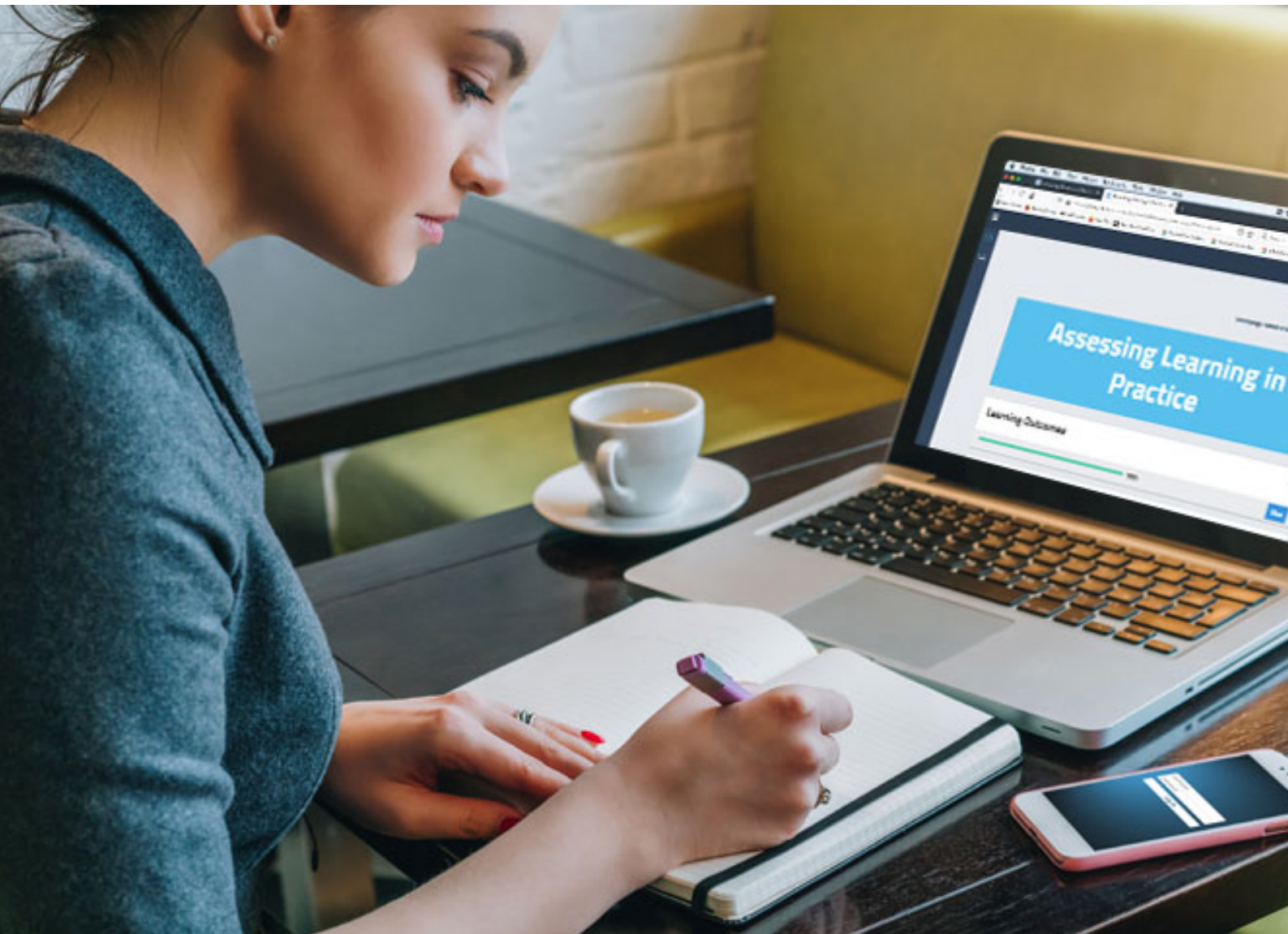




# Pan London ePad

*Practice Assessment for Future Nurses*



## Guide for Practice Assessors and Practice Supervisors

(Revised January 2021)

**PLPLG**

*Developing London's Future Nurses Together*



**myknowledgemap**

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## Revision History

<b>Version</b>	<b>Significant updates</b>	<b>Found in section</b>
<i>January 2021</i>	More guidance added for the Practice Assessor's / Practice Supervisor's home page and dashboard	3.2
	On the dashboard, the proficiencies progress bar now indicates proficiencies assessed as 'Not achieved'	3.2
	More guidance added for the ePAD Part page	3.3
	Completed forms are now shown with the number of times the form has been completed	3.3
	Functions have been added to amend and add practice hours via the practice hours page	3.5
<i>October 2020</i>	Original	

## 1.0 Introduction to this Guide

This guide is written for Practice Supervisors and Practice Assessors 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 practice education team or university representative. Students can also get support from their university.

A guide to the PLPAD 2.0 practice assessment processes and other resources for Practice Assessors and Supervisors, including ePAD training videos, 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, to complete all the forms associated with their practice assessment and record their practice hours. 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 version 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.

### 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 Practice Assessors

In your first meeting with your student they should log in to their Pan London ePAD account and ask you to complete a Practice Assessor Allocation form. Once this has been completed a Pan London ePAD account is automatically created for you. An email will be sent to the email address you used to complete the form, containing your username and a temporary password. **You only need one Pan London ePAD account.** When you complete the form

with subsequent students it links you to that student as their Practice Assessor so you can monitor their progress and complete Practice Assessor specific forms.

See section 3.1 for a more detailed guide on gaining access to the ePAD.

## 2.3.2 Practice Supervisors

Practice Supervisors do not need an account as they can access the Pan London ePAD to complete forms through the student's ePAD account. When a need arises for form completion, the student will log in to their ePAD account and ask you to complete the form within their account.

However, you do need an account in order to monitor student progress (for example if you are regularly supporting the same student or the student's Practice Assessor is remote). There is a Practice Supervisor Allocation form to complete in order to create an account and link you to the student. Read the overview in the Practice Assessor section above (2.3.1) as the process is the same.

