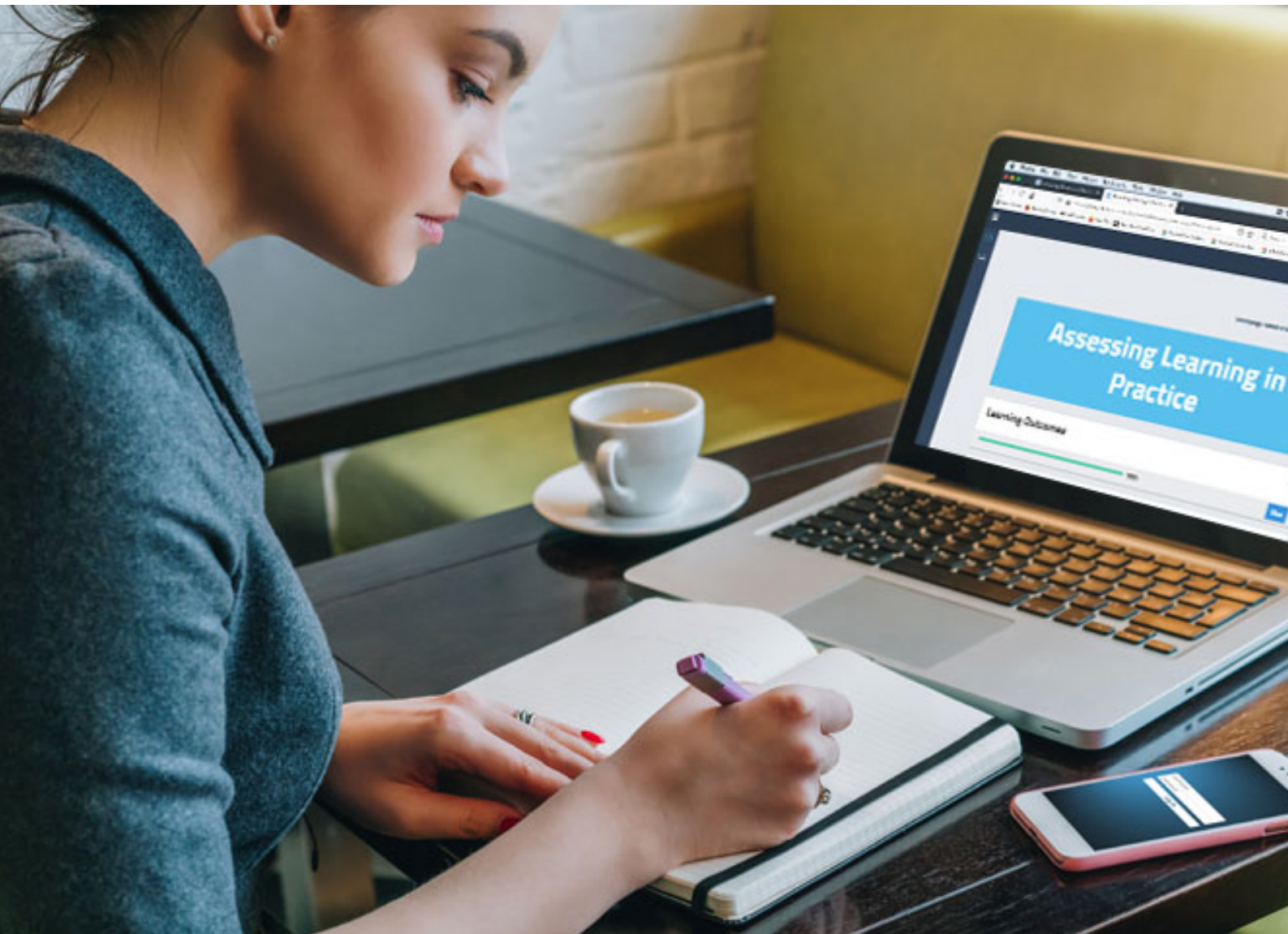




# Pan London ePad

*Practice Assessment for Future Nurses*



## Guide for Students

**PLPLG**

*Developing London's Future Nurses Together*



**myknowledgemap**

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## 1.0 Introduction to this Guide

This guide is written for nursing students to understand the key features of the Pan London electronic Practice Assessment Document (ePAD). This guide is additional to the ePAD orientation you receive from your university. If you need further help with the ePAD, refer to your practice learning leaders or ePAD support. You are provided with your ePAD support contact details as part of your ePAD orientation.

There are other resources, including a series of short videos covering essential functions, that you can find on the Pan London Practice Learning Group (PLPLG) website (<https://plplg.uk/pan-london-epad/>).

Within the guide, pay attention to the **TIPS** and **WARNINGS** as they are intended to help you make the most of your ePAD and avoid problems.

Section 2 provides an overview of the Pan London ePAD, covering:

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Section 3 provides a detailed guide to using the ePAD website, covering:

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## 2.0 Introduction to the ePAD

### 2.1 What is the Pan London ePAD?

The ePAD is an online platform that enables you, together with your practice staff, to complete all the forms associated with your practice assessment and record your practice hours.

The ePAD is accessed via an internet browser, usually on a PC or laptop. It is accompanied by a mobile app enabling you, working with your practice assessors and supervisors, to complete forms on your mobile device. This is particularly useful where there is limited access to a PC or laptop in the placement area, or where there is poor wifi or data connection as the app can be used offline if needed.

### 2.2 Implementing the Pan London ePAD

The Pan London ePAD is relatively new. It's introduction across London started in September 2020. It is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper PAD.

In some placements, you may be working with practice staff who have not used the ePAD with students before. Training is provided by the Pan London universities to practice staff in Trusts and other placement providers to familiarise them with the ePAD. Training events and other resources are accessed via the PLPLG website (<https://plplg.uk/pan-london-epad/>).

### 2.3 Getting a Pan London ePAD account

ePAD accounts are managed in different ways depending on the role of the person needing access.

#### Accounts for Students and Lecturers

Student and lecturer accounts are created in the ePAD by your university. See section 3.1 below for more details.

#### Accounts for Practice Supervisors and Practice Assessors

In your first meeting with your Practice Supervisor or Practice Assessor you must complete a Practice Supervisor Allocation or Practice Assessor Allocation form. Once this has been completed a Pan London ePAD account is automatically created for the Supervisor or

Assessor (if they don't already have one) and their account is linked to your ePAD to give them direct access.

See section 3.7 for a more detailed guide on giving Practice Supervisors and Practice Assessors access to your ePAD.

Note that Practice Supervisors do not need to be linked to your ePAD as they can work with you to complete forms while you are signed in to your own account. However, any Practice Supervisor who is going to work with you throughout your placement will find it useful to have an account and be linked to your ePAD in order to see your earlier documentation and support your progress.

### 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 and is designed for access on mobile devices as well as PCs and laptops.

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

## 2.4 The Pan London ePAD Mobile App

The Pan London ePAD mobile app is designed to give students more flexibility. You can download the app from the Appstore or Playstore and use it to complete forms and submit practice hours on your mobile device (smartphone or tablet). You can work through a form with your Practice Supervisor or Assessor and pass it to them to sign off when you are ready to submit.

You are responsible for making sure the app is synchronised with the ePAD website so the completed forms or hours appear in your ePAD.

There are separate training resources available for the mobile app.

## 2.5 ePAD Scutiny

Your ePAD is your formal practice learning documentation. It is subject to marking by your university and external validation. Assessments and practice hours may only be signed off by professional members of staff within the practice organisation. They must use their full name and work email address for this purpose, so that, where applicable, their professional registration can be verified, e.g. on the NMC register. Upon sign-off, the member of staff receives a confirmation email describing the form or hours that they have approved and will raise an issue with your university if their details have been used without their permission.

