



South East London Training Hub's ePAD Handout

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Acknowledgements

This is an illustrated guide explaining the most important features of the ePAD for Practice Assessors and Practice Supervisors working under the 2019 SSSA regulations. The content for this guide was adapted from materials from the PLPLG's Guide to Completing the Pan London ePAD and City, University of London's Pan London ePAD Training Sessions.

Gaining Access to the ePAD

Practice Assessors

The first time you meet with your student, they should log in to the ePAD account. Through their account, you can complete a **Practice Assessor Allocation form**. Completing this form will create an ePAD account (if you don't have one already). This will send you an e-mail with a username and an **activation link**; click the activation link to set up a password and complete your account creation.

Note: Check your junk mail folder if you don't get the e-mail.

Note: You only need ever need *one* ePAD account for all students.



Subsequent students' **Practice Assessor Allocation form** won't create a new account for you, it will only link your account to theirs.

Practice Supervisors

Practice Supervisors don't *need* an ePAD account to complete forms - they can complete the forms using the student's account. A Supervisor may need an account in some circumstances; for example, to monitor their student, or if they are regularly supporting the same student, or if the Assessor is absent. There is a **Practice Supervisor Allocation form**, which follows the same process as the **Practice Assessor Allocation form** (read section above for more details).

ePAD Homepage and Dashboard

Once you have created your account, you can access the ePAD website at:

<https://panlondon.epads.mkmaps.com>

Take some time to familiarise yourself with the dashboard, using the reference image below for some guidance.

Key forms for the placement.

- Green = completed
- Grey = not completed but not due
- Red = incomplete and overdue

Hover over the square to see the full name of the form, click on the square to complete.

Click on the > to access the menu.

Messages

Sign out

A red ! next to the student's name indicates the student has an action plan.

Student		Hours		Current/Most Recent Placement				Current Part	
Name	Institution	Placement	Part	Start	Mid-point	Final	Assessments	Profici	
AT Adam Toote	PLU	37.5/450	37.5/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	6/20	
AI Albert Ibbs	PLU	0/450	0/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	8/20	
AN Andy Newman	PLU	70.5/450	70.5/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	0/20	
AIU Annie Unni	PLU	0/450	0/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	0/20	
BW Bonnie Williams	PLU	0/450	0/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	0/20	
DS Dan	PLU	0/450	0/750	PO PAA MI	PO PAA MI	PO PAA MI	EDC12 EDC20 MM2	0/20	

Reviewing a student's ePAD

To review an individual student's ePAD, simply click on their name from the dashboard. You will be taken to their individual page, where you can find lots of information on their placements, achievements, proficiencies and hours. Think of this as reading through previous sections of their paper PAD.

The screenshot shows a student's ePAD dashboard for Adam Tooté. The dashboard is divided into several sections:

- Current placement details:** A callout box points to the 'Current placement' section, which shows 'Kent NHS Foundation Trust' with 37.5/450 hours completed. It lists the area (Kent CMHT), experience (Practice), and contact information (c.jones@kent.nhs, 1 Jun 2022 - 31 Aug 2022).
- Upcoming forms and interviews to complete:** A callout box points to the 'What's next?' section, which lists three tasks: 'Nominated Person' (Deadline: 2 Jun 2022), 'Professional Values in Practice - Final (Part 2)' (Deadline: 31 Aug 2022), and 'Reflection on Meeting Professional Values (Part 2)' (Deadline: 31 Aug 2022).
- Don't forget:** A callout box points to the 'Don't forget' section, which lists three tasks: 'Episode of Care 1 (Part 2)', 'Episode of Care 2 (Part 2)', and 'Medicines Management (Part 2)'. Another callout box points to the 'ONGOING ACHIEVEMENT RECORD' section with the text 'Don't forget the OAR'.
- WELCOME TO THE EPAD:** A section explaining the structure of the ePAD, stating that there are three Practice Assessment Parts (PART 1, PART 2, PART 3) which incorporate the range of Future Nurse Standards of proficiency (NMC 2018).
- Student Profile:** A sidebar on the left contains personal and institutional information: Adam Tooté (adam@panlondon.ac.uk), 213.42/2300 hours, Pan London University, Student Number 123475, Cohort PLU/jun21/BSc/Ad, Academic Assessor Justin Williams, and Personal Tutor Sally Wilton.

You can see more details about any of the students "parts" on their **Parts** page.

Note: "Parts" are usually just the "Year" of study - Part 1 is Year 1, Part 2 is Year 2, etc.

