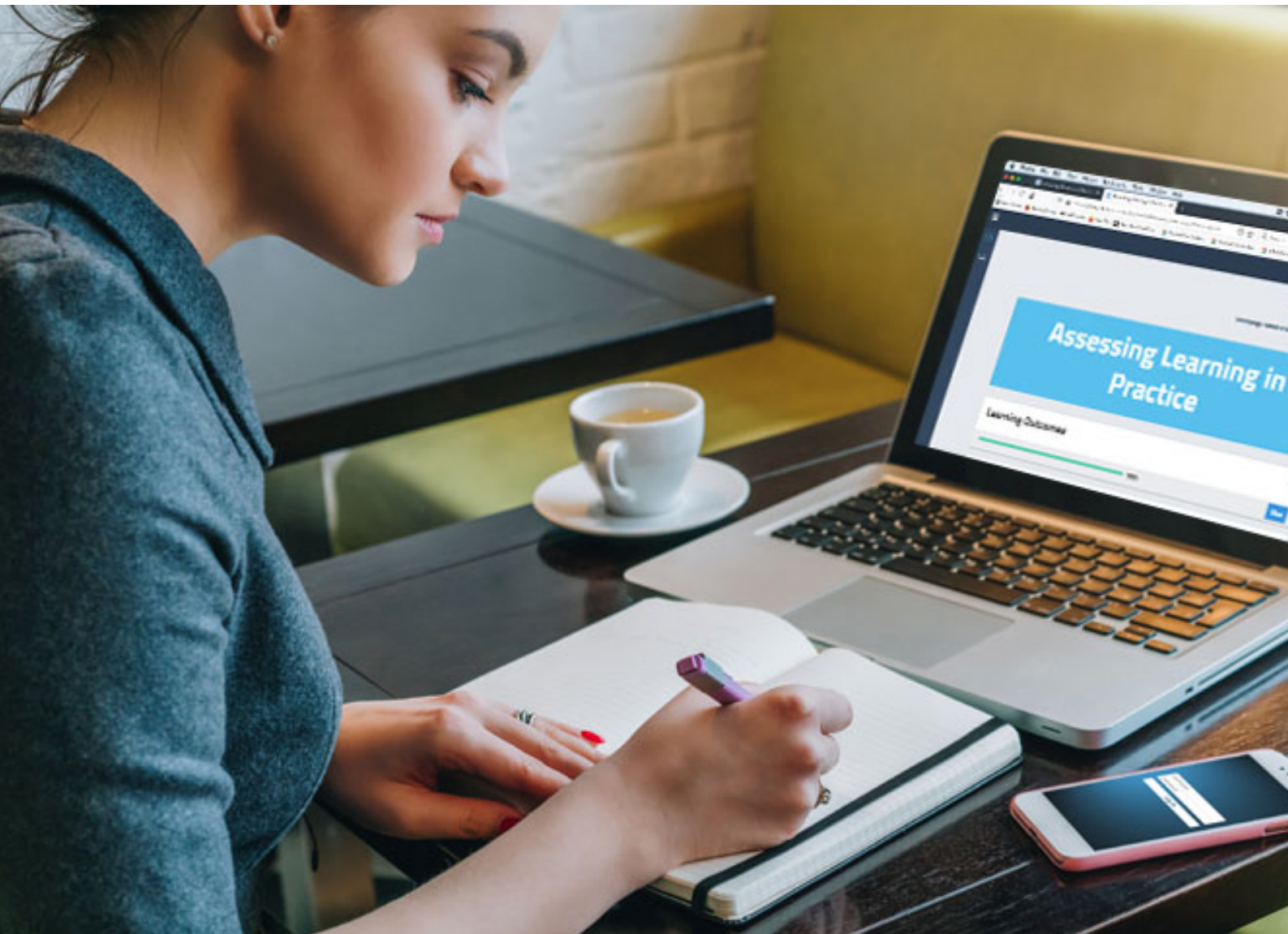




Pan London ePad

Practice Assessment for Future Nurses



Guide for Practice Assessors and Practice Supervisors (Revised September 2022)

PLPLG

Developing London's Future Nurses Together



myknowledgemap

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Revision History

Version	Significant updates	Found in section(s)
<i>September 2022</i>	Extension to include nursing associate programmes	2.1, 2.2
	Details of forms where completion is restricted to Practice Assessor accounts	3.4
	Details of changes to forms	Appendix A
<i>April 2022</i>	Updated sign-in and password reset guidance	3.1
	'Complete new' button; improved management of drafts	3.4
<i>January 2021</i>	More guidance added for the Practice Assessor's / Practice Supervisor's home page and dashboard	3.2
	On the dashboard, the proficiencies progress bar now indicates proficiencies assessed as 'Not achieved'	3.2
	More guidance added for the ePAD Part page	3.3
	Completed forms are now shown with the number of times the form has been completed	3.3
	Functions have been added to amend and add practice hours via the practice hours page	3.5
<i>October 2020</i>	Original	

1.0 Introduction to this Guide

This guide is written for Practice Supervisors and Practice Assessors to understand the key features of the Pan London electronic Practice Assessment Document (ePAD). If you need further support with the ePAD please contact your practice education team or university representative. Students can also get support from their university.

A guide to the PLPAD 2.0 practice assessment processes and other resources for Practice Assessors and Supervisors, including ePAD training videos, can be found on the PLPLG website: <https://plplg.uk/>

2.0 Introduction to the ePAD

2.1 What is the Pan London ePAD?

The ePAD is an online platform that enables the student, together with practice staff, to complete all the forms associated with their practice assessment and record their practice hours. It replaces the paper Pan London PAD v2.0 for nursing programmes and the NA PAD for nursing associate programmes.

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

2.2 Implementing the Pan London ePAD

From September 2020, universities in the Pan London consortium will start to migrate practice assessment to the Pan London ePAD. Each university will decide when to start and which cohorts of students to implement first and eventually all their students will use the ePAD. Universities will liaise with their practice partners and provide training to ensure the introduction of the ePAD is as smooth as possible. From September 2022, universities will also start to migrate nursing associate programmes onto their own version of the ePAD.

2.3 Gaining Access to the Pan London ePAD

2.3.1 Practice Assessors

In your first meeting with your student, they should log in to their Pan London ePAD account and ask you to complete a Practice Assessor Allocation form. Once this has been completed a Pan London ePAD account is automatically created for you. This will automatically generate an email to you with your ePAD account username (which will be

your email address) and an activation link. If you don't receive the email in your inbox, check your junk mail folder. As part of the activation process you will set up a password. **You only need one Pan London ePAD account.** When you complete the form with subsequent students it links you to that student as their Practice Assessor so you can monitor their progress and complete Practice Assessor specific forms.

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

2.3.2 Practice Supervisors

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

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

2.3.3 The ePAD Website Address

The Pan London ePAD website is accessed at <https://panlondon.epads.mkmapps.com/#/> . The website is compatible with all popular browsers. If you are unable to access the website at work it has probably not been allowed through your organisation's firewall. Contact your IT team to request access. If you need support with this, contact your practice education team or university representative.

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

2.4 Using the Pan London ePAD Mobile App

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

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

2.5 Additional Support for Practice Assessors and Practice Supervisors

If you require extra support with access to or use of the ePAD, please get in touch with your practice education team or university representative. Students can get support from their university. There are training materials, including a series of short videos covering essential functions that you can find via the PLPLG website: <https://plplg.uk/> . Training events will be provided by your partner university(ies).

