

E-OAR Mentor Guide

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

To Login to e-OAR

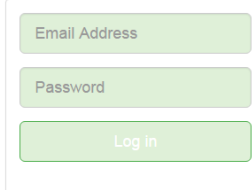
Now Do This ...

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

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

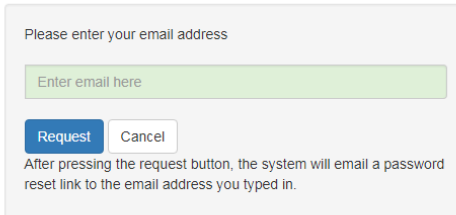
3. If you already have a login, enter your **Email Address** and next enter your **Password**. Click on the **Login** button.

4. If you do not already have an eOAR login, click on the forgotten password link underneath the login button.

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

5. The following page will appear. Enter your email address and press request. This will send you an email, either to tell you a password has been generated for you, or if you already have been set up, this will email you a password reminder.

Password Reminder



Please enter your email address

Enter email here

[Request](#) [Cancel](#)

After pressing the request button, the system will email a password reset link to the email address you typed in.

6. Once logged in, this will launch the introduction page:

CONNECT WITH PLYMOUTH UNIVERSITY

Home Students Action Plan Log Out

Your name

Student List

Introduction to the Ongoing Achievement Record

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

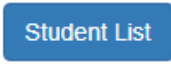
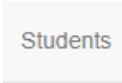
Placement Induction

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.

Nursing and Midwifery Council (NMC) Requirements

Searching for a Student

Now Do This ...

1. Once you have the introduction page displayed, as described above, click on either the **Student List** button  or the **Students** tab at the top right hand side of the screen. 

2. This will launch a screen displaying a list of the students:

Surname:

Forename:

Student ID:

Status: Active Deactive All

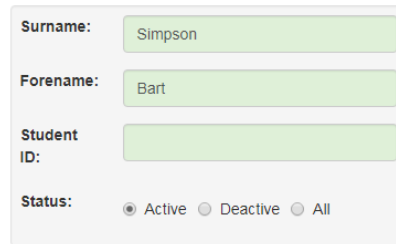
Filters

Number of students: 9

Student Name	Current Year	Discipline
Boop, Betty, Mrs	0	Nursing
Carroll, Eric, Mr	0	Nursing
Fletcher, Mr	0	Nursing
Kitty, Hello, Miss	0	Nursing
McGee, Mr	0	Nursing
Mouse, Mickey, Mr	0	Nursing
Mouse, Minnie, Miss	0	Nursing

NB: Only active mentors on the PEP mentor register can be linked to students. If you are unable to see your student, this will either be because they haven't submitted the development plan yet (so therefore haven't linked you), or because you are not an active mentor on the PEP mentor register. For further assistance, please email poppi@plymouth.ac.uk

3. Either click on the appropriate student in the list or you can use the search functionality by entering any of the following information: Surname; Forename; Student ID. For example:



The screenshot shows a search form with the following fields and options:

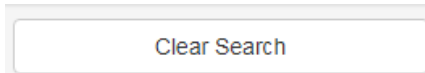
- Surname: Simpson
- Forename: Bart
- Student ID: (empty)
- Status: Active Deactive All

Next click on the Search box



This will narrow the list of students.

4. If you wish to clear your search to list all of the students again, click on the Clear Search button.



Viewing, Verifying or Rejecting a Development Plan

 Now Do This ...

1. After locating the required student as described in the section above, click on the student's name.

NB: Only active mentors on the PEP mentor register can be linked to students. If you are unable to see your student, this will either be because they haven't submitted the development plan yet (so therefore haven't linked you), or because you are not an active mentor on the PEP mentor register. For further assistance, please email poppi@plymouth.ac.uk

2. This will list the student's placements. Click on the appropriate one – this is likely to be at the top of the list.

Number of placements: 4

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	29/09/2016	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

3. You will now see the student's Development Plan. Click on each of the domains in turn:

- Indicative guidance will be listed first with no check box in the right hand column;
- If appropriate there will be optional guidance details listed and the student may or may not have ticked these after consultation with you;
- The student also has the option of adding agreed custom learning objectives;
- The student should have entered how they will meet the criteria on the placement.

