ePAD User Guide – For Students, Academic & Practice Assessors

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ePAD User Guide – For Students, Academic & Practice Assessors

1. Introduction

The ePad is an electronic portfolio containing all practice documentation required for the duration of a student's journey in practice and will provide a comprehensive record of the student's professional development and performance in practice. The ePAD will allow practice supervisors / practice assessors and academic assessors the opportunity to securely view, comment on and assess student work.

2. Access and Set Up

To access the ePAD system you will need to click on the following link **https://arc.bcu.ac.uk/ePAD** (for students, this access can also be achieved through their ARC POW account where there will be an ePAD button to click on and access ePAD – the below steps will not be required for students as their network log in will mean they will log in automatically)

For Assessors clicking on the link will take you to the log in page (Fig.1) where you can log in with your email address and password. If this is the first time you are logging on you will need to click in where it says, *'Click here to setup login information for ePAD or to reset your password.'*

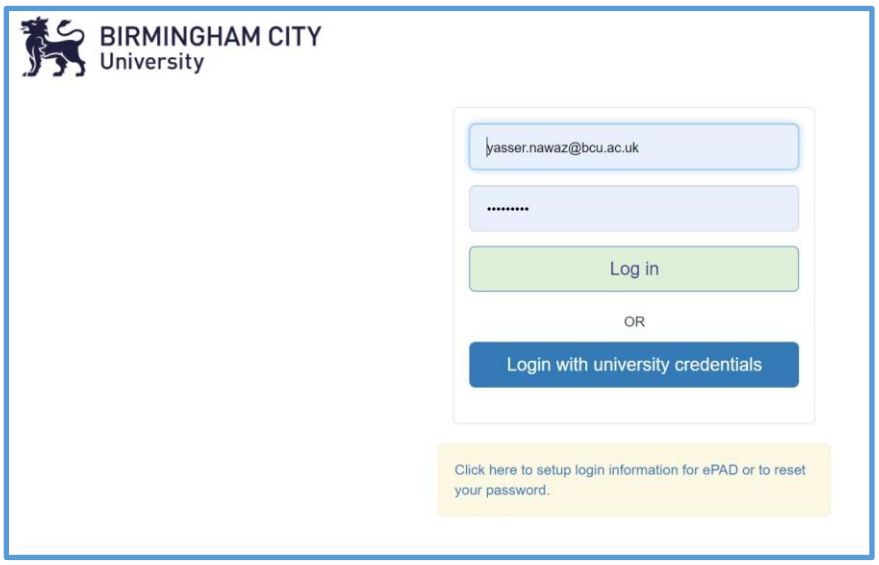


Fig.1

This will take you to the password setup / reset page (Fig.2) where once you enter your email and click request an email will be sent to you with a link to set your password.

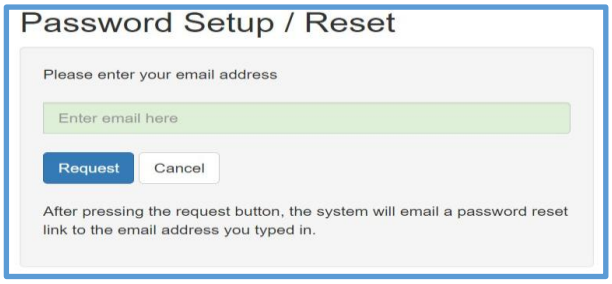


Fig.2

Below is an example of the email with the link you will need to click on to set your password (Fig.3)

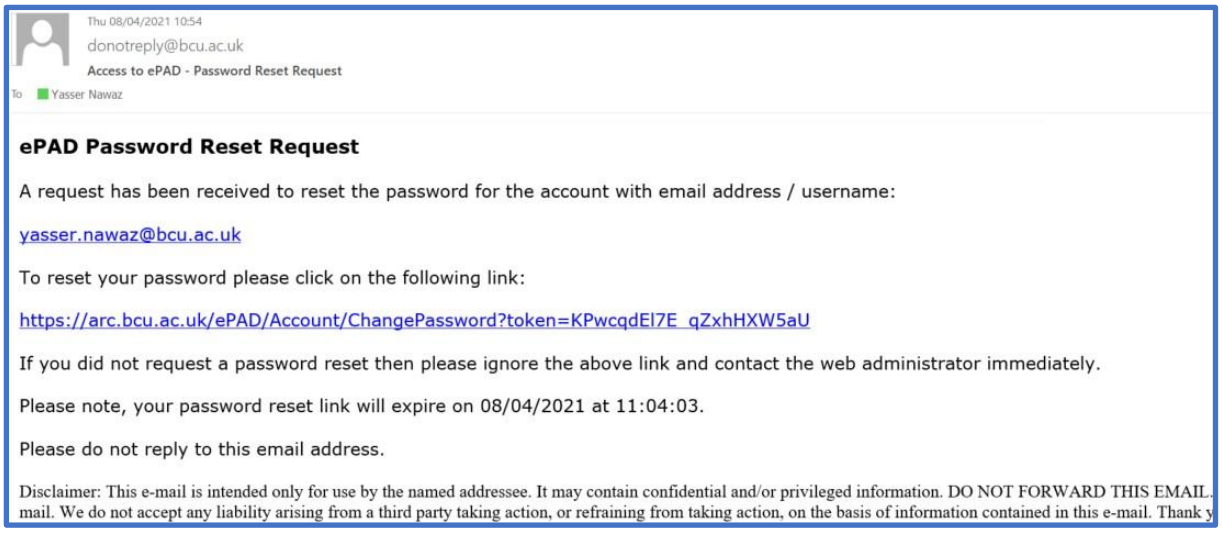


Fig.3

This will then take you to a page to reset your password (Fig.4) Once this is done you are all set to access ePAD.

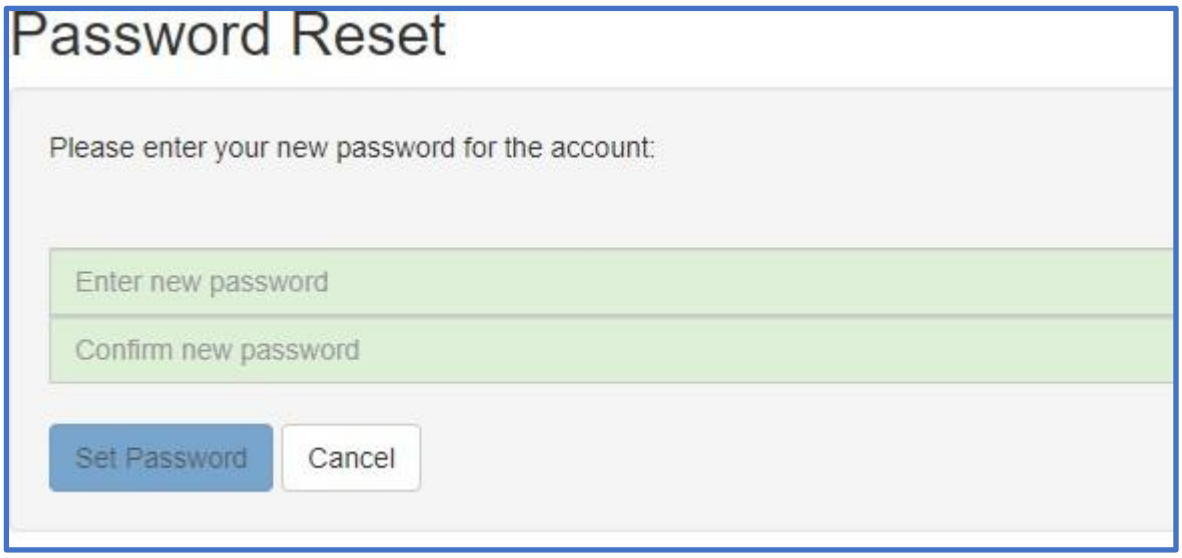


Fig.4

To access ePAD all major browsers are supported but for the best experience please use Google Chrome.

For students and academic staff who log into ARC POW, your access to ARC POW will mean you will not need to login to ePAD separately with a password if you are in ARC POW. Also, the above password reset is not needed for those BCU Students and academics.

3. ePAD – Student, Practice Assessor and Academic Assessor view explained

Once logged in to ePAD you will be greeted by the following introduction page:

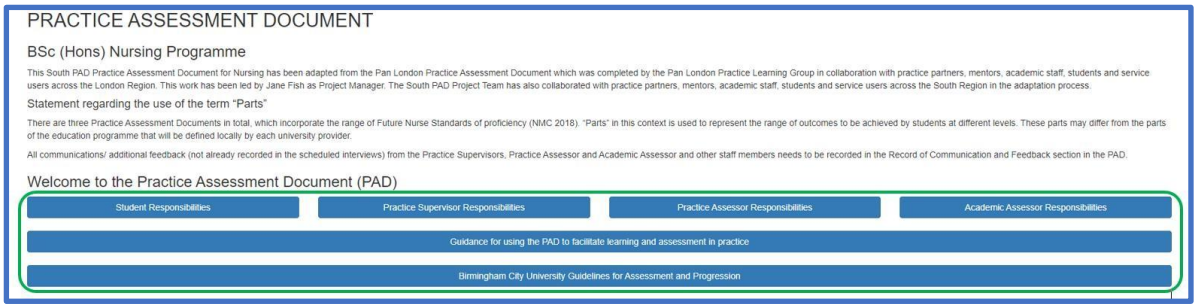


Fig.5

By clicking on the blue text boxes in Fig.5 above, the section expands to provide details relating to the section for example the student responsibilities text box informs you of what is expected of a student, similarly there is a text box providing information about the Practice Assessor, Academic Assessor and Practice Supervisor roles. There is also guidance for using the ePAD and Birmingham City University's guidelines for Assessment and Progression. **Note: Students, Academic Assessors and Practice Assessors have accounts on ePAD, but the Practice Supervisors do not, they can only access ePAD pages via a link/token in an email for example if a student selects them for an orientation /initial interview approval.**

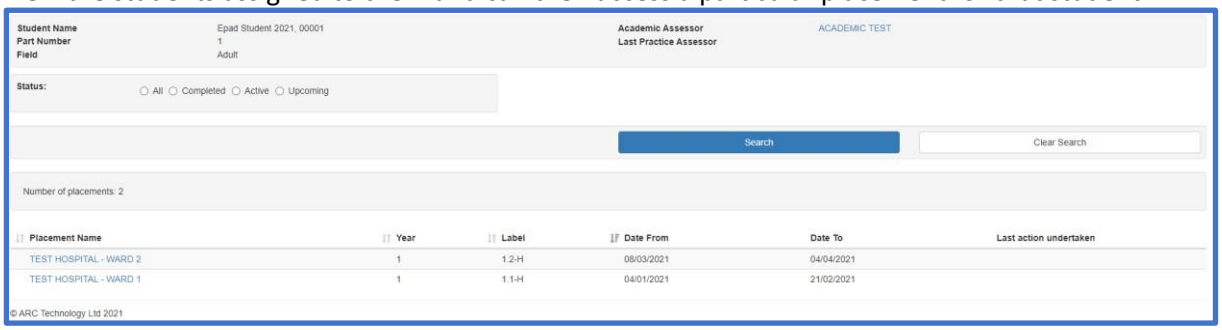
You can always return to the page in Fig.5 above by clicking on the home option at the top right of your screen at any point you wish to do so.

For students / assessors, after familiarising themselves with the roles, guidance, and assessment / progression information they should access the placement information. To do this they must click on

The three line toggle icon ☰ which is in the top left corner of the screen which will bring a drop-down Main Menu block as shown in Figure 6 below.

Fig 6

For Students logged in to ePAD the first Menu option will be placements as highlighted in the Fig.6 above but for Practice Assessors and Academic Assessors it will instead of placements state Students. When a student clicks on the placements option at the top of the menu, they will access their placement information. They should click on the name of the placement area they are on (refer to Fig.7 below). In the case of Assessors, they will click on students from the main menu and will be able to view the students assigned to them and can then access a particular placement for that student.



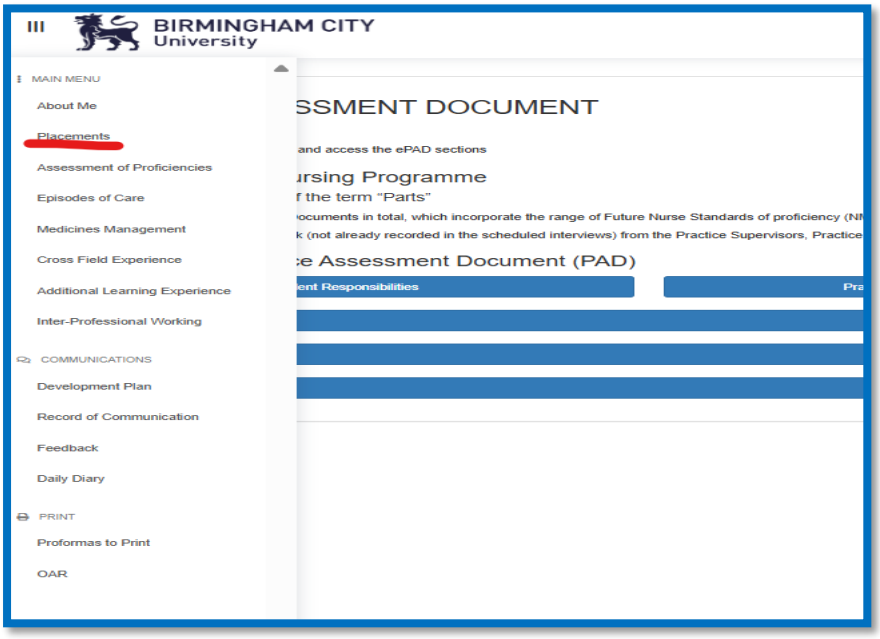


Fig.7

Once this is done the Student / Assessor will access a page specific to that placement with four tabs at the top:

1. Orientation
2. Initial Interview
3. Mid-Point Interview
4. Final Interview

Until the previous tab has been marked as assessed the next tab will not become available to the student. So, the orientation needs to be completed before the Initial interview becomes available, the initial interview needs to be completed before mid-point interview is available and so on. Refer to Fig.8 below.

4. Orientation

In the Orientation section below the student needs to check through the criteria and ensure that everything has been covered as part of their induction /orientation.

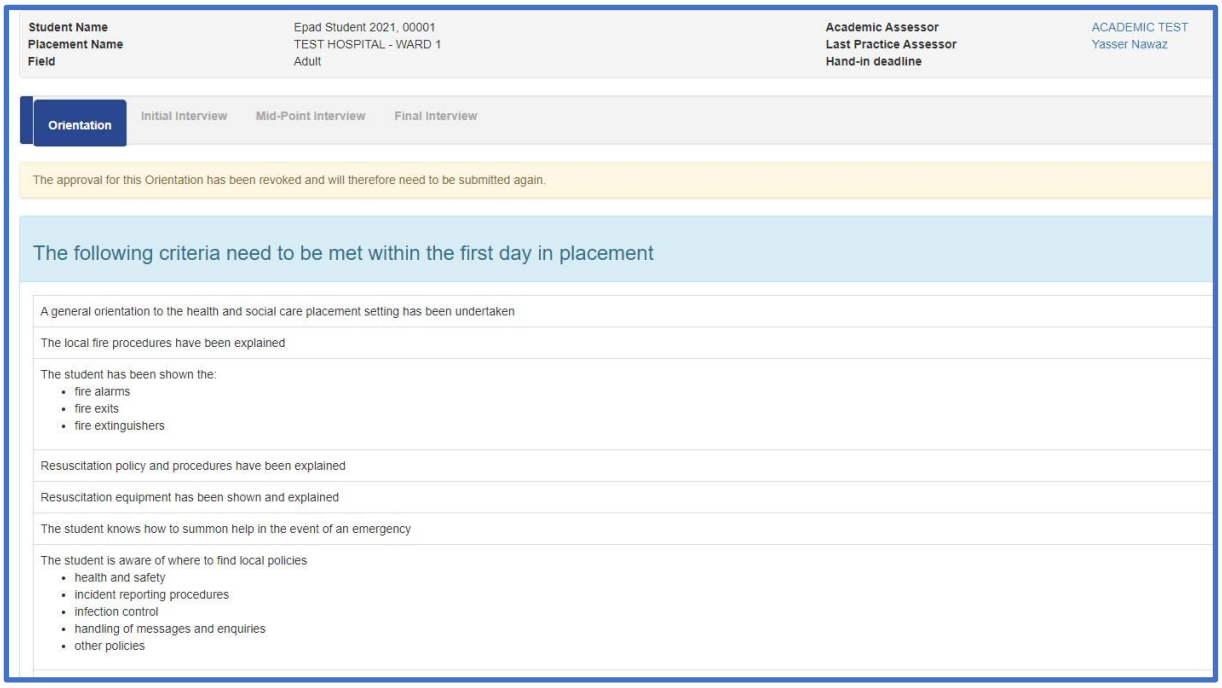


Fig.8

Once this is done and the student has written a statement to confirm they understand how to raise and escalate concerns, they need to check the box and click on the blue button 'Request verification by Practice Supervisor or Assessor' as shown in Fig.9 below.

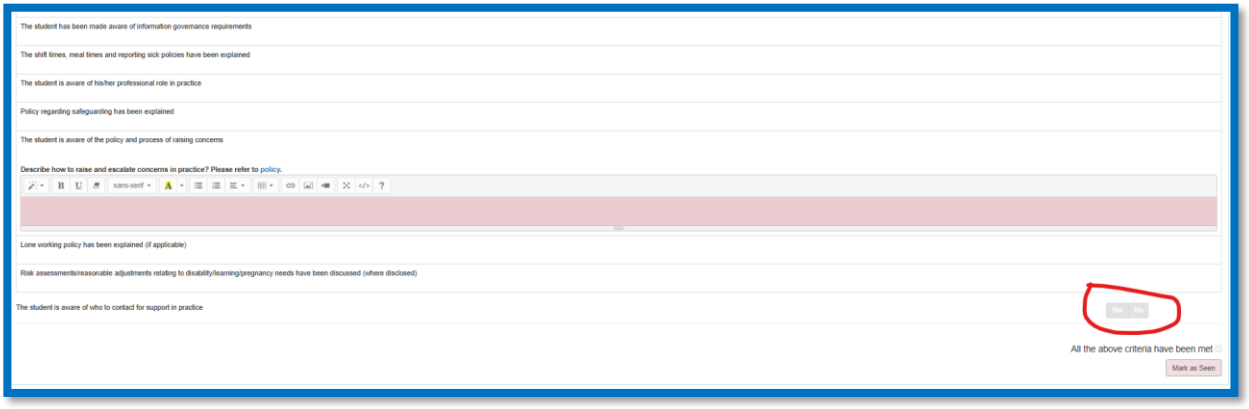


Fig.9

Once this is done the student accesses a page from which they have to either select their practice assessor by dragging and dropping their name from the 'available' column to the 'selected' column or if their orientation was conducted by a practice supervisor then the student will instead need to enter their email address manually in the green box at the bottom of the page and then click the red button to request approval Fig. 10

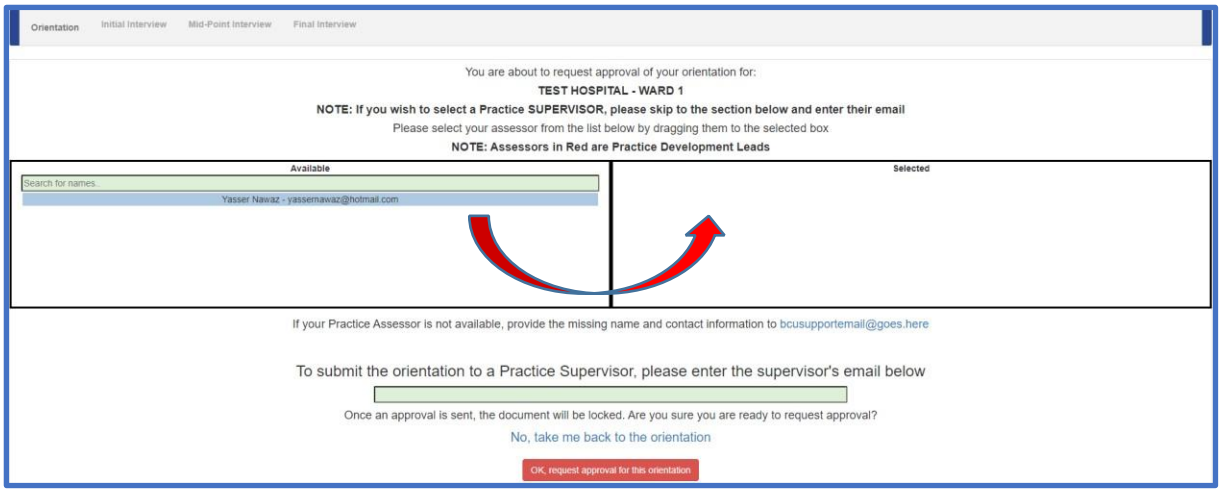


Fig.10

This will then send the email through to the practice Assessor or Supervisor. In ePAD the student will see a notification that a request for approval has been sent via the message below which appears in the top right of their ePAD screen Fig.11



Fig.11

The Practice Assessor / Supervisor will receive an email, such as the one below with a link (token) as shown in Fig.12 which needs to be clicked on to access the orientation for that student.

