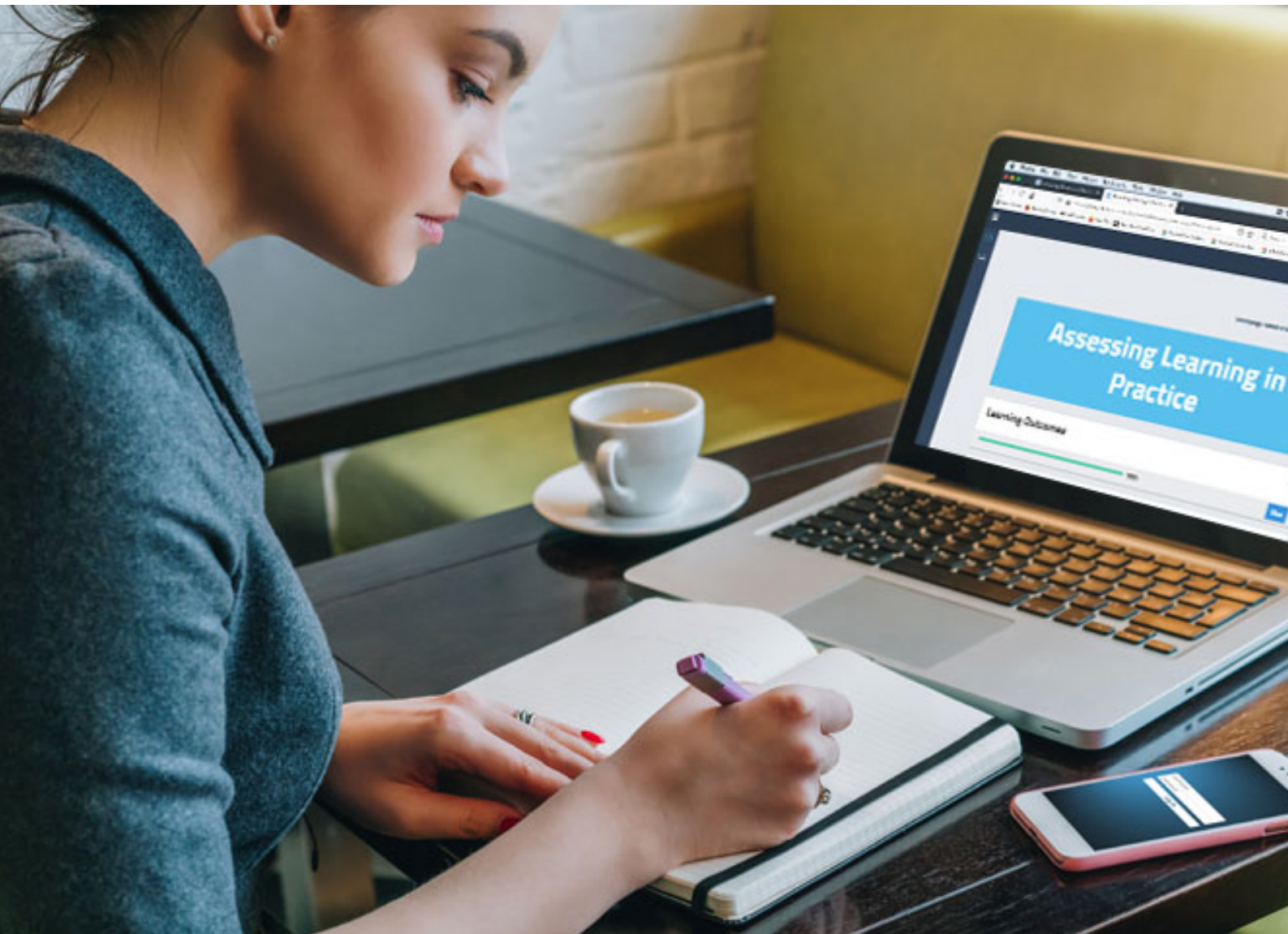# Pan London ePad

Practice Assessment for Future Nurses

Guide for Academics
(Revised April 2022)

PLPLG

Developing London's Future Nurses Together

myknowledgemap

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

Contents

Pan London ePAD
Practice Assessment for Future Nurses

1.0 Introduction to this Guide

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

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

Pan London ePAD

Practice Assessment for Future Nurses

2.0 Introduction to the ePAD

2.1 What is the Pan London ePAD?

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

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

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

2.2 Implementing the Pan London ePAD

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

2.3 Gaining Access to the Pan London ePAD

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

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

If your university has not implemented account integration, then you will use a new username and password in the ePAD sign-in page. You will receive a system-generated welcome email with details of your username (which will be your university email address)

and a temporary password. When you access the ePAD for the first time you should change the password to one that is easier to remember. You can do this via the Edit profile link in the left-hand panel of your home page. Passwords must meet system security standards.

