



ePAD User Guide

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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 states ‘[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



The screenshot shows a web form titled "Password Setup / Reset". At the top, it says "Please enter your email address". Below this is a text input field with the placeholder text "Enter email here". Underneath the input field are two buttons: a blue "Request" button and a white "Cancel" button. At the bottom of the form, there is a note: "After pressing the request button, the system will email a password reset link to the email address you typed in."

Fig.2

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

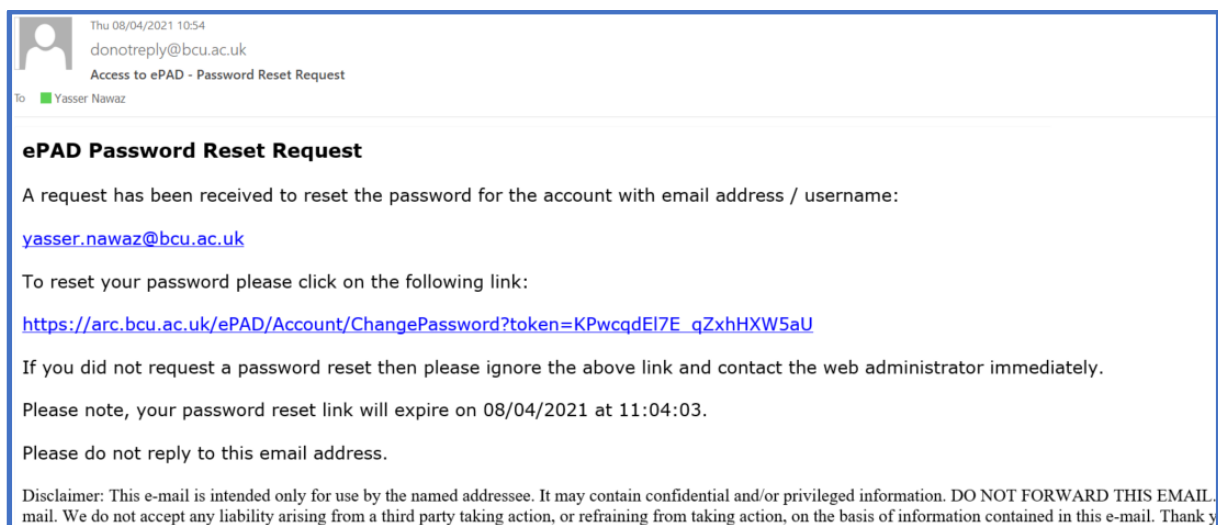


Fig.3

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.

The screenshot shows a web form titled "Password Reset". It asks the user to "Please enter your new password for the account:". There are two text input fields: "Enter new password" and "Confirm new password". Below these fields are two buttons: a blue "Set Password" button and a white "Cancel" button.

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 as long as you are in ARC POW. Also the above password reset is not required 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:

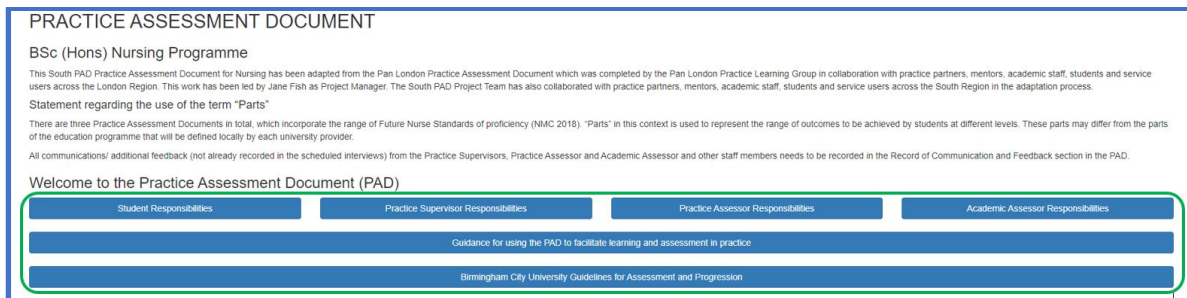



Fig.5

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 inform 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  in the top left corner of the screen which will bring a drop down Main Menu block as shown in Figure 6 below

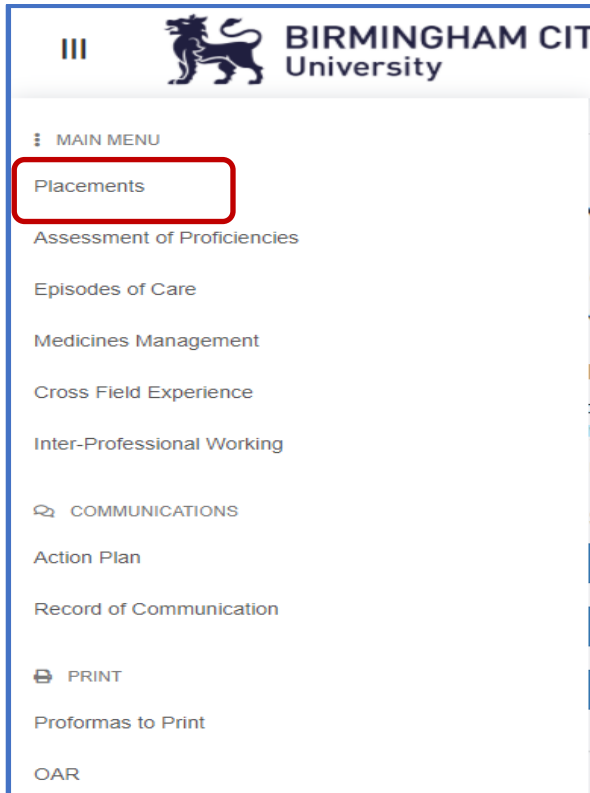


Fig 6

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.

Student Name	Epad Student 2021_00001	Academic Assessor	ACADEMIC TEST		
Part Number	1	Last Practice Assessor			
Field	Adult				
Status: <input type="radio"/> All <input type="radio"/> Completed <input type="radio"/> Active <input type="radio"/> Upcoming					
		Search	Clear Search		
Number of placements: 2					
Placement Name	Year	Label	Date From	Date To	Last action undertaken
TEST HOSPITAL - WARD 2	1	1.2-H	08/03/2021	04/04/2021	
TEST HOSPITAL - WARD 1	1	1.1-H	04/01/2021	21/02/2021	

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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.

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Placement Name	TEST HOSPITAL - WARD 1	Last Practice Assessor	Yasser Nawaz
Field	Adult	Hand-in deadline	

Orientation
Initial Interview
Mid-Point Interview
Final Interview

The approval for this Orientation has been revoked and will therefore need to be submitted again.

The following criteria need to be met within the first day in placement

- A general orientation to the health and social care placement setting has been undertaken
- The local fire procedures have been explained
- The student has been shown the:
 - fire alarms
 - fire exits
 - fire extinguishers
- Resuscitation policy and procedures have been explained
- Resuscitation equipment has been shown and explained
- The student knows how to summon help in the event of an emergency
- The student is aware of where to find local policies
 - health and safety
 - incident reporting procedures
 - infection control
 - handling of messages and enquiries
 - other policies

Fig.8

Once this is done and the student believes everything has been covered 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.

The student has been made aware of information governance requirements

The shift times, meal times and reporting sick policies have been explained

The student is aware of his/her professional role in practice

Policy regarding safeguarding has been explained

The student is aware of the policy and process of raising concerns

Lone working policy has been explained (if applicable)

Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)

All the above criteria have been met

Request verification by Practice Supervisor or Assessor

The following criteria need to be met prior to use

- The student has been shown and given a demonstration of the moving and handling equipment used in the placement area
- The student has been shown and given a demonstration of the medical devices used in the placement area

All the above criteria have been met

Save

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

Orientation Initial Interview Mid-Point Interview Final Interview

You are about to request approval of your orientation for:
TEST HOSPITAL - WARD 1

NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email
Please select your assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available	Selected
<input type="text" value="Search for names"/> <div style="border: 1px solid #ccc; padding: 2px;">Yasser Nawaz - yassenawaz@hotmail.com</div>	

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

To submit the orientation to a Practice Supervisor, please enter the supervisor's email below

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

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

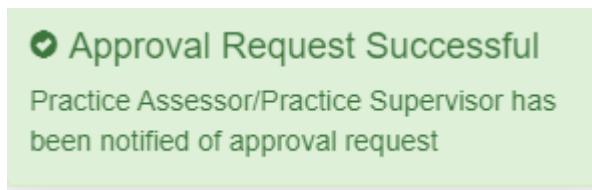


Fig.11

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.

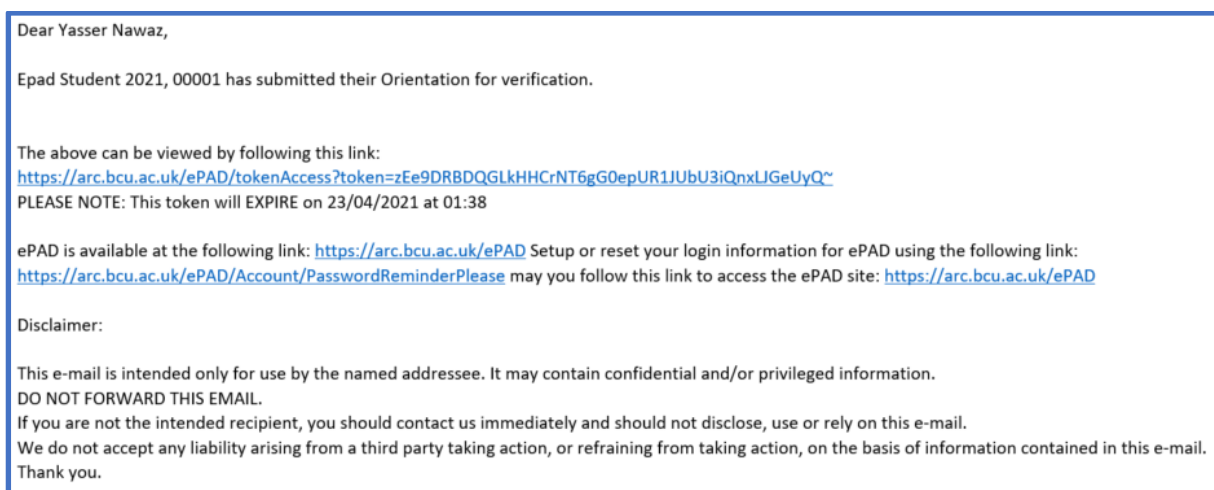


Fig.12

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)



Policy regarding safeguarding has been explained
The student is aware of the policy and process of raising concerns
Lone working policy has been explained (if applicable)
Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)

All the above criteria have been met

[Mark as Seen](#)

Fig.13

Student Name Placement Name Field	Epad Student 2021, 00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
--	---	--	-------------------------------

Orientation | Initial Interview | Mid-Point Interview | Final Interview | Checklist

You are about to Verify Epad Student 2021, 00001's Orientation for:
TEST HOSPITAL - WARD 1
Are you sure you want to Verify the Orientation?

