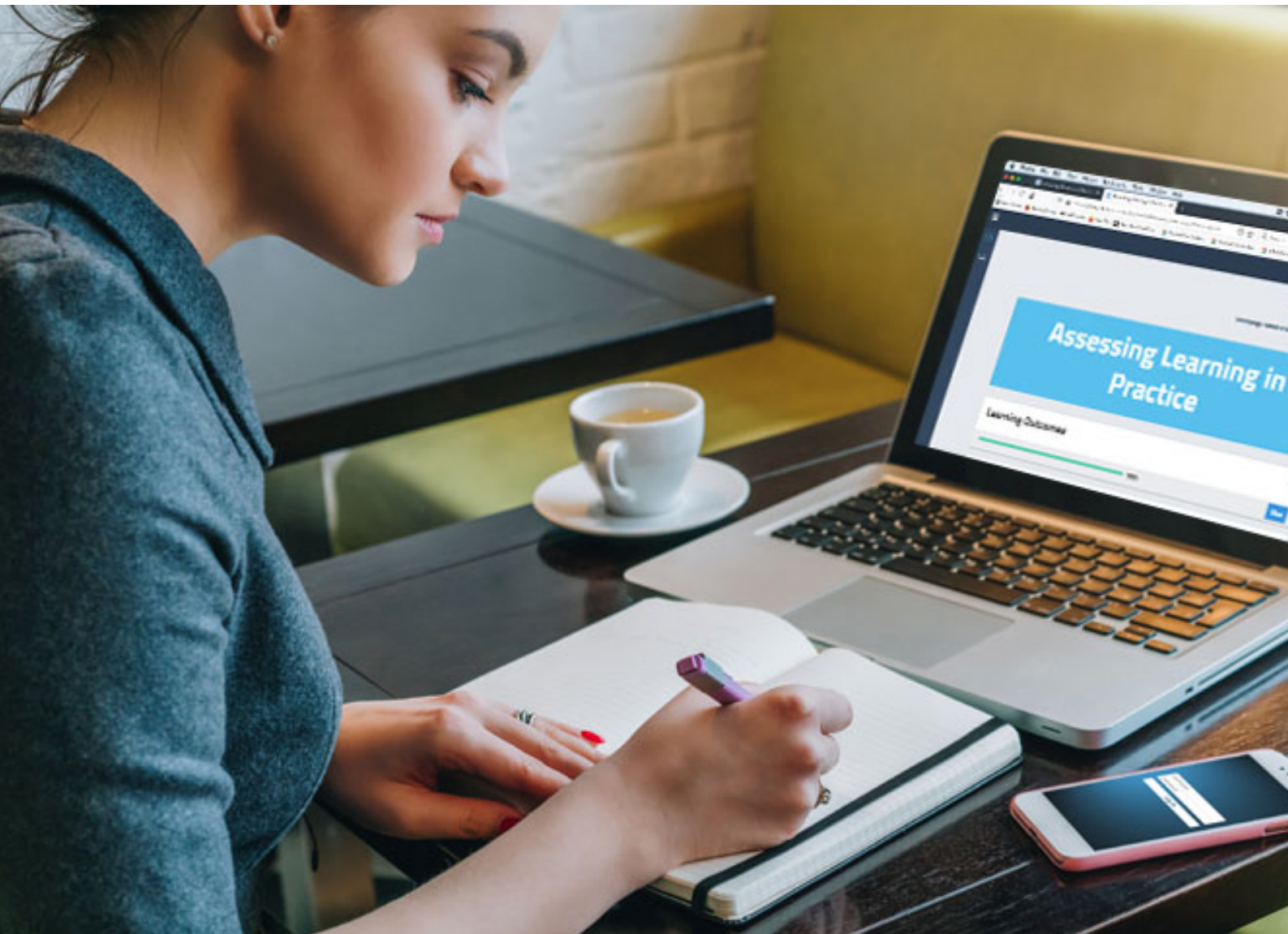




# Pan London ePad

*Practice Assessment for Future Nurses*



## Guide for Students (Revised April 2022)

**PLPLG**

*Developing London's Future Nurses Together*



**myknowledgemap**

## Contents

1.0 Introduction to this Guide.....	3
2.0 Introduction to the ePAD.....	4
2.1 What is the Pan London ePAD? .....	4
2.2 Implementing the Pan London ePAD.....	4
2.3 Getting a Pan London ePAD account .....	4
2.4 The ePAD Website Address.....	5
2.5 The Pan London ePAD Mobile App .....	6
2.6 ePAD Scutiny .....	6
3.0 Using the ePAD Website .....	7
3.1 Accessing your ePAD .....	7
3.2 Navigation: Getting around the ePAD .....	10
3.3 Your ePAD Homepage.....	12
3.4 The Part page .....	16
3.5 The Placement page.....	17
3.6 Working with forms .....	18
3.7 Linking your Practice Supervisor and Practice Assessor with your ePAD .....	29
3.8 Practice hours .....	31
3.9 Messaging .....	35
3.10 Responses history .....	38
4.0 Using the ePAD Mobile App.....	39
4.1 Introduction to the ePAD Mobile App .....	39
4.2 Downloading the app and first use .....	39
4.3 App settings .....	40
4.4 App homepage and form list .....	41
4.5 Completing and submitting forms in the app .....	42
4.6 Practice hours in the app .....	45
4.7 Working offline and manual sync .....	47

## 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:

<a href="#">2.1 What is the Pan London ePAD?</a>	4
<a href="#">2.2 Implementing the Pan London ePAD</a>	4
<a href="#">2.3 Getting a Pan London ePAD account</a>	4
<a href="#">2.4 The ePAD Website Address</a>	5
<a href="#">2.5 The Pan London ePAD Mobile App</a>	6
<a href="#">2.6 ePAD Scutiny</a>	6

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

<a href="#">3.1 Accessing your ePAD</a>	7
<a href="#">3.2 Navigation: Getting around the ePAD</a>	10
<a href="#">3.3 Your ePAD Homepage</a>	12
<a href="#">3.4 The Part page</a>	16
<a href="#">3.5 The Placement page</a>	17
<a href="#">3.6 Working with forms</a>	18
<a href="#">3.7 Linking your Practice Supervisor and Practice Assessor with your ePAD</a>	29
<a href="#">3.8 Practice hours</a>	31
<a href="#">3.9 Messaging</a>	35
<a href="#">3.10 Responses history</a>	38

Section 4 provides a guide to using the ePAD mobile app.

## 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. It is used by 10 universities in and around London.

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 Wi-Fi 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. Its introduction by universities 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 on 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 submit a Practice Supervisor Allocation or Practice Assessor Allocation form. Once this has been submitted 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 to see your earlier documentation and support your progress.

## 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.

University	ePAD website link
Buckinghamshire New University	<a href="https://bnu.epads.mkmapps.com">https://bnu.epads.mkmapps.com</a>
Canterbury Christ Church University	<a href="https://cccu.epads.mkmapps.com">https://cccu.epads.mkmapps.com</a>
City, University of London	<a href="https://citylondon.epads.mkmapps.com">https://citylondon.epads.mkmapps.com</a>
Kingston University	<a href="https://kingston.epads.mkmapps.com">https://kingston.epads.mkmapps.com</a>
London South Bank University	<a href="https://lsbu.epads.mkmapps.com">https://lsbu.epads.mkmapps.com</a>
Middlesex University	<a href="https://middlesex.epads.mkmapps.com">https://middlesex.epads.mkmapps.com</a>
University of Greenwich	<a href="https://greenwich.epads.mkmapps.com">https://greenwich.epads.mkmapps.com</a>
University of Hertfordshire	<a href="https://herts.epads.mkmapps.com">https://herts.epads.mkmapps.com</a>
University of Roehampton	<a href="https://roehampton.epads.mkmapps.com">https://roehampton.epads.mkmapps.com</a>

**Practice supervisors and 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 and is designed for access on mobile devices as well as PCs and laptops.

## 2.5 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 can use the app offline and it will synchronise with the ePAD website when a data connection becomes available. Always make sure the app is synchronised with the ePAD website, so that your completed forms or hours appear in your ePAD.

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

## 2.6 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 verification 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 your university credentials, edit your ePAD profile and sign out.

