Pan London ePAD

Practice Assessment for Future Nurses

Guide for Academics

Guide for Academics

Contents

Guide for Academics

1.0 Introduction to this Guide

This guide is written for academic staff to understand the key features of the Pan London electronic Practice Assessment Document (ePAD). If you need further support with the ePAD please contact your university's practice learning team.

A guide to the PLPAD 2.0 practice assessment processes and other useful resources can be found on the PLPLG website: https://plplg.uk/

2.0 Introduction to the ePAD

2.1 What is the Pan London ePAD?

The ePAD is an online platform that enables the student, together with practice staff and their academic assessor, to complete all the forms associated with their practice assessment. It replaces the paper Pan London PAD v2.0.

The ePAD is mainly accessed via an internet browser on a desktop or laptop. However, it is accompanied by a mobile app enabling students, practice assessors and practice supervisors to complete forms on the student's mobile device. This is particularly useful where there is limited access to a desktop or laptop, or where there is poor wifi, as the app can be used offline.

The ePAD is administered for your university and your practice learning partners by your university's placements team. This team manage the set-up of the underlying data and the placement allocations. They have access to a suite of reports that provide a range of outputs based on the forms and data that the system collects.

2.2 Implementing the Pan London ePAD

From September 2020 universities in the Pan London consortium will start to migrate practice assessment to the Pan London ePAD. Each university will decide when to start and which cohorts of students to implement first and eventually all their students will use the ePAD. Universities will liaise with their practice partners and provide training to ensure the introduction of the ePAD is as smooth as possible.

2.3 Gaining Access to the Pan London ePAD

2.3.1 Access for Academics
An account will be created for you by your university's placements team. If you need an account get in contact with them. They will ask you which student groups you need access to in order to set you up with the right access.

If your university has implemented account integration, then you will find a button on the ePAD sign-in page with your university's name. Click on this button and use your normal university username and password to access the ePAD. Your placements team will let you know when an account has been created for you.

If your university has not implemented account integration, then you will use a new username and password in the ePAD sign-in page. You will receive a system-generated welcome email with details of your username (which will be your university email address) and a temporary password. When you access the ePAD for the first time you should change the password to one that is easier to remember. You can do this via the Edit profile link in the left hand panel of your home page. Passwords must meet system security standards.

See section 3.1 for a more detailed guide on accessing the ePAD.

Academic access to the ePAD gives you the ability to review the progress, forms completed and practice hours logged for any students who are in groups that you are linked to (e.g. a cohort group). You can also use the ePAD for informal messaging with the student and their practice staff.

See section 3.3 for a more detailed guide on reviewing the student's ePAD and section 3.6 for more on messaging.

2.3.2 Role of Academic Assessor

If you are an Academic Assessor for one or more students you will require additional access to their ePAD to be able to complete certain forms, e.g. End of Part Approval. This access is set up by your university's placements team at the start of each Part when Academic Assessors are assigned to students. Your name will appear as the Academic Assessor within the student's ePAD. If your Academic Assessor assignments change during a Part, contact the placements team and they can make the necessary changes in the system.

See section 3.x for a more detailed guide on completing forms as an Academic Assessor.

2.3.3 Role of Practice Assessor or Practice Supervisor

You might also be temporarily related to a student as a Practice Assessor or Supervisor when they have simulated practice at the university. You will not need extra access to the ePAD to be able to sign off their simulated practice hours or any forms that might be applicable as you can do this via the student's account.

See section 3.1 for a more detailed guide on completing forms in the student's account, and section 3.5 for more on approving practice hours.

2.3.4 The ePAD Website Address

The Pan London ePAD website is accessed at https://panlondon.epads.mkmapps.com/#/ . The website is compatible with all popular browsers.

See section 3.0 for a guide to using the ePAD website.