## 3.0 Using the ePAD Website

### 3.1 Accessing your ePAD

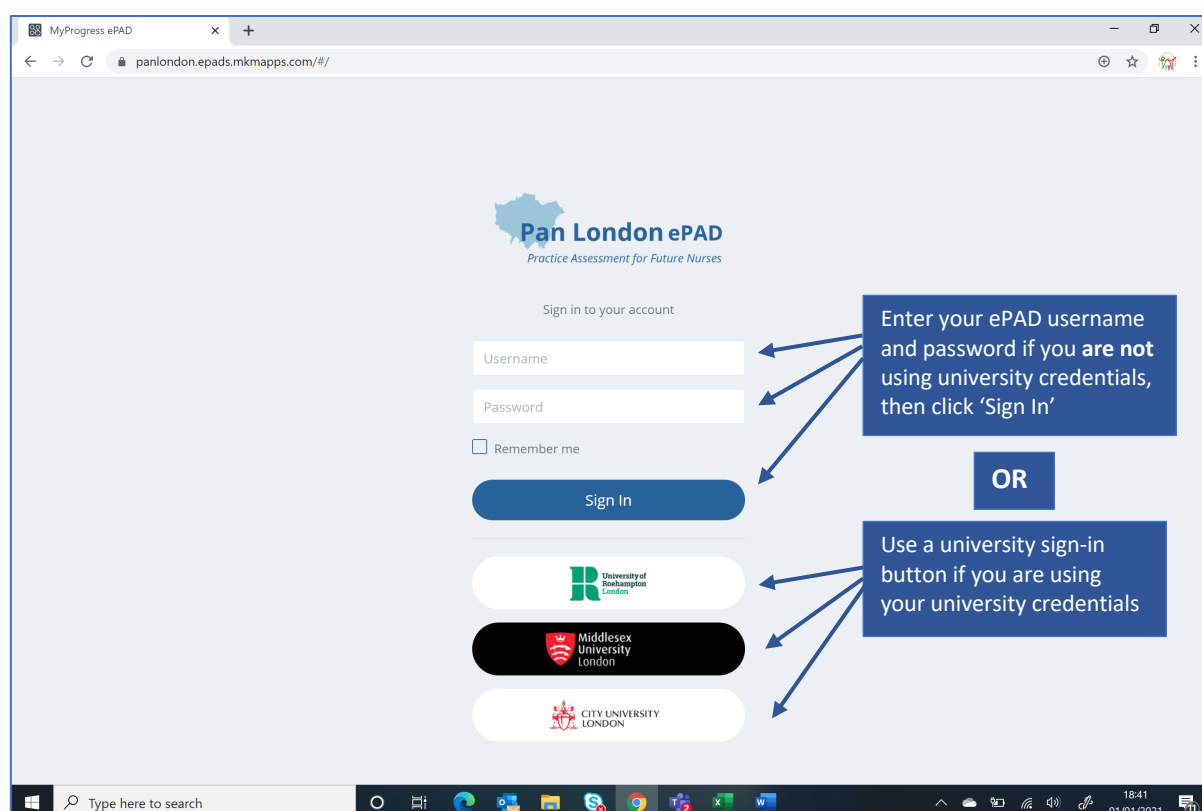
This section covers how to find the Pan London ePAD website, sign in using either your university or new credentials, edit your ePAD profile and sign out.

#### Finding the Pan London ePAD website

The Pan London ePAD website is accessed at <https://panlondon.epads.mkmapps.com/#/>. You can bookmark the website in your browser, or save it in your browser Favourites, so you don't have to remember it.

**TIP:** DO NOT try to find the Pan London ePAD website via Google as you will be offered lots of different ePAD websites, which is very confusing.

The Pan London ePAD sign-in page looks like this:



**TIP:** If you receive an error that the **site cannot be reached** then a) check that you have wifi or a data connection, if yes then b) check carefully the website address that you used, as any small mistake will make the page retrieval fail.

## Signing in with university credentials

Read this section if your ePAD account has been set up with access using your university systems credentials (username and password). You will be informed during your ePAD orientation whether your university credentials can be used or you have new credentials.

***If your university credentials can be used, then follow these steps to sign in:***

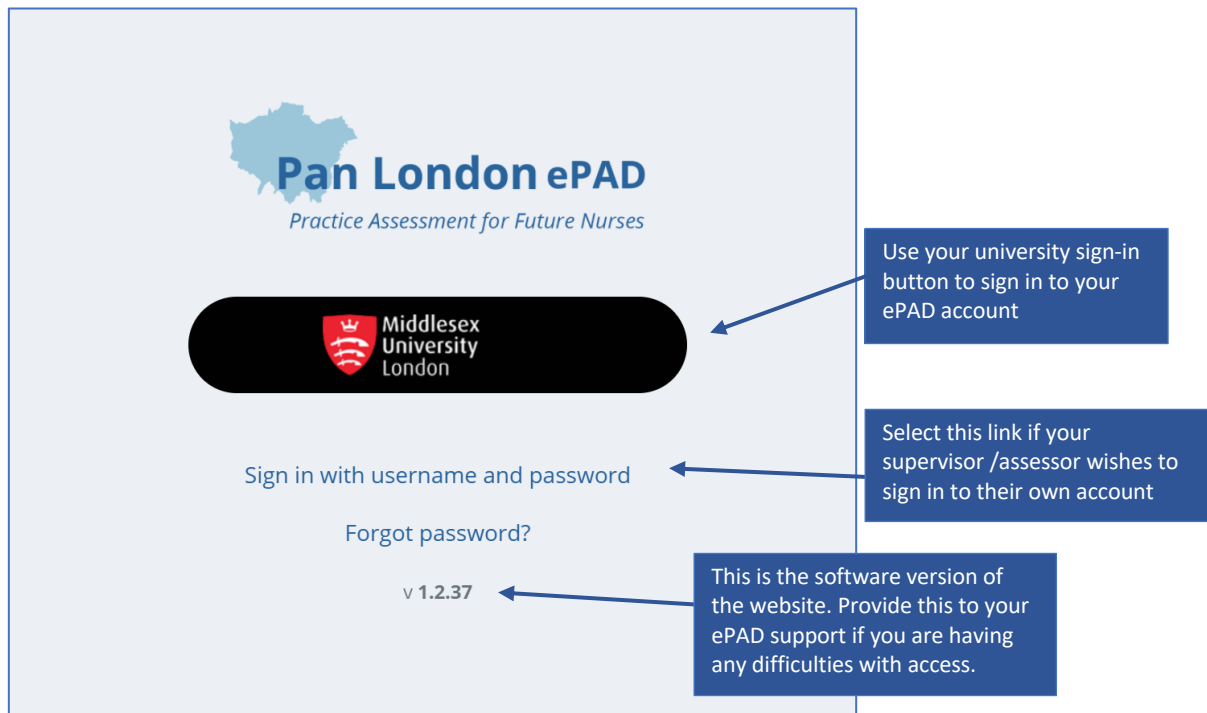
1. On the sign-in page, click on the **sign-in button** for your university.
2. Enter your university username and password on your university's sign-in page.

Successful completion of your university's sign-in process results in your Pan London ePAD homepage being displayed.

Contact your **university's IT support** to get assistance if you are unable to sign in via your university page.

**TIP:** If you add your university name to the website address you will only see the sign-in button for your university and not all the others. For example, Middlesex students can use: <https://panlondon.epads.mkmapps.com/#/middlesex> [You need the /#/ before the university name for it to work.]

If you use the university name extension to the ePAD website address, you will see only your university sign-in button (example shown below for Middlesex University):



The screenshot shows the Pan London ePAD sign-in page for Middlesex University. The page features the Pan London ePAD logo at the top, followed by the Middlesex University London logo. Below the logo is a large black button with the university crest and name. To the right of the button is a callout box: "Use your university sign-in button to sign in to your ePAD account". Below the button are the links "Sign in with username and password" and "Forgot password?". To the right of these links is a callout box: "Select this link if your supervisor /assessor wishes to sign in to their own account". At the bottom left is the version number "v 1.2.37". To the right of the version number is a callout box: "This is the software version of the website. Provide this to your ePAD support if you are having any difficulties with access."



You can access the username and password fields by selecting 'Sign in with username and password', which is useful if you are working with your Practice Supervisor or Practice Assessor and they wish to sign in to their own account.

## Signing in with ePAD account credentials

Read this section if your ePAD account has been set up with access using new credentials (username and password). You will be informed during your ePAD orientation whether your university credentials can be used or you have new ePAD account credentials.

