Pan London eMORA

Practice Assessment for Future Midwives

Guide for Academics

(November 2022)

PLPLG

myknowledgemap

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1.0 Introduction to this Guide

This guide is written for midwifery academics to understand the key features of the Pan London electronic Midwifery Ongoing Record of Achievement (eMORA). If you need further support with the eMORA please contact your university's eMORA lead.

A guide to practice assessment processes and other useful resources can be found on the Pan London Practice Learning Group (PLPLG) website: https://plplg.uk/emora/

We hope you find this guide helpful. If you have any feedback about it, or about using the eMORA, please send it to your university's eMORA lead.

2.0 Introduction to the eMORA

2.1 What is the Pan London eMORA?

The eMORA is an online platform that enables the student, together with practice staff and their academic assessor, to complete all the forms associated with their practice assessment. It replaces the paper MORA for midwifery programmes.

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

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

2.2 Implementing the Pan London eMORA

The Pan London eMORA is relatively new, although it has been implemented by universities elsewhere in the UK. Its introduction by Pan London universities started in September 2022. 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. It is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper version.

2.3 Getting a Pan London eMORA account

2.3.1 Access for Academics

An account will be created for you by your university's eMORA lead. If you need an account, get in contact with them. They will ask you which student groups you need access to in order to set you up with the right views. See section 3.1 for a detailed guide to accessing the eMORA.

Academic access to the eMORA gives you the ability to review progress, i.e. forms submitted and practice hours logged, for any students who are in groups that you are linked to (e.g. a

cohort or a personal tutor group). You can also use the eMORA for informal messaging with the student and their practice staff. See section 3.3 for a more detailed guide on reviewing the student's eMORA and section 3.6 for more on messaging.

2.3.2 Role of Academic Assessor

If you are an Academic Assessor for one or more students you will require additional access to their eMORA to be able to complete certain forms, e.g. Year 1 Summary of Progress. This access is set up by your university's eMORA lead at the start of each year or part when Academic Assessors are assigned to students. Your name will appear as the Academic Assessor within the student's eMORA. If your Academic Assessor assignments change during a year or part, contact the eMORA lead and they can make the necessary changes in the system. See section 3.4 for a more detailed guide on completing forms as an Academic Assessor.

2.3.3 Role of Practice Assessor or Practice Supervisor

You might also be temporarily related to a student as a Practice Assessor or Supervisor, e.g. when they have simulated practice at the university. You will not need extra access to the eMORA to be able to sign off their simulated practice hours or any forms that might be applicable as you can do this via the student's account. See section 3.1 for a more detailed guide on completing forms in the student's account, and section 3.5 for more on approving practice hours.

2.4 The eMORA Website Address

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

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

Practice Supervisors and Practice Assessors access the Pan London eMORA website using https://panlondon.epads.mkmapps.com/#/ . They cannot access the eMORA 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 Overview of the Pan London eMORA Mobile App

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

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

The student can also use the mobile app to submit practice hours. They enter the hours they wish to record and hand their mobile device to a member of staff for approval. The approver will receive a weekly digest email to confirm the hours they have signed off and details of who to contact if there are any issues.

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

2.6 Additional Support

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

2.7 Terminology

Throughout this guide we use the terms 'year' and 'part' to describe the segmentation of practice assessment requirements, where:

- 'year' – is generally used by standard length programmes
- 'part' – is generally used by shortened programmes, where the 3 parts make up the practice assessment requirements in the shorter programme length.

3.0 Using the eMORA Website

3.1 Accessing the eMORA

This section covers:

