Pan London eMORA
Practice Assessment for Future Midwives

Guide for Students
(November 2022)

PLPLG

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Guide for Students

Contents

1.0 Introduction to this Guide

This guide is written for midwifery students to understand the key features of the Pan London electronic Midwifery Ongoing Record of Achievement (eMORA). This guide is additional to the eMORA orientation you receive from your university. If you need further help with the eMORA, refer to your practice learning leaders or eMORA support. You are provided with your support contact details as part of your 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/emora/).

Within the guide, pay attention to the TIPs and WARNINGs as they are intended to help you make the most of your eMORA and avoid problems.

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.

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2.0 Introduction to the eMORA

2.1 What is the Pan London eMORA?

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

The eMORA 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 eMORA

The Pan London eMORA is relatively new. Its introduction by universities across London started in September 2022. 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.

In some placements, you may be working with practice staff who have not used the eMORA with students before. Training is provided by your university to practice staff to familiarise them with the website. eMORA training resources are also on the PLPLG website (https://plplg.uk/emora/)

2.3 Getting a Pan London eMORA account

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

2.3.1 Accounts for Students and Lecturers

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

2.3.2 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 eMORA account is automatically created for the Supervisor or Assessor (if they don't already have one) and their account is linked to your eMORA to give them direct access.

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

Note: It is recommended that Practice Supervisors have an account if they are going to work with you throughout your placement. They will be linked to your account and will be able to view your earlier documentation and support your progress. However, they can work with you to complete forms while you are signed into your own account.

2.4 The eMORA Website Address

The website address for **students and lecturers** is specific to your university. You will be provided with your university's eMORA website address as part of your eMORA orientation.

Practice supervisors and 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 The Pan London eMORA Mobile App

The Pan London eMORA mobile app is designed to give students more flexibility. You can download the app from the Appstore or Google 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 eMORA website when a data connection becomes available. Always make sure the app is synchronised with the website, so that your submitted forms or hours appear in your eMORA.

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

2.6 eMORA Scrutiny

Your eMORA 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.

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3.0 Using the eMORA Website

3.1 Accessing your eMORA

This section covers:

- How to find the Pan London eMORA website
- Sign in using your university credentials
- Edit your eMORA profile and sign out

3.1.1 Finding the Pan London eMORA website

The Pan London eMORA 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 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.]

Click on the sign-in button to access the eMORA using your university username and password

Click here if you are working with practice staff who would like to access the eMORA using their own account

For eMORA resources and support, use the links provided

The website version number. Always refresh your browser after an upgrade to ensure you are working on the latest version

Welcome to Pan London ePAD

Middlesex sign in

Practice staff should sign in at
https://panlondon.epads.mkmapps.com

For Nursing and Nurse Associate programmes
ePAD resources https://plplg.uk/pan-london-epad
ePAD support epad@mdx.ac.uk

For Midwifery programmes
eMORA resources https://plplg.uk/emora
eMORA support e-mora.admin@mdx.ac.uk

v **7.8.0**

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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 home page 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 Manage your user 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 at the bottom of the page

   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 eMORA homepage.

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

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

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3.2 Navigation: Getting around the eMORA

The eMORA 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 eMORA either using a mouse or by touch depending on the device you are using.

3.2.1 The eMORA structure

The eMORA has 3 main pages:

- **Home page:** this is the page displayed when you sign in; it gives you useful information and access to the different areas of the eMORA (see section 3.3 for a detailed guide)

- **eMORA page:** this page contains your progress through a year or part and gives you access to the placements you completed during that year or part; the year or part pages are accessed directly from the homepage (see section 3.4 for a detailed guide)

- **Placement (e.g. Year or Part) page:** the page containing details about the placement and your practice assessment documentation; placement pages can be accessed via the eMORA page and the current/most recent placement panel directly from the homepage (see section 3.5 for a detailed guide)

3.2.2 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 the Introduction and Guidance section and the eMORA.

- **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 year or part page it is used to show form previews or lists of submitted forms.

- **eMORA menu:** Selecting the 'burger' symbol ▤ on the homepage opens a menu that provides quick access to all guidance and forms within your eMORA, bypassing the need to navigate via panels.

- **Location trail:** As you click through the eMORA structure each location is added to a 'breadcrumb' trail under the page title, which looks like this:

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 eMORA 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 home icon found in the top left of the page header.

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3.3 Your eMORA Home Page

3.3.1 Home page overview

When you sign in to your eMORA account you are presented with your home page. This section explains the main home page 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.

Click here for your new messages

Use the chevron to expand / collapse the left-hand menu

Click on the padlock to sign out

'About you' panel of useful information

Forms you still need to complete for the placement

Forms you need to complete for the Part and others to consider

Introduction and guidance regarding your MORA

eMORA panel. All eMORA documentation is available by selecting this panel

3.3.2 The page header

The page header is always available, regardless of your location in the eMORA. 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 eMORA by selecting the Pan London 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 eMORA.

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

3.3.3 The left-hand menu

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

Edit profile: where you can upload your photo. See section 3.1 for more details about editing your profile.

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

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

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

Responses: Click on the form icon to view a list of your submitted responses. See section 3.10 for details.

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

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

3.3.4 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 eMORA support at your university if you think any of the reference information is incorrect.

3.3.5 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 for the year or part. The amount of information can vary depending on your university's decision on what to include in the eMORA. It will always include the placement area and start and end dates.

Click anywhere in the panel to display the placement page for the year or part (see section 3.5 for details about the placement year or part 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 eMORA page. See section 3.4 for information about the eMORA page.

3.3.6 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 submitted 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.

3.3.7 The 'Don't forget' panel

The Don't forget panel prompts you with other forms that may be submitted on the placement (e.g. the **Student Reflection or Practice Episode Record forms**). Forms are displayed randomly, so you may see different forms being listed each time you sign in to the eMORA or return to the homepage.

A form will not appear again in the panel after it has been submitted 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 submitted** (for more details see section 3.6 Working with forms). When all the 'don't forget' forms have been submitted at least once then the panel is no longer displayed.

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

3.3.8 The Information and Guidance panel

Select this panel to see all the guidance that you need to be able to complete the MORA effectively. This guidance is also intended for Practice Supervisors and Practice Assessors to understand their roles and responsibilities.

3.3.9 The eMORA panel

The eMORA panel provides access to all your eMORA documentation. The eMORA page has individual panels for each year or part as well as each section of proficiencies:

- Antenatal Care
- Intrapartum Care
- Postnatal Care
- Neonatal Care
- Promoting Excellence.

 Other sections can also be included depending on the university.

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

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3.4 The eMORA page

You can access the eMORA page by selecting the eMORA panel from your homepage (explained in section 3.3 above).

In the eMORA page, you are provided with:

- panels representing your practice learning plan
- a summary of practice hours achieved for each year or part
- a list of the Practice Supervisors and Practice Assessors who have been linked to you during your practice learning.

