Pan London eMORA

Practice Assessment for Future Midwives

Guide for Practice Assessors and Practice Supervisors

(November 2025)

PLPLG

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Contents

1.0 Introduction to this Guide

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

Other resources, including a series of short videos covering essential functions, 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 clinical practice team or university representative.

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, to submit all the forms associated with their practice assessment and record their practice hours. 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.

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 Practice Assessors

In your first meeting with your student, they should log in to their Pan London eMORA account and ask you to submit a Practice Assessor Allocation form. Once this has been submitted a Pan London eMORA account is automatically created for you. This will automatically generate an email to you with your eMORA account username (which will be your email address) and an activation link. If you don't receive the email in your inbox, check your junk mail folder. As part of the activation process you will set up a password. **You only need one Pan London eMORA account**. When you submit the form with subsequent students it links you to that student as their Practice Assessor so you can monitor their progress and submit Practice Assessor specific forms.

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

2.3.2 Practice Supervisors

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

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

2.4 The eMORA Website Address

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

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

2.5 Overview of the Pan London eMORA Mobile App

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

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

2.6 Additional Support for Practice Assessors and Practice Supervisors

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

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:

- Creating an account and accessing the eMORA
- Practice Supervisors – Completing a form without an account
- Signing out of the eMORA and automatic session time-out

3.1.1 Creating an Account & Accessing the eMORA

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

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

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

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

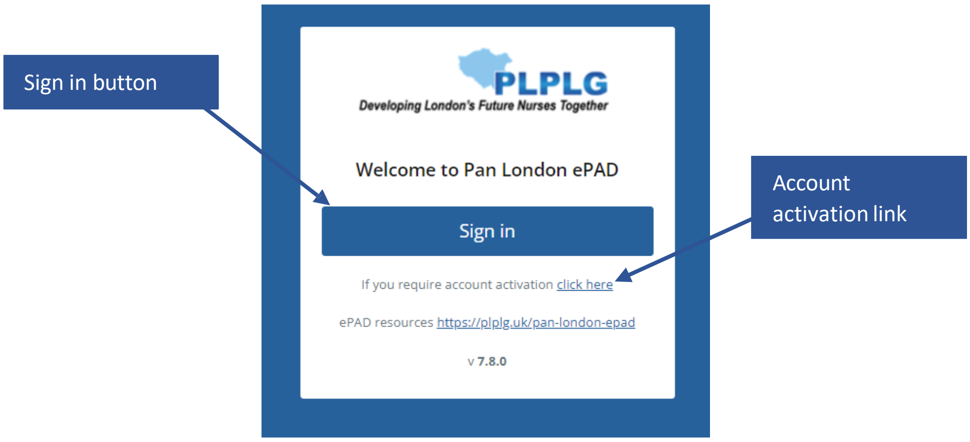
2. Once the Practice Assessor Allocation or Practice Supervisor Allocation form is submitted, your account will automatically be created, and you will receive an account activation email. Your username will be the email address you provided in the form.

3. Use the link in the activation email to verify your account and create your password.

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

4. When you have completed the account set-up, you can access the Pan London eMORA using an internet browser via this link: https://panlondon.epads.mkmapps.com/

5. On the welcome page, click on the ‘Sign In’ button.



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

TIP: You can also access the eMORA website from your own mobile device. The website adapts to the smaller screen size.

3.1.2 Practice Supervisors – Completing a Form without an Account

As a Practice Supervisor (or any other member of the multi-disciplinary team working with the student) you do not need an eMORA account to submit forms with the student. This can be done by signing off with your own name and email address within the student’s account.

If you do require an account to track student progress (for example if you are regularly supporting the same student or the student’s Practice Assessor is remote), you can work with the student to submit a Practice Supervisor Allocation form together (see section 3.1.1 above).

Work through the following steps to submit forms via the student’s eMORA account:

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

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

3. Submit the form.

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

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

3.1.3 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 you are using a shared or public computer. This prevents any accidental disclosure of the student's 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.

3.1.4 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 in a form will automatically saved as a draft. See section 3.4 for more details about working with forms.

3.2 Your eMORA Home Page and the Dashboard

3.2.1 Your eMORA Home Page

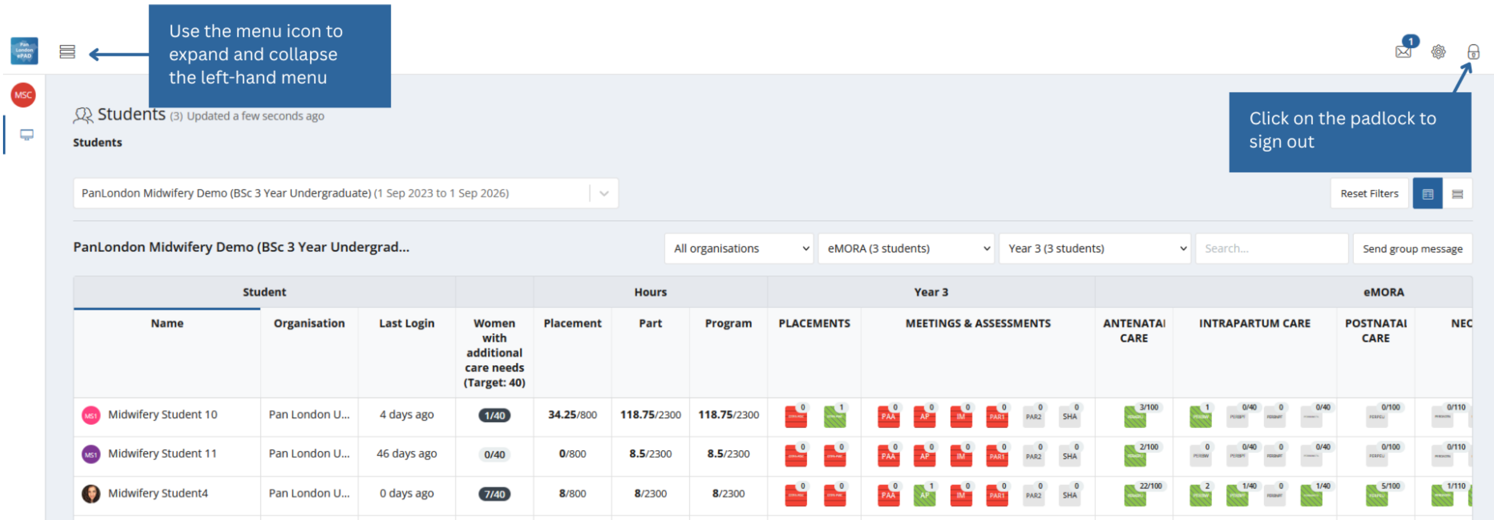
When you sign in to your eMORA account you are presented with your home page. The main feature is the dashboard which is covered in the next section. It is useful to understand the following features of the home page (indicated on the screenshot below):

