

# Guide to Using the Electronic Practice Assessment Document

## The NEePAD for Students

**DON'T PANIC**

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

## Introduction

### Each section of the NEePAD has guidance or Instructions. Please read these carefully.

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

The second element explains the rest of the sections available in the NEePAD.

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

## First Element

Location	Action	Result
Go to: <a href="https://hces-placements-northumbria.arcwebonline.com/nee-pad/">https://hces-placements-northumbria.arcwebonline.com/nee-pad/</a>	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	<ul style="list-style-type: none"><li>• <a href="#">Placements</a></li><li>• <a href="#">Invite Assessor or Supervisor</a></li><li>• <a href="#">Assessment of Proficiencies</a></li><li>• <a href="#">Episodes of Care</a></li><li>• <a href="#">Medicines Management</a></li><li>• <a href="#">Action Plan</a></li><li>• <a href="#">Supervision / Additional Feedback</a></li><li>• <a href="#">Record of IPL/ alternative field experience</a></li><li>• <a href="#">Proformas to Print</a></li><li>• <a href="#">File Store</a></li></ul>

		<ul style="list-style-type: none"> <li>• <a href="#">Annexes</a></li> <li>• <a href="#">ORA</a></li> <li>• <a href="#">Record of Communication</a></li> </ul>
Main menu	Click on “Placements”	Each of your placements is displayed
Find the placement 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
Orientation	Ensure that all criteria have been met, click the checkbox.	The box “Request Verification by Practice Supervisor or Assessor” turns blue
Request Verification by Practice Supervisor or Assessor	Click the box	Takes you to the approval request page
Approval request page	Find your practice assessor name and drag it to the selected side of the page	You can now click “Ok, request approval for this orientation”
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
Approval request page	Find your practice assessor name and drag it to the selected side of the page	You can now click “Ok, request approval for this initial interview”

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 <u>Prioritise People</u> <u>Practise effectively</u> <u>Preserve safety</u> <u>Promote professionalism and trust</u> ensure that all are marked as Yes or No	Then go to “ <b>Mid-Point Interview</b> ” section “
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
Approval request page	Find your practice assessor name and drag it to the selected side of the page	You can now click “Ok, request approval for this Mid-Point interview”
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 <u>Prioritise People</u> <u>Practise effectively</u> <u>Preserve safety</u> <u>Promote professionalism and trust</u> ensure that all are marked as Yes or No	Then go to “ <b>Final Interview</b> ” section “

Final interview page, Final Interview section	Click into the student sections	Write in these sections as required by the section instructions, your assessor will do the same.
Final Interview page, <b>Dialogue Sheets section</b>	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
Approval request page	Find your practice assessor name and drag it to the selected side of the page	You can now click "Ok, request approval for this Final interview"

## Second Element

By clicking on the Menu you get

- [Placements](#)
- [Invite Assessor or Supervisor](#)
- [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 Episodes of Care**

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 your Practice Supervisor to oversee you as you practice this episode of care.

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

**If you select Medicines Management**

Follow the guidelines.

The Formative section allows your Practice Supervisor to oversee you as you practice medication administration. You need to attempt 10 formative episodes and you can add a new form by clicking the + button and then “Add New”.

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

**If you select Action Plan**

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

**If you select Supervision / Additional Feedback**

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 Record of IPL/ alternative field experience**

This is to record your work in fields that are not your own specific field of nursing.

**If you select Proformas to Print**

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 your 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.