*If you have new credentials, then follow these steps to sign in:*

1. Locate your Pan London ePAD welcome email in your university email inbox (or sometimes it can be found in the junk mail folder). This will contain your username (which is your university email address) and a temporary password.

**TIP:** Contact your **university ePAD support** for assistance if you cannot locate your welcome email in either your inbox or junk mail folder.

2. Click on the website link in the email (or type the website address into your browser).
3. Enter your ePAD username and temporary password into the username and password fields in the ePAD sign-in page.
4. Click on the **Sign In** button.

Successful sign-in results in your Pan London ePAD homepage being displayed. If you are unable to gain access make sure you have typed your username and password correctly.

**TIP:** If you have accessed the ePAD website before but suddenly can't get access, it is worth clearing your browser cache as it may be storing an out of date version of the ePAD website. To do this follow instructions for the browser you are using (search 'clear my browser cache' to find instructions for your browser).

## Editing your ePAD profile (to change your password / upload a photo)

In the ePAD profile page you can change your password and upload a profile photo. If you have signed in to your ePAD using a temporary password then you will need to create a new password straightaway. If you are using your university credentials then your password is managed via your university systems account and you cannot change it in the ePAD.



***To change your password (if applicable) or upload a photo, follow these steps:***

- 1) On the ePAD homepage, click on the chevron (top left of the page) to expand the left-hand menu.
- 2) In the left-hand menu, click on '**Edit Profile**'. This opens your profile page in a new browser tab.
- 3) *To change your password (not possible if you are using university credentials).* In your profile page:
  - a) Go to the 'Edit your password' section
  - b) Enter your current password
  - c) Enter your new password (Passwords must be at least 7 characters long and must contain at least 2 non alphanumeric characters)
  - d) Repeat your new password
  - e) Click on the **Save changes** button.
- 4) *To upload your profile photo.* In your profile page:
  - a) Go to the 'Update your profile picture' section
  - b) Click on the **Choose File** button
  - c) Find your photo and open or select it (the exact action depends on your browser)
  - d) Click on the **Upload image** button.
- 5) When you have completed your profile changes, close the Edit profile tab and you return to the ePAD homepage.

**TIP:** If you have uploaded a profile photo, refresh your ePAD homepage to see it displayed (e.g. use the 'Ctrl' + 'F5' keys on a PC for a page refresh).

Note that you are prevented from editing certain fields in your profile if your access is managed via your university systems account.

## Signing out of your ePAD

It is very important to sign out of your ePAD account after you have completed your updates, especially when you are using a shared or public computer. This prevents any accidental disclosure of your ePAD information to an unauthorised person.

To sign out of your account, click on the **padlock icon**  that is always present in the top right corner of the page.

## Automatic Session Time-out

It is useful to know that there is also an automatic 30 minute inactivity time-out. This means your session will be closed (you will be automatically signed out) if you haven't selected anything on the website for 30 minutes. This is done in case you have accidentally left yourself logged in on a shared or public computer.

**TIP:** When you are working within a form, use the **Save progress** feature regularly to avoid any possibility of being timed out and losing your work. See section 3.6 for more details about working with forms.

## 3.2 Navigation: Getting around the ePAD

The ePAD website is designed to be easy to use. This section gives you an overview of the structure and navigation features to give you a head start.

Note that the terms '**clicking**' and '**selecting**' are used interchangeably to denote the triggering of an action within the ePAD either using a mouse or by touch depending on the device you are using.


### The ePAD structure

The ePAD has 3 main pages:

- **Homepage:** this is the page displayed when you sign in; it gives you useful information and access to the different areas of the ePAD (see section 3.3 for a detailed guide)
- **Part page:** this page contains your progress through a Part and gives you access to the placements you completed during that Part; the Part pages are accessed directly from the homepage (see section 3.4 for a detailed guide)
- **Placement page:** the page containing details about the placement and your practice assessment documentation; placement pages can be accessed via the relevant Part page and the current/most recent placement can also be accessed directly from the homepage (see section 3.5 for a detailed guide)


### Navigation features

- **Linked panels:** If a panel (a boxed area on the page) gains a defined border when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking anywhere in the panel will open the page. For example, on the homepage there are linked panels for the current/most recent placement as well as each Part and the OAR.
- **Linked rows:** If a row (a list item) within a panel changes its shade when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking on the item will open the page. For example, in the 'What's next' and 'Don't forget' panels on the homepage there are linked rows for the forms that are listed, which open the form for completion when clicked.

- **The expand/collapse chevron:** This is an arrow indicating a hidden section. Clicking on the arrow, which could be right-pointing “>” or down-pointing “v”, expands the section to display the hidden information and changes the arrow direction; clicking on it again collapses the section. For example, on the homepage this feature is used to expand/collapse the left hand side menu; on the placement page it is used to show form previews or lists of completed forms.
- **ePAD menu:** Selecting the ‘burger’ symbol  on the homepage opens a menu that provides quick access to any placement or form within any Part of your ePAD, bypassing the need to navigate via panels.
- **Location trail:** As you click through the ePAD structure each location is added to a ‘breadcrumb’ trail under the page title, which looks like this:

ePAD (BSc Nursing) > NURSING - PART 1 > **Placement 1**

The location link is displayed when you move your pointer over it (and the pointer changes to a hand), indicating that if you select it you will go back to that page. The ePAD name links to the homepage.

- **Home:** In addition to selecting the first item in the location trail (see above), you can also go straight back to the homepage from anywhere on the website by selecting the Pan London ePAD home icon  found in the page header.

## 3.3 Your ePAD Homepage

When you sign in to your ePAD account you are presented with your ePAD homepage. This section explains the main homepage features. They are indicated on the screenshot below and described in more detail on the next page. See section 3.2 above for a guide to navigation features.

The screenshot shows the Pan London ePAD homepage for a student named Adam Toote. The interface includes a left-hand navigation menu, a top header with a chevron and a messages icon, and a main content area with several panels.

**Annotations:**

- Use the chevron to expand / collapse the left-hand menu:** Points to the chevron icon in the top left.
- Click here for your new messages:** Points to the messages icon in the top right.
- Click on the padlock to sign out:** Points to the padlock icon in the top right.
- 'About you' panel of useful information:** Points to the left-hand panel containing student details.
- Forms you still need to complete for the placement:** Points to the 'What's next?' section.
- To view details and forms for the placement, select the placement panel:** Points to the 'Current placement provider' section.
- Forms you need to complete for the Part and others to consider:** Points to the 'Don't forget' section.
- Select the Ongoing Achievement Record panel to see marking and progression approval forms:** Points to the 'ONGOING ACHIEVEMENT RECORD' panel.
- Part panels: This student is in Part 1. To view Part related guidance and the placements in the Part, select the relevant Part panel:** Points to the 'NURSING - PART 1' panel.

**Student Details (About you panel):**

- Name:** Adam Toote
- Email:** adam@panlondon.ac.uk
- Hours:** 96/2300 HOURS
- INSTITUTION:** Pan London University
- STUDENT NUMBER:** PL1234587
- COHORT:** PLU/Sep20/BSc/Ad
- ACADEMIC ASSESSOR:** Sally Wilson (s.wilson@panlondon.ac.uk)
- PERSONAL TUTOR:** Waqar Qureshi (w.qureshi@panlondon.ac.uk)

**Current placement provider:** Guy's and St Thomas' NHS Foundation Trust

**Area:** Florence Ward

**Experience:** Adult - Acute care

**Contact:** Sarah Smith, Ward manager, 020 1111 2322

**Start Date - End:** 30 Nov 2020 - 31 Mar 2021

**What's next?**

- Professional Values in Practice - Mid-Point (Part 1) - Deadline: 29 Jan 2021
- Professional Values in Practice - Final (Part 1) - Deadline: 31 Mar 2021
- Reflection on meeting Professional Values - Deadline: 31 Mar 2021

**Don't forget**

- Episode of Care - Formative (Part 1)
- Patient/Service User/Carer Feedback
- Reflection on Learning from Others

**Parts**

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

**NURSING - PART 1** (Current): BSc/PGDip/MSc

**NURSING - PART 2**: BSc/PGDip/MSc

**NURSING - PART 3**: BSc/PGDip/MSc

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

**Practice hours** button at the bottom right.

## The page header

The page header is always available, regardless of your location in the ePAD. In the header you can find the following links (left to right):



**Home:** You can go straight back to the homepage from anywhere in your ePAD by selecting the Pan London ePAD home icon.

