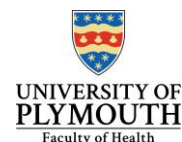


## Check list guidance for using the Electronic Practice Assessment Document (ePAD)



Please note the week numbers are applicable for an 8 week placement. Please adjust accordingly for different length placement blocks.

CHECKLIST	Discussed and agreed with learner/dates
<b>DAY 1</b>	
<ul style="list-style-type: none"> <li>• Inform student who will be their Lead Practice Supervisor/s and Practice Assessor/s</li> <li>• Complete orientation checklist on e-PAD and any necessary local inductions on first day.</li> <li>• Student submits orientation to either the Practice Supervisor or Practice Assessor to approve</li> <li>• Arrange first initial interview date</li> <li>• Set Ground rules for students</li> </ul>	
<p><b><u>ANY CONCERNS OR SUPPORT REQUIRED</u></b></p> <p><b>Always contact your Personal Tutor and Placement Practice Educators.</b></p>	
<b>Week 1</b>	
<ul style="list-style-type: none"> <li>• Complete initial interview with Practice Assessor (this can be delegated to lead practice supervisor)</li> <li>• Complete Learning Plan (student task then submit to Practice Supervisor or Practice Assessor to approve)</li> <li>• Identify proficiencies which can be achieved on placement</li> <li>• Discuss evidence (see below) required to sign off proficiencies and ePAD</li> <li>• Identify learning opportunities</li> <li>• Set date for Formative and Summative assessment</li> <li>• Set dates for assessment of Episodes of Care and/or Medicines management (give opportunity to complete formative prior to final summative assessment)</li> </ul>	
<b>Week 3-4 PRACTICE ASSESSOR</b>	
<ul style="list-style-type: none"> <li>• Midpoint interview (formative) look at evidence gathered so far</li> <li>• Student to complete self-assessment</li> <li>• Practice Assessor discuss student's self-assessment and complete feedback</li> <li>• Plan for completion of proficiencies, learning plan, review evidence</li> <li>• Complete formative for Episodes of Care/Medicines Management and student to complete reflection on ePAD</li> <li>• Practice Assessor to complete feedback on ePAD</li> <li>• <b>ENSURE ALL BOXES ARE COMPLETED</b></li> </ul>	

<ul style="list-style-type: none"> <li>• Submit Midpoint interview and any formatives undertaken for Episodes of Care or Medicines Management</li> <li>• Action plan to be completed if required (contact Academic Assessor)</li> <li>• Mark any assessment of proficiencies as Achieved Yes or No and include the date the assessment took place</li> <li>• Note if a student does not undertake an assessment leave it as blank. Marking it as Achieved No indicates the student failed the assessment rather than not undertaking it</li> </ul> <p><b>REMINDER- SUPERVISORS CAN SIGN OFF PROFICIENCIES</b></p>	
<b>Week 4-7 PRACTICE ASSESSOR</b>	
<ul style="list-style-type: none"> <li>• Complete summative assessment of Episodes of care/Medicines management</li> </ul>	
<b>Week 7-8 (final week) PRACTICE ASSESSOR</b>	
<ul style="list-style-type: none"> <li>• Final interview (summative) as per Midpoint self-assess and feedback</li> <li>• Student needs to have completed their reflections on Episodes of Care/Medicines Management</li> <li>• Review all evidence linking theory to practice</li> <li>• Ensure all proficiencies that have been met are signed as YES/NO</li> <li>• Practice Assessor to complete feedback and complete OAR</li> </ul>	
If end of part (Year – after both placements) Practice Assessor to complete end of part section in OAR	

### Examples of evidence for proficiencies and NMC Code

- Reflections
- Questioning and answers
- Elsevier (on line training)
- Peer assessment
- Patient feedback (proforma's on PAD)
- Anonymised Care plans you have developed
- Skills workbooks
- Projects/essays
- Peer teaching
- A review of Journals /articles/books/evidence of research (how they relate)
- A review of Guidelines/Protocols/Policies (how they relate)
- Evidence of Continued Practice Development/Study days
- Simulation