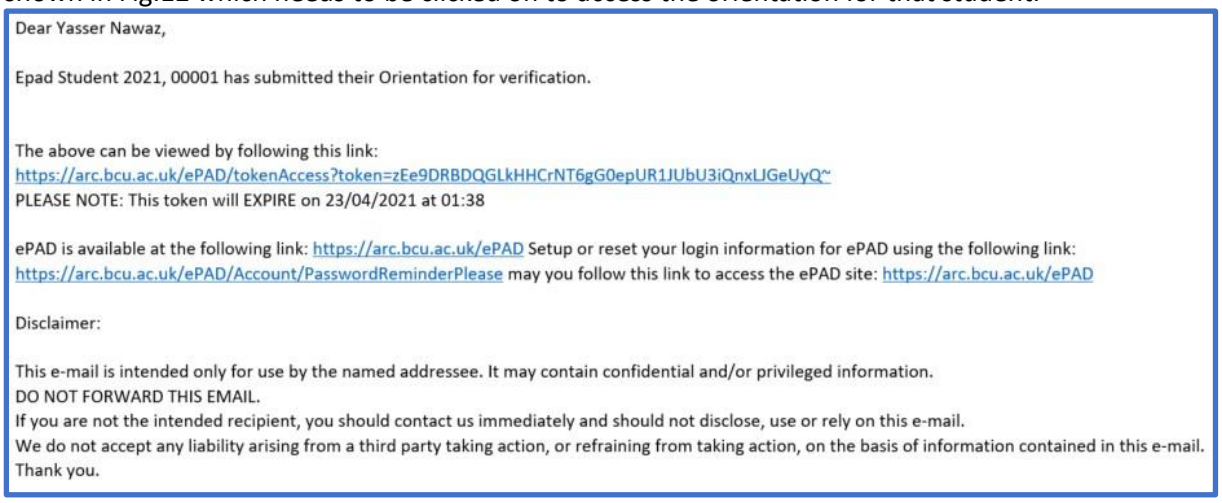


Fig.12

The Practice Assessor / Supervisor will then access the orientation and can click the blue box 'Mark as seen' followed by the red button to verify orientation (Fig. 13 & 14 below)



Fig.13

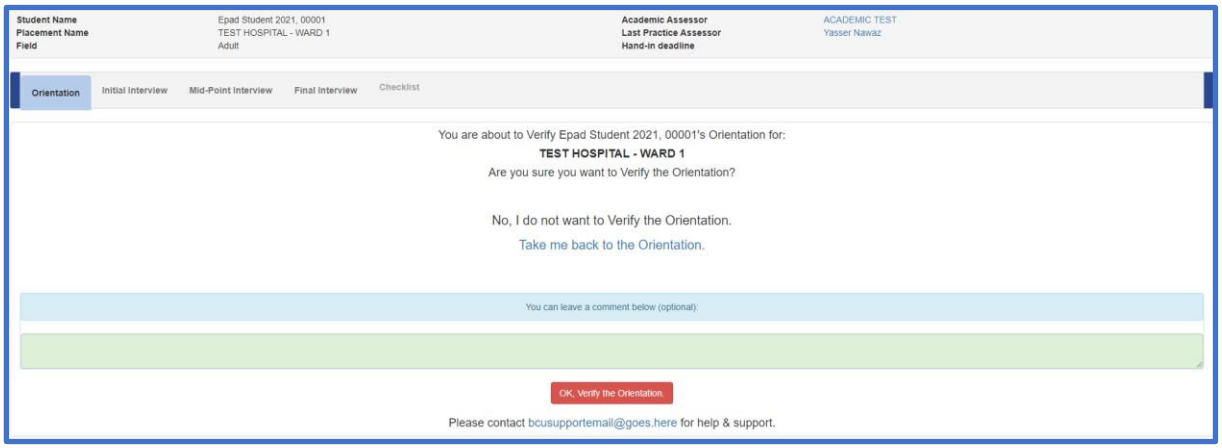


Fig.14

The page will display that the named Practice Assessor / Supervisor (Fig.15) has approved the orientation.



Fig.15

The student will then receive an email informing them that their orientation has been verified. (Fig.16)

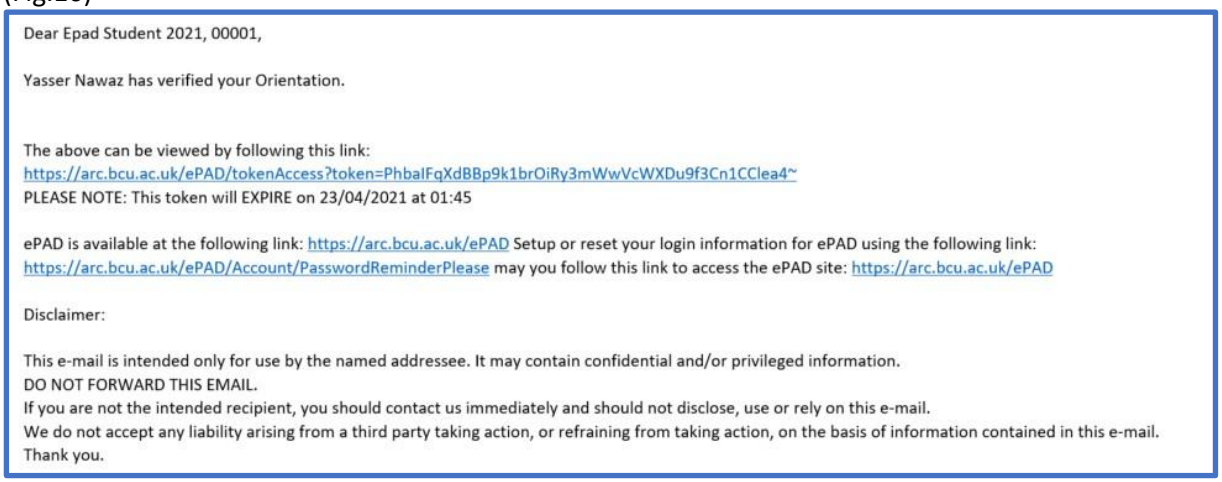


Fig.16

Once the orientation has been completed the Initial Interview section becomes accessible to the student (Fig.17)

5. The Initial Interview

In the initial interview section, the green boxes are where students must enter information. The student with the support of their practice supervisor / assessor must identify their learning and development needs (Fig.18)

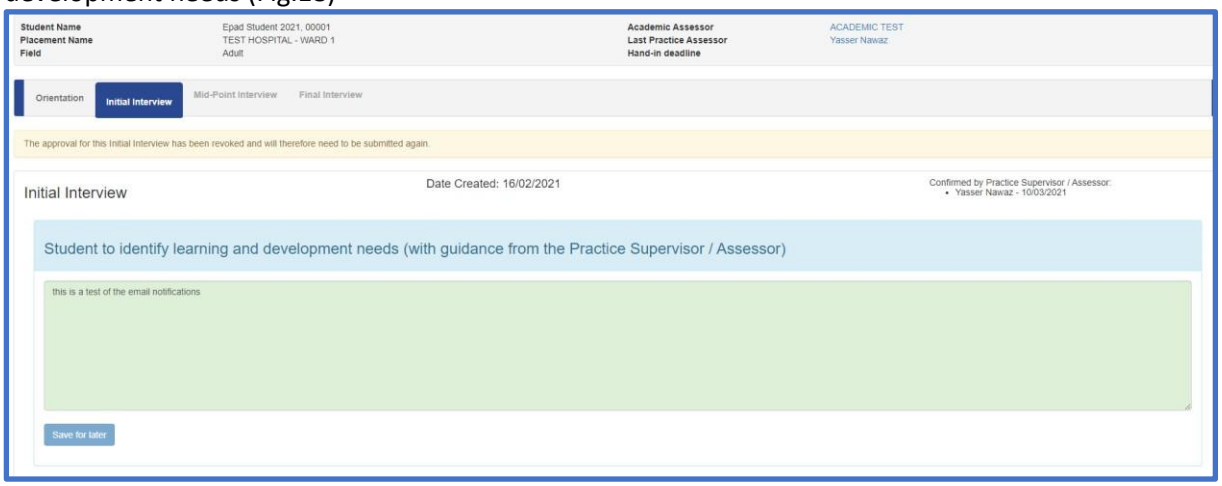


Fig.18

The student also in this section is needed to outline learning plans and how they intend on achieving those learning needs with the support of their Practice Assessor / Supervisor whilst on that placement Fig.19. Once they are happy with this this can be submitted by clicking on the 'save and submit' green button shown below.

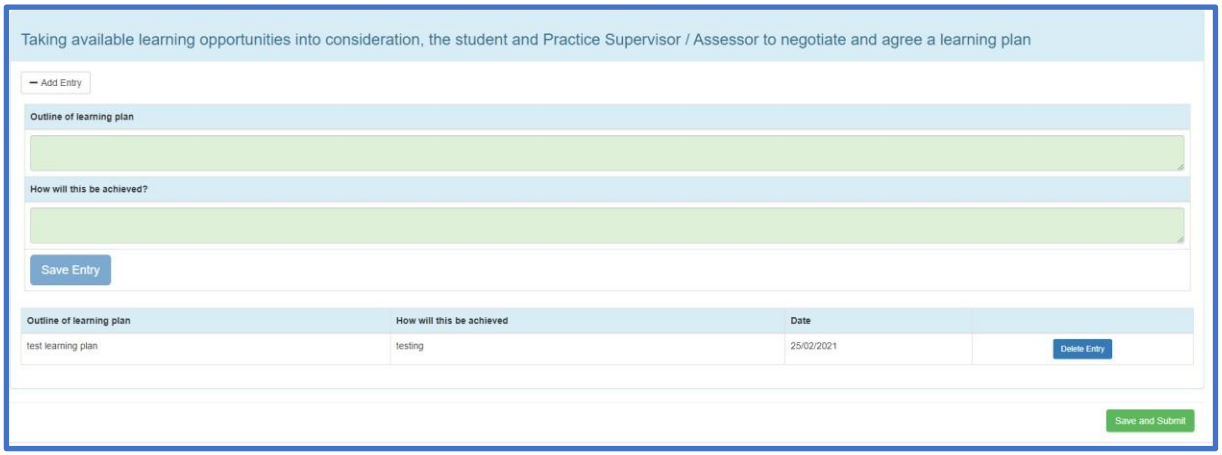


Fig.19

Once 'save and submit' is clicked the student is brought to the page where they must either drag and drop a practice assessor from the 'Available' to the 'Selected' column or in the case of the practice supervisor enter their email address in the green box at the bottom of the page and click the red button for verification Fig.20.

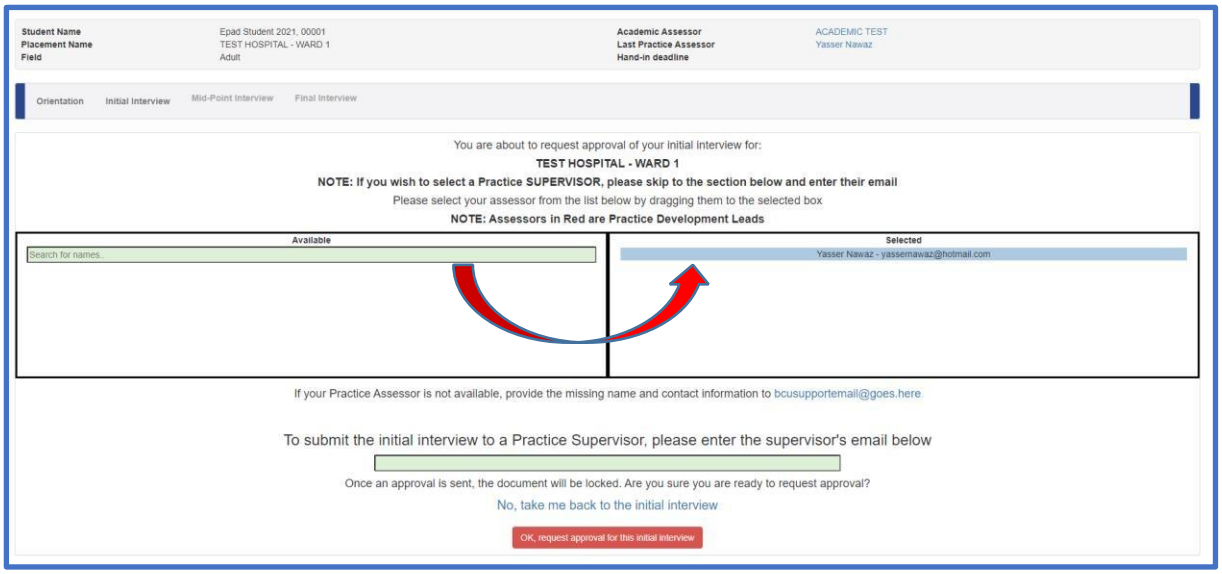


Fig.20

Just a side note, there is always, throughout the ePAD system the opportunity to revoke submissions if you feel there is more that requires adding or something has been missed. There is also the option to save for later for both the Students and Assessors if time constraints do not allow for the whole section to be completed in one attempt.



Fig.21 – Revoke submission example

As highlighted with the orientation, when the initial interview is submitted for verification, the top right of the ePAD screen will show that the approval request has been sent and the email below with a link / token has been sent to the Assessor / supervisor for approval (Fig.22 &23).



Fig.22

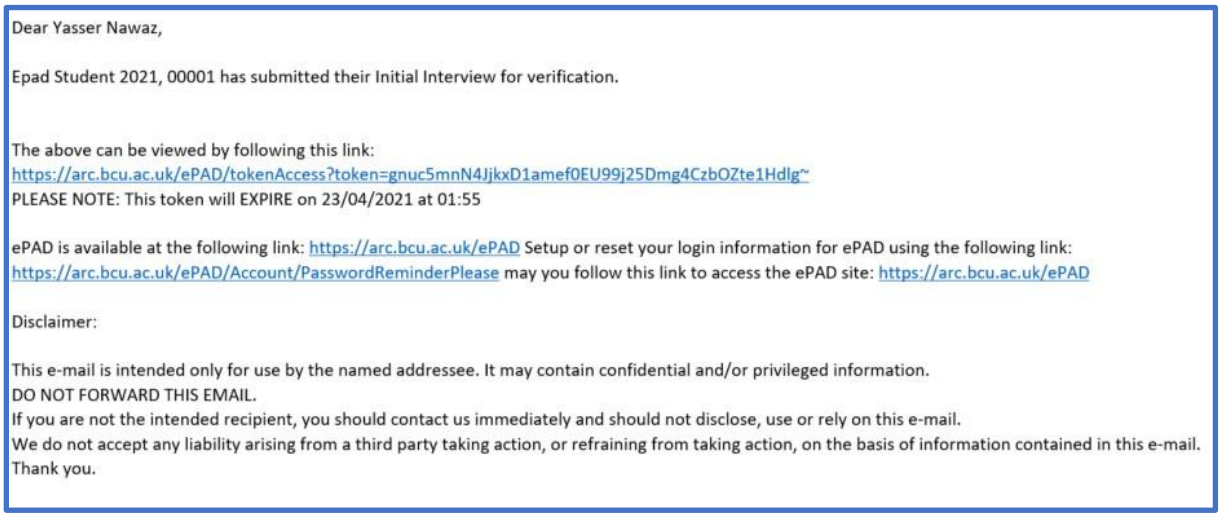
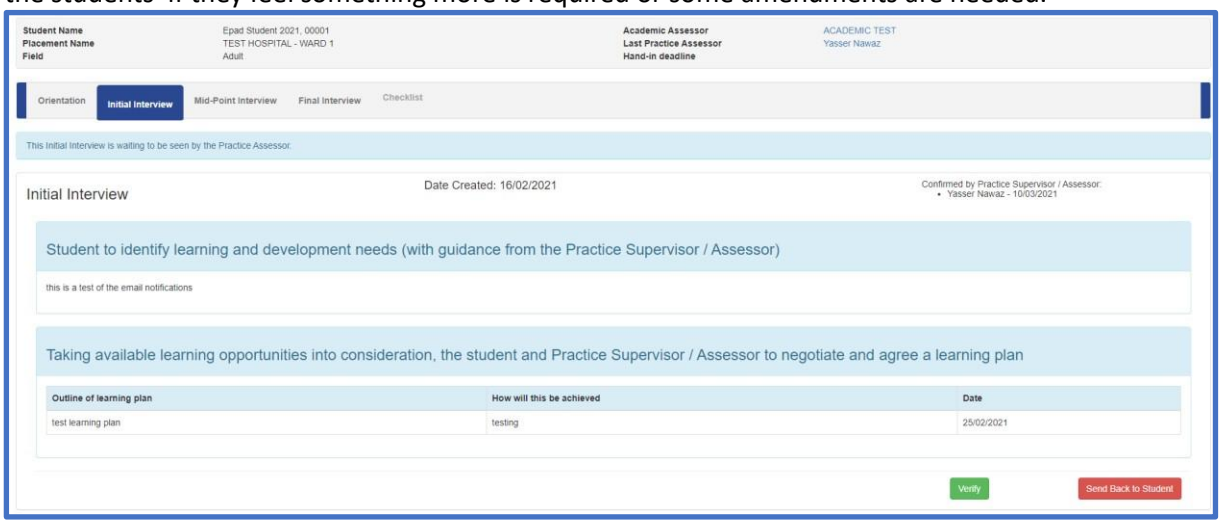


Fig.23

Once the Practice Assessor / Supervisor clicks on the link in the email they will access the initial interview and will be able to view what the student has entered and either 'Verify' or 'send back to the students' if they feel something more is required or some amendments are needed.



If it is to be sent back to the student, the following page Fig.25 will appear with a green text box where the Practice Supervisor / Assessor can detail in the green text box reasons for sending back.