3.0 Using the ePAD Website

3.1 Getting Access

Creating an Account & Accessing the ePAD

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

Work through the following steps to get an ePAD account and sign in:

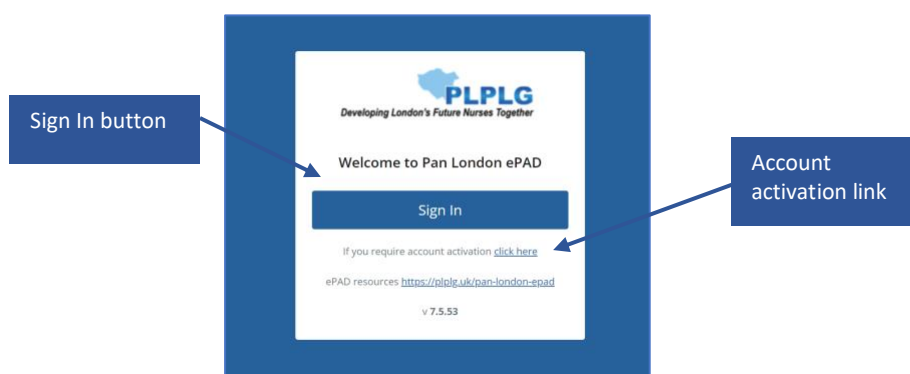
1. Complete the Practice Assessor Allocation form for a Practice Assessor account, or the Practice Supervisor Allocation form for a Practice Supervisor account, in your student's ePAD (either on the website or in their app). The student signs in to their account and asks you to complete the form.

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

2. Once the Practice Assessor Allocation or Practice Supervisor Allocation form is submitted, your account will automatically be created, and you will receive an account activation email. Your username will be the email address you provided in the form.
3. Use the link in the activation email to verify your account and create your password.

TIP: If you don't receive the activation email, or don't start the activation process within the time window allowed, go directly to the ePAD welcome page using the website link below and click on the activation link provided there.

4. When you have completed the account set-up, you can access the Pan London ePAD using an internet browser via this link: <https://panlondon.epads.mkmapps.com/>.
5. On the welcome page, click on the 'Sign In' button. See the screenshot below.



6. On the sign in page, enter your username and password in the fields provided.

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

Practice Supervisors – Completing a Form without an Account

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

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

1. The student will sign in to their ePAD account (or use their mobile app) and open the form for you to complete.
2. Complete the form and sign it off **using your own name and work email address**. This is the equivalent of your signature on a paper form.
3. Submit the form.

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

4. A verification email will be sent to you with a copy of the submitted form. This email will include who to contact if you think there are any issues, such as you don't remember completing the form for that student.

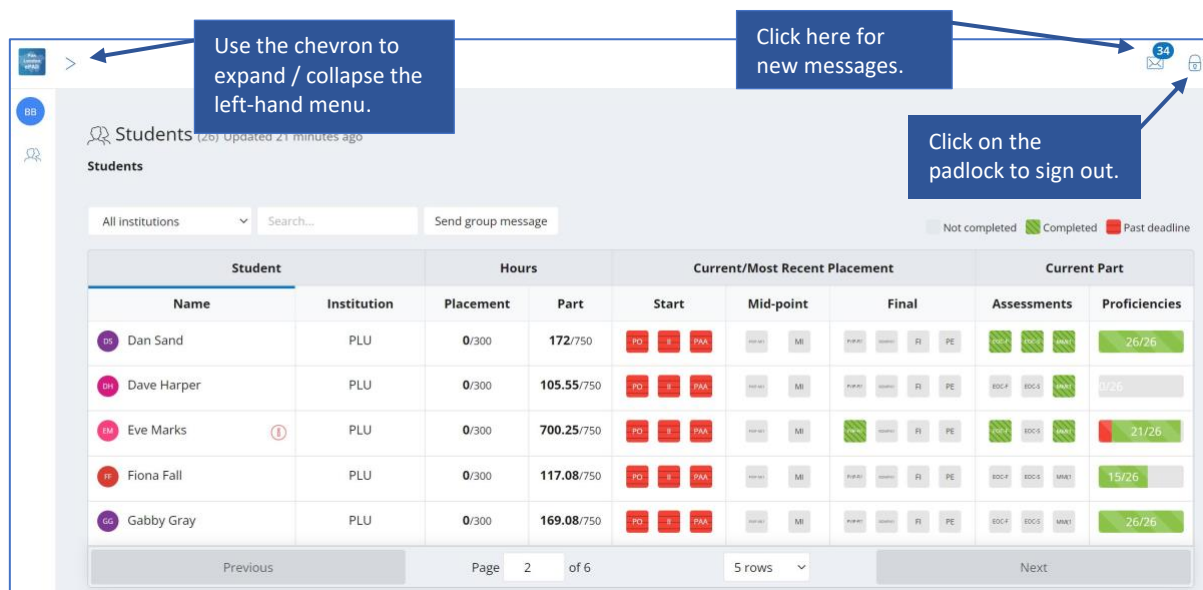
3.2 Your ePAD Home Page and the Dashboard

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

- The left-hand menu is expanded by clicking on the chevron at the top of the page. In this menu you find
 - 'Edit profile', which is where you can upload your photo (optional)
 - 'Change password', which is where you can change your password.

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

- You can see new messages by clicking on the envelope icon in the top right-hand corner of the page. It will indicate the number of new messages. See section 3.6 for more about messaging within the ePAD, including the group message function.
- Sign out of the ePAD by clicking on the padlock symbol in the top righthand corner.



The screenshot shows the ePAD home page dashboard. Annotations point to the following features:

- Chevron:** Use the chevron to expand / collapse the left-hand menu.
- Envelope icon:** Click here for new messages.
- Padlock icon:** Click on the padlock to sign out.

The dashboard displays a table of students with the following columns:


Student		Hours		Current/Most Recent Placement			Current Part	
Name	Institution	Placement	Part	Start	Mid-point	Final	Assessments	Proficiencies
Dan Sand	PLU	0/300	172/750	PO	MI	FI	26/26	26/26
Dave Harper	PLU	0/300	105.55/750	PO	MI	FI	1/26	1/26
Eve Marks	PLU	0/300	700.25/750	PO	MI	FI	21/26	21/26
Fiona Fall	PLU	0/300	117.08/750	PO	MI	FI	15/26	15/26
Gabby Gray	PLU	0/300	169.08/750	PO	MI	FI	26/26	26/26

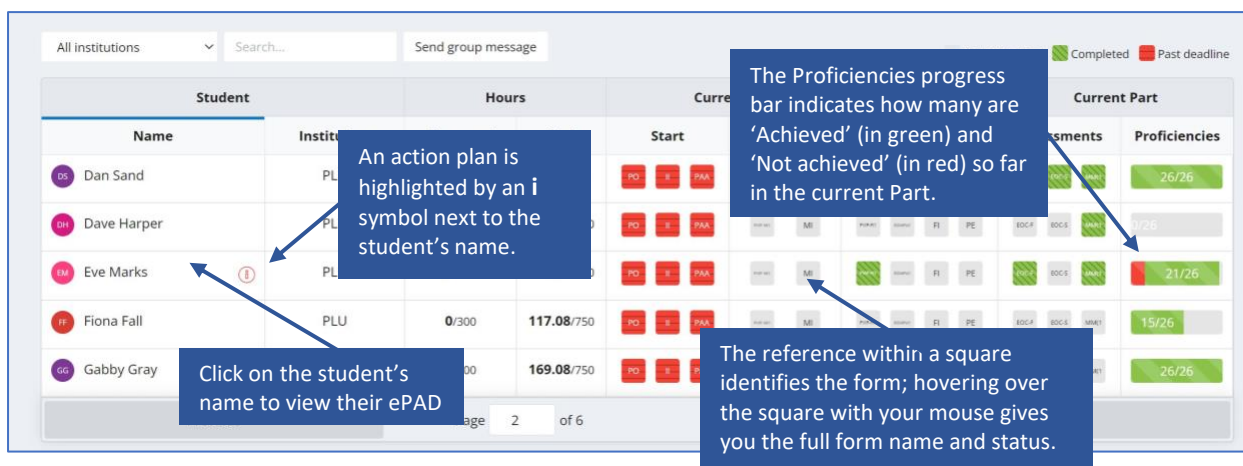
At the bottom, there is a pagination bar showing "Page 2 of 6" and "5 rows".