No, I do not want to Verify the Orientation.
[Take me back to the Orientation.](#)

You can leave a comment below (optional):

[OK, Verify the Orientation.](#)

Please contact bcusupportemail@goes.here for help & support.

Fig.14

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

This Orientation was approved by Yasser Nawaz on 09/04/2021

[No Comments](#)

Fig.15

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

Dear Epad Student 2021, 00001,

Yasser Nawaz has verified your Orientation.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=PhbalFqXdBBp9k1brOiRy3mWwVcWXDu9f3Cn1CClea4~>
PLEASE NOTE: This token will EXPIRE on 23/04/2021 at 01:45

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.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)

Student Name: Epad Student 2021, 00001
Placement Name: TEST HOSPITAL - WARD 1
Field: Adult

Academic Assessor: ACADEMIC TEST
Last Practice Assessor: Yasser Nawaz
Hand-in deadline:

Orientation | **Initial Interview** | Mid-Point interview | Final Interview

The approval for this Initial Interview has been revoked and will therefore need to be submitted again.

Initial Interview | Date Created: 16/02/2021 | Confirmed by Practice Supervisor / Assessor: Yasser Nawaz - 10/03/2021

Student to identify learning and development needs (with guidance from the Practice Supervisor / Assessor)

this is a test of the email notifications

Save for later

Fig.18

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

Taking available learning opportunities into consideration, the student and Practice Supervisor / Assessor to negotiate and agree a learning plan

— Add Entry

Outline of learning plan

How will this be achieved?

Save Entry

Outline of learning plan	How will this be achieved	Date	
test learning plan	testing	25/02/2021	Delete Entry

Save and Submit

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.



Student Name Placement Name Field	Epad Student 2021, 00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
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Orientation Initial Interview Mid-Point Interview Final Interview

You are about to request approval of your initial interview for:
TEST HOSPITAL - WARD 1

NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email
Please select your assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available	Selected
Search for names	Yasser Nawaz - yassenawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

To submit the initial interview to a Practice Supervisor, please enter the supervisor's email below

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

No, take me back to the initial interview

OK, request approval for this initial interview

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.

Your Initial Interview has been locked because it is currently awaiting to be seen by a Practice Assessor.

Revoke Submission

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).

Approval Request Successful
Practice Assessor/Practice Supervisor has been notified of approval request

Fig.22

Dear Yasser Nawaz,

Epad Student 2021, 00001 has submitted their Initial Interview for verification.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=gnuc5mnN4JjkxD1amef0EU99j25Dmg4CzbOZte1HdIlg~>
PLEASE NOTE: This token will EXPIRE on 23/04/2021 at 01:55

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.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.

Student Name: Epad Student 2021, 00001
Placement Name: TEST HOSPITAL - WARD 1
Field: Adult

Academic Assessor: Last Practice Assessor
Hand-in deadline

ACADEMIC TEST
Yasser Nawaz

Orientation | **Initial Interview** | Mid-Point Interview | Final Interview | Checklist

This Initial Interview is waiting to be seen by the Practice Assessor.

Initial Interview
Date Created: 16/02/2021
Confirmed by Practice Supervisor / Assessor:
• Yasser Nawaz - 10/03/2021

Student to identify learning and development needs (with guidance from the Practice Supervisor / Assessor)

this is a test of the email notifications

Taking available learning opportunities into consideration, the student and Practice Supervisor / Assessor to negotiate and agree a learning plan

Outline of learning plan	How will this be achieved	Date
test learning plan	testing	25/02/2021

Verify Send Back to Student

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.

Student Name: Epad Student 2021, 00001
Placement Name: TEST HOSPITAL - WARD 1
Field: Adult

Academic Assessor: Last Practice Assessor
Hand-in deadline

ACADEMIC TEST
Yasser Nawaz

Orientation | Initial Interview | Mid-Point Interview | Final Interview | Checklist

You are about to Reject Epad Student 2021, 00001's Initial Interview for:
TEST HOSPITAL - WARD 1
Are you sure you want to Reject the Initial Interview?

No, I do not want to Reject the Initial Interview.
Take me back to the Initial Interview.

You can leave a comment below (optional).

Require more information as discussed in the learning plan.

OK, Reject the Initial Interview.

Fig.25

The student will receive an email notification of the rejection with a link which will take them in to 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)

Orientation | **Initial Interview** | Mid-Point Interview | Final Interview | Checklist

This Initial Interview was rejected by Yasser Nawaz on 09/04/2021.

Show Comment

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).

This Initial Interview was approved by Yasser Nawaz on 09/04/2021.

Show Comment

Fig.27



6. The Mid-Point Interview

This will open up 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.

The screenshot shows a web interface with four navigation tabs: 'Orientation', 'Initial Interview', 'Mid-Point Interview' (which is active), and 'Final Interview'. Below the tabs, a message states: 'Your Mid-Point Interview has been locked because it is currently awaiting to be seen by a Practice Assessor.' To the right of this message is a 'Revoke Submission' button. Under the heading 'Professional Values', there are four horizontal bars: 'Prioritise People' (green), 'Practise effectively' (orange), 'Preserve safety' (light blue), and 'Promote professionalism and trust' (red). Below this is a section titled 'Mid-Point Interview' containing a text area for 'Student's self-assessment/reflection on progress:' with a sub-instruction: 'Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.'

Fig.28

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

This screenshot shows the 'Mid-Point Interview' section with the same self-assessment instruction as Fig.28. Below the instruction are three input sections, each with a yellow header and a green text area: 'Knowledge:' with 'Student reflection on knowledge gained', 'Skills:' with 'Student reflection on skills gained', and 'Attitudes and values:' with 'Student reflection on attitude and values'.

Fig.29

The screenshot shows the 'Mid-Point Review' section. It includes an instruction: 'Following the Mid-Point Interview the student is to identify their learning and development needs for the remainder of the placement and negotiate with their Practice Assessor how these will be achieved.' There is an 'Add Entry' button. Below are two text areas: 'Learning and development needs' and 'How will these be achieved?'. A 'Submit' button is located below the second text area. At the bottom, there are fields for 'Student's Name:' and 'Date:', along with 'Save for later' and 'Save and Submit' buttons.

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).

The screenshot shows the ePAD interface for requesting approval of a mid-point interview. At the top, there are fields for Student Name (Epad Student 2021, 00001), Placement Name (TEST HOSPITAL - WARD 1), Academic Assessor (Last Practice Assessor: Yasser Nawaz), and ACADEMIC TEST (Yasser Nawaz). Below these are tabs for Orientation, Initial Interview, Mid-Point Interview, and Final Interview. The Mid-Point Interview tab is active, showing a message: "You are about to request approval of your mid-point interview for: TEST HOSPITAL - WARD 1. Please select your Practice Assessor from the list below by dragging them to the selected box. NOTE: Assessors in Red are Practice Development Leads". There are two columns: "Available" and "Selected". The "Available" column contains a search bar and a list with one entry: "Yasser Nawaz - yassenawaz@hotmail.com". The "Selected" column is empty. Below the columns, there is a message: "If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here". A question asks: "Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?" with a link "No, take me back to the mid-point interview". At the bottom, there is a red button labeled "OK, request approval for this mid-point interview".

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

The screenshot shows an email notification from ePAD. The recipient is "Dear Yasser Nawaz,". The message states: "Epad Student 2021, 00001 has submitted their Mid-Point Interview for verification." It provides a link to view the submission: <https://arc.bcu.ac.uk/ePAD/tokenAccess?token=UsX37CAZiVK8w7LQP19sd1K3GjXqIQzW7oPMVZunNWc~>. A note says: "PLEASE NOTE: This token will EXPIRE on 23/04/2021 at 02:26". It also provides a link to access ePAD: <https://arc.bcu.ac.uk/ePAD> and a link to reset login information: <https://arc.bcu.ac.uk/ePAD/Account/PasswordReminderPlease>. A disclaimer follows: "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.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)



The screenshot shows the 'Mid-Point Interview' section of the ePAD system. At the top, there are navigation tabs: Orientation, Initial Interview, Mid-Point Interview (selected), Final Interview, and Checklist. Below the tabs, a message states: 'This Mid-Point Interview is waiting to be seen by the Practice Assessor.' The main section is titled 'Professional Values' and contains a table with five rows of statements and 'Yes/No' buttons. The 'Achieved' status is shown as 'Yes' for all items. At the bottom, there is an orange bar with the text 'Practise effectively'.

Statement	Yes	No
The student maintains confidentiality in accordance with the NMC code.	Yes	No
The student is non-judgemental, respectful and courteous at all times when interacting with parents/service users/carers and all colleagues	Yes	No
The student maintains the persons privacy and dignity, seeks consent prior to care and advocates on their behalf.	Yes	No
The student is caring, compassionate and sensitive to the needs of others.	Yes	No
The student understands their professional responsibility in adopting and promoting a healthy lifestyle for the well - being of themselves and others.	Yes	No

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.