The eMORA page features are described on the screenshot below. This year or part placement panels will include information about where you will be placed in each year or part when it has been made available by your university.

Selecting any year or part placement panel on the eMORA page allows you to review forms or assessments that have been submitted by or for you to date.

See section 3.5 for details of the year or part placement page.

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3.5 The placement page

You can access the page for your current or most recent year or part placement by selecting the top panel from your eMORA homepage (explained in section 3.3 above). Go to the eMORA page for a list of your earlier year or part 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 (Trust, location name, dates etc)
- your placement practice hours progress circle
- completion overview for (and access to) all the forms relevant to the placement and proficiency sections
- your 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 your Practice Supervisor or other practice staff
- **Meetings & Assessments tabs** - forms to be submitted to document your overall 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 you may wish to record

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

3.6 Working with forms

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

3.6.1 Overview of forms in your eMORA

The forms in your eMORA can be categorised as either 'Student forms' i.e. those that are your responsibility to submit (with your Practice Supervisor or Assessor if applicable), or those that can only be submitted by other roles, e.g. your Practice Assessor or Academic Assessor.

Student forms

These are forms for:

- linking your Practice Supervisor and Practice Assessor to your eMORA
- recording your reflections
- adding practice learning achievements and other information

Some of these forms can be submitted by you without supervision, others must be signed off by your practice supervisor or assessor using the extra approval fields provided in the form. You will be given detailed guidance to the forms during your practice learning orientation provided by your university.

Practice Assessor forms

These are forms are for the reviews and holistic assessments that your Practice Assessor needs to add your eMORA. These forms can only be submitted by Practice Assessor in their account.

In addition, your Academic Assessor will complete the Summary of Progress form at the end of each part or year.

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.

3.6.2 Finding a form

All forms can be located via the tabs in the **year or part 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 provides a helpful grouping 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 **eMORA menu** located on the homepage.

3.6.3 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 submitted a form, the preview mode is no longer available, but you can view the form you've already submitted 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 Part/ Year page).

2. Select the chevron or form name to display the form template.

Form completion guidance is available above the form preview (or above submitted 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 submitted 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).

3.6.4 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 eMORA support.

Target number of completions: Forms may have a target number of completions. The target number is displayed next to the form name as the second number in this format: '0/5' (in this example the target number is 5). The first number is incremented each time you submit the form.

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3.6.5 Form deadlines

Forms that are to be submitted 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 submitted in a timely way.

Deadlines are intended to help you keep on track with your midwifery ongoing record of achievement 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 submitted contact your university.

3.6.6 Submitting a form

Forms can be submitted during each year of the programme 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 Placements tab.

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.

Draft 2022-09-08 09:25	🗑 Delete		🖫 Saved	✕ Save & close	⊿ Submit

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. If you wish to rename the draft document, use the draft field at the top-left of the page to rename the document.

5. 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.

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

7. 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.

8. *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

Signed off by

If the person is not listed provide their details below

Name *

Rhia Underwood

Email *

r.underwood@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 submitted form. They are advised to contact the university if they don't remember completing the form with you.

9. 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.

Note: If the form was submitted by a student account with an email sign off, then it will display '**Approved by**' with the name of the person who sign off the form, e.g. the Practice Assessor and their email address. If the form was submitted without email sign off, e.g. a reflection by a student or form submitted by a Practice Assessor using their Practice Assessor login, then the form will display '**Completed by**' with the name of the person who submitted it.

10. 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.

3.6.7 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 eMORA.

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

1. Go the location of the form in the eMORA.

2. Select the **Complete new** button to open a blank form

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.

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.

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

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

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

1. Go the location of the form in the eMORA.

2. Select the **down arrow** next to the **Complete new** button to show the list of drafts.

3. 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.
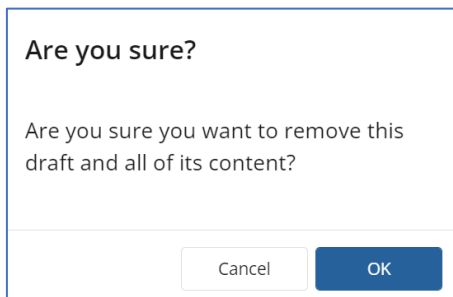
Work through the following steps to delete a draft:

1. Go the location of the form in the **eMORA**.

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.

> ### Are you sure?
>
> Are you sure you want to remove this draft and all of its content?
>
> Cancel | OK

6. Click **OK** to confirm.

7. Upon deleting the draft, the 'successfully deleted draft' message will appear at the bottom of the page.

3.6.8 Repeating a form

Some forms are usually **submitted once** in the placement (e.g. orientation forms, progress reflection forms). However, if you are asked to complete a form again you can do so by going through the same form completion process. The latest submitted form appears at the top of the list that opens under the form name.

Some forms should be **submitted as and when** opportunities arise, e.g. the complementary placement experience and feedback forms.

The **Practice Episode Record** and **Proficiency** forms are intended to be submitted **multiple times**, as you gain practice opportunities and achieve skills throughout your programme. See sections 3.6.10 and 3.6.11 below to see how the information from these forms is summarised for you.

3.6.9 Viewing a submitted form

Submitted forms (known as 'responses') are found in the same eMORA structure: the year pages. 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 year or part 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.

Select the chevron or form name to display the responses list

The number of times the form has been submitted

Submitted forms; select one to view the form contents

> Practice Supervisor Allocation [1]   Complete new (1)▾

∨ Orientation to Practice Area - First Day Criteri   Complete new

To be completed in each practice area on the first day
RESPONSES (1)

> Approved by Lilly Lewis (l.lewis@example.com) on 6 Sep 2022 10:55

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

3.6.10 Viewing a practice episode record summary

The **Practice Episode Record** forms are submitted multiple times, as you complete them throughout your programme. For these forms, a record summary is displayed after selecting the form name. This is to provide you with an overview for ease of reference.

Every record that has been submitted to date is shown in the summary view. The individual submitted forms (responses) are available below the summary and are automatically numbered for ease of reference in the proficiency form. See the example for postnatal care in the screenshot below.

Select the chevron or form name to display the summary and responses list

Summary table showing the entries from the submitted forms

Submitted forms (responses) appear below the summary; select one to view the form contents

Responses are automatically numbered for reference as evidence

POSTNATAL CARE

∨ Practice Episode Records: Postnatal examinations undertaken [2/100]   Complete new

It is expected throughout the course of your programme that at least 100 postnatal examinations are undertaken.

By the end of the programme, you should have also highlighted a total of 40 'women at risk' across the Antenatal, Intrapartum and P domains.

