Frequently Asked ePAD Questions for Practice Assessors and Practice Supervisors

Question 1:

What is the ePAD?

The ePAD is the electronic practice assessment document for nursing learners. It is currently being phased in to use by all new cohorts of learners that come into placement. It is an electronic version of the MYEPAD so you will be familiar with the information just here it will be in an electronic format rather than the paper-based handbook you are used to. It will be accessible via the web. It is compact, easy to navigate and stays with learner throughout their journey on the nursing course.

Question 2:

You say it is accessible via the Web, so how do I access the ePAD?

Practice Assessors can access ePAD via the link https://arc.bcu.ac.uk/ePAD/
We have added the Practice Assessors to our Assessor Database so your username is your email address, you will just need to reset your password by clicking where it states 'Click here to setup login information for ePAD'.

Question 3:

You mention Practice Assessors accessing ePAD, what about the Practice Supervisors?

Practice Supervisors are able to complete the Orientation, Initial interview and the Assessment of Proficiencies for the learners they work with so instead of them logging in to ePAD, learners invite them via an email generated by the system with a link (token) they click on to access the specific page to approve what requires approval.

Question 4:

What electronic devices can you access ePAD on?

The ePAD has been designed to be accessed via PC's, laptops, tablets, and phones. With smaller devices such as phones, it is fine for approval purposes, but

where detailed information needs to be entered, we would recommend using PC's, laptops and tablets as opposed to phone devices.

Question 5:

Are there any training resources we can access or support with using the ePAD?

Yes, for practice assessors we have set up a web page Practice Placement Partners - School of Nursing and Midwifery | Birmingham City University (bcu.ac.uk). Also, within the ePAD you will notice a section entitled "ePAD Training and Support Page". Under this page you will find the ePAD user guide, training videos, FAQ's and the ePAD support inbox. For learners and academic assessors, we have a dedicated Moodle page. If a nursing learner, placement partner or academic assessor and you require technical help or support with ePAD, please email nursing.placements@bcu.ac.uk and we will endeavour to deal with your enquiry within 72 hours.

Question 6:

I am still worried about using the ePAD?

We aim to ease you worries and concerns so as well as the resources provided on the webpage, we will be running a weekly drop-in session for you to attend as and when required for support.

Question 7:

I am concerned about availability of computers and the lack of privacy the learner and I may get when completing sections of the ePAD together. How do we get around this?

Please consider moving away from the clinical area to complete the ePAD where possible for privacy. If there are library computers available, try and use those. We understand that in busy ward settings accessibility to devices can be a challenge so again your feedback will be appreciated so that we can review the situation moving forward as we want to make effective change whilst supporting you as our practice partners alongside our learners.

Question 8:
Is it just the one ePAD document that the learner, Practice/academic assessor, and supervisor needs to complete??

Yes, this is correct. The whole learner practice journey is captured on one ePAD.

Question 9:

Can Practice assessors access Part 1, 2 &3 of the ePAD document?

Yes, by default the system will allow the practice assessor and the academic assessor to look back at a learners practice for all the previous Parts / Years' work.

Question 10:
Is the OAR part of the ePAD?

Yes, the OAR is also incorporated into the ePAD and takes evidence on the progress in sections such as the Professional Values, Assessment of proficiencies, Episodes of Care and Medicines Management and populates whether the OAR section automatically for review and learner progression purposes.

Question 11:

I cannot log into ePAD and the learner I am the practice assessor for informs me that my name is not on the selectable list on ePAD so they can not submit a piece of work for approval what should I do.

Nursing practice assessors should contact us via nursing.placements@bcu.ac.uk providing us with their full name, email address and the trust they are in. We will then do the rest and get you added to the assessor database which will mean you can log into ePAD and the learner can select you. Please note: If you are a practice supervisor you will not be able to log in but will be able to approve sections the learner submits to you which are namely the Orientation, initial interview, and assessment of proficiencies.

Question 12:

My learner has not completed everything I asked them to do before submitting a section to me. What can I do?

The 'unlock' option is available for both learners and assessor to make any amendments before resubmitting the section. Also, when approving you can choose

the ‘send back to learner’ option so they can make the necessary amendments and resubmit.