- > **The expand/collapse chevron:** Selecting this expands the left-hand menu to display the links in full and changes the arrow direction; selecting it again collapses the menu.



**New messages:** You can see your new messages by selecting this envelope icon. The number indicates the number of unread messages. Select the envelope icon to see the list and select one of the messages to read further. See section 3.9 for more about messaging within the ePAD.



**Sign out:** Select the padlock icon to sign out of your account.

## The left-hand menu

The left-hand menu is always available, regardless of your location in the ePAD. It is expanded and collapsed by clicking on the chevron in the page header (see above). This menu contains the following links:



Edit Profile

**Edit profile:** where you can change your password (if you are using ePAD account credentials) and upload your photo. See section 3.1 for more details about editing your profile.



ePAD

**ePAD:** Click on the ePAD icon to return to the ePAD homepage when you've viewed practice hours or messages.



Practice hours

**Practice hours:** Click on the alarm clock icon to view your practice hours page. See section 3.8 for details.



Messages

**Messages:** Click on the envelope icon to view your messages page. See section 3.9 for details.

**TIP:** The ePAD, Practice hours and Messages icons can be used when the menu is collapsed.

## The 'About you' panel

The panel on the left-hand side of the homepage provides:

- your name and profile photo (see section 3.1 for a guide to uploading your photo)
- a practice hours progress circle that displays your total practice hours to date against the target number of hours for your programme
- other reference information.

Contact your ePAD support at your university if you think any of the reference information is incorrect.

## The Placement panel

The panel at the top of the homepage provides information about your current placement (if you are currently on a placement), or your most recent placement, or will be absent if you have not yet started on your first placement. The amount of information can vary depending on your university's decision on what to include in the ePAD. It will always include the placement area and start and end dates.

Click anywhere in the panel to display the placement page (see section 3.5 for details about the placement page).

**TIP:** A new placement is only displayed in this panel from its start date. To see details about your upcoming placement go to your current Part page. See section 3.4 for information about the Part page.

## The 'What's next' panel

The What's next panel lists the forms that are already due or coming up for completion, in deadline date order. Once you've completed one that is on the list the next one becoming due will be displayed, until there are none left (in which case the panel is no longer displayed).

Select a form name to open a blank form for completion.

**TIP:** The **deadline dates** are a guideline. Use them to help schedule your meetings with your Practice Supervisor or Practice Assessor. See section 3.6 for more information about deadlines.



## The 'Don't forget' panel

The Don't forget panel prompts you with other forms that may be completed on the placement (e.g. the Patient/Service User/Carer Feedback form), or must be completed by the end of the Part (but not necessarily on your current placement unless it's the final one in the Part). Forms are displayed randomly, so you may see different forms being listed each time you sign in to the ePAD or return to the homepage.

A form will not appear again in the panel after it has been completed once. However, some forms may need multiple submission (e.g. the proficiencies forms), so **always monitor your progress with your forms and be aware of what still needs to be completed** (for more details see section 3.6 Working with forms). When all the 'don't forget' forms have been completed at least once then the panel is no longer displayed.

Select a form name to open a blank form for completion.

**TIP:** The Assessment of Proficiency Part Cross-over forms from the OAR (see the sub-section below) are not included in the Don't forget panel – but don't forget them!

## The Part panels

There is a panel for each of the Parts (practice learning stage) that make up your nursing programme. Your current Part is indicated with 'Current'. Each Part page contains Part related guidance and information about the placements you completed.

Select a Part panel to open the Part page. See section 3.4 for details.

## The Ongoing Achievement Record (OAR) panel

The OAR contains your Assessment of Proficiencies Part Cross-over forms, your university placement marking forms (where used) and the Part progression forms signed off at the end of each Part by your Practice Assessor and Academic Assessor.

Select the Ongoing Achievement Record panel to see the OAR forms. These can also be accessed via the placement page for convenience.

## 3.4 The Part page

You can access a Part page by selecting the relevant panel from your ePAD homepage (explained in section 3.3 above).

In the Part page, you are provided with:

- guidance to completing the practice assessment documentation for this Part
- all the placements (past, current (and planned if details are available)) in the Part
- a summary of practice hours achieved for the Part to date
- access to your Part-specific assessment forms
- a list of the Practice Supervisors and Practice Assessors who have been linked to you during the Part.

The main Part page features are described on the screenshot below. The page expands to accommodate all the placements that the university has planned for the Part. Placement details are uploaded when your university has confirmed them and is ready to share them with you.

The screenshot displays the 'NURSING - PART 1' page in the ePAD system. The page is titled 'NURSING - PART 1' and 'Updated a few seconds ago'. It shows a sidebar with 'Introduction' and 'Placement 1' (Current) and 'Placement 2'. The main content area includes a 'PRACTICE HOURS' section with a progress circle showing 278.75/750, a table for 'Placement 1' with columns for Provider, Area, and Hours, and a 'PRACTICE SUPERVISORS/ASSESSORS' section with a list of roles and contact information for Alex Capone.

**Callout boxes:**

- Introduction and guidance regarding your practice assessment documentation:** Points to the 'Introduction' section in the sidebar.
- The Part practice hours progress circle shows total practice hours achieved to date against the Part target:** Points to the 'PRACTICE HOURS' section.
- Summary of practice hours achieved in each placement. Placements are added to the list when they start:** Points to the 'Placement 1' table.
- Panels for each placement and Part-specific forms are displayed down the left-hand side:** Points to the 'Placement 1' and 'Placement 2' panels in the sidebar.
- List of Practice Supervisors and Practice Assessors who have been linked to you:** Points to the 'PRACTICE SUPERVISORS/ASSESSORS' section.

Selecting 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 you for that placement. See section 3.5 for details of the placement page.

## 3.5 The Placement page

You can access the page for your current or most recent placement by selecting the top panel from your ePAD homepage (explained in section 3.3 above). Go to the relevant Part page for a list of your earlier placements, from where you can select one to review.

The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

- information about the placement (area name, dates etc)
- your placement practice hours progress circle
- completion overview for (and access to) all the forms relevant to the placement
- your current Practice Assessor's details.

The other tabs represent completion timing. They break up the list of forms and assessments from the overview so you get a feel for when they should be completed. However, there is no difference between selecting a form from the overview tab or a different tab.

- **Start / Mid-point / Final tabs** - forms that you must complete for every placement following the timing indicated by the tab name.
- **Any Time tab** - forms that you use as the need / opportunity arises during a placement.
- **Part Specific tab** - forms that you must complete by the end of the Part.
- **OAR tab** - Ongoing Achievement Record forms that you complete across Parts.

The main placement page (overview tab) features are described on the screenshot below.

The screenshot displays the 'Placement 1' overview page. At the top, a navigation bar shows tabs: OVERVIEW, START, MID-POINT, FINAL, ANY TIME, PART SPECIFIC, and OAR. A callout points to this bar: 'Select a tab to view the applicable forms'. On the left, a 'PLACEMENT PROVIDER' section lists 'London NHS Foundation Trust' and a 'PLACEMENT AREA' section lists 'Florence Ward (London Hospital)'. Below these is a 'TYPE OF EXPERIENCE' section with 'Practice'. A 'Placement practice hours progress circle' callout points to a circular progress indicator showing '24/280 HOURS'. The main content area is divided into sections: 'PROGRESS' (Start: 1 Jul 2021 - End: 31 Oct 2021), 'START' (The following forms need to be completed at the beginning of your placement.), 'MID-POINT' (The following forms need to be completed around the middle of your placement.), and 'PRACTICE ASSESSOR DETAILS'. The 'START' section lists forms: Orientation (1), Person (1), Initial Interview (1), Practice Assessor Allocation (1 (Max 2)), and Practice Supervisor Allocation (1). The 'MID-POINT' section lists: Professional Values in Practice - Mid-point (Part 1) (Deadline: 31 Aug 2021) and Mid-point Interview (Deadline: 31 Aug 2021). The 'PRACTICE ASSESSOR DETAILS' section shows a profile for 'Alex Capone' (a.capone@example.com) with a callout: 'Practice Assessor details from your latest Practice Assessor allocation form'. A 'Completion overview for (and access to) all the forms relevant to the placement' callout points to the list of forms in the START section.