The Practice Assessor's / Practice Supervisor's dashboard

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement and Part, as well as their practice hours.

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

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



The screenshot shows the Pan London ePAD dashboard. At the top, there are filters for 'All Institutions' and a search bar, along with a 'Send group message' button. The main table lists students with columns for Name, Institution, Hours, Current Part, and Proficiencies. Annotations highlight specific features:

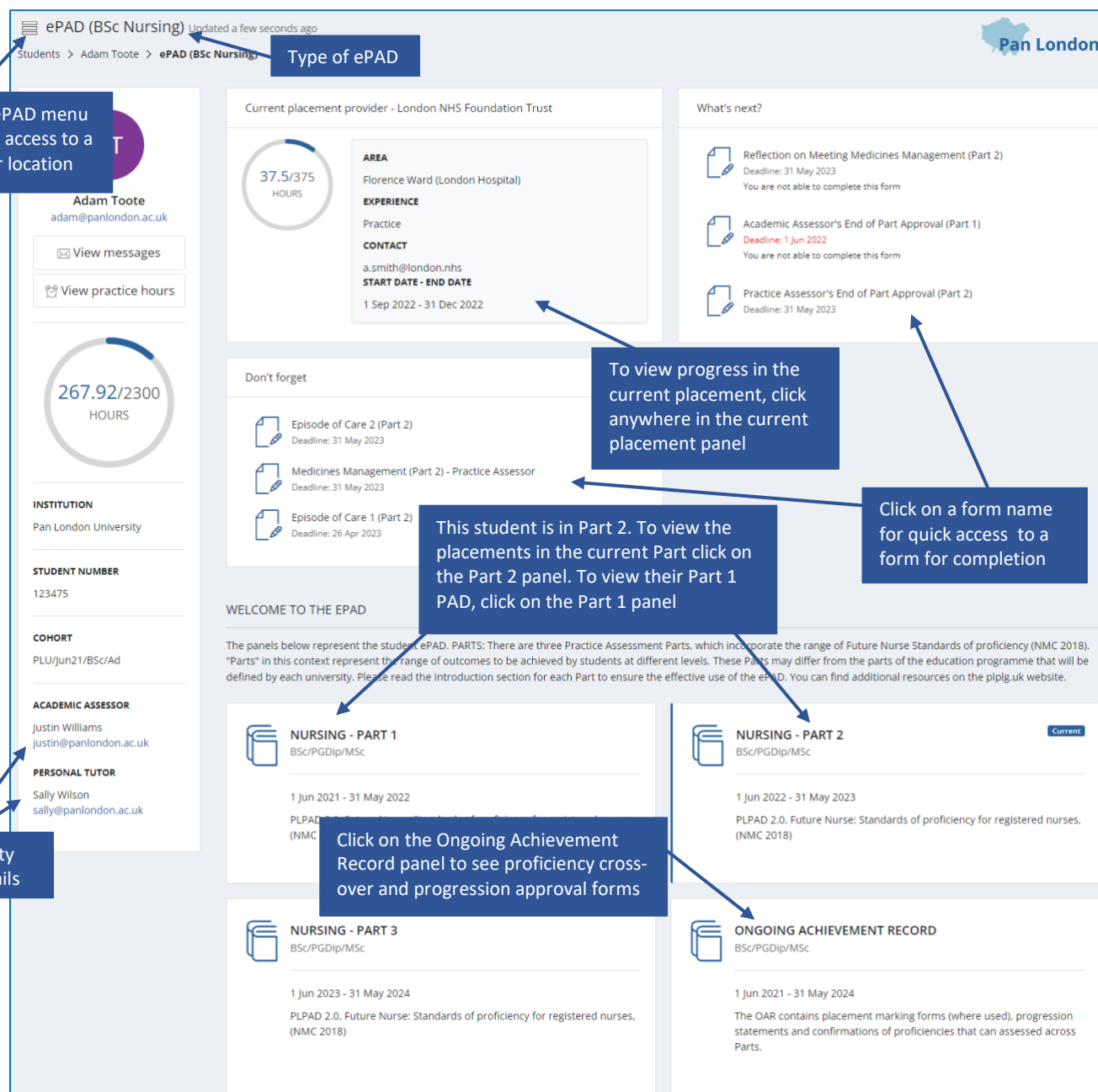
- An action plan is highlighted by an i symbol next to the student's name.** (Points to Eve Marks)
- Click on the student's name to view their ePAD** (Points to Dan Sand)
- The Proficiencies progress bar indicates how many are 'Achieved' (in green) and 'Not achieved' (in red) so far in the current Part.** (Points to the 21/26 bar for Eve Marks)
- The reference within a square identifies the form; hovering over the square with your mouse gives you the full form name and status.** (Points to a form square for Eve Marks)

Student	Hours	Current Part	Proficiencies
Dan Sand			26/26
Dave Harper			0/26
Eve Marks			21/26
Fiona Fall	0/300	117.08/750	15/26
Gabby Gray		169.08/750	26/26

Guide for Practice Assessors and Practice Supervisors

3.3 Reviewing a student's ePAD

The ePAD contains all the forms previously available in the paper PAD, organised by Part and placements within the Part, together with the Ongoing Achievement Record. To review a student's ePAD, select their name from the list of students in your dashboard. This opens the student's ePAD home page, containing an overview for that student. **Scroll down** the home page to see everything that is available. The key features are explained in the following screenshot.



The screenshot displays the ePAD (BSc Nursing) interface for a student named Adam Toote. The page is organized into several sections:

- Header:** ePAD (BSc Nursing) Updated a few seconds ago. Includes a breadcrumb trail: Students > Adam Toote > ePAD (BSc Nursing).
- Left Sidebar:**
 - Adam Toote:** adam@panlondon.ac.uk. Includes buttons for "View messages" and "View practice hours".
 - Hours:** A circular progress indicator showing 267.92/2300 HOURS.
 - INSTITUTION:** Pan London University.
 - STUDENT NUMBER:** 123475.
 - COHORT:** PLU/Jun21/BSc/Ad.
 - ACADEMIC ASSESSOR:** Justin Williams (justin@panlondon.ac.uk).
 - PERSONAL TUTOR:** Sally Wilson (sally@panlondon.ac.uk).
- Main Content Area:**
 - Current placement provider:** London NHS Foundation Trust.
 - Progress:** A circular progress indicator showing 37.5/375 HOURS.
 - AREA:** Florence Ward (London Hospital).
 - EXPERIENCE:** Practice.
 - CONTACT:** a.smith@london.nhs.
 - START DATE - END DATE:** 1 Sep 2022 - 31 Dec 2022.
 - What's next?:** A list of tasks with deadlines and completion status:
 - Reflection on Meeting Medicines Management (Part 2): Deadline: 31 May 2023. You are not able to complete this form.
 - Academic Assessor's End of Part Approval (Part 1): Deadline: 1 Jun 2022. You are not able to complete this form.
 - Practice Assessor's End of Part Approval (Part 2): Deadline: 31 May 2023.
 - Don't forget:** A list of tasks with deadlines:
 - Episode of Care 2 (Part 2): Deadline: 31 May 2023.
 - Medicines Management (Part 2) - Practice Assessor: Deadline: 31 May 2023.
 - Episode of Care 1 (Part 2): Deadline: 26 Apr 2023.
 - WELCOME TO THE EPAD:** A message explaining the structure of the ePAD and the importance of the Ongoing Achievement Record.
 - Part Panels:** Three panels for Nursing - Part 1, Part 2, and Part 3, each with a date range and a description of the standards of proficiency.
 - Ongoing Achievement Record:** A panel for the Ongoing Achievement Record, showing a date range and a description of the record.