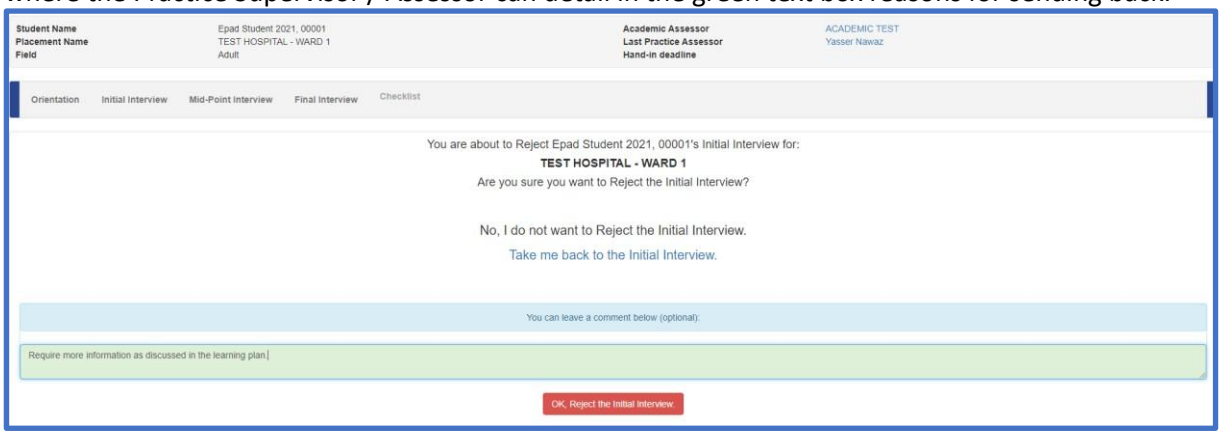


Fig.25

The student will receive an email notification of the rejection with a link which will take them into ePAD and the initial interview section where in red it will inform them of the rejection and they can view comments by clicking 'show comment' (Fig.26)

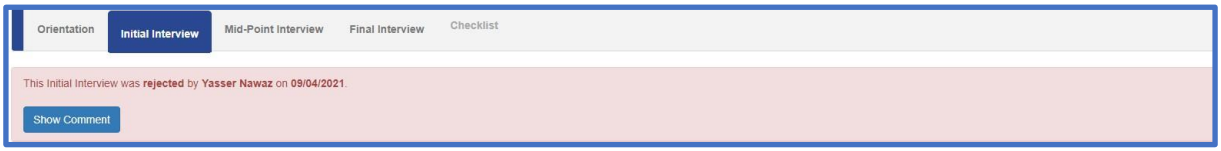


Fig.26

Once the student has made the necessary amendments they submit again and this time with an approval from the Assessor / Supervisor, in green as shown below (Fig.27).



Fig.27

6. The Mid-Point Interview

This will open the Mid-Point interview section for the student. The professional values are accessible by clicking on the coloured specific ones (Fig.28). For students these will just be viewable but for the Practice Assessors they will be able to indicate whether these have been met or not.

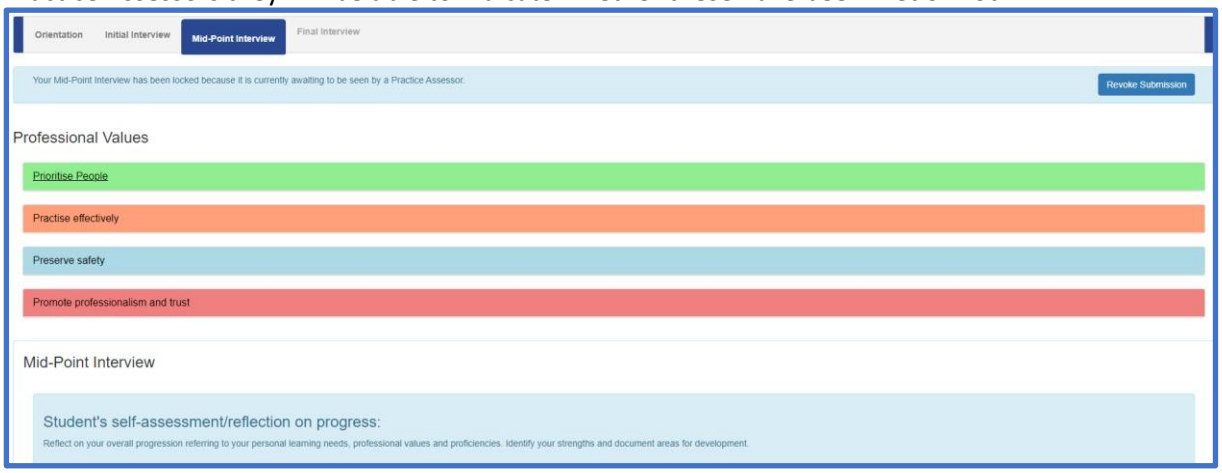


Fig.28

The student is required to complete their self-assessment / reflections about their progress so far on the placement and highlight any development need moving forward by typing in the green sections (Fig.29 &30)

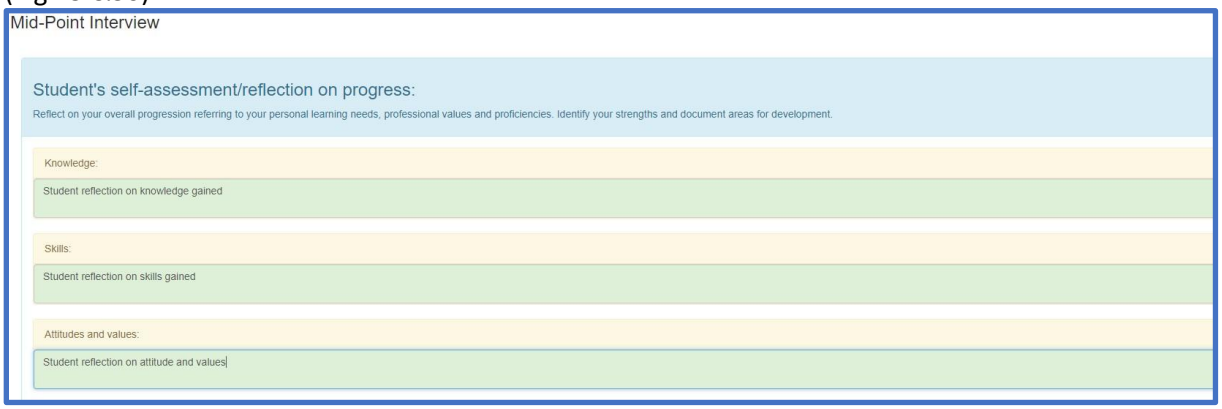


Fig.29



Fig.30

Once the save and submit option has been chosen the Practice Assessor(note no option to select the practice supervisor as only the practice assessor can approve the mid-point / final interview) needs to be dragged and dropped from the available to the selected column and the request approval red button clicked (Fig.31).

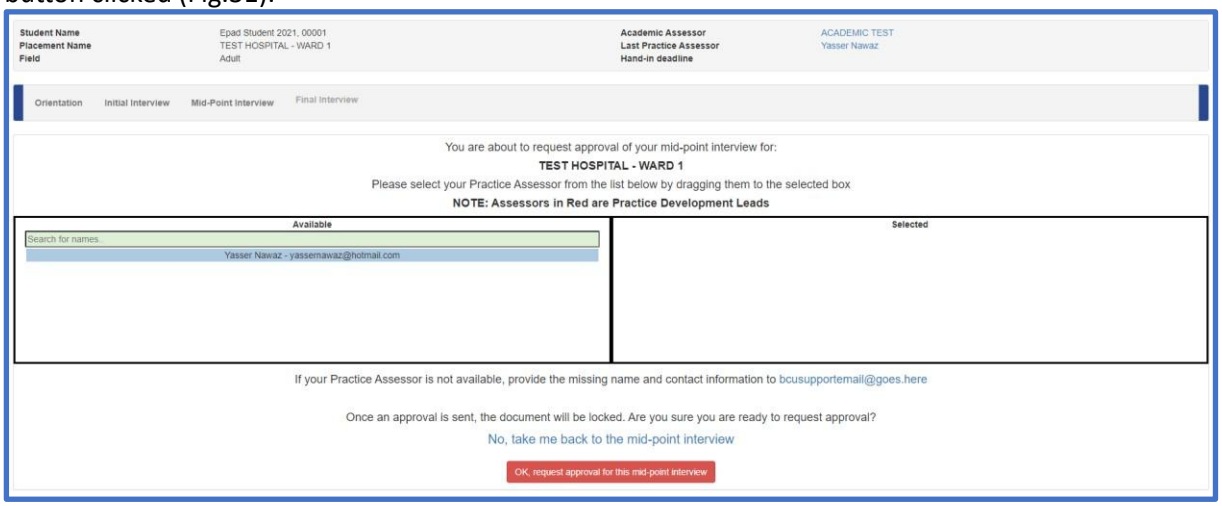


Fig.31

The Practice Assessor will receive an email with a link / token (Fig32) which once clicked on will take them directly to the mid-point interview section in ePAD for that student.

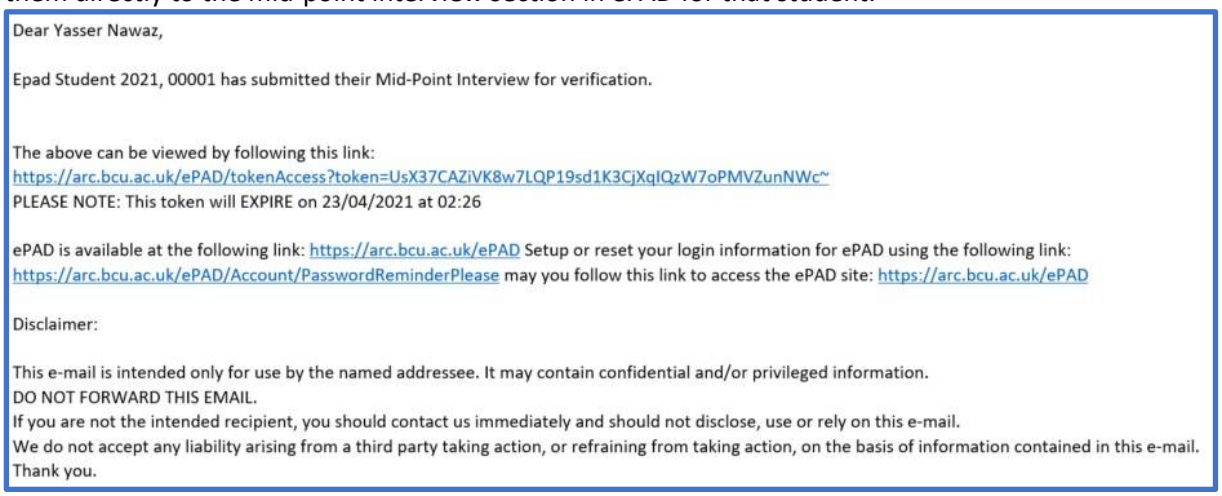


Fig.32

The Practice Assessor can the look at the professional values and select either ‘YES’ or ‘NO’ to indicate if they have been met or not (Fig.33)

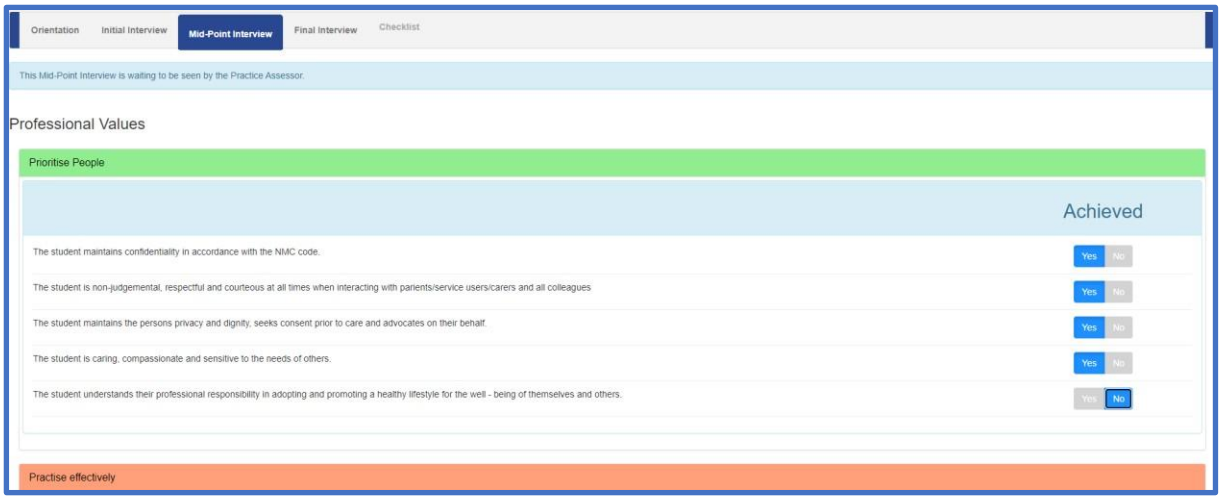


Fig.33

The Practice Assessor can also review student's self-assessment /reflections and development needs before entering his/her own comments in the green text boxes as shown below (Fig.34). They can either save and verify or send back to the student.



Fig.34

If approved ePAD will display the following message (Fig.35)



Fig.35.

7. The Final Interview

This then opens the final interview section for the student. Student can access this as and when they need to as they near the end of their placement. The parts they are required to fill in are shown in green in Fig 36 & 37 below (namely knowledge, skills, attributes & values)

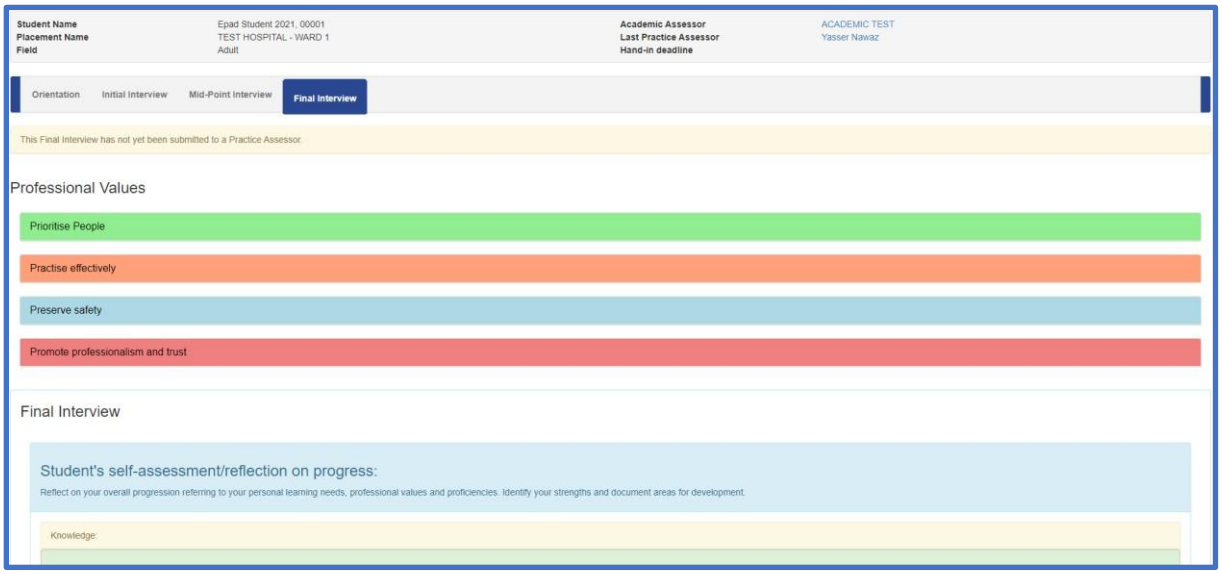


Fig.36

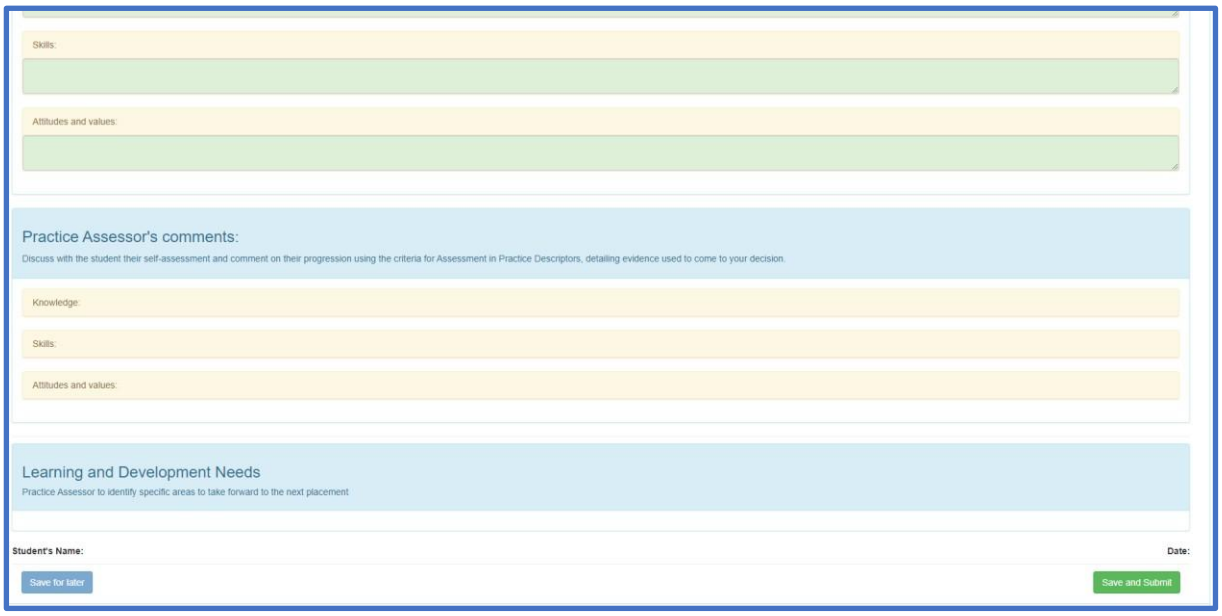


Fig.37

Once student has completed their section, they can submit the final interview for the Practice Assessor's approval by clicking on the green 'save and submit button.

The student must again drag and drop the Practice Assessor's email from the available to the selected column and click the red button for approval request (Fig.38)

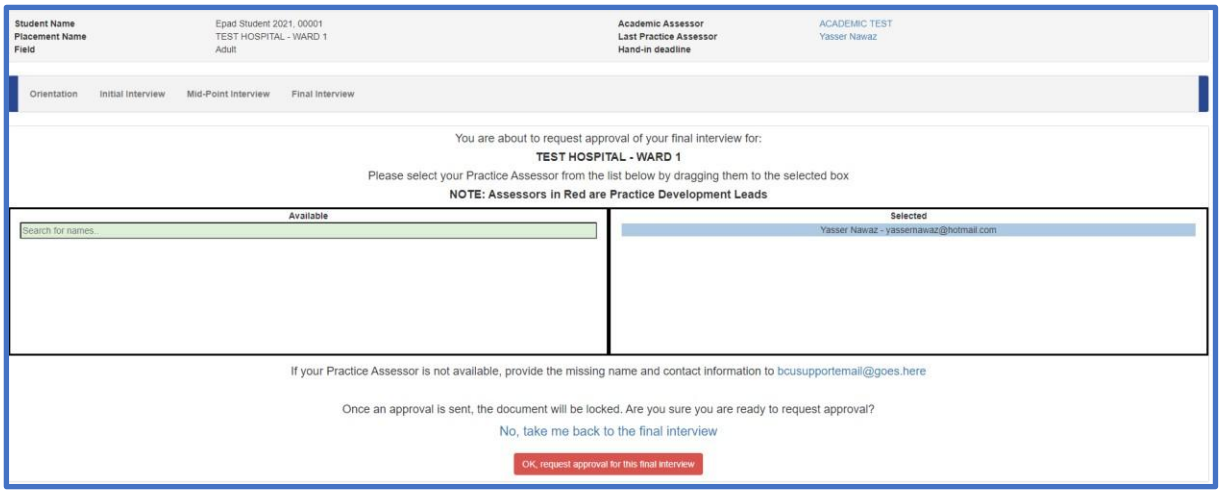


Fig.38

An email will be sent automatically to the Practice Assessor with a link / token which once clicked takes them to the final interview page on ePAD for that student.