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

Date Completed	Date of examination	Gravida Parity & Postnatal day	Outcome of mental health assessment P4.1	Outcome of physical health assessment P4.3 - vital signs	Outcome of physical health assessment P4.3 - breasts and nipples	Outcome of physical health assessment P4.3 - vaginal loss	Outcome of physical health assessment P4.3 - uterine involution	Outcome of physical health assessment P4.3 - perineal or wound health	Outcome of physical health assessment P4.3 - legs	Outcome of physical health assessment P4.3 - bladder & bowels	Were additional care needs identified and provided?	Additional care needs identified and provided for P10	Comment
19 Oct 2022 16:42	2 Sep 2022	G1P1 D4	Slightly tir...	Within no...	Engorged	Red, mini...	Well contr...	Good	NAD	PU BO	No		Discussed.
11 Oct 2022 15:22	9 Sep 2022	notes	notes	not...				notes	notes	notes	No	notes	notes

RESPONSES (2)

> Approved by Jayne Higgins (Jaynehiggins@example.com) on 19 O...   2

> Approved by Jo Bloggs (jo.bloggs@example.com) on 11 Oct 2022 15:22   1

3.6.11 Viewing a proficiency achievement summary

The **Proficiency** forms are submitted multiple times, as you are assessed for the achievement of different skills at throughout your programme. 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 achieved to date is shown in the summary view. Hover over a green dot to see who approved the assessment and when. The individual submitted forms (responses) are available below the summary. See an example for postnatal care proficiencies in the screenshot below.

Note: The yellow highlighted proficiencies are the ones that students at Middlesex University need to complete for that year or part. Any proficiencies that are not highlighted are not mandatory. Your university may have different requirements that will be explained in your eMORA orientation.

3.7 Linking your Practice Supervisor and Practice Assessor with your eMORA

If they are linked to your eMORA, 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 submitted by Practice Assessors and therefore must be submitted in the Practice Assessor's account.

You should link your Practice Supervisor(s) and Practice Assessor to your eMORA 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 eMORA:

1. Locate the **Practice Assessor Allocation form** or the **Practice Supervisor Allocation form** as applicable (e.g. go to the Placement tab or the Meetings & Assessments 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 eMORA.

3. *If the Practice Supervisor or Practice Assessor already has an eMORA account,* then it will be linked to your eMORA 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 eMORA account:*
    a. On submitting the form, their account will be created and will be linked to your eMORA automatically.

    b. They will receive a welcome email with their eMORA 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 eMORA 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 **eMORA 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 eMORA emails to be delivered.

Guide for Students

3.8 Managing Practice Hours

3.8.1 Overview of practice hours

You are responsible for adding your practice hours to your eMORA. 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.

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 submitted in the presence of the staff member or with their express permission.

Guide for Students

3.8.2 Adding practice hours

Practice hours can be added during the period of a placement and usually 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 eMORA. This opens the Submit practice hours window.

<div align="center">

⏰ Practice hours

</div>

2. Complete the fields in the Submit practice hours window. See the screenshot on the next page.

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.

Pan London eMORA
Practice Assessment for Future Midwives

Submit practice hours

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

Placement provider *
Demo Midwifery Trust

Placement areas *
Demo Midwifery Trust

Complete the fields for the hours you are submitting

Activity type *
In Practice - Day Shift

Date *
Thu 08/09/2022

Duration *
0 : 0
Hours   Minutes

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

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

Approved by

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

Approver name *

Approver email *

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.

3.8.3 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 eMORA (see the screenshot below).
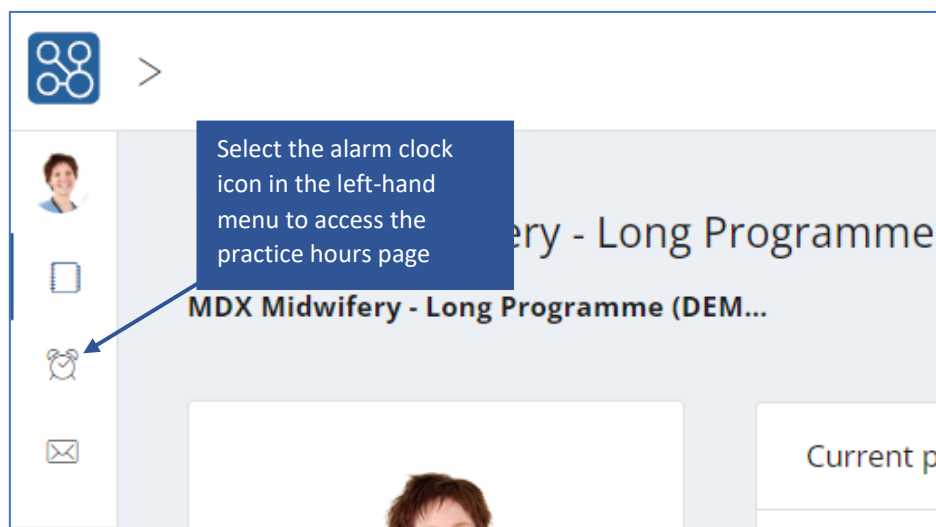
The practice hours page is displayed. This provides a table of the practice hours entries that you have recorded for each placement. Key features are indicated on the screenshot below.
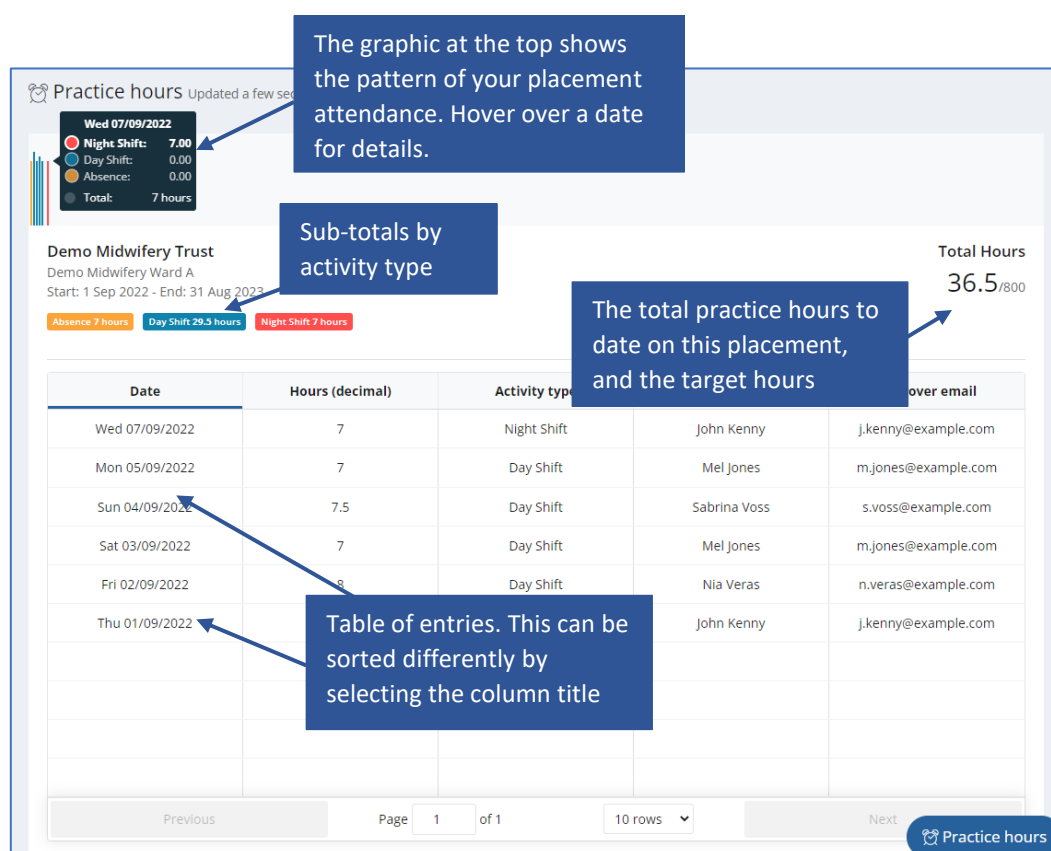
TIP: The page displays the latest placement at the top. Use the features at the bottom of the page to increase the number of rows displayed, or to move back and forward between pages, e.g. to see earlier placements.

