



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

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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).

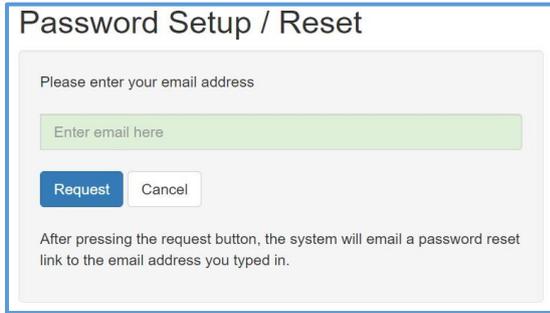
For Assessors clicking on the link will take you to the log in page (Fig.1) where you can log in with your email address and password. If this is the first time you are logging on you will need to click in where it states 'Click here to setup login information for ePAD or to reset your password'.

The screenshot displays the ePAD login interface. At the top left is the Birmingham Newman University logo. At the top right is the ePAD logo. The central part of the page features a login form with the following elements:

- A header for the form: ePAD
- An input field for "Email Address / Student Number".
- An input field for "Password".
- A "Log in" button.
- The text "OR" centered below the button.
- A blue button labeled "Login with university credentials".
- A yellow box at the bottom of the form area containing the text: "Click here to setup login information for ePAD or to reset your password."

The footer of the page contains the text: © 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

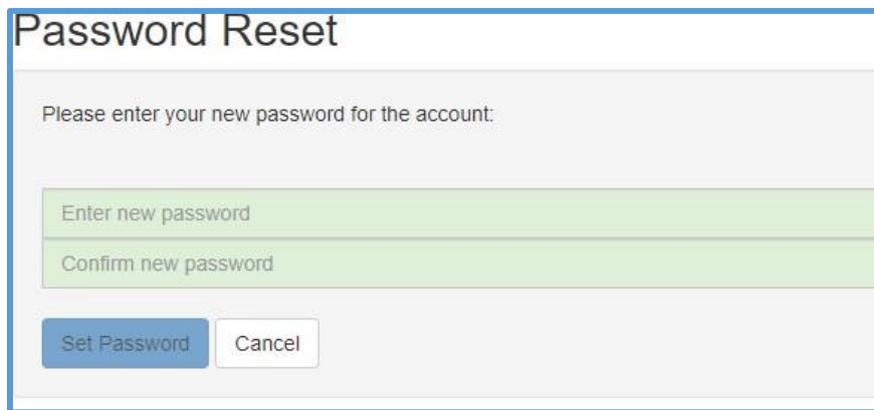


The screenshot shows a web form titled "Password Setup / Reset". At the top, it says "Please enter your email address". Below this is a text input field with the placeholder "Enter email here". Underneath the input field are two buttons: a blue "Request" button and a white "Cancel" button. At the bottom of the form, there is a small paragraph of text: "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.



The screenshot shows a web form titled "Password Reset". It starts with the instruction "Please enter your new password for the account:". Below this are two text input fields: "Enter new password" and "Confirm new password". At the bottom of the form are two buttons: a blue "Set Password" button and a white "Cancel" button.

Figure3

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:

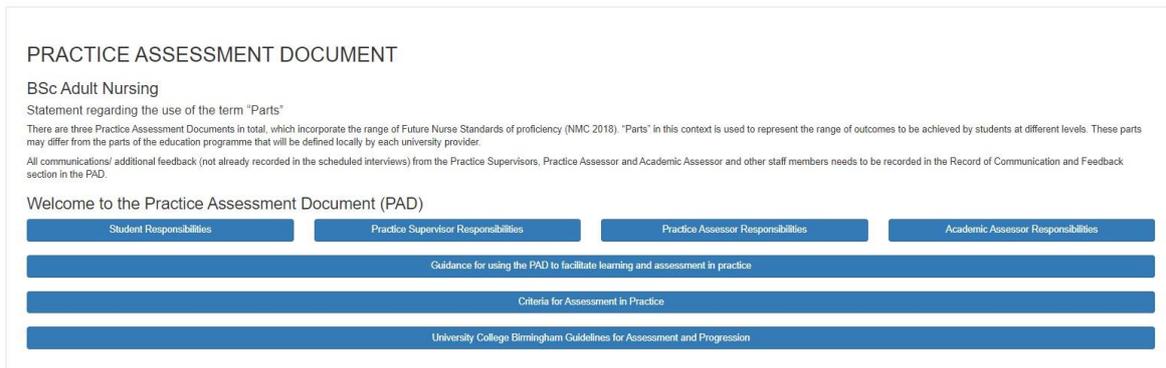


Figure 4

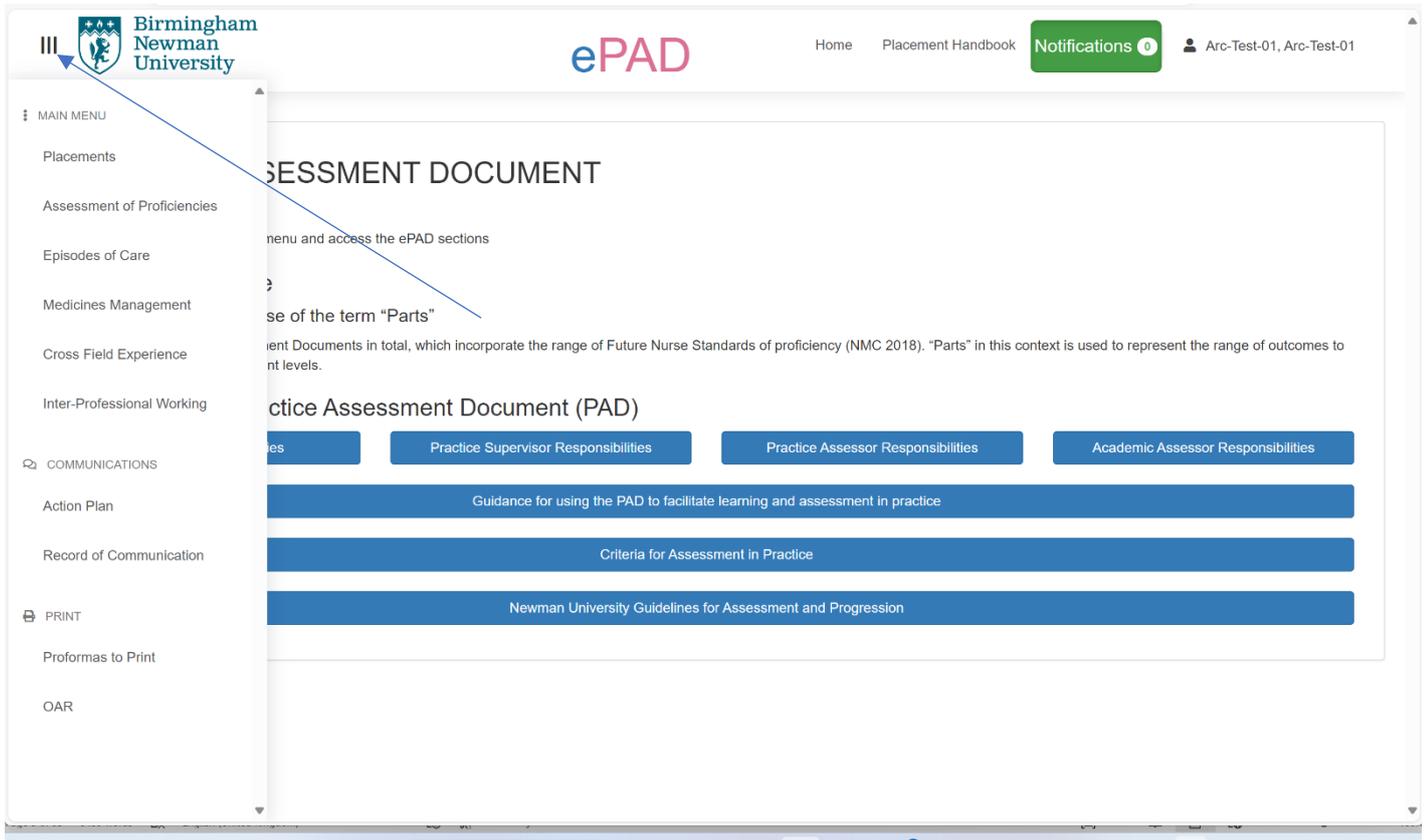
By clicking on the blue text boxes in Fig.4 above, the section expands to provide details relating to the section, for example the student responsibilities text box informs you of what is expected of a student, similarly there is a text box providing information about the Practice Assessor, Academic 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	Test 1, Test 1	Academic Assessor	KATHRYN RILEY	
Part Number	1	Last Practice Assessor	Shannon Smalling	
Field	ADULT NURSING			
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

Nov 23

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.

The 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 medicines and ampoules
- 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 disclosed)

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 disclosed)

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, Arc-Test-01 (test111)'. The student's placement is 'ARC TEST HOST 01' and their field is 'ADULT'. The last academic assessor is 'KEVIN CRIMMONS' and the last practice assessor is 'Test Test'. A red banner indicates '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 is a table with two columns: 'Available' and 'Selected'. The 'Available' column contains a search box with 'test' and a list item 'Test Assessor - testpracticeassessor@hotmail.com'. The 'Selected' column is empty. At the bottom of this section, it says 'If your Practice Assessor is not available, provide the missing name and contact information to practicepartnerships@newman.ac.uk'. Below this is another section titled 'Practice Supervisor'.

 **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)

The screenshot shows an email notification form with the following text: '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)', and 'Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)'. At the bottom right, it says 'All the above criteria have been met !!' and there is a blue button labeled 'Mark as Seen'.