2.4 Overview of the Pan London ePAD Mobile App

Although mainly accessed via an internet browser on a desktop or laptop, it is possible (and sometimes more convenient) for Practice Assessors and Practice Supervisors to access the Pan London ePAD on the student's mobile app.

The student will sign in to their Pan London ePAD account in the app on their own mobile device. They will access the required form and pass their mobile device to their Practice Assessor or Practice Supervisor to complete the form and sign it off. Once the form is signed off it cannot be changed. The Practice Assessor or Practice Supervisor will receive an email to confirm that they have signed off the form and details of who to contact if there are any issues.

The student can also use the mobile app to submit practice hours. They enter the hours they wish to record and hand their mobile device to a member of staff for approval. The approver will receive a weekly digest email to confirm the hours they have signed off and details of who to contact if there are any issues.

The student is responsible for making sure the app is synchronised with the ePAD website so the completed form or approved practice hours record appears in their ePAD.

See section 4.0 for a more detailed guide on the Pan London ePAD mobile app.

2.5 Additional Support

If you require extra support with the use of the ePAD, please get in touch with your university's practice learning team (or placements team if you need a user account or have an access issue). There is also a series of short videos covering essential functions that you can find via the PLPLG website: https://plplg.uk/ .

Guide for Academics

3.0 Using the ePAD Website

3.1 Accessing the ePAD

With your own ePAD account you have access to all students currently linked to you and you can review their ePADs and track their progress. If you are acting as an Academic Assessor for one or more students you will also be able to complete relevant forms for them such as the Action Plan and End of Part Approval forms (but not forms that are for the student or their Practice Assessor or Practice Supervisor to complete).

You will receive your new account details either directly from your placements team or via a system-generated welcome email. If you haven't got your account details contact the placements team.

Work through the following steps when you first sign in:

1. When you have your login details, access the Pan London ePAD using your favourite internet browser using this link: https://panlondon.epads.mkmapps.com/

   TIP: You can also access the ePAD website from your own mobile device. The website adapts to the smaller screen size.

2. If you have been sent a temporary password then click on **Edit profile** in the left hand menu of your home page and change your password to something easier to remember. See section 3.2 for a guide to your home page.
3. You can also upload a profile photo to your ePAD account to make the experience more personal. Click on **Edit profile** in the left hand menu of your home page and scroll down the page to where you can upload a photo.

   TIP: The Edit profile page opens in a new tab in your browser. Close the tab when you have finished.

Access as a Practice Supervisor or Assessor – Completing a Form with a Student

If you need to act as a Practice Supervisor or Assessor for simulated practice, you can complete the relevant forms with the student by using their ePAD account.

Work through the following steps to complete forms via the student's ePAD account:

1. The student will sign in to their ePAD account (or use their mobile app) and open the form for you to complete.

2. Complete the form and sign it off **using your own name and work email address**. This is the equivalent of your signature on a paper form.

==Pan London ePAD==
==Practice Assessment for Future Nurses==

==TIP: Once the form is signed off it cannot be changed so **review the contents** carefully before signing off.==

3. A confirmation email will be sent to you with a link to the completed form. This email will include who to contact if you think there are any issues, such as you don't remember completing the form for that student.

3.2 Your ePAD Home Page and the Dashboard

When you sign in to your ePAD account you are presented with your home page. The main feature is the dashboard which is covered in the next section. It is also useful to understand the following features (indicated on the screenshot below):

- The left hand menu is opened by clicking on the chevron. In this menu you find 'Edit profile', which is where you can **change your password** and upload your photo (optional).

  ==TIP: The Edit profile page opens in a new tab in your browser. Close the tab when you have finished.==

- You can see your new messages by clicking on the envelope icon in the top righthand corner of the page. It will indicate the number of new messages. See section 3.6 for more about messaging within the ePAD.

- Sign out of the ePAD by clicking on the padlock symbol in the top righthand corner.

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

The Dashboard

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement and Part, including their practice hours. It immediately allows you to see if the student is missing important forms that should have already been completed by highlighting them in **red**. Completed forms are shown in **green**. The key features are explained in the following screenshot.

