

# eAoPP

## Pre Registration Nursing Student User Guide

The screenshot displays the eAoPP (Assessment of Professional Practice) interface for a Pre Registration Nursing Student. The user is identified as Jane Horris (PGDip A) at the University of Southampton. The main content area is titled 'Practice experience 2' and features a navigation bar with tabs: 'Commencing practice experience' (selected), 'Skills and competencies', 'Continuous assessment', and 'Practice assessment'.

Task	Detail	Actions	State
Practice details	practice educator(s) Jill Horris Chris Cotton	You must complete this information within the first two days of your practice experience starting <a href="#">Edit</a>	✕ Completed by student
Professional Development		You do not appear to have created your professional development, please do so within the first two days of your placement. <a href="#">Create</a>	✕ Completed by student

University of Southampton

November 2014

## Welcome to your eAoPP.

Below you will find information about how to complete each section of the eAoPP which will be replacing the paper portfolio from January 2015. You will have had a VBE session before you go into practice, during which a staff member will discuss the portfolio with you.

When you start placement, you will be able to search for your mentor on the database if they already have an account. You can then request for them to be your mentor. However, if they do not have an account, they will need to visit [www.eAoPP.com](http://www.eAoPP.com) to set up an account. Please see the document 'Creating your Account - a Guide for Students for help with how to do this.

If you have any further queries, please contact [eAoPPsupport@soton.ac.uk](mailto:eAoPPsupport@soton.ac.uk) or your practice educator in your area of work.

## Contents

Getting Started.....	4
Course Details .....	4
Ongoing Consent.....	4
Public Protection.....	4
TAB 1 Commencing Practice Experience .....	5
Commencing Practice Experience.....	5
Practice Details.....	5
Professional Development.....	5
Initial Interview .....	6
Induction Programme .....	6
Practice Experience .....	7
Current Practice Experience.....	7
Professional Development.....	8
Professional Development.....	8
Initial Interview .....	9
Induction Programme .....	10
TAB 2 Skills and Competencies .....	11
Field Specific Competencies.....	11
Essential Skills Clusters.....	11
Formative Exercise .....	11
Service User/Carer Involvement in Practice .....	11
Record of Practice Experience and Visits.....	11
Field Specific Competencies.....	12
Essential Skills Clusters.....	13

Formative Exercise for Communication and Compassion .....	14
Service User/Carer Involvement in Practice .....	15
Record of Practice Experience and Visits .....	16
TAB 3 Continuous Assessment.....	17
Record of Mandatory Skills .....	17
Desirable Skills Achievement .....	17
EU Directives .....	17
Medicines Management .....	17
Acuity Competencies .....	17
Desirable Skills Achievement .....	18
EU Directives .....	19
Medicines Management .....	20
Acuity Competencies .....	21
TAB 4 Practice Assessment .....	22
Interim Assessment.....	22
Core Attribute Achievement .....	22
Summative Assessment .....	22
Progression .....	22
Interim Assessment.....	23
Completed Interim Assessment.....	24
Core Attribute Achievement .....	25
Summative Assessment .....	25
Progression .....	26

# Getting Started

Access the eAoPP via [www.eAoPP.com](http://www.eAoPP.com) and set up an account. Please see the document 'Creating your Account - a Guide for Students for help with how to do this.



**My Contract**

Course details ✓ Ongoing consent ✓ Public protection ✓

### My Course

Below you will see the details of you course, if you need to change anything please use the edit button.

Academic tutor name	Pauline Morgan
Academic tutor email	p.morgan@soton.ac.uk
Academic tutor telephone	02380 595000
Course	PG Dip Adult nursing

[Edit](#)

Session expires in 34:52

When you login to your account, you will need to complete the following 3 tabs:

## Course Details

These can be edited using the 'edit' button and should be kept up to date.

## Ongoing Consent

This is a statement that you electronically sign to prove an understanding of the use of the eAoPP and the relevant NMC requirements. Type 'I AGREE' into the box & click 'save'.

## Public Protection

This is a statement that you electronically sign to say that you will protect the public through professional standards. Type 'I AGREE' into the box & click 'save'.

When you log in, you will see the screen above. Think of this as your 'home' page where you can navigate throughout your portfolio. The eAoPP is designed to be used throughout your undergraduate training and therefore, you will see your placements on the left hand side.

When using your eAoPP, you will enter information which will then prompt your mentor to review, comment upon and verify the information that you have entered. You can do this together at the same computer, or it can be accessed from any internet enabled device. If you are using the same computer with both of your accounts running at the same time, you will need to open them in 2 different browsers, otherwise both tabs will revert to one account.