## 2.3.3 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. If you are unable to access the website it has probably not been allowed through your organisation's firewall. Contact your IT team to request access. If you need support with this contact your practice education team or university representative.

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

## 2.4 Using the Pan London ePAD Mobile App

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

The student will login to their Pan London account using the app on their own mobile device. They will access the required form and pass their mobile device to you to complete the form and sign it off. Once the form is complete and signed off it can no longer be edited. The student is responsible for making sure the app is synchronised with the ePAD website so the completed form appears in their ePAD. You will receive an email to confirm that you have completed the form and details of who to contact if there are any issues.

See section 4.0 for a more detailed guide to using the student's mobile app.

## 2.5 Additional Support for Practice Assessors and Practice Supervisors

If you require extra support with access to or use of the ePAD, please get in touch with your practice education team or university representative. Students can get support from their university. There is also a series of short videos covering essential functions that you can find via the PLPLG website: <https://plplg.uk/> .

## 3.0 Using the ePAD Website

### 3.1 Getting Access

#### Creating an Account & Accessing the ePAD

With your own ePAD account you have access to all students currently assigned to you and you can review their ePADs and track their progress. Additionally, there are some forms that are only available to be completed by Practice Assessors and must be accessed via the Practice Assessor's account. A Practice Supervisor who needs to review student progress must also have their own ePAD account. You will only need **one ePAD account** regardless of how many students you see and from which pan London universities. When you have another student use the relevant Allocation form again just to link your account to theirs.

Work through the following steps to get an ePAD account:

1. Complete the Practice Assessor Allocation form for a Practice Assessor account, or the Practice Supervisor Allocation form for a Practice Supervisor account, in your student's ePAD (either on the website or in their app). The student logs in to their account and asks you to complete the form.

**TIP: Take care to sign off the form with your full name and work email address correctly entered as these details will be used to create your account.**

2. Once the Practice Assessor Allocation or Practice Supervisor Allocation form is completed, your account will automatically be created and you will receive an email with your login details.

Your username will be the email address you provided in the form. You will be given a temporary password in the confirmation email you receive.

3. When you have your login details, access the Pan London ePAD using your favourite internet browser using this link: <https://panlondon.epads.mkmapps.com/> which is also provided in the confirmation email you receive.

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

4. On your **first login** click on Edit profile in the left hand menu of your home page and change your password to something easier to remember.

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



## Practice Supervisors – Completing a Form without an Account

As a Practice Supervisor (or any other member of the multi-disciplinary team working with the student) you do not need an ePAD account to complete forms with the student. This can be done by signing off with your own name and email address within the student's account. If you do require an account to track student progress (for example if you are regularly supporting the same student or the student's Practice Assessor is remote), you can complete a Practice Supervisor Allocation form (see the section above).

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

1. The student will log 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.

**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 copy of 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 useful to understand the following features of the home page (indicated on the screenshot below):

- The left hand menu is opened by clicking on the chevron at the top of the page. 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, including the group message function.
- Sign out of the ePAD by clicking on the padlock symbol in the top righthand corner.

The screenshot shows the ePAD home page. At the top left, a chevron icon is highlighted with a blue box and the text 'Use the chevron to expand / collapse the left hand menu'. At the top right, an envelope icon is highlighted with a blue box and the text 'Click here for new messages'. Below the envelope icon, a padlock icon is highlighted with a blue box and the text 'Click on the padlock to sign out'. The main content area shows a list of students with columns for Name, Institution, Hours, Current/Most Recent Placement, and Current Part. The table includes data for Adam Toote, Albert Ibbs, Andy Newman, and Ann Clark.











































































Student		Hours		Current/Most Recent Placement			Current Part	
Name	Institution	Placement	Part	Start	Mid-point	Final	Assessments	Proficienc...
Adam Toote	PLU	236/300	236/700	PO	MI	FI	ADR1, DRG1, SOC1, MME1	23/29
Albert Ibbs	PLU	0/300	0/700	PO	MI	FI	ADR1, DRG1, SOC1, MME1	0/29
Andy Newman	PLU	91.5/300	91.5/700	PO	MI	FI	ADR1, DRG1, SOC1, MME1	0/29
Ann Clark	PLU	0/300	0/700	PO	MI	FI	ADR1, DRG1, SOC1, MME1	0/29

## The Practice Assessor's / Practice Supervisor's 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, as well as their practice hours.

It is useful to understand the features of the dashboard (see the screenshot below):

- There is a row for each student you are linked to. You will be able to see the student's ePAD for the duration of their placement and any additional period the university has set for late form submission.
- Click on the student name to access their ePAD.
- The **AP** symbol indicates that the student has an action plan.
- Practice hours recorded to date for the placement and the Part are displayed with the target hours for both.
- Key forms are represented by squares, shown in the same order as in the student's ePAD.
- The form squares are indicated as either:
  - Grey – Not completed and not due yet (if placement related)
  - **Green** with diagonal lines through – Completed
  - **Red** with horizontal lines through – Overdue.
- Hover over the form square with your pointer to see the full form name and status.
- Clicking on the form square takes you to that form's location in the student's ePAD for you to review (or complete).
- The proficiencies progress bar indicates how many have been assessed as 'Achieved' (in green) or 'Not achieved' (in red). Only the latest assessment is taken into account.