Annotations on the screenshot provide additional guidance:

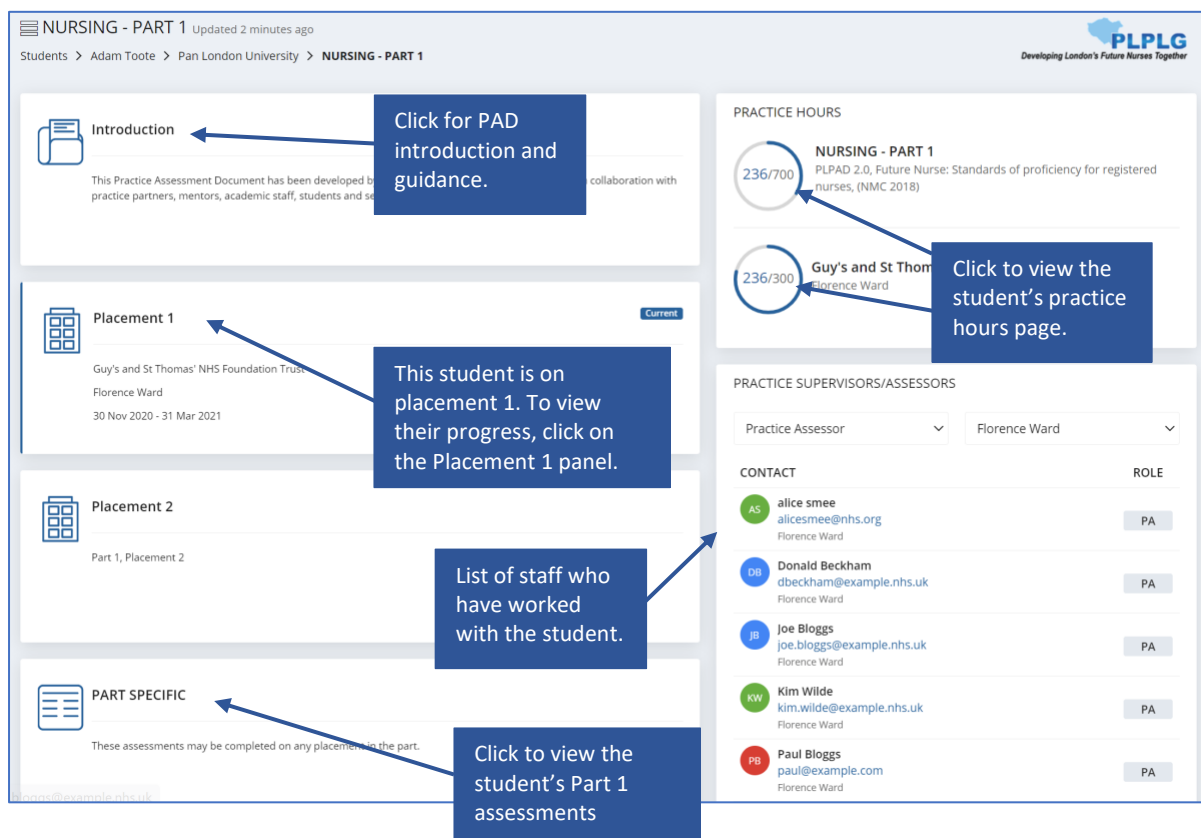
- Use the ePAD menu for faster access to a particular location:** Points to the breadcrumb trail.
- Type of ePAD:** Points to the "ePAD (BSc Nursing)" header.
- To view progress in the current placement, click anywhere in the current placement panel:** Points to the "Current placement provider" section.
- Click on a form name for quick access to a form for completion:** Points to the "What's next?" section.
- This student is in Part 2. To view the placements in the current Part click on the Part 2 panel. To view their Part 1 PAD, click on the Part 1 panel:** Points to the "NURSING - PART 2" and "NURSING - PART 1" panels.
- Click on the Ongoing Achievement Record panel to see proficiency cross-over and progression approval forms:** Points to the "ONGOING ACHIEVEMENT RECORD" panel.
- Key university contact details:** Points to the "ACADEMIC ASSESSOR" and "PERSONAL TUTOR" information.

The Part page

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

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






The key features are explained in the screenshot below.



The screenshot shows the 'NURSING - PART 1' page for student Adam Toote. The page is divided into several sections with callouts explaining their functions:

- Introduction:** A callout points to the 'Introduction' icon and text, stating: 'Click for PAD introduction and guidance.'
- Placement 1:** A callout points to the 'Placement 1' panel, stating: 'This student is on placement 1. To view their progress, click on the Placement 1 panel.'
- Placement 2:** A callout points to the 'Placement 2' panel, stating: 'List of staff who have worked with the student.'
- PART SPECIFIC:** A callout points to the 'PART SPECIFIC' section, stating: 'Click to view the student's Part 1 assessments.'
- PRACTICE HOURS:** A callout points to the 'PRACTICE HOURS' section, stating: 'Click to view the student's practice hours page.'

The right-hand side of the page displays the 'PRACTICE SUPERVISORS/ASSESSORS' section, which includes a table of staff who have worked with the student:

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

3.4 Completing Forms

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

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

The **forms only available** to complete in the Practice Assessor's account are:

- Mid-point and Final Interview
- Professional Values in Practice – Final
- Medicines Management
- Practice Assessor's End of Part / Programme Approval forms.

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

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

Completing forms via the student's ePAD account

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

1. The student will sign in to their ePAD account (or use their mobile app) and open the form for you to complete.
2. Complete the form. How you do this depends on whether you are using the website or the student's mobile app and the format of the questions.

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

3. When you are happy with the form, sign it off in the block at the bottom **using your full name and work email address**. This is the equivalent of your signature on a paper form. Finally, click on the **Submit** button.


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

Completing forms using your own ePAD account

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

1. Sign in to the ePAD website using your own account.
2. a) To go straight to the form, you can click on the square for the form for that student in the dashboard (see section 3.2), **OR**

b) if it's not a dashboard form, or you wish to see other documentation in the student's ePAD first, then select the student's name from your dashboard and click on the current placement panel in their ePAD home page. (See section 3.3 for more detail on reviewing a student's ePAD.) You can find the form under the relevant tab or by scrolling down the Overview tab.
3. When you have located the form, click on the **Complete new** button, which opens the form in a new window. See the screenshot below. All forms can be completed multiple times and the number of completions is indicated next to the form name.