# TAB 1 Commencing Practice Experience



- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

## Practice experience 2



- Commencing practice experience
- Skills and competencies
- Continuous assessment
- Practice assessment

Task	Detail	Actions	State
Practice details	- practice educator(s)  Jill Horris Chris Cotton	You must complete this information within the first two days of your practice experience starting  <input type="button" value="Edit"/>	✗ Completed by student
Professional Development		You do not appear to have created your professional development, please do so within the first two days of your placement.  <input type="button" value="Create"/>	✗ Completed by student
Initial interview	You have started to create your initial interview.	<input type="button" value="Edit"/>	✗ Completed by student ✗ Completed by practice educator
Induction programme	Your practice educator has started to complete the induction programme	<input type="button" value="View"/>	✗ In progress by practice educator

## Commencing Practice Experience

This provides the groundwork of your portfolio, including the skills and competencies, continuous assessment and practice assessment.

### Practice Details

You should enter the full details of your practice placement, including dates and your mentor in practice. If you cannot find your mentor on the system, please advise them to refer to their mentor guide or visit [www.eAoPP.com](http://www.eAoPP.com) to set up an account. Please see the document 'Creating your Account - a Guide for Practice Educators & Mentors for help with how to do this.

### Professional Development

In this section, you will create a S.W.O.T. analysis. Your S.W.O.T. analysis will provide a starting point for your placement and enable you to discuss any concerns with your mentor. This will enable you to complete an action plan & monitor your progress throughout your placement.

## Initial Interview

In your initial interview, you will need to record your learning needs and action plans to meet these, following discussions with your mentor.

## Induction Programme

This should be completed within 5 days of your placement start date.

### Practice experience 1



**Professional Development** - you must complete your professional development within the first two days of your practice experience.

**Induction Programme** - your practice educator must complete your Induction Programme within the first five days of your practice experience.



- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:27

## Current practice experience

Below you will see the details of your current practice experience, you can edit them by clicking the edit button.

### Practice experience 2

Name of placement

Name of Trust/Practice experience provider

Start Date

End Date

Name of mentor Jill Horris

Email of mentor j.horris@southern.nhs.uk

Name of buddy/associate mentor Chris Cotton

Email of buddy/associate mentor cc@soton.ac.uk

Name of buddy/associate mentor 2

Email of buddy/associate mentor 2

Name of lead practice educator

Email of lead practice educator

Phone number of placement

 Edit

## Current Practice Experience

In this section, you will be able to edit the details to reflect your current practice experience; please ensure that they are kept up to date. You can add your mentor and 2 buddy mentors; also please add the details of your practice educator (you will be informed of these details during your induction).

- Home
- My contract
- Help
- Contact Us
- Logout

- ### PG Dip Adult nursing
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:53

## Create/edit professional development

Self assessment by student at commencement of practice experience. Please discuss the key points from this assessment with your mentor prior to completing an action plan for this practice experience.

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

### Strengths

**B I U ABC** | [List Bullets] [List Squares] [List Triangles] [List Circles] | [Undo] [Cut] [Copy] [Paste] [Text Color] [Background Color] [Font Size] [Text Color] [Background Color] [Font Size]

### Weakness

**B I U ABC** | [List Bullets] [List Squares] [List Triangles] [List Circles] | [Undo] [Cut] [Copy] [Paste] [Text Color] [Background Color] [Font Size] [Text Color] [Background Color] [Font Size]

### Concerns

**B I U ABC** | [List Bullets] [List Squares] [List Triangles] [List Circles] | [Undo] [Cut] [Copy] [Paste] [Text Color] [Background Color] [Font Size] [Text Color] [Background Color] [Font Size]

### Expectations

**B I U ABC** | [List Bullets] [List Squares] [List Triangles] [List Circles] | [Undo] [Cut] [Copy] [Paste] [Text Color] [Background Color] [Font Size] [Text Color] [Background Color] [Font Size]

## Professional Development

You should complete this section at the beginning of your placement, as it will help to form your initial interview and give you goals to achieve during your placement. Following this, you will be able to complete an action plan which will be reviewed by your mentor.

When setting your goals, remember the SMART principle - Are they Specific, Measurable, Achievable, Realistic and Time relevant?





Home

My contract

Help

Contact Us

Logout

## PG Dip Adult nursing

Period 2

Practice experience 1 ✓

Practice experience 2 \*

Practice experience 3

Period 3

Practice experience 4

Practice experience 5

Practice experience 6

Session expires in 34:55

## Initial interview

Below you will see the learning needs and actions that make up your initial interview. Please use the button below to manage them. You are required to have between 2 and 6 learning needs and actions.

[Add new](#) [Submit](#)

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

Learning Need	Action Plan	
MDT working	Write here	<a href="#">Edit</a>
Wound care	Write here	<a href="#">Edit</a>
Patient care	Write here	<a href="#">Edit</a>
Observations	Write here	<a href="#">Edit</a>

Click the 'add new' button to add learning needs & action plans. These can be edited at any time before you submit them. When you submit them, your mentor will be able to review them and suggest additions or adjustments. Your mentor will be able to 'lock' these when they are completed. Think of this section as recorded correspondence with your mentor.