The screenshot shows the 'Practice Assessor's comments' section. It includes a header with the title and a sub-header: 'Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.' Below this are three text input areas for 'Knowledge:', 'Skills:', and 'Attitudes and values:', each with a 'Test' button. At the bottom, there is a 'Mid-Point Review' section with a sub-header: 'Following the Mid-Point interview the student is to identify their learning and development needs for the remainder of the placement and negotiate with their Practice Assessor how these will be achieved.' Below this is a 'No Mid-Point Review' section. At the very bottom, there is a footer with 'Student's Name: Epad Student 2021, 00001', 'Date: 09/04/2021', and three buttons: 'Save for later', 'Save and Verify', and 'Send Back to Student'.

Fig.34

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

The screenshot shows a green message box with the text: 'This Mid-Point Interview was approved by Yasser Nawaz on 09/04/2021.' Below the message is a 'No Comments' button.

Fig.35.

7. The Final Interview

This then opens up 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)



Student Name Placement Name Field	Epad Student 2021_00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
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Orientation Initial Interview Mid-Point Interview **Final Interview**

This Final Interview has not yet been submitted to a Practice Assessor.

Professional Values

- Prioritise People
- Practise effectively
- Preserve safety
- Promote professionalism and trust

Final Interview

Student's self-assessment/reflection on progress:
Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development.

Knowledge:

Fig.36

Skills:

Attitudes and values:

Practice Assessor's comments:
Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.

Knowledge:

Skills:

Attitudes and values:

Learning and Development Needs
Practice Assessor to identify specific areas to take forward to the next placement

Student's Name: _____ Date: _____

Save for later **Save and Submit**

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 is again required to 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)



Student Name Placement Name Field	Epad Student 2021_00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
---	--	---	-------------------------------

Orientation Initial Interview Mid-Point Interview Final Interview

You are about to request approval of your final interview for:
TEST HOSPITAL - WARD 1
Please select your Practice Assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available	Selected
Search for names	Yasser Nawaz - yassernawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
No, take me back to the final interview

Fig.38

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

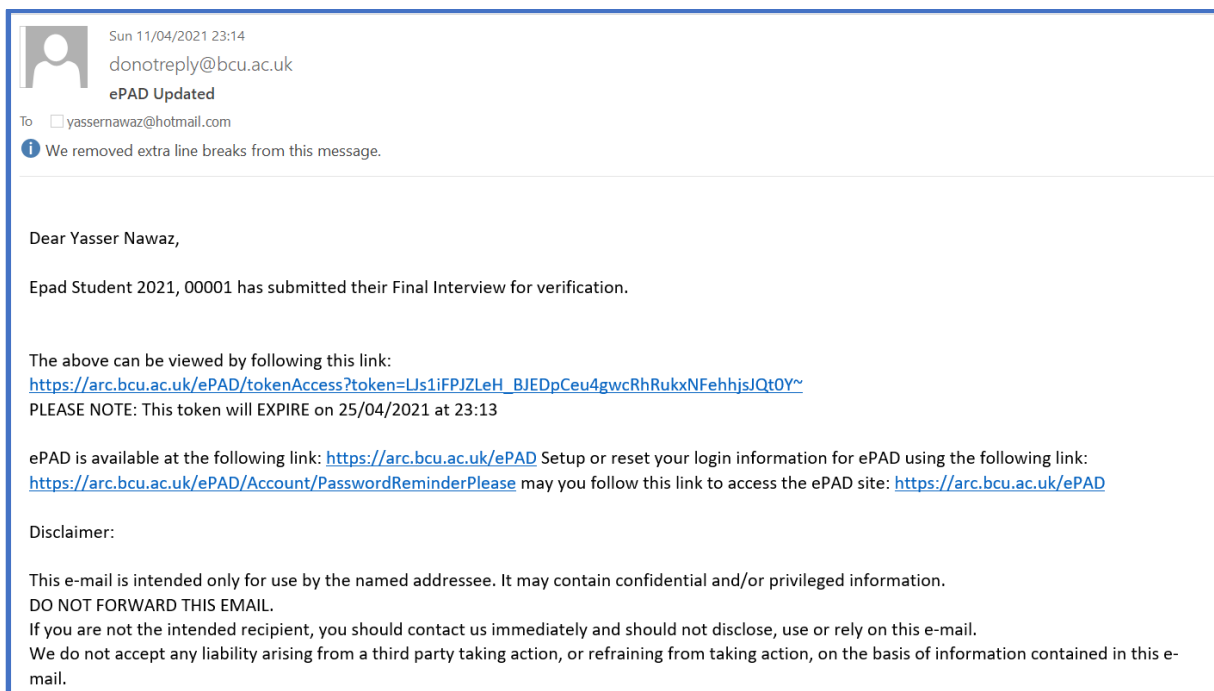


Fig.39

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)



Student Name Placement Name Field	Epad Student 2021_00001 TEST HOSPITAL - WARD 1 Adult	Academic Assessor Last Practice Assessor Hand-in deadline	ACADEMIC TEST Yasser Nawaz
---	--	---	-------------------------------

Orientation Initial Interview Mid-Point Interview **Final Interview** Checklist

This Final Interview is waiting to be seen by the Practice Assessor.

Professional Values

If a Professional Value is not achieved, please create an Action Plan

Prioritise People

	Achieved Mid-Point	Achieved Final
The student maintains confidentiality in accordance with the NMC code.	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users/carers and all colleagues	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
The student maintains the persons privacy and dignity, seeks consent prior to care and advocates on their behalf.	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
The student is caring, compassionate and sensitive to the needs of others.	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>
The student understands their professional responsibility in adopting and promoting a healthy lifestyle for the well - being of themselves and others.	<input type="button" value="Yes"/> <input type="button" value="No"/>	<input type="button" value="Yes"/> <input type="button" value="No"/>

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)

Practice Assessor's comments:

Discuss with the student their self-assessment and comment on their progression using the criteria for Assessment in Practice Descriptors, detailing evidence used to come to your decision.

Knowledge:

Skills:

Attitudes and values:

Learning and Development Needs
Practice Assessor to identify specific areas to take forward to the next placement

Student's Name: Epad Student 2021_00001 Date: 11/04/2021

Fig.41

There is also an opportunity for the Practice Assessor here to create an action plan with the student if indeed it is required (Fig.42)

Action List

[Create New Action](#)

Nature of Concern

What does student need to demonstrate

Support available and who is responsible

Deadline

Fig.42



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

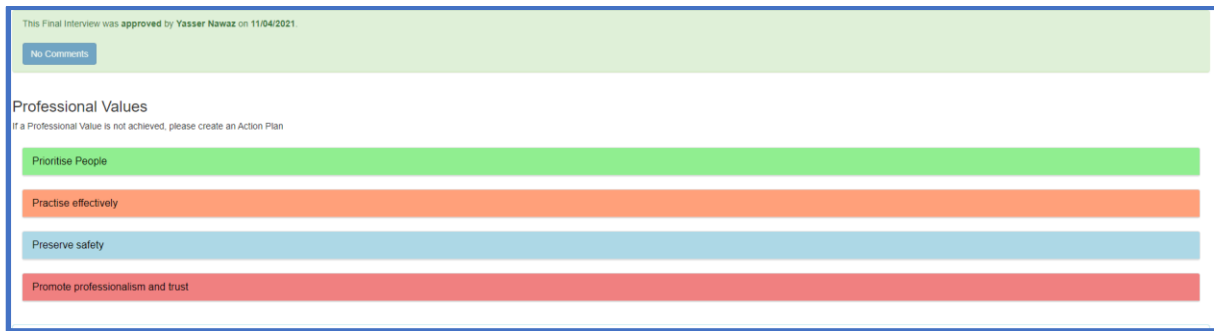


Fig.43

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

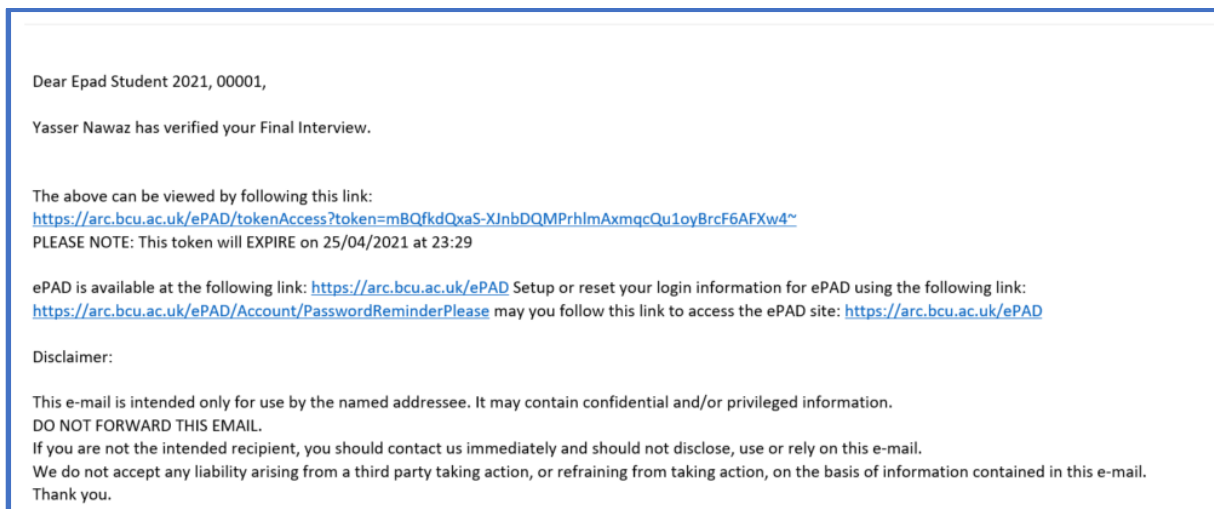


Fig.44

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.