The screenshot shows the 'Placement 1' dashboard for a student. The top navigation bar includes 'OVERVIEW', 'START', 'MID-POINT', 'FINAL', 'ANY TIME', 'PART SPECIFIC', and 'OAR'. The 'START' tab is selected. Below the tabs, a list of forms is displayed, each with a 'Complete new' button. The forms are: 'Placement Orientation' (1 completion), 'Nominated Person' (1 completion), 'Initial Interview' (Deadline: 28 Jan 2022, 1 completion), 'Practice Assessor Allocation' (2 (Max 2) completions, Max completions reached), and 'Practice Supervisor Allocation' (1 completion). Annotations with arrows point to the 'Complete new' buttons and the completion counts.

Placement 1 Updated a few seconds ago

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

OVERVIEW START MID-POINT FINAL ANY TIME PART SPECIFIC OAR

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

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

The number of times a form has been submitted.

> Placement Orientation 1 Complete new

> Nominated Person 1 Complete new

> Initial Interview Deadline: 28 Jan 2022 Complete new (1)

> Practice Assessor Allocation 2 (Max 2) Max completions reached

> Practice Supervisor Allocation Complete new

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

- When you make any amendments to the form, the 'Saved' button at the top of the form will change to 'Save Changes'. After approximately 15 seconds the form will automatically save any changes made to the form. This saves the form as a draft.

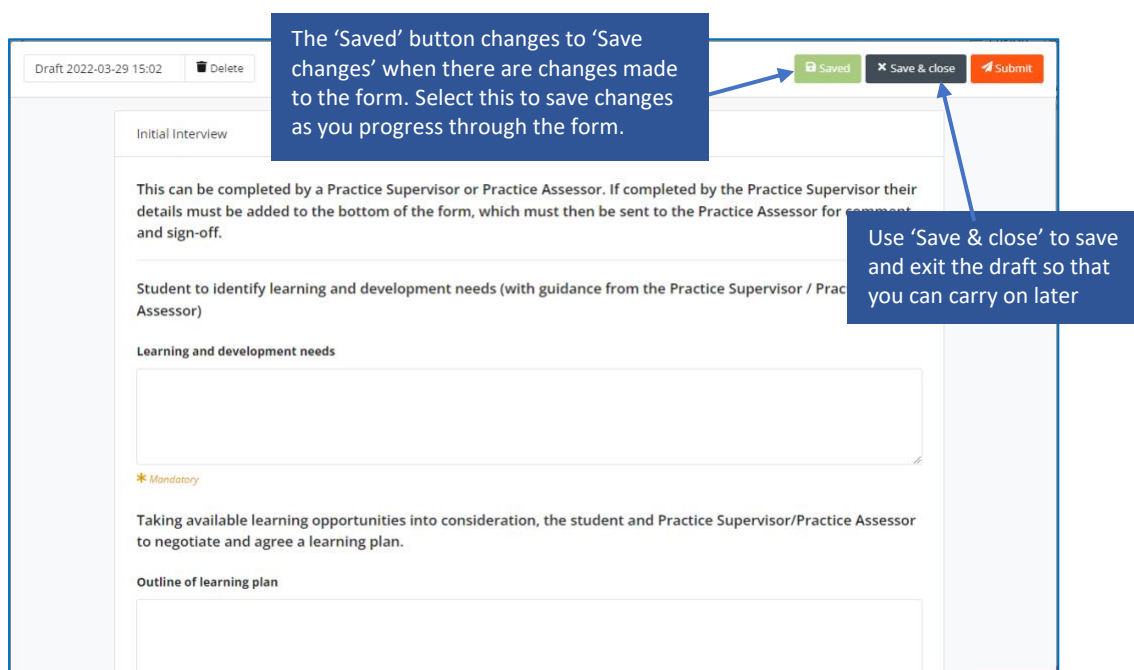


Draft 2022-03-28 14:11  Delete

 Save changes  Save & close  Submit


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

- Complete the form. How you do this depends on the format of the questions: you may need to select from a drop-down list, complete a check list, or type into a text box.
 - If you need to exit the form, click the **Save & close** button to save your changes before leaving. This will save a draft that you can return to later.



The 'Saved' button changes to 'Save changes' when there are changes made to the form. Select this to save changes as you progress through the form.

Use 'Save & close' to save and exit the draft so that you can carry on later


Draft 2022-03-29 15:02  Delete

Initial Interview

This can be completed by a Practice Supervisor or Practice Assessor. If completed by the Practice Supervisor their details must be added to the bottom of the form, which must then be sent to the Practice Assessor for comment and sign-off.

Student to identify learning and development needs (with guidance from the Practice Supervisor / Practice Assessor)

Learning and development needs

 *Mandatory*

Taking available learning opportunities into consideration, the student and Practice Supervisor/Practice Assessor to negotiate and agree a learning plan.

Outline of learning plan

- When you have completed the form **review it carefully** as it cannot be changed once submitted.
- When you are happy with your responses in the form, click on the **Submit** button.

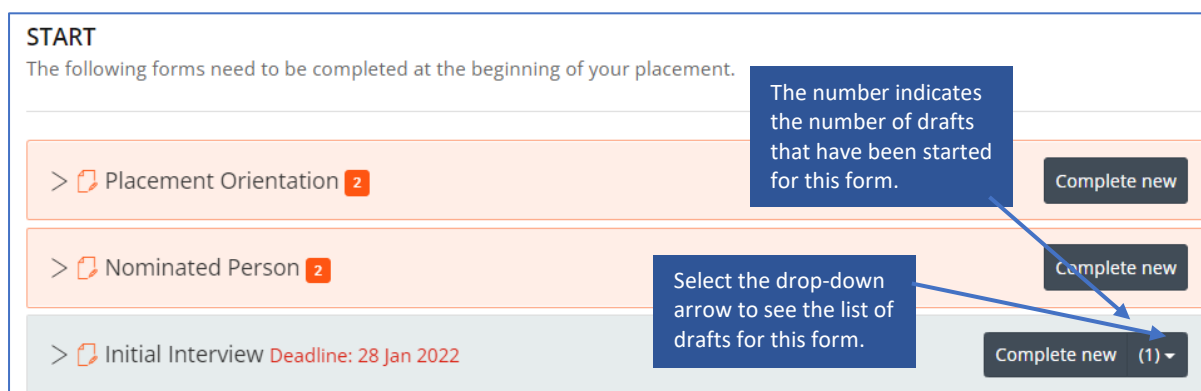
TIP: You will not be asked for your name and email address when you complete a form in your own account as your identity is verified when you sign in.

- On submitting the form, the 'Successfully submitted response' message will appear at the bottom of the page.

- The submitted form will appear in the form list. It will show your name 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 or be updated in the dashboard due to processing.

Returning to a draft

Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, click on 'Save & close' and your entries will be saved in a draft. To continue the draft later click on the **drop-down arrow** next to the Complete new button and select the draft. See the screenshots below. Drafts can only be completed within the account where they were started, i.e. in your account you cannot open a draft started by the student.



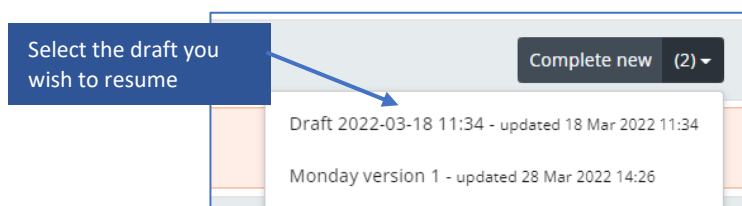
START
The following forms need to be completed at the beginning of your placement.