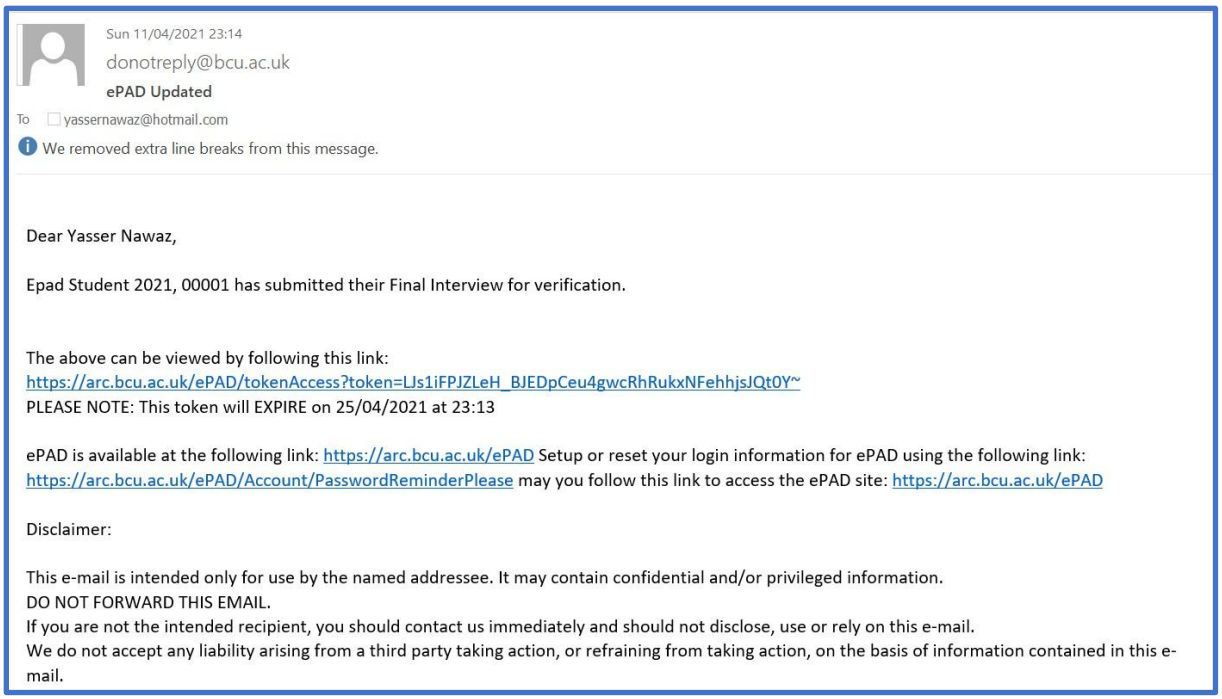


Fig.39

Within the final interview page, the Practice Assessor will be able to view both the professional values achieved at Mid-Point interview stage and the current Final interview values yet to be marked as YES or No (Fig.40)

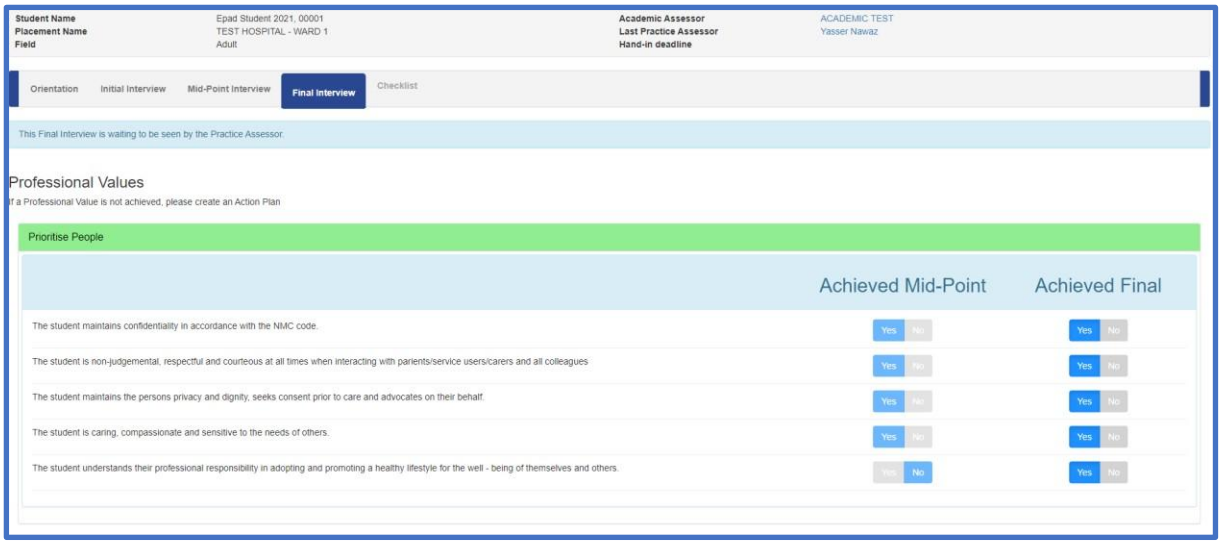


Fig.40

As well as assessing the professional values criteria the Practice Assessor views the student comments and either saves and verifies or sends back to the student (Fig.41)

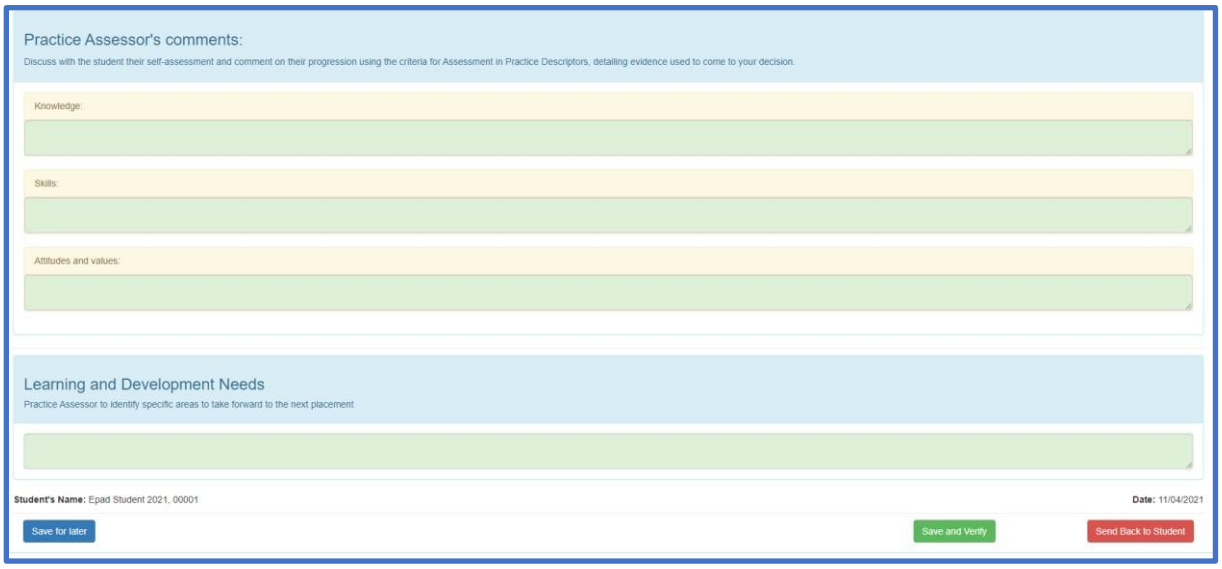


Fig.41

There is also an opportunity for the Practice Assessor here to create a development plan with SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals with the student if it is required (Fig.42)



Fig.42

If approved (verified) the below message in green will appear (fig.43)

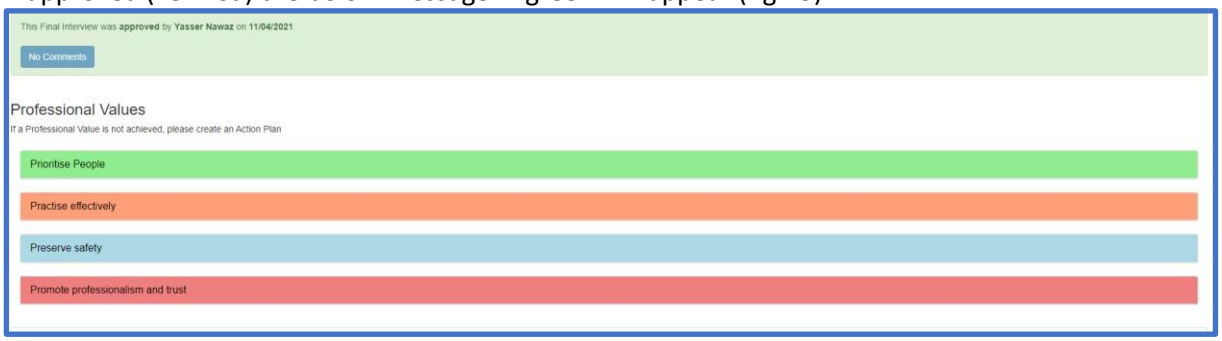
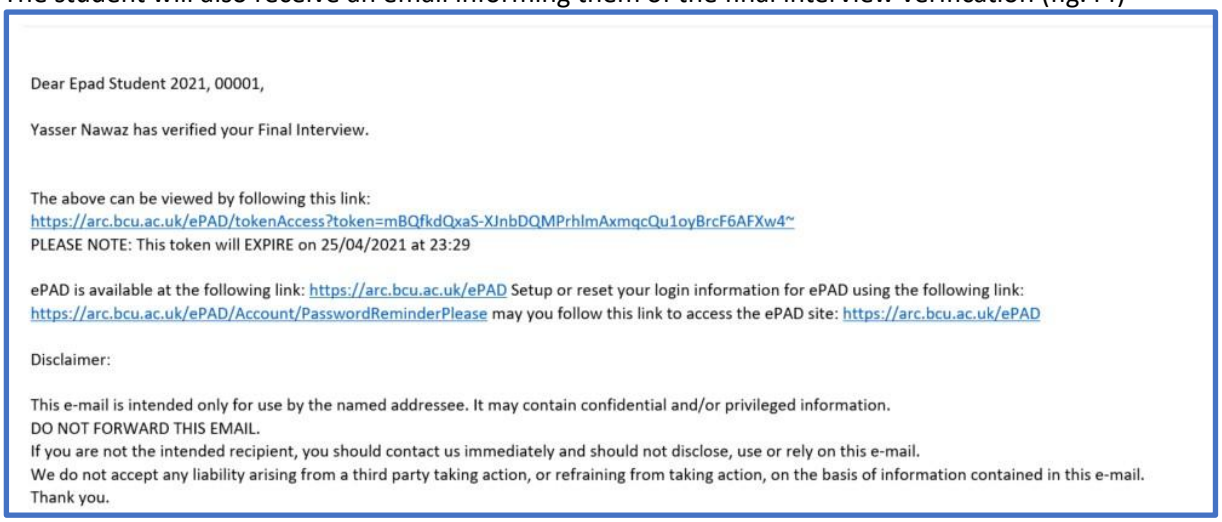


Fig.43

The student will also receive an email informing them of the final interview verification (fig.44)



Dear Epad Student 2021, 00001,

Yasser Nawaz has verified your Final Interview.

The above can be viewed by following this link:
https://arc.bcu.ac.uk/ePAD/tokenAccess?token=mBQfkdQxaS-XJnbDQMPrhlmAxmqcQu1oyBrcF6AFXw4~
PLEASE NOTE: This token will EXPIRE on 25/04/2021 at 23:29

ePAD is available at the following link: https://arc.bcu.ac.uk/ePAD Setup or reset your login information for ePAD using the following link:
https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease may you follow this link to access the ePAD site: https://arc.bcu.ac.uk/ePAD

Disclaimer:

This e-mail is intended only for use by the named addressee. It may contain confidential and/or privileged information.
DO NOT FORWARD THIS EMAIL.
If you are not the intended recipient, you should contact us immediately and should not disclose, use or rely on this e-mail.
We do not accept any liability arising from a third party taking action, or refraining from taking action, on the basis of information contained in this e-mail.
Thank you.

Fig.44

Alongside the above Placement assessment tasks, a student must also undertake Assessment of Proficiencies, Episodes of Care and Medicines Management assessments. These are divided into parts. Parts refer to Years of study. So, Part 1 is Year 1, Part 2 is Year 2, and Part 3 is Year 3. In cases where a course is 2 years it will be a case that one and a half parts are completed per year.

8. Assessment of Proficiencies

Assessment of proficiencies is accessed from the Main Menu as shown in Fig.45 below.

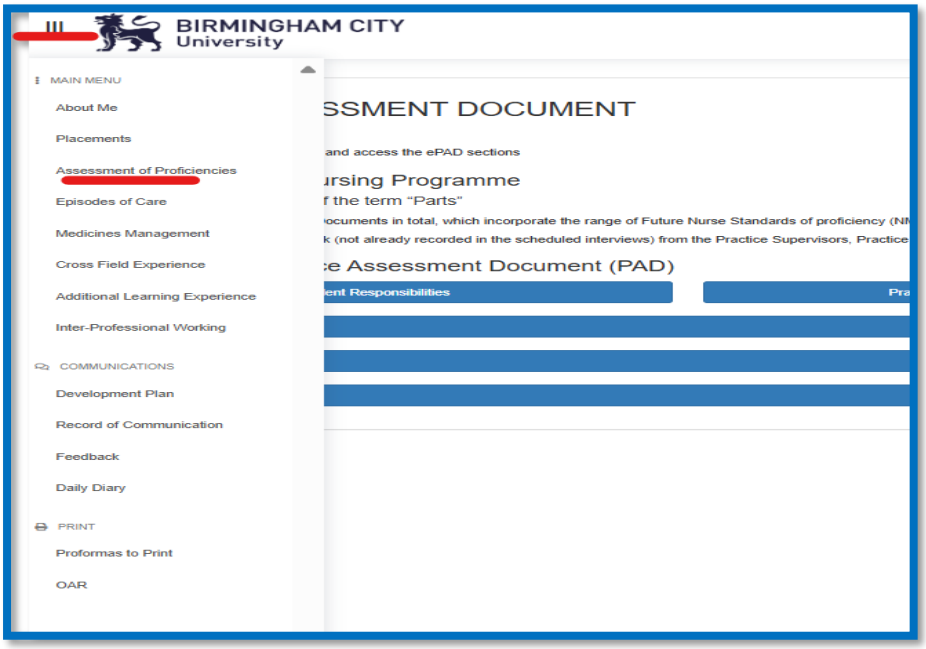


Fig.45

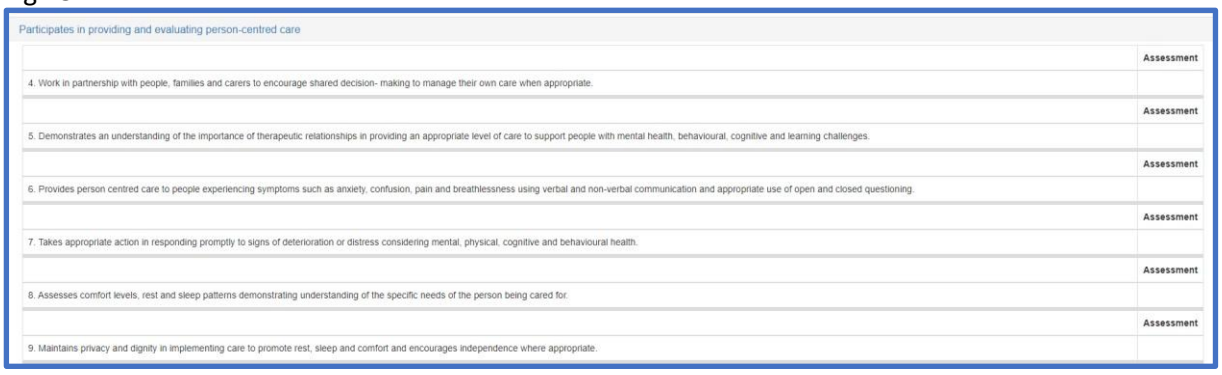


Fig.46 – Example of some of the proficiencies in student view

Students working on the assessment of proficiencies section must 'invite the supervisor / assessor' to approve / view the proficiencies for them (see Fig.47 below). There are 29 criteria in total across 5 sections. As with all sections in ePAD there are guidelines provided to assist the student / assessor /supervisor in what is needed in this section.

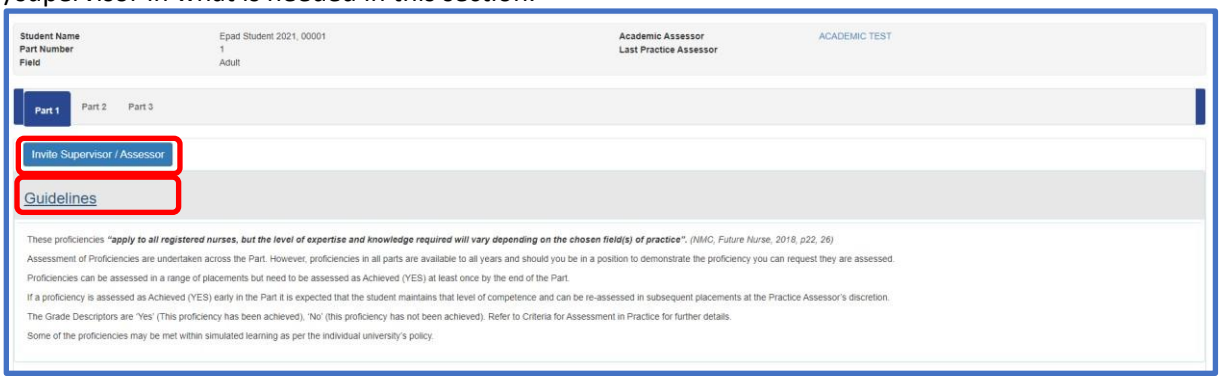


Fig.47

Once student clicks on the 'Invite Supervisor / Assessor' button they are presented with the below screen (Fig.48). Here they can, in the case of Practice Assessor's drag and drop the Practice Assessor from the 'Available' to the 'Selected' column or in the case of Practice Supervisors just enter their email address in the green text box and click on the red button to send an email notification to them.