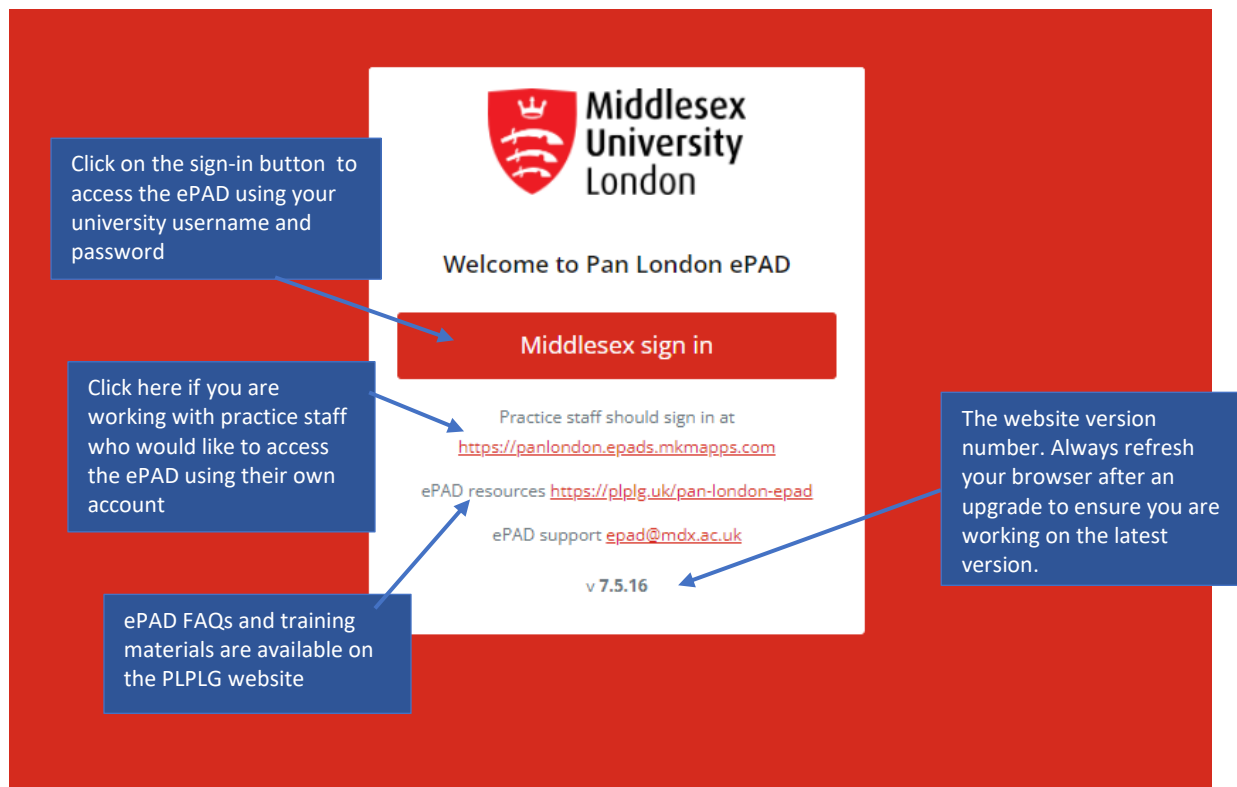
#### Finding the Pan London ePAD website

The Pan London ePAD website is accessed via a university specific web address. For example, Middlesex University students sign in via <https://middlesex.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.

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.]**



The screenshot shows the Middlesex University London Pan London ePAD sign-in page. The page has a red header with the Middlesex University logo and the text 'Welcome to Pan London ePAD'. Below this is a red button labeled 'Middlesex sign in'. To the right of the button, there is text for practice staff sign-in, ePAD resources, and ePAD support. At the bottom, the version number 'v 7.5.16' is displayed. Four callout boxes provide additional information:

- Click on the sign-in button to access the ePAD using your university username and password
- Click here if you are working with practice staff who would like to access the ePAD using their own account
- ePAD FAQs and training materials are available on the PLPLG website
- The website version number. Always refresh your browser after an upgrade to ensure you are working on the latest version.

**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.



## 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.



- 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 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 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.

## 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 menu, a profile section, a placement provider section, a 'What's next?' section, a 'Don't forget' section, and a 'PARTS' section.

**Annotations:**

- Use the chevron to expand / collapse the left-hand menu.** (Points to the chevron icon in the top left corner.)
- Click here for your new messages.** (Points to the message icon in the top right corner.)
- Click on the padlock to sign out.** (Points to the padlock icon in the top right corner.)
- 'About you' panel of useful information.** (Points to the profile section on the left.)
- 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 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.)

**Homepage Content:**

- Profile Section:** Adam Toote, adam@panlondon.ac.uk, 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** BSc/PGDip/MSc (Current)
    - PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)
  - NURSING - PART 2** BSc/PGDip/MSc
    - PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)
  - NURSING - PART 3** BSc/PGDip/MSc
    - PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)
  - ONGOING ACHIEVEMENT RECORD** BSc/PGDip/MSc
    - The OAR contains a summary of each placement, Practice Assessor checklist/comments, progression statements, and confirmation of proficiencies that are met in Part 2 or Part 3
- Practice hours** (Bottom right button)

## 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 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.



Responses

**Responses:** Click on the form icon to view a list of your submitted responses. See section 3.7 for details.

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

Note that if you have more than one ePAD (e.g. because of an interruption of studies) then you will be able to move between the ePADs using additional left hand menu options.

## 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 Updated a few seconds ago' and 'ePAD (BSc Nursing) > NURSING - PART 1'. The left-hand side contains a navigation menu with 'Introduction', 'Placement 1', and 'Placement 2'. The main content area shows a 'PRACTICE HOURS' section with a progress circle indicating 278.75/750 hours achieved. Below this is a table for 'Placement 1' showing details for 'London NHS Foundation Trust' in the 'Florence Ward (London Hospital)' with 278.75/280 hours. The bottom section lists 'PRACTICE SUPERVISORS/ASSESSORS' with a table showing 'Alex Capone' as a Practice Supervisor (PS) for the Florence Ward.

**Callout boxes explaining features:**

- Introduction and guidance regarding your practice assessment documentation:** Points to the 'Introduction' section in the left-hand menu.
- The Part practice hours progress circle shows total practice hours achieved to date against the Part target hours.** Points to the 'PRACTICE HOURS' progress circle.
- 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' sections in the left-hand menu.
- 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 breadcrumb trail shows 'ePAD (BSc Nursing) > NURSING - PART 1 > Placement 1'. A tab bar includes 'OVERVIEW', 'START', 'MID-POINT', 'FINAL', 'ANY TIME', 'PART SPECIFIC', and 'OAR'. The 'OVERVIEW' tab is active. 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 listing 'Practice'. A 'PLACEMENT practice hours progress circle' shows '24/280 HOURS'. The main content area is divided into 'PROGRESS' (Start: 1 Jul 2021 - End: 31 Oct 2021), 'START' (The following forms need to be completed at the beginning of your placement.), and 'MID-POINT' (The following forms need to be completed around the middle of your placement.). The 'START' section lists forms: 'Initial Interview', 'Practice Assessor Allocation', and 'Practice Supervisor Allocation'. The 'MID-POINT' section lists 'Professional Values in Practice - Mid-point (Part 1)' and 'Mid-point Interview'. On the right, 'PRACTICE ASSESSOR DETAILS' shows 'Alex Capone' with email 'a.capone@example.com'. Annotations with arrows point to various elements: 'Select a tab to view the applicable forms.' points to the tab bar; 'Placement practice hours progress circle.' points to the 24/280 HOURS circle; 'Placement information.' points to the placement details on the left; 'Completion overview for (and access to) all the forms relevant to the placement.' points to the forms list in the START section; and 'Practice Assessor details from your latest Practice Assessor allocation form.' points to the assessor details on the right.

## 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 new**' button, indicating that you can 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 new' 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

form the maximum number of times the Complete new 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

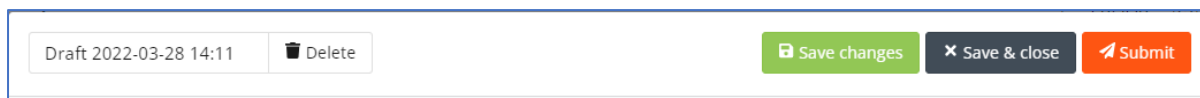
Forms can be completed during the placement or Part to which they apply and usually for a short period afterward (known as the '**grace period**'), which is set by your university. Your university will give you specific timings for form submission as you progress through your programme. The **Complete new** 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 shows the 'START' tab for 'Placement 1'. The following forms need to be completed at the beginning of the placement:

- Placement Orientation**: 1/2 (Max 2) - The number of times a form has been completed. Select 'Complete new' to complete a form.
- Nominated Person**: 1/2 (Max 2) - The number of times a form has been completed.
- Initial Interview**: Deadline: 28 Jan 2022 - A maximum of 2 has been set for this form.
- Practice Assessor Allocation**: 2 (Max 2) - Max completions reached.
- Practice Supervisor Allocation**: 0/2 (Max 2) - Complete new.

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

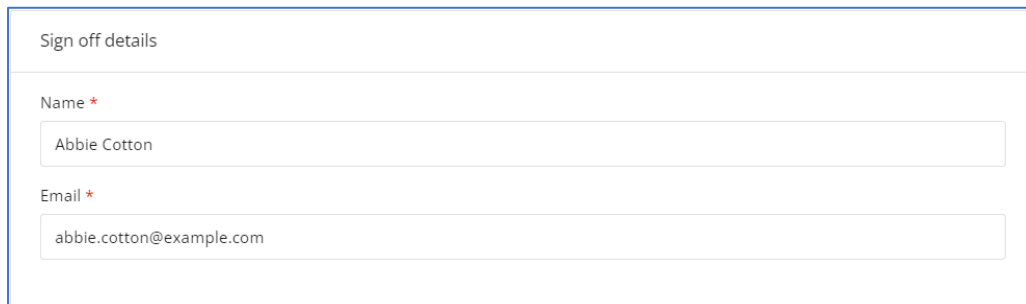
- 1) Find the form you wish to complete. Make sure you understand the approval (sign-off) requirement for the form (e.g. if you need to work through it with your Practice Supervisor or Practice Assessor).
- 2) Select '**Complete new**'. This will open a blank form.
- 3) When you make any amendments to the form, the Save button will change to Save Changes. After approx. 15 seconds the form will automatically save any changes made to the form. This saves the form in Draft mode.