See example screen shot below:

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

Domain 1: Professional Values

Indicative Guidance	
Practice honestly and with integrity, applying the principles of The Code Professional Standards of Practice and behaviour for nurses and midwives (2015).	
and within other recognised ethical and legal frameworks	
Work within current legislation and apply this to all service users, paying particular attention to the protection of vulnerable people.	
Practice in a holistic, non-judgmental, caring and sensitive manner.	
Respect individual rights to confidentiality and keep information secure in accordance with the law and relevant ethical and regulatory frameworks, sharing personal information with others only in the interests of safety and protection.	
Work in partnership with service users, carers, families and groups, where relevant, to recognise risk, promote health, wellbeing and choice.	
Identify and complete wider patient activity and patient report evidence.	<input checked="" type="checkbox"/>
Student has added this custom learning objective	<input checked="" type="checkbox"/>

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

This is information added by the student to indicate how they will meet the criteria on this placement

4. Review the information and if all correct click on the **Verify** button.

Verify

5. The screen will display a message similar to the one below:

You are about to Verify Simpson, Bart, Mr's development plan for:

TQY DISTRICT NURSING

Are you sure you want to Verify the development plan?

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

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

OK, Verify the development plan.

6. Click on the **OK, Verify the development plan** button if the plan is correct. A message will be displayed in the top right hand corner of the screen indicating that it has been successfully approved and the student notified. The plan will display the your name alongside the text "Verified by:".

7. If you do not want to continue with the verification, click on the link **Take me back to the development plan** which is below the sentence "No, I do not want to Verify the development plan".

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

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

8. If you wish to reject the development plan, click on the **Reject** button.

Reject

9. The screen will display a message similar to the one below:

You are about to Reject Simpson, Bart, Mr's development plan for:

TQY DISTRICT NURSING

Are you sure you want to Reject the development plan?

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

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

OK, Reject the development plan.

10. Click on the **OK, Reject the development plan** button if you wish to reject it. A message will be displayed in the top right hand corner of the screen indicating that it has been successfully rejected and the student notified.

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

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

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

12. N.B. We have requested additional functionality for the ability to add a comment explaining why the plan was rejected.

13. If you reject the development plan the student will need to make the necessary amendments and re-submit for approval.

14. Once the plan has been verified by you the Verify and Reject buttons will be red.

Verify

Reject

15. The Verify and Reject buttons will only change back to green if the student makes any subsequent changes to the plan. In this instance you will receive another notification that it is necessary to approve the plan, i.e. either verify or reject it.

Formative Assessment



Now Do This ...

1. You will receive a notification email when a student has submitted their Formative Assessment.

NB: Only active mentors on the PEP mentor register can be linked to students. If you are unable to see your student, this will either be because they haven't submitted the formative assessment yet (so therefore haven't linked you), or because you are not an active mentor on the PEP mentor register. For further assistance, please email poppi@plymouth.ac.uk

2. To view the assessment, logon to the system, find and select the appropriate student and select their current placement.

3. Click on the **Formative Assessment** tab.

Formative Assessment

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. The first assessment section will display the student's self-assessment and comments.

Show Grading Grid

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

Student Name: Simpson, Bart, Mr Date: 19/09/2017

6. Click on the Verify button below the student's assessment to indicate you have viewed the information.

Verify

7. In the lower assessment, complete the scores for each section adding comments if applicable.

	Score 0-100%	Mentor Comments
Professional Values ?	68	Mentor comment 1
Communication and Interpersonal Skills ?	72	Mentor comment 2
Nursing Practice and Decision Making ?	68	Mentor comment 3
Leadership, Management and Team Working ?	65	Mentor comment 4

Save

8. Click the **Save** button.

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

Mentor Name:

Date:

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

Action Plan

If there are concerns identified during the formative assessment use the action plan to help the student focus on improving key elements of their practice.