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

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

3.9 Messaging

3.9.1 Overview of Messaging

Within the Pan London eMORA 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 eMORA can view your messages page and send or reply to a message.

Use 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 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.

3.9.2 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.
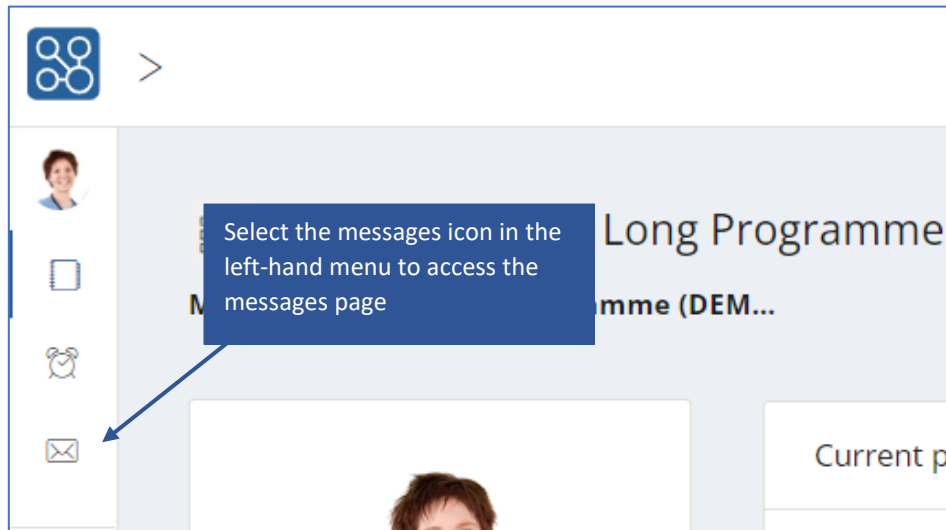
In the Messages page you can send a new message and reply to a message, as well as viewing past messages (see the screenshot below for the key features).
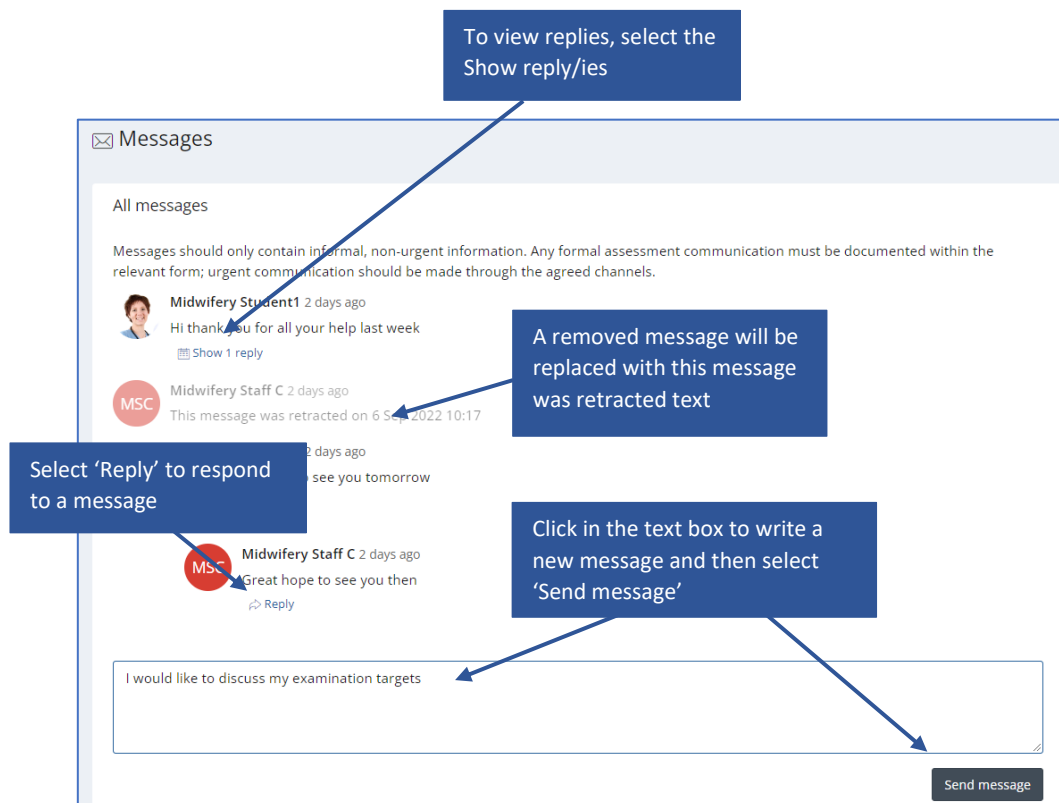
TIP: You cannot specify to whom you are addressing a new message. If applicable, start the message with their name so it's clear to the staff member (e.g. 'Hi Sally').