The screenshot shows the top of a form interface. On the left, it says 'Draft 2022-03-28 14:11' next to a 'Delete' button with a trash icon. On the right, there are three buttons: 'Save changes' (green), 'Save & close' (dark grey with an 'x' icon), and 'Submit' (orange with an arrow icon).

Note: the form does not automatically save whilst changes are being made. Changes are only saved once the interaction stops and approx. after 15 seconds.

- 4) 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.
  - a) If you need to exit the form, click the **Save & close** button to save your changes before leaving.
- 5) When you have completed the form **review it carefully** as it cannot be changed once submitted.
- 6) When you are happy with the entries you have made in the form and it does not require sign-off, select the **Submit** button.
  - a) If there are mandatory fields not complete when submitting, they will be highlighted. Complete the missing entries and select the **Submit** button again.
- 7) *If the form requires approval:*
  - a) You will not be able to submit the form without completing the sign off section at the bottom of the form. Ask the Practice Supervisor or Assessor (as applicable) to complete the sign-off fields at the bottom of the page using their full name and work email address. [This is the equivalent of their signature on a paper form.]



Sign off details

Name \*

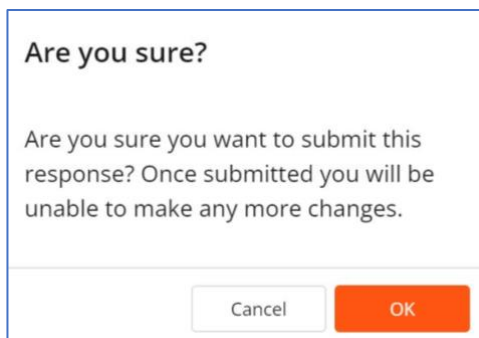
Abbie Cotton

Email \*

abbie.cotton@example.com

**WARNING:** You must not enter sign-off details on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- b) Once your Practice Supervisor or Assessor has signed off the form, you can click the **Submit** button.
- c) You will be asked to confirm the submission.



Are you sure?

Are you sure you want to submit this response? Once submitted you will be unable to make any more changes.

Cancel OK

- d) Click **OK** to confirm.
  - e) Upon submitting the form, the 'successfully submitted response' message will appear at the bottom of the page.
  - f) 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 submissions is indicated next to the form name and is incremented every time you submit a form. The submitted form will appear in the form list under the form name. Initially the submitted form will read '**Completed by**' alongside the name of the user who completed the form, e.g. the student, and their email address. After a few moments, this will then change to '**Approved by**' with name of the person who signed off the form, e.g. the Practice Supervisor or Assessor.
- 9) Every submitted form is date/time stamped.

Note: There may be a slight delay before you can view the submitted form as it will be processing in the background.



## Working with drafts

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Practice Supervisor or Assessor.

You can save and edit multiple drafts of a form and rename and delete drafts. This gives you full control of the form before submitting it. You can continue the draft by selecting the drop-down icon next to **Complete new** button to select your draft. Your previous entries will be displayed and can be amended as 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.

*Work through the following steps to create and name a draft:*

1. Go the location of the form in the ePAD.
2. Select the **Complete new** button to open a blank form.

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

- > Placement Orientation **2** Complete new
- > Nominated Person **2** Complete new
- > Initial Interview **Deadline: 28 Jan 2022** Complete new (1) ▾

The number in brackets indicates the number of drafts

3. If desired, type a new name in the draft name field, to rename the draft to something more meaningful. This is useful if you expect to have multiple drafts.

Draft 2022-03-28 14:11 Delete

Enter a name for the draft, if desired

Initial Interview

Saved Save & close Submit

4. Complete as much of the form as you wish.
5. Click the **Save and close** button to save and exit the draft. When saving a draft, this saves everything that you've entered so far.

You can continue working on any draft form later by selecting the drop-down arrow next to the 'Complete new' button.

**WARNING:** Drafts can be also be created in the mobile app. However, drafts are not synchronised between the website and the app. A draft must be completed where it was started.

*Work through the following steps to resume working on a draft:*

2. Go the location of the form in the ePAD.
3. Select the **down arrow** next to the Complete new button to show the list of drafts.

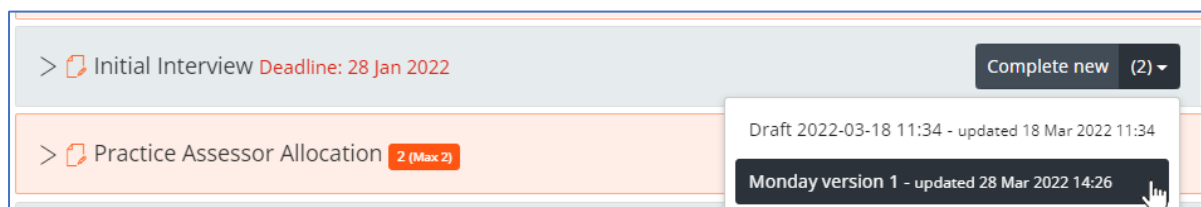
The screenshot shows the 'START' section of the ePAD interface. It lists several forms that need to be completed at the beginning of the placement. Each form has a 'Complete new' button. A dropdown menu is shown for the 'Practice Assessor Allocation' form, listing two drafts: 'Draft 2022-03-18 11:34 - updated 18 Mar 2022 11:34' and 'Monday version 1 - updated 28 Mar 2022 14:05'. A blue callout box points to the dropdown, stating: 'The list of drafts shows the draft name and date/time last updated'.

4. Select the draft you wish to continue, which opens the form. Your previous entries are displayed and the form can be amended as required.

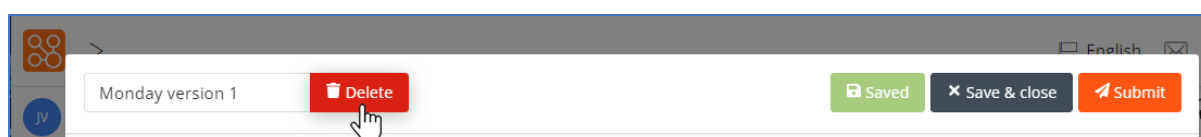
If you no longer need a particular draft it can be deleted.

**Work through the following steps to delete a draft:**

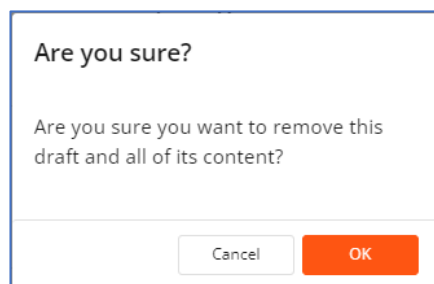
1. Go the location of the form in the ePAD.
2. Select the **down arrow** next to the Complete new button to show the list of drafts.



3. Select the draft you wish to delete, which opens the form.
4. Select the **Delete** button next to the draft name field.



5. You will be asked to confirm the deletion.  
**WARNING: Deleted drafts cannot be restored.**



6. Click **OK** to confirm.
7. Upon deleting the draft, the 'successfully deleted draft' message will appear at the bottom of the page.