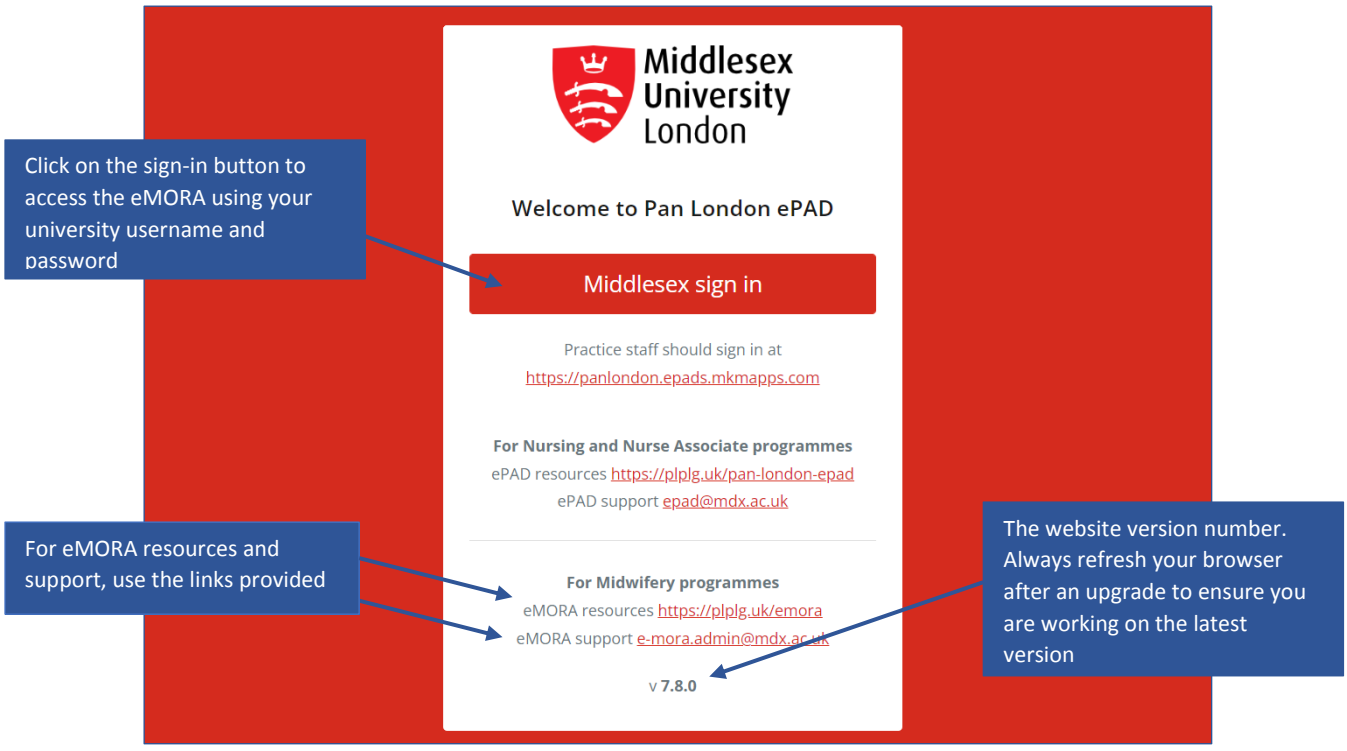
- How to find the Pan London eMORA website
- Sign in using your university credentials; editing your profile; signing out
- How to act as a Practice Supervisor or Practice Assessor for the student

3.1.1 Finding the Pan London eMORA website

The Pan London eMORA website is accessed via a university specific web address. For example, for Middlesex University the access is 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 eMORA website via Google as you will be offered lots of different eMORA websites, which is very confusing.

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



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

3.1.2 Signing in with university credentials

Your eMORA 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 eMORA 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 eMORA 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 eMORA 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 website. To do this follow instructions for the browser you are using (search 'clear my browser cache' to find instructions for your browser).

3.1.3 Editing your eMORA profile (e.g. to upload a photo)

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

To upload a photo, follow these steps:

1. On the eMORA 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.

e. When you have completed your profile changes, close the Edit profile tab and you return to the eMORA homepage.

TIP: If you have uploaded a profile photo, refresh your eMORA 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.

3.1.4 Signing out of the eMORA

It is very important to sign out of your eMORA account after you have completed your reviews or updates, especially when using a shared or public computer. This prevents any accidental disclosure of eMORA 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.

3.1.5 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 of inactivity any changes you have made within a form will automatically be saved as a draft. See section 3.6 for more details about working with forms.

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

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

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

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

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

3. Submit the form.

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

3.2 Your eMORA Home Page and Dashboard

3.2.1 Your eMORA Home Page

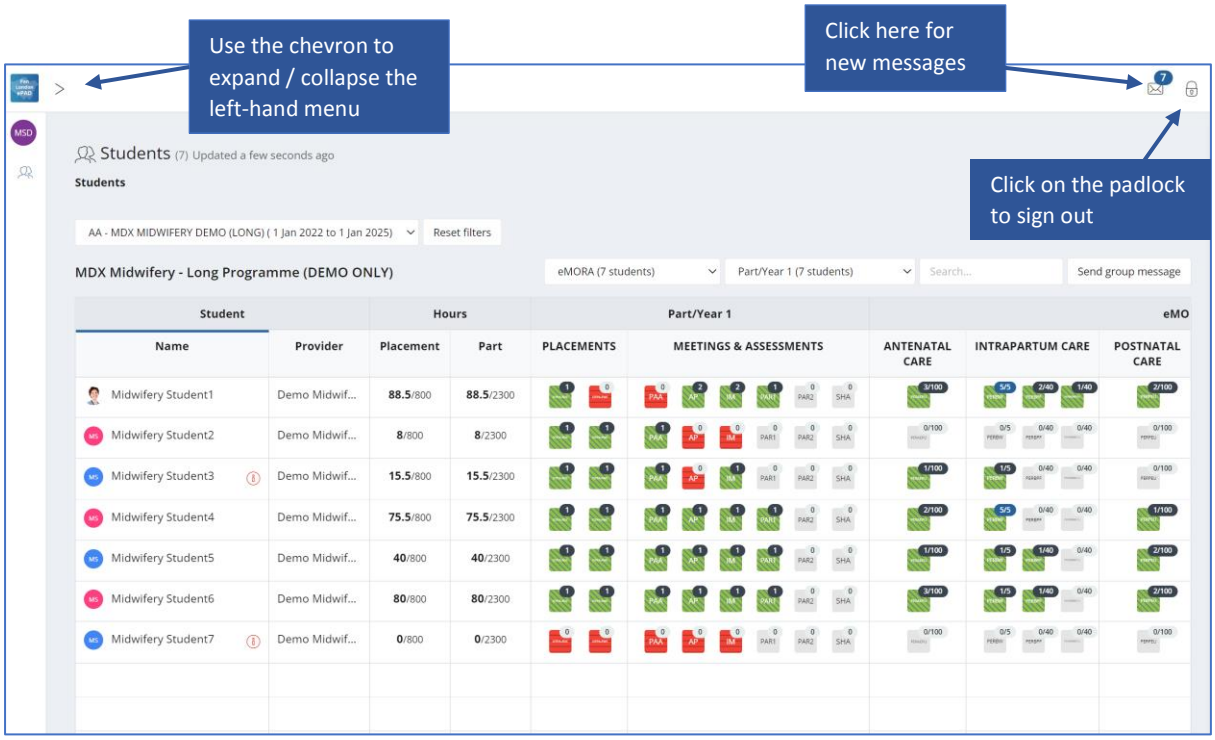
When you sign in to your eMORA account you are presented with your home page. The main feature is the dashboard, which is covered in the next section. It is also useful to understand the following features (indicated on the screenshot below):