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.

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

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

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

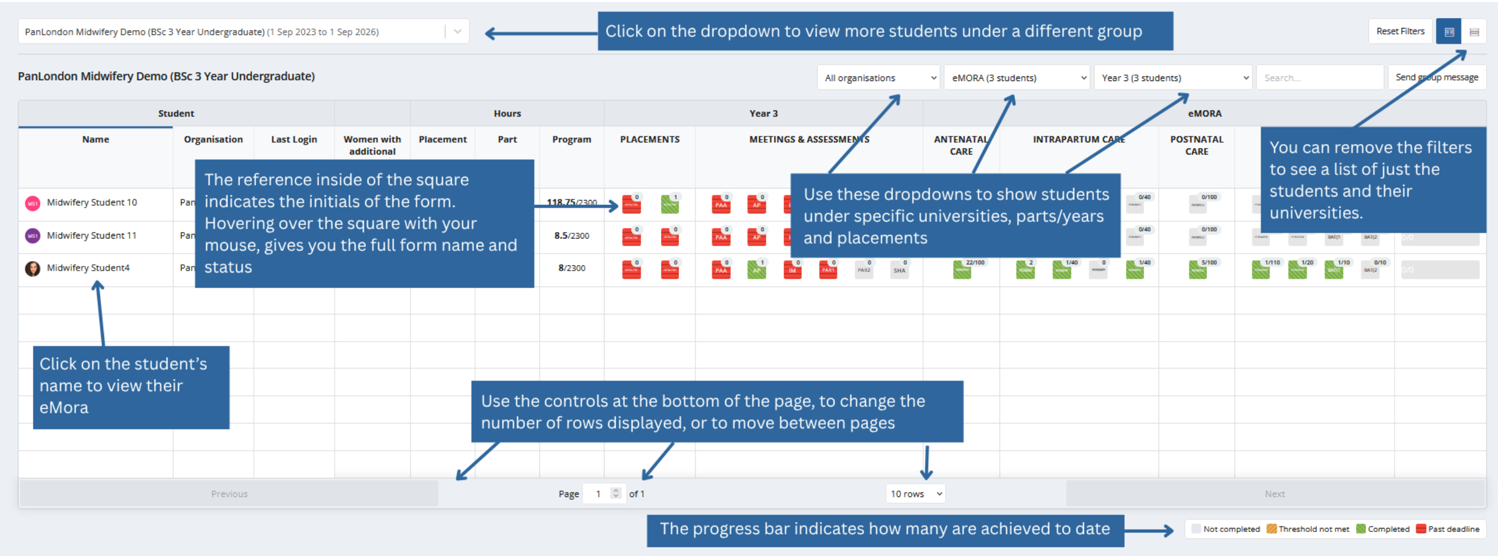


3.2.1 The Practice Assessor's / Practice Supervisor's dashboard

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

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

- There is a row for each student you are linked to. You will be able to see the student's eMORA for the duration of their placement and any additional period the university has set for late form submission.
- Click on the student's name to access their eMORA.
- The symbol ⓘ indicates that the student has an action plan.
- Practice hours recorded to date for the placement and the programme are displayed with the target hours for both.



- Key forms are represented by squares, shown in the same order as in the student's eMORA. Hover over the form square with your pointer to see the full form name and status.

- Clicking on the form square takes you to that form's location in the student's eMORA for you to review (or submit).

- The progress bar indicates how many have been assessed as 'Achieved' (in green).

3.2.2 Form Status Indicators

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

- **Light Grey** - Form not submitted
- **Amber** - A threshold value set against the form has not been met
- **Green** - Form has been submitted
- **Red** - Form has not been submitted and as past the deadline

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

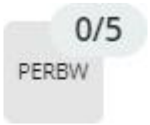
3.2.3 Form Count Status

The dashboard also shows the count of submitted forms, and, if relevant, 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 the examples below.