Figure 12

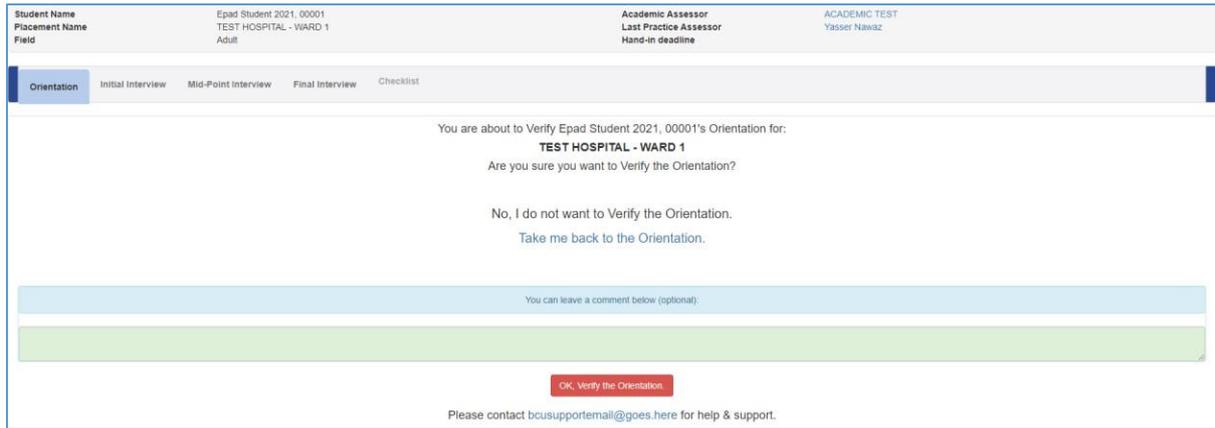


Figure 13

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



Figure 14

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

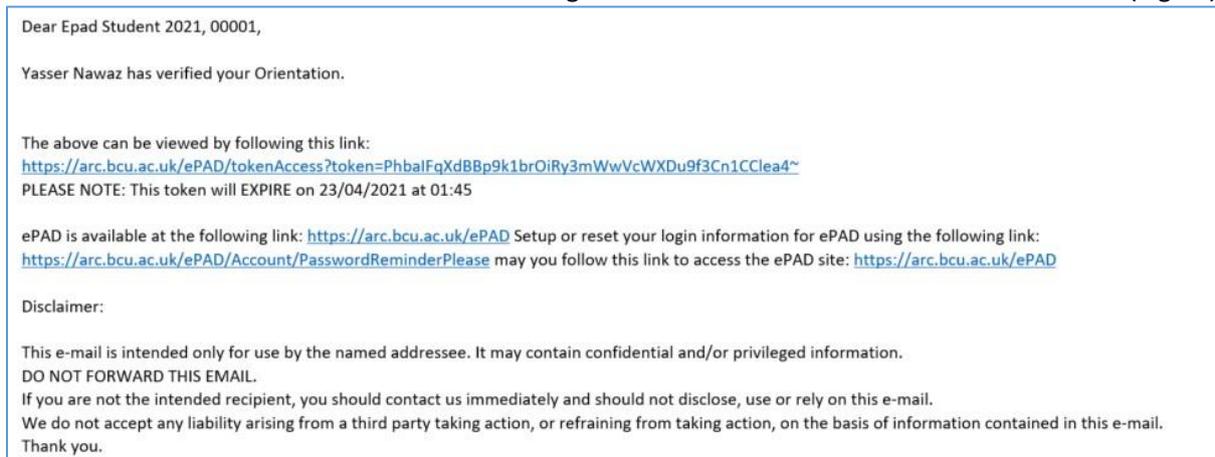


Figure 15

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)

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

Orientation | **Initial Interview** | Mid-Point Interview | Final Interview

The approval for this initial interview has been revoked and will therefore need to be submitted again.

Initial Interview | Date Created: 16/02/2021 | Confirmed by Practice Supervisor / Assessor: Yasser Nawaz - 10/03/2021

Student to identify learning and development needs (with guidance from the Practice Supervisor / Assessor)

this is a test of the email notifications

Save for later

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.

Taking available learning opportunities into consideration, the student and Practice Supervisor / Assessor to negotiate and agree a learning plan

← Add Entry

Outline of learning plan	How will this be achieved	Date
test learning plan	testing	25/02/2021

Save Entry

Delete Entry

Save and Submit

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.

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 Initial Interview for:
TEST HOSPITAL - WARD 1

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

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

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

To submit the initial interview to a Practice Supervisor, please enter the supervisor's email below

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

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.

Your Initial Interview has been locked because it is currently awaiting to be seen by a Practice Assessor.

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.

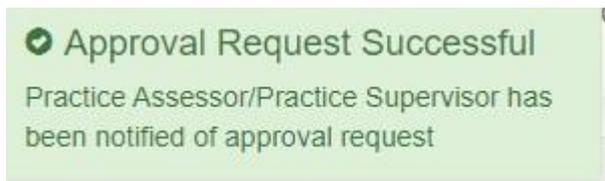


Figure 21

Test 1, Test 1 has submitted their Initial Interview for verification.

The above can be viewed by following this link
<https://ucb.arcwebonline.com/ePAD/tokenAccess?token=8toF3GTSdHhLoq3XNlmFY931s46pT45WID9LFuaUc-k>
PLEASE NOTE: This token will EXPIRE on 08/07/2021 at 13:46

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 22

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)

Outline of learning plan	How will this be achieved	Date
test learning plan	testing	25/02/2021

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.

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)

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).



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.

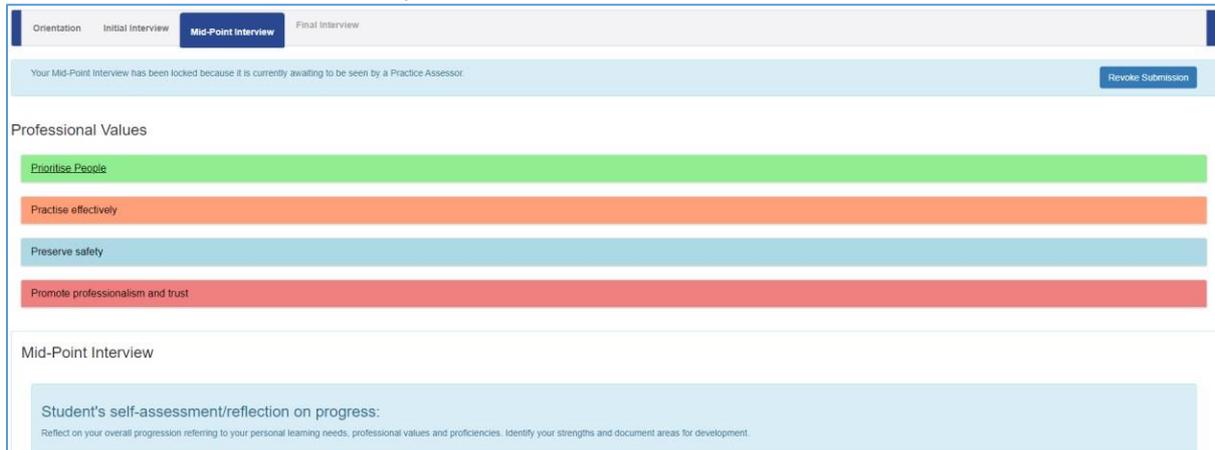


Figure 27

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)

