

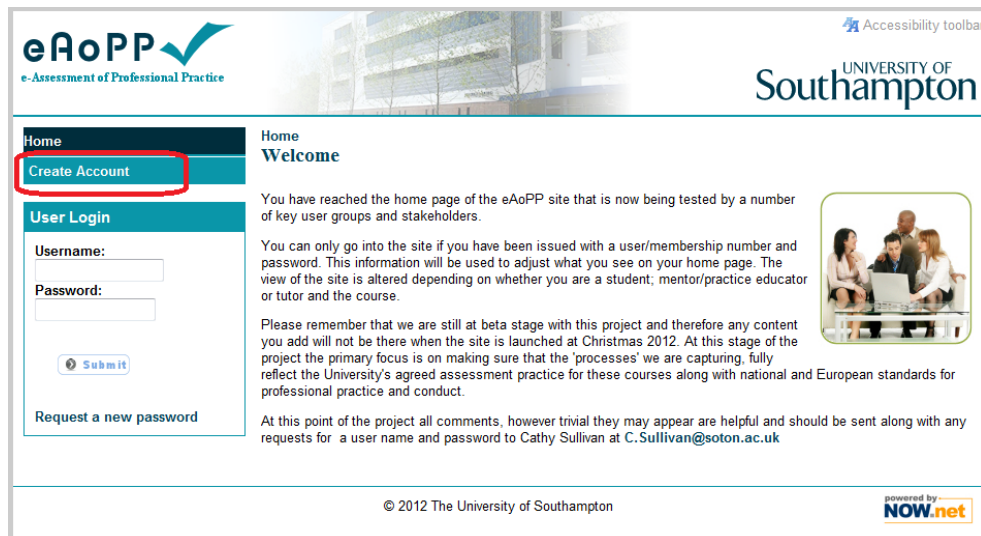
Setting up Your eAoPP Account (for Students)

This guide is for students setting up their eAoPP account for the first time. It covers 3 areas: creating an account; completing the contract details and finally creating the first practice experience area.

1. Creating your Account

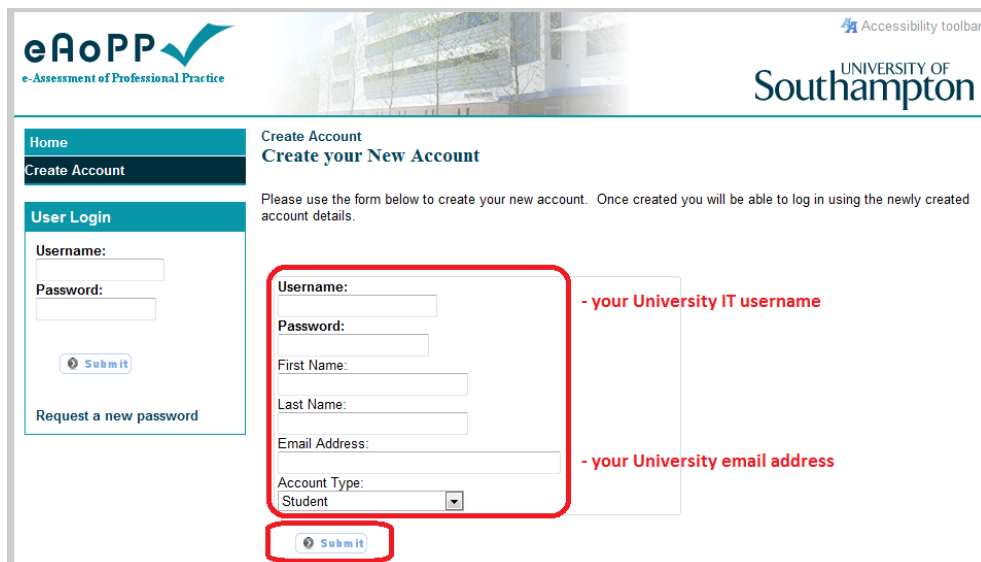
a) Go to www.eaopp.com

b) Click the “Create Account” button. You’ll find this on the left-hand side.



The screenshot shows the eAoPP home page. On the left-hand side, there is a navigation menu with a red rectangle highlighting the 'Create Account' button. The main content area features a 'Welcome' message and a 'Submit' button. The footer includes copyright information for 2012 The University of Southampton and a 'powered by NOW.net' logo.

c) Fill in the form with your details ensuring that your username and email address are those provided to you by the University. Then click “Submit”.



The screenshot shows the 'Create your New Account' form. A red rectangle highlights the form fields: Username, Password, First Name, Last Name, Email Address, and Account Type. Red text annotations point to the Username and Email Address fields, indicating they should be the University IT username and email address respectively. The 'Submit' button is also highlighted with a red rectangle.

d) Now your account has been created. Input your login details on the left and sign-in to your account to add in your details to complete your account setup.

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Accessibility toolbar

Home
Create Account

Create Account
Create your New Account

Please use the form below to create your new account. Once created you will be able to log in using the newly created account details.

Account Created please log in on the left.

User Login

Username:
Password:

[Request a new password](#)

2. Completing Your Contract

Complete and submit the details in the “My Contract” area. Details of the steps to complete this item are detailed below. When you click “Submit” the page will automatically move to the next tab.

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Accessibility toolbar
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My Contract

Course Details Ongoing Consent Public Protection

Select Course

Please use the boxes below with your Academic tutor details and select your course from those available.