Callouts on the screenshot:
- Click on the student name to view their ePAD
- The Proficiencies progress bar indicates how many are assessed as achieved so far in the current Part
- Action plans are highlighted by an AP symbol next to the student's name
- The reference within a square indicates the form; hovering over the square with your mouse gives you the full form name and status

TIP: Clicking on the square for a completed form immediately opens the form for you to review. You don't need to navigate to the form via the student's ePAD.

3.3 Reviewing a Student's ePAD

The ePAD contains all the forms previously available in the paper PAD, organised by Part and placements within the Part, together with the Ongoing Achievement Record. Although the majority of forms in the ePAD look very similar to the paper version there are some new forms and differences that are useful to understand. A list of changes is contained in Appendix A.

To review a student's ePAD, select their name from the list of students in your dashboard. This opens the student's ePAD home page, containing an overview for that student. **Scroll down** the page to see everything that is available. The key features are explained in the following screenshot.

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

Use the ePAD menu to quickly go to a particular location in the ePAD

ePAD Updated a few seco...

Students > Adam Corner > U...

Pan London ePAD

AC

Adam Corner
myknowledgemap+panuat3@...

✉ View messages

🕐 View practice hours

Click to view the student's practice hours

0/2300
HOURS

Current placement provider - KCHTrust

0/250
HOURS

AREA	CONTACT
Community Health Centre	020 45356565
EXPERIENCE	**START DATE - END DATE**
Community	1 Sep 2020 - 31 Oct 2020

To view progress in the current placement, click anywhere in the current placement panel

What's next?

📄 Placement Orientation
Deadline: 2 Sep 2020
You are not able to complete this form

📄 Initial Interview
Deadline: 6 Sep 2020
You are not able to complete this form

📄 Mid-Point Interview
Deadline: 1 Oct 2020
You are not able to complete this form

Don't forget

📄 Medicines Mana...
You are not able to...

📄 Assessment of Proficiencies (Parts 2 / 3 Cross-over)
You are not able to complete this form

📄 Medicines Management (Part 2)
You are not able to complete this form

This student is in Part 2. To view all the placements in the current Part click on the Part 2 panel. To view their Part 1 placements click on the Part 1 panel.

PARTS

There are three Practice Assessment Parts in ... of proficiency (NMC 2018). "Parts" in this context is used to represent the range of outcomes t... iffer from the parts of the education programme that will be defined locally by e...

📚 **NURSING - PART 1**
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

📚 **NURSING - PART 2** `Current`
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

📚 **NURSING - PART 3**
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

📚 **ONGOING ACHIEVEMENT RECORD**
BSc/PGDip/MSc

The OAR document contains a summary of each placement, Practice Assessor checklist/comments, progression statements, and confirmation of proficiencies that are met in Part 2 or Part 3

In the Part page, which you can reach by clicking on a Part panel (shown above), you see all the placements in the Part as well as a list of all the Practice Supervisors and Practice Assessors who were linked to the student throughout the Part. Clicking on any placement panel on the Part page brings up the placement page, allowing you to review forms or assessments that have been completed by or for the student.

Pan London ePAD
Practice Assessment for Future Nurses

Click on a form name to see the contents of a completed form. The name and email address of the person who approved the form and the date/time submitted are provided at the top.

3.4 Completing Forms as an Academic Assessor

As an Academic Assessor you will have direct access to complete the Action Plan and Action Plan (Review) forms, which can be found in the Any Time section of the current placement page; and the Academic Assessor's End of Part or End of Programme Approval forms, which can be found in the Ongoing Achievement Record. You will also be able to complete the Additional Professional Feedback form.

TIP: All forms are available to preview in the ePAD if they have not been completed before, and all completed forms are available to view, by **clicking on the form name**.