## 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.

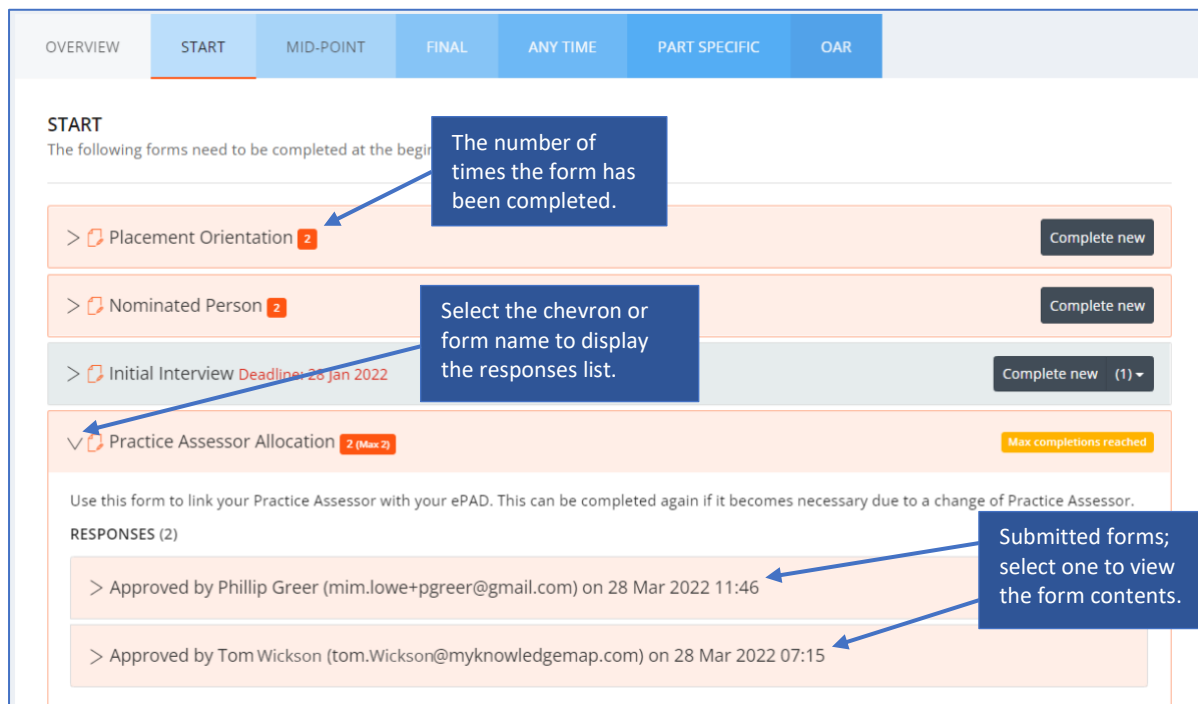
## Viewing a submitted form

Submitted 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 submitted/approved the form and the date/time submitted.

***To view a submitted 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.



The screenshot shows the 'START' tab selected in the navigation bar. Below the tabs, the 'START' section indicates that the following forms need to be completed at the beginning. A list of forms is displayed, each with a chevron icon, a form name, a completion count, and a 'Complete new' button. Callouts provide additional information: one points to the completion count for 'Placement Orientation' (2), stating 'The number of times the form has been completed.'; another points to the chevron icon for 'Initial Interview', stating 'Select the chevron or form name to display the responses list.'; and a third points to the list of submitted forms under the 'RESPONSES (2)' section, stating 'Submitted forms; select one to view the form contents.'

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

Form Name	Completion Count	Action
> Placement Orientation	2	Complete new
> Nominated Person	2	Complete new
> Initial Interview <small>Deadline: 28 Jan 2022</small>		Complete new (1) ▾
✓ Practice Assessor Allocation	2 (Max 2)	Max completions reached

Use this form to link your Practice Assessor with your ePAD. This can be completed again if it becomes necessary due to a change of Practice Assessor.

**RESPONSES (2)**

> Approved by Phillip Greer (mim.lowe+pgreer@gmail.com) on 28 Mar 2022 11:46
> Approved by Tom Wickson (tom.Wickson@myknowledgemap.com) on 28 Mar 2022 07:15

Note that a history of responses can be viewed as a list in the Responses page. See section 3.10 below for more details.

## 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 new

This form may be completed multiple times to assess the student's progress. Any proficiencies not assessed must be  
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 planning 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 (vacuum removal where appropriate).	●	

**RESPONSES (3)**

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

### 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 link to continue the set-up process in the 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 into 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.

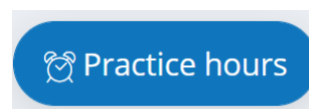
**WARNING:** You must **not** add practice hours assuming they are approved. A practice hours entry must have explicit approval, i.e. must be made in the presence of the staff member or with their express permission.

### 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 off your hours needs provide their details below

Approver name \*  
[Text input]

Approver email \*  
[Text input]

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

**Submit**

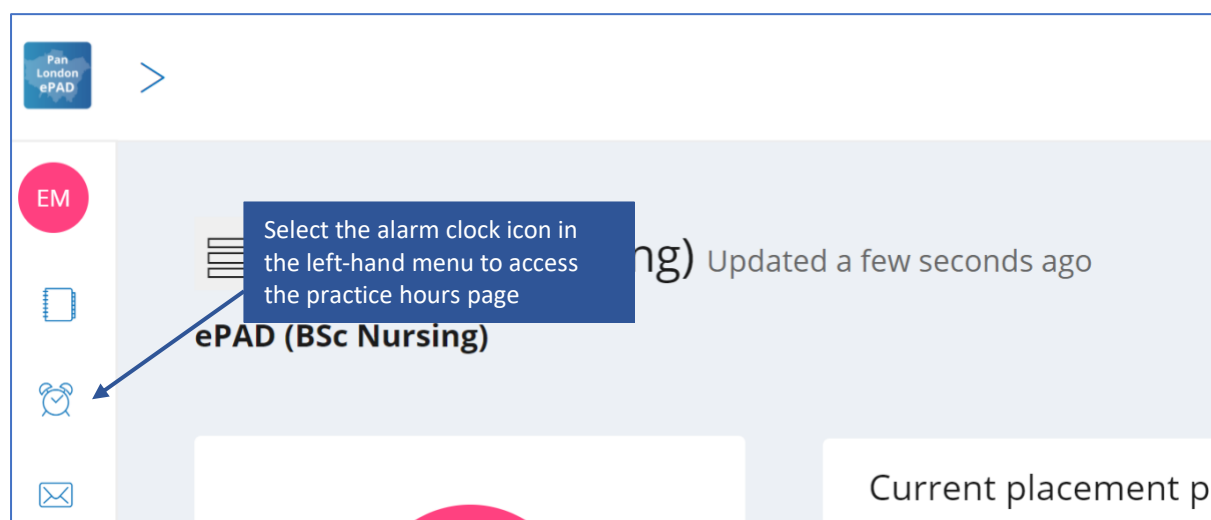
Cancel

**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.

**Practice hours** Updated a few seconds ago

**London NHS Foundation Trust**  
Florence Ward (London Hospital)  
Start: 1 Jul 2021 - End: 31 Oct 2021

Day Shift 45 hours Night Shift 23 hours Sickness 7.5 hours

**Total Hours** 68/280

Date	Hours (decimal)	Activity type	Name	Hover email
Mon 20/09/2021	7.5	Day Shift	Sam Smith	sam.smith@example.com
Thu 16/09/2021	11.5	Night Shift	Sam Smith	sam.smith@example.com
Wed 15/09/2021	7.5	Day Shift	Sam Smith	sam.smith@example.com
Tue 14/09/2021	7.5	Day Shift	Sam Smith	sam.smith@example.com
Mon 13/09/2021	7.5	Sickness	Sam Smith	sam.smith@example.com
Thu 09/09/2021	11.5		Tom Jones	tom.jones@example.com
Wed 08/09/2021	7.5		Tom Jones	tom.jones@example.com
Tue 07/09/2021	7.5		Tom Jones	tom.jones@example.com
Mon 06/09/2021	7.5	Day Shift	Tom Jones	tom.jones@example.com

Previous Page 1 of 1 10 rows Next Practice hours

**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.

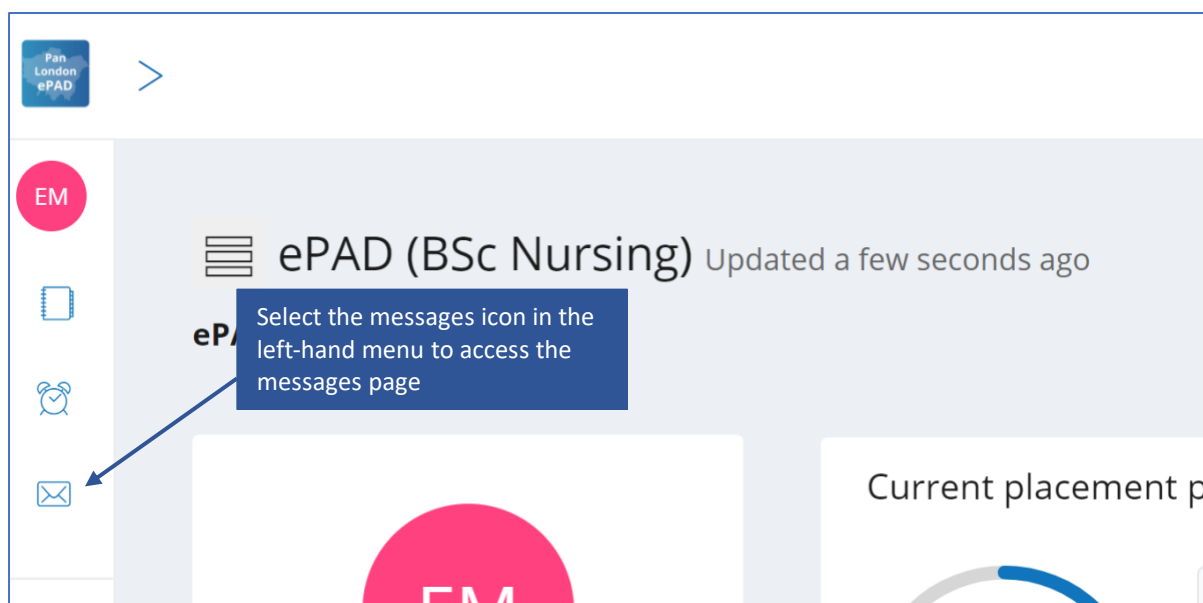
**WARNING:** The messaging service does not send out an alert that there is a new message. Therefore, do not use this as the sole or primary means of communicating anything urgent or concerns about your practice learning.