3.9.3 Receiving messages

The messages notification icon in the top right corner of your eMORA 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.
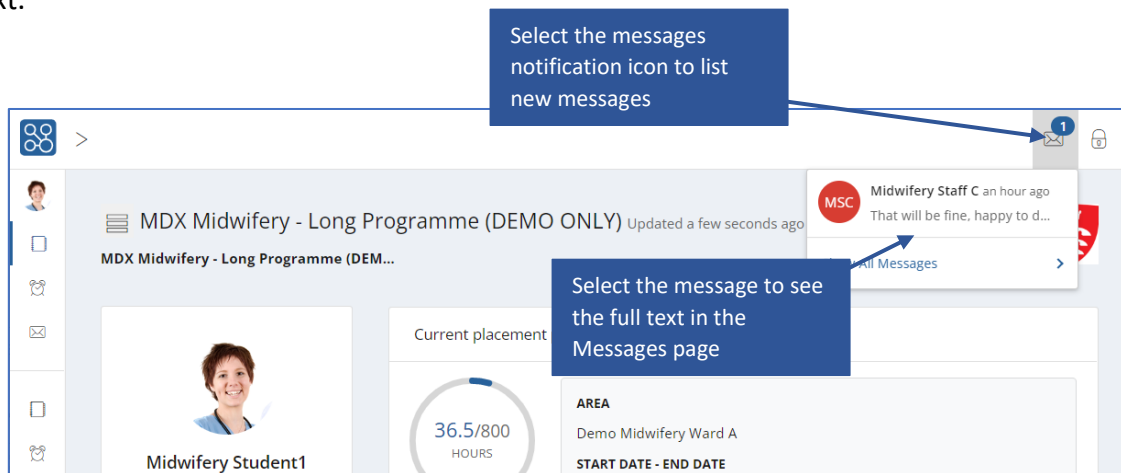
3.9.4 Removing messages

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 eMORA 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 eMORA support team.

Guide for Students

3.10 Responses history

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

The page is accessed by selecting the responses icon from the left-hand menu. See the screenshot below.
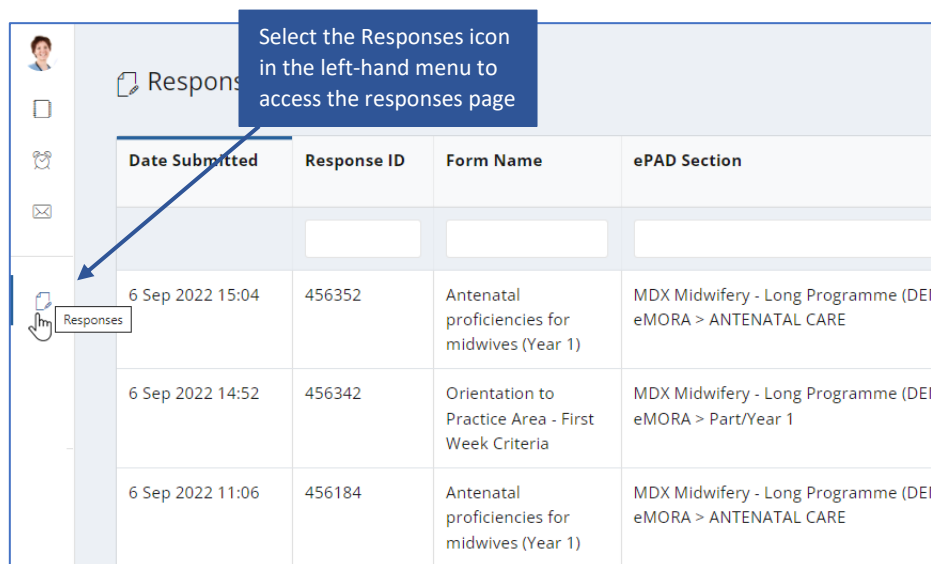
The responses page displays all your submitted forms, by default in chronological order, most recent at the top. See the screenshot below for the key features.
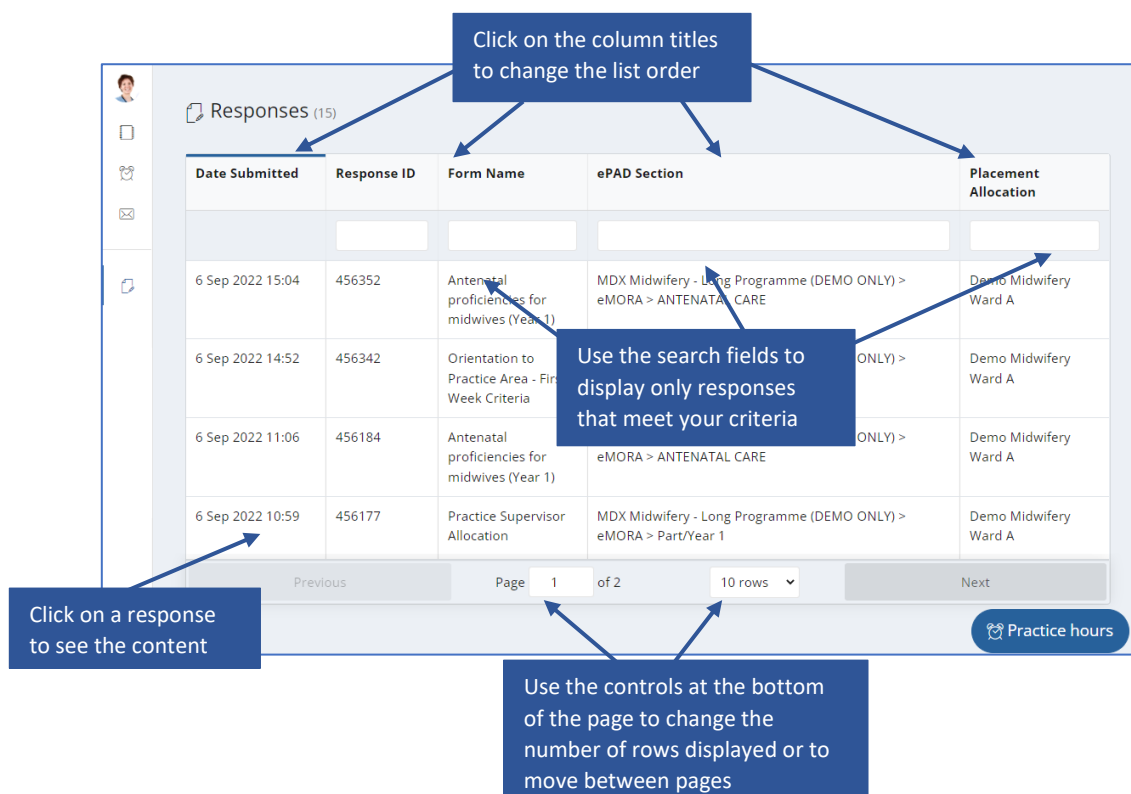
4.0 Using the eMORA Mobile App

4.1 Introduction to the eMORA Mobile App

The focus of the Pan London eMORA 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 submitted, the count of completions against target, etc). It includes a link to the eMORA so that when a student has a network connection, they can go online and view their full eMORA.

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 eMORA**'

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 eMORA website address. You will be provided with this by 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 eMORA, 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, however the app works in the same way.]