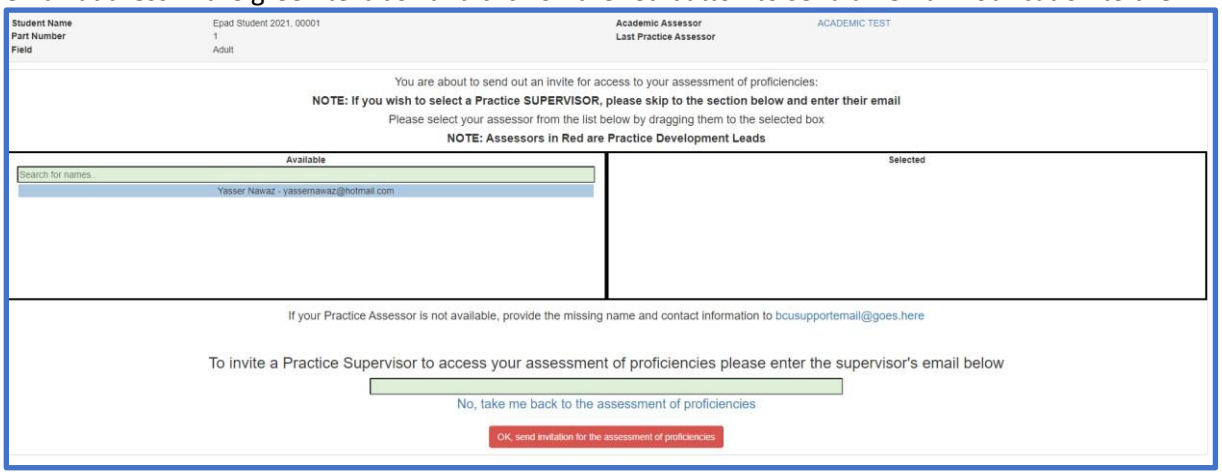


Fig.48

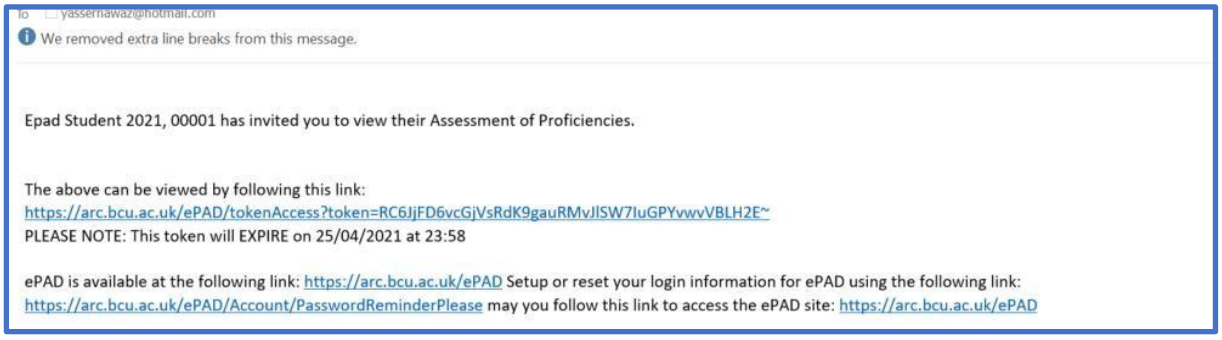


Fig.49

Once the Practice Assessor or supervisor has received the email they click on the link / token to access the proficiencies section as indicated in Figure 50 below. They can then review these and state whether they have been achieved or not and when they were assessed for the proficiency.

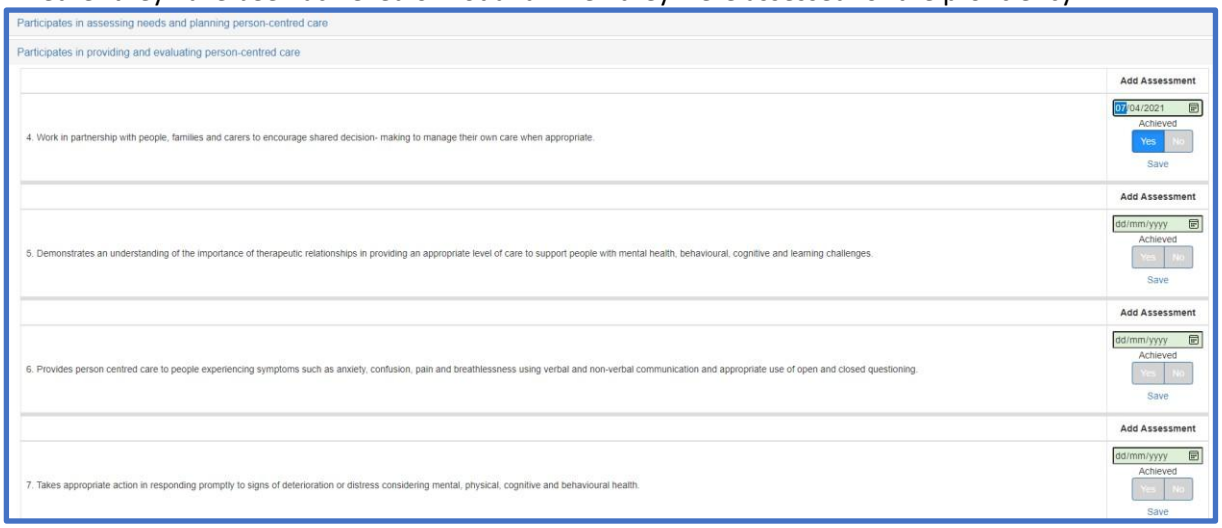


Fig.50

A note for Practice Assessor / Supervisors, please only state 'No' if attempted, do not choose. 'No' if the student has not attempted a proficiency, please just leave it blank.

9. Episodes of Care

Like assessment of proficiencies this is also accessed through the main menu as highlighted in figure 51 below. Again, this is divided into parts over the course of the student's study.

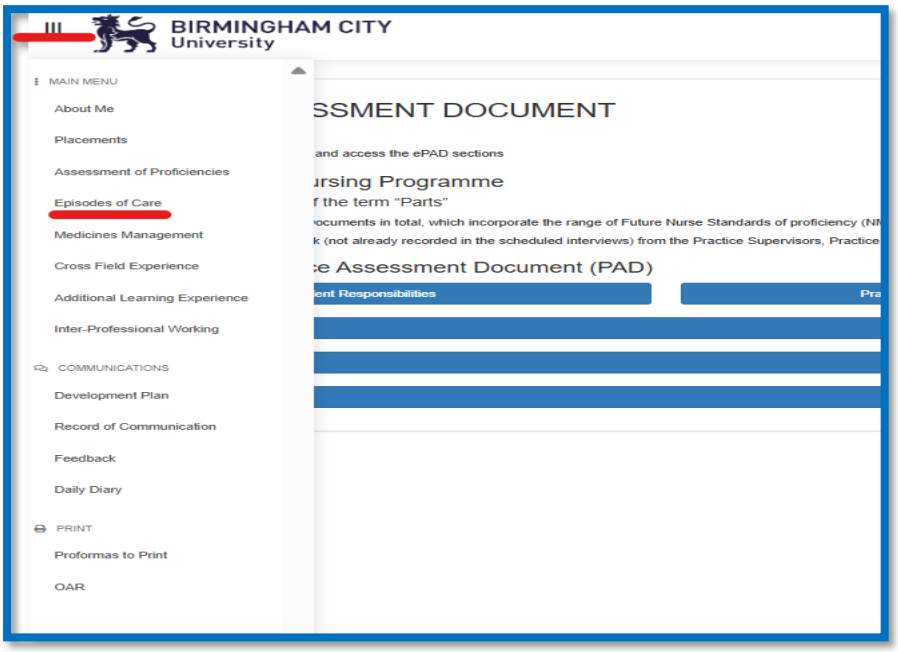


Fig. 51

In Part one there is a single episode of care (formative and summative assessment) whilst in Part 2 and 3 there are two episodes of care. As with other sections guidelines are provided and must be referred to (Fig.52)

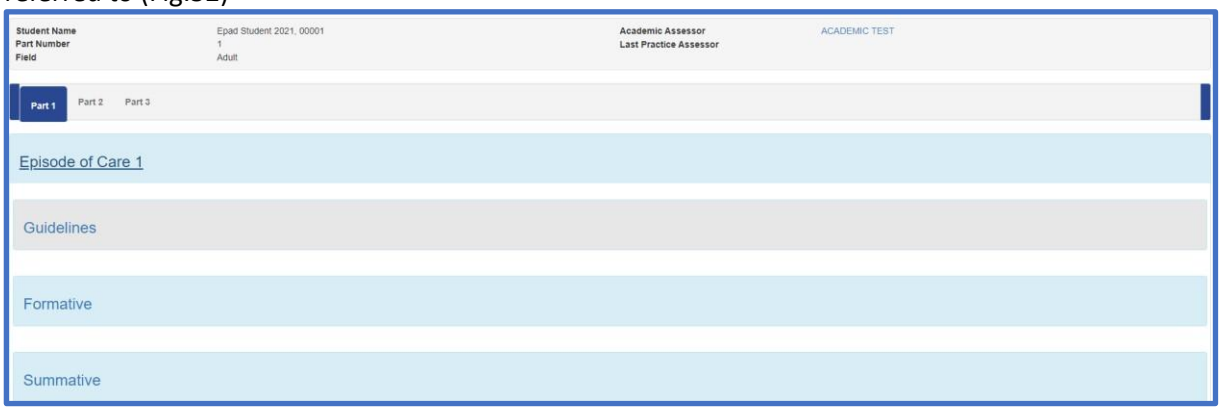


Fig.52

The student accesses the episodes of care assessments as detailed in the screens below (Fig.53 & 54 formative and summative) and enters their reflections on episodes of care.

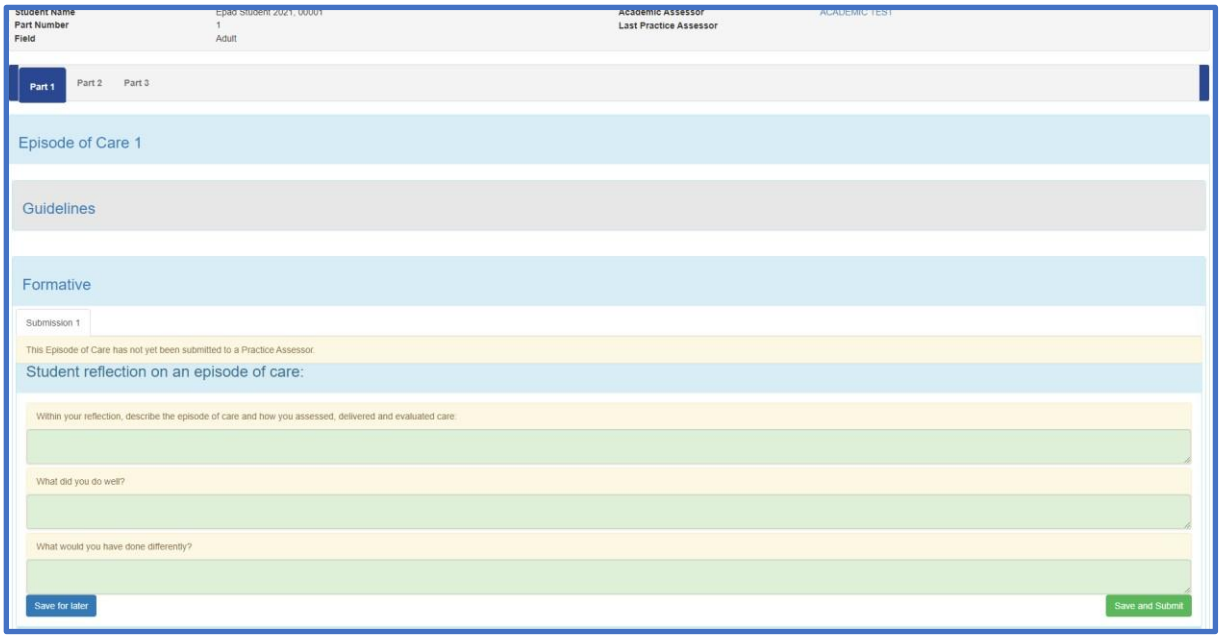


Fig.53

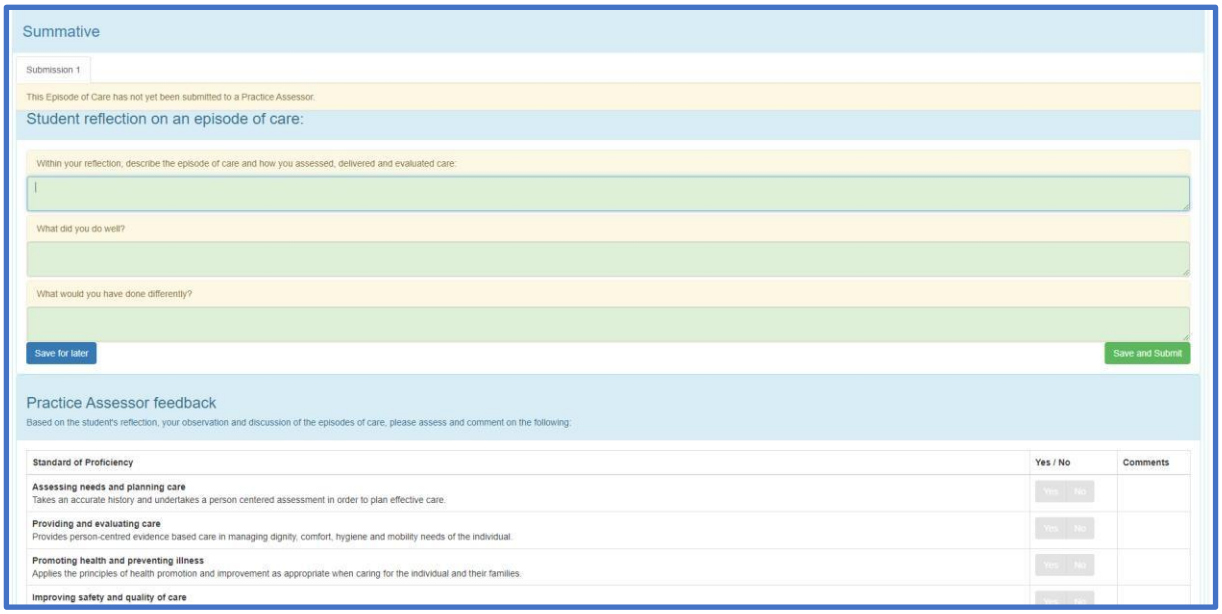


Fig.54

Once the student is happy with what they have entered they submit their reflections to the Practice Assessor. The assessor receives an email (Fig.55) and can click on the link token in the email to access the episodes of care for the student.

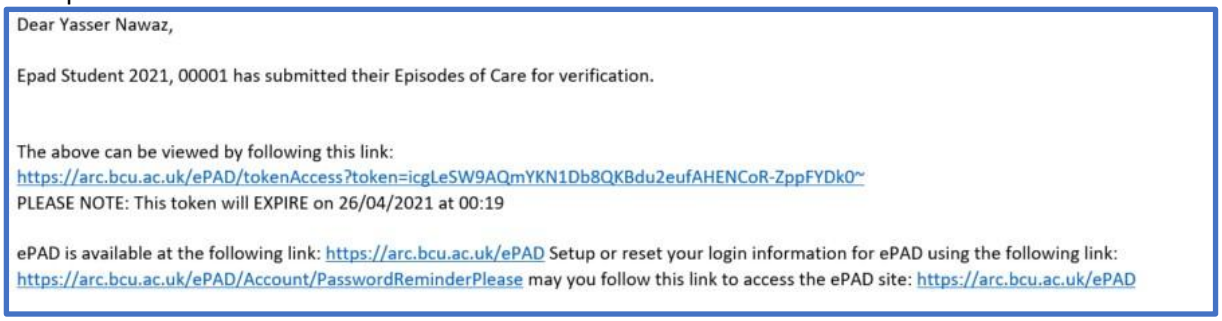


Fig.55

The Practice Assessor can then click YES/NO to whether criteria have been met and add comments as detailed in Fig.56 below and then save and mark as seen or send back to the student for any amendments needed,

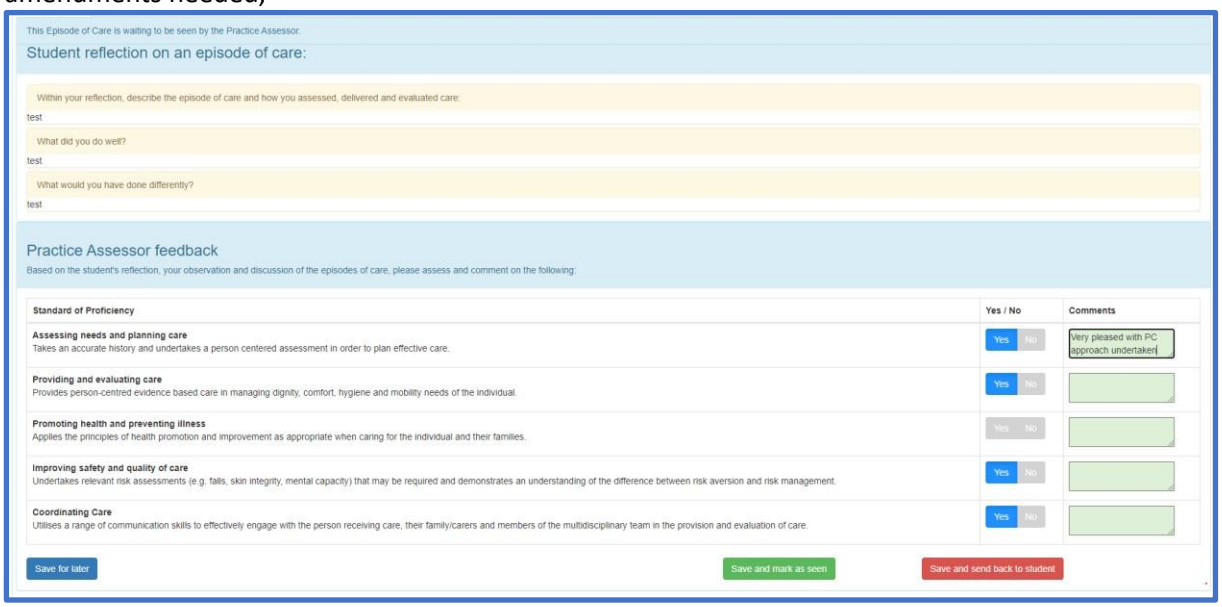


Fig.56

A notification will appear on screen for the assessor (Fig.57), and an email will be sent to the student letting them know of the verification (Fig.58)



Fig. 57

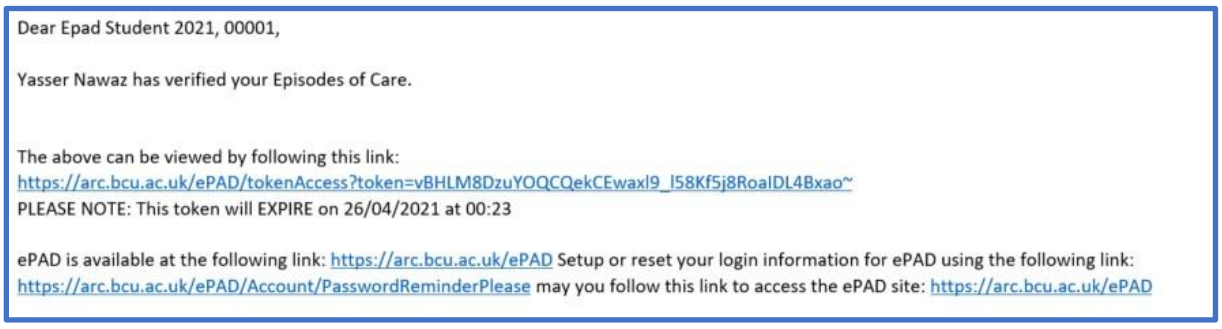


Fig.58

10. Medicine's Management

From the main menu Medicines management is selected (Fig.59)

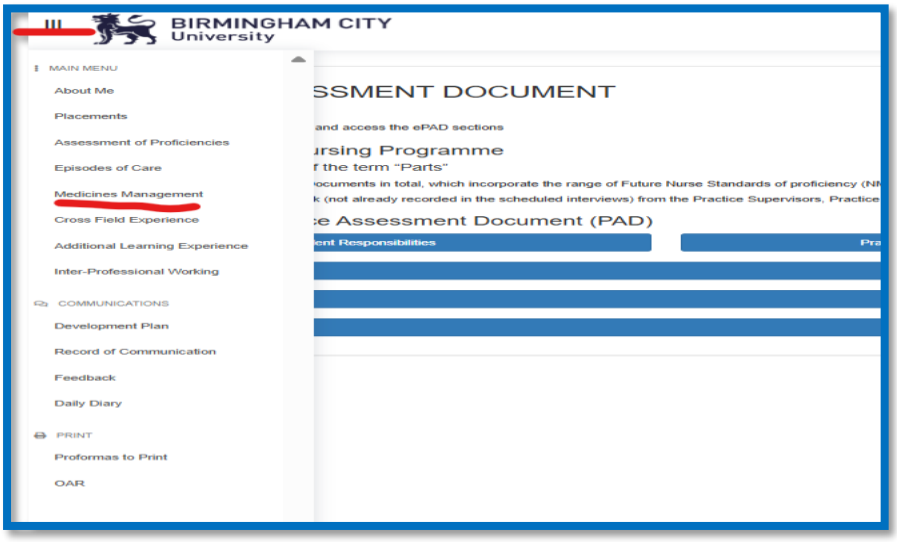


Fig.59

As with Episodes of Care, Medicines Management takes a similar format, divided into 3 parts, guidelines are provided and there is a formative and summative assessment (Fig.60).