## Summary for each Placement:

ePAD Section	User/Task	
Orientation	<b>Student</b> check and submit.	
Orientation	<b>Practice Supervisor</b> or <b>Practice Assessor</b> mark as seen.	
Initial Interview	After liaising with <b>Practice Supervisor</b> or <b>Practice Assessor</b> <b>Student</b> update section with identified learning and development needs and the agreed learning plan.	
Initial Interview	<b>Student:</b> after completing student submits to <b>Practice Supervisor</b> or <b>Practice Assessor</b> .	
Initial Interview	<b>Practice Supervisor</b> or <b>Practice Assessor</b> verifies the initial interview or sends it back to the student to amend and submit again.	
Mid-point Interview	<b>Student</b> completes self-assessment reflections and submits to <b>Practice Assessor</b> .	
Mid-point Interview	<b>Practice Assessor</b> to mark all <b>Professional Values</b> as achieved yes or no, adds <b>comments</b> and submits.	
Mid-point Interview	<b>Student</b> if appropriate identify any learning and development needs and submit to Practice Assessor.	
Mid-point Interview	If student has added learning and development needs, <b>Practice Assessor</b> to approve or reject.	
Final Interview	<b>Student</b> completes self-assessment reflections and submits to <b>Practice Assessor</b> .	
Final Interview	<b>Practice Assessor</b> to mark all <b>Professional Values</b> as achieved yes or no, adds <b>comments</b> and submits.	
Final Interview	If necessary <b>Practice Assessor</b> to identify specific areas to take forward to the next placement and <b>submits</b> Final Interview.	
OAR	At the end of each placement the OAR will display the outcome for professional values (Final Interview), Episodes of Care, and Medicines Management. <b>Practice Assessor</b> add comments in the "Summary of student's strengths and areas for further development" text box. The overview of whether different sections have been achieved, not achieved or not attempted will default according to results in those ePAD sections. Check this overview and submit the OAR.	
OAR	<b>Academic Assessor:</b> add comments/review of the PAD and submit the OAR.	

## Summary for across the Part (Year):

ePAD Section	User/Task	
Assessment of Proficiencies	<b>Student</b> invites Practice Supervisor and/or Practice Assessor to mark off Assessment of Proficiencies undertaken.	
Assessment of Proficiencies	<b>Student</b> enters dates for Clinical Skills sessions attended which marks associated Assessment of Proficiencies as achieved.	
Assessment of Proficiencies	<b>Practice Supervisor</b> or <b>Practice Assessor</b> adds date assessment was undertaken and marks as achieved yes or no. <b>Please do not mark as no not achieved if the assessment was simply not completed.</b>	
Episode of Care	The formative is not mandatory but is advisable if possible.	
Episode of Care	<b>Student:</b> completes the reflection and submits to <b>Practice Assessor.</b>	
Episode of Care	<b>Practice Assessor</b> marks proficiencies as achieved yes or no with comments if necessary and submits or can send back to the student to amend their reflection.	
Medicines Management	The formative is not mandatory but is advisable if possible. The Practice Assessor can create an additional formative section if required.	
Medicines Management	When completing the summative, if a formative section has not been completed, <b>Practice Assessor</b> ticks the relevant option of either "No opportunity to undertake the Formative was provided" <b>or</b> "The opportunity to undertake a formative was offered but declined".	
Medicines Management	<b>Practice Assessor</b> to mark all <b>Competencies</b> as achieved yes or no, adds <b>feedback</b> and submits.	
Medicines Management	<b>Student</b> add reflection and submits.	
Medicines Management	If student has added learning and development needs, <b>Practice Assessor</b> to approve or reject.	
Action Plan	<b>Practice Assessor</b> to create actions if necessary and mark as complete.	
Record of Communication and Feedback	<b>Student, Practice Assessor, Practice Supervisor</b> and <b>Academic Assessor</b> can send an email via the communication section. Everyone who has access to the ePAD for that student can view the emails.	
Record of Communication and Feedback	<b>File Store: Student</b> uploads evidence, feedback etc. to the file store. Ensure the correct Part (year) is selected.	

Cross Field Experience	<b>1<sup>st</sup> Year Student</b> to add experience and reflection regarding their cross field placement.	
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**Summary for end of Part (Year):**

<b>ePAD Section</b>	<b>User/Task</b>	
End of Part OAR	At the end of the Part (Year) the OAR will display the outcome for professional values (Final Interviews), Assessment of Proficiencies, Episodes of Care, and Medicines Management. <b>Practice Assessor</b> check this overview, add comments and submit.	
End of Part OAR	<b>Academic Assessor</b> add comments and indicate whether the student can progress.	

\*With acknowledgements to Cornwall Partnership Foundation Trust Practice Education Team