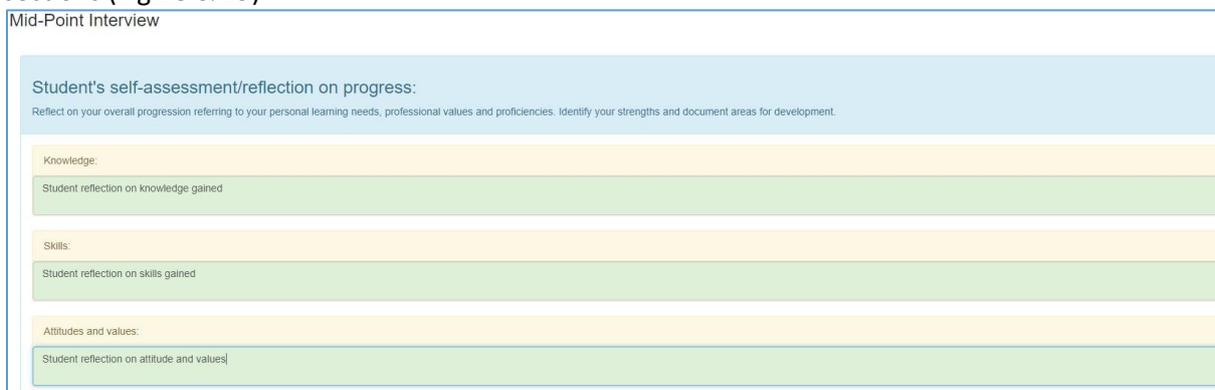


Figure 28

Figure 29

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).

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

Figure 31

The Practice Assessor can 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 a web interface for a 'Mid-Point Interview'. At the top, there are navigation tabs: 'Orientation', 'Initial Interview', 'Mid-Point Interview' (which is active), 'Final Interview', and 'Checklist'. Below the tabs, a message states: 'This Mid-Point Interview is waiting to be seen by the Practice Assessor.' The main section is titled 'Professional Values' and features a green header 'Prioritise People'. Underneath, there is a table with five rows, each representing a professional value. The right side of the table is labeled 'Achieved' and contains 'Yes' and 'No' buttons for each row. The values and their corresponding 'Yes' button status are: 1. 'The student maintains confidentiality in accordance with the NMC code.' (Yes button is active). 2. 'The student is non-judgemental, respectful and courteous at all times when interacting with parents/service users/carers and all colleagues.' (Yes button is active). 3. 'The student maintains the persons privacy and dignity, seeks consent prior to care and advocates on their behalf.' (Yes button is active). 4. 'The student is caring, compassionate and sensitive to the needs of others.' (Yes button is active). 5. 'The student understands their professional responsibility in adopting and promoting a healthy lifestyle for the well - being of themselves and others.' (No button is active). At the bottom of the table, there is an orange bar with the text '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. It starts with a blue header 'Practice Assessor's comments:' and a sub-header '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.' Below this, there are three yellow boxes for 'Knowledge:', 'Skills:', and 'Attitudes and values:'. Each box contains a green text area with the word 'Test' written inside. Below these boxes is a 'Mid-Point Review' section with a blue header and a sub-header '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 white text area with the text 'No Mid-Point Review'. At the bottom, there is a blue bar with the text 'Student's Name: Epad Student 2021, 00001' on the left and 'Date: 09/04/2021' on the right. Below the blue bar are three buttons: 'Save for later' (blue), 'Save and Verify' (green), and 'Send Back to Student' (red).

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 text is a blue button labeled '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)

Student Name: Epiad Student 2021, 00001
Placement Name: TEST HOSPITAL - WARD 1
Field: 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)

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
Search for names.	Yasser Nawaz - yassernawaz@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.

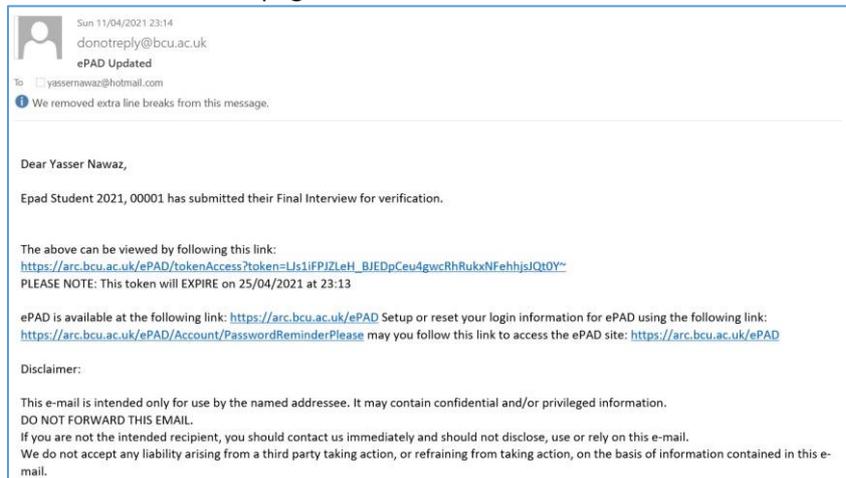


Figure 38

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).

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:
[Text input field]

Skills:
[Text input field]

Attitudes and values:
[Text input field]

Learning and Development Needs
Practice Assessor to identify specific areas to take forward to the next placement
[Text input field]

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
[Text input field]

What does student need to demonstrate
[Text input field]

Support available and who is responsible
[Text input field]

Deadline
[Text input field]

[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)

Last Updated June 2021

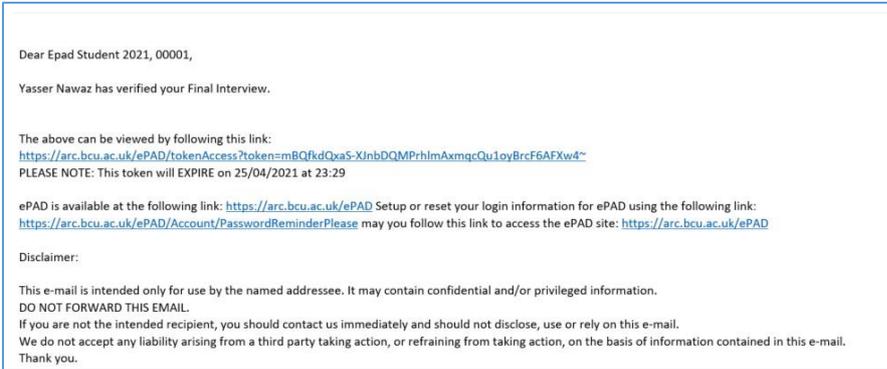


Figure 43

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.