Grey indicates no submissions; no target

Black indicates a number of form submissions; no target



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

Black indicates below target number of submissions

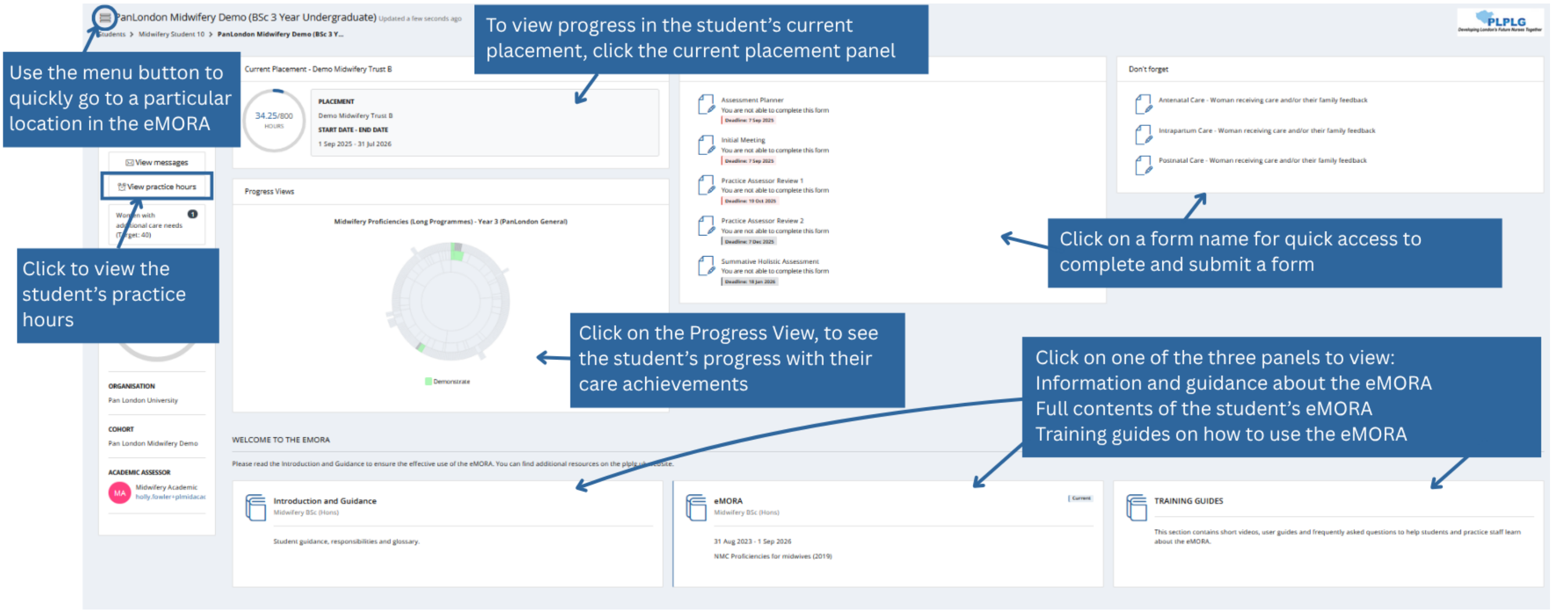
Blue indicates that the submission target has been met

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 eMORA home page, containing an overview for that student. **Scroll down** the home page to see everything that is available. The key features are explained in the following screenshot.

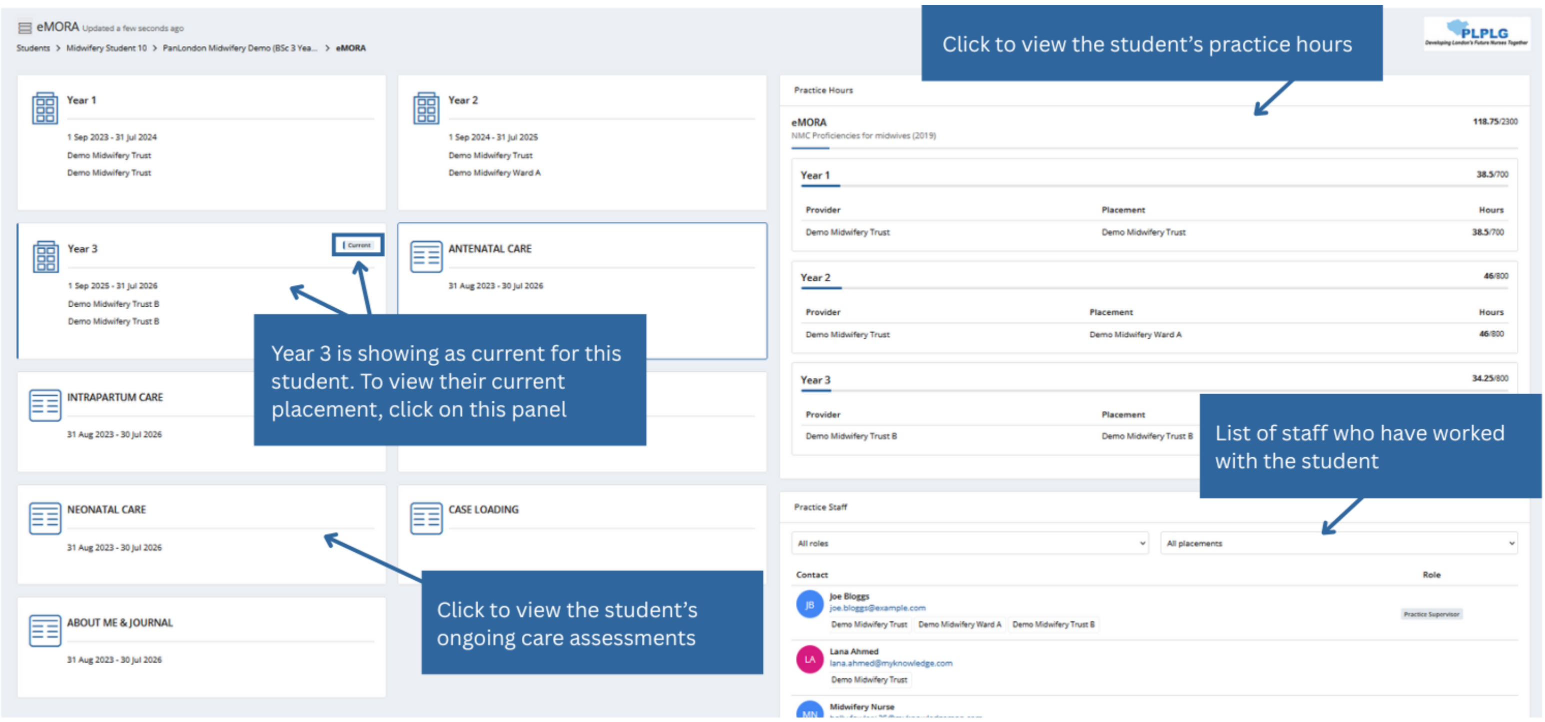


3.3.2 The eMORA Content Page

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

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

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.