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

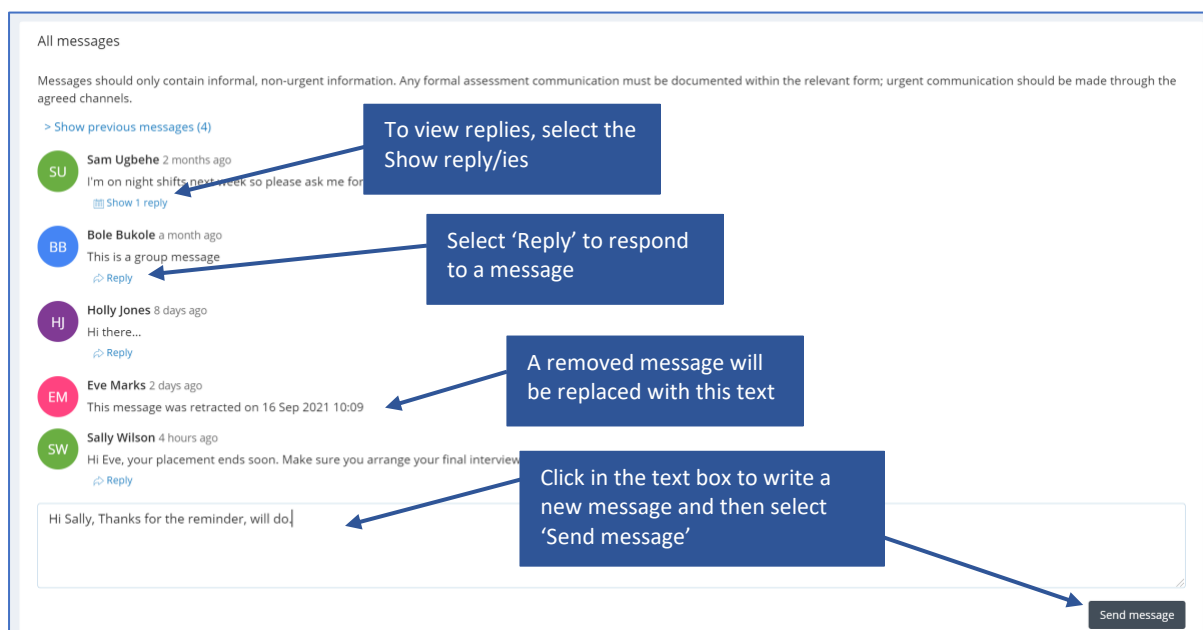
### The Messages page

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).

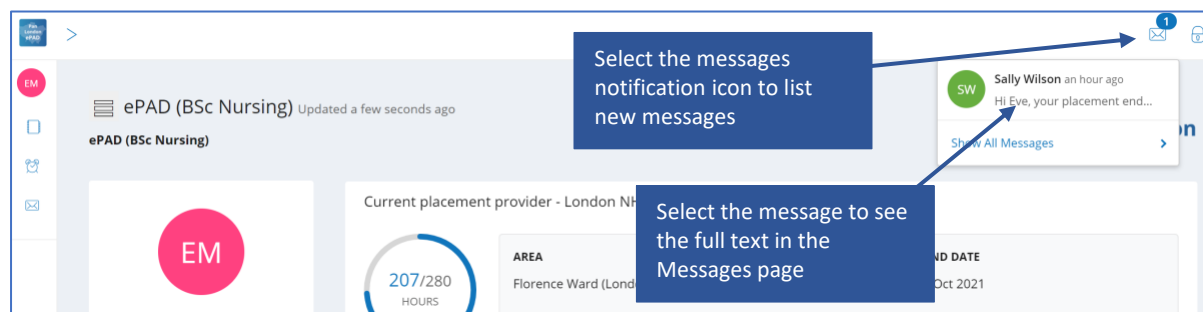


**TIP:** You cannot specify to whom you are addressing a new message. If applicable, start the message with their name so it's clear to the staff member (e.g. 'Hi Sally' in the screenshot above).



## 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.



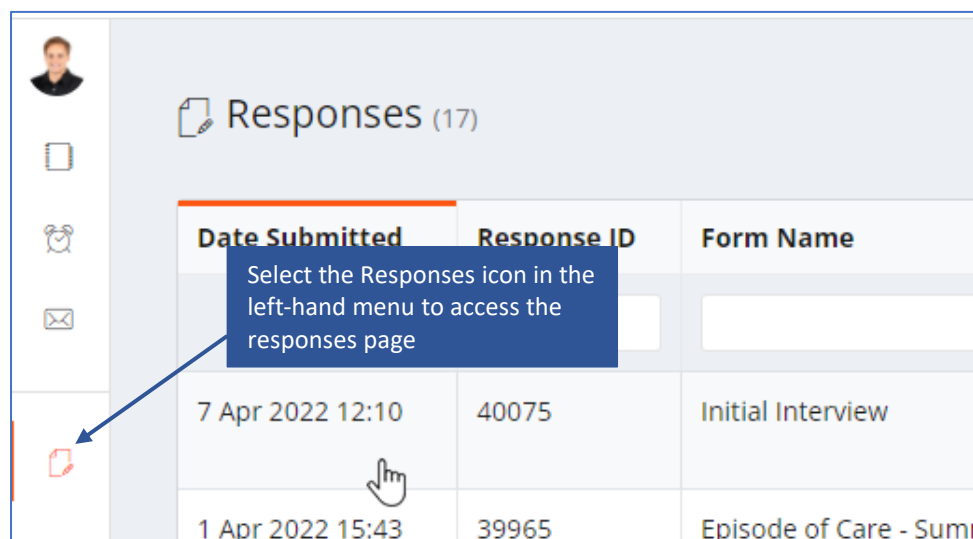
## Removing messages

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.

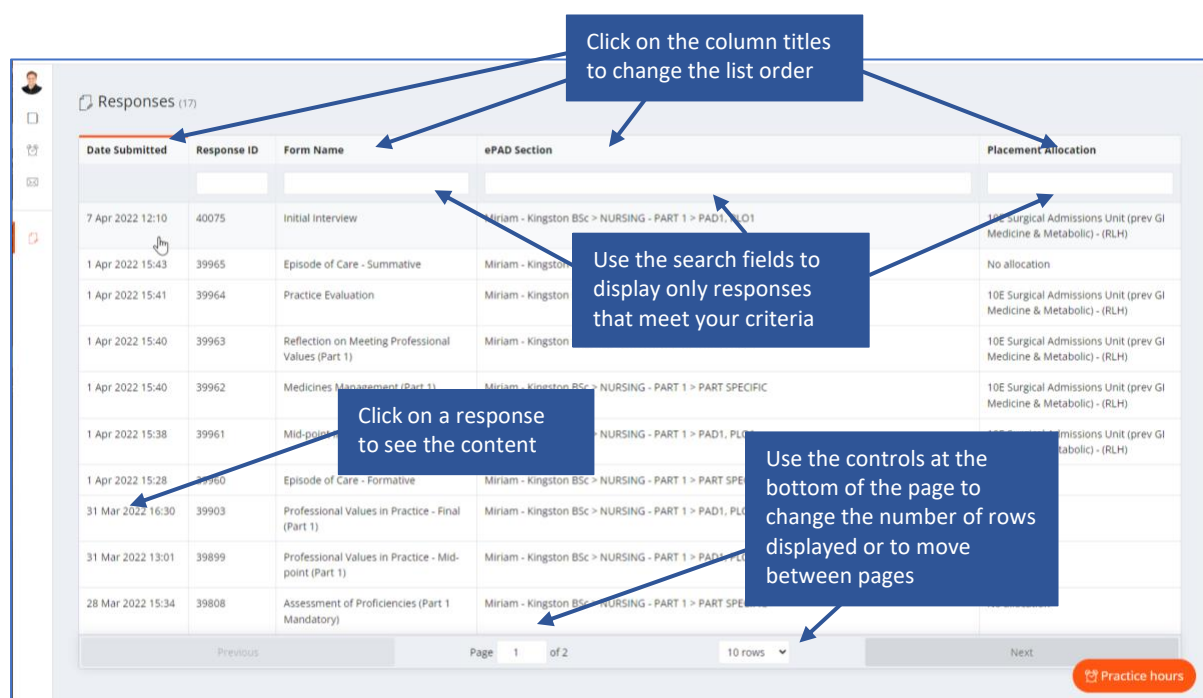
## 3.10 Responses history

The Responses page provides a list of all the forms that have been submitted in your ePAD so far in your programme.

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



The responses page displays all your submitted forms, by default in chronological order, most recent at the top. See the screenshot below for the key features.