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

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

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

2.3.2 Role of Academic Assessor

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

See section 3.4 for a more detailed guide on completing forms as an Academic Assessor.

2.3.3 Role of Practice Assessor or Practice Supervisor

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

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

2.4 The ePAD Website Address

The website address for **students and lecturers** is specific to your university. Find your university's ePAD link in the table below.

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

University	ePAD website link
Buckinghamshire New University	https://bucks.epads.mkmapps.com
Canterbury Christ Church University	https://cccu.epads.mkmapps.com
City, University of London	https://city.epads.mkmapps.com
Kingston University	https://kingston.epads.mkmapps.com
London South Bank University	https://lsbu.epads.mkmapps.com
Middlesex University	https://middlesex.epads.mkmapps.com
University of Greenwich	https://greenwich.epads.mkmapps.com
University of Hertfordshire	https://herts.epads.mkmapps.com
University of Roehampton	https://roehampton.epads.mkmapps.com

Practice Supervisors and Practice Assessors access the Pan London ePAD website using https://panlondon.epads.mkmapps.com/#/ . They cannot access the ePAD using the university sign in button.

The website is compatible with all popular browsers.

2.5 Overview of the Pan London ePAD Mobile App

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

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

The student can also use the mobile app to submit practice hours. They enter the hours they wish to record and hand their mobile device to a member of staff for approval. The

Pan London ePAD
Practice Assessment for Future Nurses

approver will receive a weekly digest email to confirm the hours they have signed off and details of who to contact if there are any issues.

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

2.6 Additional Support

If you require extra support with the use of the ePAD, please get in touch with your university's ePAD support team. There is also more training material and a series of short videos covering essential functions that you can find on the PLPLG website: https://plplg.uk/

3.0 Using the ePAD Website

3.1 Accessing the ePAD

This section covers how to find the Pan London ePAD website, sign in using your university credentials, edit your ePAD profile and sign out. It also explains how to act as a Practice Supervisor or Practice Assessor and complete forms via the student's account.

Finding the Pan London ePAD website

The Pan London ePAD website is accessed via a university specific web address. See section 2.4 above for the list of university links. For example, Middlesex University students sign in via https://middlesex.epads.mkmapps.com/#/. Note that 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.

For Middlesex University, the Pan London ePAD sign-in page looks like this:
[Note. Each university site is branded differently and has slightly different information.]

TIP: If you receive an error that the **site cannot be reached** then a) check that you have Wi-Fi 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.

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

Signing in with university credentials

Your ePAD account uses the same username and password as your other university systems and is accessed via your university's account authentication process.

Follow these steps to sign in:

1. Go to your university specific ePAD sign-in page (see section above).

2. On the sign-in page, click on the **sign-in button**. This will take you to the usual university sign-in page.

3. Enter your university username and password on your university's sign-in page.

Successful completion of your university's authentication 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 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 (e.g. to upload a photo)

In the ePAD profile page you can upload a profile photo.

To 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 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.

9

4) 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 because 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 using a shared or public computer. This prevents any accidental disclosure of 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 signed in on a shared or public computer.

TIP: After approx. 15 seconds the form will automatically save any changes made to the form if left inactive. This saves the form as a draft. See section 3.6 for more details about working with forms.

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

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

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

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

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

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

3. Submit the form.

4. 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.

Guide for Academics

3.2 Your ePAD Home Page and the Dashboard

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

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

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

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

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

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

The Dashboard

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

3.3 Reviewing a Student's ePAD

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

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

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

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

Click to view the student's practice hours .