Please use the “Lookup” button to search for and select your Tutor

Academic tutor name
Academic tutor email
Academic tutor telephone

☐ Adult Nursing
☐ Children’s Nursing
☐ Mental Health Nursing
☐ Midwifery

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Course Details

My Contract

Course Details Ongoing Consent Public Protection

Select Course

Please use the boxes below with your Academic tutor details and select your course from those available.

a) Please use the "Lookup" button to search for and select your Tutor Search

Academic tutor name

Academic tutor email

Academic tutor telephone

b) ☐ Adult Nursing
☐ Children's Nursing
☐ Mental Health Nursing
☐ Midwifery

a) Academic Tutor details:

Click the "Search" button to open up a new browser window with the search function.

Type in your tutors name and click "Submit" to get a list of results to choose from.

Click "Select" next to your tutors details to link them to your account.

This window will now disappear and your tutors name will be added to your "Course Details".

Find Tutor

Tutor Surname

To select a Tutor please click the relevant "select" link, if the tutor you are looking for is not listed below please search again.

Name	Email Address	Telephone Number	
Pauline Morgan	retheridge66@gmail.com	01924 516262	<input type="button" value="Select"/>

b) Your course of study:

Select the course you are studying, out of the list, and click "Submit" to save all your course details.

This will take you onto the next tab titled "Ongoing Consent".

Ongoing Consent

Read the statement and type "I AGREE" into the text box and click "Submit". Please note that your agreement must be written in capitals as directed on the page to complete this component.

This will take you to the next tab titled "Public Protection".

My Contract

Course Details ✓

Ongoing Consent

Public Protection

Student Consent - Record of on-going achievement


Please type I AGREE into the box below to confirm that you give consent the the following statement.

My Assessment of Practice document is my "record of on-going achievement" for practice.

I consent to allow the processing of confidential data about me to be shared between successive mentors and with the relevant education providers in the process of assessing my fitness for practice.

I understand that this is an NMC requirement and that it is essential to the pursuance of my programme of study leading to registration.

Please sign by entering I AGREE in this box:

 Submit

Public Protection

As with the previous tab, read the statement and type "I AGREE" into the text box before clicking "Submit". This now takes you to a page titled "Create Practice Experience" where you are asked for the details of your practice experience.

My Contract

Course Details ✓

Ongoing Consent ✓

Public Protection


Student Consent - Protecting the public through professional standards

Please type I AGREE into the box below to confirm that you have read and understood the following statement.

Accepting appropriate responsibility

There may be times when you are in a position where you may not be directly accompanied by your mentor, supervisor or another registered colleague. As your skills, experience and confidence develop, you will become increasingly able to deal with these situations. However, you must only participate in interventions for which you have been fully prepared or in which you are properly supervised, and which are in keeping with Trust/practice policy. If you have any doubts, discuss them as quickly as possible with your mentor or academic tutor.

Please sign by entering I AGREE in this box:

 Submit

Creating Your First Practice Experience

Read the Learning Outcomes and Competencies, before filling in the details of your practice experience.

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Adult Nursing

Year 1
Practice Experience 1
Practice Experience 2

Year 2
Practice Experience 3
Practice Experience 4

Year 3
Practice Experience 5
Practice Experience 6

Create Practice Experience

Please complete the form below to start your practice placement.

Nursing professional regulations

In order to enter the register, the NMC requires students to demonstrate achievement of specific outcomes by set 'progression points' at the end of part 1, part 2, part 3 (entry to the register).

Framework for assessment

In order to pass each practice experience and the end of part 1 progression point you must:

- Achieve all of the progression criteria prior to the progression point (if you achieve these in practice experience 1, they must be maintained in practice experience 2).
- Achieve all of the essential skills required at progression point 1.
- Pass the graded practice assessment.

Practice Experience 1

Name of placement

Name of Trust/Practice experience provider

Dates

Start Date:

End Date:

Primary mentor/practice educator

Buddy mentor/practice educator

Phone number of placement

Submit

Learning Outcomes

Learning outcomes practice experience 1

Professionalism in Practice - On completion of this module students will consistently:

1.

practise according to the NMC standards of conduct, performance and ethics for nurses and midwives

2.

promote a professional image in behaviour and appearance at all times

3.

demonstrate adherence to organisational requirements for hygiene, uniform and dress code in order to limit, prevent and control infection

4.

demonstrate regular, punctual attendance and have knowledge of, or show application of, organisational procedures for reporting absence from placement

5.

recognise and work within limitations of their knowledge, skills and professional boundaries

6.

demonstrate reflective skills when evaluating own practice

7.

demonstrate under supervision safe, person centred care which meets people's essential care needs

Competencies

First progression point or Essential skills cluster (ESC)

Domain 1
Competency 1

All nurses must practise with confidence according to The Code: standards of conduct, performance and ethics for nurses and midwives (NMC, 2008) and within other recognised ethical and legal frameworks

- Displays a professional image in their behaviour and appearance, showing respect for diversity and individual preference [PP 13, ESC1(3)]
- People can trust a newly registered nurse to fully comply with hygiene, uniform and dress code in order to limit, prevent and control infection [ESC 24]
 - Adheres to local policy and national guidelines on dress code for prevention and control of infection including: footwear, hair, piercing and nails
 - Maintains a high standard of personal hygiene
 - Wears appropriate clothing for the care delivered in all environments
- Acts with honesty and with integrity, applying the principles of The Code: standards of conduct, performance and ethics for nurses and midwives (NMC, 2008) and guidance of professional conduct for nursing and midwifery students (NMC, 2009) [PP 17]
- Adopts a principled approach to care underpinned by The Code (NMC, 2008) [ESC 4(3)]

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Fill in the details of your practice experience. Use the “Search” buttons to find your mentor/practice educator as you did for your tutor earlier on.

Practice Experience 1

Name of placement

Name of Trust/Practice experience provider

Dates

Start Date:

End Date:

Primary mentor/practice educator

Search

Buddy mentor/practice educator

Search

Phone number of placement

Submit

Well done, you have now completed the process of setting up your account.