Guide for Students

Signing into the mobile app

Enter the service code for your university, then select 'Sign In'

Select the Sign In button for your university, which will take you to your university sign-in page

Guide for Students
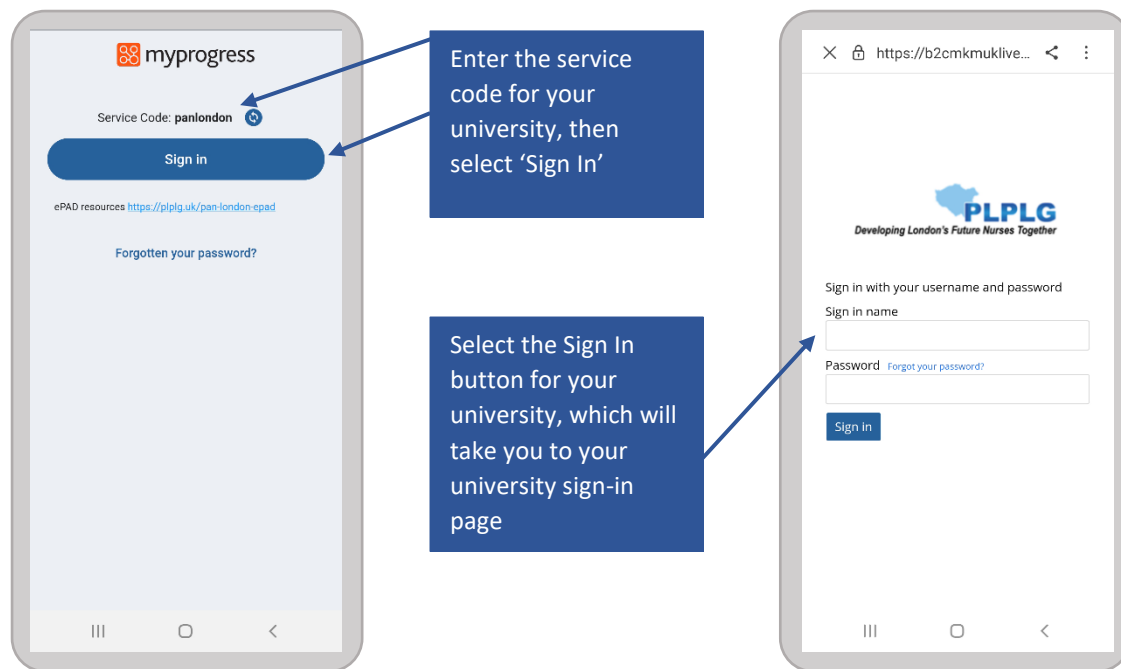
4.3 App settings

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 eMORA 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.

Settings page

Click on 'Open ePAD' to open the eMORA website

Select the personal settings you prefer to work with

Click on 'Settings' to open the Settings page

Guide for Students

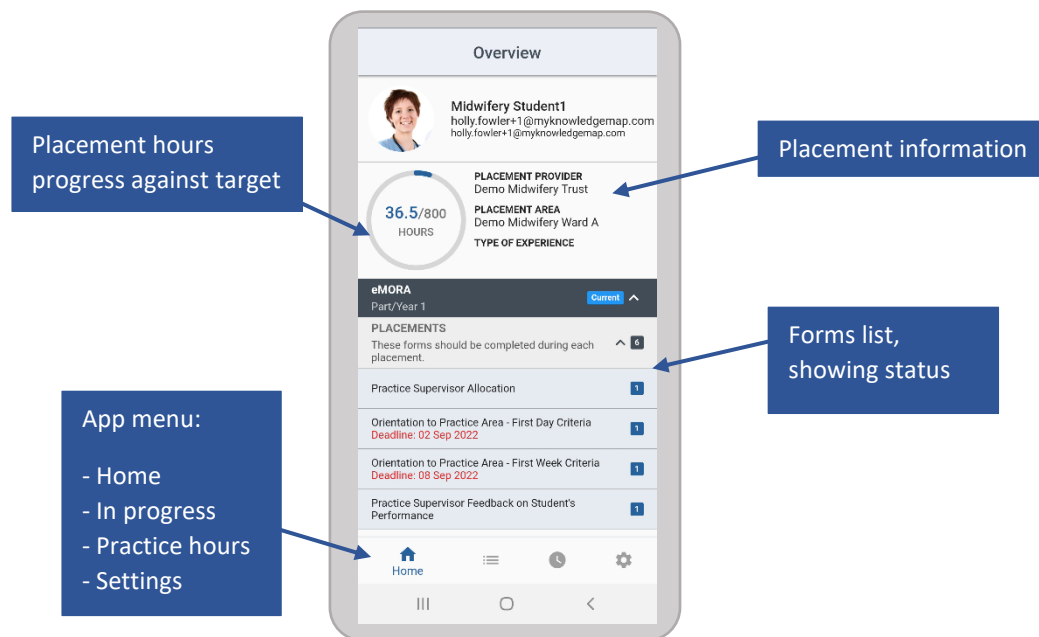## 4.4 App homepage and form list

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

See the screenshot below for more information about the homepage.

Homepage

Placement hours progress against target

Placement information

Forms list, showing status

App menu:

- Home
- In progress
- Practice hours
- Settings

Guide for Students

4.5 Completing and submitting forms in the app

4.5.1 Completing forms in the app

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

1. Select the form from the home page 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.

<mark>**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.</mark>

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

4. **Submit the form.** 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.]

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

   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 eMORA website. To access the eMORA from your app, go to the Settings page and select 'Open eMORA'.

Guide for Students

Completing a form

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

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)

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

4.5.2 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 submitted in the app.

Saving a draft

To save the form as a draft, select the Form Options icon

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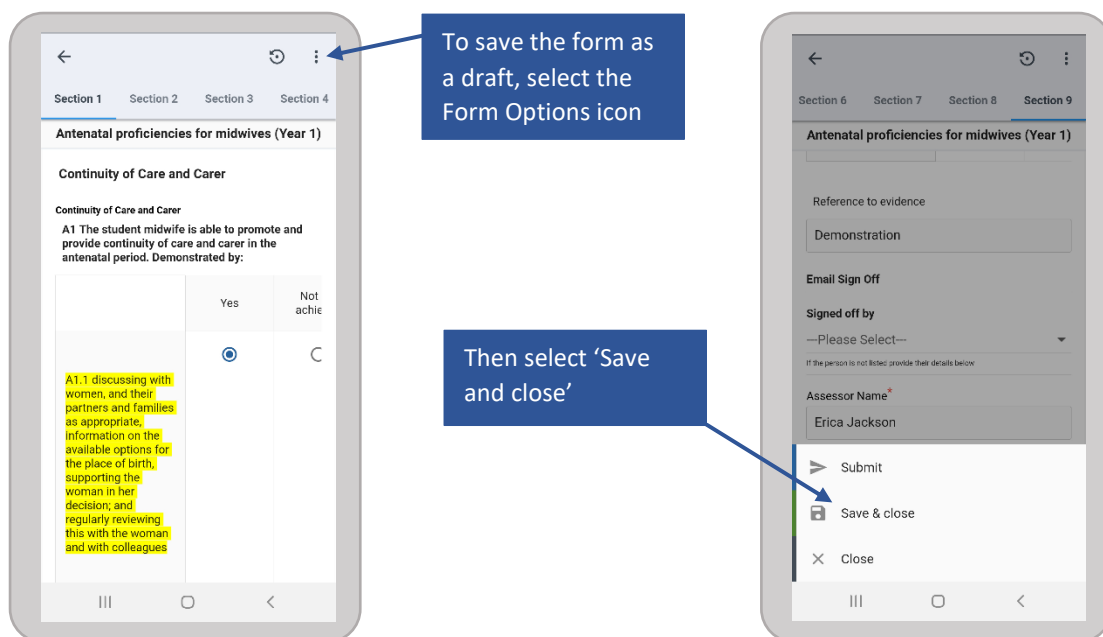
To continue working on the form, select the 'In Progress' option from the app menu at the bottom of the homepage. The form will be available in the Drafts section.