Form	Drafts	Action
> Placement Orientation	2	Complete new
> Nominated Person	2	Complete new
> Initial Interview Deadline: 28 Jan 2022		Complete new (1) ▾

The number indicates the number of drafts that have been started for this form.

Select the drop-down arrow to see the list of drafts for this form.

The number in brackets next to the Complete new button represents the number of drafts saved for the form. Drafts are date and time stamped and will also indicate when the draft was last updated. See the screenshot below.

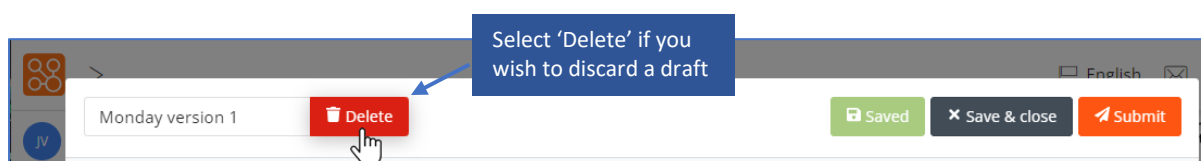


Select the draft you wish to resume

Complete new (2) ▾

- Draft 2022-03-18 11:34 - updated 18 Mar 2022 11:34
- Monday version 1 - updated 28 Mar 2022 14:26

When you select the draft, the form will open, your previous entries will be displayed and the form can be amended as required. If you wish to delete a draft, select the Delete button next to the draft name in the open form. See the screenshot below.



Select 'Delete' if you wish to discard a draft

Monday version 1 Delete Saved Save & close Submit

3.5 Practice Hours

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

Approving practice hours

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

1. The student will present their practice hours for approval either in their app or using the website form.
2. **Check the hours** you are being asked to approve, including the activity type.

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

3. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper PAD.
4. Each Monday you will receive an email confirming all the practice hours that you approved for students in the previous week. If you receive this email and don't remember approving the hours, then contact your local practice education team or the student's university. Their contact email address is in the email you receive.

Reviewing practice hours

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

Work through the following steps to view the student's practice hours 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.

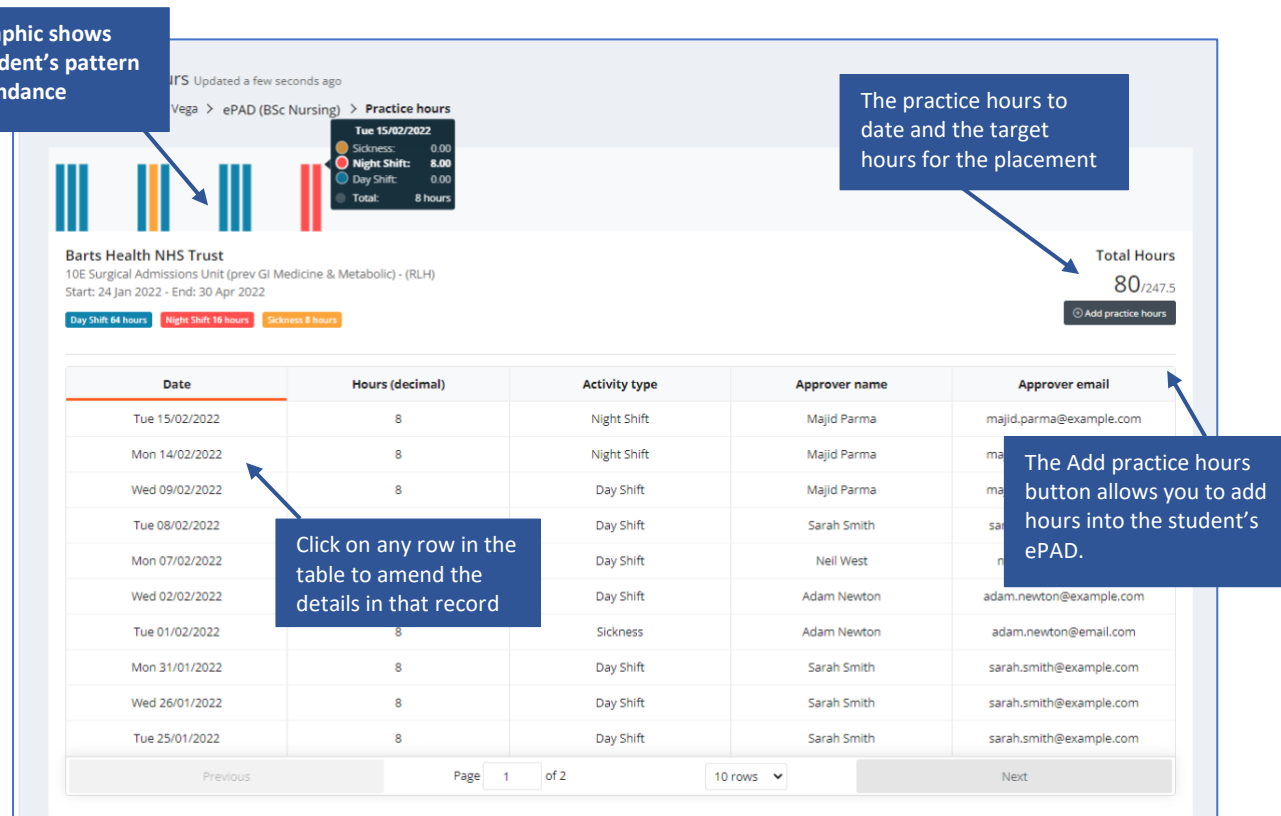
Guide for Practice Assessors and Practice Supervisors

The graphic shows the student's pattern of attendance

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

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

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



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

Day Shift 64 hours Night Shift 16 hours Sickness 8 hours

Total Hours
80/247.5
Add practice hours

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

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

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

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.
3. Click on '**View practice hours**' in the left-hand panel of their ePAD home page to display the practice hours page.
4. Click on the practice hours record that needs to be changed. This opens the Edit practice hours window with the current values displayed. See the screenshot below.
5. Amend the values as needed.

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



The screenshot shows the 'Edit practice hours' form. At the top right, it says 'Submitted on 24 Mar 2022'. The form contains the following fields and callouts:

- Activity type ***: A dropdown menu showing 'In Practice - Night Shift'. A callout box says 'Amend the fields as required.' with arrows pointing to the 'Activity type', 'Date', and 'Duration' fields.
- Date ***: A text box containing 'Mon 14/02/2022'.
- Duration ***: A text box containing '0' with the label 'Minutes' below it.
- Approver name ***: A text box containing 'Majid Parma'. A callout box says 'Sign off the amended hours with your full name and work email address.' with arrows pointing to the 'Approver name' and 'Approver email' fields.
- Approver email ***: A text box containing 'majid.parma@example.com'.
- Update Practice hours**: An orange button. A callout box says 'When you have amended the fields and provided your details select 'Update practice hours'.' with an arrow pointing to this button.
- Cancel**: A button at the bottom right.