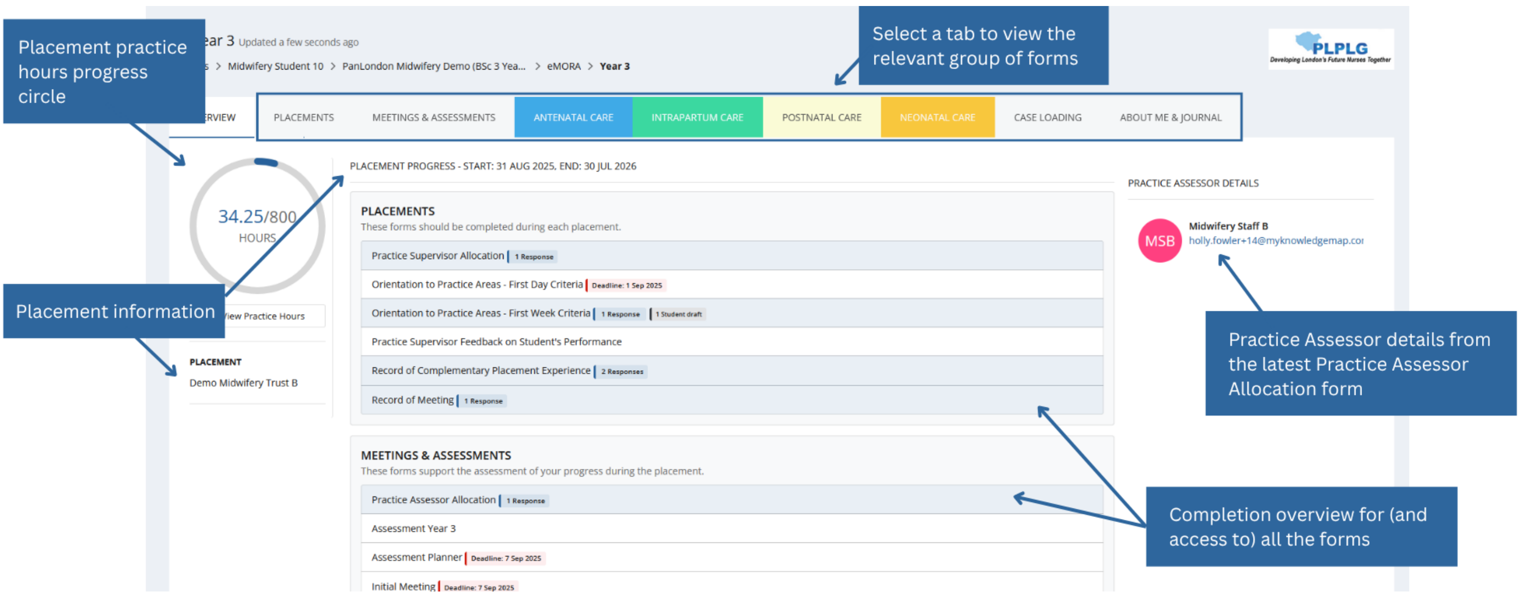
The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

- 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 care 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** – forms related to achievements.
- **Case Loading** – form related to student's evidencing the provision of continuity of care. This form is completed for each case load.
- **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

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

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

The **only forms not available** to submit via the student's account are the Practice Assessor Review 1 & 2, and Summative Holistic Assessment.

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

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

3.4.1 Submitting forms via the student's eMORA account

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

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

2. Submit the form. How you do this depends on whether you are using the website or the student's mobile app and the format of the questions.

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

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

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

3.4.2 Completing forms using your own eMORA account

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

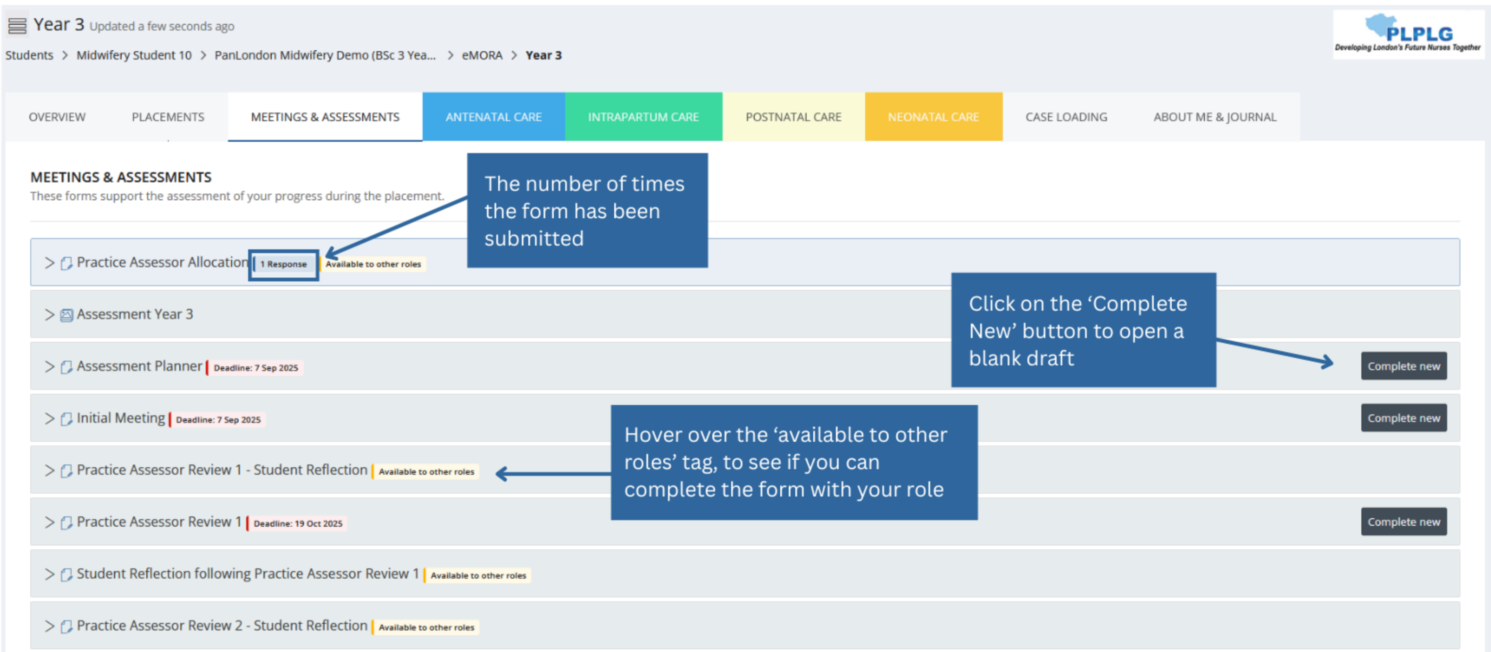
1. Sign in to the eMORA website using your own account.