## 3.6 Working with forms

All student forms can be completed in the ePAD website or the mobile app (if you are using it). This section covers working with forms using the ePAD website.

### Overview of forms in your ePAD

The forms in your ePAD can be categorised as either ‘Student forms’ i.e. those that are **your responsibility** to complete (with your Practice Supervisor or Assessor as applicable), or those that can **only** be completed by other roles, e.g. your Practice Assessor or Academic Assessor.

#### Student forms

These are forms for:

- recording your practice learning progress and assessment (i.e. they constitute your practice assessment documentation). Some of these are mandatory for each placement; some are mandatory for the Part; and some are optional and should be completed whenever the opportunity arises
- linking your Practice Supervisor and Practice Assessor to your ePAD
- information collection

You will be given detailed guidance to the forms during your ePAD orientation provided by your university. You can obtain further information about forms from the ‘Guide to completing the Pan London ePAD’, which is found on the PLPLG website (<https://plplg.uk/pan-london-epad/>).

#### Marking and progression approval forms (found in the OAR)

These are forms for:

- placement completion marking by your university (where used, some universities complete this process outside of the ePAD)
- Part progression and registration approval by your Practice Assessors and Academic Assessors.

**TIP:** Student forms appear with a ‘**Complete now**’ button, indicating that you are able to complete them (subject to other completion settings (see below)). Where you are not able to complete a form you will see the message ‘Available to other roles’ and when you hover over the message the roles that can complete the form are listed.

### Finding a form

All forms can be located via the tabs in the **placement page** (see section 3.5 above). All forms are listed in the overview tab and can be selected from there. Each one will also appear within a supplementary tab that helps to define when the form should be

completed, and can be accessed from there. The point of access makes no difference to completing the form.

In addition, you can use one of the following **shortcuts** if you know which form you want to complete (see section 3.3 above for details):

- select the form name if it appears in the What's next or Don't forget panels on the homepage
- locate the form from the ePAD menu located on the ePAD homepage.

### Form template preview and guidance

All form templates can be displayed in a view-only mode in order that you can familiarise yourself with the sections and layout before you need to complete the form. Once you have completed a form, the preview mode is no longer available, but you can view the form you've already completed if you need a reminder of the layout.

***To preview a form template, follow these steps:***

1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the form template.

Form completion guidance is available above the form preview (or above completed forms) and within the form template as well. Familiarise yourself with the form's completion and sign-off requirements. **You must complete the form with the correct role (Practice Supervisor or Practice Assessor) for it to be accepted by your university.**

**TIP:** The form cannot be completed in preview mode. You need to select the '**Complete now**' button to open a blank form for completion (see the sub-section below for details).

You can read a detailed guide to each form in the 'Guide to completing the Pan London ePAD', which is found on the PLPLG website (<https://plplg.uk/pan-london-epad/>).

### Form completion settings

Some forms have settings that you need to be aware of. These settings have been decided by your university. If you have any concerns please contact your practice learning or ePAD support.

**Maximum number of completions:** Some forms have a maximum number of completions set. This means the system will not allow you to complete the form more times than the number stated. The maximum number is displayed next to the form name, e.g. 'Max 2'. Ensure you complete the form fully and correctly before submitting it. If you complete the

from the maximum number of times the Complete now button is no longer displayed and instead you see the message 'Max completions reached'.

**Target number of completions:** Forms may have a target number of completions. This is a guide that you should try to complete the form this number of times. The target number is displayed next to the form name as the second number in this format: '0/2' (in this example the target number is 2). The first number is incremented each time you complete the form.

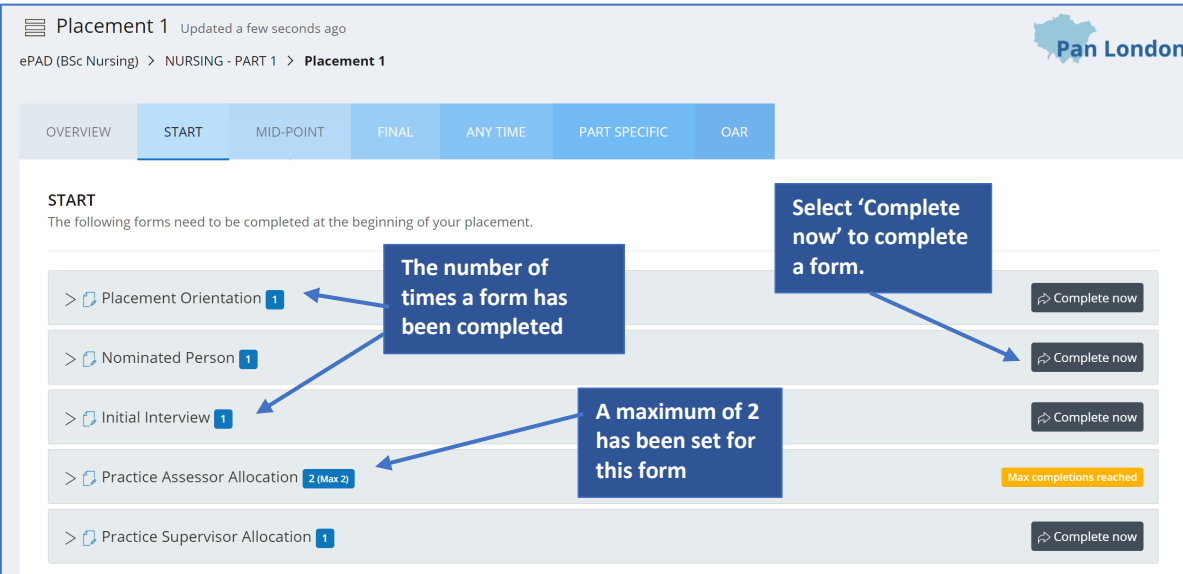
## Form deadlines

Forms that are to be completed at a certain time have a **deadline date** that is displayed next to the form name. Use the date as a guide to schedule time with your Practice Supervisor or Practice Assessor (as applicable) so that your practice assessment documentation is completed in a timely way.

Deadlines are intended to help you keep on track with your practice assessment documentation and make the most of the practice learning experience. There is no consequence if you miss a deadline. You are not penalised and your access to complete the form is not affected. If you are struggling to get forms completed contact your university.

## Completing a form

Forms can be completed during the placement or Part to which they apply and usually for a short period afterward (known as the '**grace period**'), which is set by your university. Your university will give you specific timings for form submission as you progress through your programme. The **Complete now** button is only active for student forms when your university has decided the form should be available for completion. The screenshot below provides an example view of forms in the Start tab.



The screenshot displays the 'START' tab for 'Placement 1'. The breadcrumb trail shows 'ePAD (BSc Nursing) > NURSING - PART 1 > Placement 1'. The 'START' tab is selected, showing a list of forms to be completed at the beginning of the placement. The forms are: Placement Orientation, Nominated Person, Initial Interview, Practice Assessor Allocation, and Practice Supervisor Allocation. Each form has a 'Complete now' button. The 'Practice Assessor Allocation' form shows '2 (Max 2)' and a 'Max completions reached' message. Annotations explain the completion process and limits.

Form Name	Current Completions / Target	Completion Status
Placement Orientation	1 / 1	Complete now
Nominated Person	1 / 1	Complete now
Initial Interview	1 / 1	Complete now
Practice Assessor Allocation	2 (Max 2)	Max completions reached
Practice Supervisor Allocation	1 / 1	Complete now

### **Work through the following steps to complete a form:**

- 1) Find the form you wish to complete. Make sure you understand the approval (sign-off) requirement for the form (e.g. if you need to work through it with your Practice Supervisor or Practice Assessor).
- 2) Select '**Complete now**'. This will open a blank form.
- 3) Complete the form. How you do this depends on the format of the questions: e.g. you may need to select from a drop-down list, complete a check list, or type into a text box.
- 4) When you have completed the form **review it carefully** as it cannot be changed once submitted.
- 5) When you are happy with the responses you have made in the form, select the **Finish** button. This opens a confirmation window.
- 6) Select '**Complete this response**'. If the form *doesn't require approval* then it is saved at this point.
- 7) *If the form requires approval:*
  - a) A sign-off window will be displayed.
  - b) Ask the Practice Supervisor or Assessor (as applicable) to sign it off **using their full name and work email address**. [This is the equivalent of their signature on a paper form.] The form is saved at this point.

