CHECKLIST FOR MORA

Mandatory = will not achieve stage of programme if not complete

Required = necessary for optimal placement experience/ student development

Optional = at the individual's discretion

Section	Mandatory, required or optional	Timing	Responsibility	Comments
About me	Optional	Recommended in first year of programme	Student	You are encouraged to complete this section if you have Occupational Health or DAS recommendations. Other sections relate to previous experience and learning styles.
Learning contract	Mandatory	Within first 2 weeks of first placement each year or when a new PA allocated	Student and PA	Essential for enabling PA access
Orientation	Required	Within first 2 weeks of a new placement	Student and PS	Online or paper proformas available
Initial meeting	Required	Within first 2 weeks of first placement each year	Student and PA	If a change in PA, record discussion in 'Record of meetings' section
Assessment planner	Required	During initial meeting and reviewed as needed	Student and PA	Important to plan meetings in a timely way
Learning plan	Required	Pre-placement, mid and end of each placement	Student (with input from PS/ PA/ ?AA)	Student-led document
Practice Episode Records	Mandatory	Throughout programme	Student complete; PS verify	Minimum 2 breastfeeding tools completed by practice submission deadline each year All numbers must be achieved by end of programme
Proficiencies	Mandatory	Complete by practice submission deadline each year	Student document evidence; PS verify	Student map evidence to other sections in MORA. Additional proficiencies in years 2 and 3.
Supervisor feedback	Mandatory	Ongoing throughout placement	PS	PA cannot determine achievement without evidence from PSs (at least 3 per section required)

Practice Assessor reviews 1&2	Required	Appropriate points in year	Student and PA	Formative discussions to ensure progress made and identify any concerns
Record of meetings/ periodic observation	Optional	As required	Anyone	Opportunity to record additional interactions
Evidence to support the achievement of proficiencies	Mandatory	Complete by practice submission deadline each year	Student upload contributions from self or others	Minimum 1 anonymised feedback from women/ families each year, signed by midwife/ registrant
	Mandatory	Must be uploaded to MORA prior to involvement in intravenous administration in practice in year 2 or 3.		Certificate of completion of full IV Therapy Passport module and assessment: https://learninghub.nhs.uk/Catalogue/IV-Therapy-Passport
	Mandatory	Complete by practice submission final year		Completed IV Therapy Passport Record of Achievement and Declaration of Practice and Transferable Skills
	Required	Ongoing throughout year		3X reflections each year
	Optional	Ongoing throughout year		Other evidence demonstrating ongoing development/ achievement
Summative Holistic Assessment	Mandatory	Complete by practice submission deadline each year	Student, PA mandatory discussion. AA must complete documents (attendance negotiable)	Meeting to be arranged in good time before summative assessment deadline

GENERAL PRINCIPLES

- Preferably use Google Chrome for optimum functionality
- Once invited and verified the **Learning Contract**, PA has unlimited access direct from own POPPI log-in
- Once invited, PS can record and view all sections (remember token expires after 30 days)
- All sections have separate “Save” and “Save and submit” buttons to enable editing prior to submission.
- Everybody can make data entries and “Save” but not “Submit” until the previous person has completed their section – so ensure sequential completion where possible.
- When a section is submitted it is locked but can be revoked by the person who submitted (except at the summative assessment point).
- When Practice Assessor submits, a notification email goes to Student and Academic Assessor.
- When Academic Assessor submits, a notification email goes to Practice Assessor and Student.

- Students are recommended to print off a few copies of 'Woman and family feedback forms', 'Practice supervisor comments', 'Template for Staff feedback', 'Breastfeeding Assessment Tool'. These and other templates/ guidance are in the **Proformas to print.**
- Any problems with functionality, contact powsupport@plymouth.ac.uk
- Refer to videos, user guide and guidance on the MORA screens for further information.

FURTHER EXPLANATION

For further guidance, including video and user guide, please see https://www.plymouth.ac.uk/student-life/your-studies/academic-services/poppi/midwifery-electronic-ongoing-record-of-achievement . Additional guidance is available on the home page and individual sections of the MORA.

1. **About me** (optional) in preparation for the year. You are encouraged to complete the section on 'Reasonable adjustments' if you have any specific requirements arising from Occupational Health or DAS reports. Please ensure that you discuss these with your personal tutor.

2**. Learning Contract** – student must 'sign' and identify PA name to enable them access prior to or within first 2 weeks of first placement of the year. PA will be unable to access the MORA directly until they verify the learning contract in response to the student invitation. They can then access at any time via their POPPI log-in.

