

E-OAR Student Guide

Date Written	30 May 2017	Date Updated	2017-12-20
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Electronic Student Assessment e-OAR

To Login to e-OAR

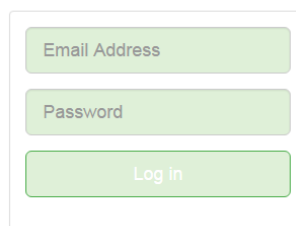
Now Do This ...

1. Click the hyperlink to access e-OAR online:

<https://arc.plymouth.ac.uk/eOAR>

2. The following page will appear:

**CONNECT
WITH
PLYMOUTH
UNIVERSITY**



Email Address


Password

Log in

3. In the Email Address box enter your university student number and next enter your Password. Click on the **Log in** button.

4. This will launch the introduction page:

**CONNECT
WITH
PLYMOUTH
UNIVERSITY**

 Your Name

Home Placements Action Plan Log Out

Introduction to the Ongoing Achievement Record

Placement List

BSc (Hons) Nursing Programme

Adult Nursing, Mental Health Nursing and Child Health Nursing

The Ongoing Achievement Record (OAR) is a record of your achievement in practice assessment throughout your pre-registration nursing education and is part of your Skills and Practice modules. This record enables you to demonstrate that you have met the Nursing and Midwifery Council (NMC) progression points and Standards of Competence for Pre-Registration Nursing Education (NMC 2010).

It is a mandatory requirement for you and your mentors to complete the OAR, the grade contributes to your overall degree.

Mandatory Training

The Programme requires all students to undertake mandatory training in a number of areas each year.

This will usually be provided by Plymouth University at the start of each academic year. Your attendance will be recorded on your POW record. Failure to undertake mandatory training will prevent you commencing placement.

Mandatory Requirements

- Moving and Handling
- Basic Life Support
- Safeguarding Vulnerable People and Children
- Mental Capacity Act
- Equity and Diversity

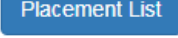
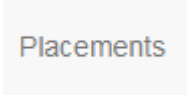
Placement Induction

When commencing placement it is a requirement that you complete the appropriate Placement Provider induction within the stipulated timeframe. This is arranged by you placement host.

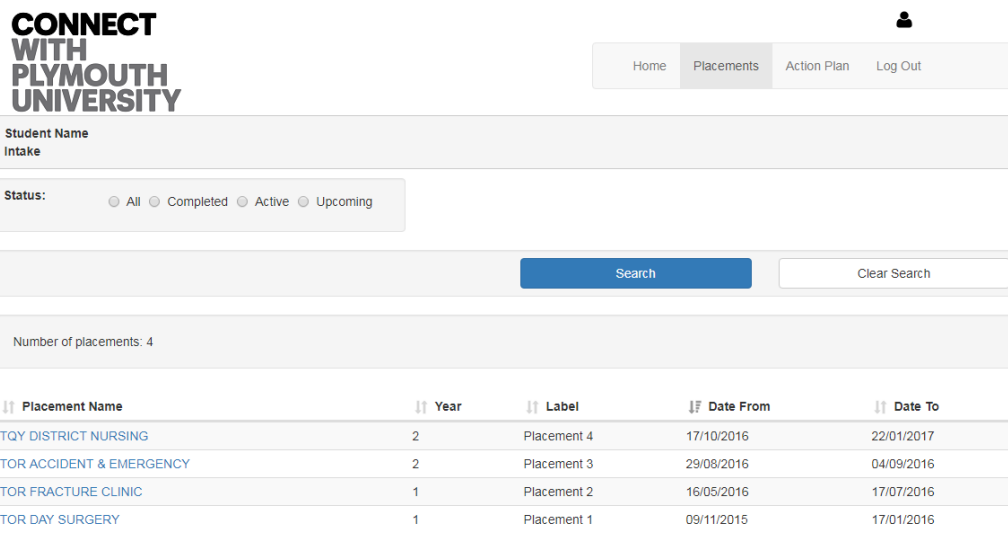
Creating the Development Plan

Now Do This ...