Work through the following steps to complete forms **relevant to the Academic Assessor role**:

1. Sign in to the ePAD website using your own account.

2. Select the student's name from your dashboard and either:
   - click on the current placement panel and go to the Any Time tab to find the Action Plan and Action Plan (Review) forms, or the Additional Professional Feedback form;
   - **or** click on the Ongoing Achievement Record panel to reach the Academic Assessor's End of Part/Programme Approval forms.

3. When you have located the form you want, click on the **Complete now** button, which opens the form in a new window. See the screenshot below.

Select 'Complete now' to open and complete a form.

4. Complete the form. How you do this depends on the format of the questions: you may need to select a date from a calendar, complete a check list, or type into a text box. The top part of the Action Plan form is shown below as an example.

TIP: If the form needs more time, or you get interrupted, you can click on the **Save progress** button. This stores a copy of what you've entered and you can continue it later by clicking again on the Complete now button.

TIP: The Action Plan form has changed from the paper PAD. See Appendix A for all the details about form changes and new forms.

5. When you have completed the form **review it carefully** as it cannot be changed once submitted.

6. When you are happy with your responses in the form, click on the **Finish** button. This opens a confirmation window. Click on '**Complete this response**' to submit the form.

    TIP: You will not be asked for your name and email address when you complete a form in your own account as your identity is verified when you sign in.

7. The completed form will appear in the form list. It will show your details as the approver and the date and time when it was submitted. If it is one of the forms that is tracked in the dashboard then you will see the relevant square is green when you next look. Note that it can sometimes take several minutes for the form to appear in the forms list due to processing.

3.5 Practice Hours

Practice hours are added only via the student's ePAD account. Students have been advised to get their practice hours signed off daily if possible. You may be asked by the student to sign off hours that they spent in simulated practice.

Approving practice hours

Work through the following steps to approve the student's practice hours:

1. The student will present their practice hours for approval either in their app or using the website form.

2. **Check the hours** you are being asked to approve as they cannot be easily changed afterwards.

3. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper PAD.

4. There is a weekly digest email sent each Monday, confirming all the practice hours that you approved for students in the previous week. If you receive this email and don't remember approving the hours then contact your university's placements team.

Reviewing practice hours

The dashboard shows the student's progress against practice hours targets for the current Part and placement.

Work through the following steps to view the student's practice hours log, where you can see the detail of every practice hours record including absence and sick hours:

1. Sign in to the ePAD website using your own account.

2. Click on the student's name in your dashboard to go to their ePAD home page.

3. Click on 'View practice hours' in the left hand panel of their ePAD home page.

The practice hours page is displayed. This provides a listing of the practice hours that the student has logged for each placement, including the name and email address of the person who approved the hours, for verification purposes.

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

3.6 Messaging

Within the Pan London ePAD there is a messaging service for informal communication with the student. Messages can be seen by anyone with access to that student's ePAD, including university and practice staff and, of course, the student. Messages are only seen within the ePAD website; they cannot be seen on the student's mobile app.

Use ePAD messaging for:
- Informal communication with the student, e.g. messages of encouragement, arranging meetings, reminding them of forthcoming events
- A reminder of other informal communication with the student (e.g. telephone calls or text messages) so that a record (history) is maintained

Do not use ePAD messaging for:
- Anything that is covered by an ePAD form, e.g. formal progress review, assessment, professional feedback
- Communicating professional or performance issues

TIP: The messaging service does not currently send out an alert that you have a new message. Therefore do not use this as the sole or primary means of communicating anything urgent.

Messaging should not be seen as a substitute for supportive face-to-face communication.

Receiving messages

The Messages icon in the top right corner of the your ePAD home page will indicate new messages concerning any of the students allocated to you. So you can quickly see if any students have new messages related to them without needing to go into each student's ePAD. Click on the messages icon to read the messages.

Sending messages

There are two ways to send messages:
- the 'Send group message' button on your home page allows you to send a message to all the students listed in the dashboard
- via the 'View messages' button on the student's ePAD home page, which also enables you to view messages and reply to them.