The reference image below explains the key sections of the **Parts** page.

This screenshot shows the main overview page for a placement. On the left, there are sections for 'Introduction', 'Placement 1' (1 Jun 2022 - 31 Aug 2022), and 'Placement 2' (1 Nov 2022 - 31 May 2023). On the right, there is a 'PRACTICE HOURS' section showing a progress indicator for 'NURSING - PART 2' at 37.5/750 hours. Below this is a table for 'Placement 1' with columns for Provider, Area, and Hours. The 'PRACTICE SUPERVISORS/ASSESSORS' section lists roles and contacts, including 'ePAD Support' and 'sam smith'.

You can see all past and upcoming placements for this part

Hours breakdown for this part

You can view all the forms and assessments related to a certain placement by clicking on the placement from the **Part** page.

This screenshot shows the detailed view for 'Placement 1'. A navigation bar at the top includes 'OVERVIEW', 'START', 'MID-POINT', 'FINAL', 'ANY TIME', 'PART SPECIFIC', and 'DAR FORMS'. The 'START' stage is active, showing a list of forms to be completed at the beginning of the placement, such as 'Placement Orientation', 'Nominated Person Deadline: 2 Jun 2022', 'Initial Interview', 'Practice Assessor Allocation', and 'Practice Supervisor Allocation'. The 'MID-POINT' stage shows 'Professional Values in Practice - Mid-point (Part 2)' and 'Mid-point Interview Deadline: 17 Jul 2022'. The 'FINAL' stage shows 'Professional Values in Practice - Final (Part 2) Deadline: 31 Aug 2022'. A 'PRACTICE ASSESSOR' section on the right shows 'sam smith' with a role of 'SS'. A sidebar on the left provides details about the placement provider (Kent NHS Foundation Trust), area (Kent CMHT), type of experience (Practice), and contact (c.jones@kent.nhs).

Shortcuts to each stage of the placement

Forms associated with each stage

Completing ePAD forms

Most forms can be completed from either your account or the student's account - again, use whichever is most convenient. The only forms that can't be found on the student's account are the **Practice Assessor's End of Part** or **End of Programme Approval** forms, so the Assessor will have to log in to their account to complete those.

Note: Sometimes, students will start a form without you and save it as a **Draft**. You can only access the **Draft** on the student's account.

Note: Some forms have deadlines, to ensure students are assessed in a timely manner. Please try and keep to the deadlines as best as possible.

There are a few ways we've seen already to access forms: either through the dashboard, the Student's **Overview** page, their **Parts** page or the specific **Placement** page. Any of these methods work the same - use whichever is most convenient.

Clicking on a form title will take you to that form's section in the student's **Placement** page. You can see how many times the form's deadline, how many times it has been completed, complete a new copy of the form or continue working on an existing draft.

The screenshot shows the 'Placement 1' page for a student named Adam Toote. The 'MID-POINT' tab is selected, showing a list of forms. A callout box points to a form titled 'Professional Values in Practice - Mid-point (Part 2)' which has been completed 3 times. Another callout points to a 'Complete new' button next to the form, indicating that there is 1 draft saved. A third callout points to the top of the form preview, which contains instructions and a text area for the student's self-assessment.

This form has been completed 3 times. You can click on this form to see the previous entries.

Click the drop down next to **Complete new** to access drafts. This form has 1 draft saved.

Every form will have some guidance at the top. Take some time to read through carefully.

All forms will have some guidance at the top. Please take some time to read the guidance. Make sure you are the right person to complete the form.

Note: Once the form has been submitted, it cannot be changed. Please review the contents carefully before submitting.

Once you have started a form, you can **Save & close** to make a draft copy you can come back to later. Changes in the form are auto-saved roughly every 15 seconds, but it's always a good idea to **Save** the form as you go.

Practice Hours

Entering Practice Hours

It is usually the *student's* responsibility to complete practice hours. Any professional member of staff in the placement area who can verify the student's presence can sign off the hours.

To sign off the hours:

1. The student will show you the hours they need approved, either on the ePAD website or the mobile app.
2. Double check the hours you are being asked to sign off, including the **Activity Type**
3. Approve the hours using your full name and work e-mail address. This replaces your signature in the paper PAD.

Note: Every Monday, you will receive an e-mail confirming all the practice hours you approved in the previous week. If you think there has been a mistake, or you don't remember approving the hours, please raise this with the local practice education team or with the student's university. Contact details will be available in the e-mail you receive.