Student		Hours		Current/Most Recent Placement				Current Part	
Name	Institution	Placement	Part	Start	Mid-point	Final	Assessments	Proficienc...	
 Adam Toote 	PLU	236/300	236/700	 	 	  	   		
 Albert Ibbs			700	 	 	  	   		
 Andy Newman			700	 	 	  			
 Ann Clark			700	 	 	  			
 Annie Unni	PLU	0/300	0/700	 	 	  			
 Bonnie Williams	PLU	78/300	78/700	 	 	  	   		
 Dan Sand		105.65/300	105.65/700	 	 				
 Dave Harper		15.5/300	15.5/700	 	 				

An action plan is highlighted by an AP symbol next to the student's name

The Proficiencies progress bar indicates how many are 'Achieved' (in green) and 'Not achieved' (in red) so far in the current Part

Click on the student name to view their ePAD

The reference within a square indicates the form; hovering over the square with your mouse gives you the full form name and status

## 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. 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.



The screenshot displays the ePAD interface for a student named Adam Corner. The interface is organized into several sections:

- Header:** Includes the ePAD logo, a notification "Updated a few seconds ago", and a breadcrumb trail: "Students > Adam Corner > Overview".
- Student Profile:** Features a circular profile picture with the initials "AC", the name "Adam Corner", and email "myknowledge@panuat3@...". Below this are buttons for "View messages" and "View practice hours".
- Current placement provider:** A box for "KCHTrust" showing a progress circle at "0/250 HOURS".
- Placement Details:** A table with the following information:

AREA	CONTACT	START DATE - END DATE
Community Health Centre	020 45356565	1 Sep 2020 - 31 Oct 2020
EXPERIENCE	Community	
- What's next?** A list of tasks with deadlines and completion status:
  - 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:** A list of tasks with completion status:
  - Medicines Management (You are not able to complete this form)
  - 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)
- PARTS:** A section explaining that there are three Practice Assessment Parts. Below this are four panels:
  - NURSING - PART 1:** BSc/PGDip/MSc. PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018).
  - NURSING - PART 2:** BSc/PGDip/MSc. PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018). This panel is marked as "Current".
  - 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.

Annotations on the screenshot provide additional guidance:

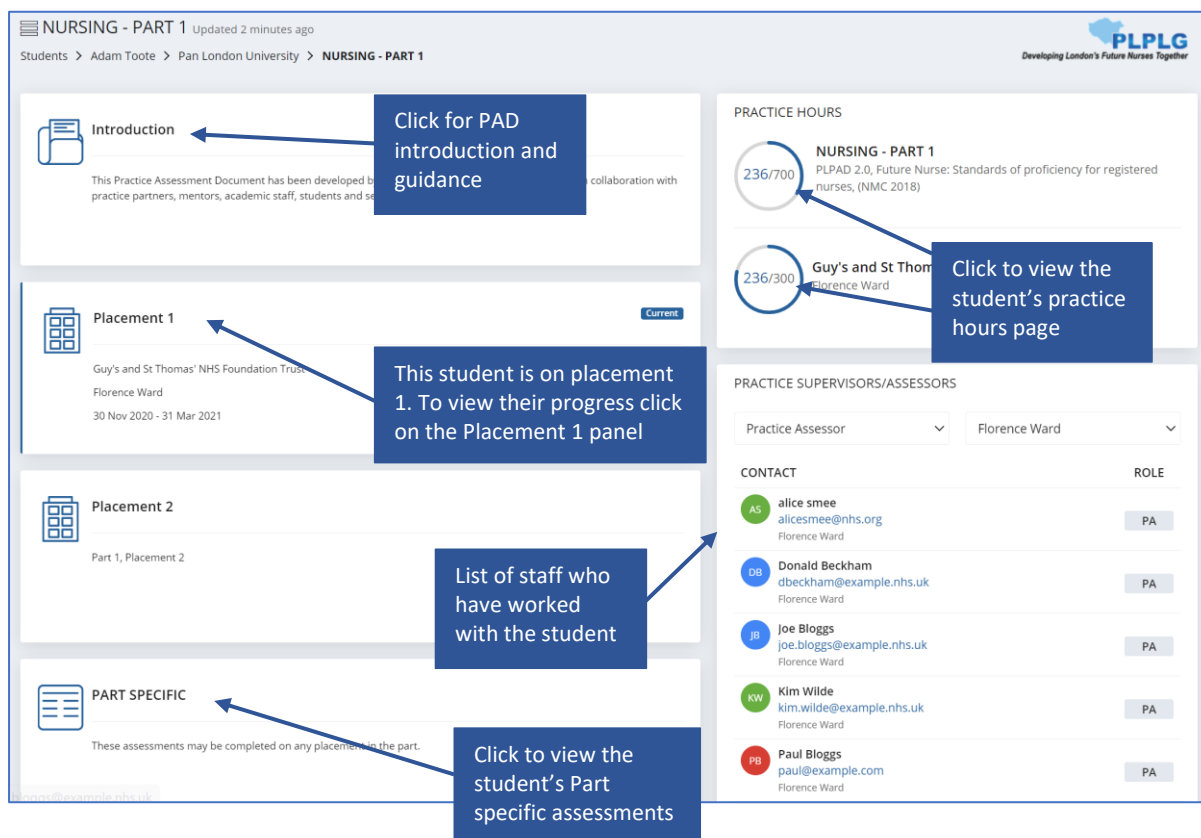
- "Use the ePAD menu for faster access to a particular location in the ePAD" points to the top left menu icon.
- "Click to view the student's practice hours" points to the "View practice hours" button.
- "To view progress in the current placement, click anywhere in the current placement panel" points to the "Current" badge on the Part 2 panel.
- "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." points to the Part 1 and Part 2 panels.
- "Click on the Ongoing Achievement Record panel to see marking and progression approval forms" points to the OAR panel.

## The Part page

The Part page collects together the student's progress through the Part and relates closely to the paper PAD. In the Part page you can see and access:

- The introduction to the Part PAD, including guidance for assessment.
- All the placements for the student during that Part. Clicking on any placement panel brings up the relevant placement page, allowing you to review completed forms or assessments.
- The student's Part specific assessments.
- The student's practice hours to date and targets for the Part and all the placements during the Part. Clicking on the hours progress circle will open the student's practice hours page.
- The list of practice supervisors and practice assessors who have worked with the student during the Part. This can be filtered by placement area or role.

The key features are explained in the screenshot below.