 Now Do This ...

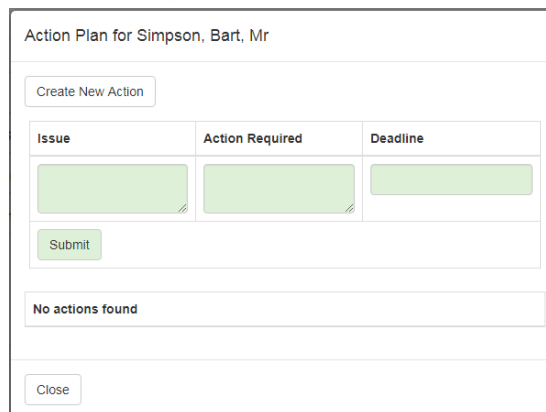
1. To do this click on the Show Action Plan button.

Show Action Plan

2. Next click on the Create New Action button.

Create New Action

3. This will launch the following screen:



Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline
<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

No actions found

Close

4. Complete the **Issue** and **Action Required** fields. Clicking in the Deadline field launches a calendar for you to select a date.

Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline
Improvement required	Action	12/10/2017
Submit		

5. Click on the **Submit** button.

Submit

6. You can add further options by following steps 2 – 5 above, ensuring you submit the action created.

Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline
Improvement 2	Action 2	19/10/2017
Submit		

Issue	Action Required	Deadline	Date Created	Completed
Improvement required	Action	12/10/2017	25/09/2017	✘

Close

7. Once you have finished adding the required actions, click on the **Close** button to close the Action Plan screen.

8. Providing the assessment has been saved the **Submit** button at the bottom right hand side of the screen will change from red to green. If you are ready to submit it click on this button.

Submit

9. A message will be displayed in the top right hand corner of the screen indicating that the student has been notified.

10. When the student has completed the necessary actions, launch the Action Plan by clicking on the **Show Action Plan** button in the student's Formative Assessment.

Show Action Plan

11. This will launch the Action Plan screen for that student.

Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline	Date Created	Completed
Improvement required	Action	12/09/2017	25/09/2017	✘
Improvement 2	Action 2	19/10/2017	25/09/2017	✘

Close

12. Double click on the red cross against the appropriate action and this expands the screen allowing you to enter a comment and mark the action as complete.

Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline	Date Created	Completed
Improvement required	Action	12/09/2017	25/09/2017	✘
Completed action comments: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>				
<p>Mark as Complete</p> <p>Name: _____ Date: _____</p>				
Improvement 2	Action 2	19/10/2017	25/09/2017	✘

Close

13. The screen will now look similar to the one below:

Action Plan for Simpson, Bart, Mr

Create New Action

Issue	Action Required	Deadline	Date Created	Completed
Improvement required	Action	12/09/2017	25/09/2017	✓
Improvement 2	Action 2	19/10/2017	25/09/2017	✗


Close

14. Once you have finished marking actions as complete, click on the Close button to close the Action Plan screen.

15. Click on the Submit button at the bottom of the Formative Assessment.

Submit

Summative Assessment

 Now Do This ...

- You will receive a notification email when a student has submitted their Summative Assessment.

NB: Only active mentors on the PEP mentor register can be linked to students. If you are unable to see your student, this will either be because they haven't submitted the summative assessment yet (so therefore haven't linked you), or because you are not an active mentor on the PEP mentor register. For further assistance, please email poppi@plymouth.ac.uk

- To view the assessment, logon to the system, find and select the appropriate student and select their current placement.
- Click on the **Summative Assessment** tab.