1. This section assumes you have logged on to the e-OAR system and you have the introduction page displayed as described in the section above.

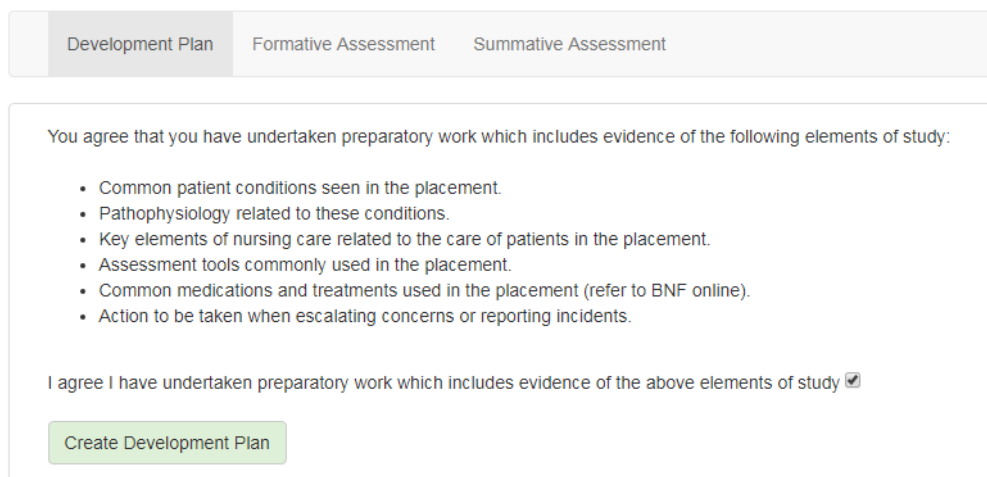
2. Click on either the **Placement List** button  or the Placements tab at the top right hand side of the screen. 

3. This will launch a screen displaying a list of your placements.



Placement Name	Year	Label	Date From	Date To
TQY DISTRICT NURSING	2	Placement 4	17/10/2016	22/01/2017
TOR ACCIDENT & EMERGENCY	2	Placement 3	29/08/2016	04/09/2016
TOR FRACTURE CLINIC	1	Placement 2	16/05/2016	17/07/2016
TOR DAY SURGERY	1	Placement 1	09/11/2015	17/01/2016

4. Click on the appropriate placement – this is likely to be at the top of the list. This will launch a page listing the elements of study.



You agree that you have undertaken preparatory work which includes evidence of the following elements of study:

- Common patient conditions seen in the placement.
- Pathophysiology related to these conditions.
- Key elements of nursing care related to the care of patients in the placement.
- Assessment tools commonly used in the placement.
- Common medications and treatments used in the placement (refer to BNF online).
- Action to be taken when escalating concerns or reporting incidents.

I agree I have undertaken preparatory work which includes evidence of the above elements of study

Create Development Plan

5. To create the Development Plan, you must tick the check box to agree that you have “undertaken preparatory work which includes evidence of the above elements of study”.

I agree I have undertaken preparatory work which includes evidence of the above elements of study

6. Once you have ticked the check box the **Create Development Plan** button will change from red to green becoming active. Click on the button.

Create Development Plan

7. This will launch the following screen:

Your development plan has not yet been submitted for approval.

Development Plan Date Created: 05/09/2017 Verified by:

Domain 1: Professional Values

Domain 2: Communication and Interpersonal Skills

Domain 3: Nursing Practice and Decision Making

Domain 4: Leadership, Management and Team Working

Save Request verification by Mentor

8. Click on each Domain in turn which will list the indicative guidance (no check box in the final column). There may also be optional values, which will have a check box displayed. After discussions with your Mentor, please tick any that are applicable.