**WARNING:** You must not approve a form on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- c) A confirmation email is sent to the Practice Supervisor or Assessor with a link to the completed form. They are advised to contact the university if they don't remember completing the form with you.
- 8) The number of completions is indicated next to the form name and is incremented every time you submit a form. The completed form will appear in the form list under the form name. Every completed form is date/time stamped. If it was subject to approval, the name and email address of the approver are also displayed.

### **Working with drafts (the 'Save progress' button)**

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, you can select the **Save progress** button, which you will find at the bottom of the form. This saves everything that you've entered as a draft. You can continue the form later by selecting the **Complete now** button again. Your previous entries will be displayed and can be amended as required.



You can also use the **Save progress** button to draft your responses to sections in a form in advance of your meeting with your Practice Supervisor or Assessor.

You can only have one draft of a form at one time. In order to start completing a form again you must submit your current draft, or remove the current responses if no longer required.

**TIP:** Your drafts are **only visible in your own account**. They are not shared with your Practice Supervisor's or Practice Assessor's accounts, so they cannot add to a draft that you've started unless they are with you and you are the one signed in to your ePAD.

### Repeating a form

Some forms are usually **completed once** in the placement (e.g. the interview forms) or the Part (e.g. the medicines management form). However, if you are asked to complete a form again you can do so by going through the same form completion process. The latest completed form appears at the top of the list under the form name.

Some forms should be **completed again** when opportunities arise, e.g. the feedback forms. These are found in the Any time tab.

The Assessment of Proficiencies forms are intended to be completed **multiple times**, as you achieve different skills at different times through the Part.

The Practice Assessor Allocation form can only be completed a maximum number of times. Contact your ePAD support if you need assistance with this form.

The Practice Supervisor Allocation form can be completed as many times as needed. This form is found in the Start tab, but you can return to it whenever you need to.

### Viewing a completed form

Completed forms (known as 'responses') are found in the same ePAD structure: placement pages, Part pages and the OAR. Responses are identified by the name (and email address if applicable) of the person who completed/approved the form and the date/time submitted.

***To view a completed form, follow these steps:***

1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the list of responses.
3. Select the chevron next to a response to display its contents.

Note there is a setting that can be used by universities to hide a response, e.g. where it contains confidential data. The screenshot below shows an example of a responses list.

**START**  
The following forms need to be completed at the beginning of the placement.

> **Placement Orientation** 1 Complete now

> **Nominated Person** 1 Complete now

▼ **Initial Interview** 2 Complete now

Use this form to record the initial interview. This should take place within the first week of the placement.

**RESPONSES (2)**

> Approved by Alex Capone (a.capone@example.com) on 7 Oct 2021 10:23

> Approved by Alex Capone (a.capone@example.com) on 27 Sep 2021 14:02

## Viewing a form summary

The Assessment of Proficiencies forms can be submitted multiple times, as you are assessed for the achievement of different skills at different times through the Part. For these forms, a **summary of achievements** to date is displayed after selecting the form name. This is to assist you in knowing which proficiencies you have achieved and which are outstanding. Every assessment that has been recorded to date is shown in the summary view. Hover over a green or red dot to see who approved the assessment and when. The individual completed forms (responses) are available below the summary. See the screenshot below.

▼ **Assessment of Proficiencies (Part 1 / 2 Cross-over)** 3 Complete now

This form may be completed multiple times to assess the student's progress. Any proficiencies not assessed must be left blank.

Summary of assessment to date in this Part. Completed forms are provided underneath the summary

**Participates in providing and evaluating person-centred care (Part 1)**

	Yes - Achieved	No - Not Achieved
Part 1 No 14. Assists with toileting, maintaining dignity and privacy and managing the use of appropriate aids including bottles and commodes.	● ●	
Part 1 No 15. Selects and uses continence and feminine hygiene products, for example, pads, sheaths and appliances as appropriate.	● ●	

**Participates in procedures for the planning, provision and management of person-centred care (Part 1) / Participates in the provision and management of person-centred care with increased confidence (Part 2)**

	Yes - Achieved	No - Not achieved
Part 1 No 23. Collect and observe sputum, urine and stool specimens, undertaking routine analysis and interpreting findings.	●	●
Part 2 No 10. Utilises aseptic techniques when managing wound and drainage processes (irrigation, vacuum removal where appropriate).	●	

**RESPONSES (3)**

> Approved by Sam Smith (Sam.smith@example.nhs.uk) on 7 Oct 2021 11:30 Practice hours

## 3.7 Linking your Practice Supervisor and Practice Assessor with your ePAD

If they are linked to your ePAD, Practice Supervisors and Practice Assessors can review your past documentation, support your progress, contribute to your practice learning documentation and help with practice hours entries for your current placement. Additionally, there are some forms that can only be completed by Practice Assessors and therefore must be completed in the Practice Assessor's account.

**You should link your Practice Supervisor(s) and Practice Assessor to your ePAD when you first meet with them at the start of a placement, or as soon as possible if they change.**

***Work through the following steps to link your Practice Supervisor(s) and Practice Assessor to your ePAD:***

- 1) Locate the **Practice Assessor Allocation form** or the **Practice Supervisor Allocation form** as applicable (e.g. go to the Start tab in your current placement page).
- 2) Complete and submit the **Practice Assessor Allocation form** to link a Practice Assessor, or the **Practice Supervisor Allocation form** to link a Practice Supervisor.

**TIP:** Take care to sign off the form with your supervisor's or assessor's **full name and work email address** correctly entered as these details will be used to create their account (if they don't already have one) and to link their account to your ePAD.

- 3) *If the Practice Supervisor or Practice Assessor already has an ePAD account* then it will be linked to your ePAD automatically. They will receive a confirmation email that they have approved a form for you.
- 4) *If the Practice Supervisor or Practice Assessor needs an ePAD account:*
  - a) On submitting the form, their account will be created and will be linked to your ePAD automatically.
  - b) They will receive a welcome email with their ePAD account details. Their username will be the email address provided in the form sign-off. They will be given a temporary password in the confirmation email they receive.

**TIP:** If the Practice Supervisor or Practice Assessor doesn't receive the email in their inbox:

- firstly, ask them to check their junk mail folder, as email security filters sometimes put the email in there. If it is there, then they should mark the email sender as a 'safe sender' so that future emails go into their inbox.

- secondly, check that their email address was entered correctly on your form sign-off (go back to the form list in your ePAD to see what was entered). They will not receive the email if their email address was entered incorrectly. If that is the case, then contact your **ePAD support** as they can amend the details.

- thirdly, if their email address is correct then ask the Practice Supervisor or Practice Assessor to contact their own IT team. It would appear that the email security filters have completely blocked the email delivery and only their IT team can amend the filters to allow ePAD emails to be delivered.

## 3.8 Practice hours

### Overview of practice hours

You are responsible for adding your practice hours to your ePAD. During a placement, try to get your practice hours signed off daily. Practice hours can be signed off by any professional member of staff in the placement area who can verify your presence for that period. Your university staff will guide you when you can add hours that are gained in simulated practice or other circumstances. The university may also add hours to your ePAD when applicable, e.g. accredited hours that you are bringing in to your programme.

Any addition (or amendment) of practice hours must be approved by a member of staff, who signs them off using their **full name and work email address**.

Staff members who approve practice hours receive a confirmation email every Monday listing the hours they approved in the previous 7 days. They are advised to contact the university if they don't remember approving hours that are listed on the email.

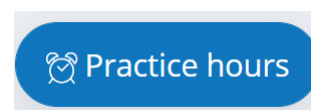
**WARNING:** You must **not** add practice hours assuming they are approved. Every practice hours entry must have explicit approval, i.e. must be made in the presence of the staff member or with their express permission.