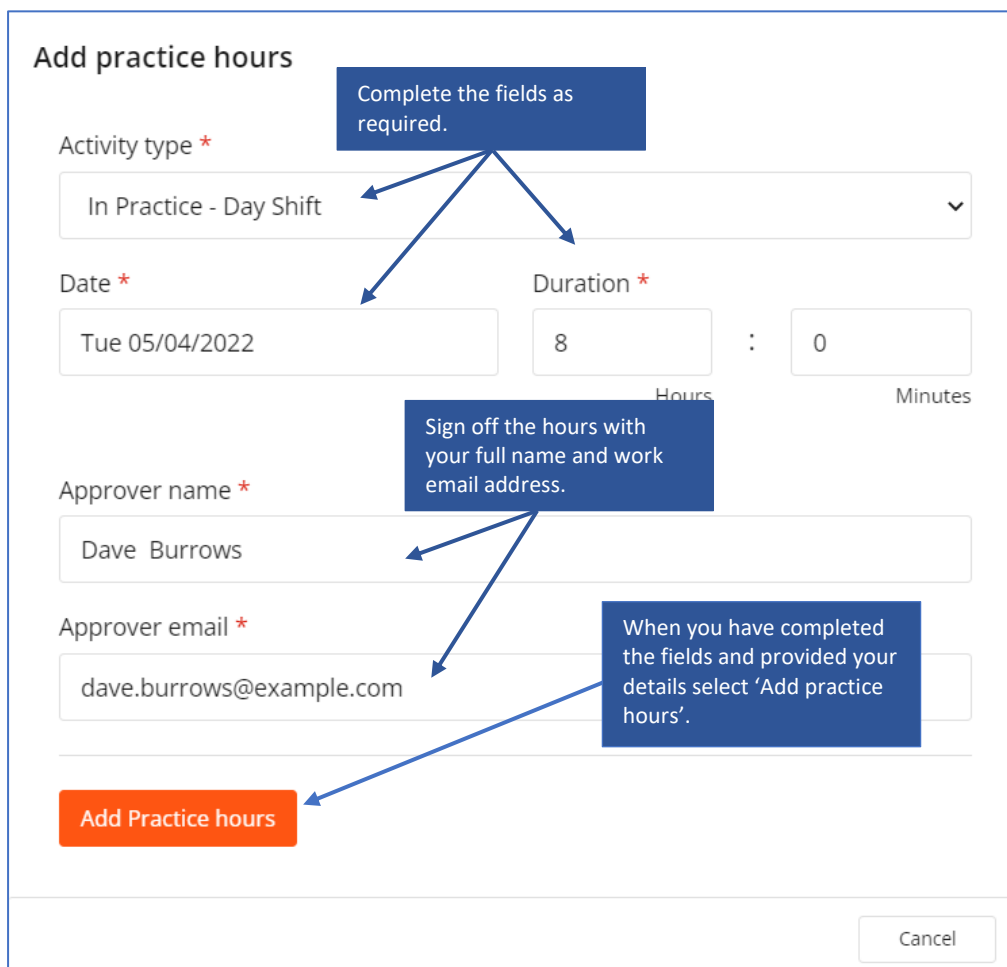
6. If you are not the person who approved the hours before, then you must change the approver details to your own **full name and work email address** as the approver for the amended hours record. This is the equivalent of your signature in the paper PAD.
7. Click on the **Update Practice hours** button. 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 your practice hours weekly email and will be indicated as amended.

Adding practice hours

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

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

1. Sign in to the ePAD website using your own account.
2. Click on the student's name in your dashboard to go to their ePAD home page.
3. Click on '**View practice hours**' in the left-hand panel of their ePAD home page to display the practice hours page.
4. Click on the **Add practice hours** button that is on the right-hand side of the page. This opens the Add practice hours window. See the screenshot below.



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

- Activity type ***: A dropdown menu with 'In Practice - Day Shift' selected. An annotation box says 'Complete the fields as required.' with arrows pointing to this field and the 'Date' field.
- Date ***: A text input field containing 'Tue 05/04/2022'.
- Duration ***: Two input fields for 'Hours' (containing '8') and 'Minutes' (containing '0').
- Approver name ***: A text input field containing 'Dave Burrows'. An annotation box says 'Sign off the hours with your full name and work email address.' with arrows pointing to this field and the 'Approver email' field.
- Approver email ***: A text input field containing 'dave.burrows@example.com'.
- Buttons**: An orange 'Add Practice hours' button and a grey 'Cancel' button.
- Final Annotation**: A box says 'When you have completed the fields and provided your details select 'Add practice hours'.' with an arrow pointing to the 'Add Practice hours' button.

5. Complete the fields on the form as needed.

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

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

3.6 Messaging

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

Use ePAD messaging for:

- Informal communication with the student, e.g., messages of encouragement, arranging meetings, reminding them of local educational opportunities available to them
- A reminder of other informal communication with the student (e.g., telephone calls or text messages) so that a record (history) is maintained

Do not use ePAD messaging for:

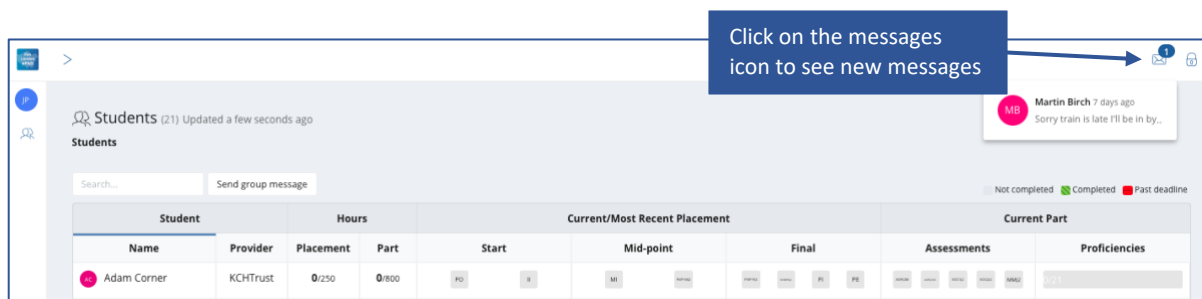
- Anything that is covered by an ePAD form, e.g., formal progress review, assessment, professional feedback
- Communicating professional or performance issues

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

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

Receiving messages

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



Click on the messages icon to see new messages

Students (21) Updated a few seconds ago

Search... Send group message

Not completed ■ Completed ■ Past deadline

Student		Hours		Current/Most Recent Placement				Current Part	
Name	Provider	Placement	Part	Start	Mid-point	Final	Assessments	Proficiencies	
Adam Corner	KCHTrust	0/250	0/800	PC	1	MB	MB		

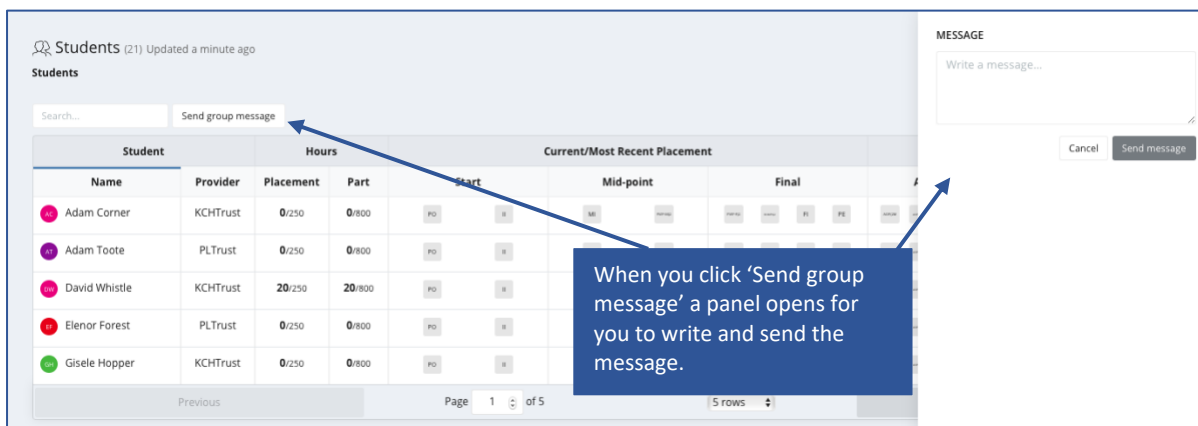
Sending messages

There are two ways to send messages:

- the 'Send group message' button on your home page allows you to send a message to all the students listed in the dashboard (and if you only have one this is the quickest way to send a message to that student)
- via the 'View messages' button on the student's ePAD home page, which also enables you to view messages and reply to them.