Domain 2: Communication and Interpersonal Skills

Indicative Guidance	
Use a range of communication methods, including verbal, non-verbal and written, to acquire, interpret and record their knowledge and understanding of people's needs.	
Use therapeutic principles and effective communication to engage, maintain and, where appropriate, disengage from professional caring relationships, and always respect professional boundaries.	
Recognise opportunities to encourage health-promoting behaviour through education, role modelling and effective communication.	
Maintain accurate, clear and complete records, including the use of electronic formats where appropriate, using appropriate and plain language.	
Identify and complete wider patient activity and patient report evidence.	<input checked="" type="checkbox"/>

9. There is the option to add additional learning objectives. If required click on the **Add Custom Learning Objective**

Add Custom Learning Objective

10. Type the learning objective information in the green text box.

Type the necessary text here

11. Click on the **Add** button.

Add

12. Tick the check box next to the Custom Learning Objective added.

Type the necessary text here

Remove



13. If necessary, you can add further custom learning objectives following the same process.

Type the necessary text here

Remove



Second Custom Learning Objective

Remove



14. If you wish to delete a custom learning objective click on the **Remove** button on the right hand side of the row.

Remove

15. Complete the text box below the section **How am I going to meet the criteria on this placement?**

How am I going to meet the criteria on this placement?

Type the necessary text here



Tips ...

At any point you can click on the Save button in the bottom left hand corner to save the Development Plan. It is a good idea to save regularly.

Save



Tips ...

The Request verification by Mentor button will remain red until you have saved your changes.

Request verification by Mentor

16. Continue completing the development plan and when ready click on the **Request verification by Mentor** button.

Request verification by Mentor

17. A message box will appear asking you to **select your mentor(s)** from the list. Drag and drop each mentor to the selected box.

You are about to request approval of your development plan for:
DER ACCIDENT & EMERGENCY
Please select your mentor/s from the list below by dragging them to the selected box

Available	Selected
Lois Griffin	
Peter Griffin	

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
[No, take me back to the development plan](#)
[OK, request approval for this development plan plan.](#)

NB: Only active mentors attached to the placement host will appear in this box. **You must work a minimum of 40% of your time with an active mentor.**

You might be with working with an associate mentor or buddy mentor but if they are not a fully qualified mentor, they cannot sign off your OAR and will not appear in the box.

If the person you think is your mentor, is not in the box, speak to them first. For further assistance, please email poppi@plymouth.ac.uk.

18. Once you have moved your mentor(s), select the **Request verification by Mentor** button.

You are about to request approval of your development plan for:
DER ACCIDENT & EMERGENCY
Please select your mentor/s from the list below by dragging them to the selected box

Available	Selected
Peter Griffin	Lois Griffin

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
[No, take me back to the development plan](#)
[OK, request approval for this development plan plan.](#)

19. The banner near the top of the page will change from:

Your development plan has not yet been submitted for approval.

to

Your development plan has been locked because it is currently awaiting approval.

20. A message will appear in the top right hand corner of the screen indicating that approval has been requested and the Mentor has been notified.

21. You will not be able to make any changes to the Development Plan for the time being.

22. Once the development plan has been approved, you will receive a notification informing you of this and the banner above the plan will be similar to that shown below:

Your development plan has been locked because it has been approved by Griffin, Lois, Mrs on 19/09/2017 . You can unlock the development plan however, once unlocked, you will have to resubmit for approval.

Unlock Development Plan

23. The Mentor's name will appear alongside the text "Verified by:".

Rejection of Development Plan

Now Do This ...

1. If the Mentor rejected your Development Plan, you will receive notification of this and the banner at the top of the plan will indicate that it has been rejected.

Development Plan Formative Assessment Summative Assessment

Your development plan has been locked because it has been rejected by Griffin, Lois, Mrs on 19/09/2017 . You can unlock the development plan however, once unlocked, you will have to resubmit for approval.