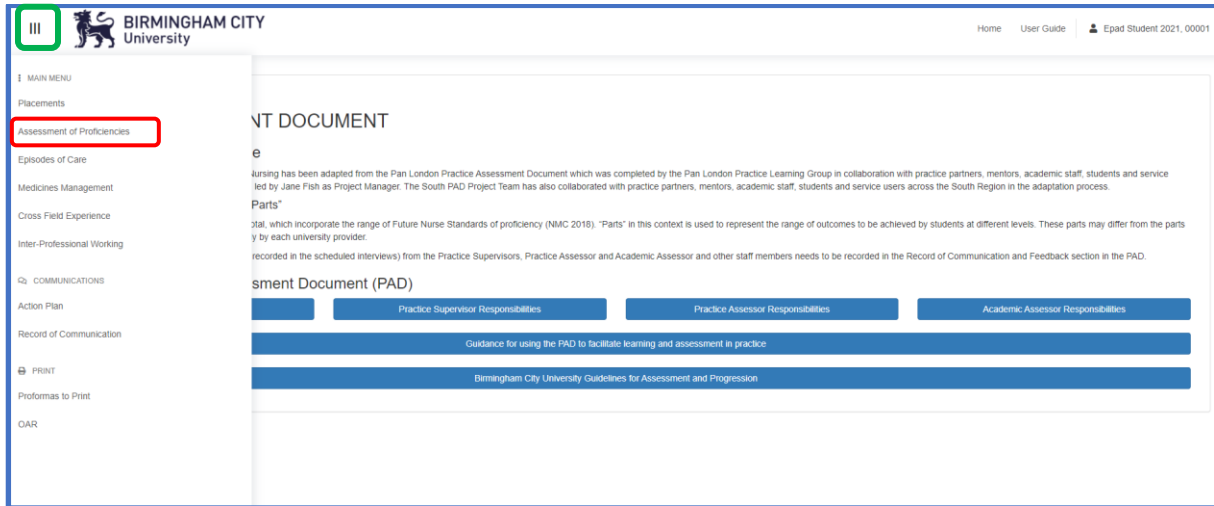


Fig.45

Participates in providing and evaluating person-centred care	
4. Work in partnership with people, families and carers to encourage shared decision-making to manage their own care when appropriate.	Assessment
5. Demonstrates an understanding of the importance of therapeutic relationships in providing an appropriate level of care to support people with mental health, behavioural, cognitive and learning challenges.	Assessment
6. Provides person centred care to people experiencing symptoms such as anxiety, confusion, pain and breathlessness using verbal and non-verbal communication and appropriate use of open and closed questioning.	Assessment
7. Takes appropriate action in responding promptly to signs of deterioration or distress considering mental, physical, cognitive and behavioural health.	Assessment
8. Assesses comfort levels, rest and sleep patterns demonstrating understanding of the specific needs of the person being cared for.	Assessment
9. Maintains privacy and dignity in implementing care to promote rest, sleep and comfort and encourages independence where appropriate.	Assessment

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 required in this section

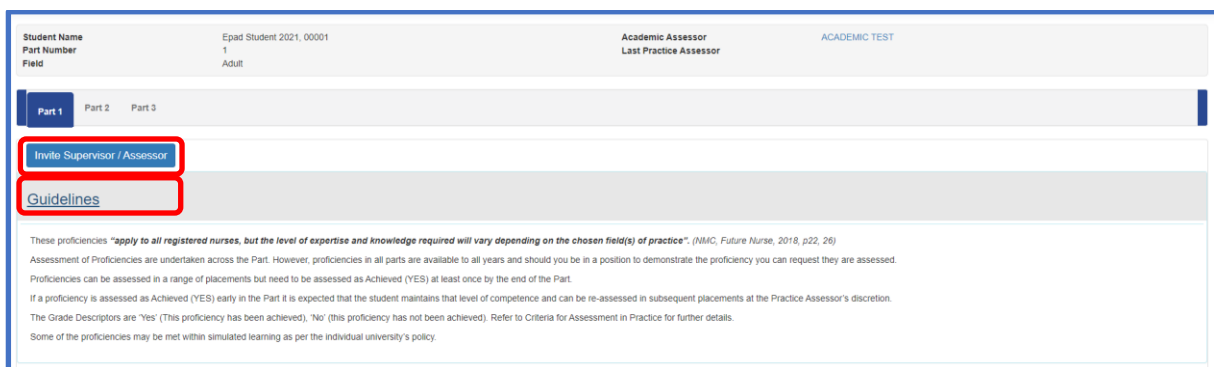


Fig.47

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.

Student Name Part Number Field	Epad Student 2021, 00001 1 Adult	Academic Assessor Last Practice Assessor	ACADEMIC TEST
--------------------------------------	--	---	---------------

You are about to send out an invite for access to your assessment of proficiencies:
NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email
 Please select your assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available	Selected
<input type="text" value="Search for names"/> Yasser Nawaz - yassenawaz@hotmail.com	

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

To invite a Practice Supervisor to access your assessment of proficiencies please enter the supervisor's email below

[No, take me back to the assessment of proficiencies](#)

Fig.48

To: yassenawaz@hotmail.com

i We removed extra line breaks from this message.

Epad Student 2021, 00001 has invited you to view their Assessment of Proficiencies.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=RC6JjFD6vcGjVsRdK9gauRMvJlSW7luGPYvwwVBLH2E~>
 PLEASE NOTE: This token will EXPIRE on 25/04/2021 at 23:58

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>

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

Participates in assessing needs and planning person-centred care	
Participates in providing and evaluating person-centred care	
4. Work in partnership with people, families and carers to encourage shared decision-making to manage their own care when appropriate.	Add Assessment <input type="text" value="04/2021"/> Achieved <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Save"/>
5. Demonstrates an understanding of the importance of therapeutic relationships in providing an appropriate level of care to support people with mental health, behavioural, cognitive and learning challenges.	Add Assessment <input type="text" value="dd/mm/yyyy"/> Achieved <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Save"/>
6. Provides person centred care to people experiencing symptoms such as anxiety, confusion, pain and breathlessness using verbal and non-verbal communication and appropriate use of open and closed questioning.	Add Assessment <input type="text" value="dd/mm/yyyy"/> Achieved <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Save"/>
7. Takes appropriate action in responding promptly to signs of deterioration or distress considering mental, physical, cognitive and behavioural health.	Add Assessment <input type="text" value="dd/mm/yyyy"/> Achieved <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Save"/>

Fig.50

A note for Practice Assessor / Supervisors, please only state 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

Similar to 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 students study.

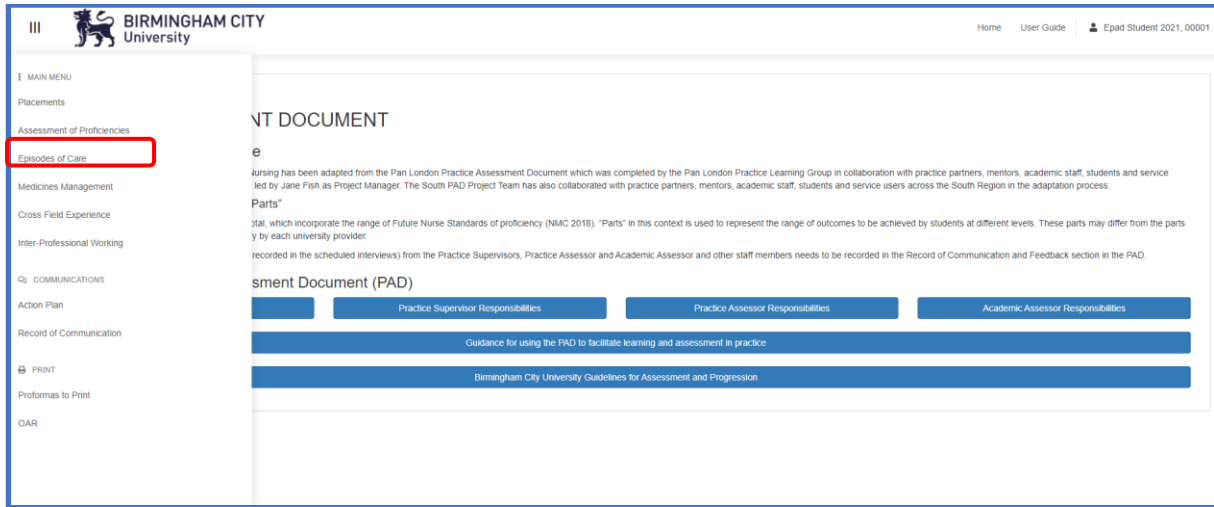


Fig. 51

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)

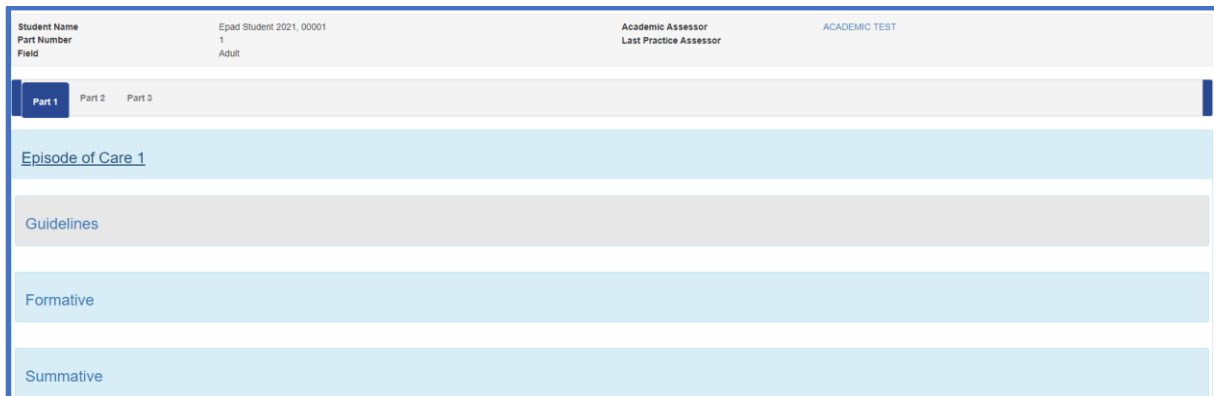


Fig.52

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

Standard of Proficiency	Yes / No	Comments
Assessing needs and planning care Takes an accurate history and undertakes a person centered assessment in order to plan effective care.	Yes No	
Providing and evaluating care Provides person-centred evidence based care in managing dignity, comfort, hygiene and mobility needs of the individual.	Yes No	
Promoting health and preventing illness Applies the principles of health promotion and improvement as appropriate when caring for the individual and their families.	Yes No	
Improving safety and quality of care	Yes No	

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 has been met and also add comments as detailed in Fig.56 below and then save and mark as seen or send back to the student for any amendments required,

This Episode of Care is waiting to be seen by the Practice Assessor.