- The left-hand menu is opened by clicking on the chevron. In this menu you find 'Edit profile', which is where you can upload your photo (see section 3.1.3 above).

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

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

- Sign out of the eMORA by clicking on the padlock symbol in the top right-hand corner.



3.2.2 The Dashboard

The most important feature of your home page is the dashboard, which contains a progress summary for each student you are linked to. The dashboard highlights progress against key forms and assessments for the student through the current placement, including their practice hours. Above the table, the drop-down filters enable you to filter or change the information displayed on the dashboard.

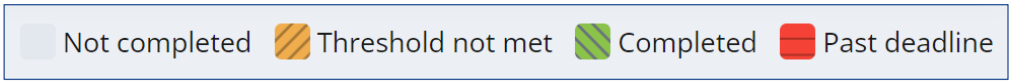
The key features are explained in the following screenshot.

3.2.2 Form submission status

The dashboard uses colour coding on the form icons to indicate the submission status of forms. These are as follows:

- **Light Grey** - Form not submitted; not overdue (if a deadline has been set)
- **Amber** – Submitted; a threshold value set against the form has not been met
- **Green** - Form has been submitted; a threshold value set against the form has been met (if one was set)
- **Red** - Form has not been submitted and is past the deadline set

The form submission status key (see below) is displayed at the bottom of the home page.



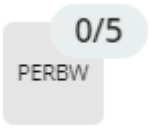
3.2.3 Form count status

Each form icon shows the count of submitted forms, and, if set, the target number of submissions that students need to achieve. Where a target has been set the format displayed on the form icon is **'submission count / submission target'.**

If a target submission number has been met, this will be indicated with blue colour on the form count, partial form submissions are marked with black colour and if no forms have been submitted then the form count shows the count in grey. See examples below.

Grey indicates no submissions; no target

Black indicates a number of form submissions; no target



Grey indicates no submissions towards target (target is 5 in this example)

Black indicates below target number of submissions

Blue indicates that the submission target has been met

3.3 Reviewing a Student's eMORA

3.3.1 The Student's eMORA Home Page

The eMORA contains all the documentation previously available in the paper MORA. Although the majority of forms in the eMORA look very similar to the paper version, some have been split up and some have been combined, in order to make the eMORA as user-friendly and effective as possible.

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

3.3.2 The eMORA Content Page

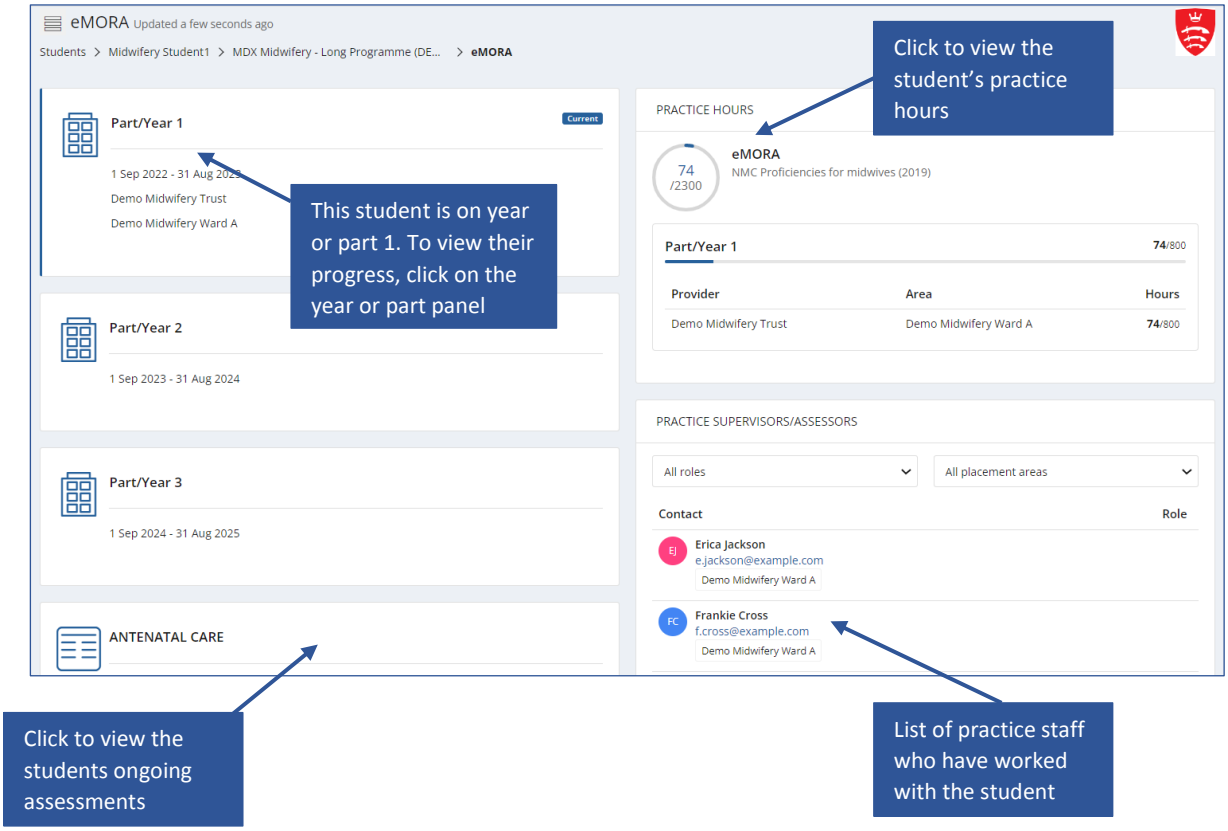
In the eMORA content page, which you can reach by clicking on the eMORA panel (shown above), you see panels for all the year or part placements, together with the programme-long proficiency sections. **Click on any placement or proficiency section panel** to view the forms contained in that placement/section.