## 4.0 Using the ePAD Mobile App

### 4.1 Introduction to the ePAD Mobile App

The focus of the Pan London ePAD app is on allowing students, and staff signing off forms on behalf of students, to complete forms offline, without needing a connection to the internet. The app does not store form responses, but will show the status of a form (e.g. whether it's been completed, the count of completions against target, etc). It includes a link to the ePAD so that when a student has a network connection, they can go online and view their full ePAD.

The Apple version of the app is compatible with devices running iOS 11 and higher (for reference, the oldest iPhone running iOS 11 is the iPhone 6). The Android version works with devices running Android 6 and higher (which for reference is the version of Android originally released in 2015). The app supports both phones and tablets.

### 4.2 Downloading the app and first use

The Apple version of the app is downloaded from the Appstore. The Android version is downloaded from the Playstore. In both cases, search for '**Pan London ePAD**'.

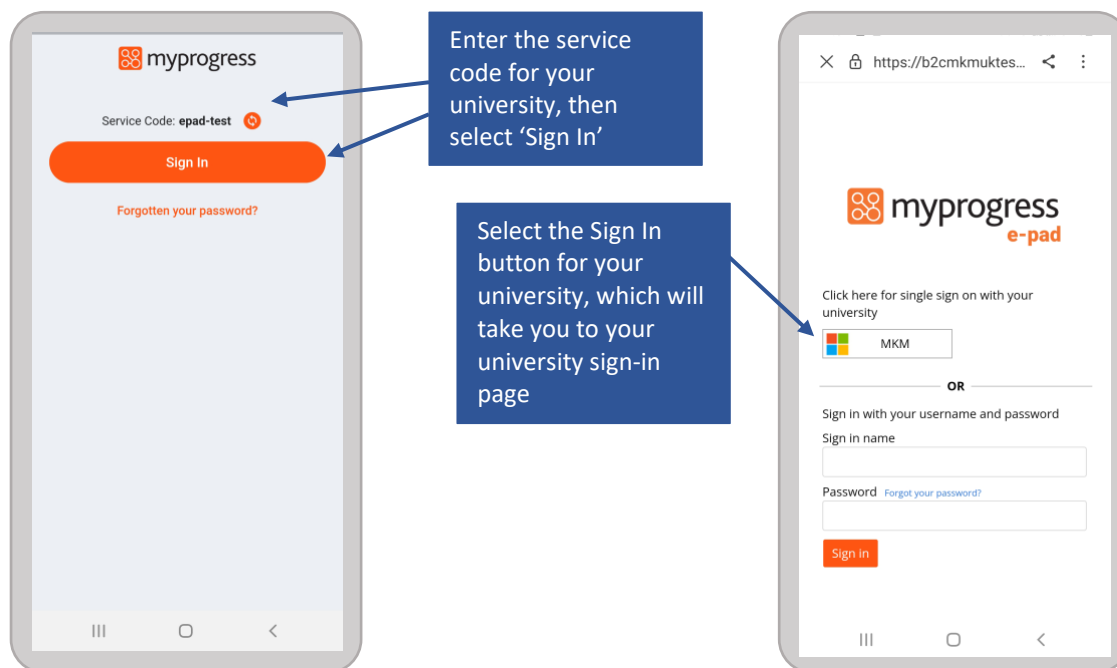
You will need to be online when you open the app for the first time after download. You are asked for a **service code**. You are only asked for the service code the first time you use the app.

***Work through the following steps after downloading the app:***

1. Make sure your device is connected to the internet.
2. Open the app.
3. Enter the **service code** for your university. This is the same as the university part of the ePAD website address. See section 2.4 above to find out what this is for your university.
4. Click on the Sign In button. This will take you to the app sign-in page.
5. Click on your university Sign In button, which will take you to your university sign-in page.
6. Enter your university username and password. Your app homepage will be displayed.
7. After sign-in, the app will automatically synchronise with your ePAD, including a download of all the forms you have available.

See the welcome page and the sign-in page in the screenshots below.

***[Note that the Pan London app is branded differently and has slightly different information, but works in the same way.]***



## 4.3 App settings

It is important to review your app settings when you've first signed-in, to control how the app works for you.

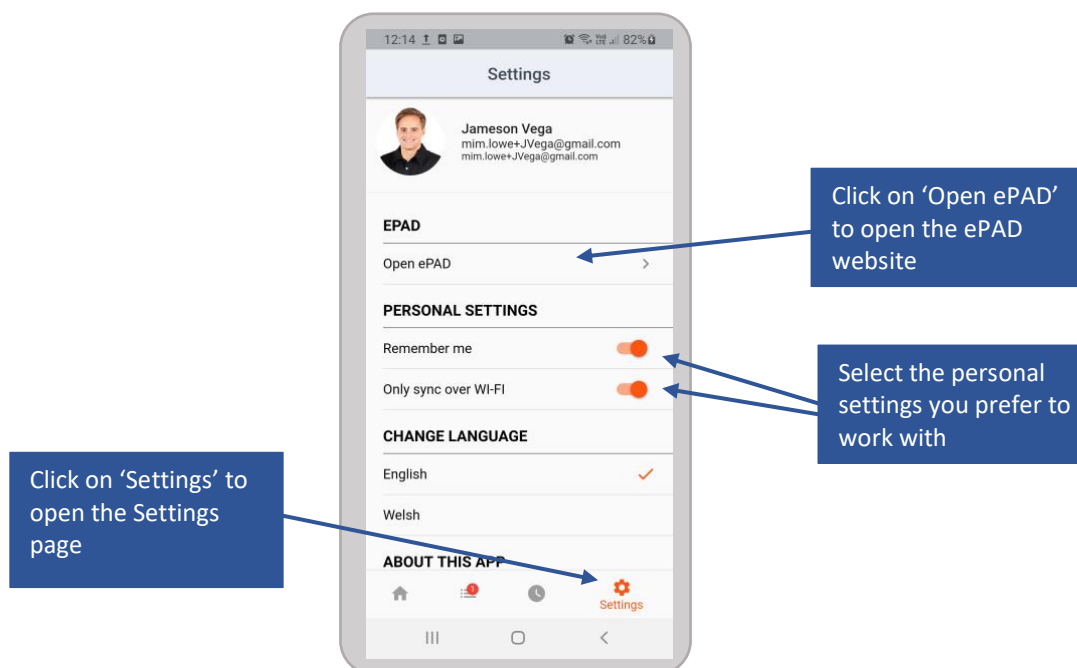
In particular, in the Personal Settings section:

- select 'Remember me' to be on if you want to be able to work offline where there is no data connection (you won't be able to sign in without a data connection)
- select 'Only sync over Wi-Fi' to be on if you don't want to use your mobile data allowance to sync the app.

You can also access the ePAD website via the Settings page.

Click on the Settings icon in the app menu at the bottom of the screen to access the Settings Page.

See the screenshot below for more information about the Settings page.



## 4.4 App homepage and form list

After signing in, you will be presented with a homepage that reflects your ePAD. At the bottom of the page you will find the app menu.

See the screenshot below for more information about the homepage.



### 4.5 Completing and submitting forms in the app

**Work through the following steps to complete forms in the app:**

- 1) Select the form from the homepage form list. This opens a blank form.
- 2) 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.

**TIP:** For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

- 3) When you have completed the form **review it carefully** as it cannot be changed once submitted.
- 4) When you are happy with the entries you have made in the form and it does not require sign-off, click the **Submit** button.
- 5) *If the form requires sign-off:*
  - a) Ask the Practice Supervisor or Assessor (as applicable) to complete the sign-off fields at the bottom of the form using their **full name and work email address**. [This is the equivalent of their signature on a paper form.]

**WARNING:** You must not enter sign-off details on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- b) Once your Practice Supervisor or Assessor has signed off the form, you can click on the **Submit** button. Click on **OK** to confirm the submission. See the screenshot below.

Note that submitted forms can only be viewed in the ePAD. To access the ePAD from your app, go to the Settings page and select 'Open ePAD'.

## Completing a form

**Professional Values in Practice - Mid-point (Part 1)**

Students are required to demonstrate high standards of professional conduct at all times during their placements. Students should work within ethical and legal frameworks, and be able to articulate the underpinning values of The Code (NMC, 2018). Professional Values reflect a number of proficiency statements and are captured under the 4 sections of The Code.

*'Not achieved' must trigger an Action Plan to be created for the student.*

**Prioritise people**

	Yes - Achieved	No - Not achieved
1. The student maintains confidentiality in accordance with the NMC Code.	<input checked="" type="radio"/>	<input type="radio"/>

**Mid-point Interview**

Normal ▼ **B** *I* U

The student has demonstrated good skills and knowledge

\* Mandatory 8 word(s)

Skills

1 2 3 4 5 6 7 8 9 0  
q w e r t y u i o p  
a s d f g h j k l  
↑ z x c v b n m  
!# , . ' " < > English (UK)

Select the response within the form.

For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

## Signing off and submitting a form

**Professional Values in Practice - Mid-point (Part 1)**

15. The student demonstrates that they are self-aware and can recognise their own emotions and those of others in different situations.