Student reflection on an episode of care:

Within your reflection, describe the episode of care and how you assessed, delivered and evaluated care:

test

What did you do well?

test

What would you have done differently?

test

Practice Assessor feedback

Based on the student's reflection, your observation and discussion of the episodes of care, please assess and comment on the following:

Standard of Proficiency	Yes / No	Comments
Assessing needs and planning care Takes an accurate history and undertakes a person centered assessment in order to plan effective care.	<input checked="" type="radio"/> Yes <input type="radio"/> No	Very pleased with PC approach undertaken
Providing and evaluating care Provides person-centred evidence based care in managing dignity, comfort, hygiene and mobility needs of the individual.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Promoting health and preventing illness Applies the principles of health promotion and improvement as appropriate when caring for the individual and their families.	<input type="radio"/> Yes <input type="radio"/> No	
Improving safety and quality of care Undertakes relevant risk assessments (e.g. falls, skin integrity, mental capacity) that may be required and demonstrates an understanding of the difference between risk aversion and risk management.	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Coordinating Care Utilises a range of communication skills to effectively engage with the person receiving care, their family/carers and members of the multidisciplinary team in the provision and evaluation of care.	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Save for later Save and mark as seen Save and send back to student

Fig.56

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

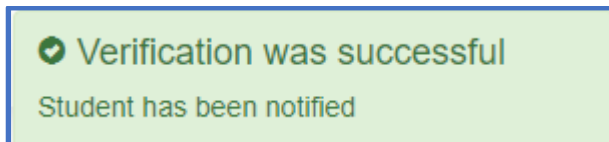


Fig. 57

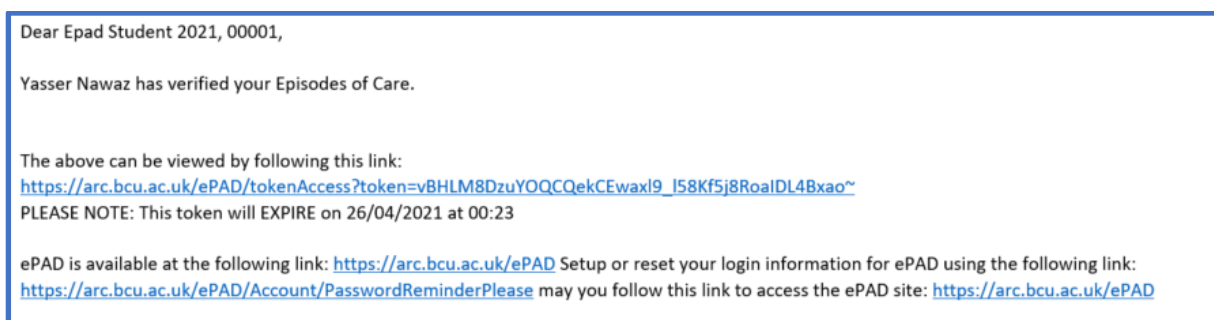


Fig.58

10. Medicine's Management

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

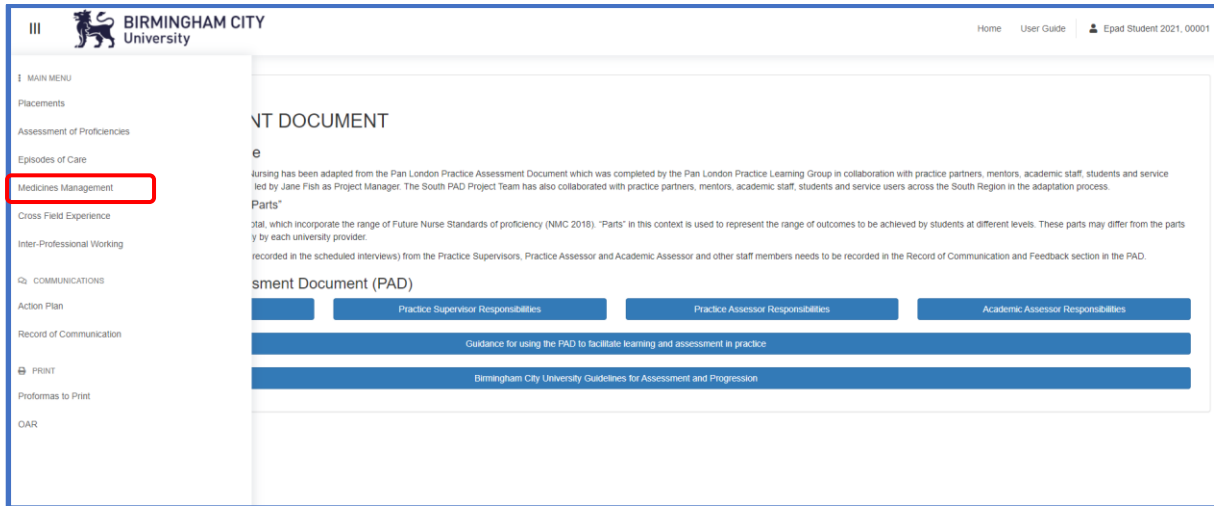


Fig.59

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).

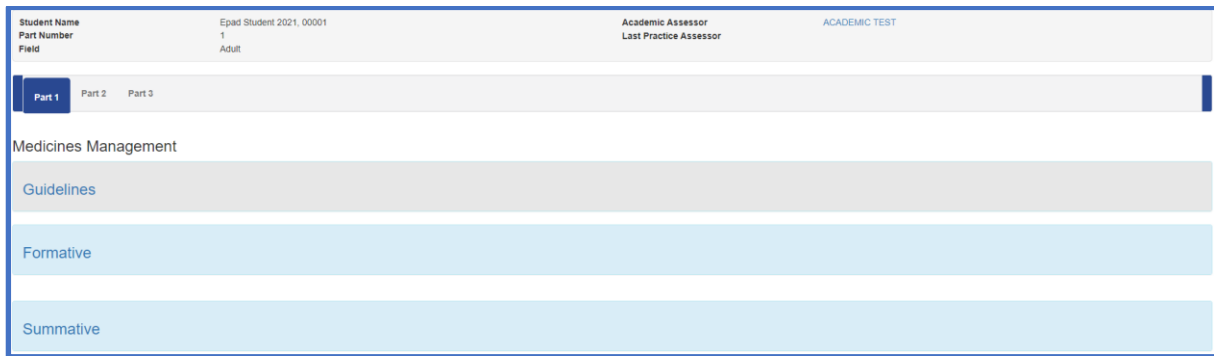


Fig.60

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

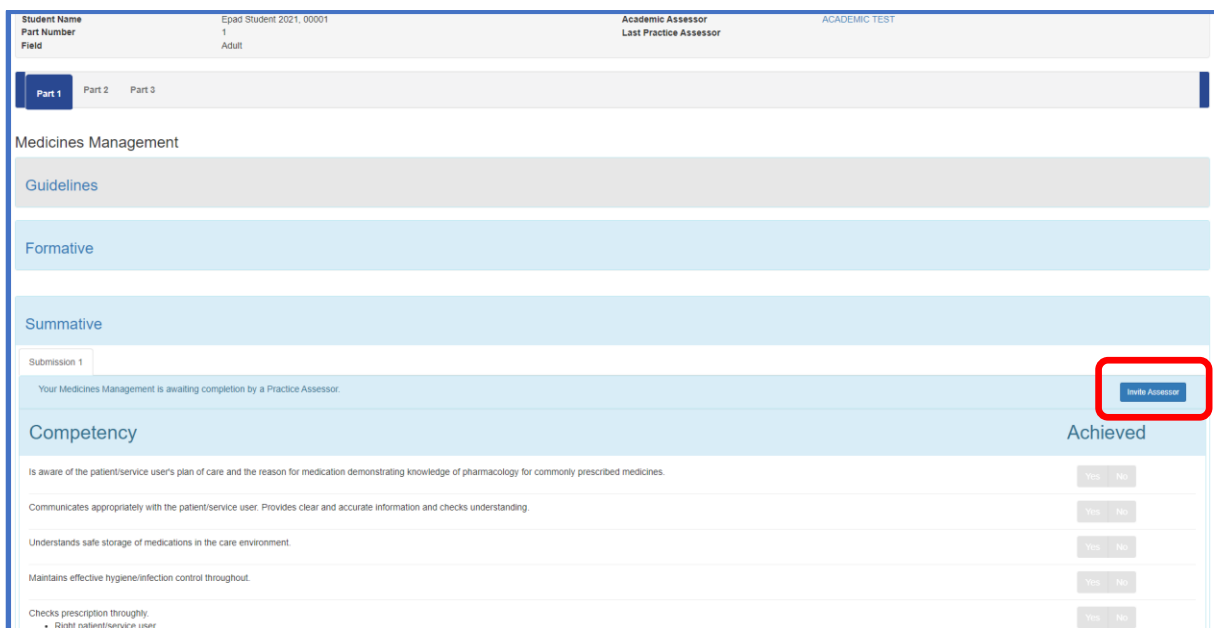


Fig.61



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

Student Name: Epad Student 2021, 00001
Part Number: 1
Field: Adult

Academic Assessor: Last Practice Assessor
ACADEMIC TEST

You are about to send out an invite for access to your medicines management:
Please select your Practice Assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available: Search for names

Selected: Yasser Nawaz - yassenhawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
No, take me back to the medicines management

OK, request approval for this medicines management

Fig.62

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

Dear Yasser Nawaz,

Epad Student 2021, 00001 has submitted their Medicines Management for verification.