2. Go to the form location, either
    a. you can click on the square for the form for that student in the dashboard,

    OR

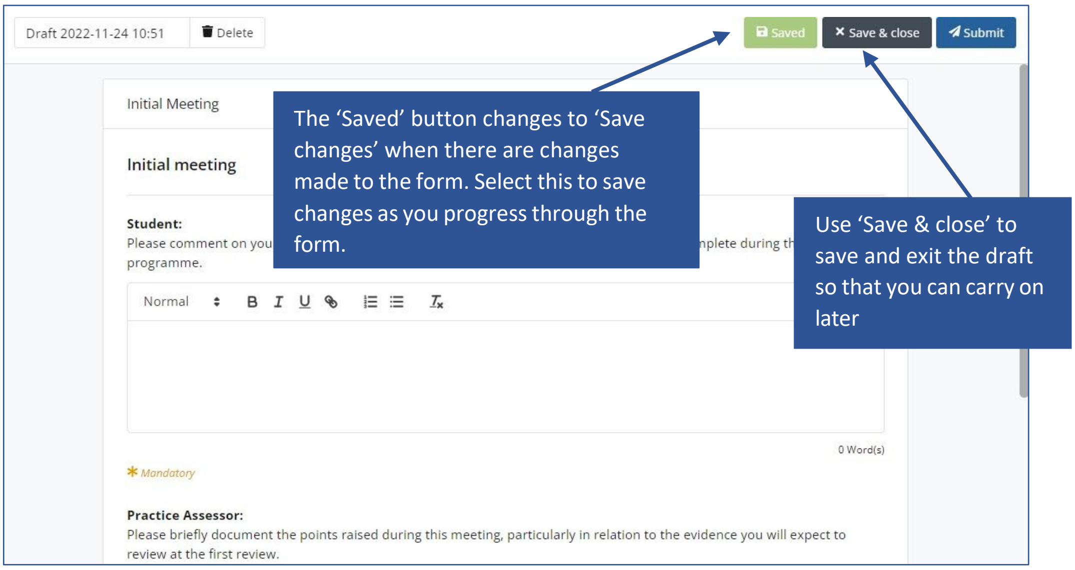
    b. if it's not a dashboard form, or you wish to see other documentation in the student's eMORA first, then select the student's name from your dashboard and click on the current placement panel in their eMORA home page. (See section 3.3 for more detail on reviewing a student's eMORA.) You can find the form under the relevant tab or by scrolling down the Overview tab.

3. When you have located the form, click on the **Complete new** button, which opens the form in a new window. See the screenshot below. All forms can be submitted multiple times and the number of submissions is indicated next to the form name.



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

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



5. While you are working in the form, the 'Saved' button at the top of the form will change to 'Save Changes'. After approx. 15 seconds the form will automatically save any changes made to the form. This saves the form as a draft.

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.

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 at the top of the form.

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

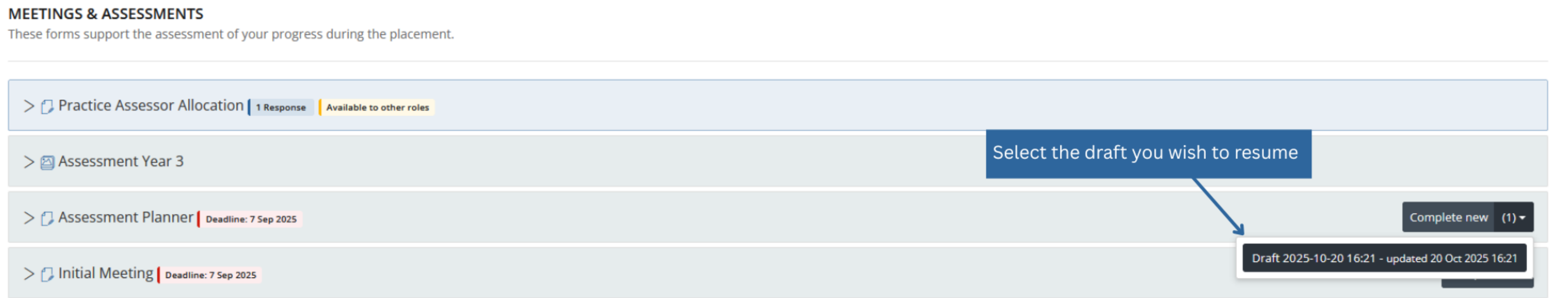
8. On submitting the form, the 'Successfully submitted response' message will appear at the bottom of the page.