Checking and Changing Practice Hours

A Supervisor or Assessor may check the student's practice hours by clicking on the **Practice Hours** link in the **Part** page or **Placement** page, as shown below:



NURSING - PART 2 (updated a few seconds ago)
Students > Adam Tootle > ePAD (BSc Nursing) > NURSING - PART 2

Introduction
This Practice Assessment Document has been developed by the Pan London Practice Learning Group in collaboration with practice partners, academic staff, students and service users across the London Region.

Placement 1
1 Jun 2022 - 31 Aug 2022
Kent NHS Foundation Trust
Kent CHART

Placement 2
1 Nov 2022 - 31 May 2023
Part 2, Placement 2

Placement 3 (Retrieval)
Part 2, Placement 3 (Retrieval)

PRACTICE HOURS
NURSING - PART 2
37.5 / 750

Placement 1
Provider: Kent NHS Foundation Trust
Area: Kent CHART
Hours: 37.5/750

Placement 1 (updated a few seconds ago)
Students > Adam Tootle > ePAD (BSc Nursing) > NURSING - PART 2 > Placement 1

PROGRESS
Start: 1 Jun 2022 - End: 31 Aug 2022

START
The following forms need to be completed at the beginning of your placement.
Placement Orientation
Nominated Person
Initial Interview
Practice Assessor Allocation
Practice Supervisor Allocation

MID-POINT
The following forms need to be completed around the middle of your placement.
Professional Values in Practice - Mid-point (Part 2)
Mid-point Interview

FINAL
The following forms need to be completed by the end of your placement.
Professional Values in Practice - Final (Part 2)

You can also change any of the hours that have been entered by clicking on the record you want to change.

If you are not the person who originally made the record, you will also have to update the name and work e-mail for that record.

Practice hours (updated a few seconds ago)
Students > Adam Tootle > ePAD (BSc Nursing) > Practice hours

Total Hours
37.5 / 750
Add practice hours

Total Hours
40 / 280
Add practice hours

Kent NHS Foundation Trust
Stanhope Way (Kent Hospital)
Start: 1 Nov 2021 - End: 31 Mar 2022
Day Shift 26.5 hours | Night Shift 15.0 hours | Sickness 3 hours

Date	Hours (decimal)	Activity type	Approver name	Approver email
Fri 17/06/2022	7.5	Sickness	Sam Smith	samsmith@examp...
Tue 19/07/2022	7.5	Day Shift	Sam Smith	samsmith@examp...
Fri 15/07/2022	7.5	Day Shift	Sam Smith	sam.smith@examp...
Tue 05/07/2022	7.5	Day Shift	Sam Smith	sam.smith@examp...
Mon 27/06/2022	7.5	University added hours	shirley Jones	shirley.jones@nhs.uk
Fri 24/06/2022	7.5	Day Shift	SamSmith@examp...	samsmith@examp...
Fri 17/06/2022	7.5	Day Shift	Sam Smith	samsmith@examp...
Wed 18/05/2022	2	Sickness	ExampleSmith	Example.smith@ex...
Mon 16/05/2022	6	Day Shift	sam.smith	sam.smith@examp...
Sat 14/05/2022	9	Day Shift	Sam Smith	Smith.sam@examp...
Sun 27/03/2022	11.5	Night Shift	Ms Sam Smith	samsmith@examp...
Fri 25/03/2022	6	Day Shift	Paul Smith	paul.smith@examp...

Note: There is no option to “delete” placement hours. If you want to delete a record, simply set the hours to 0.

Some things to be aware of

- After 15 - 30 minutes of inactivity, you will be signed out. Remember to **Save progress** while completing the form.
- **Drafts are not shared.** If a student saves a draft on their account, you can only complete that form on their account.
- **Forms cannot be changed** by the student, assessor or supervisor once signed off.
- Form **deadlines are guidance** only - there is no penalty if you can't complete it on time.
 - All forms **must be completed by the end of the grace period**
- Your name and work e-mail address are the formal replacement for your signature.
 - Students should not use them without your presence (or explicit permission, if working remote).
 - You will receive confirmation e-mails of practice hours and forms entered with your e-mail. You must check these and alert the university of any mistakes or discrepancies.
- Forms must be completed and signed off by a person in the correct role in order to meet NMC validation requirements.
- There is no “counter-signing” as this isn't part of the NMC requirements.
- The role of the person who should be completing the form is stated in the introductory text of every form.