The above can be viewed by following this link:
<https://arc.bcu.ac.uk/ePAD/tokenAccess?token=1AQYpEvi6c0cWVrHxQQZ3Wr3TQJG0lfS75GCAA77KoE~>
PLEASE NOTE: This token will EXPIRE on 26/04/2021 at 00:30

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>

Fig.63

In the below example the student did not complete a formative assessment so the Assessor is required to 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

Student Name: Epad Student 2021, 00001
Part Number: 1
Field: Adult

Academic Assessor: Last Practice Assessor
ACADEMIC TEST

Part 1 | Part 2 | Part 3

Medicines Management

Guidelines

Formative

Summative

Submission 1

The Formative has not yet been approved. Please fill in and approve the Formative above or select one of the options below to proceed to the Summative:

No opportunity to undertake the Formative was provided.

The opportunity to undertake the Formative was offered and declined.

Submit

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

Formative

Summative

Submission 1

This Medicines Management is waiting to be seen by the Practice Assessor.

No opportunity to undertake the Formative was provided.

The opportunity to undertake the Formative was offered and declined.

Competency Achieved

Is aware of the patient/service user's plan of care and the reason for medication demonstrating knowledge of pharmacology for commonly prescribed medicines. Yes No

Communicates appropriately with the patient/service user. Provides clear and accurate information and checks understanding. Yes No

Understands safe storage of medications in the care environment. Yes No

Maintains effective hygiene/infection control throughout. Yes No

Checks prescription thoroughly.

- Right patient/service user
- Right medication
- Right time/date/valid period
- Right dose/last dose
- Right route/method
- Special instructions

Checks for allergies demonstrating an understanding of the risks and management of these as appropriate. Yes No

- Asks patient/service user
- Checks prescription chart or identification band

- Asks patient/service user
- Checks prescription chart or identification band

Prepares medication safely. Checks expiry date. Notes any special instructions/contraindications. Yes No

Calculates doses accurately and safely.

- Demonstrates to assessor the component parts of the calculation
- Minimum of 5 calculations undertaken

Checks and confirms the patient/service user's identity and establishes consent. (ID band or other confirmation if in own home) Yes No

Administers or supervises self-administration safely under direct supervision. Verifies that oral medication has been swallowed. Yes No

Describes/demonstrates the procedure in the event of non-adherence. Yes No

Safely utilises and disposes of equipment. Yes No

Maintains accurate records.

- Records, signs and dates when safely administered

Monitors and reports effects and is aware of common side effects and how these are managed. Yes No

Uses appropriate sources of information e.g. British National Formulary. Yes No

Offers patient/service user further support/advice/education, including discharge/safe transfer where appropriate. Yes No

Practice Assessor Feedback

Test

Fig.65

Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

You are about to submit the Medicines Management of Epad Student 2021, 00001:
Are you sure you want to submit the Medicines Management?

No, I do not want to submit the Medicines Management just yet.
[Take me back to the Medicines Management.](#)

You can leave a comment below (optional).

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)

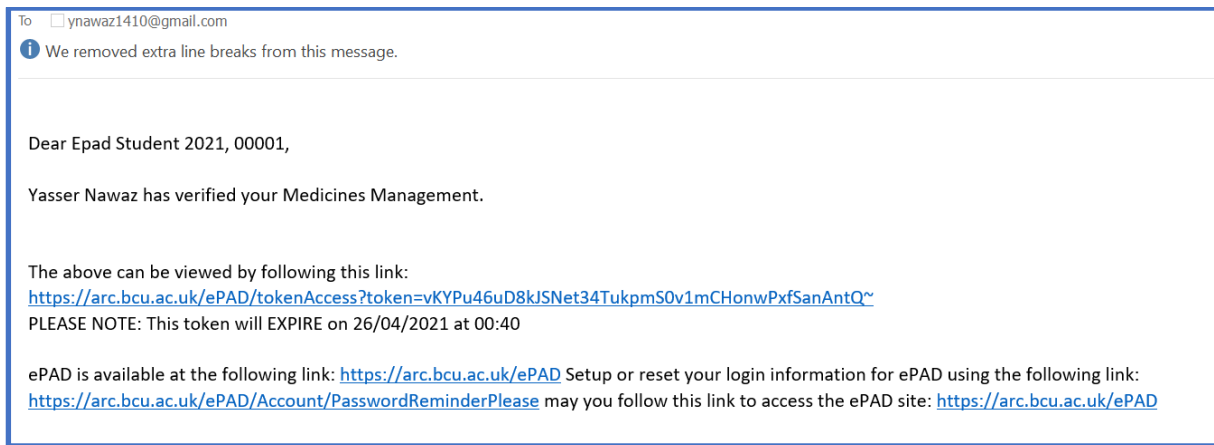


Fig.67

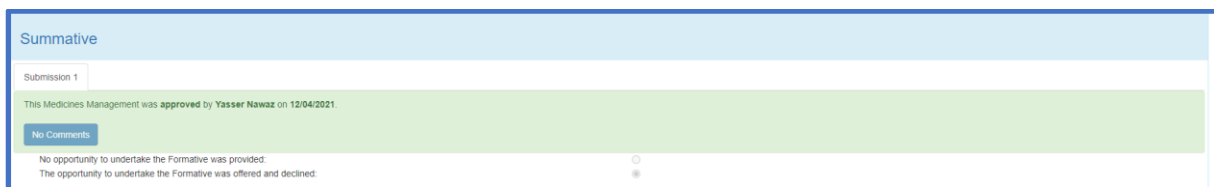


Fig.68

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.

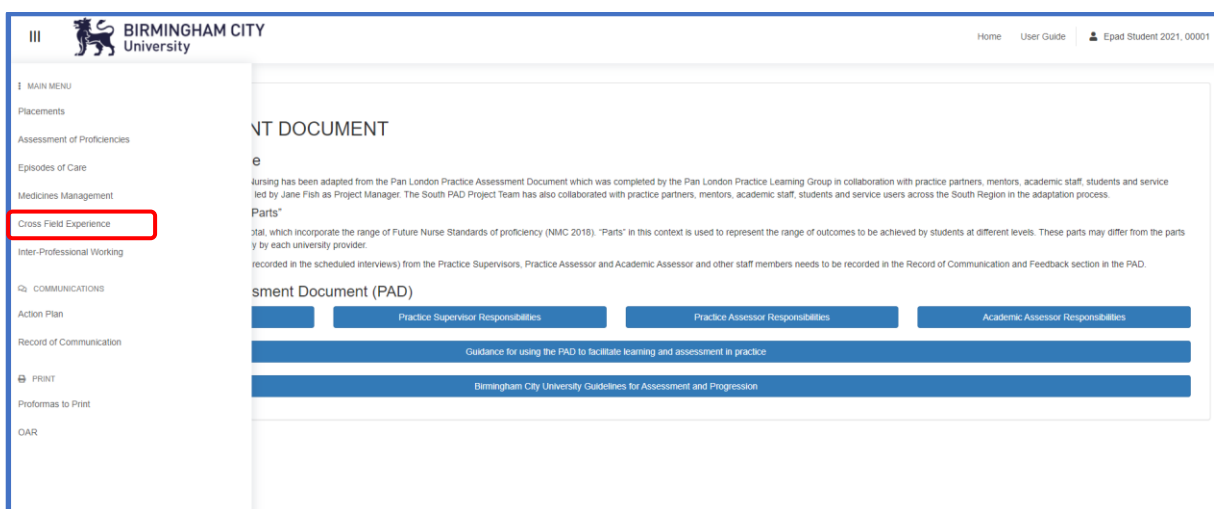


Fig.69



Fig.70

12. Inter-Professional Working

This is to record any reflections on work that has been undertaken with professionals of other health disciplines with in 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 action plans already in place, so a historic record of action plans as well a place where new action plans can be created.