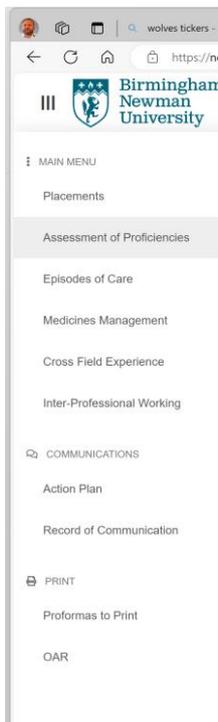


Figure 44

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

<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <input style="width: 95%; border: none;" type="text" value="Search for names..."/> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%; border: none;"> <div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #0056b3;">Yasser Nawaz - yassemawaz@hotmail.com</div> </td> </tr> </table>	<div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #0056b3;">Yasser Nawaz - yassemawaz@hotmail.com</div>	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <input style="width: 95%; border: none;" type="text"/> </div>
<div style="background-color: #e6f2ff; padding: 2px; border: 1px solid #0056b3;">Yasser Nawaz - yassemawaz@hotmail.com</div>		

If your Practice Assessor is not available, provide the missing name and contact information to bcusupport@email@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

Test 1, Test 1 has invited you to view their Assessment of Proficiencies.

The above can be viewed by following this link:
https://ucb.arcwebonline.com/ePAD/tokenAccess?token=PGYy-dHE7ziox2qc-X_adhTfUlnrOLBplKp1rqsBU
PLEASE NOTE: This token will EXPIRE on 08/07/2021 at 13:53

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 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.

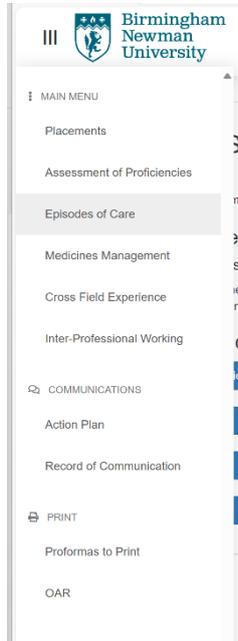
Participates in assessing needs and planning person-centred care	
Participates in providing and evaluating person-centred care	
	Add Assessment
	07/04/2021
	Achieved
4. Work in partnership with people, families and carers to encourage shared decision-making to manage their own care when appropriate.	Yes No Save
	Add Assessment
	dd/mm/yyyy
	Achieved
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.	Yes No Save
	Add Assessment
	dd/mm/yyyy
	Achieved
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.	Yes No Save
	Add Assessment
	dd/mm/yyyy
	Achieved
7. Takes appropriate action in responding promptly to signs of deterioration or distress considering mental, physical, cognitive and behavioural health.	Yes No Save

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	CPAC 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.

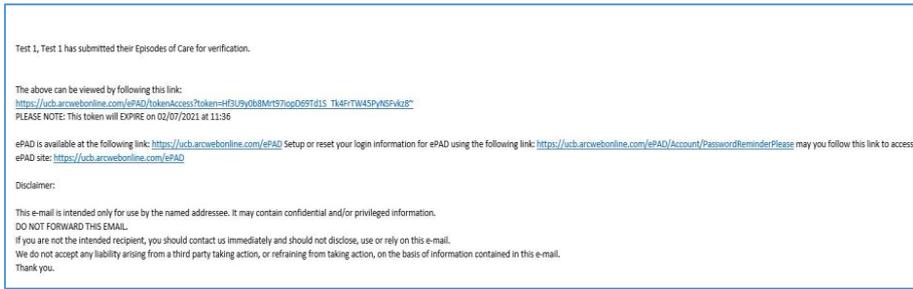


Figure 54

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.

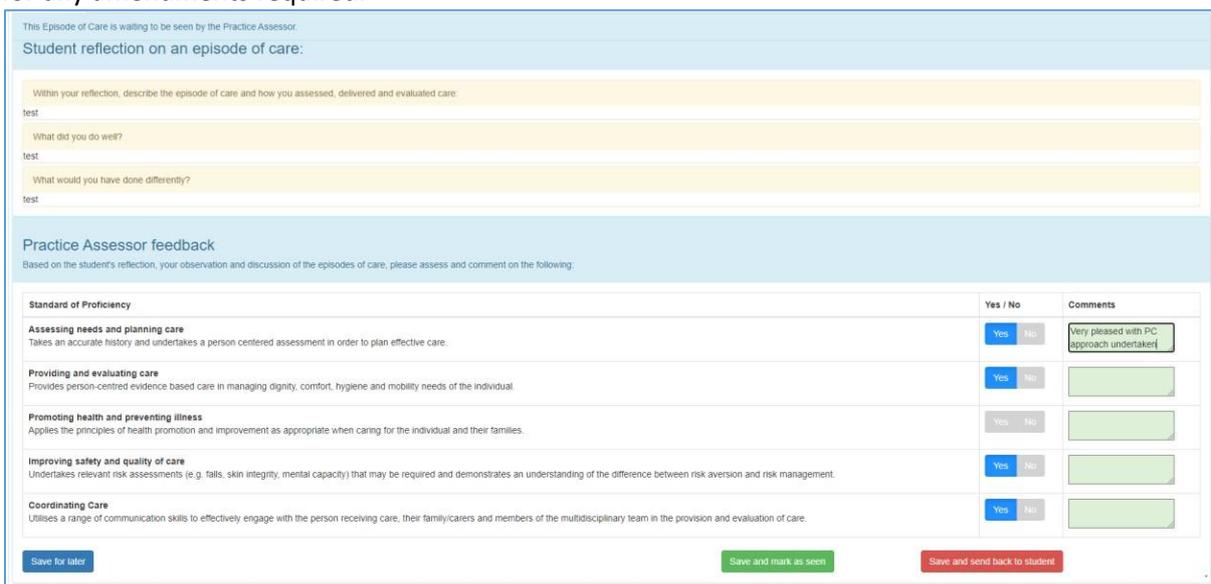


Figure 55

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)