### Adding practice hours

Practice hours can be added during the period of a placement and within a 'grace period' after the placement, which is set by your university. **You must be with the person who is approving the hours, or, if they are not with you, have their express permission to use their name and email address for the specific hours you are submitting.**

**Work through the following steps to add practice hours:**

1. Select the 'Practice hours' button that is always displayed in the bottom right-hand corner of the ePAD. This opens the Submit practice hours window.



2. Complete the fields in the Submit practice hours window. See the screenshot below.

**TIP:** You can select the hours and minutes using the up arrows. Minutes are added to the nearest quarter of an hour.

3. Review the information you've entered. [It's easier to correct a mistake now rather than later.]
4. Make sure you have correctly entered the **approver's full name and work email address**.

5. Select the **'Submit'** button to save the entry. The practice hours progress circles will increment automatically with the hours you've entered (if they count towards the total – sickness and absence hours won't).
6. The added practice hours entry will be included in the approver's practice hours weekly email, which is sent to their inbox on Mondays.

**Submit practice hours**

If you have overlapping placements you can select the one you want to add hours for

Placement provider \*  
London NHS Foundation Trust

Placement areas \*  
Florence Ward (London Hospit)

Activity type \*  
In Practice - Day Shift

Complete the fields for the hours you are submitting

Date \*  
Tue 21/09/2021

Duration \*  
0 : 0  
Hours Minutes

Approved by  
[Dropdown menu]

The person approving your hours must provide their full name and work email address

If the person who is signing on is not listed provide their details below

Approver name \*  
[Text input field]

Approver email \*  
[Text input field]

When you have completed the fields, double-check they are correct, then select 'Submit'

**Submit**

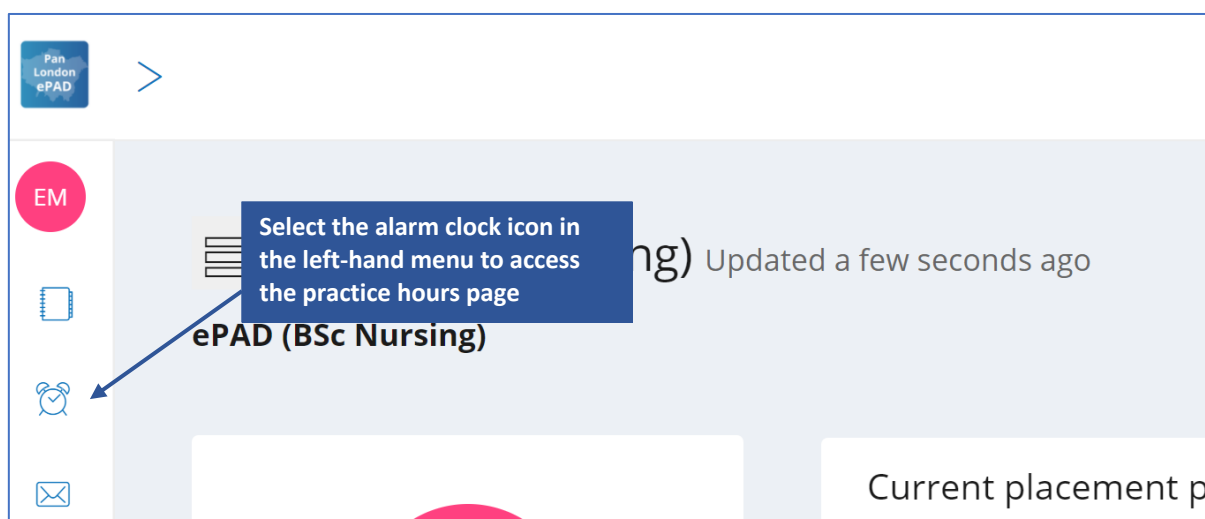
Cancel

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

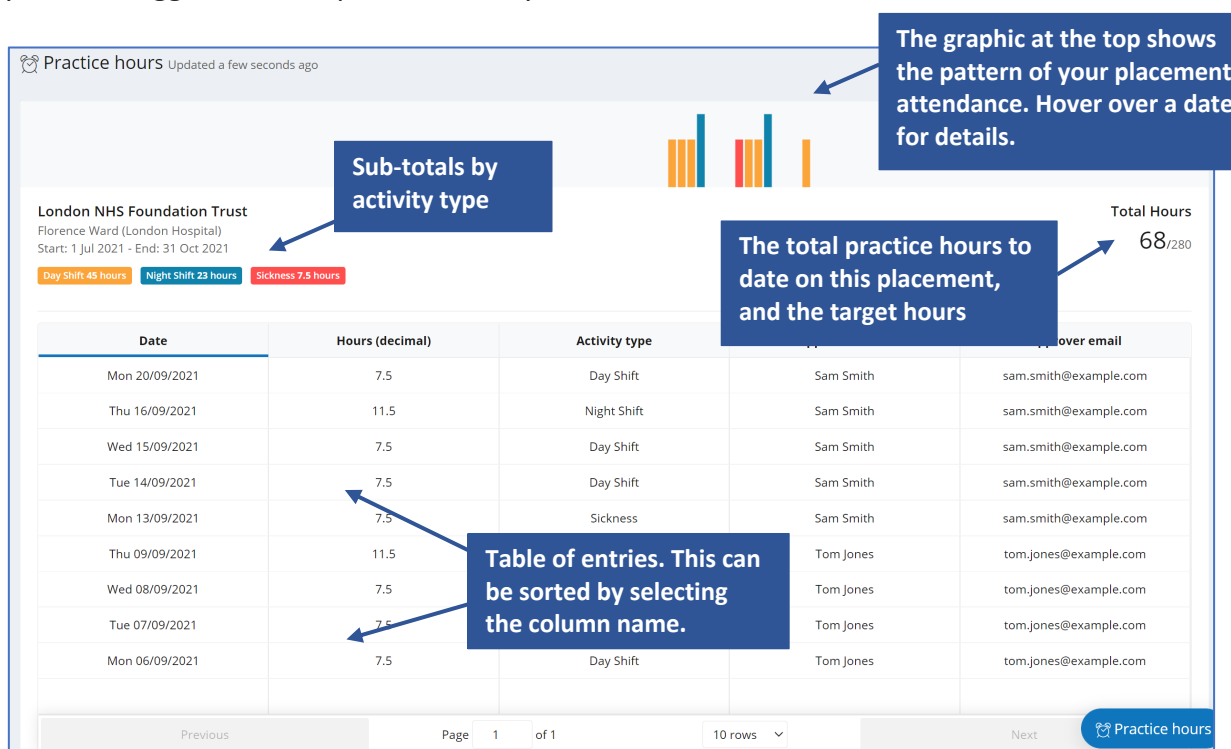
The activity type **University added hours** is only to be used in specific circumstances, as directed by your university. It should not be used for any hours approved by practice staff. Your university will explain the processes they expect you to follow for notifying and recording **sickness** and **absence** from placement.

## Reviewing practice hours – The practice hours page

To review your practice hours entries, select the alarm clock icon in the left-hand menu of your ePAD (see the screenshot below).



The practice hours page is displayed. This provides a table of the practice hours entries that you have logged for each placement. Key features are indicated on the screenshot below.





**TIP:** The page displays the latest placement at the top. Use the features at the bottom of the page to increase the number of rows displayed, or to move back and forward between pages, e.g. to see earlier placements.

It's important that the approver's name and work email address are correct as they are subject to verification by your university. Ask your Practice Supervisor or Practice Assessor to amend the entry if you spot a mistake (see the section below).

### Amending / deleting practice hours

From their own accounts, your Practice Supervisor(s) and Practice Assessor can amend your practice hours entries for your current placement. You cannot amend them. **Any person agreeing your amended entries must approve the change with their own name and work email address (i.e. overwrite the previous approver's details).**

Practice hours entries cannot be deleted. However, the date can be amended so that an entry can be re-used for a date where one is needed. Alternatively, the hours/minutes on the erroneous entry can be set to zero.

Contact your **ePAD support** if you need assistance beyond the changes that your Practice Supervisor or Practice Assessor can make. Note that your ePAD support team will require confirmation from your Practice Supervisor or Practice Assessor for any upward adjustment in practice hours.