Click on a form name to see the contents of a submitted form. The name (and email address if approved in the student's account) of the person who submitted / approved the form and the date/time submitted are provided at the top.

The page also contains a summary of practice hours by placement. **Click on the practice hours panel** to go directly to the practice hours page for a detailed view of the student's recorded hours.

Lastly, there is a list of all the Practice Supervisors and Practice Assessors who were linked to the student throughout the programme.

The key features are explained in the partial screenshot below.



3.3.3 The Placement Page

You can access the page for the student's current or most recent placement by selecting the top panel from their eMORA home page. Alternatively, go to the eMORA content page (see section above) for earlier placement panels, from where you can select one to review.

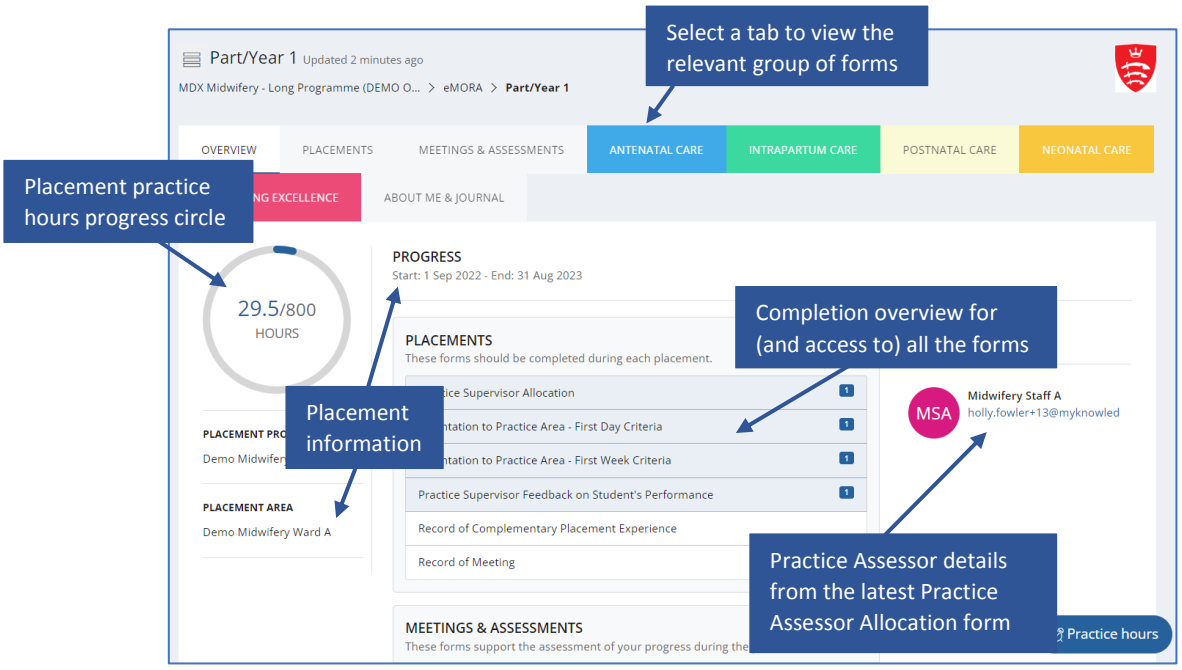
The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

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

The other tabs represent groups of forms that are helpful to look at together. However, there is no difference between selecting a form from the Overview tab or a different tab.