Figure 56

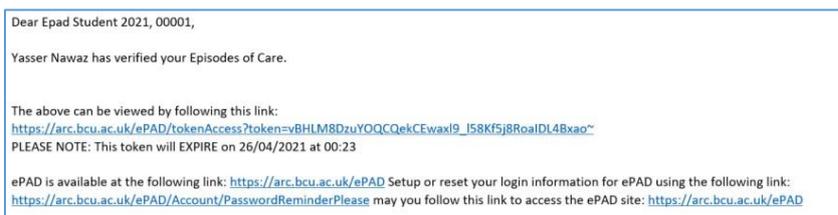
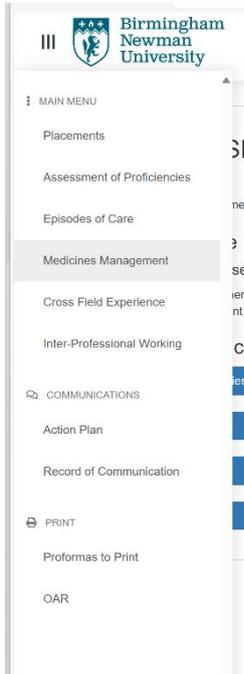


Figure 57

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).

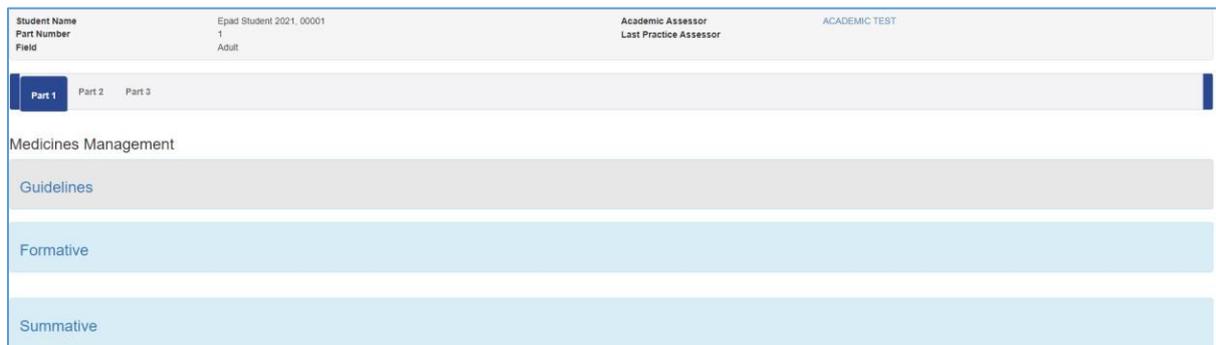


Figure 59

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

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.

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)

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	Epac 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

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.

The screenshot shows a 'Formative' assessment interface. At the top, there are tabs for 'Formative' and 'Summative'. Below the 'Formative' tab, it says 'Submission 1' and 'This Medicines Management is waiting to be seen by the Practice Assessor.' A message indicates that no opportunity to undertake the Formative was provided, but the opportunity was offered and declined. The main section is titled 'Competency' and lists several tasks with 'Yes/No' buttons and an 'Achieved' status. The tasks include: 'Is aware of the patient/service user's plan of care...', 'Communicates appropriately with the patient/service user...', 'Understands safe storage of medications in the care environment.', 'Maintains effective hygiene/infection control throughout.', 'Checks prescription thoroughly' (with sub-points: Right patient/service user, Right medication, Right time/Date/Valid period, Right dose/last dose, Right route/method, Special instructions), and 'Checks for allergies demonstrating an understanding of the risks and management of these as appropriate.' (with sub-points: Asks patient/service user, Checks prescription chart or identification band).

Figure 64

This screenshot shows the bottom portion of the assessment interface. It continues the list of competencies with 'Yes/No' buttons. The tasks include: 'Checks for allergies demonstrating an understanding of the risks and management of these as appropriate.', 'Prepares medication safely. Checks expiry date. Notes any special instructions/contraindications.', 'Calculates doses accurately and safely' (with sub-points: 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' (with sub-point: 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.', and 'Offers patient/service user further support/advice/education, including discharge/safe transfer where appropriate.' Below the list is a 'Practice Assessor Feedback' section with a text box containing the word 'Test' and buttons for 'Save for later' and 'Save and Submit'.

Figure 65

The screenshot shows a submission confirmation screen. At the top, it displays 'Student Name' (Epad Student 2021, 00001), 'Part Number' (1), 'Field' (Adult), 'Academic Assessor' (Last Practice Assessor), and 'ACADEMIC TEST'. The main text asks: 'You are about to submit the Medicines Management of Epad Student 2021, 00001: Are you sure you want to submit the Medicines Management?' Below this, it says: 'No, I do not want to submit the Medicines Management just yet. Take me back to the Medicines Management.' There is a text box for optional comments with the placeholder 'You can leave a comment below (optional)'. At the bottom, there is a red button that says '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)

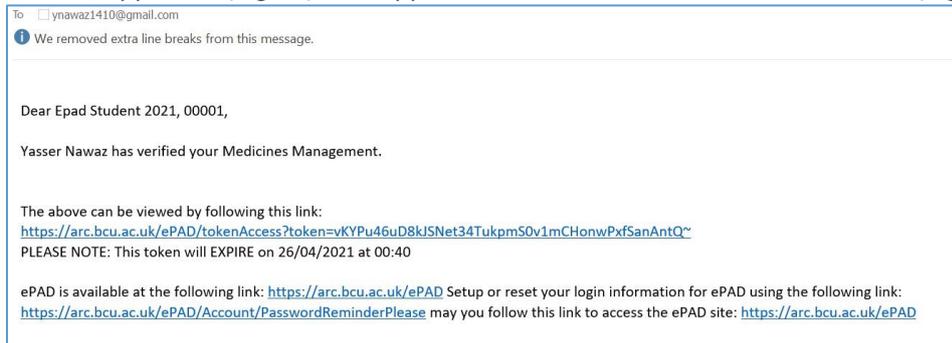


Figure 67



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.