- Home
- My Qualification
- Mentoring History
- Help
- Contact Us
- Logout

Session expires in 34:48

My students

Jane Horris (PGDip A) - Practice experience 2

## Practice educator/mentor programme for ALL students

The induction should be completed within 5 days of a practice experience.

Student name: Horris (PGDip A), Jane  
Mentor name: Horris, Jill  
Course: PG Dip Adult nursing

Last update: ()

		1	2	3	4	5	6
Personal issues	Discuss any adjustments re health or learning needs e.g. latex free gloves, dyslexia		<input checked="" type="checkbox"/>				
Introduction to staff	Include all staff working within the practice area		<input checked="" type="checkbox"/>				
Orientation to practice area	Include: <ul style="list-style-type: none"> <li>• Staff toilets</li> <li>• Staff rest room/canteen</li> <li>• Where to keep personal belongings</li> <li>• Meal breaks</li> <li>• Relevant link areas and who to contact for visits</li> <li>• Inform of university link – name and contact details</li> </ul>		<input checked="" type="checkbox"/>				
Professional conduct and appearance	Discuss: <ul style="list-style-type: none"> <li>• Dress code</li> <li>• Professional conduct specific to the practice e.g. working guidelines, attitudes to patients'</li> </ul>		<input checked="" type="checkbox"/>				

The induction section should be completed within 5 days of the start of the placement and covers all aspects of the clinical area. You should be orientated to your area using this as a guide; your mentor will then need to complete this section in the eAoPP and submit it.

When it has been submitted, the boxes will turn blue to show that you have finished your induction.

# TAB 2 Skills and Competencies



- Home
- My contract
- Help
- Contact Us
- Logout

## Practice experience 2



- Commencing practice experience
- Skills and competencies**
- Continuous assessment
- Practice assessment

Task	Detail	Actions	State
Field specific competencies - Adult nursing	Field specific competencies have been started.	<a href="#">View</a>	Started by practice educator
Essential skills clusters	Essential skills clusters have been started.	<a href="#">View</a>	Started by practice educator
Formative exercise for communication and compassion	You have created your formative exercise for this practice experience	<a href="#">Edit</a>	Completed by student Signed by practice educator
Service user/carer involvement in practice	You have 2 records for this practice experience.	<a href="#">View</a>	records added
Record of practice experience and visits	You have a total of 5 of which 1 records are for this practice experience.	<a href="#">View</a>	Completed by student

### Field Specific Competencies

Here you will find the field specific competencies which need to be met during your placement. Your mentor will complete this section when you have fulfilled the competencies.

### Essential Skills Clusters

These essential skills clusters must be completed by your mentor.

### Formative Exercise

In this section, you need to discuss the above points with your mentor and answer the questions detailed in the top box. Your reflections will be valuable for your future development as a student Nurse. Your mentor will be prompted to sign to show that they have discussed this with you.

### Service User/Carer Involvement in Practice

Here you can add feedback from service users or their carers, which should be directly overseen by your mentor/buddy in practice.

### Record of Practice Experience and Visits

Here you can record any additional visits that you have undertaken. If the member of staff mentoring you in this area has an eAoPP, they can add comments about your practice and can electronically 'sign' to verify that you

attended. Your mentor is also able to sign this section and the practice educator in your clinical area can also comment here.

## Field Specific Competencies



- Home
- My contract
- Help
- Contact Us
- Logout

### NMC Field specific competencies

Student: Jane Horris (PGDip A)  
 PG Dip Adult nursing  
 Practice experience 2

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:54

	Period 2		
	Practice experience 1	Practice experience 2	Practice experience 3

**Domain 1: Professional values**

Adult nurses must be able at all times to promote the rights, choices and wishes of all adults and where, appropriate, children and young people, paying particular attention to equality, diversity and the needs of an ageing population. They must be able to work in partnership to address people's needs in all healthcare settings.

**Competency 1**

Competency 1: Adult 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. They must be able to recognise and address ethical challenges relating to people's choices and decision-making about their care, and act within the law to help them and their families and carers find acceptable solutions.

1.1 - Adult nurses must understand and apply current legislation to all service users, paying special attention to the protection of vulnerable people, including those with complex needs arising from ageing, cognitive impairment, long-term conditions and those approaching the end of life.

--	--	--

Here your mentor will need to select either 'pass' or 'fail' from the drop down box in each competency.

When they have done this, they click 'save' and your field specific competencies are complete.

If you cannot meet any of the competencies, please contact your academic tutor as soon as possible.