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

3.4.3 Returning to a Draft

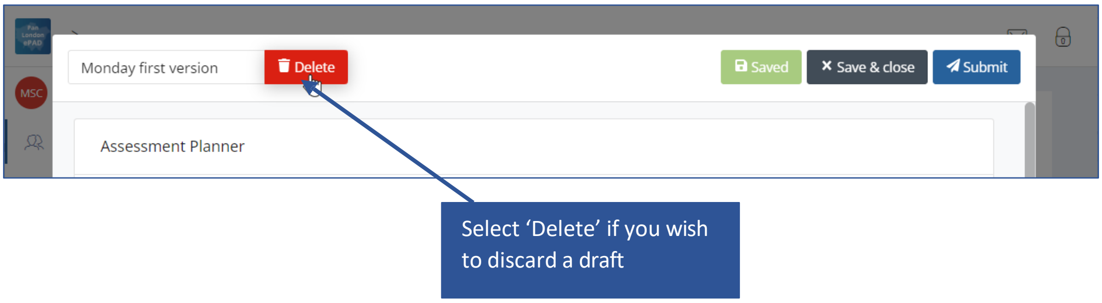
Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, click on 'Save & close' and your entries will be saved in a draft. To continue the draft later click on the **drop-down arrow** next to the Complete new button and select the draft.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

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



When you select the draft, the form will open, your previous entries will be displayed, and the form can be amended as required.

If you wish to delete a draft, select the **Delete** button next to the draft name in the open form. See the screenshot below.



3.5 Practice Hours

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

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, including the activity type.

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

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

4. Each Monday you will receive an email confirming all the practice hours that you approved for students in the previous week. If you receive this email and don't remember approving the hours, then contact your clinical practice team or the student's university. Their contact email address is in the email you receive.

3.5.2 Reviewing Practice Hours

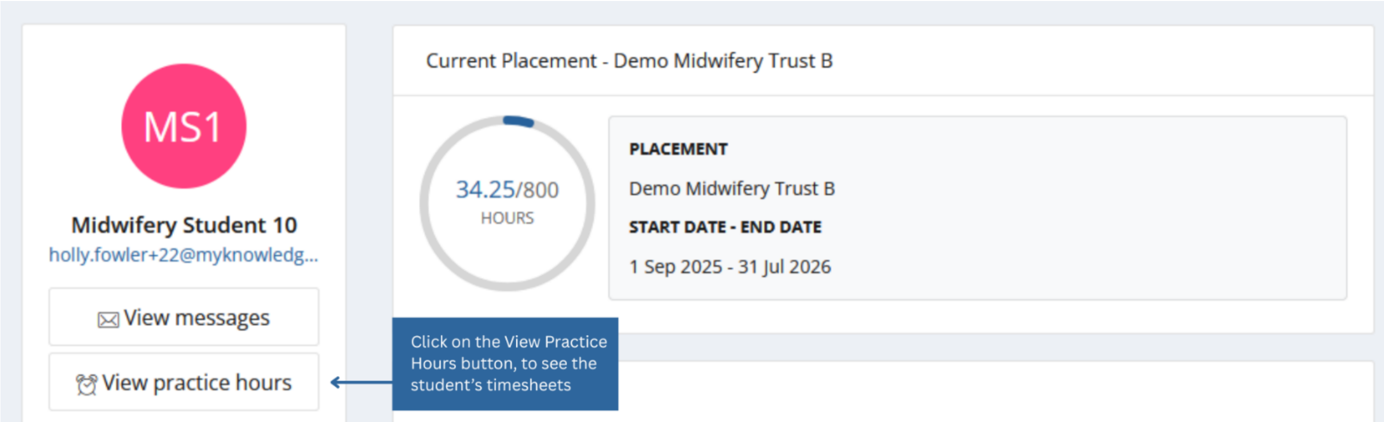
The dashboard shows the student's progress against practice hours targets. The full log of practice hours submitted is found on the practice hours page in the student's eMORA.

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:

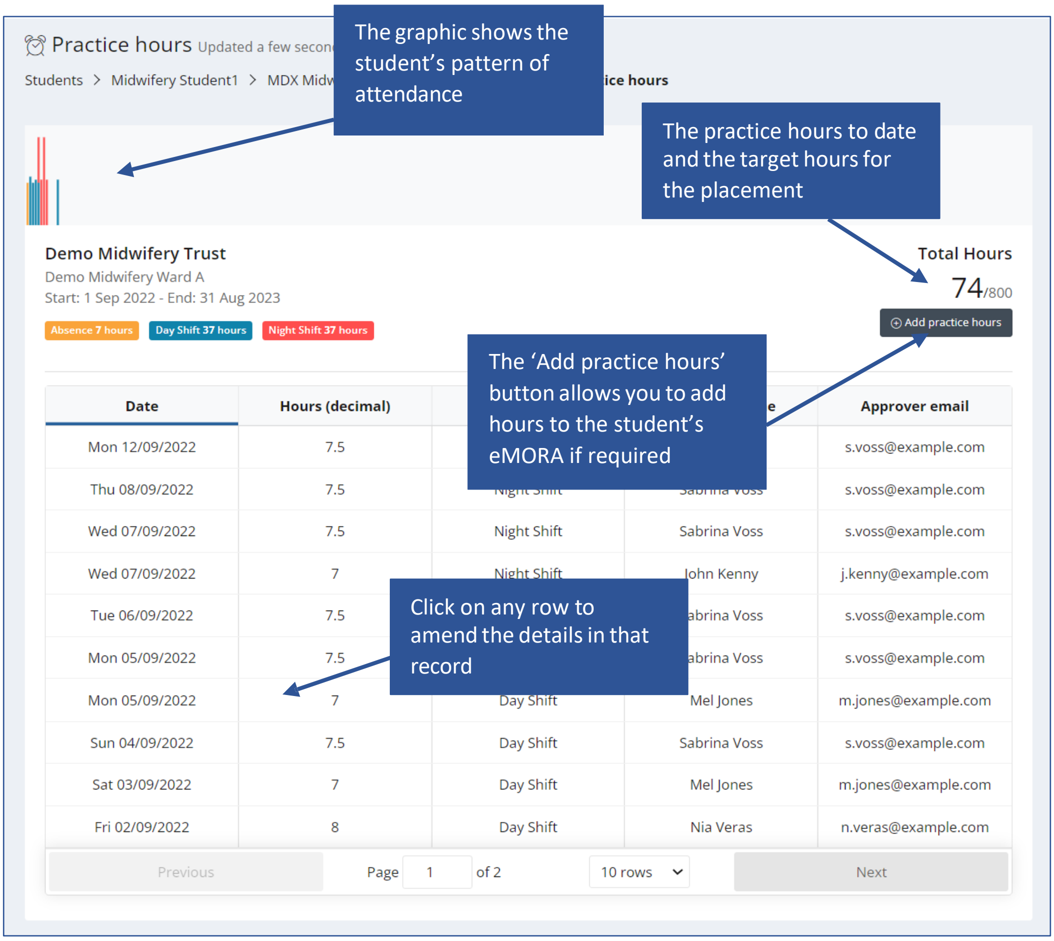
1. Sign in to the eMORA website using your own account.