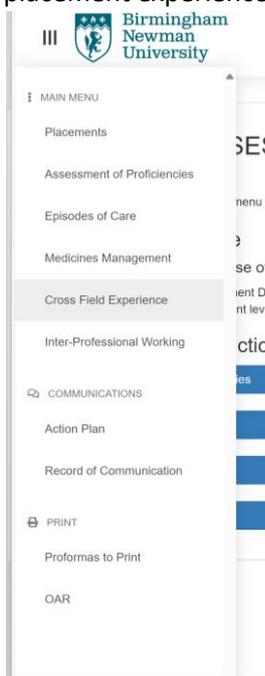


Figure 69

Part 1 Part 2 **Part 3**

Cross Field Experience Log

Guidelines

New Experience Log Entry

Type of Experience

Student Reflection

Save

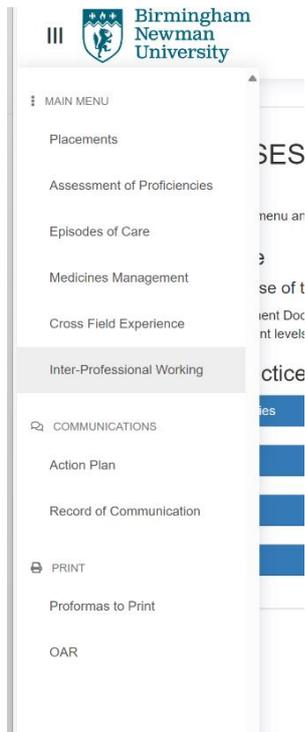
Experience Log

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

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 with in 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

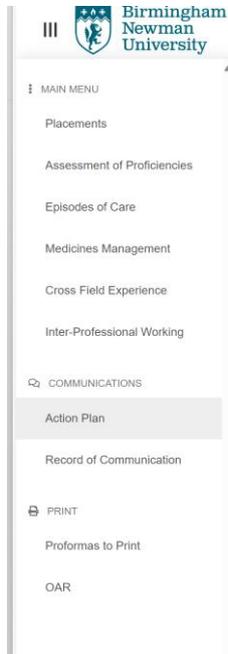
Save for later Save and Submit

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 as 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 mentioned (Fig.74)

Action Plan

Deadline Date From:

Deadline Date To:

Show: All Completed Uncompleted

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

[Search] [Clear Search]

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
[]

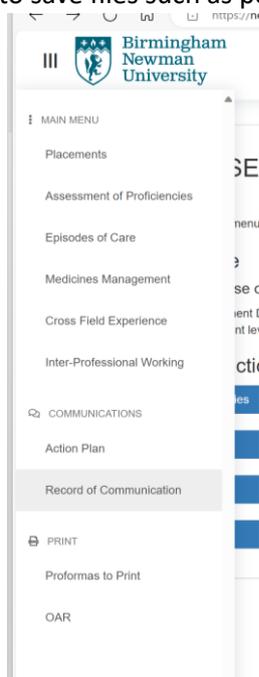
Deadline
[]

[Submit]

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.

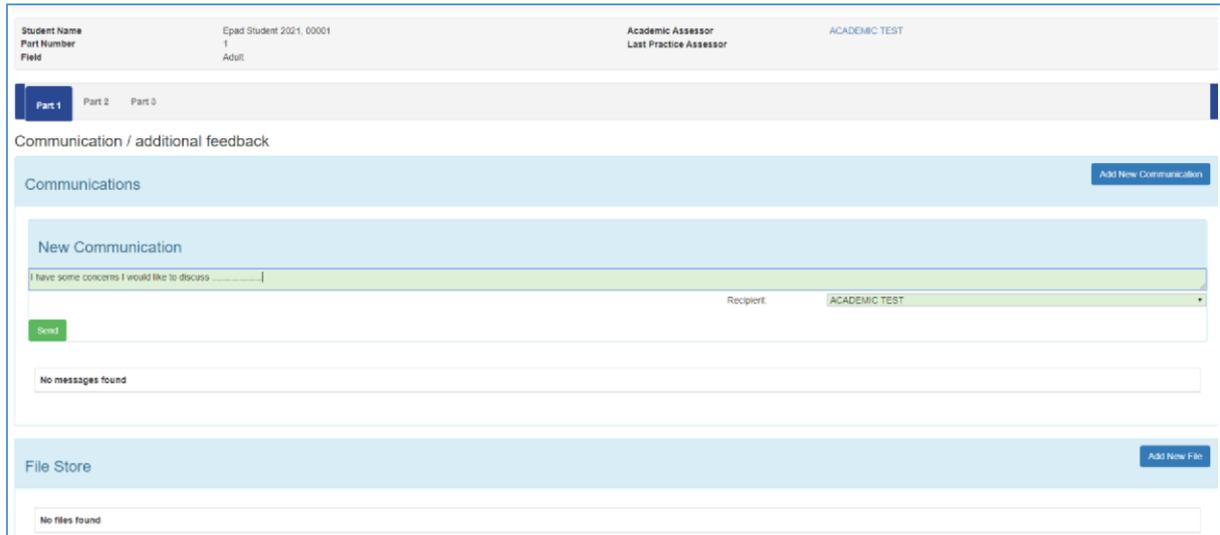


Figure 77

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.