The screenshot displays the 'NURSING - PART 1' page, updated 2 minutes ago. The breadcrumb trail shows: Students > Adam Toote > Pan London University > NURSING - PART 1. The page is divided into several sections with annotations:

- Introduction:** A blue box with an arrow pointing to the 'Introduction' icon and text stating: 'Click for PAD introduction and guidance'.
- Placement 1:** A blue box with an arrow pointing to the 'Placement 1' icon and text stating: 'This student is on placement 1. To view their progress click on the Placement 1 panel'.
- Placement 2:** A blue box with an arrow pointing to the 'Placement 2' icon and text stating: 'List of staff who have worked with the student'.
- PART SPECIFIC:** A blue box with an arrow pointing to the 'PART SPECIFIC' icon and text stating: 'Click to view the student's Part specific assessments'.
- PRACTICE HOURS:** A blue box with an arrow pointing to the 'NURSING - PART 1' progress circle (236/700) and text stating: 'Click to view the student's practice hours page'.
- PRACTICE SUPERVISORS/ASSESSORS:** A table listing staff who have worked with the student, filtered by 'Practice Assessor' and 'Florence Ward'.

CONTACT		ROLE
AS	alice smee alicesmee@nhs.org Florence Ward	PA
DB	Donald Beckham dbeckham@example.nhs.uk Florence Ward	PA
JB	Joe Bloggs joe.bloggs@example.nhs.uk Florence Ward	PA
KW	Kim Wilde kim.wilde@example.nhs.uk Florence Ward	PA
PB	Paul Bloggs paul@example.com Florence Ward	PA

## 3.4 Completing Forms

You can complete most forms via the student's ePAD account when they are with you, or by signing in to your own account, whichever is more convenient.

**TIP:** A student may have saved a draft of the form with their sections already filled in. It is only possible to see the student's draft in the student's account (drafts are not shared). Ask the student to sign in to their ePAD account in order to review their text and complete the form with them.

The only **forms not available** to complete via the student's account are: Action Plan and Action Plan (Review), which can be found in the Any Time section of the current placement page; and the Practice Assessor's End of Part or End of Programme Approval forms, which can be found in the Ongoing Achievement Record.

Form completion guidance is available at the top of the form. Familiarise yourself with the form's requirements and, in particular, make sure you are the appropriate person to complete the form with the student. If you are in any doubt contact your practice education team or your university representative.

**TIP:** Forms that are to be completed at a certain time in the placement have a **deadline** that is displayed next to the form name. The Practice Assessor or Practice Supervisor is expected to complete the form with the student by the deadline date or as close to it as possible so that the student receives input and is assessed in a timely way.

### Completing forms via the student's 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. How you do this depends on whether you are using the website or the student's mobile app and the format of the questions.

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

3. When you are happy with the form, click on the **Finish** button. This opens a confirmation window.
4. Click on '**Complete this response**' and sign it off **using your full name and work email address**. This is the equivalent of your signature on a paper form.

5. 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.

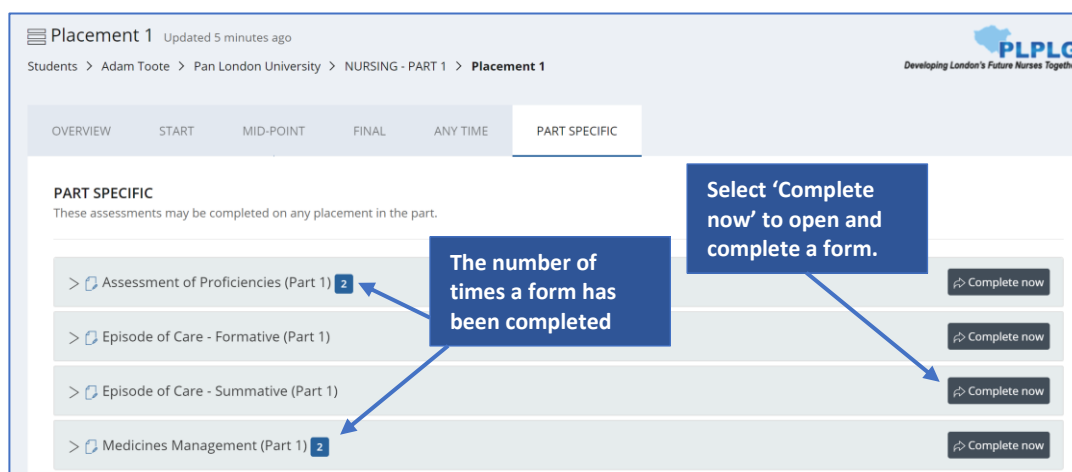
## Completing forms using your own ePAD account

Work through the following steps to complete forms **in your own account**:

1. Sign in to the ePAD website using your own account.
2. a) To go straight to the form you can click on the square for the form for that student in the dashboard, **OR**  
  
b) if it's not a dashboard form, or you wish to see other documentation in the student's ePAD first, then select the student's name from your dashboard and click on the current placement panel in their ePAD home page. (See section 3.3 for more detail on reviewing a student's ePAD.) You can find the form under the relevant tab or by scrolling down the Overview tab.

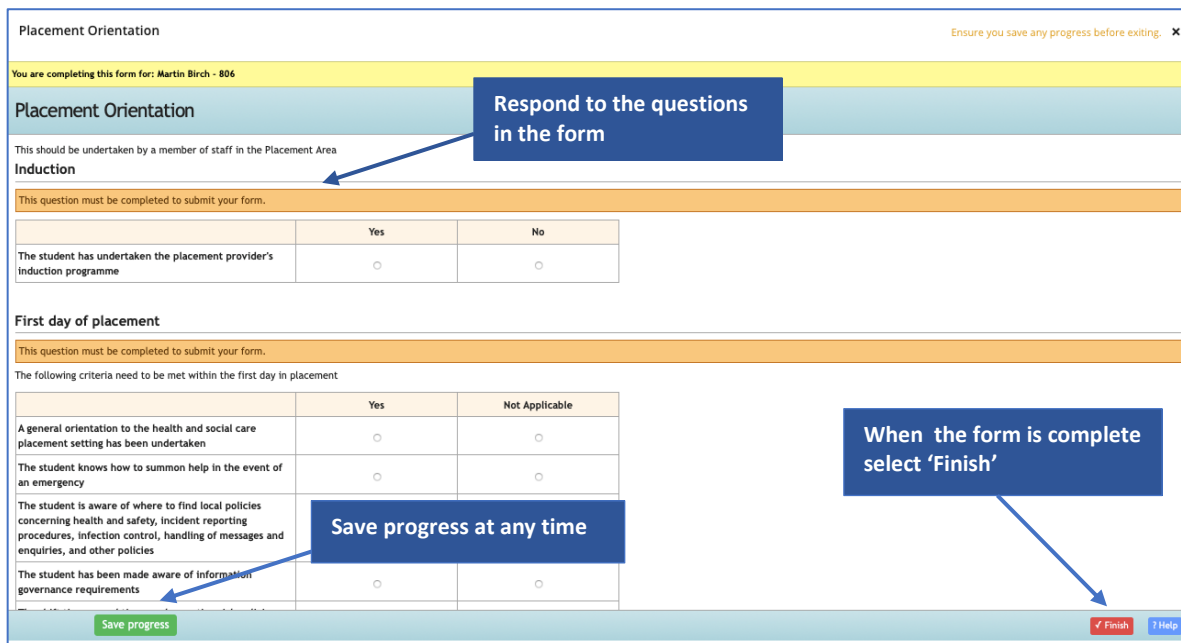
**TIP: The Practice Assessor's End of Part / End of Programme Approval forms are located via the Ongoing Achievement Record panel found on the student's ePAD home page.**