# Essential Skills Clusters



- Home
- My contract
- Help
- Contact Us
- Logout

**PG Dip Adult nursing**

- Period 2
  - Practice experience 1 ✓
  - Practice experience 2 \*
  - Practice experience 3
- Period 3
  - Practice experience 4
  - Practice experience 5
  - Practice experience 6

Session expires in 34:51

## Your essential skills clusters

Below you will see the essential skills clusters that your mentor has identified during your practise experience

		Practice experience 2
1.0 As partners in the care process, people can trust a newly registered graduate nurse to provide collaborative care based on the highest standards, knowledge and competence.		
1) Articulates the underpinning values of The Code: Standards of conduct, performance and ethics for nurses and midwives (The Code) ( NMC, 2008).		This ESC is achieved in the grading grid
2) Works within limitations of the role and recognises own level of competence.		This ESC is achieved in the grading grid
3) Promotes a professional image.		This ESC is achieved in the grading grid
4) Shows respect for others.		This ESC is achieved in the grading grid
5) Is able to engage with people and build caring professional relationships.		This ESC is achieved in the grading grid
2.0 People can trust the newly registered graduate nurse to engage in person-centred care empowering people to make choices about how their needs are met when they are unable to meet them for themselves.		

Here your mentor will need to select either 'pass' or 'fail' from the drop down box for each skill.

When they have done this they click 'save' and your essential skills are complete.

If you cannot meet any of the essential skills, please contact your academic tutor as soon as possible.

# Formative Exercise for Communication and Compassion



- Home
- My contract
- Help
- Contact Us
- Logout

---

**PG Dip Adult nursing**

- Period 2
  - Practice experience 1 ✓
  - Practice experience 2 ✓
  - Practice experience 3
- Period 3
  - Practice experience 4
  - Practice experience 5
  - Practice experience 6

Session expires in 34:32

## Formative exercise for communication and compassion

Very often, in our day to day interactions with others, we tend to use repetitive forms of communication and respond using a similar range of related interactions because we are not aware that other options are available. This exercise is aimed at helping you identify the different sorts of interventions we can use. By identifying a range of interventions we can act more precisely and with a greater sense of intention. The nurse-service user interaction then becomes more structured and less haphazard: we know what we are saying and also have insights into how we are saying it. This gives us greater interpersonal choice.

**B I U ABC** | [List Bullets] | [Link] | [Cut] | [Copy] | [Paste] | [Undo] | [Redo] | [Font Color] | [Background Color] | [Text Color] | [Text Background Color] | [Text Size] | [Text Color] | [Text Background Color]

**Consider the first time a service user asked you questions about their diagnosis and associated treatment. How did you feel?**

Please type here

**How did you deal with this encounter? In particular how did you communicate with the service user (verbally and non-verbally)?**

Please type here

Find out about Heron's six category interventions (1989). The six categories are-

- prescriptive (offering advice)
- informative (offering information)
- confronting (challenging)
- cathartic (enabling the expression of feelings)
- catalytic (drawing out)
- supportive (confirming or encouraging)

Then discuss with your mentor how this model for understanding interpersonal relationships will influence your interpersonal relationship with future service users.

**B I U ABC** | [List Bullets] | [Link] | [Cut] | [Copy] | [Paste] | [Undo] | [Redo] | [Font Color] | [Background Color] | [Text Color] | [Text Background Color] | [Text Size] | [Text Color] | [Text Background Color]

Make a list of the key points that you want to remember for future interactions

### Attachments

My attachments

Add attachments

File  Br

In this section, you need to discuss the above points with your mentor and answer the questions detailed in the top box. Your reflections will be valuable for your future development as a student nurse. Your mentor will be prompted to sign to show that they have discussed this with you.

# Service User/Carer Involvement in Practice



- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:51

## Patient/ Service User/ Carer/ Family member feedback

As part of their clinical experience students are required to receive feedback from a patient/ service user/ carer/ family member that they have cared for.

This is an essential and valuable part of a student's progression within their clinical practice. We would therefore appreciate if you could answer the following questions regarding your interactions with the student. Please note that this form will become part of the student's electronic portfolio of evidence and stored in a secure site.

Please note that any feedback that you provide will be anonymous and will not in any way affect the care and treatment you receive within this service. If you have any questions then please talk to the student or any trained member of staff. There is no requirement for you to participate in this exercise if you do not feel able to.

Any additional comments are appreciated and can be recorded below.

(Note to students: consent must be gained from the patient/ service user/ carer with the mentor present to participate in this exercise. The patient/service user/ carer may complete the form or it can be undertaken as a discussion and the mentor should then record the points raised)

[User Patient Feedback Form](#)

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

Date	eAoPP Comment	Attached Comment
22/07/2014	✗	✗
21/07/2014	✗	✗

Here you can add feedback from service users or their carers which should be directly overseen by your mentor/buddy in practice.

There is a 'patient feedback form' which can be printed and filled in by hand. This can then be scanned and saved to your eAoPP, or completed on the computer by your mentor and saved to your eAoPP. Alternatively, you can send an e-mail request to the person leaving you feedback, or your mentor can input the details from the hand written form onto the system if the service user/carers would prefer.

# Record of Practice Experience and Visits



- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1
    - Practice experience 2 ✓\*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:47

## Record of practice experience and visits undertaken during practice experience

Below you will see all the visits and practice experience records for this placement. To add a new one please click the [Add New] button, to edit an existing one click the relevant edit link. Once your experience has been "signed" by your mentor and yourself it will be locked.