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 eMORA 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

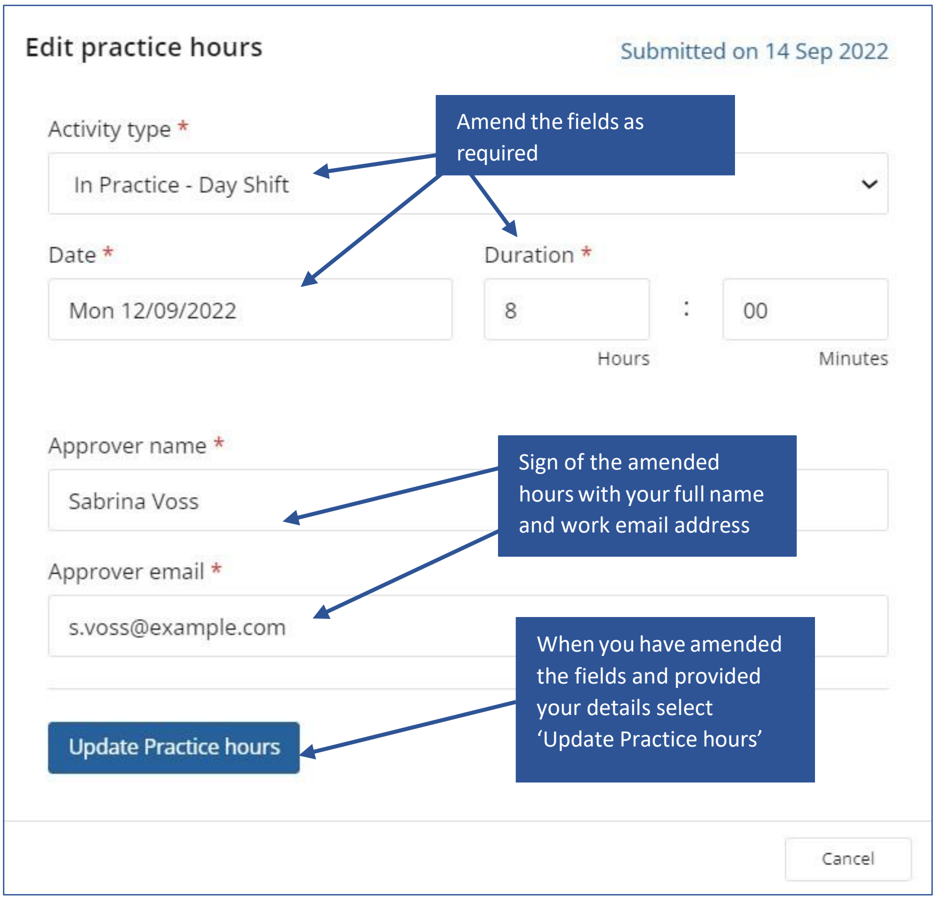
From their own account, the Practice Supervisor and Practice Assessor can amend the student's practice hours record for the current placement. The student cannot amend their own hours.

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

1. Sign in to the 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 on the next page.
5. Amend the values as needed.

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

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 MORA.
7. Click on the **Update Practice hours** button. The window closes and the practice hours page is refreshed with the updated hours record and amended totals.
8. The amended practice hours record will be included in your practice hours weekly email and will be indicated as amended.

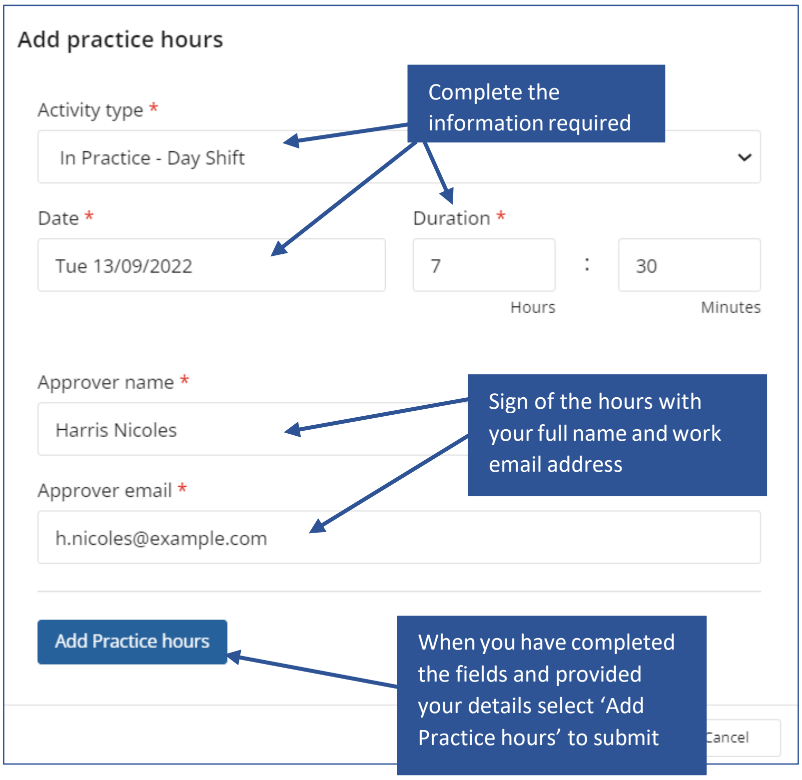


3.5.4 Adding Practice Hours

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

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

1. Sign in to the 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 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 on the next page.



