

## FAQs for Practice Assessors and Practice Supervisors

### 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 the 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?

#### 1.1 Practice Assessors

In your first meeting with your student they should log into their ePAD account and ask you to complete a "Practice Assessor Allocation" form. Once this has been completed, an ePAD account is automatically created for you. An email will be sent to the email address you used to complete the form, containing your username and a temporary password. You only need one ePAD account. When you complete the form with subsequent students it links you to that student as their Practice Assessor so you can monitor their progress and complete Practice Assessor specific forms.

#### 2.1 Practice Supervisors

Practice Supervisors do not need an account as they can access the ePAD to complete forms through the student's ePAD account. When a need arises for form completion, the student will log into their ePAD account and ask you to complete the form within their account. However, you do need an account to monitor student progress (for example, if you are regularly supporting the same student or when the student's Practice Assessor is remote). There is a "Practice Supervisor Allocation" form to complete in order to create an account and link you to the student. Please read the overview in the Practice Assessor section above (2.1) as the process is the same.

For more details, please access the Guide for Practice Assessors and Practice Supervisors on the PLPLG website at: <https://plplg.uk/pan-london-epad/>.

### **3. What are the responsibilities of the Practice Assessors or Practice Supervisors on the ePAD?**

#### **3.1 Practice Assessors**

Practice Assessors (PA) are Registered Nurses or Midwives with current knowledge and expertise. They will: conduct assessments, gather and seek feedback from Practice Supervisors and other Healthcare professionals; make and record objective decisions; periodically observe students, student reflection and other resources; and schedule communication with Academic Assessors at relevant points. PAs also discuss student achievement and progress and review documentation on the students' ePAD account. They are also responsible for liaising with Academic Assessors for any students who require an Action Plan.

#### **4.1 Practice Supervisors**

Practice Supervisors (PS) are Registered Nurses or Midwives or Registered health or social care professionals with current knowledge and experience. They will: ensure learning opportunities are facilitated; and contribute to assessments by undertaking initial interviews on placement, Professional Values at mid-point, and reviewing the proficiencies within the scope of practice. These can all be done by gathering feedback from other supervisors and in turn help in the Practice Assessors' decisions.

Please refer to the PA/ PS User Guide, or "Completing the ePAD" Guide on the PLPLG website at: <https://plplg.uk/pan-london-epad/>.

### **4. I am a Practice Assessor or Practice Supervisor and need to use the ePAD for the first time. What are my ePAD login details?**

When your student arrives on placement, ask them to submit the "Practice Supervisor" or "Practice Assessor" allocation form with your name and work email address on their ePAD account. This will automatically generate an email to you with access details, including your ePAD account username and a temporary password. If you don't receive the email in your inbox, check your junk mail folder. After you've used the temporary password to access your ePAD account, change it to a memorable password using the Edit profile option in the left-hand menu. If you have any problems with the process or don't receive the email, please contact [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk) – DO NOT ask the student to submit the form again.

### **5. I've forgotten my password. How do I reset it?**

Use the 'Forgot password?' link on the ePAD sign-in page. This will send you a temporary password in an email. If you don't receive the email in your inbox, check your junk mail folder. After you've used the temporary password to access your ePAD account, change it to a memorable password using the Edit profile option in the left-hand menu. If you have any problems with the process or don't receive the email, contact [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk).

## **6. I'm a Practice Assessor and wish to counter-sign a form approved by the student's Practice Supervisor. How do I do this?**

Forms in the ePAD cannot be counter-signed. They must be approved by the required signatory at the point of submission. There is guidance within the ePAD concerning who can approve which forms. However, where applicable, a student can complete a form in draft in their own account with their Practice Supervisor. They can then retrieve the form, review, and submit it with their Practice Assessor when they next meet.

## **7. I've received an unexpected email confirming my approval of a student's form or practice hours. What should I do?**

If you know the student has just started using the ePAD, check with them to see whether they have entered your details by mistake. Explain the correct use of staff details for approval. If you are unable to contact the student, or you believe they knowingly used incorrect details, then forward the email to [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk) with details of what you think is wrong for them to support you.

## **8. 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: [nursinge-pad@bucks.ac.uk](mailto:nursinge-pad@bucks.ac.uk). Note: this mailbox will only be monitored during normal working hours.