[Add new](#)

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

Start Date - End Date	Number of Hours Completed	Type of experience/service user group visited	Name of facilitator/practice contact	State	
21/07/2014 - 21/07/2014				Waiting for approval	<a href="#">Edit</a> <a href="#">Submit</a> <a href="#">View</a>

**Assessment**

Jane Horris (PGDip A) to Guest Mentor On 21/07/2014	Waiting for approval	
--	----------------------	--

In this section, you can add details of additional experiences and visits undertaken during your placement. To add a new record click on the 'add new' button. You are then prompted to send an 'invite' to the person who mentored you during the visit; they can then comment and submit feedback.



- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1
    - Practice experience 2 ✓\*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:49

## Edit record

Please complete the fields below to create you record of experience after which you will be asked to send an invite to the relevant mentor.

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

<b>Start Date</b> 25/09/2014	<b>End Date</b> 25/09/2014	<b>Number of Hours Completed</b> <input type="text"/>
<b>Type of experience/service user group visited</b> <input type="text"/>		
<b>Name of facilitator/practice contact</b> <input type="text"/>		
<b>Contact phone number</b> <input type="text"/>		
<b>Contact email</b> <input type="text"/>		
<a href="#">Save</a>		





- Home
- My contract
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1
    - Practice experience 2 \* ✓
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

## Practice experience 2



- Commencing practice experience
- Skills and competencies
- Continuous assessment**
- Practice assessment

Task	Detail	Actions	State
Record of mandatory skills	You need to add some records for this item	<a href="#">View</a>	✗ Student records
Desirable skills achievement	You have a total of 0 of which 0 records are for this practice experience.	<a href="#">View</a>	✗ Completed by student
EU directives	You currently have 0 directives linked to this practice experience.	<a href="#">View</a>	
Medicines management	<b>Detailed administration</b> You have 0 records linked to this practice experience.	<a href="#">View</a>	✗ Completed by student
	<b>Drug administration</b> You have 0 records linked to this practice experience.	<a href="#">View</a>	✗ Completed by student
Acuity competencies	To view your progress and claim competencies please use the view button.	<a href="#">View</a>	

### Record of Mandatory Skills

Here you can enter the dates that you completed your online and practical skills sessions.

### Desirable Skills Achievement

Here you can add any desirable skills that you have achieved while on placement. Please follow the guidance in your eAoPP for skills which are relevant. Please speak with your academic tutor, or the practice educator in your area, if you have any queries regarding which skills you are legally able to undertake.

### EU Directives

Here you will need to add information describing how you achieved each of the EU Directives. You then submit the comments to your mentor and they can verify if appropriate.

### Medicines Management

In this section you can add information about administering medications by clicking 'add' at the bottom of the screen. Please complete all sections of the form and submit to your mentor for review.

### Acuity Competencies

Here you can 'claim' the completion of competencies based on the ESCs set out by the NMC. You are required to demonstrate specific skills required to safely care for patients who are acutely ill and who may require higher levels of care.



- Home
- My contract
- Help
- Contact Us
- Logout

**PG Dip Adult nursing**

Period 2  
Practice experience 1 ✓  
Practice experience 2 \*  
Practice experience 3

Period 3  
Practice experience 4  
Practice experience 5  
Practice experience 6

Session expires in 34:56

## Record of desirable skills achievement

Desirable skills are those agreed between the University and an individual organisation as being attainable in that organisation / experience under normal circumstances. These may vary from organisation to organisation according to their needs, wants and governance arrangements.

In addition to their achievement of required skills, students can engage with any skill providing that they:

- have been appropriately prepared and supervised by their mentor or suitably prepared designee
- are undertaking a skill that is not a function limited for students by legislation, university guidance or the placement provider's organisation
- judge that they are sufficiently prepared for, and ready to undertake the skill
- are taught and assessed according to the standards expected of the placement provider's organisation by a person authorised and competent to do so

+ Add

Student: Jane Horris (PGDip A)  
PG Dip Adult nursing  
Practice experience 2

Date Trust/Organisation	Skill	
25/09/2014 UHSFT	Undertaking neurological observations	<input type="button" value="Edit"/> <input type="button" value="Submit to mentor"/>

Here you can add any desirable skills that you have achieved while on placement. Please follow the guidance in your eAoPP for skills which are relevant. Please speak with your academic tutor or the practice educator in your area if you have any queries regarding which skills you are legally able to undertake.