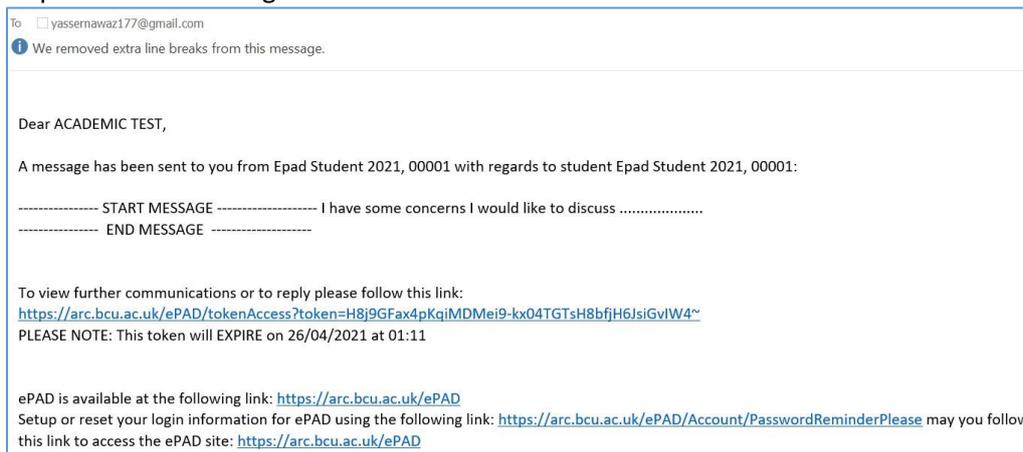
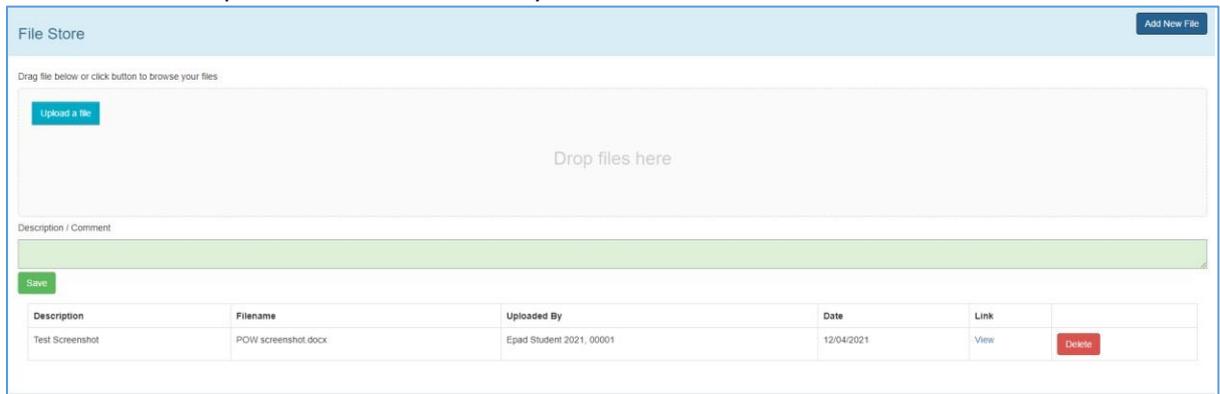


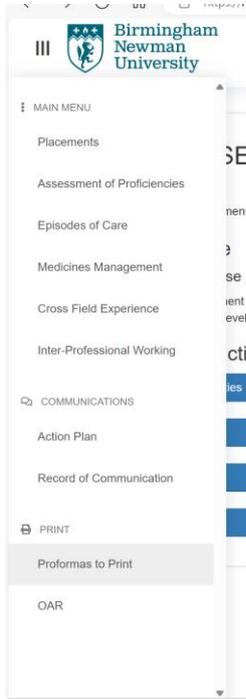
Figure 78

Feedback can be uploaded and is viewable by the Student and their assessors.



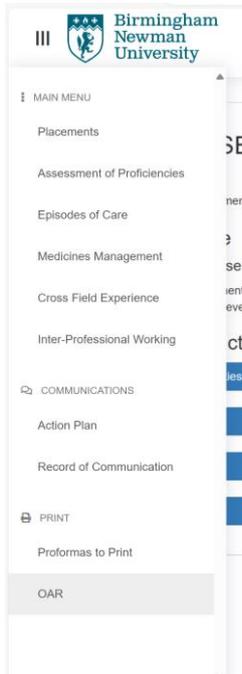
15. Proformas to Print

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)

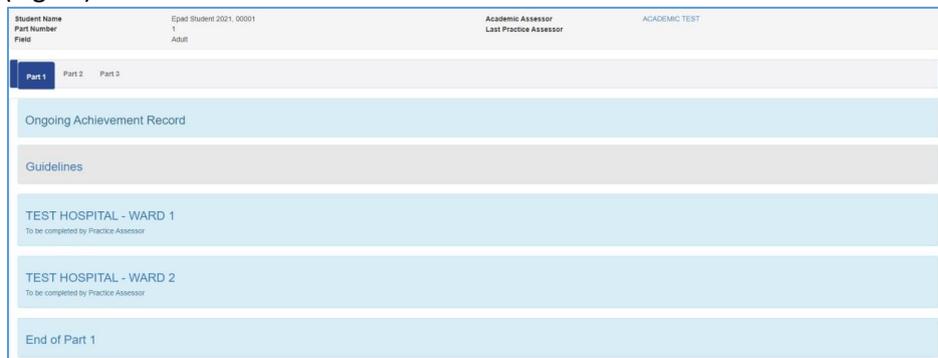


Figure 82

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	Not Attempted
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

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 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

Available	Selected
Search for names:	Yasser Nawaz - yassemawaz@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 ongoing achievement record

[OK, request approval for this ongoing achievement record](#)

Figure 84

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

Mon 12/04/2021 01:27
donotreply@bcu.ac.uk
ePAD Updated

To: yassemawaz@hotmail.com

i We removed extra line breaks from this message.

Dear Yasser Nawaz,

Epad Student 2021, 00001 has submitted their OAR for verification.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=e4NbwRx9ExYPNRzjXPuXNtxu9f8MOjEwIG8e5hWpoGM~>
PLEASE NOTE: This token will EXPIRE on 26/04/2021 at 01:26

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 85

Nov 23

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.

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-for-nursing-and-allied-health-courses/>