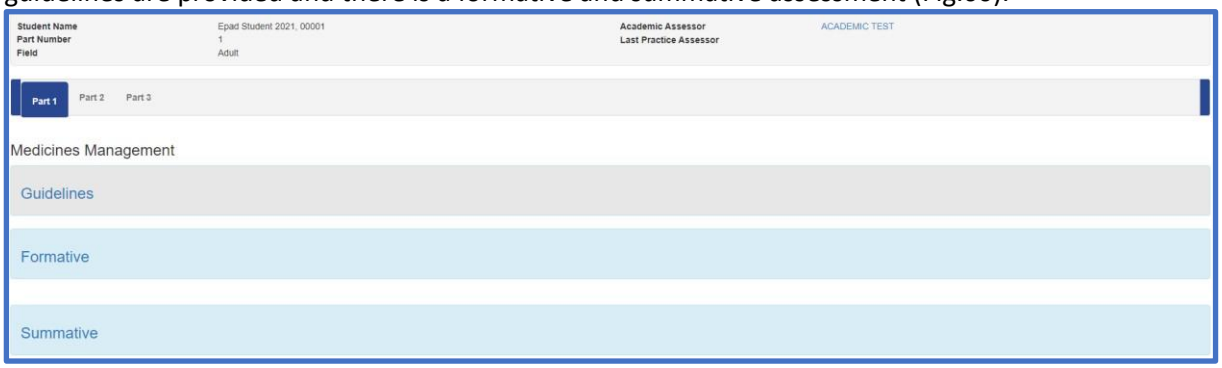


Fig.60

A Practice Assessor needs to be selected via the blue button highlighted in Fig.61 below.

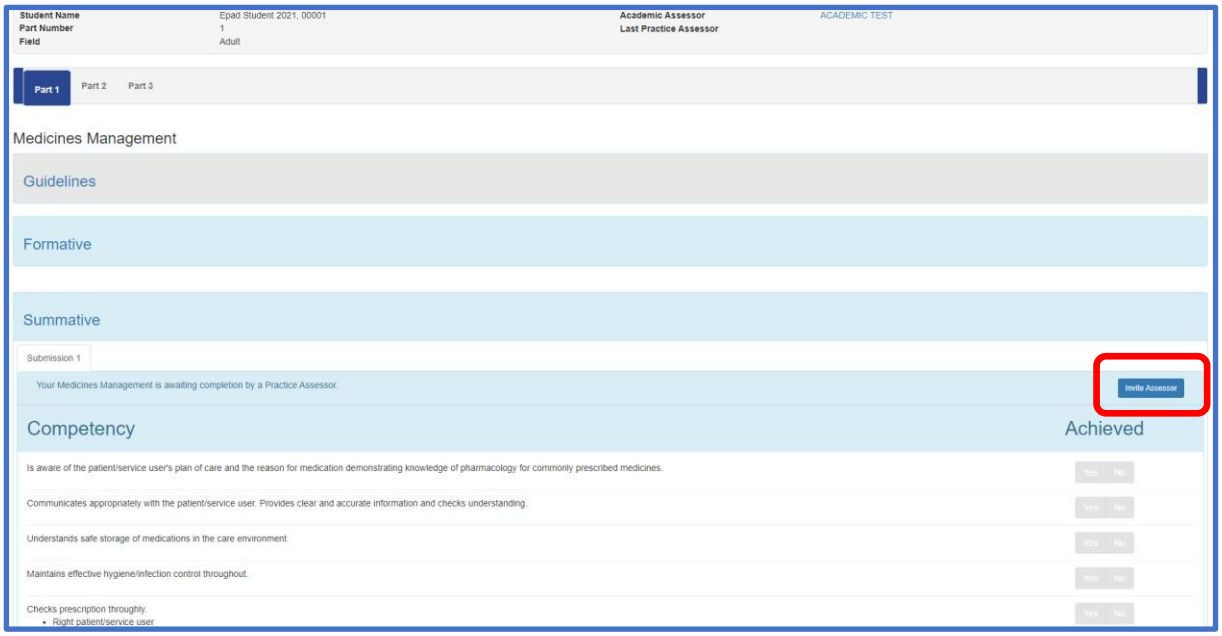


Fig.61

The process for selecting the Practice Assessor is the same, the student must drag and drop from the available to the selected column and click the red button for approval.

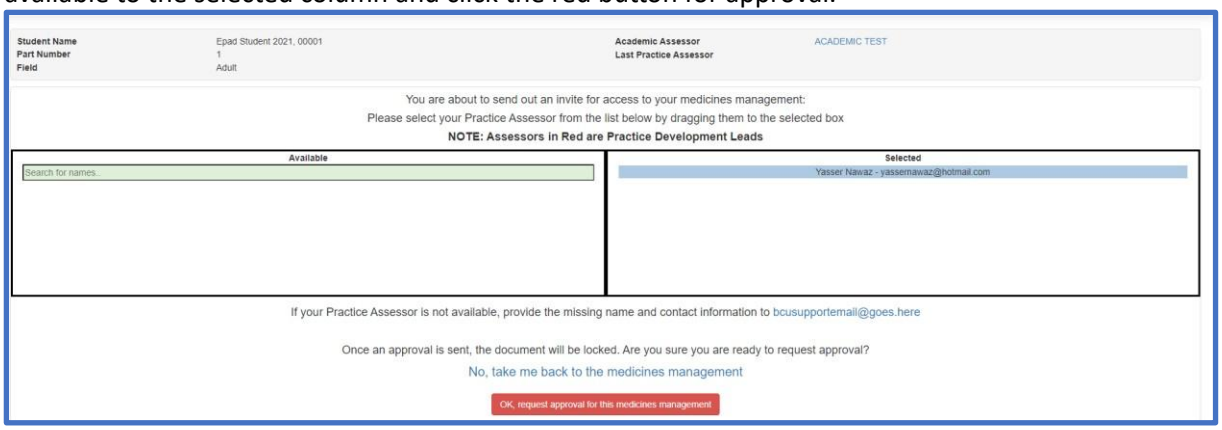


Fig.62

The Practice Assessor will receive an email to inform them that the student has submitted them. Medicine's Management for verification (Fig.63)

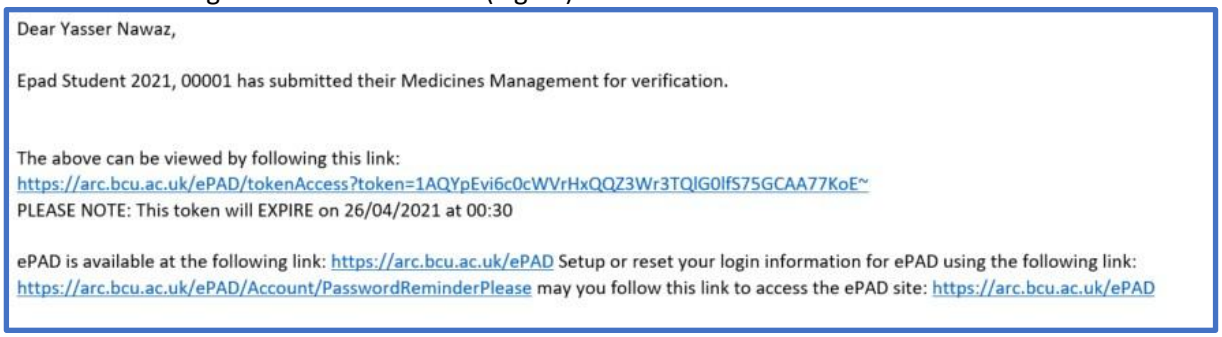


Fig.63

In the below example the student did not complete a formative assessment, so the Assessor must choose one of the two options below to indicate why this was the case as the formative acts as a practice to the actual assessment (summative) – Fig.64

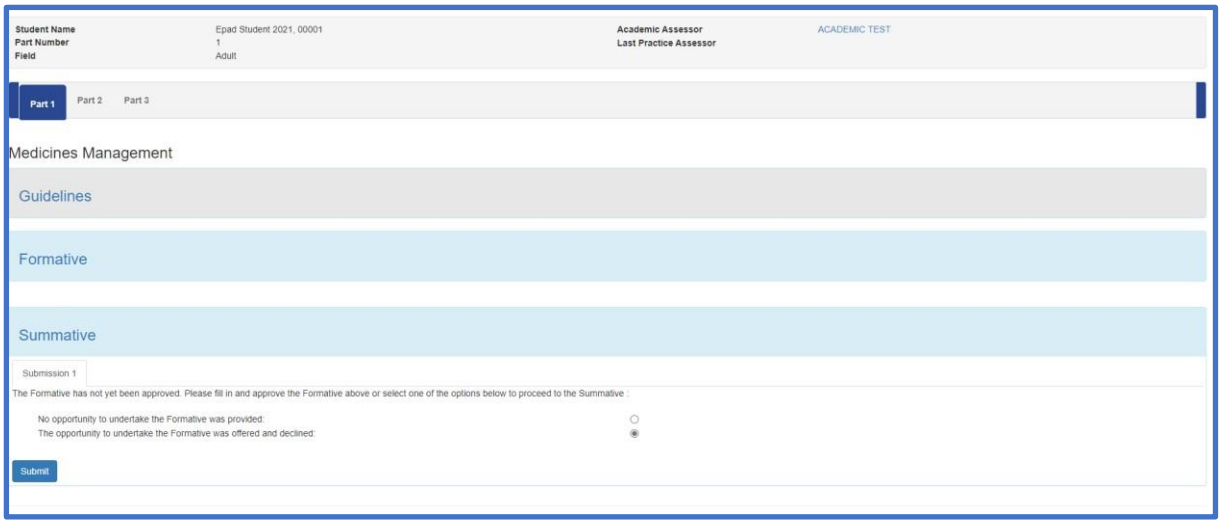
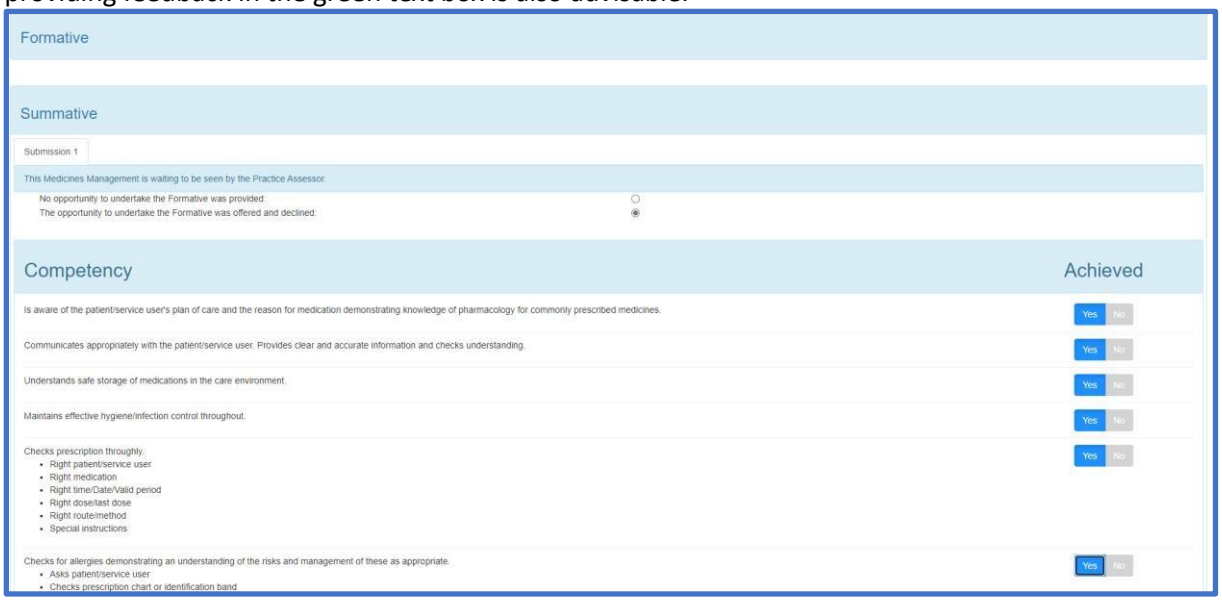


Fig.64

The Practice Assessor can select Yes / NO against the competencies and then click save and verify, providing feedback in the green text box is also advisable.



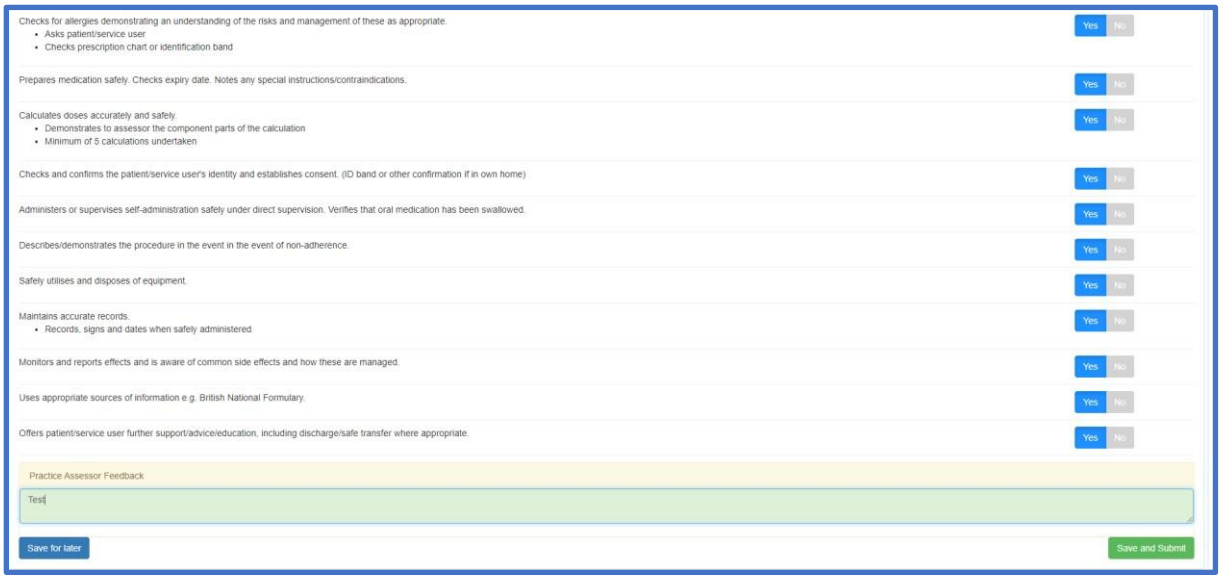


Fig.65

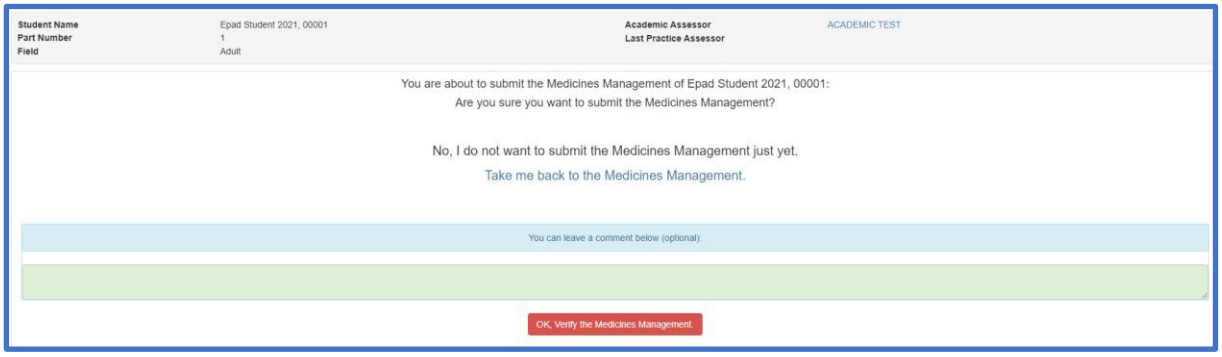


Fig.66

The student will then receive an email to inform them that their medicines management has been verified / approved (Fig.67). The approval will also be viewable on ePAD itself (Fig.68)

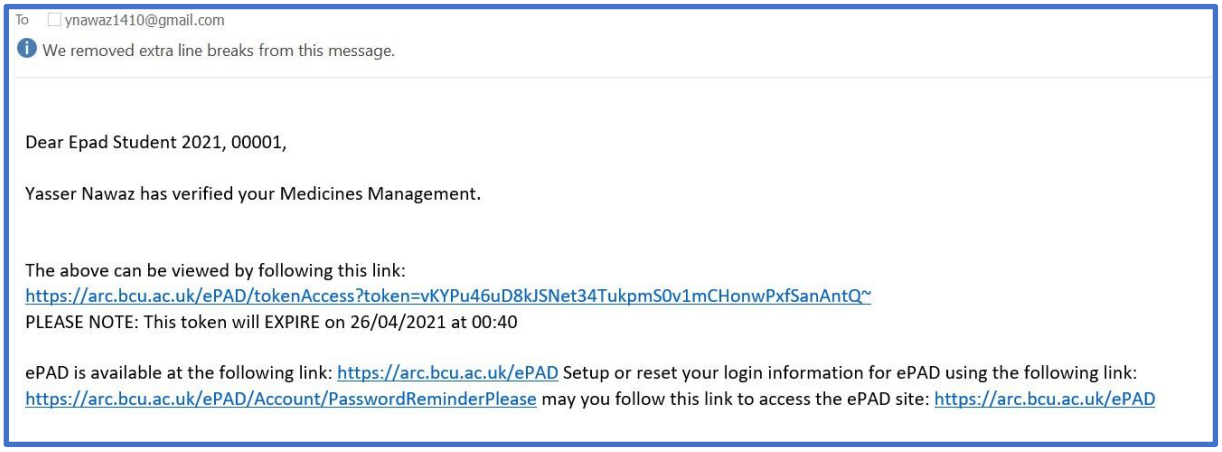


Fig.67



Fig.68

11. Cross Field Experiences

This is a section for students to make not of any cross-field experiences for example a Child placement experience whilst working in an adult setting.