Work through the following steps to use the **group message** function:

1. Sign in to the ePAD website using your own account.

2. Click on Send group message on your ePAD home page. A message panel opens (see the screenshot below).

3. Enter your message and click on Send message. This message will be seen in the ePADs of all the students listed on your dashboard.

Work through the following steps to view messages, reply to a message or send a message to an individual student **in the student's ePAD**:

1. Sign in to the ePAD website using your own account.

2. In your dashboard, click on the name of the student to open their ePAD home page.

3. Click on 'View messages' to open the Messages page (see the screenshot below).

4. In the Messages page you can send a new message, see past messages and reply to a message (see the screenshot below for the key features).

Pan London ePAD
Practice Assessment for Future Nurses

Students > David Whistle > University of Pan London > **Messages**

All messages

David Whistle 15 days ago
hi
Hide reply   Retract

> **Andy Smith** a few seconds ago
> Hi David, Hope you enjoy and make the most of your time at KCH. Don't hesitate to contact me if you have any queries.
> Reply   Retract

Click on the student's name to return to the student's ePAD home page

Andy Smith a day ago
Hi, just ot let ouknow I'll be in le   you need support
Reply   Retract

Click 'Retract' to remove an inappropriate message

Write a message...

Click in the box to write a new message and click 'Send message' to send it

Send message

TIP: You can return to your **own home page** by clicking on Students link underneath the page title, or the people icon in the left hand panel, or the Pan London logo in the top level corner of the page.

Removing inappropriate text from messages

Students are advised about professional communication. However, occasionally you might find that a student has written something inappropriate in a message. Under each message in the Messages page there is a 'Retract' option that removes the message. Send a message to the student to explain why you had to retract their message.

Only university and practice partner staff have the ability to retract a message.

Guide for Academics

4.0 Using the Student's Mobile App

If you are acting as a Practice Assessor or Practice Supervisor in simulated practice, it can be very convenient to use the student's app on their own mobile device to complete forms using their account. Students will also ask you to complete forms on their app when they have used it to draft their own sections of the form in advance of the meeting. You might also want to use it to complete an Additional Professional Feedback form as it can be quicker than signing into your own account and also used offline.

The app should only be considered a tool for completing forms and approving practice hours. The ePAD website provides the complete picture of the student's practice assessment.

There are two versions of the mobile app: Android and iOS (for Apple devices). The experience is different depending on the app version, but the basic operation is the same. In this guide the screenshots are from the iOS app, which is likely to be the most commonly used.

The apps can be used offline.

TIP: Ask the student to turn their data connection off (e.g. put their device into Airplane mode) if they are receiving a lot of alerts while you are trying to complete a form.

4.1 Completing Forms on the Mobile App

To complete a form the student opens the form in the app on their mobile device. They may have already started it and saved a draft in which case they will open the draft. The following screenshots show you an example.