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

1. Sign in to the ePAD website using your own account.
2. Click on Send group message on your ePAD home page. A message panel opens (see the screenshot below).
3. Enter your message and click on Send message.



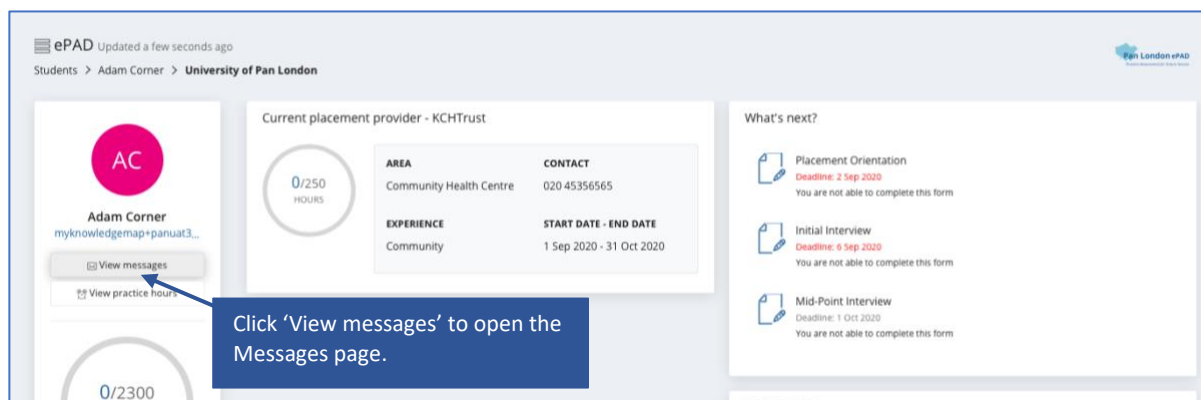
The screenshot shows the ePAD dashboard with a list of students. A blue callout box contains the text: "When you click 'Send group message' a panel opens for you to write and send the message." The callout points to the 'Send group message' button and the 'MESSAGE' panel on the right.

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

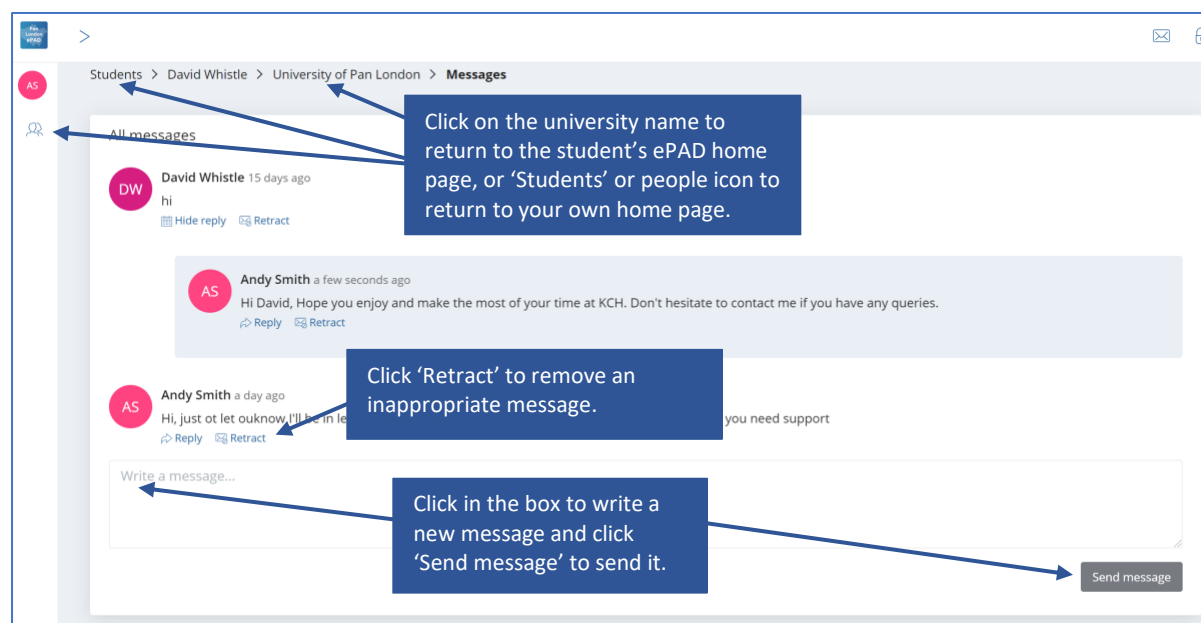
Work through the following steps to view messages, reply to a message or send a message to an individual student **in the student's ePAD**:

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

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



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



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

Removing inappropriate messages

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

Appendix A: Form differences between the PAD and ePAD

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

A.1 New forms

Practice assessor allocation / Practice supervisor allocation

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

Practice evaluation

- Introduced to help universities and practice partners to collect consistent student feedback about their practice learning experience
- It is only available to the student to complete; it cannot be viewed within the ePAD
- 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 with presentation
- Separate spaces added for telephone numbers
- Text added about the nominated person
- Prior to use section can be left blank and new Prior to use form used when required

Initial interview

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

Professional values in practice – Mid-point

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

Mid-point interview

- This form has been split (September 2022 onwards):
 - The student must complete the **Mid-point Interview – Student Reflection** form in advance of the meeting
 - The Practice Assessor must complete the **Mid-point Interview – Practice Assessor** form in their own account. They must confirm that they have reviewed the student reflection.
- 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

- This form has been split (September 2022 onwards):
 - The student must complete the **Final Interview – Student Reflection** form in advance of the meeting
 - The Practice Assessor must complete the **Final Interview – Practice Assessor** form in their own account. They must confirm that they have reviewed the student reflection.
- Questions concerning the sign-off of documentation have been removed as this can be reviewed by the Academic Assessor on the dashboard

Patient / service user / carer feedback

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

Action plan

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

Assessment of proficiencies

- There is a form for assessing the mandatory proficiencies in each Part, that is completed each time an assessment is made
- Proficiency assessments are collated above the completed forms, so you don't have to look through all the forms to know what has been signed off already

- There is a separate form for the proficiencies where completion timing is more flexible. Completion in Parts 1 or 2 is called the Parts 1/2 Crossover; completion in Parts 2 or 3 is called the Parts 2/3 Crossover.
- Part mandatory proficiency forms are in the Part Specific sections of the ePAD; the cross-over proficiency forms are in the Ongoing Achievement Record area
- Part mandatory proficiency achievement/non-achievement is tracked on the dashboard

Medicines Management

- This form has been split (September 2022 onwards):
 - The Practice Assessor must complete the **Medicines Management – Practice Assessor** form in their own account
 - The student must complete the **Reflection on Meeting Medicines Management** form after the assessment

End of part / programme approval

- Questions concerning the sign-off of documentation 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