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.

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Resuming work on a draft

1. Select 'In Progress' from the app menu

2. Select 'Drafts' from the In Progress options

A list of drafts will be displayed. Select the draft you wish to continue working on.

Pan London eMORA
Practice Assessment for Future Midwives
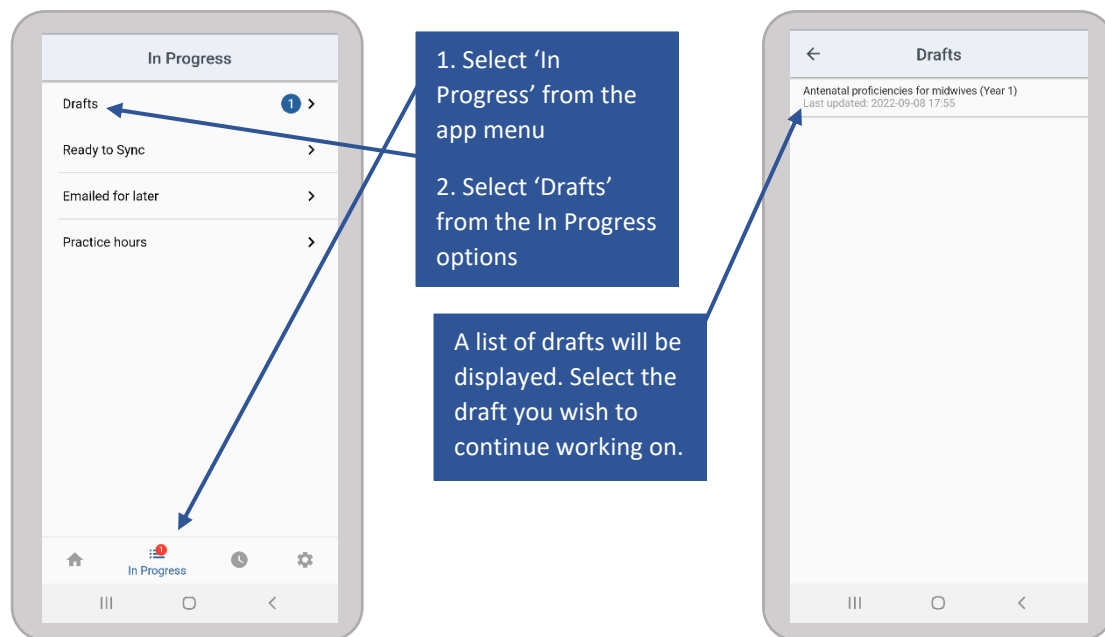
4.6 Practice hours in the app

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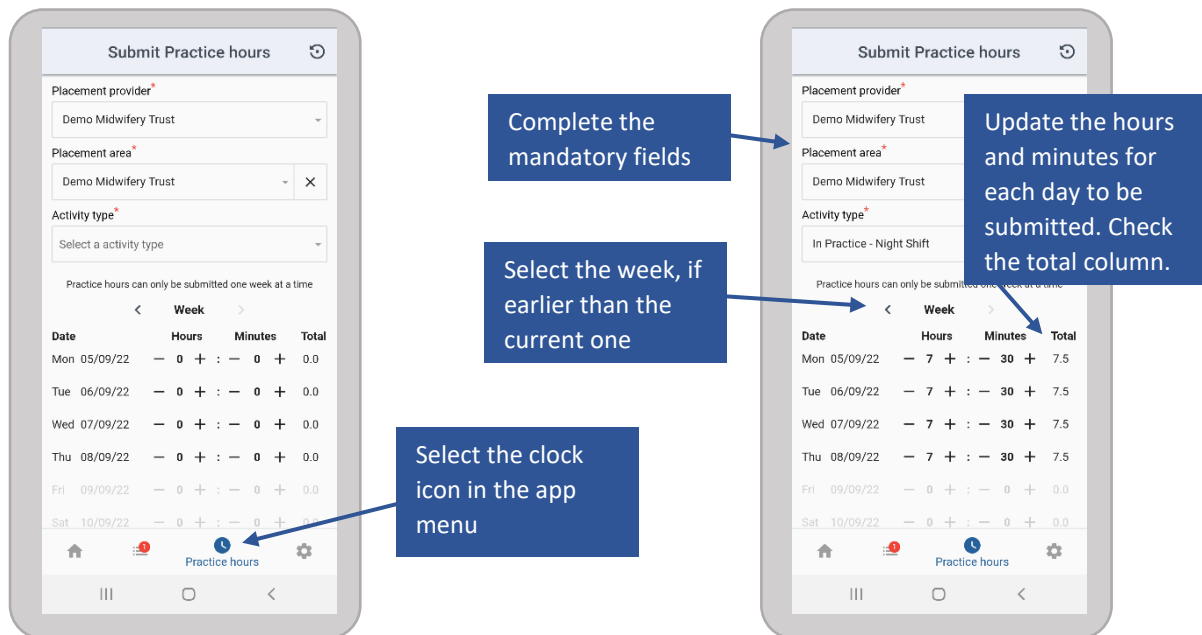
Work through the following steps to submit practice hours via the app:

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.
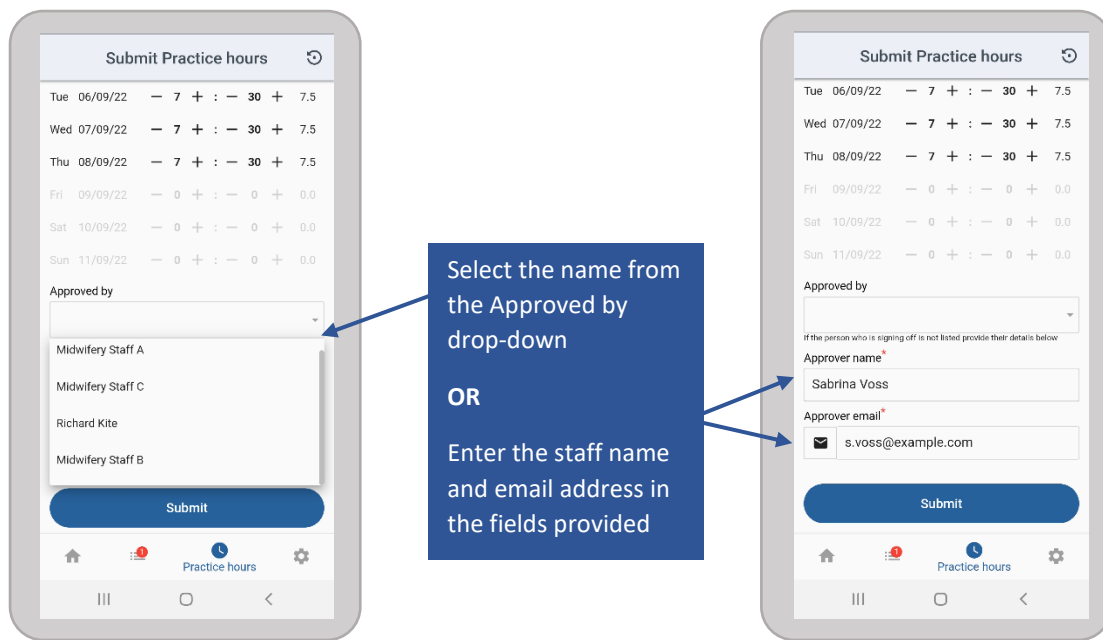
Entering practice hours

Complete the mandatory fields

Select the week, if earlier than the current one

Select the clock icon in the app menu

Update the hours and minutes for each day to be submitted. Check the total column.

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

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Signing off practice hours

Select the name from the Approved by drop-down

OR

Enter the staff name and email address in the fields provided

7. When the staff member has approved the hours, submit them to your eMORA by selecting the 'Submit' button.

8. You will see a confirmation message at the top of the page.

Submitting practice hours

Confirmation of the submitted hours

Select 'Submit' to submit your practice hours

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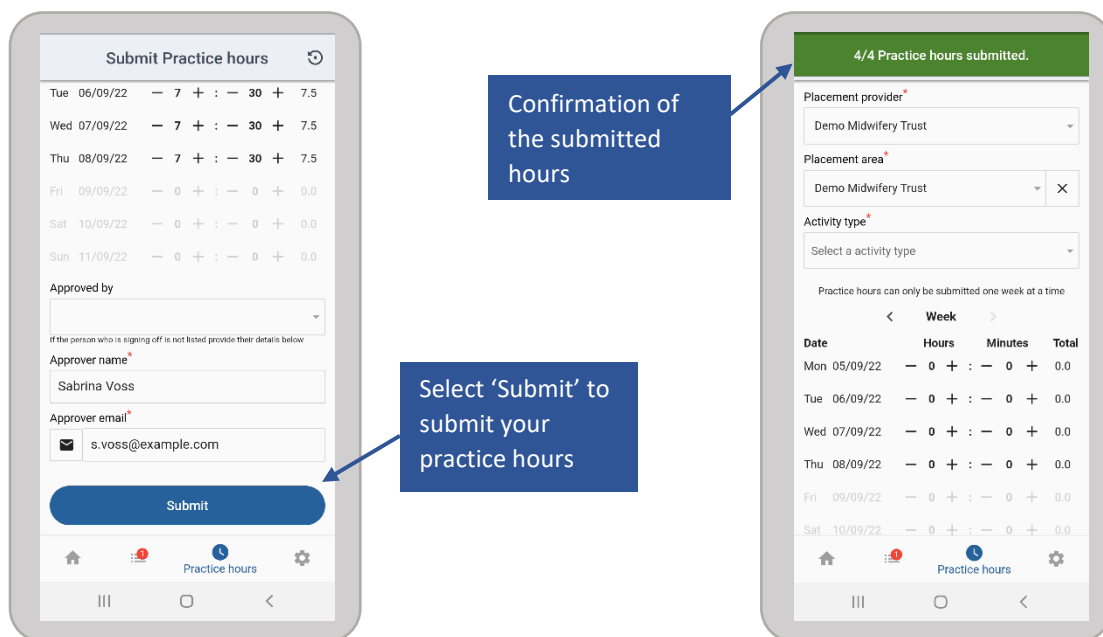
The member of staff who signs off your practice hours will receive a weekly verification email describing the hours that they have approved on the following Monday morning. They will raise an issue with your university if their details have been used without their permission.
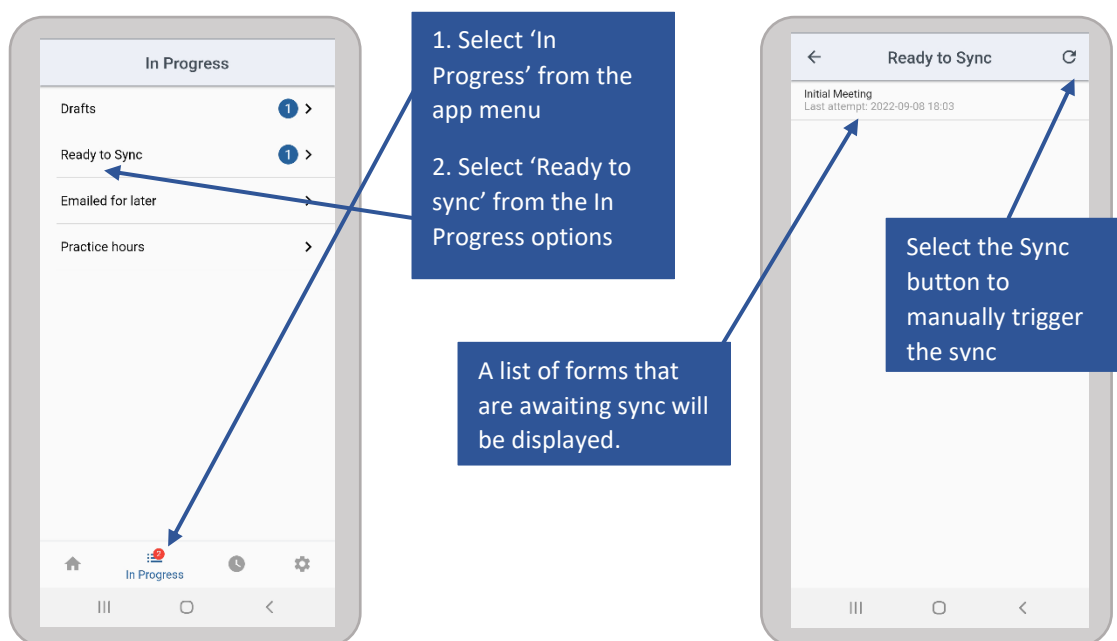
4.7 Working offline and manual sync

The app is designed to work offline once you have signed in and your eMORA 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

1. Select 'In Progress' from the app menu

2. Select 'Ready to sync' from the In Progress options

A list of forms that are awaiting sync will be displayed.

Select the Sync button to manually trigger the sync

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