Guide to Using the Electronic Practice Assessment Document

The NEE-PAD for Assessors

DON'T PANIC

N.B. This is a working guide and will be updated once the initial phase of the use of the NEE-PASD has been evaluated.

Introduction

Each section of the NEE-PAD has guidance or Instructions. Please read these carefully.

The first element of this Guide shows you how to access the NEE-PAD and what to do on each placement and some general tasks that you will need to do with your NEE-PAD. It is in a table to make easier reading.

The second element explains the rest of the sections available in the NEE-PAD.

This guide should be read in conjunction with the video explanations that are available.

First Element

	Action	Result
Go to https://hces-placements-northumbria.arcwebonline.com/nee-pad/	Log in using your ARC log in details	You will be taken to the Home screen
Home screen	Click in each of the blue tabs	Information for each person's responsibilities, assessment guidance, criteria for assessment in practice and guidelines for Assessment and Progression will be displayed.
Placement Handbook	Click to download	This downloads the full copy of the Practice Placement Handbook that has many FAQs
Top left hand corner of the home screen, three lines is the menu	Click on the three lines to show main menu	- Students - Assessment of Proficiencies - Episodes of Care - Medicines Management - Action Plan - Supervision / Additional Feedback - Record of IPL/ alternative field experience - Proformas to Print - File Store - Annexes

		• ORA • Record of Communication
Main menu	Click on "Placements"	Each of your students is displayed
Find the student that you are dealing with today	Click on that placement name	Takes you to the orientation page that needs to be completed for each placement area
You will be sent an invitation to verify that all has been completed	Students will invite you to verify that all criteria have been met	Mark as 'Seen'
Orientation page, Initial interview now available	Click on "Initial Interview"	Opens the "initial Interview" page
initial Interview page, "Agreed Learning Plan and goals" section	Click Add Entry	You can now write in a new learning plan with goals and targets.
initial Interview page, Dialogue Sheets section	Click + and Add New	Opens up a dialogue sheet, follow the guidance as to what things you need to consider writing about in the dialogue sheet. Then click "Save and Submit" which takes you to the approval request page
You will be sent an invitation to verify that all has been completed	Students will invite you to verify that all criteria have been met	Mark as 'Seen'
Initial interview page, Mid-point interview now available	Click on "Mid-point interview"	Opens the "mid-point Interview" page
Mid-point interview page, Professional Values section	Click on each of the four tabs Prioritise People Practise effectively Preserve safety Promote professionalism and trust	Then go to "**Mid-Point Interview**" section "

	ensure that all are marked as Yes or No	
Mid-point interview page , Mid-point Interview section	Click into the student section	Write in how your progression towards meeting the proficiencies has gone, your assessor will do the same. Then click "Save and Submit" which takes you to the approval request page
You will be sent an invitation to verify that all has been completed	Students will invite you to verify that all criteria have been met	Mark as 'Seen'
Mid-point Interview page, Action List section	Click " Create New"	Opens up a new Action Plan that you can complete
Mid-Point Interview page, "Final Interview" now available	Click on "Final Interview"	Opens the "Final Interview" page
Final interview page, Professional Values section	Click on each of the four tabs Prioritise People Practise effectively Preserve safety Promote professionalism and trust ensure that all are marked as Yes or No	Then go to "**Final Interview**" section "
Final interview page, Final Interview section	Click into the student sections	Write in these sections as required by the section instructions, the student will do the same.

	Click + and Add New	Opens up a dialogue sheet, follow the guidance as to what things you need to consider writing about in the dialogue sheet. Then click "Save and Submit" which takes you to the approval request page
Final Interview page, **Dialogue Sheets section**		
You will be sent an invitation to verify that all has been completed	Students will invite you to verify that all criteria have been met	Mark as 'Seen'

Second Element

By clicking on the Menu you get

- Students
- Assessment of Proficiencies
- Episodes of Care
- Medicines Management
- Action Plan
- Supervision / Additional Feedback
- Record of IPL/ alternative field experience
- Proformas to Print
- File Store
- Annexes
- ORA
- Record of Communication

If you select **Assessment of Proficiencies**

You will now be able to see the NMC *Platforms* of practice.

If you then click each platform you will see the *Proficiencies* that are linked to that platform.

By clicking on each Proficiency you will see the *Benchmarks* that are associated with that Proficiency.

By clicking on each **Benchmark** you will see that they can be assessed as achieved and the date that happens. This can be done by either a **Practice Supervisor or Practice Assessor**.

By clicking on each **Proficiency** you will see that they can be assessed as achieved and the date that happens. This can **only** be done by a **Practice Assessor**

If you select <u>Episodes of Care</u>

You will now be able to access the Episode(s) of Care relevant to the stage of your course.

Follow the guidelines.

The Formative section allows the Practice Supervisor to oversee the student as they practice this episode of care.

The Summative section is for the formal assessment by the Practice Assessor

If you select <u>Medicines Management</u>

Follow the guidelines.

The Formative section allows the Practice Supervisor to oversee the student practice medication administration. Students need to attempt 10 formative episodes and a new form may be added by clicking the + button and then "Add New".

The Summative section is for the formal assessment by the Practice Assessor

If you select <u>Action Plan</u>

This is where any action plans are automatically stored and accessed.

New action plans may also be created her.

It is the responsibility of the student to inform the Practice Supervisor if an action plan is current

Practice Supervisors and Assessors must look at this section for each student to ensure that there are no current action plans

If you select <u>Supervision / Additional Feedback</u>

This is where the Practice supervisor write Supervision feedback. The Short Supervisions/Additional feedback section is for when there is only a short highly focused work session with a supervisor with one or two very specific objectives

The Long Supervision section is where the student spends several days with a supervisor. Follow the instructions

If you select <u>Record of IPL/ alternative field experience</u>

This is for the student to record work in fields that are not their own specific field of nursing. Supervisors will comment on these sections

If you select <u>Proformas to Print</u>

Here may be found copies of the follow that may be printed. ([Patient/Service User/Carer Feedback](#) MUST be printed as these people have no access to the electronic PAD.

- [Timesheet for Part 1](#)
- [Timesheet for Part 2](#)
- [Timesheet for Part 3](#)
- [Placement Orientation](#)
- [Patient/Service User/Carer Feedback](#)
- [Infection Prevention and Control Record of Assessment](#)
- [Record of Communication / Additional Feedback](#)
- [Part 1 Assessment of Proficiencies](#)
- [Part 2 Assessment of Proficiencies](#)
- [Part 3 Assessment of Proficiencies](#)
- [Part 1 Episode of Care 1](#)
- [Part 2 Episode of Care 1](#)
- [Part 2 Episode of Care 2](#)
- [Part 3 Episode of Care 1](#)
- [Part 3 Episode of Care 2](#)
- [Part 1 Medicines Management](#)
- [Part 2 Medicines Management](#)
- [Part 3 Medicines Management](#)

If they are used they may be scanned and uploaded to the File Store

If you select File Store

Does what is says on the tin. Upload any files as required

If you select Annexes

The Annexes are those skills that the NMC and the Nursing profession have deemed as fundamental to the role of Nurse. Click on to the Guidelines first.

Clicking each skill will show a list of specific skills that must be achieved at points throughout your course. If they are to be assessed in a Part of the course the cells in the columns at the end will be white, if not to be assessed then they are in black.

If you select ORA

This is a record of student progress in each placement. Click on to the Guidelines first. Follow the instructions

If you select Record of Communication

A space for any other communication and feedback not stored anywhere else and for feedback from Skills Facititators.