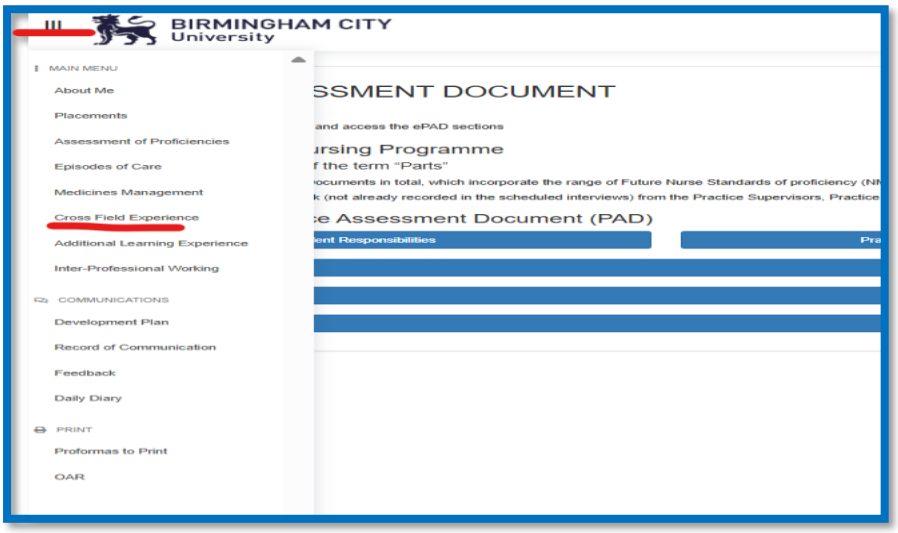


Fig.69

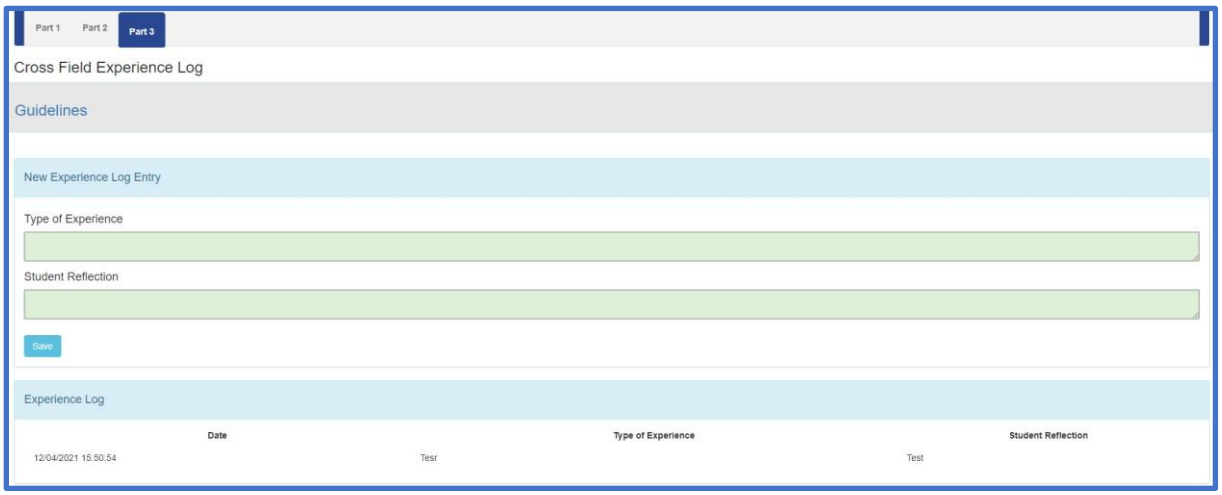


Fig.70

12. Inter-Professional Working

This is to record any reflections on work that has been undertaken with professionals of other health disciplines within the same setting as your placement.

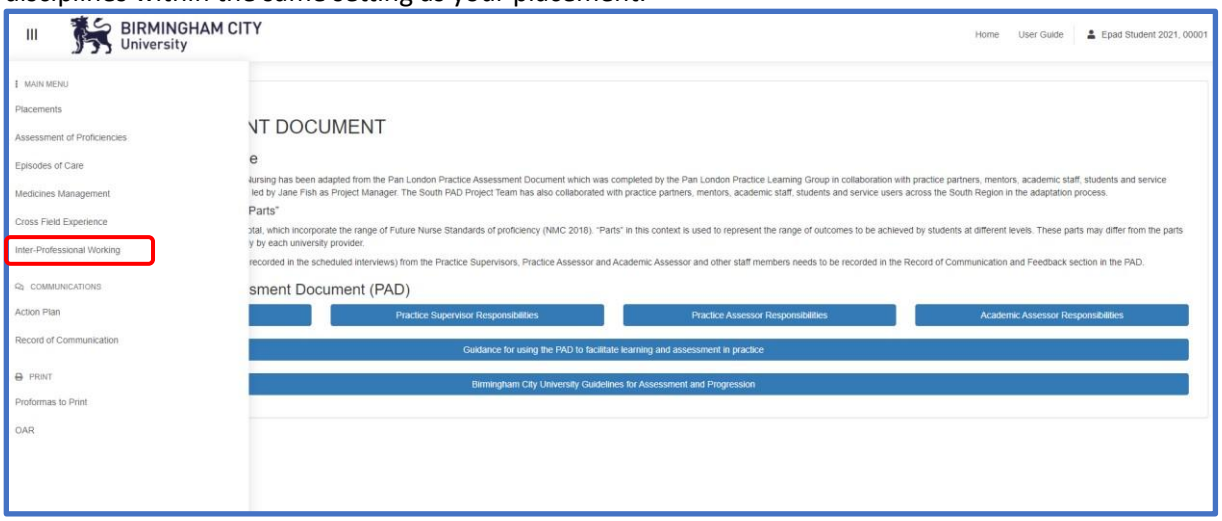


Fig.71

Multiple entries can be made and saved (Fig.72)

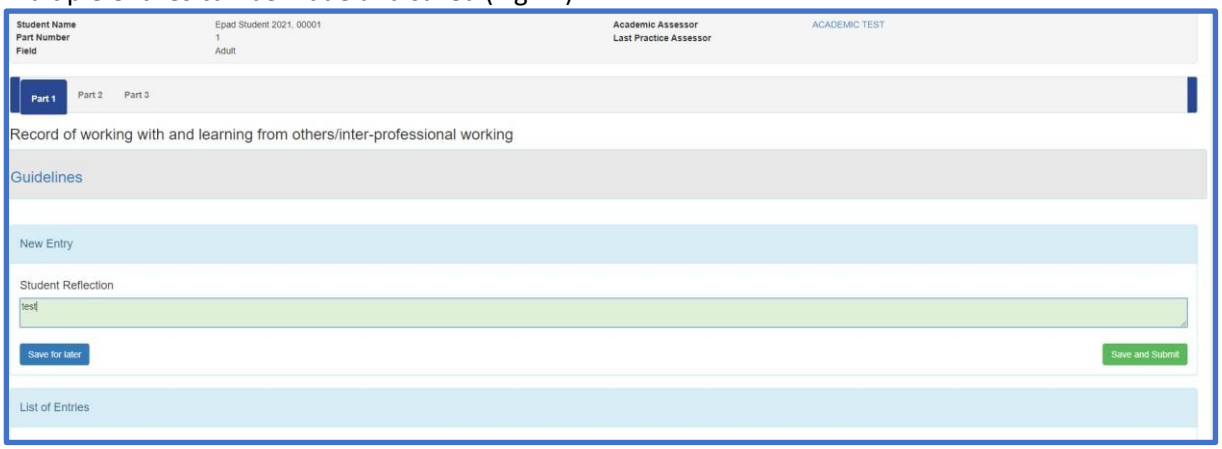
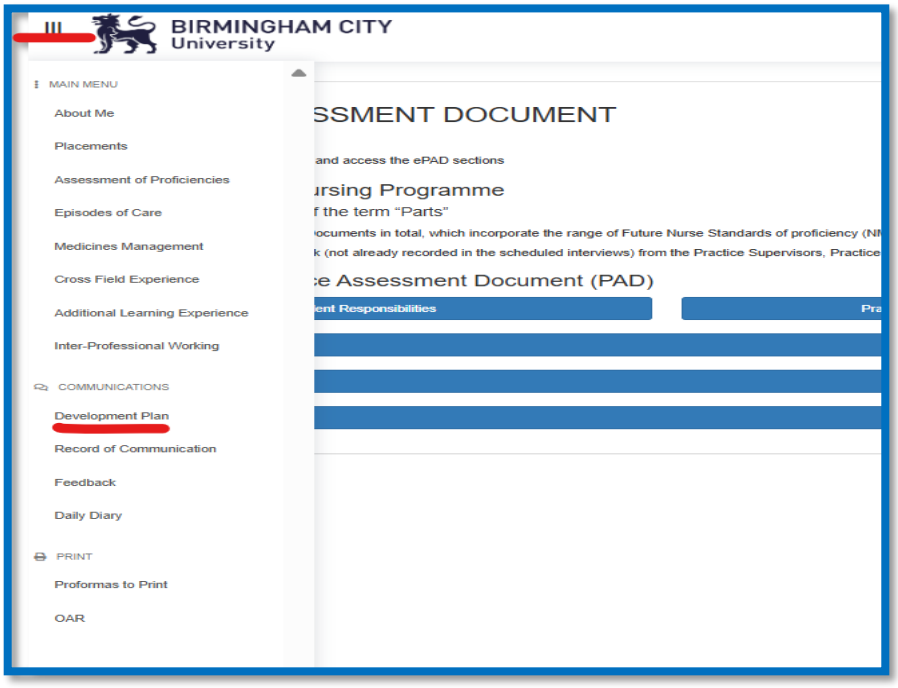


Fig.72

13. Action Plan

This is accessible from the Main Menu to record and view development plans already in place, so a historic record of development plans as well a place where new action plans can be created.



These development plans are searchable by Students, Practice and Academic Assessors. They can also be created by all user groups mentioned (Fig.74)

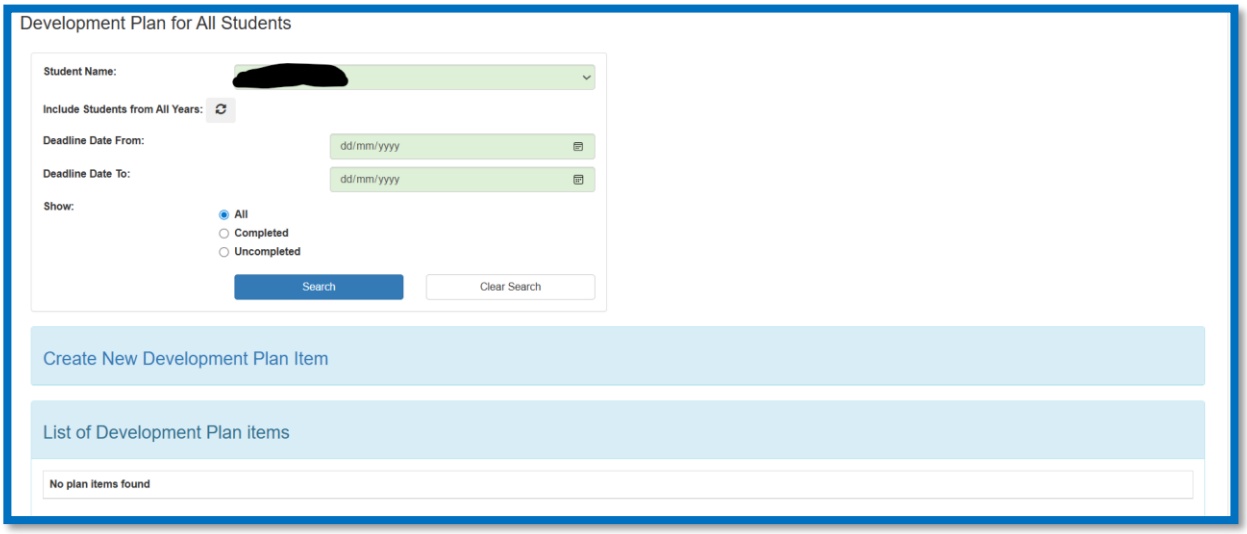


Fig.74

14. Record of Communication

This is a useful section where the Student, Practice Assessor and Academic Assessor can message each other about any concerns or clarifications needed or arrangements of meetings etc. Something that is within the system and a log is kept in one central point.

This central point also allows students to save files such as Peer / Client feedback as attachments.

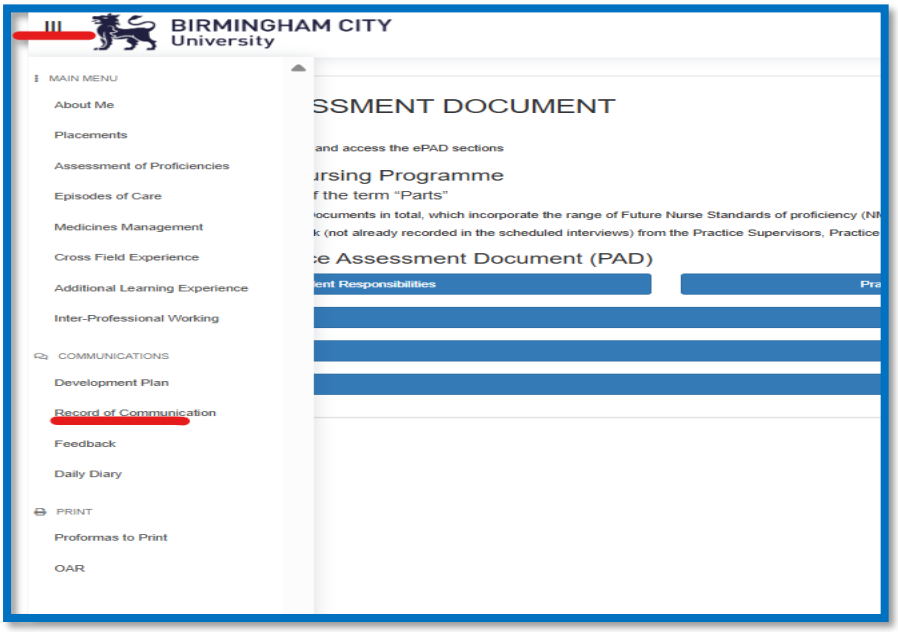


Fig. 75

Entries are made in the form of communications with users being able to select the person they would like to send the communication to

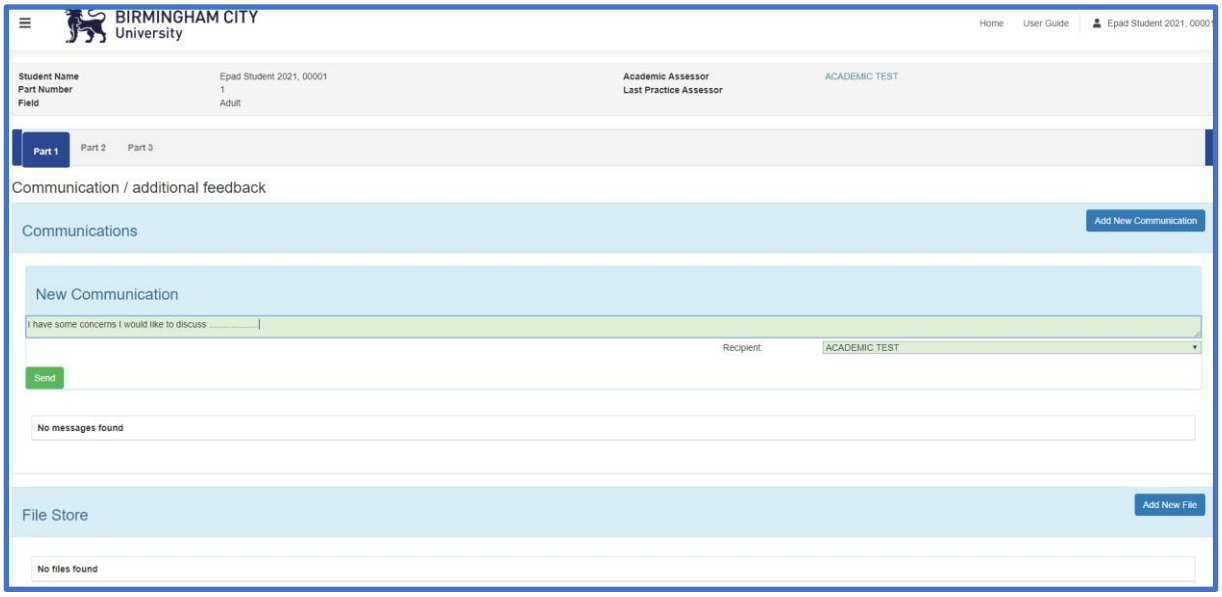


Fig.77

Once the green 'send' button is clicked an email is sent to the recipient (Fig.78), the email also holds a link / token that takes them directly to the communications / feedback session to view and respond to the message.

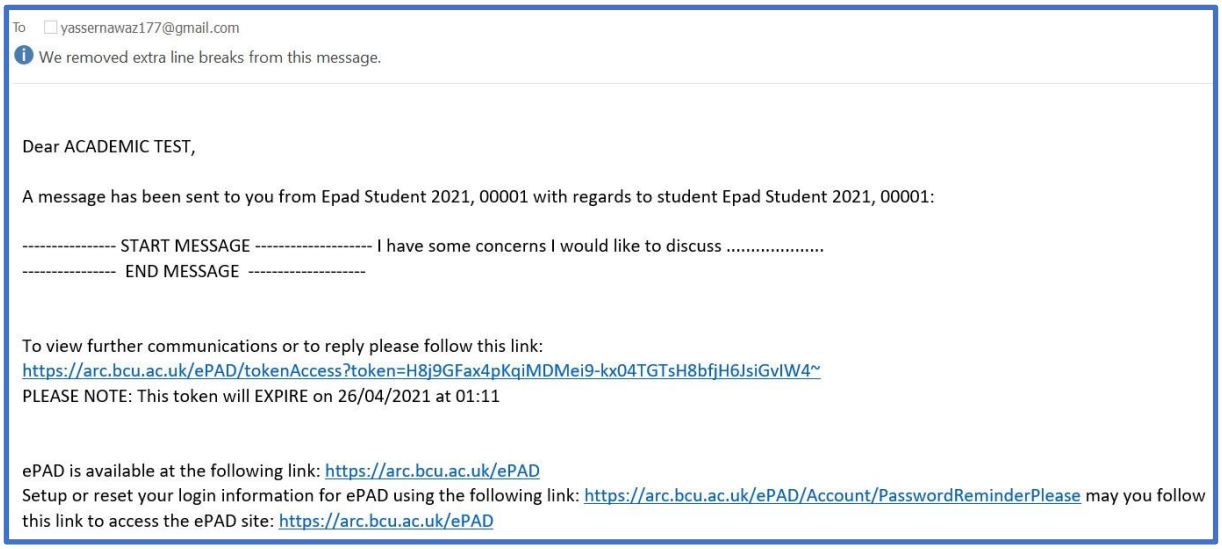


Fig.78

Feedback can be uploaded and is viewable by the student and their assessors.

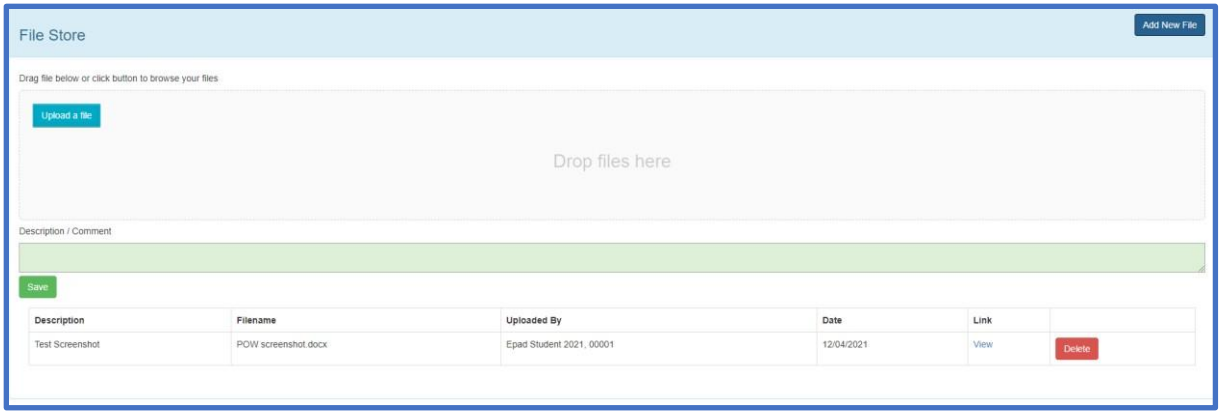


Fig.79

15. Proformas to Print

This is a section where students can access proforma's, print them off using the Print option in the main menu, get them filled in and then scan or take a photo and then save in the file store section within communications and feedback mentioned above.