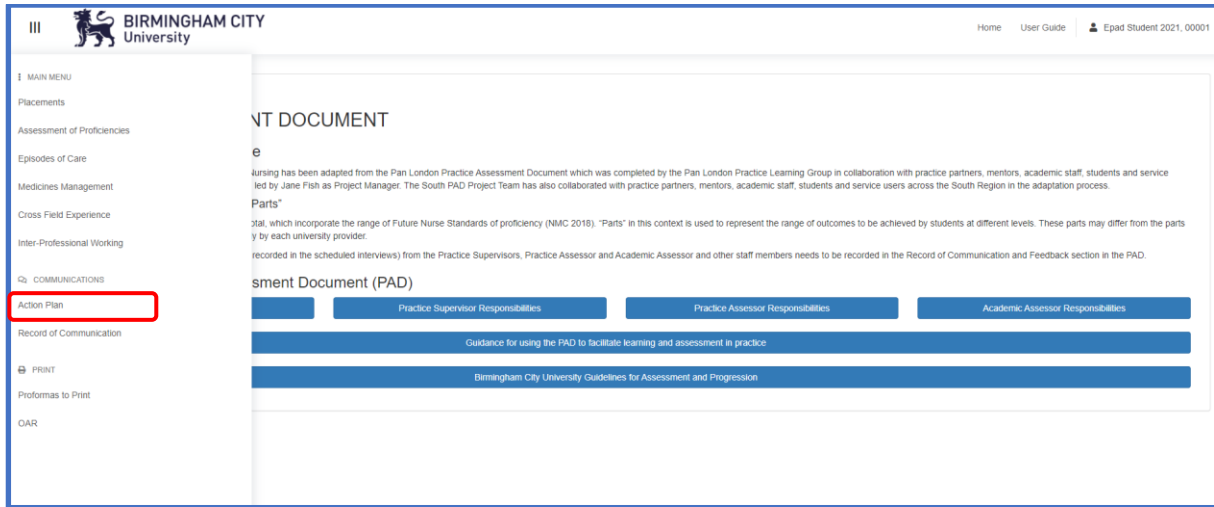


Fig.73

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

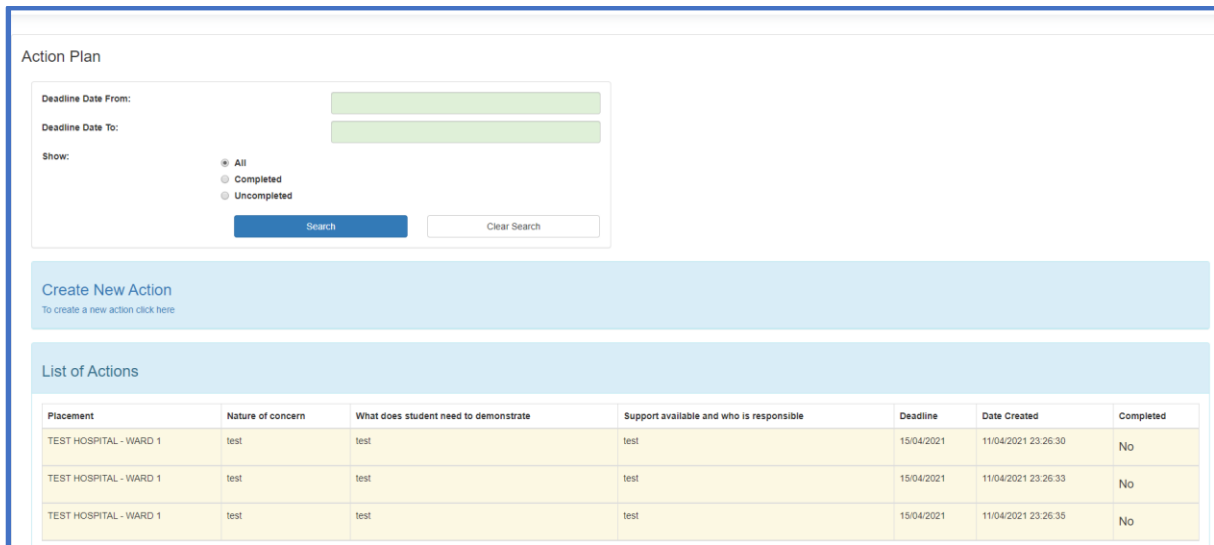


Fig.74



Fig.75

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 with in 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

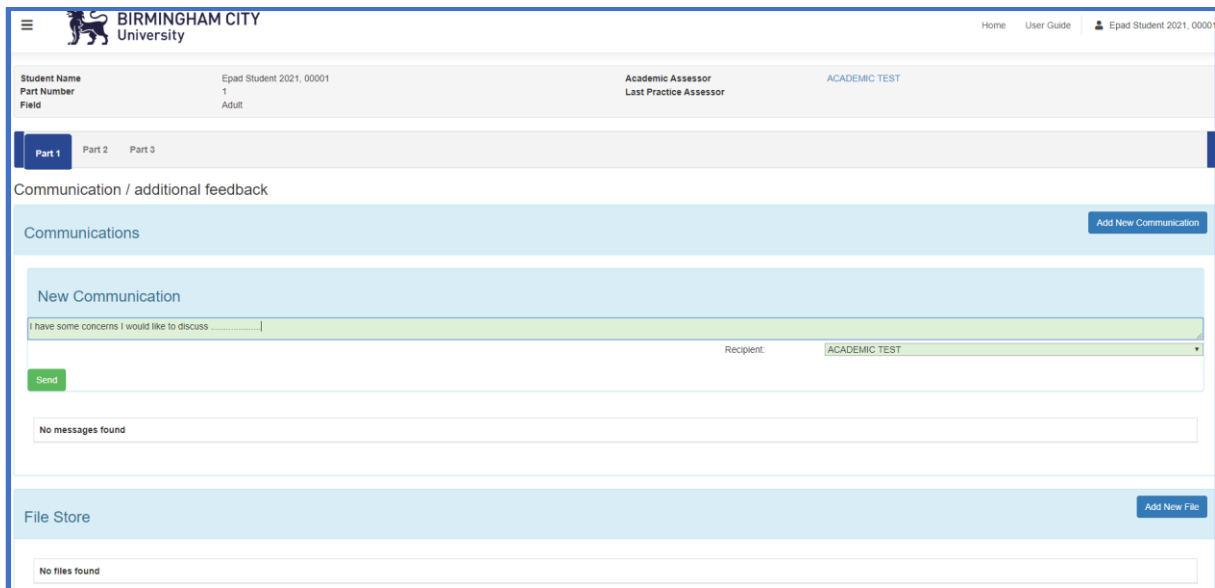


Fig.77

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

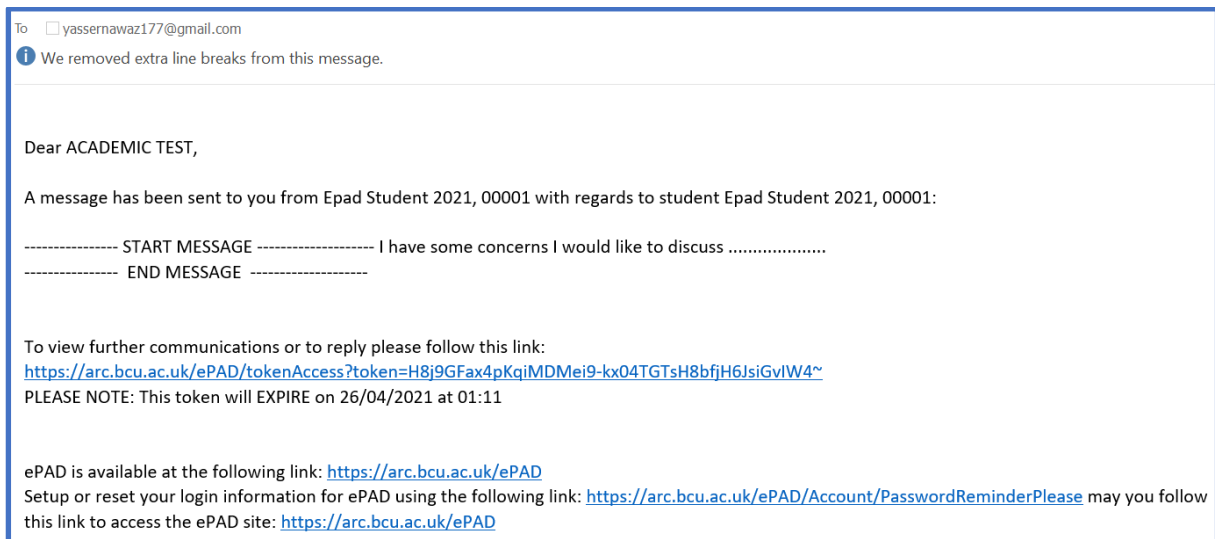


Fig.78

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

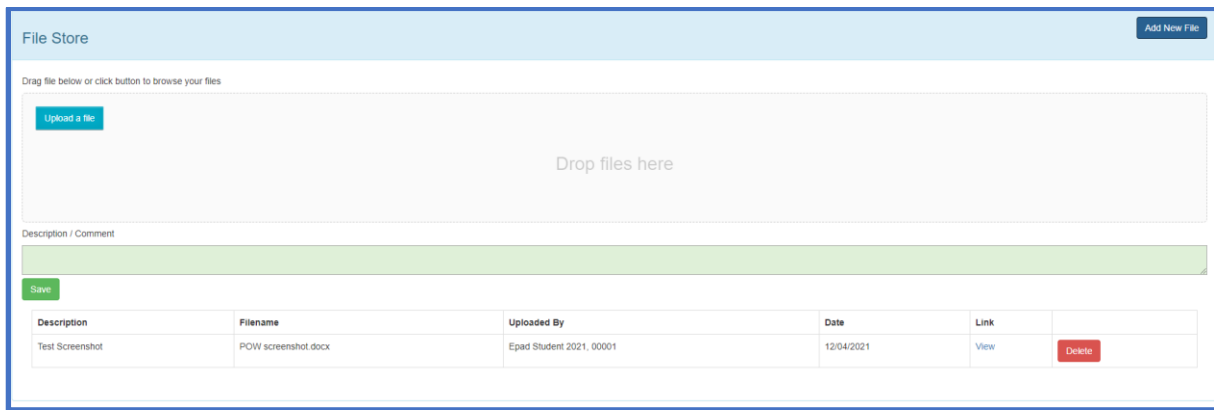


Fig.79

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 with in communications and feedback mentioned above.