3. **Orientation** (online or paper upload) – first day and complete within first week of new placement (only one needed per placement area unless major changes to the environment/ policies)

4. **Initial meeting** – student then PA (within first 2 weeks of first placement of the year)

5. **Assessment planner** – student and PA discuss during initial meeting (can add/ amend dates). Planned dates will automatically show on the relevant sections (PA review, summative assessment)

6. **Learning plan** – student responsibility. Use Proficiencies/ Needs Analysis and above discussions to inform. Review in collaboration with PS/PA. Update RAG rating. Develop new goals when appropriate. Minimum review start, mid and end of placement block.

7. **Practice Episode Records** (PS invitation at foot of new entry). Counters identify total verified as universal or additional care (both contribute to total episodes required; 40 additional care required across the maternal PERs). Can save draft until complete. *See links to 'Guidelines on completing the Practice Episode Records', 'Practice Episode Records requirements', 'Practice Episode Records examples'.*

8. **Proficiencies** (PS invitation button, student responsible for mapping evidence to Proficiencies/ other 'Evidence to support the achievement of proficiencies'/ PS comments – counters appear). Green ticks appear when verified – all must be complete at summative assessment point (PS responsible for verification although exceptionally the PA if evidence is available). Can choose to hide achieved proficiencies to reduce page content. *See link to 'Guidelines on completing the Proficiencies' at the top of the screen.*

9. **Practice supervisor feedback** (separate section; PS invitation button) – provide comments, confirm demonstration of professional values/ behaviours and award a descriptor – refer to 'Holistic Performance Descriptor' and can use words linked to the 'Practice Assessment Toolkit'. Need to include feedback and feed-forward and be

honest and accurate about level of performance in that placement. More comments = more guidance and evidence on which to draw (when graded in the final year, will also contribute to this). Online, but form can also be uploaded by the PS to this section or the student to 'Feedback from others' (in 'Evidence to support the achievement of proficiencies').

10. **Practice Assessor Reviews 1 and 2** – appropriate times during the year. Recommended during/ at end of first placement block and between the start of the final placement block and the summative assessment point. Formative checkpoints of progress and confirmation of date of next meeting. Any issues, contact AA and develop a **Progression Plan** if necessary (this section is only needed if there are problems with student progress).

11. **Record of meetings/ periodic observation** – available for any other meetings/ comments from others. Can include comments from AA including review of MORA/ meeting with student, PA comments if observing a short period of care, comments from staff eg: other professional groups (note a proforma is also available for this – can upload to 'Evidence to support the achievement of proficiencies')

12. **Evidence to support the achievement of proficiencies** – repository for other evidence with sub-sections; ensure anonymity of trust and service-user names:

- Workpacks or logs (optional)
- Reflections (minimum 3 per year required, structured and referenced)
- Feedback from others (upload eg: PS proformas, other staff, **woman and family feedback – the latter is mandatory**)
- Record of complementary placement experience (if in any non-maternity areas or wider experiences; include evidence of peer shadowing)
- Further evidence (student-led including certificates of attendance with brief summary of key learning; **to include mandatory elements identified on the table above**)
- Communications (direct communication with anyone with access to MORA – sends email and logged as audit trail)

13. **Summative Holistic Assessment** – must be complete before submission deadline. Student, PA and AA to negotiate whether AA attends the formal discussion. Student reflection then PA review during discussion; students can also document their learning from this discussion (not mandatory). Academic Assessor completes 'Summary of progress' at the time of/ after the summative holistic assessment (prior to Assessment Board). Proficiencies and Practice Episode Records will pre-fill according to counts at PA assessment submission – these will stay as a snapshot of the time of submission. If maintenance of expected professional behaviour has pre-filled as 'No' a box will appear for AA comment; it is expected that the PA will follow up on these prior to the summative holistic assessment meeting as they will need to decide whether this is 'historical' and the student has demonstrated appropriate progress and behaviour since, or whether they need to refer the student. Data entered by PA at summative assessment will also pre-fill. Summary of practice hours will link directly to POW summary. If not all academic modules achieved at that point, AA to comment that practice achieved and academic pending outcome from Assessment Board. All will be saved as a snapshot at time of AA submission.

A new set of 'Summative Holistic Assessment' will be triggered if the student is referred at the summative point. A **Progression Plan** must be initiated for review during the extended practice period.