3. When you have located the form, click on the **Complete now** button, which opens the form in a new window. See the screenshot below. All forms can be completed multiple times and the number of completions is indicated next to the form name.



**TIP: When viewing the website on a mobile device the Complete now button is located below the form name. Click on the form name to reveal the button.**

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



The screenshot shows the 'Placement Orientation' form. At the top, it says 'You are completing this form for: Martin Birch - 806'. Below this is the title 'Placement Orientation' and a note: 'This should be undertaken by a member of staff in the Placement Area'. The first section is 'Induction', with a note 'This question must be completed to submit your form.' It contains a table with two columns: 'Yes' and 'No'. The first row is 'The student has undertaken the placement provider's induction programme'. The second section is 'First day of placement', with a note 'This question must be completed to submit your form.' It contains a table with two columns: 'Yes' and 'Not Applicable'. The first row is 'A general orientation to the health and social care placement setting has been undertaken'. The second row is 'The student knows how to summon help in the event of an emergency'. The third row is 'The student is aware of where to find local policies concerning health and safety, incident reporting procedures, infection control, handling of messages and enquiries, and other policies'. The fourth row is 'The student has been made aware of information governance requirements'. Annotations include: 'Respond to the questions in the form' pointing to the question boxes; 'Save progress at any time' pointing to the 'Save progress' button; and 'When the form is complete select 'Finish'' pointing to the 'Finish' button. A 'Save progress' button is at the bottom left, and 'Finish' and 'Help' buttons are at the bottom right.

	Yes	No
The student has undertaken the placement provider's induction programme	<input type="radio"/>	<input type="radio"/>

	Yes	Not Applicable
A general orientation to the health and social care placement setting has been undertaken	<input type="radio"/>	<input type="radio"/>
The student knows how to summon help in the event of an emergency	<input type="radio"/>	<input type="radio"/>
The student is aware of where to find local policies concerning health and safety, incident reporting procedures, infection control, handling of messages and enquiries, and other policies	<input type="radio"/>	<input type="radio"/>
The student has been made aware of information governance requirements	<input type="radio"/>	<input type="radio"/>

**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.

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. You will see a confirmation message. At this point the form has been saved within the system and you can close the confirmation message window.
8. 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

Students are responsible for adding their practice hours to their ePAD. Students have been advised to get their practice hours signed off daily if possible. Practice hours can be signed off by any professional member of staff in the placement area who can verify the student's presence.

### 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, including the activity type.

**TIP:** The 'Day shift' activity type is the default value to use when the others don't apply, e.g. for induction days.

3. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper PAD.
4. Each Monday you will receive an email 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 local practice education team or the student's university. Their contact email address is in the email you receive.

### Reviewing practice hours

The Practice Assessor's 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 each hours record, for verification purposes. The key features are explained in the following screenshot.

The graphic show the student's pattern of attendance

The practice hours to date and the target hours for the placement

Total Hours 80.00/300

⊕ Add practice hours

The Add practice hours button allows you to add hours into the student's ePAD

Click on any row in the table to amend the details in that record

Guy's and St Thomas' NHS Foundation Trust  
Florence Ward

Day shift 56 hours Night shift 24 hours

Date	Hours (decimal)	Activity type	Approver name	Approver email
Fri 15/01/2021	12	Night shift	Donald Beckham	dtbeckham@example.nhs.uk
Thu 14/01/2021	12	Night shift	Donald Beckham	dtbeckham@example.nhs.uk
Tue 12/01/2021	8	Day shift	Donald Beckham	dtbeckham@example.nhs.uk
Mon 11/01/2021	8	Day shift	Donald Beckham	dbeckham@example.nhs.uk
Fri 08/01/2021		Day shift	Sam Smith	ssmith@example.nhs.com
Thu 07/01/2021		Day shift	Sam Smith	ssmith@example.com

*The Practice Hours page*

**TIP:** You can always return to the student's ePAD home page by clicking on their university name link underneath the current page title. You can return to your own home page by clicking on the Students link underneath the page title or the people icon in the left hand menu.

## Amending practice hours

From their own account, the Practice Supervisor and Practice Assessor can amend the student's practice hours record for the current placement. The student cannot amend their own hours.

Work through the following steps to amend the student's practice 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 to display the practice hours page.
4. Click on the practice hours record that needs to be changed. This opens the Edit practice hours window with the current values displayed. See the screenshot below.
5. Amend the values as needed.

**TIP:** There is no 'Delete' function. Instead, you can change the practice hours value to zero if the record was created in error, or enter a different date to use it to record another shift.