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

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

Pan London ePAD
Practice Assessment for Future Nurses

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

3.4 Completing Forms as an Academic Assessor

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

TIP: All forms are available to preview in the ePAD if they have not been completed before, and all completed forms are available to view, by **clicking on the form name**.
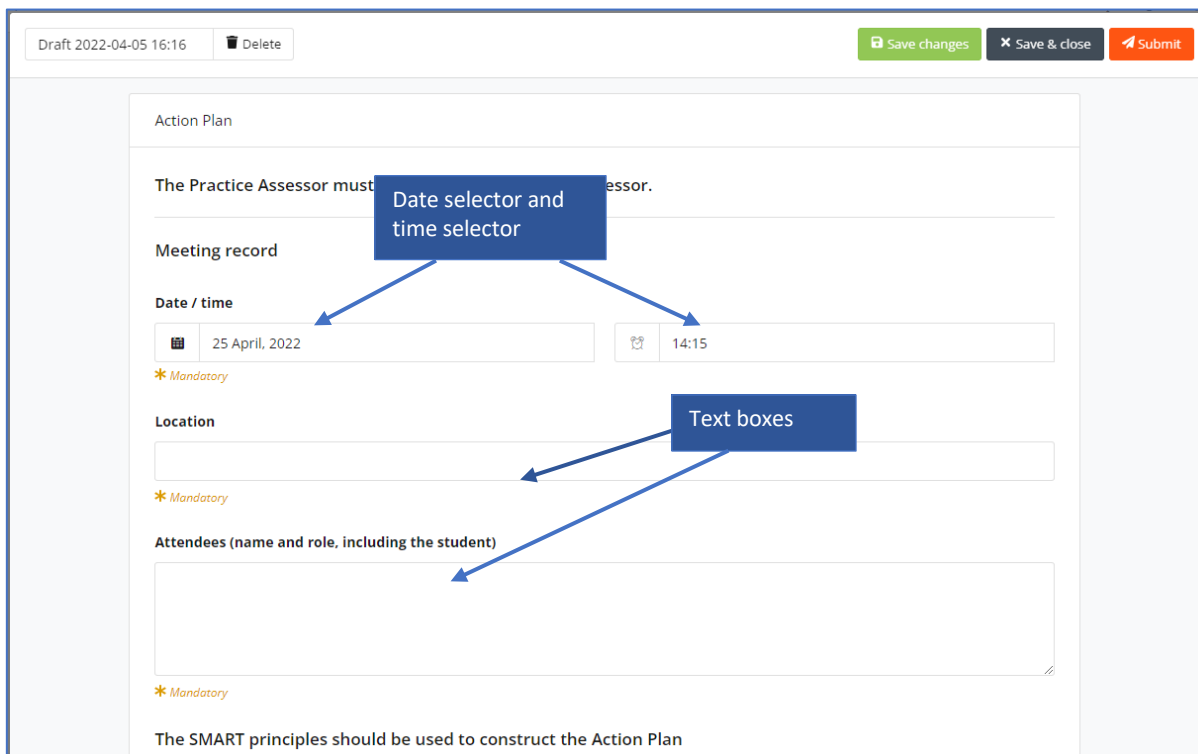
Work through the following steps to complete forms **relevant to the Academic Assessor role**:

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

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

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

4. Complete the form. How you do this depends on the format of the questions: you may need to select a date from a calendar, complete a check list, or type into a text box. The top part of the Action Plan form is shown below as an example.
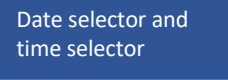
TIP: If the form needs more time, or you get interrupted, you can click on the **Save & close** button. This stores a copy of what you've entered, and you can continue it later by clicking again on the drop-down icon next to the Complete new button.

Pan London ePAD
Practice Assessment for Future Nurses

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

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

6. When you are happy with your responses in the form, click on the **Submit** button.

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

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

3.5 Practice Hours

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

Approving practice hours

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

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

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

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

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

Reviewing practice hours

The dashboard shows the student's progress against practice hours targets for the current Part and placement, which is a useful summary.

Work through the following steps to view the student's practice hours page, where you can see the detail of every practice hour 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.

Guide for Academics

The graphic shows the student's pattern of attendance

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

...rs Updated a few seconds ago

Vega > ePAD (BSc Nursing) > **Practice hours**

Tue 15/02/2022	
⬤ Sickness:	0.00
⬤ **Night Shift:**	**8.00**
⬤ Day Shift:	0.00
⬤ Total:	8 hours

Barts Health NHS Trust
10E Surgical Admissions Unit (prev GI Medicine & Metabolic) - (RLH)
Start: 24 Jan 2022 - End: 30 Apr 2022

Total Hours
80/247.5

Day Shift 64 hours   Night Shift 16 hours   Sickness 8 hours

⊕ Add practice hours

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

Date	Hours (decimal)	Activity type	Approver name	Approver email	
Tue 15/02/2022	8	Night Shift	Majid Parma	majid.parma@example.com	
Mon 14/02/2022	8	Night Shift	Majid Parma	ma...	
Wed 09/02/2022	8	Day Shift	Majid Parma	ma...	
Tue 08/02/2022		Day Shift	Sarah Smith	sar...	
Mon 07/02/2022		Day Shift	Neil West	n...	
Wed 02/02/2022		Day Shift	Adam Newton	adam.newton@example.com	
Tue 01/02/2022	8	Sickness	Adam Newton	adam.newton@email.com	
Mon 31/01/2022	8	Day Shift	Sarah Smith	sarah.smith@example.com	
Wed 26/01/2022	8	Day Shift	Sarah Smith	sarah.smith@example.com	
Tue 25/01/2022	8	Day Shift	Sarah Smith	sarah.smith@example.com	

Previous	Page [1] of 2	10 rows ⌄	Next

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

The Practice Hours page

TIP: You can always return to the student's ePAD home page by clicking on the ePAD 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 Academic Assessor can amend the student's practice hours record where needed. 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.