Unlock Development Plan

2. N.B. We have requested additional functionality for the Mentor to be able to add a comment explaining why the plan was rejected.

3. Click on the **Unlock Development Plan** button.

Unlock Development Plan

4. This will launch a screen similar to the one below warning that the plan will need to be submitted for approval again.

You are about to unlock your development plan for:
TQY DISTRICT NURSING
Your development plan has been locked because it was rejected by **Griffin, Lois, Mrs** on 19/09/2017
Are you sure you want to unlock your development plan?

WARNING: Once you unlock the development plan it will need to be approved again.

No, I do not want to unlock the development plan.
[Take me back to the development plan.](#)

[OK, unlock the development plan.](#)

5. Click on the **OK, unlock the development plan** button if you wish to unlock it. You will now be able to amend the plan and submit for approval again. The banner at the top of the development plan will change to the following:

Your development plan has not yet been submitted for approval.

6. If you do not wish to unlock the plan, click on the link **Take me back to the development plan** which is below the sentence “No, I do not want to unlock the development plan”.

No, I do not want to unlock the development plan.

[Take me back to the development plan.](#)

7. If you have chosen to unlock the development plan, make the necessary changes, **Save** the plan, select your mentor(s) and resubmit it by clicking on the **Request verification by Mentor** button.

8. The banner above the plan will change to indicate it has been locked and is awaiting approval.

Your development plan has been locked because it is currently awaiting approval.

Amending a Development Plan after Approval



Now Do This ...

1. If you wish to amend the Development Plan after it has been approved by the Mentor, click on the **Unlock Development Plan** button.

Unlock Development Plan

2. This will launch a screen similar to the one below warning that the plan will need to be submitted for approval again.

You are about to unlock your development plan for:

TQY DISTRICT NURSING

Your development plan has been locked because it was rejected by **Griffin, Lois, Mrs** on 19/09/2017

Are you sure you want to unlock your development plan?

WARNING: Once you unlock the development plan it will need to be approved again.

No, I do not want to unlock the development plan.

[Take me back to the development plan.](#)

OK, unlock the development plan.

3. Click on the **OK, unlock the development plan** button if you wish to unlock it. You will now be able to amend the plan and submit for approval again. The banner at the top of the development plan will change to the following:

Your development plan has not yet been submitted for approval.

4. If you do not wish to unlock the plan, click on the link **Take me back to the development plan** which is below the sentence “No, I do not want to unlock the development plan”.

No, I do not want to unlock the development plan.

[Take me back to the development plan.](#)

5. If you have chosen to unlock the development plan, make the necessary changes, **Save** the plan, **select your mentor(s)** and resubmit it by clicking on the **Request verification by Mentor** button.

6. The banner above the plan will change to indicate it has been locked and is awaiting approval.

Your development plan has been locked because it is currently awaiting approval.

Formative Assessment



Now Do This ...

1. Launch the e-OAR for your current placement as described earlier.

2. To create the Formative Assessment, click on the **Formative Assessment** tab.

Formative Assessment

3. The following page will be displayed:

Verified by:

Show Grading Grid

	Score 0-100%	Student Comments
Professional Values ?	0	
Communication and Interpersonal Skills ?	0	
Nursing Practice and Decision Making ?	0	
Leadership, Management and Team Working ?	0	

Student Name: _____ Date: _____

Save Submit

4. If you require more information about the grading system click on the **Show Grading Grid** button. This will launch the Grading Guidance page.

Show Grading Grid

5. For each of the sections undertake a self-assessment and record a score. There is also a text box to record your comments.

Verified by:

Show Grading Grid

	Score 0-100%	Student Comments
Professional Values ?	68	Student comment 1
Communication and Interpersonal Skills ?	65	Student comment 2
Nursing Practice and Decision Making ?	68	Student comment 3
Leadership, Management and Team Working ?	62	Student comment 4

Student Name: _____ Date: _____

Save Submit

6. Click on the **Save** button.

Save

7. There is no need to complete the Student Name or Date field as this will be populated automatically once it has been submitted, so leave this blank.