\* Mandatory

**Email Sign Off**

Assessor Name\*

Chetna Latif

Assessor Email\*

cheta.latif@example.com

Submit

For forms requiring sign-off, ask your Practice Supervisor or Assessor to complete the Name and Email fields

Click 'Submit' when the form is complete and signed off (if applicable)

**Please Confirm**

Are you sure you want to submit?

Cancel OK

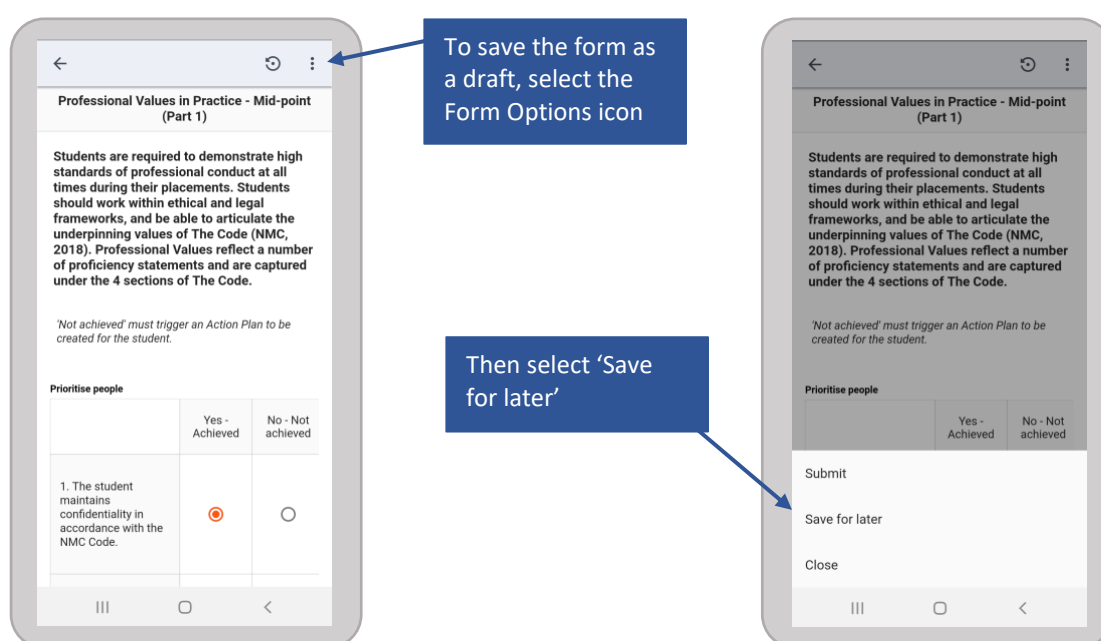
Click 'OK' to confirm you want to submit the form

## Working with drafts in the app

Forms **cannot be amended** after submission. If the form needs more time to complete, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Practice Supervisor or Assessor, if you know that you will be using the app to complete it (see TIP).

**TIP: Drafts do not sync between the app and the website. A draft started in the app must be completed in the app.**

### *Saving a draft*



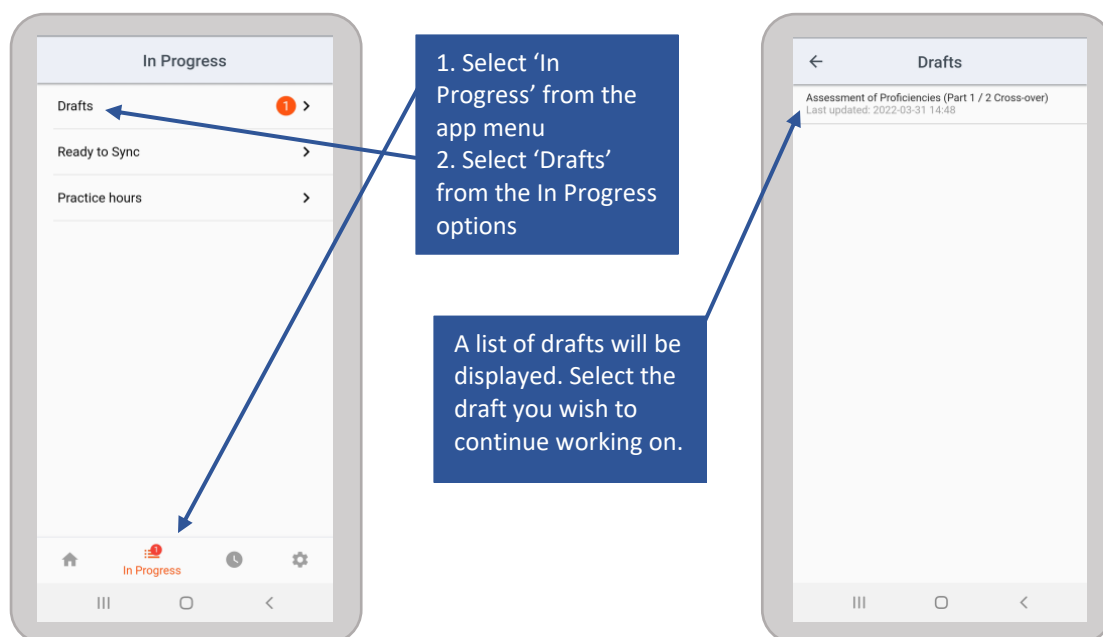
To continue working on the form, select the 'In Progress' option from the app menu at the bottom of the homepage. The form will be available in the Drafts section.

The In Progress icon in the app menu displays the number of in progress items. This includes drafts and forms awaiting sync.

See the screenshots below, which explain how to resume work on a draft.



## Resuming work on a draft



## 4.6 Practice hours in the app

You can use the app to submit your practice hours. Select the Practice hours (clock) icon in the app menu to open the practice hours page. You can enter up to a full week of practice hours, but you are encouraged to get them signed off as often as possible, each day if you can.

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

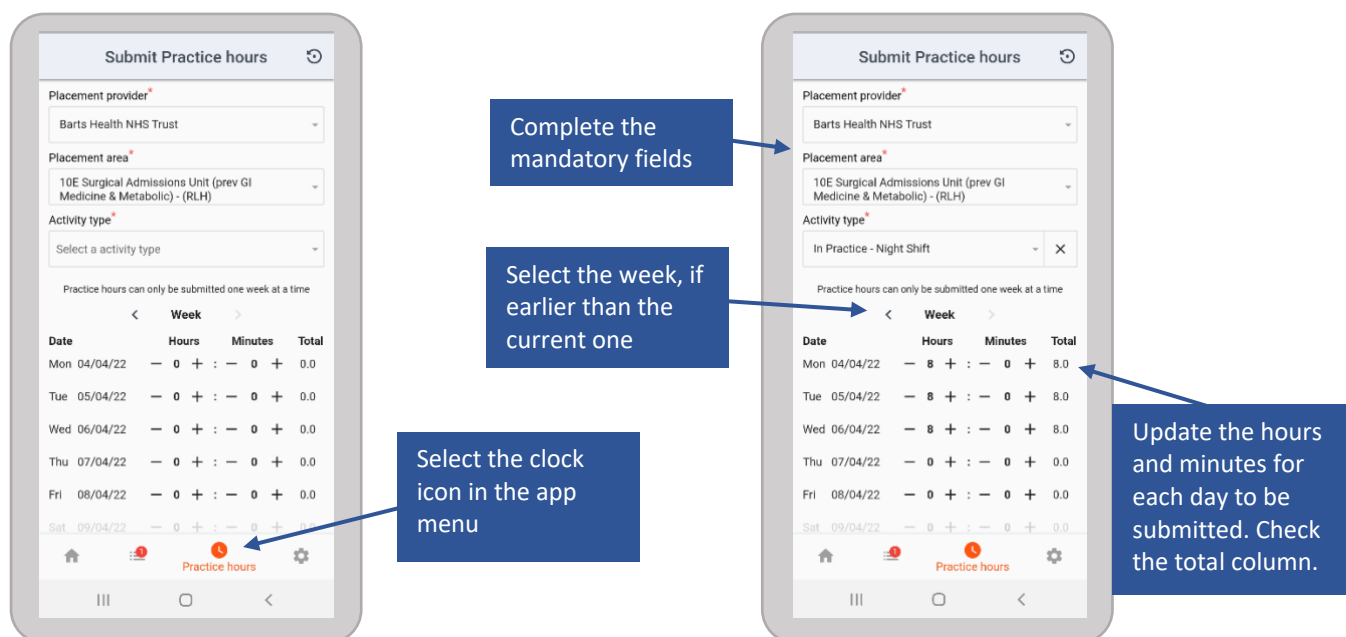
**Work through the following steps to submit practice hours via the app:**

- 1) Select the Practice hours (clock) icon in the app menu to open the practice hours page.
- 2) Select the Placement provider, Placement area and Activity type (if the defaults provided are not correct for the hours you are submitting).
- 3) Select the week in which you are submitting hours. You can scroll left for earlier weeks.
- 4) For each day to be submitted, use the plus and minus buttons to enter the hours and minutes.