Once the form is selected, click 'Start' to begin completing the form

Work through the questions in the form responding as required

Guide for Academics
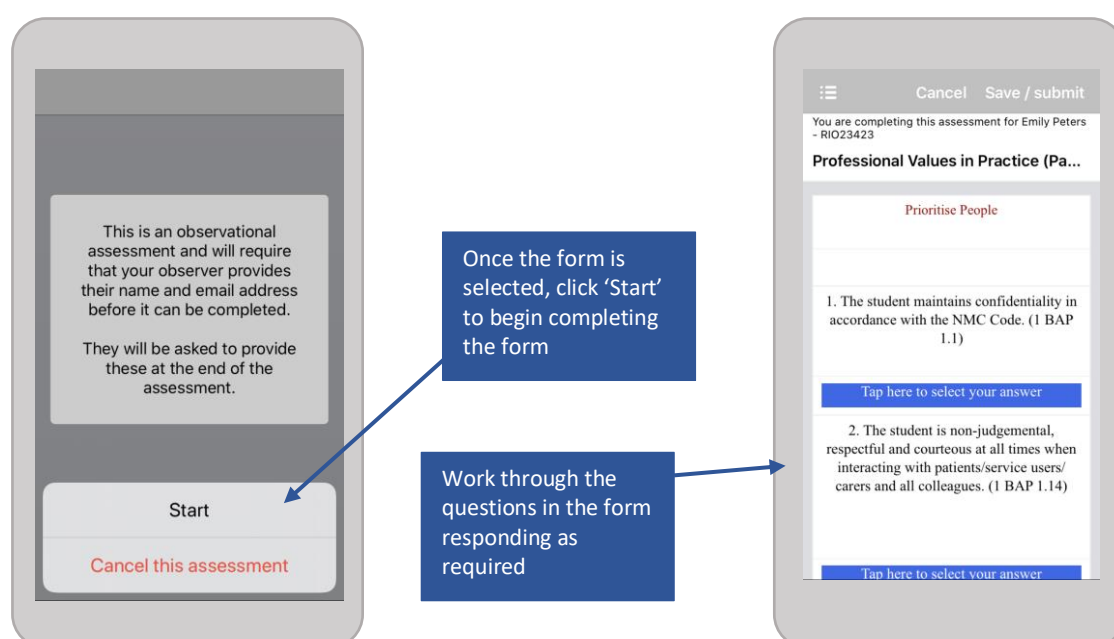
Work through the following steps to complete a form using the mobile app:

1. Student opens the form to complete on the app and hands their mobile device to the you.

2. Complete the form. The ePAD forms have different question types: you may be asked to select from a drop-down list, complete a check list, or write feedback in a text box. See the screenshots below as an example.

   TIP: Text boxes can be completed by using the **speech-to-text function** on the mobile device. Always check the accuracy and amend as necessary before moving to the next question.

   Select your answers within the form. Where the question asks for a written answer, it is possible to dictate your answer using the speech-to-text function to save time.

3. When you have completed the form, select 'Complete this Assessment'.

4. Sign off the form with your own **work email address and full name**. This confirms you as the staff member who completed and approved the form and is the same as adding your signature in the paper PAD.

   TIP: Once the form is submitted it cannot be changed so **review the contents** carefully before signing it off.

5. You will receive an email confirming that you approved this form for this student. If you receive this email and don't remember completing the form then contact your university's placement team.

4.2 Approving Practice Hours on the Mobile App

To approve practice hours the student completes the details in the practice hours form in the app on their mobile device then hands the device to the member of staff to check and approve them by entering their name and work email address.

The details of all approved practice hours can be seen on the Practice hours page in the student's ePAD. See section 3.5 for a more detailed guide to practice hours.

4.3 Synchronising the Mobile App with the Website

It is the student's responsibility to **synchronise** their app with the website so that the completed form or approved practice hours appear in their ePAD. This might be immediate if they have a wifi or data connection at the time, and the form or hours will appear in the website within a few minutes. However, if the student's mobile device is offline then they won't be visible in the website until they next have a connection and "sync" the app.

Sometimes the app doesn't synchronise automatically (the student may have turned this off in the settings) and the student needs to remember to trigger this manually. If you can't see the form in the student's ePAD when you expect it to be there you can send a message to the student to check the Outbox in their app in case it is still waiting to be uploaded. If it is there the student can trigger the sync manually to make sure it is sent.

Pan London ePAD
Practice Assessment for Future Nurses

Appendix A: Form differences between the PAD and ePAD

Although the majority of forms in the ePAD look very similar to the paper version there are some new forms and differences that are useful to understand.