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.

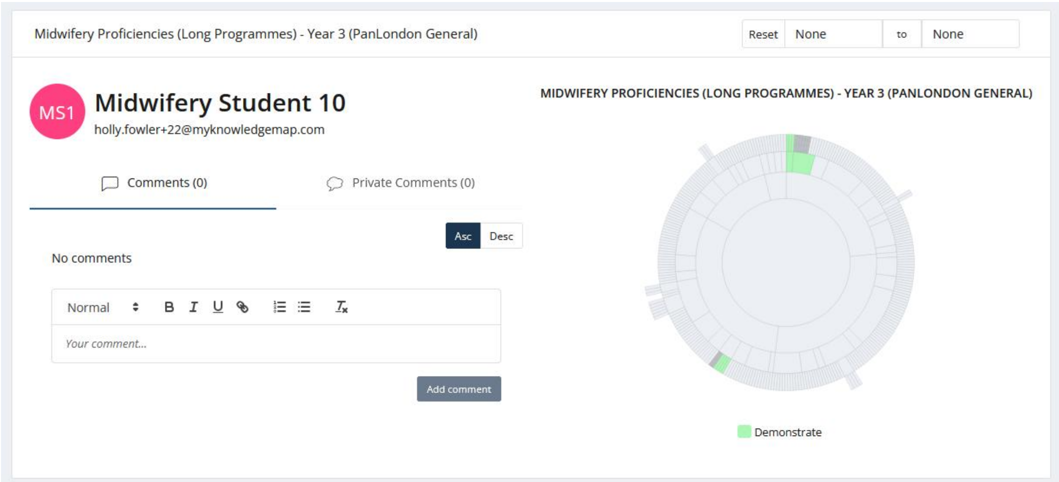
6. Approve the hours using your **full name and work email address**. This is the equivalent of your signature in the paper MORA.

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.

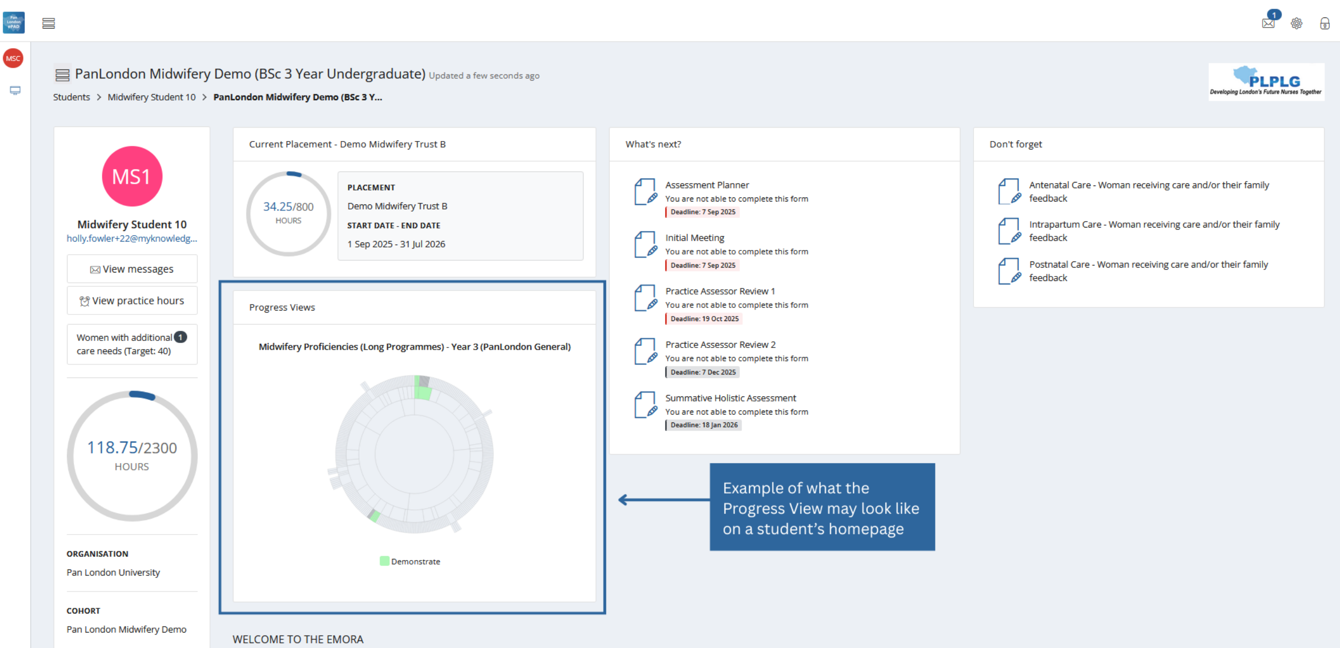
8. The added practice hours record will be included in your practice hours weekly email

3.6 Progress Views

Progress Views show the framework of proficiencies relevant to a student’s year of learning and how they’re progressing against these. Progress views work by certain form responses being mappable against their framework, either just before submitting a response or after the form has been submitted.



The student’s progress view wheel can be found on their homepage and the number of wheels they will see will depend on where they’re currently at with their learning. Each wheel will be added just before the year of the student’s learning commences.



A video walkthrough of progress views can be found here - https://youtu.be/8e0pCflRkDk