## 3.9 Messaging

### Overview of messaging

Within the Pan London ePAD you can use messaging for informal communication with your Practice Supervisor(s), Practice Assessor and academic and support staff at your university. Anyone with access to your ePAD can view your messages page and send or reply to a message.

*Use ePAD messaging for:*

- Informal communication, including replies to messages from staff
- A record of other communications (telephone calls or text messages) so that a record (history) is maintained that is visible to all, e.g. where you've informed your Practice Supervisor verbally that you will be absent one day to attend university, add a message that covers it as well in case they forget.

*Do not use ePAD messaging for:*

- Any concerns within your placement. These should be raised directly with the nominated person for the practice area.
- Urgent communication with your practice staff, e.g. if you are late for a shift.
- Urgent communication with your university
- Communicating placement issues, e.g. if you need an extension to be able to complete your hours.

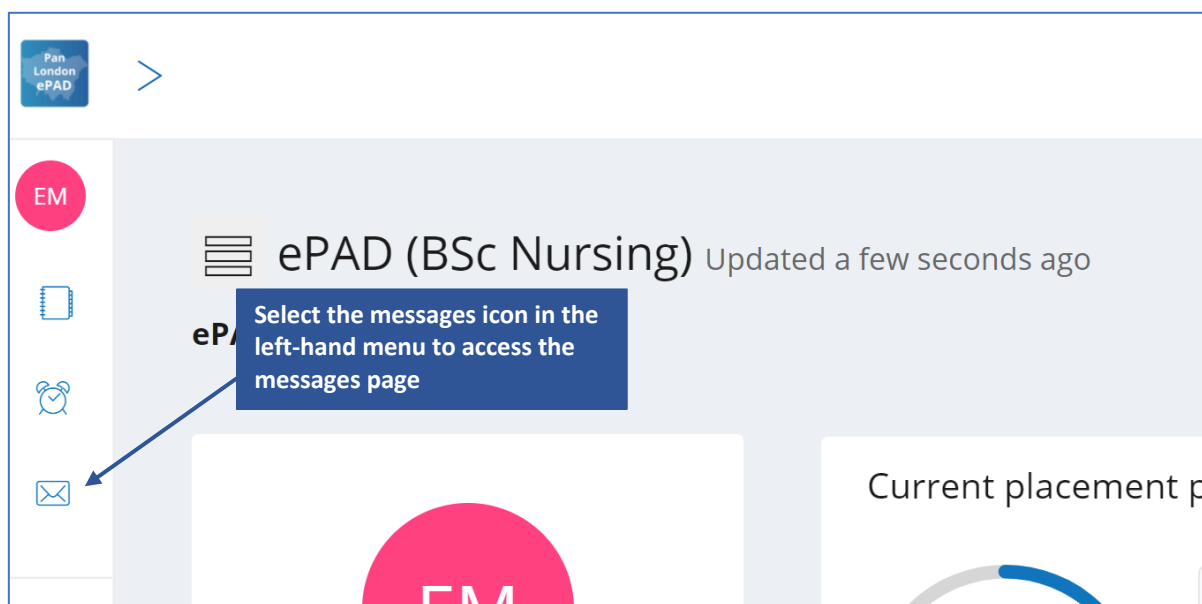
**WARNING:** The messaging service does not send out an alert that there is a new message. Therefore, do not use this as the sole or primary means of communicating anything urgent or concerns about your practice learning.

**Always use the means of communication required by your university or practice area for formal or urgent matters.**

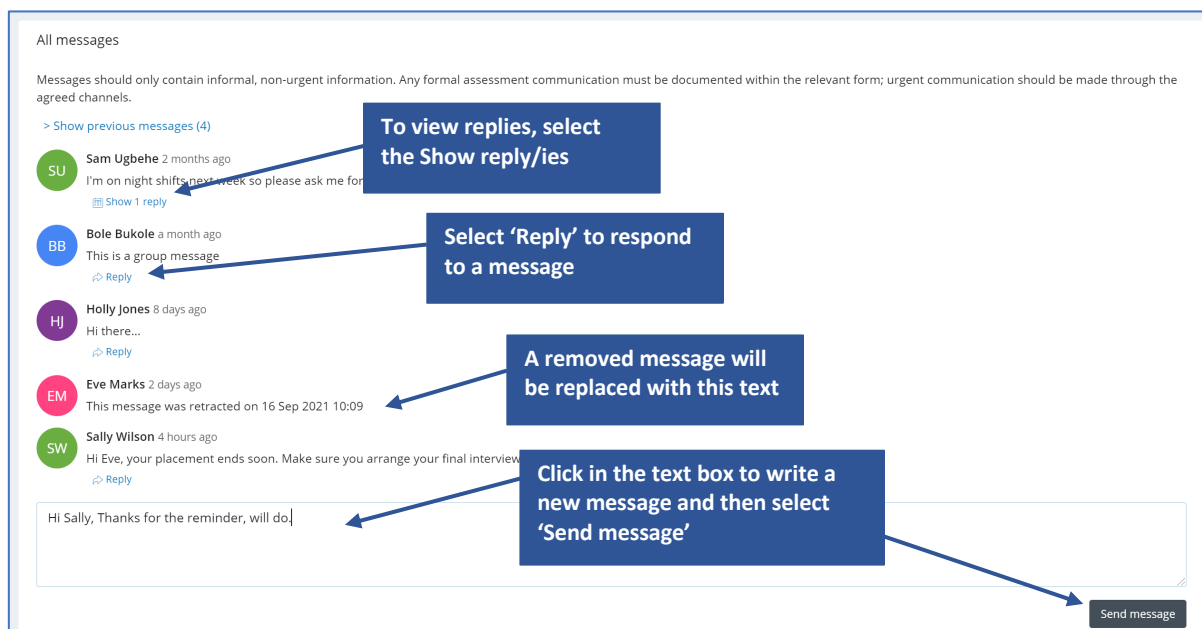
### The Messages page

The Messages page provides a chronological history of all the messages you've sent or received during your programme.

The page is accessed by selecting the messages icon from the left-hand menu. See the screenshot below.



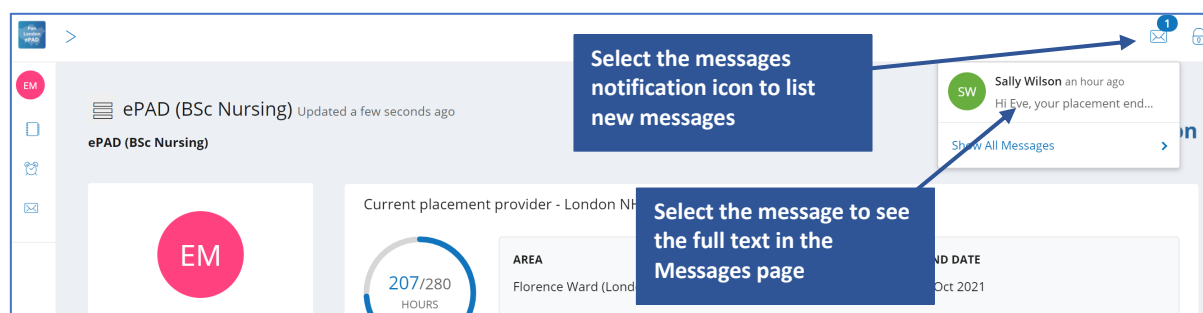
In the Messages page you can send a new message and reply to a message, as well as viewing past messages (see the screenshot below for the key features).



**TIP:** You cannot specify to whom you are addressing a new message. If applicable, start the message with their name so it's clear to the staff member (e.g. 'Hi Sally' in the screenshot above).

## Receiving messages

The messages notification icon in the top right corner of your ePAD homepage will indicate the number of new messages you have. You can select the messages notification icon to browse the new messages. Select a message to go the messages page for the full text.



## Removing messages

The text in the messages you send must adhere to professional communication standards, as taught by your university. For example, you must never include patient information in a message. Placement provider staff or university staff with access to your ePAD can remove a message where this is necessary. When a message is removed it is replaced with text saying that it has been retracted. See the example in the Messages page screenshot above. If in doubt, seek advice from your ePAD support team.