- **Placements** - forms to complete with the Practice Supervisor or other practice staff
- **Meetings & Assessments tabs** - forms to be submitted to document the student's progress
- **Antenatal Care / Intrapartum Care / Postnatal Care / Neonatal Care / Promoting Excellence** – forms related to achievement of proficiencies
- **About Me & Journal tab** – forms for additional information the student may wish to record

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



3.4 Completing Forms as an Academic Assessor

As an Academic Assessor you will have direct access to complete the Progression Plan and Progression Plan (Review) forms, which can be found in the Meeting and Assessment section of the current placement page. You will also be able to complete the Summary of Progress form for each year or part.

TIP: All forms are available to preview in the eMORA if they have not been completed before, and all completed forms are available to view, by **clicking on the form name**.

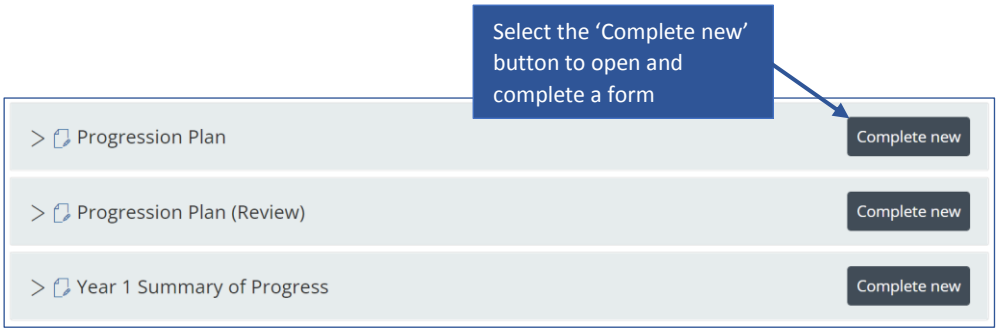
Work through the following steps to submit forms **relevant to the Academic Assessor role:**

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

2. Select the student's name from your dashboard

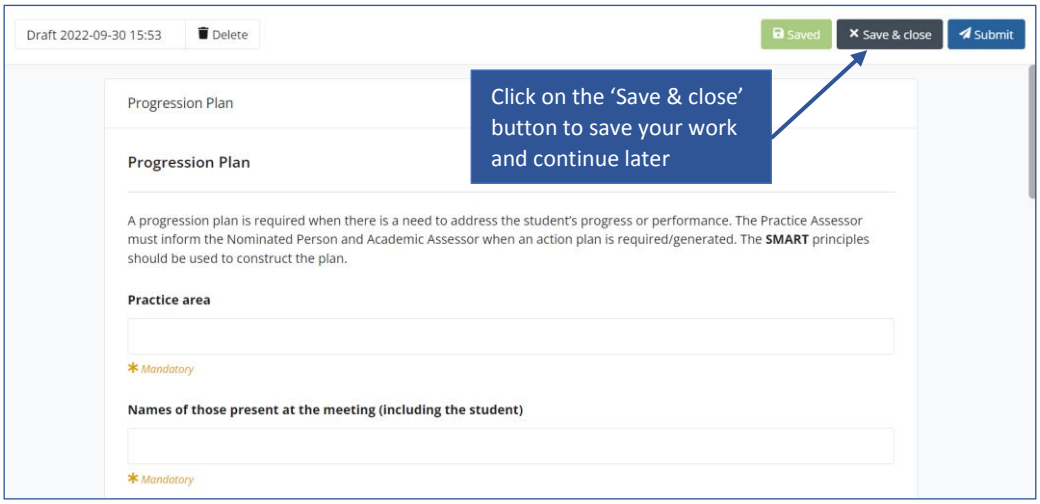
3. Click on the current placement panel and go to the Meetings & Assessments tab to find the Progression Plan and Progression Plan (Review) forms, or the Summary of Progress form

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



5. **Complete the form.** How you do this depends on the format of the questions: you may need to select a date from a calendar, complete a check list, or type into a text box. The top part of the Progression Plan form is shown below as an example.

TIP: If the form needs more time, or you get interrupted, you can click on the **Save & close** button. This stores a copy of what you've entered, and you can continue it later by clicking again on the drop-down icon next to the Complete new button.



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

7. **Submit the form.** 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.

8. The submitted form will appear in the form list. It will show your details as the approver and the date and time when it was submitted. A progression plan is indicated with an 'i' symbol next to the student's name on the dashboard. **Note** that it can sometimes take several minutes for the form to appear in the forms list due to processing.

3.5 Practice Hours

Practice hours are usually added by the student. Students are advised to get their practice hours signed off daily if possible. You may be asked by the student to sign off hours that they spent in simulated practice.

3.5.1 Approving practice hours

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

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

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

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

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

3.5.2 Reviewing practice hours

The dashboard shows the student's progress against practice hours targets. The full log of practice hours submitted is found on the practice hours page in the student's eMORA.