**\*\*\*Please Note - You should not be partaking in any intervention for which trained staff would have had to attend additional training, for example intra venous administration & male catheterisation\*\*\***

*In addition to their achievement of required skills, students can engage with any skill providing that they:*

- *have been appropriately prepared and supervised by their mentor or suitably prepared designee*
- *are undertaking a skill that is not a function limited for students by legislation, university guidance or the placement provider's organisation*
- *judge that they are sufficiently prepared for, and ready to undertake the skill*
- *are taught and assessed according to the standards expected of the placement provider's organisation by a person authorised and competent to do so*



- Home
- My contract**
- Help
- Contact Us
- Logout

- PG Dip Adult nursing**
- Period 2
    - Practice experience 1 ✓
    - Practice experience 2 \*
    - Practice experience 3
  - Period 3
    - Practice experience 4
    - Practice experience 5
    - Practice experience 6

Session expires in 34:54

## Meeting the EU directive 2005/36/EC

In order to meet the EU directive you will need to have experience of nursing in the other fields. To help you achieve this, your mentor in practice and your academic tutor will support you in identifying suitable opportunities. You can then reflect on these in the logs which follow.

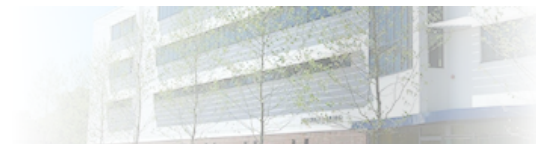
The requirements are outcome based. These outcomes and the way in which they are met should enable you to integrate the insights from differing fields of practice and specialities into the care of people. This should reduce the 'labelling' of people's needs according to specialisation or via a particular field of practice / health provider focus. It is intended to promote a more flexible and integrative approach to the achievement of this aspect of the programme and to enable you to develop skills in nursing people.

Student: Jane Horris (PGDip A)  
 PG Dip Adult nursing  
 Practice experience 2

EU directive	
Evidence to meet the EU directive 2005/36/EC - nursing in relation to: Child Care & Paediatrics	You should provide evidence of practice experiences in which, as part of a team you have achieved the following in direct contact with an individual and/or community: <ul style="list-style-type: none"> <li>• Participated in meeting the essential needs of children or young people</li> <li>• Taken account of the development of children and young people within the family context and how this affects their individual needs</li> <li>• Worked with children, young people, their families and others to provide family centred care</li> </ul>



Here you will need to add information describing how you achieved each of the EU Directives. You then submit the comments to your mentor and they can verify if appropriate.



Home

My contract

Help

Contact Us

Logout

## PG Dip Adult nursing

Period 2

Practice experience 1 ✓

Practice experience 2 \*

Practice experience 3

Period 3

Practice experience 4

Practice experience 5

Practice experience 6

Session expires in 34:49

## Medicines management and administration

### Supplementary record of knowledge and practice

This section identifies the specific medicines management competencies expected of a newly registered nurse in any care environment and is based upon the NMC standards for medicine management (2004).

#### Guidance for mentors

The completion of this document is the responsibility of the student.

It is the responsibility of the mentor to offer the student opportunity to practice the administration of medicines before making an assessment.

It is the responsibility of the mentor to give students feedback to improve their skill and proficiency.

Mentors must be confident that the student is safe to calculate drug doses without error. Please use this document to record drug calculations that the student has done which have convinced you of their ability to do this skill.

It is acceptable to develop practice scenarios to test this skill and /or request that the student undertakes a case presentation rather than in a formal drug round which is inappropriate in many settings.

Please identify students who are not achieving this competency early and involve their academic tutor as soon as possible.

#### The activity:

- Students are required to demonstrate knowledge and understanding about the 6 'rights' of medicine administration (right patient, right drug, right dose, right time, right route and right documentation) and the action, side effects and contraindications of medication.
- Documentation for 4 patients is provided and expected to be completed in the assessment of 3rd year student nurses. It is at the mentor's discretion to omit a medication from the assessment of competence.
- This includes the ability to calculate the correct dose for administration and show the workings of that calculation to verify ability.
- If no calculation is required to deliver the prescribed dose, then confirmation by calculation that the patient dose prescribed is correct according to the dose/ weight guidance could be requested by the mentor.
- The mentor should advise the student about patient selection for the activity.
- The student should prepare for the activity, but should not complete the record without the mentor present.
- The student is expected to complete the record during (or shortly after) a time where their competence has been assessed (for example, a drug round or discharge conversation with patient/family). If necessary the assessment could be supplemented
- by case presentation/ exploration of scenarios.
- It is suggested that the student is assessed on the medication of one patient per assessment and that it is recorded on one of the
- summary sheets in the following pages.

#### Guidance for students

You are expected to record the knowledge about a patient's drugs during or after the assessment of your competence.

You may not complete it in advance of the assessment.

In this section, you can add information about administering medications by clicking 'add' at the bottom of the screen. Please complete all sections of the form and submit to your mentor for review.