Student Name:

Date:

8. If you need to amend any of the information, make the changes and click on the save button again.

9. Once the assessment has been saved the **Submit** button will change from red to green. If you are ready to submit it click on this button.

Submit

10. A message box will appear asking you to **select your mentor(s)** from the list. Drag and drop each mentor to the selected box. Select the **Request verification by Mentor** button.

You are about to request approval of your formative assessment for:

NDD ENDOSCOPY UNIT

Please select your mentor/s from the list below by dragging them to the selected box

Available	Selected
Ryan Cole	Lois Griffin

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

[No, take me back to the formative assessment](#)

[OK, request approval for this formative assessment plan.](#)

NB: Only active mentors attached to the placement host will appear in this box. **You must work a minimum of 40% of your time with an active mentor.**

You might be working with an associate mentor or buddy mentor but if they are not a fully qualified mentor, they cannot sign off your OAR and will not appear in the box.

If the person you think is your mentor, is not in the box, speak to them first. For further assistance, please email poppi@plymouth.ac.uk.

11. A message will be displayed in the top right hand corner of the screen indicating that approval has been requested and the Mentor has been notified.

Action Plan

If the Mentor has identified some areas for improvement during the formative assessment they will use the action plan to help you focus on improving key elements of your practice.

Now Do This ...

1. Click on the Action Plan menu item near the top right hand side of your screen.

Action Plan

2. This will launch the Action Plan screen listing various actions required and a deadline date for each one. The list is for only for viewing and is not editable by you.

Placement	Issue	Action Required	Deadline	Date Created	Completed
TQY DISTRICT NURSING	Improvement required	Action	12/09/2017	25/09/2017 10:19:33	✘
TQY DISTRICT NURSING	Improvement 2	Action 2	19/10/2017	25/09/2017 10:18:44	✘

3. You can narrow down the list of actions using the search functionality above the Action Plan.

Deadline Date From:

Deadline Date To:

Show:

All

Completed

Uncompleted

4. When your Mentor has agreed that you have completed the necessary action/s and they have marked them as completed the Action Plan will look similar to the screen shot below, i.e. any completed actions will now have a tick in the completed column:

Placement	Issue	Action Required	Deadline	Date Created	Completed
TQY DISTRICT NURSING	Improvement required	Action	12/09/2017	25/09/2017 10:19:33	✔
TQY DISTRICT NURSING	Improvement 2	Action 2	19/10/2017	25/09/2017 10:18:44	✘

- Double clicking on either the tick, or the cross, in the completed column expands the plan to show completed action comments and the name of the Mentor who marked it as complete:

Placement	Issue	Action Required	Deadline	Date Created	Completed
TQY DISTRICT NURSING	Improvement required	Action	12/09/2017	25/09/2017 10:19:33	✓
Completed action comments: Satisfactorily completed <input type="button" value="Mark as Complete"/>					
Name: Griffin, Lois, Mrs				Date: 25/09/2017	
TQY DISTRICT NURSING	Improvement 2	Action 2	19/10/2017	25/09/2017 10:18:44	✗

- Click on another menu item to exit the Action Plan screen.

Summative Assessment

Now Do This ...





- Launch the e-OAR for your current placement as described earlier.
- To create the Summative Assessment, click on the **Summative Assessment** tab.