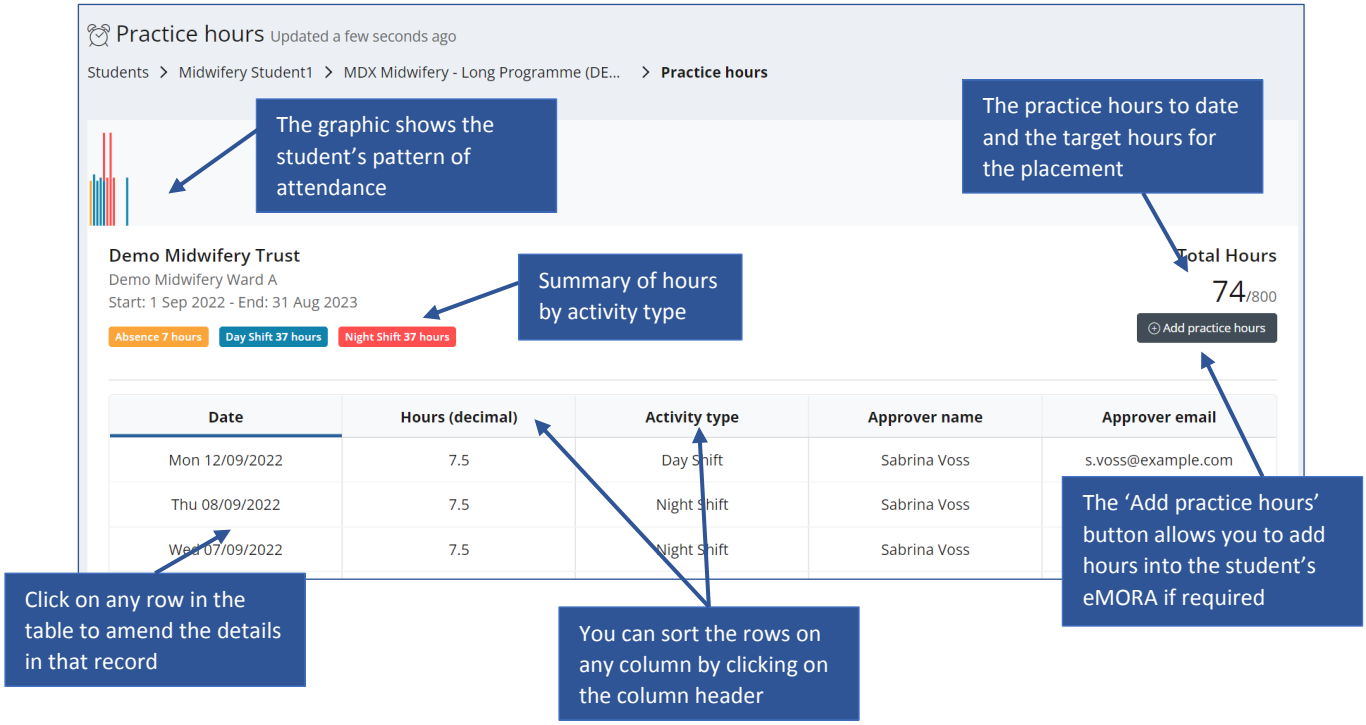
Work through the following steps to view the student's practice hours page, where you can see the detail of every practice hour record including absence and sick hours:

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

2. Click on the student's name in your dashboard to go to their eMORA home page.

3. Click on '**View practice hours**' in the left-hand panel of their 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.



TIP: You can return to the student's home page by clicking on the eMORA 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.

3.5.3 Amending practice hours

From their own account, the Academic Assessor can amend the student's practice hours record where needed. The student cannot amend their own hours.

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

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

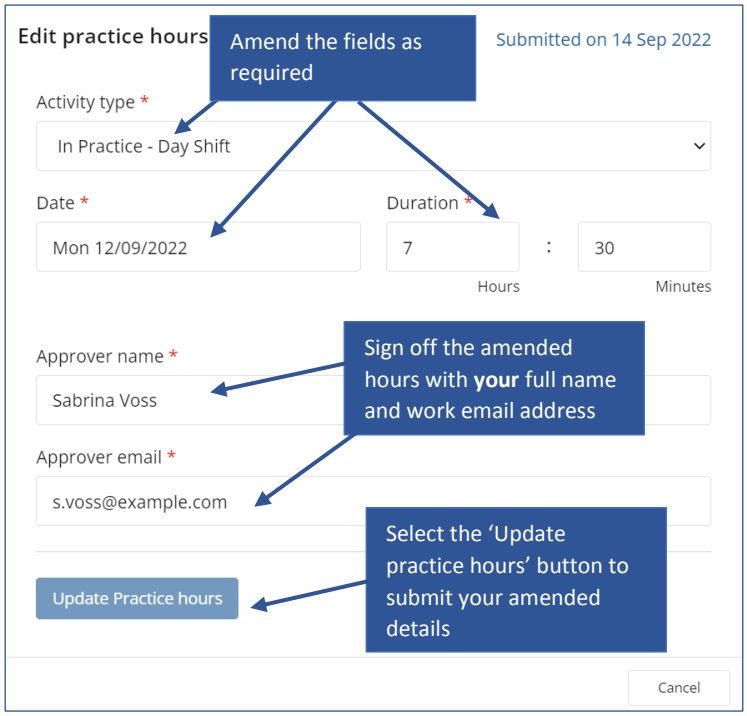
2. Click on the student's name in your dashboard to go to their eMORA home page.

3. Click on '**View practice hours**' in the left-hand panel of their 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.



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 version.

7. Click on the **Update Practice hours** button. The window closes and the practice hours page is refreshed with the updated hours record and amended totals.