## Skills relating to the assessment and management of AIRWAY difficulties

A1	<p>States factors which place the patients' airway at risk (e.g. Unconsciousness). Recognises signs of an obstructed airway.</p> <p>Reports new or abnormal findings with appropriate urgency to appropriate senior staff (e.g. mentor, medical team, outreach team, Nurse in charge).</p>	<p>✓ Practice experience 1</p>
A2	<p>Demonstrates appropriate interventions and equipment to maintain a patient's airway:</p> <ul style="list-style-type: none"> <li>• Manual airway manoeuvres and positioning</li> <li>• Use of basic Airway adjuncts (e.g. oropharyngeal airway)</li> <li>• Suction (yankeur and suction catheter)</li> </ul>	<p>I am claiming this competence and it was practiced under <input type="text"/></p>
A3	<p>Recognises endotracheal tube, laryngoscope, bougie and other resuscitative / airway management equipment.</p>	<p>I am claiming this competence and it was practiced under <input type="text"/></p>

## Skills relating to the assessment and management of BREATHING difficulties

B1	<p>Assesses respiratory function utilising a look, listen and feel approach. Assessment should include:</p> <ul style="list-style-type: none"> <li>• Measures respiratory rate</li> </ul>	<p>I am claiming this competence and it was practiced under <input type="text"/></p>
----	---	--

Here you can 'claim' the completion of competencies based on the ESCs set out by the NMC. You are required to demonstrate specific skills required to safely care for patients who are acutely ill and who may require higher levels of care.

These competencies may be completed in any practice experience and all must be achieved before the end of your course.

# TAB 4 Practice Assessment



- Home
- My Qualification
- Mentoring History
- Help
- Contact Us
- Logout

Session expires in 34:53

My Students

Jane Horris (PGDip A) - Practice experience 2



Commencing practice experience

Skills and competencies

Continuous assessment

Practice assessment

Task	Detail	Actions	State
Interim assessment	Please start your interim assessment.	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator
Core attribute achievement	Not started needs to be completed before summative assessment	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/> Not started by mentor
Summative assessment	Please start your summative assessment.	You must complete an interim assessment before a summative one	<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator
Progression			<input checked="" type="checkbox"/> Completed by student <input checked="" type="checkbox"/> Completed by practice educator <input checked="" type="checkbox"/> Completed by tutor

## Interim Assessment

You will be prompted to complete your interim review when you sign into your eAoPP, as you and your mentor will have decided on the date during your initial interview. When you have completed your section, it will be sent to your mentor for them to comment on and approve.

## Core Attribute Achievement

Your core attribute achievements should be completed by your mentor before your summative assessment.

## Summative Assessment

You will be prompted to complete your summative review when you sign into your eAoPP, and you can only complete this after your interim assessment. When you have completed your section, it will be sent to your mentor for them to comment on and approve.

## Progression

In this section, your mentor will be able to review your eAoPP and sign you off as having completed your practice experience. Your academic tutor will then review and sign you off as having completed your practice experience. Details of how your mentor can do this can be found in the Mentor User Guide.

# Interim Assessment

## Interim grading assessment - Student

Students can awarded a "+" grade if it is felt that they are achieving to the higher end of the grade A, B and C.

Student: Phoebe Allman  
 Adult nursing  
 Practice experience 1

Safe, person centred care which meets people's essential care needs. Recognises and works within own limitations. Demonstrates reflective skills to evaluate own practice.							
<input type="radio"/> A+	<input type="radio"/> A	<input type="radio"/> B+	<input type="radio"/> B	<input type="radio"/> C+	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
<b>Grade A</b> Exceptional ability to provide safe basic person centred care which meets people's essential care needs. Confident and comprehensive nursing care provided. Excellent reflective ability when evaluating own practice.		<b>Grade B</b> Demonstrates a clear ability to provide safe basic person centred care which meets people's essential care needs. Confident provision of nursing care. Good evidence of reflection when evaluating own practice.		<b>Grade C</b> Satisfactory ability to provide safe basic person centred care which meets people's essential care needs but requires occasional prompting. Lacks confidence in the provision of nursing care. Satisfactory attempt at reflection when evaluating own practice.		<b>Borderline fail D</b> Is able to provide safe basic person centred basic care which meets people's essential care needs but requires frequent prompting. Lacks confidence to provide nursing care without constant support and guidance. Limited attempt at reflection when evaluating own practice.	<b>Fail E</b> Limited ability to provide safe, basic care which meets people's essential care needs. Not person centred. Requires constant direction in order to carry out safe nursing care. No attempt at reflection to evaluate own practice or poor reflective insight.
Professional image: appearance (adherence to organisational requirements for hygiene, uniform and dress code)							
<input type="radio"/> A+	<input type="radio"/> A	<input type="radio"/> B+	<input type="radio"/> B	<input type="radio"/> C+	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
<b>Grade A</b>		<b>Grade B</b>		<b>Grade C</b>		<b>Borderline fail D</b>	<b>Fail E</b>

In this section of your eAoPP, you will be able to complete the self-assessment before saving & submitting it to your mentor. They will then complete the same assessment, which will be saved to your online portfolio.

This is an opportunity to gain feedback from your mentor about your progress and highlight any areas which need to be focused on during the rest of your placement.