A.1 New forms

Practice assessor allocation / Practice supervisor allocation

- These forms:
    - create an ePAD account for the practice assessor or supervisor (if one doesn't exist already)
    - link the practice assessor or supervisor to the student so they can monitor their progress and complete forms on their ePAD
- These forms can be found in the Any Time section of the ePAD placement page

Nominated person

- The nominated person may be already stated for the placement area (e.g. it can be the Trust education team or the placement area manager), in which case the details will appear within the placement information on the ePAD
- If this is not the case then the student should use this form to record the details of their nominated person, who they can go to if they have any concerns
- This form can be found in the Any Time section of the ePAD placement page

Prior to use orientation

- Enables you to record when the student has been shown equipment or medical devices later on in the placement
- Can be used as often as needed
- You can now note which equipment or device has been demonstrated
- This form can be found in the Any Time section of the ePAD placement page

Action plan review

- Allows the Practice Assessor to sign-off that they have reviewed the student's performance after an action plan was set
- There is a new question: 'Were the action plan objectives achieved?' Yes/No answer
- The Academic Assessor's details are added to the bottom of the form so they receive a copy by email
- This form can be found in the Any Time section of the ePAD placement page

Guide for Academics

Practice evaluation

- Introduced to help universities and practice partners to collect consistent student feedback about their practice learning experience
- It is only available to the student to complete
- Completion is tracked on the dashboard
- This form is in the Final section of the ePAD placement page

A.2 Changes to forms

Placement orientation

- New question added to check that the student has had practice provider induction
- Order of questions changed to help presentation
- Separate spaces added for telephone numbers
- Text added about the nominated person
- The 'Prior to use' section can be left blank and the new Prior to use form used when required

Initial interview

- Sign off as usual if completed by the Practice Assessor
- If completed by a Practice Supervisor then the Practice Assessor's details are added to the bottom of the form so they receive a copy by email
- You can add the date/time agreed for the next interview (optional). The date/time is not tracked in the ePAD, it's simply for the record

Professional values in practice – Mid-point

- If completed by a Practice Supervisor then it doesn't have to be signed off by the Practice Assessor. (They are asked to confirm that they have reviewed the assessment in the mid-point interview form)

Mid-point interview

- The Practice Assessor must confirm that they have reviewed the mid-point professional values assessment (this replaces their sign-off on the mid-point professional values form)
- You can add the date/time agreed for the next interview (optional). The date/time is not tracked in the ePAD, it's simply for the record

Reflection on meeting professional values

- New field to capture the section that the student is reflecting on

Guide for Academics

Final interview

- Questions concerning the sign-off of documentation and hours have been removed as this can be reviewed by the Academic Assessor on the dashboard

Patient / service user / carer feedback

- Includes options to:
    - download a pdf copy so it can be printed out
    - upload a photo or scan of the completed paper form
- Note that font size can be increased by clicking the Ctrl and + keys together, to help legibility
- If using a mobile device try it in landscape mode. You may need to scroll right to see all the columns available.

Action plan

- New fields to record when and where the meeting took place and who was present
- The Academic Assessor's details are added to the bottom of the form so they receive a copy by email
- The review date and Practice Assessor's comments have moved to a new form
- Note than an action set is flagged on the dashboard next to the student's name

Assessment of proficiencies

- There is a form for assessing the mandatory proficiencies in each Part, that is completed each time an assessment is made
- Proficiency assessments are collated above the completed forms, so you don't have to look through all the forms to know what has been signed off already
- There is a separate form for the proficiencies that can be completed in either Part 2 or Part 3, called the Parts 2/3 Crossover, which can be found in the Part Specific section of the ePAD
- The mandatory proficiencies are tracked on the dashboard
- A failed assessment is flagged on the dashboard

End of part / programme approval

- Questions concerning the sign-off of documentation and hours have been removed as this can be reviewed by the Academic Assessor on the dashboard
- There are separate forms for the Practice Assessor and Academic Assessor to complete
- In the Practice Assessor's form the Academic Assessor's details are added to the bottom of the form so they receive a copy by email
- These forms can be found in the Ongoing Achievement Record area of the ePAD