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

3.5.4 Adding practice hours

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

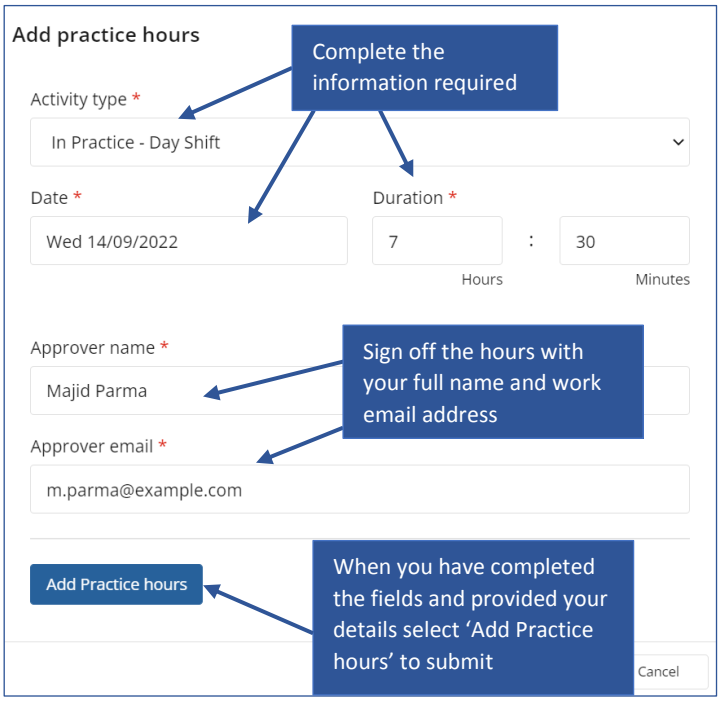
Work through the following steps to add practice hours for a student:

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

2. Click on the student's name in your dashboard to go to their home page.

3. Click on '**View practice hours**' in the left-hand panel of their eMORA home page to display the practice hours page.

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



5. Complete the fields on the form as needed.

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

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

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

Use eMORA messaging for:

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

Do not use eMORA messaging for:

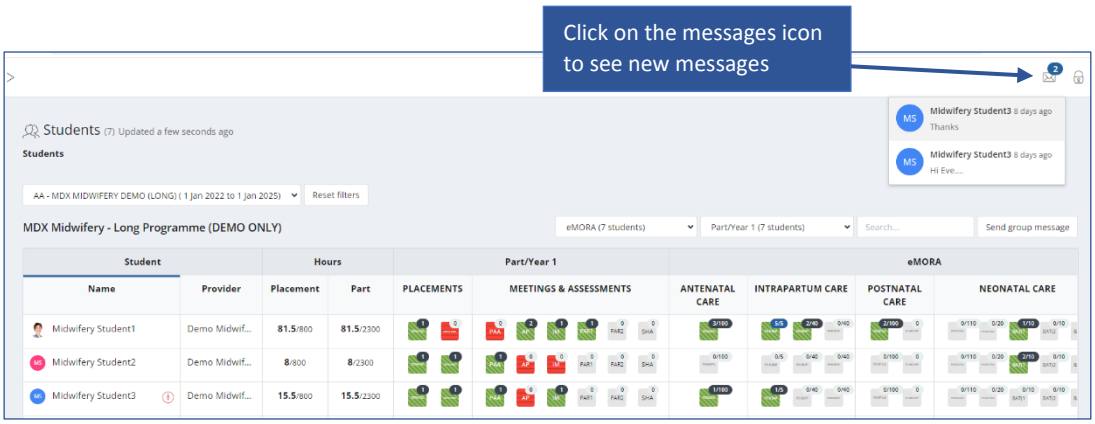
- Anything that is covered by an eMORA form, e.g. formal progress review, assessment, professional feedback
- Communicating professional or performance issues

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.

3.6.1 Receiving messages

The Messages icon in the top right corner of your eMORA home page will indicate new messages concerning any of the students linked to you. You can quickly see if any students have new messages related to them without needing to go into each student's eMORA. **Click on the messages icon** to list the messages. **Click on an individual message** to go to that student's Messages page.



3.6.2 Sending messages

There are two ways to send messages:

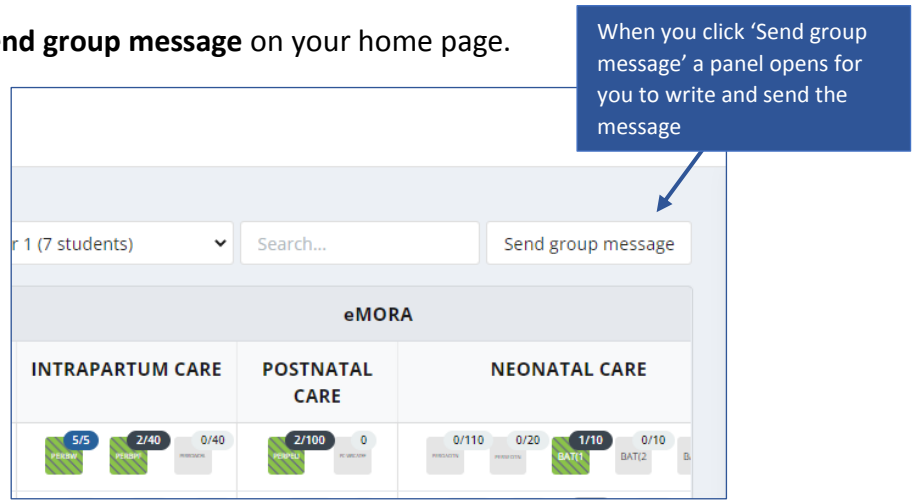
- the 'Send group message' button on your home page allows you to send a message to all the students listed in the dashboard

- via the 'View messages' button on the student's eMORA home page, which also enables you to view messages and reply to them.