You will be prompted to complete a review of your learning needs & action plans.

# Completed Interim Assessment

## Assessment overview

Below you can see your assessment and it's current state.

---

Student: Phoebe Allman  
Adult nursing  
Practice experience 1

Submitted on 10/06/2014

---

## Grading Assessment

	Formative		Summative	
	S	M	S	M
Safe, person centred care which meets people's essential care needs. Recognises and works within own limitations. Demonstrates reflective skills to evaluate own practice.	B	B+		
Professional image: appearance (adherence to organisational requirements for hygiene, uniform and dress code)	C+	B+		
Professional image: behaviour, values and attitudes	A+	B+		
Attendance, punctuality and understanding of organisational procedures for absence reporting.	B	A		

---

## Review

students to enter comments here.

Mentor to enter comments here

---

When your interim assessment is complete, it will look like the example above.



## Core Attribute Achievement

### Core attribute achievement

✘ Failed by mentor

Professionalism	Decision
Demonstrates under supervision safe, basic person centred care which meets people's essential care needs.	-
Promotes a professional image in behaviour and appearance at all times	-
Demonstrates adherence to organisational requirements for hygiene, uniform and dress code in order to limit, prevent and control infection.	-
Demonstrates regular, punctual attendance and has knowledge of, or shows application of, organisational procedures for reporting absence from practice experience.	-
Recognises and works within limitations of knowledge, skills and professional boundaries.	-
Demonstrate reflective skills when evaluating own practice.	-

Your mentor will be able to select either 'pass' or 'fail' for each of the drop down boxes.

A snapshot of your eAoPP will appear, which will highlight any areas that you haven't completed. You should work with your mentor to get these completed & they will then sign you as having completed your practice experience.

## Summative Assessment

### Validation

Please review the overview of the Students portfolio. At the bottom you will find a continue button that will take a snapshot of this page and allow you to complete the summative assessment.

Phoebe Allman  
Run on 10/06/2014

	Practice experience 1	Year 1	Adult nursing
<b>Commencing practice experience</b>			
Practice details	✓	-	-
Professional development	✓	-	-
Initial interview	✓	-	-
Induction programme	✘	-	-

## Summative grading assessment - Student

Students can awarded a "+" grade if it is felt that they are achieving to the higher end of the grade A, B and C.

Student: Phoebe Allman  
 Adult nursing  
 Practice experience 1

Safe, person centred care which meets people's essential care needs. Recognises and works within own limitations. Demonstrates reflective skills to evaluate own practice.					Student formative: B Mentor formative: B+		
<input checked="" type="radio"/> A+	<input type="radio"/> A	<input type="radio"/> B+	<input type="radio"/> B	<input type="radio"/> C+	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
<b>Grade A</b> Exceptional ability to provide safe basic person centred care which meets people's essential care needs. Confident and comprehensive nursing care provided. Excellent reflective ability when evaluating own practice.		<b>Grade B</b> Demonstrates a clear ability to provide safe basic person centred care which meets people's essential care needs. Confident provision of nursing care. Good evidence of reflection when evaluating own practice.		<b>Grade C</b> Satisfactory ability to provide safe basic person centred care which meets people's essential care needs but requires occasional prompting. Lacks confidence in the provision of nursing care. Satisfactory attempt at reflection when evaluating own practice.		<b>Borderline fail D</b> Is able to provide safe basic person centred basic care which meets people's essential care needs but requires frequent prompting. Lacks confidence to provide nursing care without constant support and guidance. Limited attempt at reflection when evaluating own practice.	<b>Fail E</b> Limited ability to provide safe, basic care which meets people's essential care needs. Not person centred. Requires constant direction in order to carry out safe nursing care. No attempt at reflection to evaluate own practice or poor reflective insight.

In this section, you and your mentor will grade your practice, and the grades that you both submitted for your formative assessment will be displayed. You can use the grades that you achieve to formulate a plan for your future placements, and mentors are encouraged to grade you fairly, not to under grade you at your formative assessment to show 'improvement' in your summative assessment.

## Progression

# Future professional development: self assessment by student at final assessment


Please complete the form below

---


Student: Phoebe Allman  
Adult nursing  
Practice experience 1

---

## Key achievements identified during this practice experience



## Key areas for development identified as a result of this practice experience



This section is a tool to help you reflect upon your placement and what you hope to gain from your next placement. Your mentor will be able to view and comment upon your entries, and your future mentors will be interested to see what you have learnt from your placement and how you plan to progress on your course.

This will also provide a reference for completing your S.W.O.T. analysis for your next placement.

Your eAoPP will then need to be reviewed by your academic tutor and will look like the picture below, until they have signed you as completed.

<b>Progression</b>	You have signed your practice experience as complete	Decision = Pass by steve driver on 10/06/2014	✓ Completed by student ✓ Completed by practice educator ✗ Completed by Tutor
--------------------	--	--	--