval for this ongoing achievement record</p>			

Figure 84

The Practice Assessor accesses the OAR by clicking on the link in the email

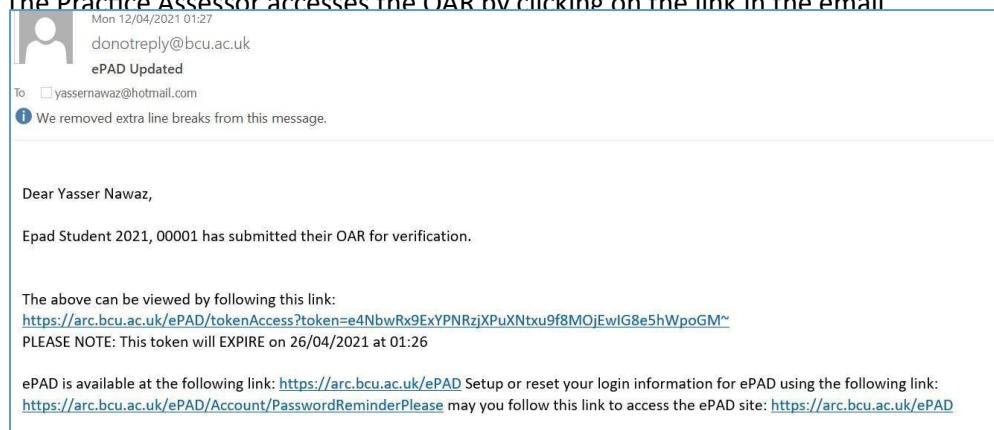


Figure 85

The Practice Assessor then clicks on the appropriate placement and summarises the students strengths and areas for development and save and submit. The Professional Values, episodes of care and medicines managements information in Fig 86 below will already have been populated from the related sections in the ePAD which are mirrored across here. The Practice Assessor then saves and submits which triggers an email going to the Academic Assessor for approval.

Nov 23

Ongoing Achievement Record

Guidelines

TEST HOSPITAL - WARD 1
To be completed by Practice Assessor

This OAR has not yet been submitted by a Practice Assessor.

Summary of student's strengths and areas for further development

Strengths

Has the student achieved the professional values?

Has the student achieved the Summative Episode of Care?

Has the student achieved the Summative Medicines Management?

Academic Assessor's Comments/Review of the PAD document

Figure 86

17. Logging out

Please ensure all users log out of the system by going to the logout option at the top right of the screen when you have finished with ePAD. This is important, to ensure confidential information is not accessed by anyone other than the student and their assessors.

18. Help and Support

For help and support please email practicepartnerships@newman.ac.uk or speak to your Academic Assessor (for students) or your practice support team (for staff and students).

Further information is also available at <https://www.newman.ac.uk/practice-placements-fornursingand-allied-health-courses/>