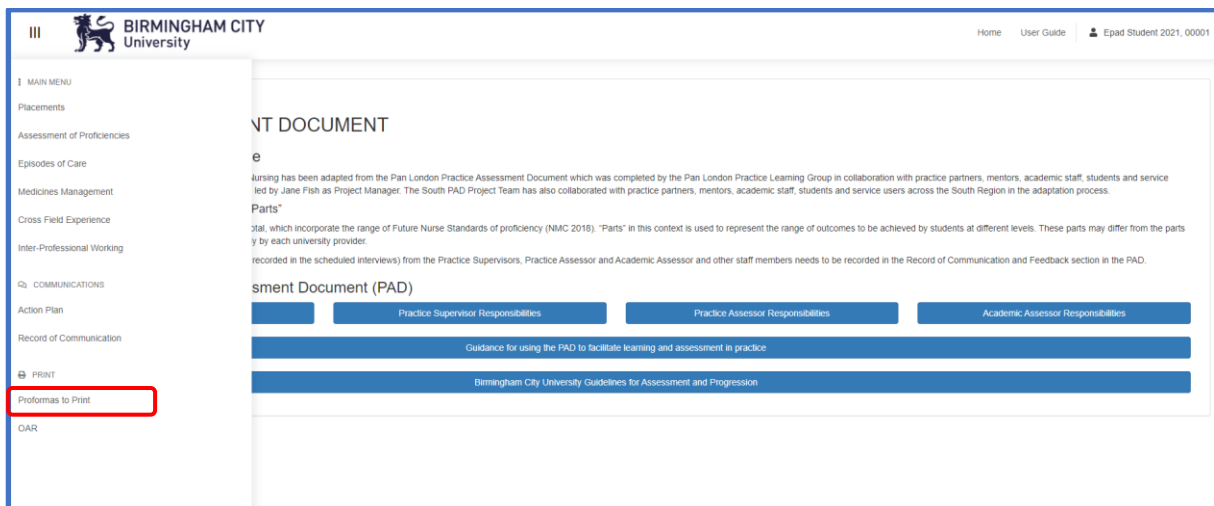


Fig.80



Student Name	Epad Student 2021, 00001	Academic Assessor	ACADEMIC TEST
Part Number	1	Last Practice Assessor	
Field	Adult		

Proformas to Print

- Placement Orientation
- Elective Experience
- Checklist Guidance for Completing ePAD

- Patient/Service User/Carer Feedback
- Patient/Carer feedback to enhance learning for student nurses (Form 2)
- Patient/Carer feedback to enhance learning for student nurses (Form 3)
- Child/Young Persons Feedback to Enhance Learning for Student Nurses
- Record of working with and learning from others/inter-professional working
- Record of Communication / Additional Feedback
- Peer Feedback

- Part 1 Assessment of Proficiencies
- Part 2 Assessment of Proficiencies
- Part 3 Assessment of Proficiencies

- Part 1 Episode of Care 1
- Part 1 Episode of Care 2
- Part 2 Episode of Care 1
- Part 2 Episode of Care 2
- Part 3 Episode of Care 1
- Part 3 Episode of Care 2

- Part 1 Medicines Management
- Part 2 Medicines Management
- Part 3 Medicines Management

- Part 1 Mid-Point / Final Interviews Professional Values
- Part 2 Mid-Point / Final Interviews Professional Values
- Part 3 Mid-Point / Final Interviews Professional Values

Fig.81

16. Ongoing achievement record (OAR)

This is the last item in the main menu but a very important section which evidences and summarises performance in practice and the professional development of the student

The screenshot shows the Birmingham City University ePAD interface. On the left is a 'MAIN MENU' with various options. The 'OAR' (Ongoing Achievement Record) option is highlighted with a red box. The main content area displays the 'ASSESSMENT DOCUMENT' section, which includes introductory text about the document's origin and a table of responsibilities for Practice Supervisors, Practice Assessors, and Academic Assessors. Below the table are links for 'Guidance for using the PAD to facilitate learning and assessment in practice' and 'Birmingham City University Guidelines for Assessment and Progression'.

Fig. 82

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



Student Name: Epad Student 2021, 00001
Part Number: 1
Field: Adult

Academic Assessor: Last Practice Assessor

ACADEMIC TEST

Part 1 | Part 2 | Part 3

Ongoing Achievement Record

Guidelines

TEST HOSPITAL - WARD 1
To be completed by Practice Assessor

TEST HOSPITAL - WARD 2
To be completed by Practice Assessor

End of Part 1

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

Part 1 | Part 2 | Part 3

Ongoing Achievement Record

Guidelines

TEST HOSPITAL - WARD 1
To be completed by Practice Assessor

This OAR has not yet been submitted by a Practice Assessor.

Invite Assessor

Summary of student's strengths and areas for further development

Has the student achieved the professional values?

Has the student achieved the Summative Episode of Care?

Has the student achieved the Summative Medicines Management?

Academic Assessor's Comments/Review of the PAD document

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

Student Name: Epad Student 2021, 00001
Part Number: 1
Field: Adult

Academic Assessor: Last Practice Assessor

ACADEMIC TEST

You are about to send out an invite for access to your ongoing achievement record:
Please select your Practice Assessor from the list below by dragging them to the selected box
NOTE: Assessors in Red are Practice Development Leads

Available	Selected
Search for names.	Yasser Nawaz - yassemawaz@hotmail.com

If your Practice Assessor is not available, provide the missing name and contact information to bcusupportemail@goes.here

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?
No, take me back to the ongoing achievement record

OK, request approval for this ongoing achievement record.

Fig.86



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

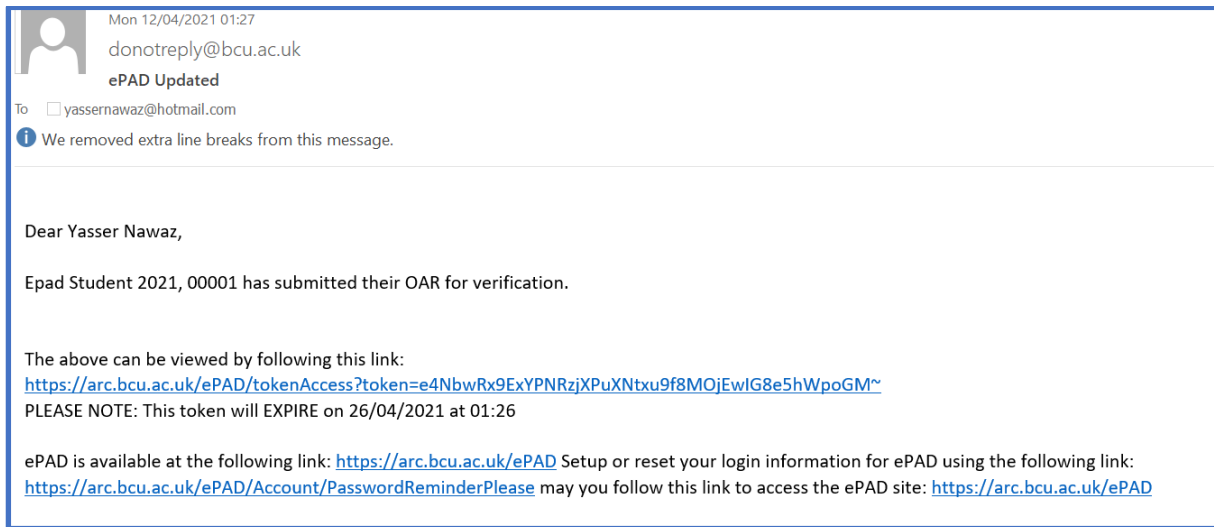


Fig.87

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.

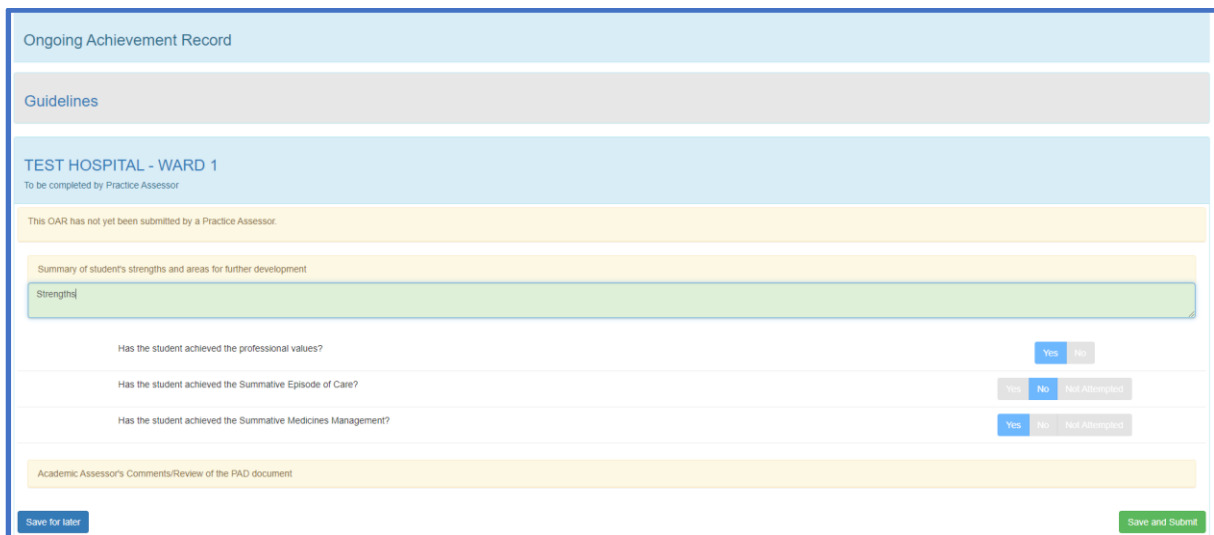


Fig.88

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.



End of Part 1

This OAR has not yet been submitted by a Practice Assessor Invite Assessor

Practice Assessor

In addition to the achievement of professional values and proficiencies:

Has the student achieved the Episode of Care? Yes No

Has the student achieved the Medicines Management? Yes No

I can confirm that I have been in communication with the Academic Assessor regarding the student's performance and status. I confirm that the student has participated in care (with guidance), achieved all the requirements of Part 1 and is performing with increasing confidence and competence. Yes No

Academic Assessor

Academic Assessor's Comments/Review of the PAD document

I can confirm that I have been in communication with the Practice Assessor regarding the student's performance and status. I confirm that the student has participated in care (with guidance), achieved all the requirements of Part 1 and is performing with increasing confidence and competence. Yes No

I recommend that the student can progress to Part 2 Yes No

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

For help and support please email yasser.nawaz@bcu.ac.uk or nursingallocations@bcu.ac.uk