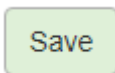
Summative Assessment

- The student should have entered the Forms of Evidence for each assessment area, the number of Night Duty/Twilight shifts worked and the number of Service User reports uploaded. The screen should look similar to the one shown below:

Assessment	Forms of Evidence	PASS/ REFER	Grade
Professional Values ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Questioning, oral or written (Q) 	Please Select ▼	0 ▼
Communication and Interpersonal Skills ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Reports / Statements from others (RO) 	Please Select ▼	0 ▼
Nursing Practice and Decision Making ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Questioning, oral or written (Q) 	Please Select ▼	0 ▼
Leadership, Management and Team Working ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Reports / Statements from others (RO) 	Please Select ▼	0 ▼
Total percentage for Placement			0%
Night Duty/Twilight shifts worked:			4
Student Declaration: I hereby confirm I have uploaded the relevant evidence that has been presented to my mentor to my e-portfolio including 3 Service User reports			
Student Name Simpson, Bart, Mr			Date: 25/09/2017

5. Complete the **Pass/Refer** and **Grade** fields for each of the assessment sections. Do not complete the Total percentage for Placement field as this will be populated automatically when you save the assessment.

Assessment	Forms of Evidence	PASS/ REFER	Grade
Professional Values ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Questioning, oral or written (Q) 	PASS ▼	65 ▼
Communication and Interpersonal Skills ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Reports / Statements from others (RO) 	PASS ▼	62 ▼
Nursing Practice and Decision Making ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Questioning, oral or written (Q) 	PASS ▼	68 ▼
Leadership, Management and Team Working ?	<ul style="list-style-type: none"> Direct Observation (DO) Reflection (R) Reports / Statements from others (RO) 	PASS ▼	62 ▼
Total percentage for Placement			0%



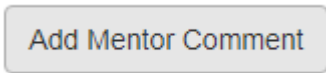
6. Click on the **Save** button.

7. You will now see that the total percentage has been calculated.

8.

Total percentage for Placement	64%
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9. If necessary, enter a comment. To do so, click on the **Add Mentor Comment** button.



10. Type your comment in the green comment text box.

Mentor/ Tutor Comments

Add Mentor Comment

Comment

Mentor comment here

Submit

11. Click on the **Submit** button.

Submit

12. Verify or Reject the Summative Assessment by clicking on the appropriate button.

Verify

Reject

13. If you click on the Reject button the following screen will be displayed:

You are about to Reject Simpson, Bart, Mr's summative assessment for:

TQY DISTRICT NURSING

Are you sure you want to Reject the summative assessment?

No, I do not want to Reject the summative assessment.

[Take me back to the summative assessment.](#)

OK, Reject the summative assessment.

16. Click on the OK, Reject the summative assessment button if you wish to reject it. A message will be displayed in the top right hand corner of the screen indicating that it has been successfully rejected and the student notified.

17. If you do not want to reject the assessment, click on the link Take me back to the summative assessment which is below the sentence "No, I do not want to Reject the summative assessment".

No, I do not want to Reject the summative assessment.

[Take me back to the summative assessment.](#)

14. If you wish to verify the student's Summative Assessment, either initially or after amendment/s, click on the Verify button. The following screen will be displayed:

You are about to Verify Simpson, Bart, Mr's summative assessment for:

TQY DISTRICT NURSING

Are you sure you want to Verify the summative assessment?

No, I do not want to Verify the summative assessment.

[Take me back to the summative assessment.](#)

[OK, Verify the summative assessment.](#)

18. Click on the OK, Verify the summative assessment button to verify. A message will be displayed in the top right hand corner of the screen indicating that it has been successfully approved and the student notified. The assessment will display the your name alongside the text "Verified by:".

19. If you do not want to continue with the verification, click on the link Take me back to the summative assessment which is below the sentence "No, I do not want to Verify the summative assessment".

No, I do not want to Verify the summative assessment.

[Take me back to the summative assessment.](#)

15. The student and their Personal Tutor can add a comment to the Summative Assessment. For example:

Mentor/ Tutor Comments

Add Mentor Comment

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

Student Comments

Student comment here

Save

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