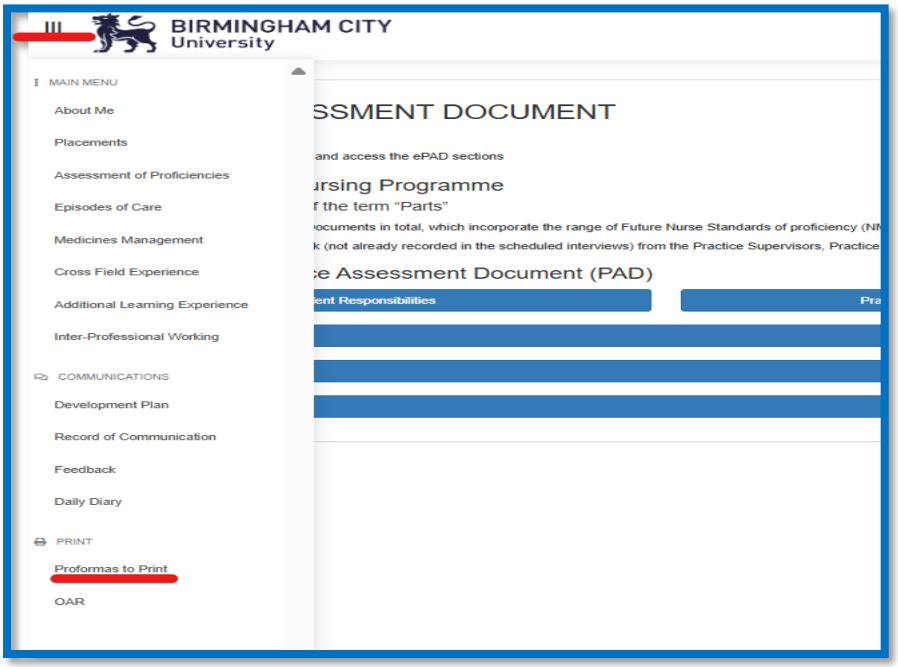


Fig 80

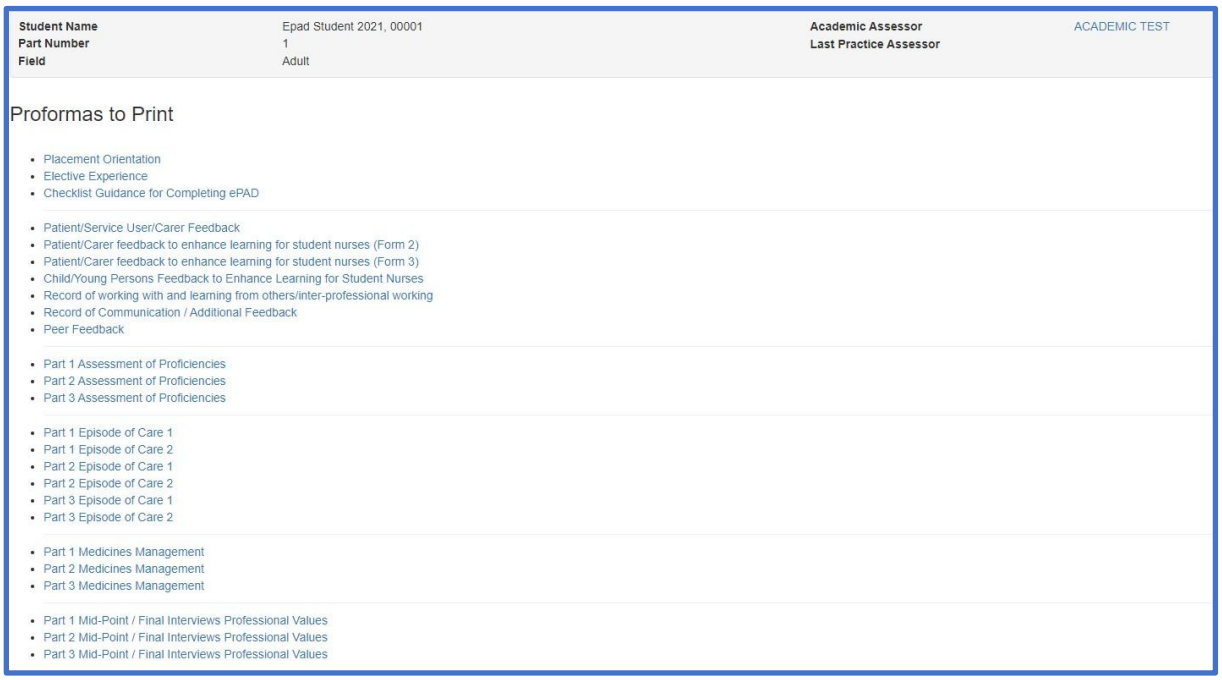


Fig.81

16. Ongoing achievement record (OAR)

This is the last item in the main menu but an especially important section which evidence and summarises performance in practice and the professional development of the student.

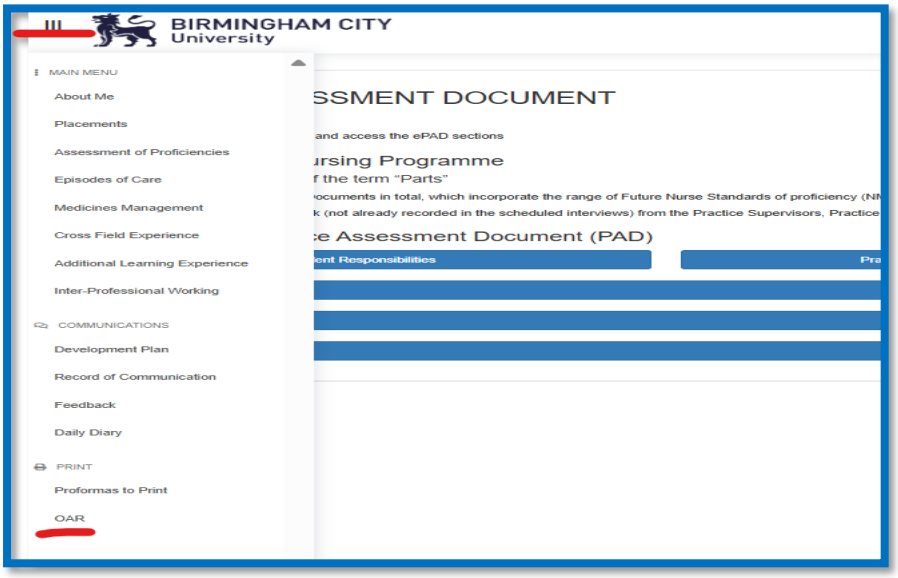


Fig. 82

The guidelines provide an understanding of the roles of everyone in the completion of the OAR. (Fig.83)

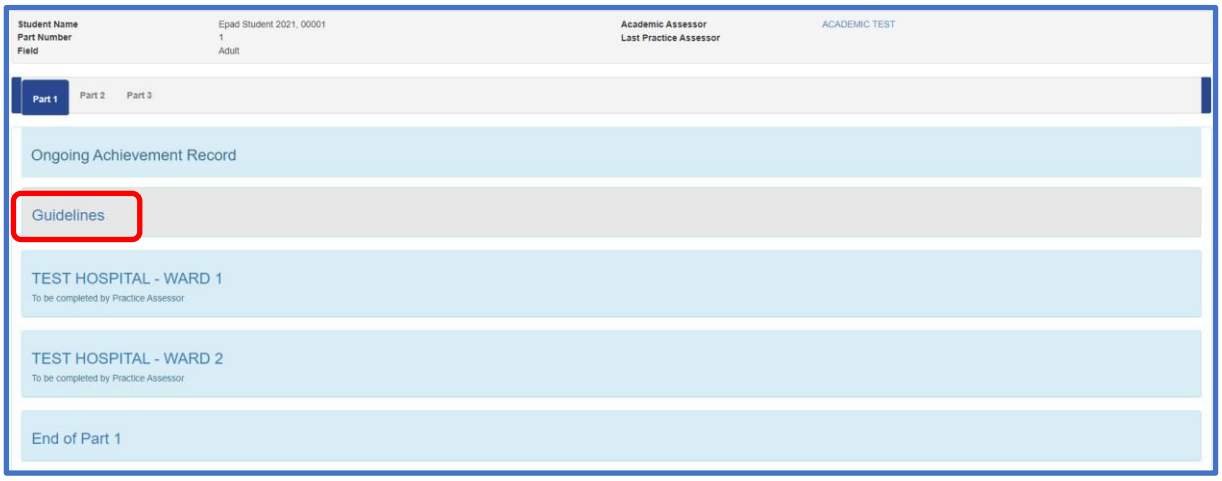


Fig.84

The student must invite the Practice Assessor to complete the OAR for each placement the student undertakes by clicking on the 'Invite Assessor' button in Fig.85

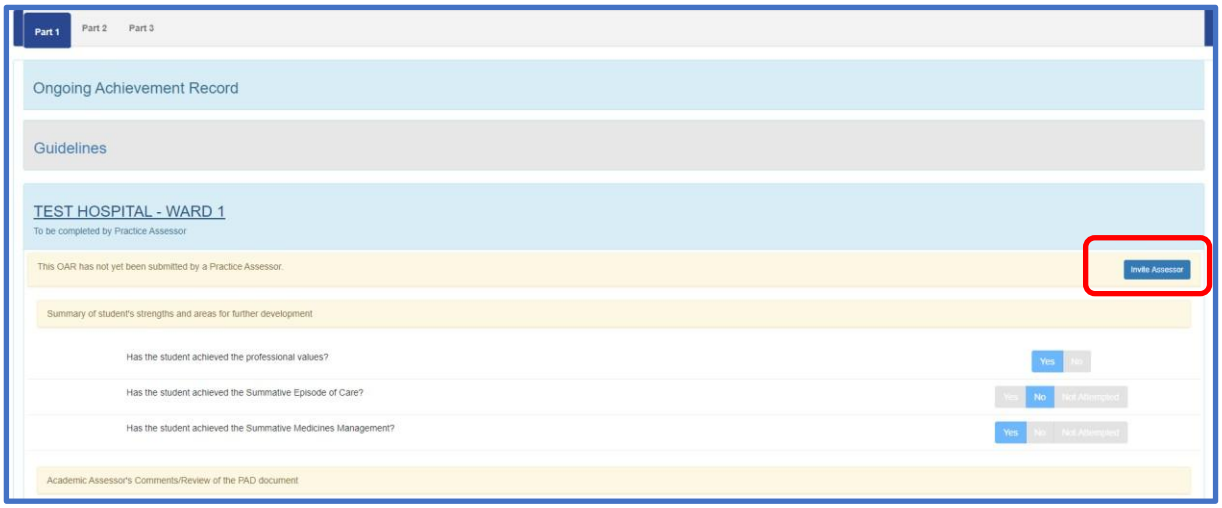


Fig.85

The student selects and drags and drops the Practice Assessor from the available to the selected column and clicks the red button to request approval.

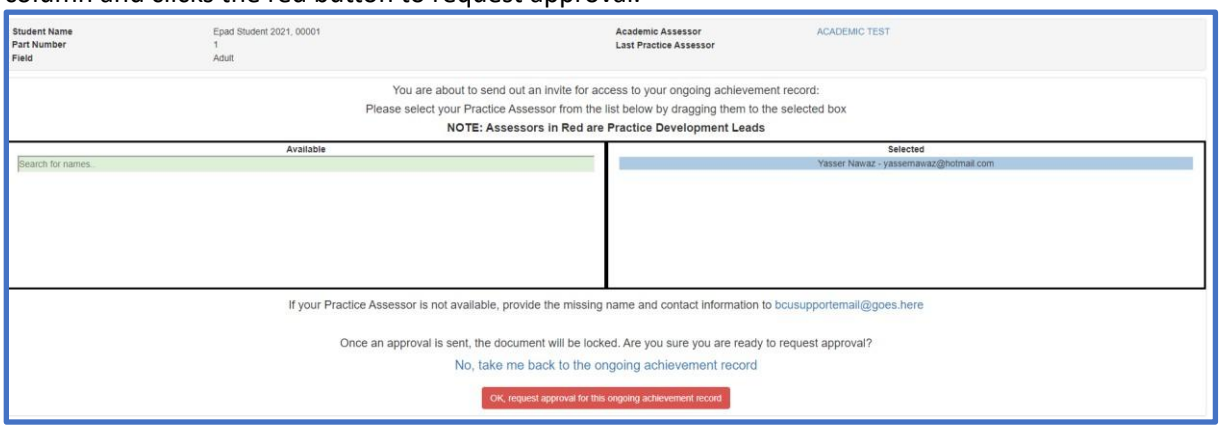


Fig.86

The Practice Assessor accesses the OAR by clicking on the link / token in the email.

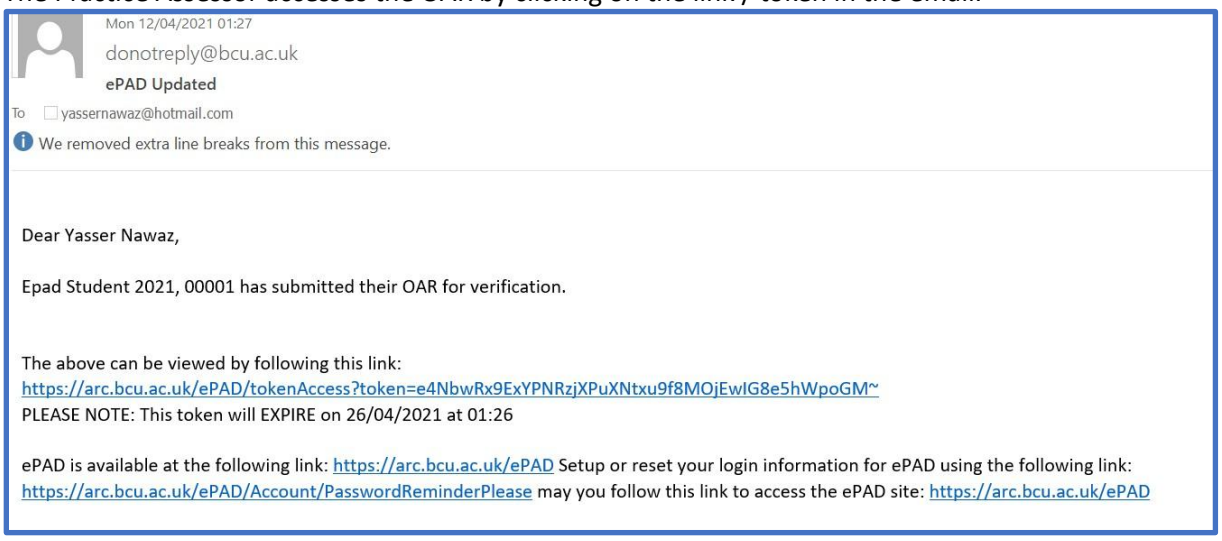


Fig.87

The Practice Assessor then clicks on the appropriate placement and summarises the students' strengths and areas for development and save and submit. The Professional Values, episodes of care and medicines managements information in Fig 88 below will already have been populated from the related sections in the ePAD which are mirrored across here. The Practice Assessor then saves and submits which triggers an email going to the Academic Assessor for approval.

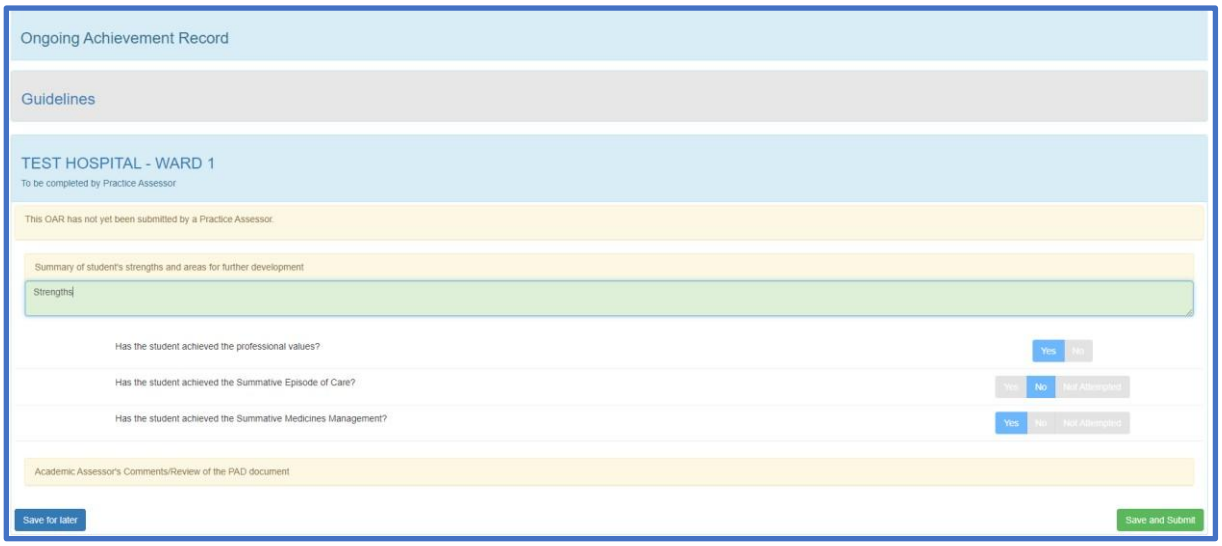


Fig.88

The Academic Assessor will receive an email informing them that the Practice Assessor has submitted the OAR. The email will contain a link for the academic Assessor to access the OAR and provide final sign off on placements. In addition to this the End of Part 1 final sign off is also required by the Academic Assessor following the section completion by the Practice Assessor.

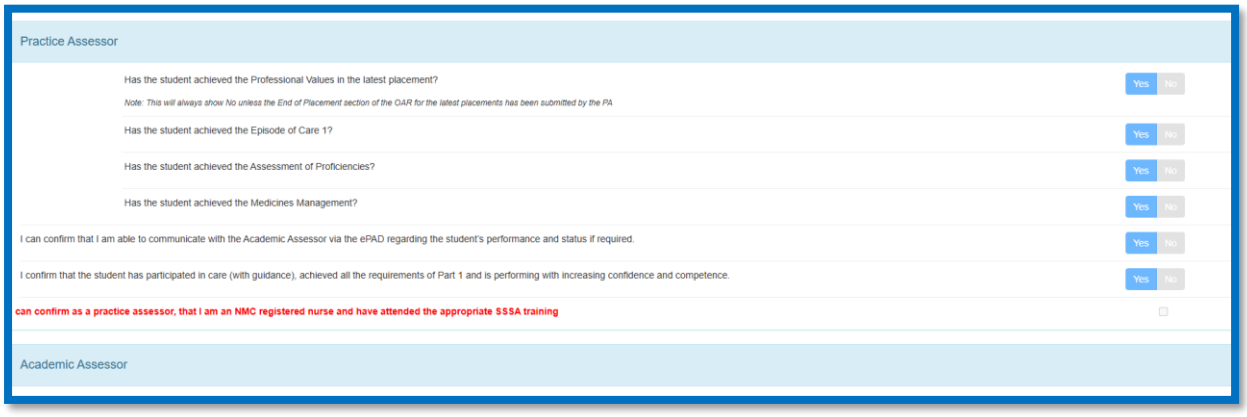


Fig 90

17. Logging out

Please ensure all users log out of the system by going to the logout option at the top right of the screen when you have finished with ePAD. This is important, to ensure confidential information is not accessed by anyone other than the student and their assessors.

18. Help and Support

Students or Apprentices who require support should contact their practice learning support team. If you need technical support, please explain your issue and send a screen shot of the technical issue to support the team to answer your query.

Practice Assessors or Practice Supervisors who require technical help and support please contact the appropriate email address below:

- Nursing learners, please email nursing.placements@bcu.ac.uk.
- Midwifery learners, please email Midwifery.Placements@bcu.ac.uk.
- School of Health and Life Sciences learners, please email Health.Placements@bcu.ac.uk
- Education learners please email Education.Placements@bcu.ac.uk
- Social Work learners, please email SocialWork.Placements@bcu.ac.uk