The screenshot shows the 'Edit practice hours' form. At the top right, it says 'Submitted on 30 Dec 2020'. The form contains the following fields and callouts:

- Activity type \***: A dropdown menu showing 'In Practice - Day shift'. A callout box 'Amend the fields as required' has arrows pointing to this field, the 'Date' field, and the 'Duration' field.
- Date \***: A text field containing 'Tue 08/12/2020'.
- Duration \***: Two text fields for 'Hours' (containing '8') and 'Minutes' (containing '0').
- Approver name \***: A text field containing 'Donald Beckham'. A callout box 'Sign off the amended hours with your full name and work email address' has arrows pointing to this field and the 'Approver email' field.
- Approver email \***: A text field containing 'dbeckham@example.nhs.uk'.
- A callout box 'When you have amended the fields and provided your details select 'Update practice hours'' has an arrow pointing to the 'Update Practice hours' button.
- Buttons: 'Update Practice hours' (blue) and 'Cancel' (grey).

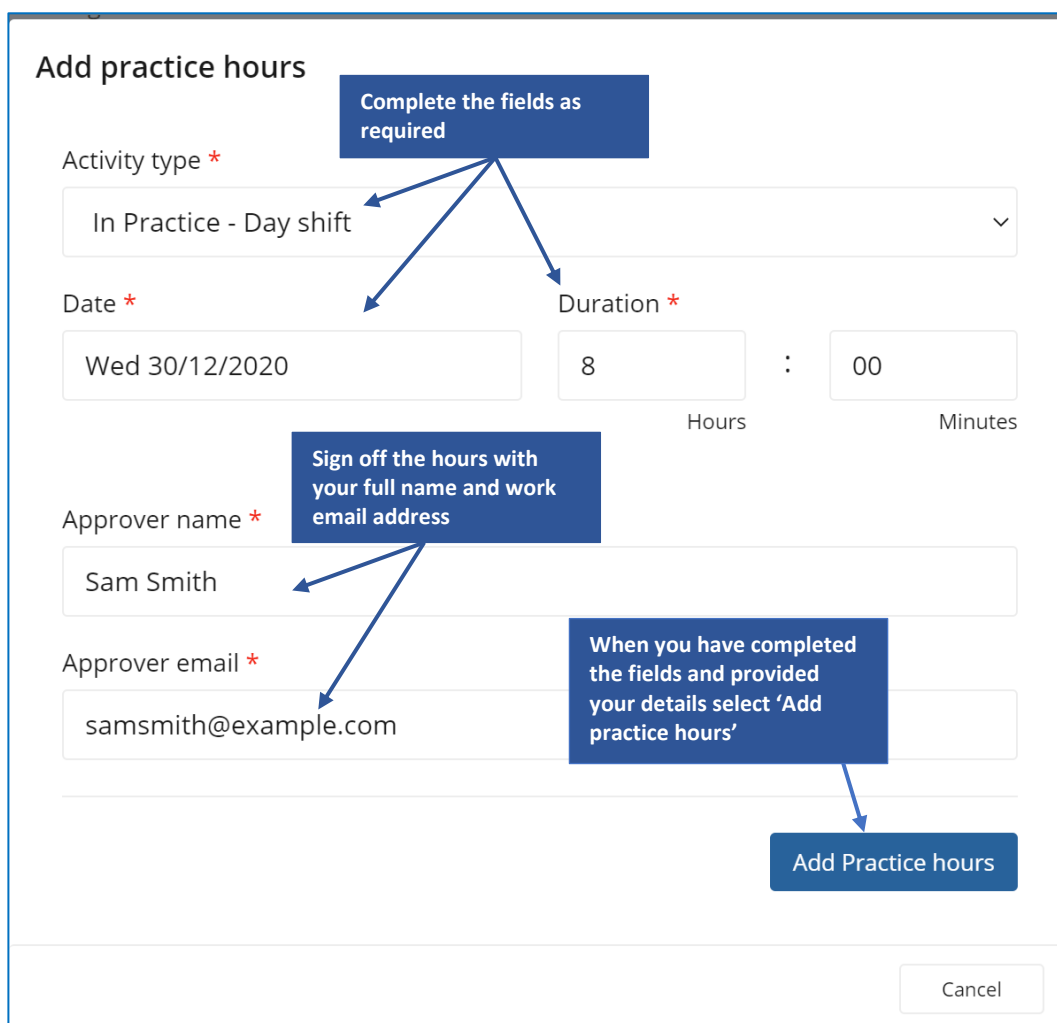
- If you are not the person who approved the hours before, then you must change the approver details to your own **full name and work email address** as the approver for the amended hours record. This is the equivalent of your signature in the paper PAD.
- Click on the **Update practice hours** button. The window closes and the practice hours page is refreshed with the updated hours record and amended totals.
- The amended practice hours record will be included in your practice hours weekly email and will be indicated as amended.

## Adding practice hours

From their own account, the Practice Supervisor and Practice Assessor can add a practice hours record for the current placement for students that they are linked to. This should only be necessary if for some reason the student cannot access their own account.

Work through the following steps to add practice hours for a student:

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 to display the practice hours page.
4. Click on the **Add practice hours** button that is on the right hand side of the page. This opens the Add practice hours window. See the screenshot below.



The screenshot shows the 'Add practice hours' form with the following fields and callouts:

- Activity type \***: A dropdown menu showing 'In Practice - Day shift'. A callout box says 'Complete the fields as required' with arrows pointing to this field, the 'Date' field, and the 'Duration' field.
- Date \***: A text input field containing 'Wed 30/12/2020'.
- Duration \***: Two input fields for 'Hours' (containing '8') and 'Minutes' (containing '00').
- Approver name \***: A text input field containing 'Sam Smith'. A callout box says 'Sign off the hours with your full name and work email address' with arrows pointing to this field and the 'Approver email' field.
- Approver email \***: A text input field containing 'samsmith@example.com'.
- Add Practice hours**: A blue button at the bottom right. A callout box says 'When you have completed the fields and provided your details select 'Add practice hours'' with an arrow pointing to this button.
- Cancel**: A button at the bottom right.

5. Complete the fields on the form as needed.

**TIP:** The 'Day shift' activity type is the default value to use when the others do not apply, e.g. you can use 'day shift' for induction days.

6. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper PAD.
7. Click on the **Add practice hours** button. The window closes and the practice hours page is refreshed with the new hours record and amended totals.
8. The added practice hours record will be included in your practice hours weekly email.

## 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 local educational opportunities available to them
- 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:*

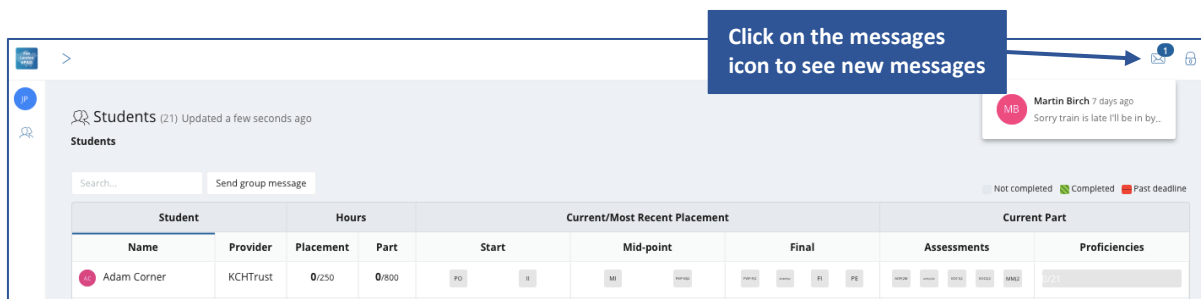
- Anything that is covered by an ePAD form, e.g. formal progress review, assessment, professional feedback
- Communicating professional or performance issues

**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 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.



Click on the messages icon to see new messages

Students (21) Updated a few seconds ago

Search... Send group message

Not completed Completed Past deadline

Student		Hours		Current/Most Recent Placement			Current Part	
Name	Provider	Placement	Part	Start	Mid-point	Final	Assessments	Proficiencies
Adam Corner	KCHTrust	0/250	0/800	PD	II	MB	MB	MB

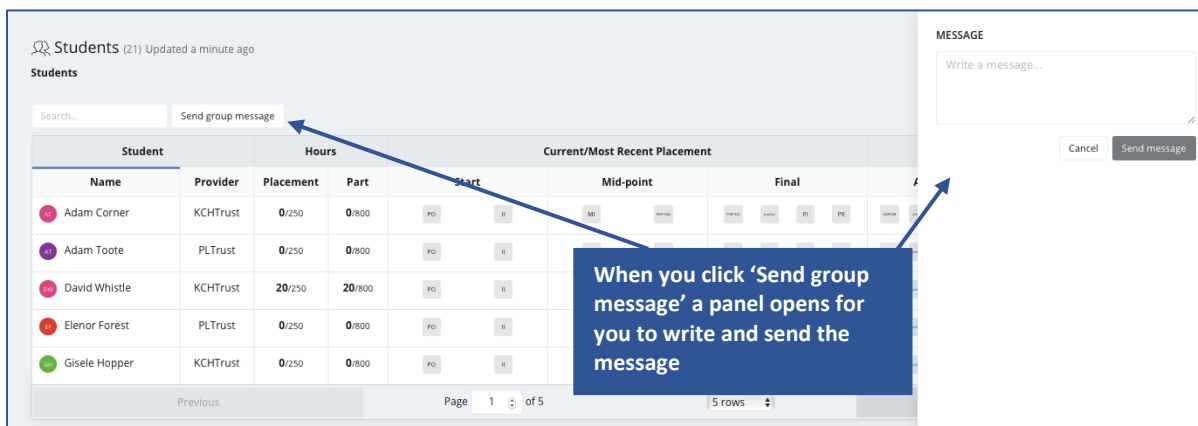
## Sending messages

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 (and if you only have one this is the quickest way to send a message to that student)
- 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.



The screenshot shows the 'Students' dashboard with a table of student information. A blue callout box contains the text: "When you click 'Send group message' a panel opens for you to write and send the message".

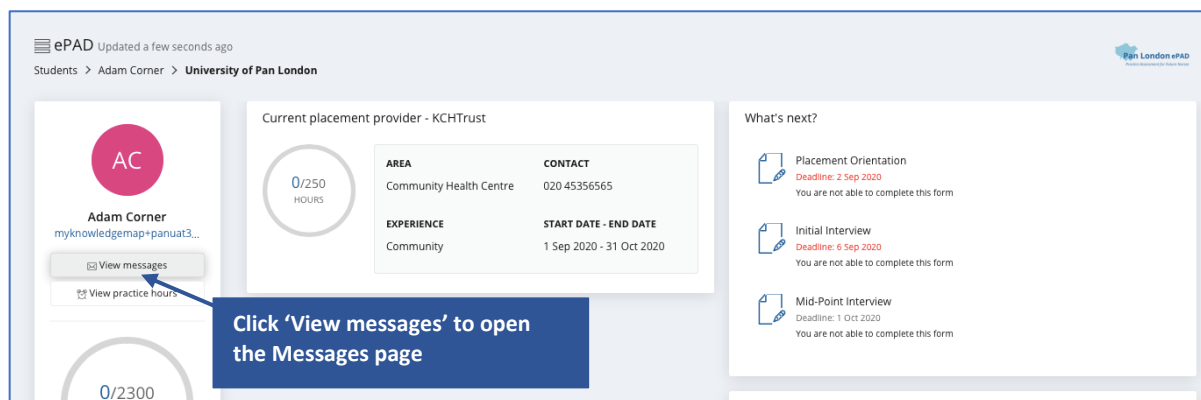
Student		Hours		Current/Most Recent Placement			
Name	Provider	Placement	Part	Start	Mid-point	Final	
Adam Corner	KCHTrust	0/250	0/800	PD	II	III	IV
Adam Toote	PLTrust	0/250	0/800	PD	II	III	IV
David Whistle	KCHTrust	20/250	20/800	PD	II	III	IV
Elenor Forest	PLTrust	0/250	0/800	PD	II	III	IV
Gisele Hopper	KCHTrust	0/250	0/800	PD	II	III	IV

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**:

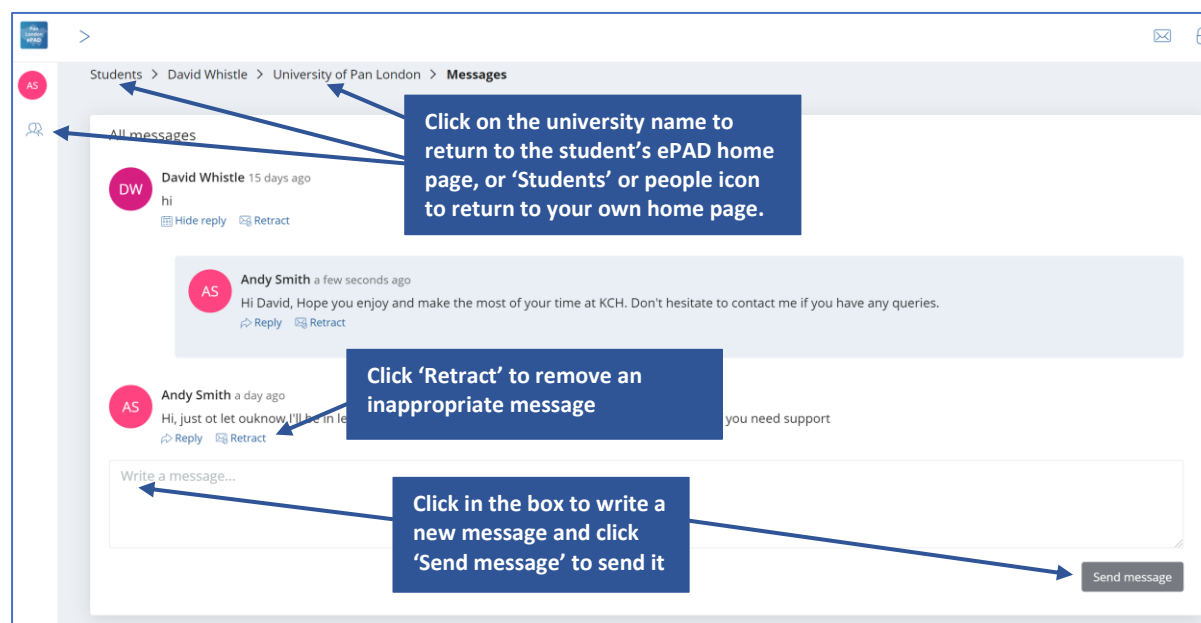
1. Sign in to the ePAD website using your own account.
2. In your dashboard, click on the name of the student to open their ePAD home page.



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).



**TIP:** You can always return to the student's ePAD home page by clicking on their name link underneath the current page title. 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.

## Removing inappropriate messages

Students are advised about professional communication. However, occasionally you might find that a student has written something inappropriate in a message and it should be removed. Under each message in the Messages page there is a 'Retract' option that deletes the text and marks the message as removed. Send a message to the student to explain why you had to retract their message.

## 4.0 Using the Student's Mobile App

As a Practice Assessor or Practice Supervisor, you will access your own account on the ePAD website via a desktop or laptop. However, where there is no wifi or poor PC availability it can be more 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.

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.

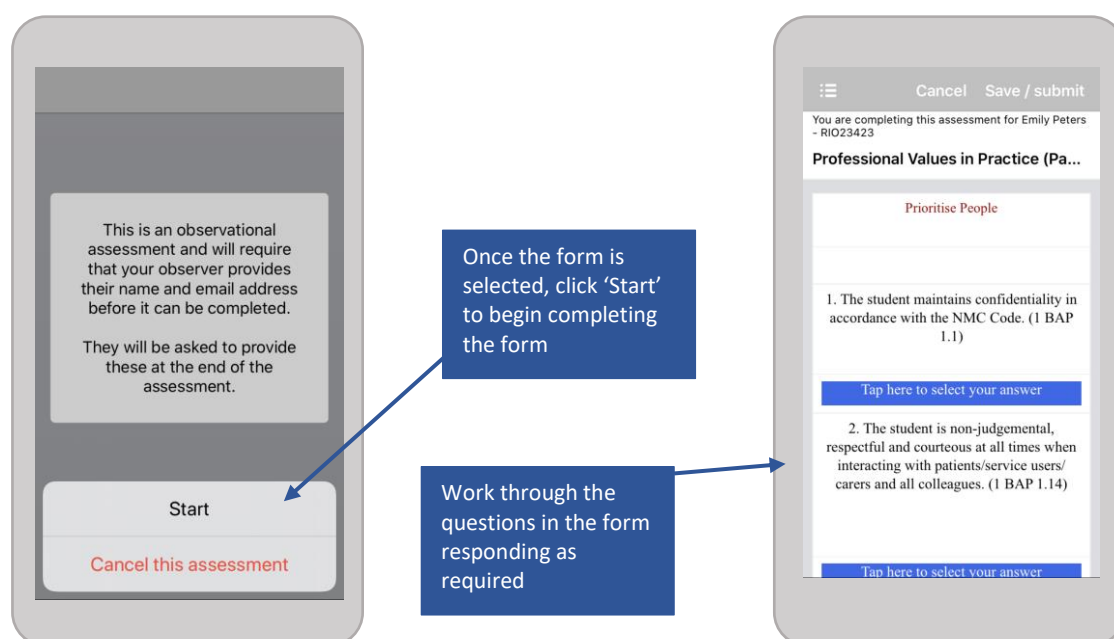
There are two versions of the mobile app: Android and iOS (for Apple devices). The experience is different depending on the app version, but the basic operation is the same. In this guide the screenshots are from the iOS app, which is likely to be the most commonly used.

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.



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

1. The student opens the form to complete on their app and hands their mobile device to 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.



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 local practice education team or the student's university placement team. Their email address will be in the email you received.

## 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.

## 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 assessor or supervisor (if one doesn't exist already)
  - link the 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

## 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 presentationally
- Separate spaces added for telephone numbers
- Text added about the nominated person
- Prior to use section can be left blank and 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

## 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 can be 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 that an action plan 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