**TIP:** You are only expected to submit hours to the nearest quarter of an hour.

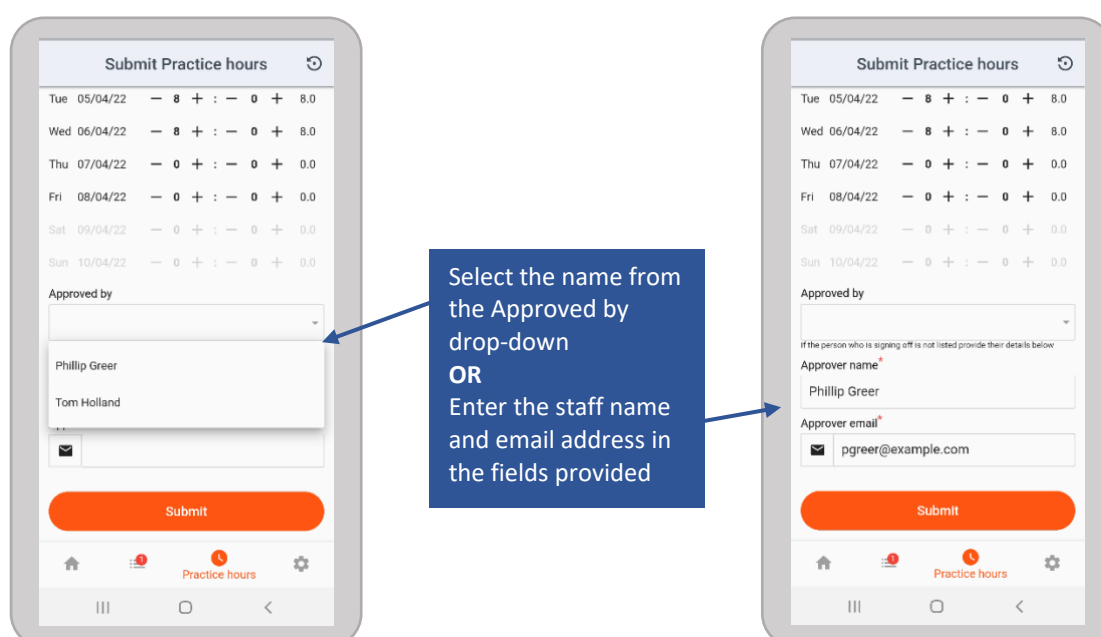
- 5) Check the total of the hours and minutes, which is displayed for each day in the Total column. See the screenshots below.

## Entering practice hours



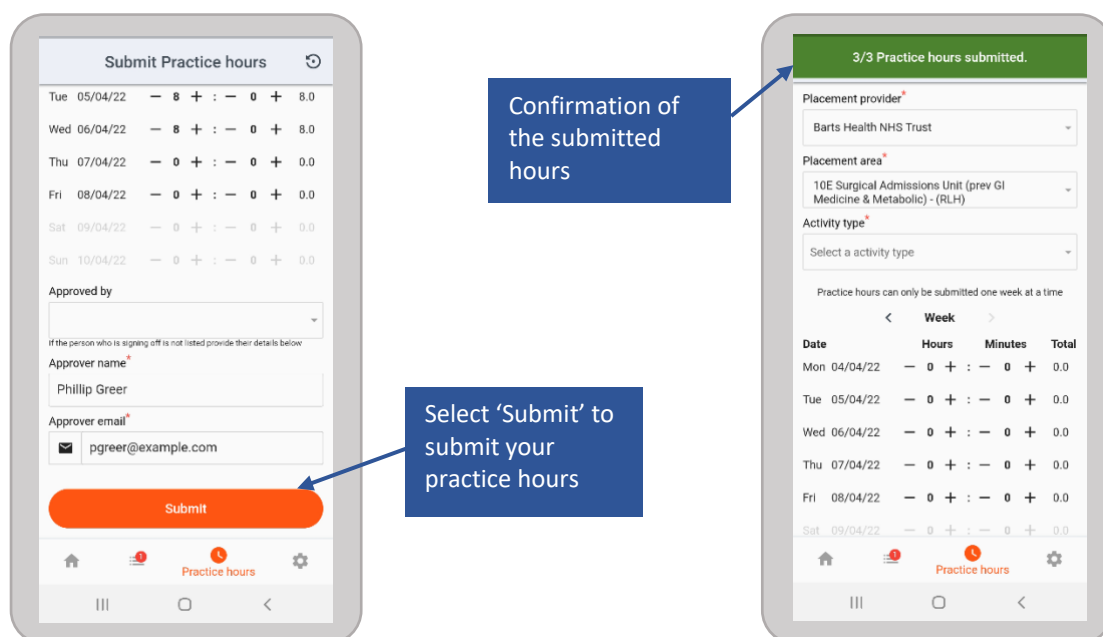
- 6) When the hours have been entered, they need to be approved by a practice staff member.
  - a) Use the **Approved by** drop-down, if the person is one of your allocated Practice Supervisors or Assessor
  - b) Alternatively, the practice staff member can type their **full name and work email address** into the Approver name and Approver email fields

## Signing off practice hours



- 7) When the staff member has approved the hours, submit them to your ePAD by selecting the 'Submit' button.
- 8) You will see a confirmation message at the top of the page.

## Submitting practice hours



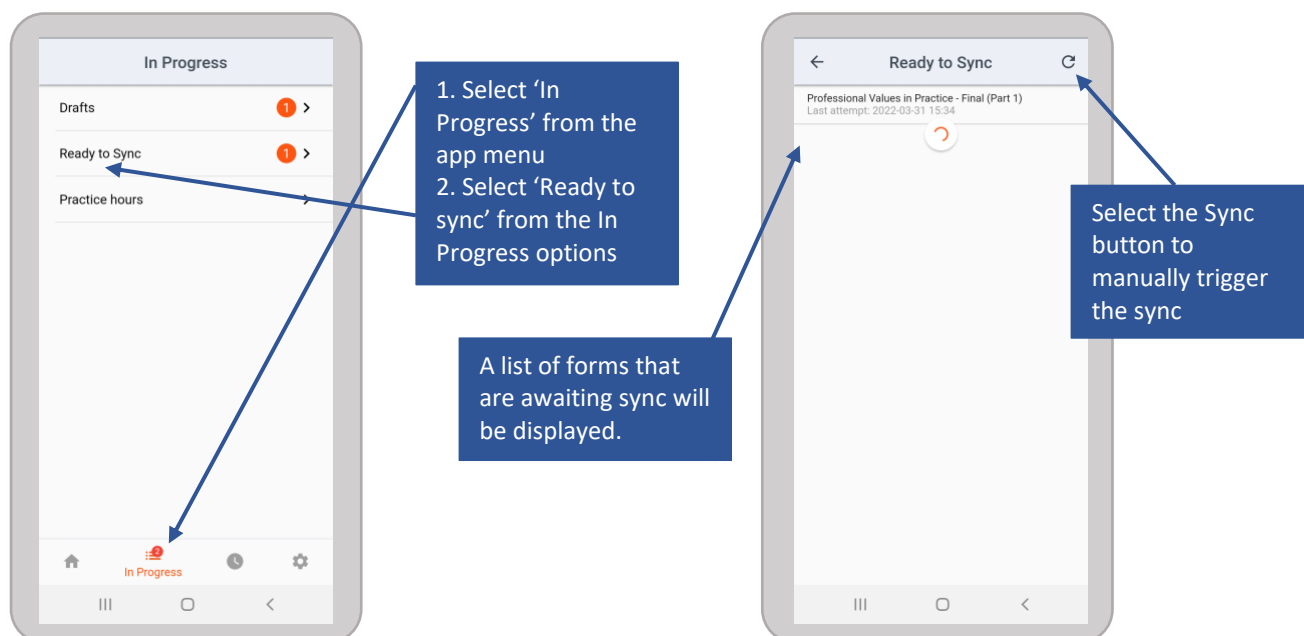
The member of staff who signs off your practice hours will receive a weekly verification email describing the hours that they have approved on the following Monday morning. They will raise an issue with your university if their details have been used without their permission.

## 4.7 Working offline and manual sync

The app is designed to work offline, once you have signed in and your ePAD forms have synchronised with it. When a form is submitted, the app will check to see if a connection is available. If it is available, the form will sync to the website automatically. If no data connection is available, or if you have selected only to sync via Wi-Fi and there is no Wi-Fi available, the form will be saved as "ready to sync". The number of items that are in progress is displayed on the In Progress icon in the app menu at the bottom of the screen. The app will continue to check in the background for a connection, and when the user is online again (or Wi-Fi is available) it will automatically sync forms with the website.

You can trigger a sync manually if there are pending forms and the app hasn't automatically completed a sync. See the screenshots below, which explain how to trigger a sync if it becomes necessary.

### *Triggering the app to sync*



Note that forms submitted in the app will only appear in your ePAD when a sync has completed. It is your responsibility to ensure that this takes place, and to raise any issues with your ePAD support team.