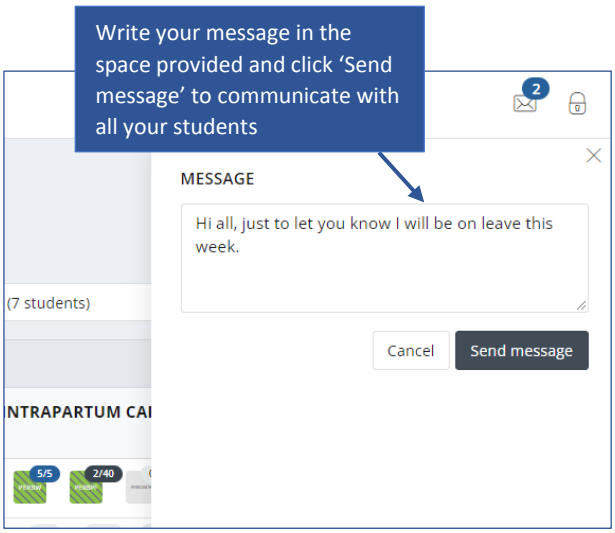
*Work through the following steps to use the **group message** function:*

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

2. Click on **Send group message** on your home page.



3. On the message panel (see screenshot below), enter your message and click on Send message. This message will be seen in the eMORA of all the students listed on your dashboard.

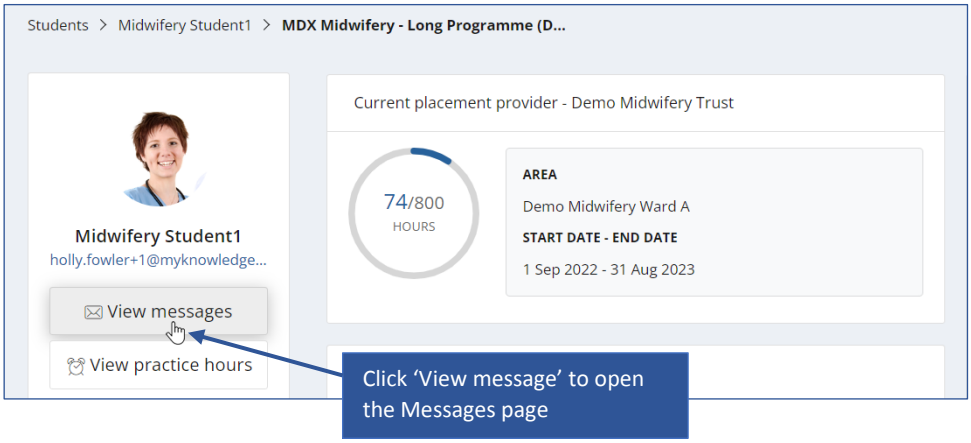


*Work through the following steps to view messages, reply to a message or send a message to an individual student **in the student's eMORA**:*

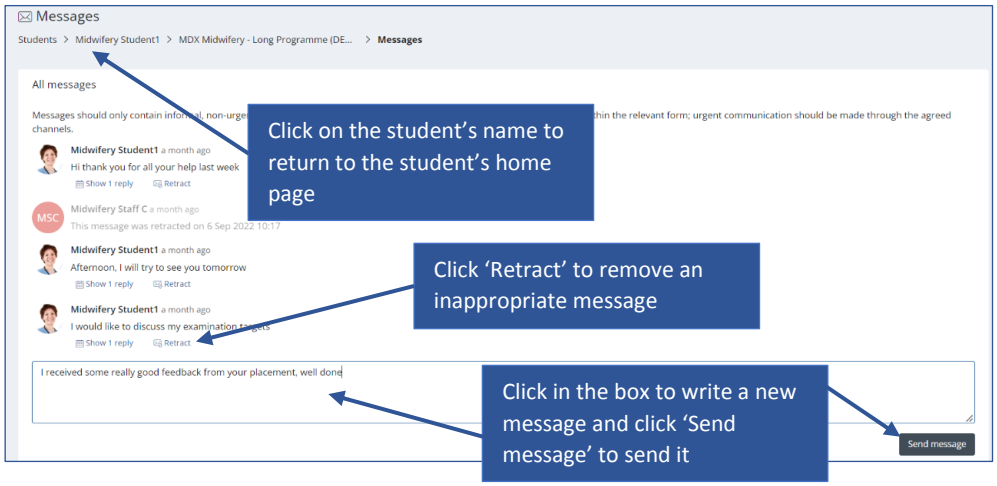
1. Sign in to the website using your own account.

2. In your dashboard, click on the name of the student to open their eMORA 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 return to your **own home page** by clicking on Students link underneath the page title, or the people icon in the left-hand panel, or the Pan London logo in the top left corner of the page.

3.6.3 Removing inappropriate text from messages

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

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