

## FAQs for Academic Assessors

### 1. What is an ePAD?

The ePAD is an online platform that enables the student, together with practice staff and their Academic Assessor to complete all the forms associated with their practice assessment. It is administered by our nursing Placements Team who manage the set-up of the underlying data and the placement allocations.

The ePAD is mainly accessed via an internet browser on a desktop or laptop. However, it is accompanied by a mobile app enabling students, Practice Assessors and Practice Supervisors to complete forms on the student's mobile device or a shared ward device depending on the placement provider's policy.

Please refer to the User Guides on the PLPLG website for more details at: <https://plplg.uk/pan-london-epad/>.

### 2. How do I access an ePAD?

An account will be created for you by the Placements Team. If you need an account, please contact [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk). They will ask you which student groups you need access to in order to set you up with the right access.


Academic access to the ePAD gives you the ability to review the progress, forms completed, and practice hours logged for any students who are in groups that you are linked to (e.g. a cohort group). You can also use the ePAD for informal messaging with the student and their practice staff.

### 3. What is the role of an Academic Assessor?

Academic Assessors are Registered Nurses or Midwives and are allocated for each Part of the programme and are appropriately prepared to work with the Practice Assessor to evaluate and recommend the student for progression for each part of the programme. The Academic Assessor will have a thorough understanding of the student's learning and achievement in practice, and will enable scheduled communication and collaboration between Academic and Practice Assessors.

If you are an Academic Assessor for one or more students, you will require access to their ePAD to be able to complete certain forms, e.g. End of Part Approval. This access is set up by the Placements Team at the start of each Part when Academic Assessors are assigned to students. Your name will appear as the Academic Assessor within the student's ePAD. If your Academic Assessor assignments change during a Part, contact [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk) to make the necessary changes in the system.

#### **4. Where can I find a Student Action plan?**

From the dashboard, you can identify students with an Action plan request by looking for the icon  next to their name. Double click on the student name, select Part, and the current placement. Under the “anytime” tab you will find the “Action Plan” with detailed information/ comments on the form. Note: the symbol will disappear once the current placement has been signed off and the next placement starts.

#### **5. How do I send a message to students through the ePAD?**

On the right-hand corner of the dashboard, click on the message icon and type in your message, then send. This messaging service is useful should any immediate communication be required, or simply to inform students about any system downtime etc.

#### **6. How do I add practice hours for a student in the ePAD?**

From the dashboard, select the student. Under the student’s name on the left-hand side, you will see a button with “view practice hours”. Click on that, you should be able to see the current placement dashboard. Under total hours, click on “Add practice hours”- this will add to the total hours for the current placement. You can also select a particular date from the placement dashboard and make amendments to the hours or to any other fields.

#### **7. How do I get help?**

In the first instance, and especially if your query is urgent, read the information on the PLPLG website at: <https://plplg.uk/pan-london-epad/>. The written and video guides should answer all your questions. If you still need help, email your question to: [nursingepad@bucks.ac.uk](mailto:nursingepad@bucks.ac.uk). Note: this mailbox will only be monitored during normal working hours.