Summative Assessment





- The following page will be displayed:

Verified by:

Summative Assessment

Assessment	Forms of Evidence	PASS/ REFER	Grade
Professional Values 	<input type="button" value="Please Select"/> <input type="button" value="Please Select"/> <input type="button" value="Please Select"/>		0
Communication and Interpersonal Skills 	<input type="button" value="Please Select"/> <input type="button" value="Please Select"/> <input type="button" value="Please Select"/>		0
Nursing Practice and Decision Making 	<input type="button" value="Please Select"/> <input type="button" value="Please Select"/> <input type="button" value="Please Select"/>		0
Leadership, Management and Team Working 	<input type="button" value="Please Select"/> <input type="button" value="Please Select"/> <input type="button" value="Please Select"/>		0
Total percentage for Placement			0%
Night Duty/Twilight shifts worked:			<input type="text" value="0"/>
Student Declaration: I hereby confirm I have uploaded the relevant evidence that has been presented to my mentor to my e-portfolio including <input type="text" value="0"/> Service User reports			

- Select the 3 forms of evidence for each of the assessment sections button. The screen will look similar to the one shown below:

Assessment	Forms of Evidence
Professional Values 	<input type="text" value="Direct Observation (DO)"/> <input type="text" value="Reflection (R)"/> <input type="text" value="Questioning, oral or written (Q)"/>
Communication and Interpersonal Skills 	<input type="text" value="Direct Observation (DO)"/> <input type="text" value="Reflection (R)"/> <input type="text" value="Reports / Statements from others (RO)"/>
Nursing Practice and Decision Making 	<input type="text" value="Direct Observation (DO)"/> <input type="text" value="Reflection (R)"/> <input type="text" value="Evidence of products of the student's work (EW)"/>
Leadership, Management and Team Working 	<input type="text" value="Direct Observation (DO)"/> <input type="text" value="Reflection (R)"/> <input type="text" value="Reports / Statements from others (RO)"/>

 Tips ...

Please continue to upload your work to Pebble-Pad in the usual manner.

5. Amend the field labelled **Night Duty/Twilight shifts worked** to show the number worked during this placement. For example:

Night Duty/Twilight shifts worked:

6. Indicate the number of **Service User reports** uploaded in the **Student Declaration** section. For example:

Student Declaration: I hereby confirm I have uploaded the relevant evidence that has been presented to my mentor to my e-portfolio including Service User reports

Student Name _____ Date: _____

7. There is no need to enter your name or a date as this will be populated automatically.

8. Click on the **Save** button.

9. If you wish to amend the Summative Assessment, make the changes and **Save** again.

10. If you wish you can add a comment to the Summative Assessment, in the **Student Comments** box.

Student Comments

Student comment here

11. Once you have entered the comment click on the **Save** button.

12. When complete, click on the **Submit** button.

Submit

13. A message box will appear asking you to **select your mentor(s)** from the list. Drag and drop each mentor to the selected box. Select the **Request verification by Mentor** button.

You are about to request approval of your summative assessment for:
NDD ENDOSCOPY UNIT

Please select your mentor/s from the list below by dragging them to the selected box

Available	Selected
Ryan Cole	Lois Griffin

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

[No, take me back to the summative assessment](#)

[OK, request approval for this summative assessment plan.](#)

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You might be with working with an associate mentor or buddy mentor but if they are not a fully qualified mentor, they cannot sign off your OAR and will not appear in the box.

If the person you think is your mentor, is not in the box, speak to them first. For further assistance, please email poppi@plymouth.ac.uk.

14. Your Mentor will be notified that you have submitted the Summative Assessment.

15. If your Mentor rejects the Summative Assessment, make the necessary changes, save and then resubmit it.

16. There is the option for the Mentor and Personal Tutor to add comments to the Summative Assessment and you will be notified of this. The section below the Summative Assessment will look similar to the screen shot shown below:

Mentor/ Tutor Comments

Comment	Name	Date
Mentor comment here	Griffin, Lois, Mrs	25/09/2017
Tutor comment here	Mr Charlie Brown	25/09/2017

Logging Out

 Now Do This ...

1. When you wish to close the e-OAR system, click on the **Log Out** menu item at the top right hand side of the screen.

Log Out

Help and Support

For any help and support, please contact POPPI.

System Support: poppi@plymouth.ac.uk