18

Guide for Academics

TIP: There is no 'Delete' function. Instead, you can change the practice hours value to zero if the record was created in error.

6. 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.

7. 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.

8. The amended practice hours record will be included in the practice hours weekly email and will be indicated as amended.

Adding practice hours
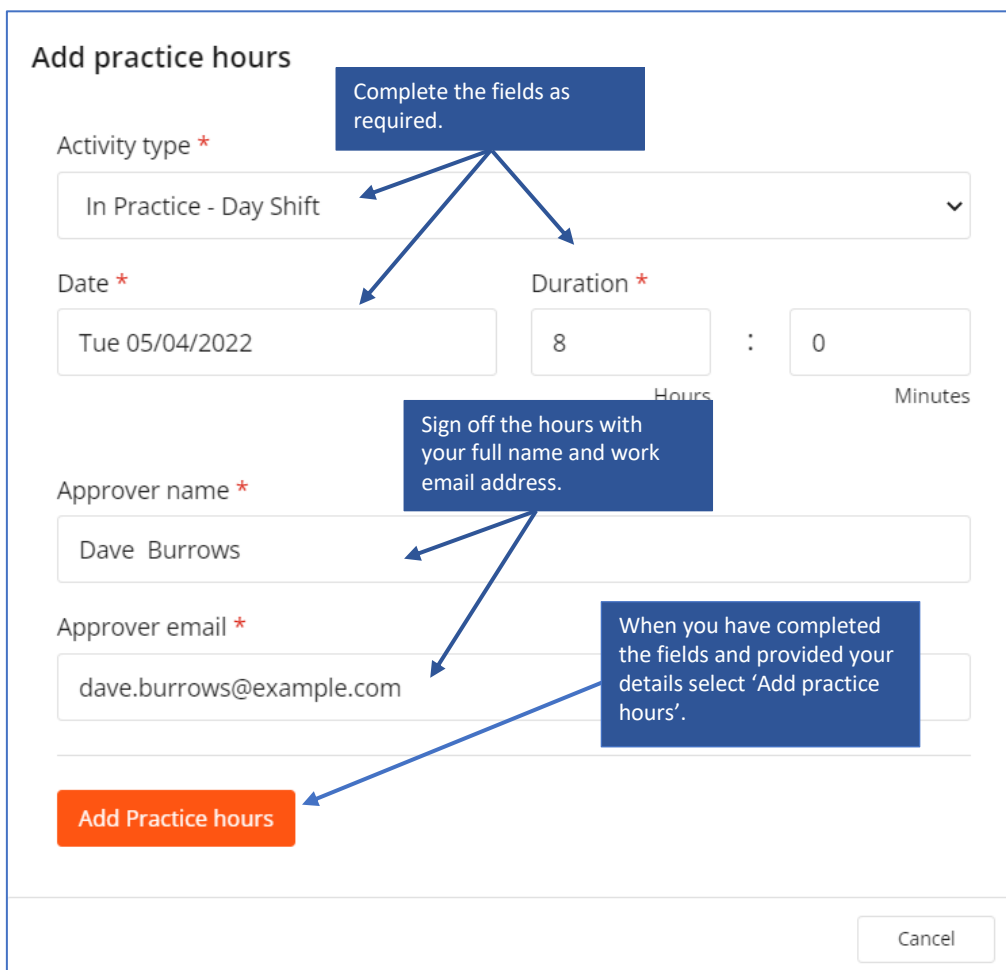
From their own account, the Academic Assessor can add a practice hours entry for a student that they are linked to. This may be necessary to correct missing hours from an earlier placement, for example. The student cannot add hours to a past placement.

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

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

Pan London ePAD
Practice Assessment for Future Nurses

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.

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.

The added practice hours record will be included in the practice hours weekly email.

Guide for Academics

3.6 Messaging

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

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

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

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

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

Receiving messages

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

Sending messages

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

Guide for Academics

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

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

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

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

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

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

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

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

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

Guide for Academics

Pan London ePAD
Practice Assessment for Future Nurses

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

Removing inappropriate text from messages

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

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

Pan London ePAD
Practice Assessment for Future Nurses

Appendix A: Form differences between the PAD and ePAD

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

A.1 New forms

Practice assessor allocation / Practice supervisor allocation

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

Nominated person

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

Prior to use orientation

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

Action plan review

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

Guide for Academics

Practice evaluation

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

A.2 Changes to forms

Placement orientation

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

Initial interview

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

Professional values in practice – Mid-point

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

Mid-point interview

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

Reflection on meeting professional values

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

Final interview

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

Patient / service user / carer feedback

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

Action plan

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

Assessment of proficiencies

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

End of part / programme approval

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