myprogress
e-pad

Guide for Practice Assessors and Practice Supervisors

Contents

1.0 Introduction to this Guide – myprogress epad

This guide is written and designed for Practice Supervisors and Practice Assessors to both train and begin using Myprogress, an electronic Practice Assessment Document (ePAD) platform.

If you have any questions please contact: cfarrar@dmu.ac.uk or natalie.coltman@dmu.ac.uk

2.0 Introduction to the ePAD

2.1 What is the Myprogress ePAD?

Myprogress is an online platform which enables a student to complete their entire Practice Assessment Document, gain valuable feedback and obtain sign-off in practice, electronically.

Myprogress is predominantly accessed online via desktop or laptop, however, it also accompanied by a mobile app version enabling students, practice assessors and practice supervisors to complete forms offline via the student's mobile device. This is particularly useful where there is limited access to a desktop computer, laptop or Wi-Fi signal.

2.2 How is Myprogress ePAD being used at DMU ?

From **October 2021, De Montfort University** will be using Myprogress to deliver ePAD, an electronic version of the Practice Assessment Document. New cohorts of students and most existing students will migrate onto the platform, although some cohorts or individuals who are very near to completion will remain on the previous PAD. The cohorts that will be migrating across to the new ePad system are:

Cohort	Date migrating
20/09 X	18/10/21
20/09 Y	29/11/21
19/09	03/01/22
21/09 X	17/01/22
21/09 Y	21/02/22
20/01	02/05/22

2.3 Gaining access to Myprogress ePAD?

2.3.2 Practice Assessors

For Practice Assessors, on Day One of placement students will login to their Myprogress ePAD account on a laptop or desktop and ask you to complete a 'Practice Assessor Allocation Form'. Once this has been completed, this will automatically set up a Myprogress ePAD account for you and link this student to you so you are able to communicate with that student through the platform and visualise their performance and progress. An email will also be sent to you containing your login details using your **work email address only** you used to complete the Practice Assessor allocation form and a temporary password. If you already have a Myprogress ePAD account set up, each time a student asks you to complete a 'Practice Assessor Allocation Form' you will receive an email to say this has been completed, and that student will be automatically linked with you in your account.

Once you have your login details, you will be able to access your Myprogress ePAD account here: Student and Staff: https://dmu.epads.mkmapps.com/

2.3.3 Practice Supervisors

Practice Supervisors do not necessarily need an account and can access Myprogress ePAD to complete forms through the student's ePAD account. When an opportunity or need arises for feedback and sign-off, the student will log in to their ePAD account on a desktop computer or laptop and ask for you to complete the necessary forms within their account.

Once a form has been completed, it is locked down so that it will no longer be editable. As the Practice Supervisor completing the form, you will then receive an email to confirm you have completed an assessment or form. You will also receive an email with a copy of that form and details of who to contact to report it to if you did not in fact complete it.

As a Practice Supervisor, if you do need to have an account in order to monitor student progress, there is a 'Practice Supervisor Allocation' form to complete and you can then follow the same process as outlined in the Practice Assessor section (2.3.2).

2.4 Using the Myprogress Mobile App

Although Myprogress will be predominantly accessed online via desktop computer or laptop, it is possible for Practice Supervisors and Practice Assessors to complete forms in practice via the students' Myprogress ePAD Mobile App. As the Myprogress Mobile App works completely offline, this is particularly useful where there is limited access to a desktop computer, laptop or a reliable Wi-Fi connection.

Use of the mobile app is student-driven, this means that the student will login to their Myprogress account on the Myprogress app on their mobile device. In order to complete

forms, the student will access the correct form and hand their mobile device to you so that you can complete the form on there. Once the form is complete and signed off, it will be locked down so it can no longer be edited, then it is submitted.

As within the online Myprogress form completion process, you will receive an email to confirm that you have completed a form. As with the desktop version you will also receive a copy of the form and details of who to contact to report it to if you did not, in fact, complete it.

2.5 Additional Support for Practice Supervisors and Practice Assessors

If you require support with the use of the ePAD beyond the information supplied within this guide, please get in touch with: cfarrar@dmu.ac.uk or natalie.coltman@dmu.ac.uk

3.0 Completing the ePAD with a student

3.1 Getting Access

Practice Assessors – Creating an Account & Accessing the ePAD

Within the Practice Assessors ePAD account, you have access to all students assigned to you and you can review their ePAD, as well as track their progress in real-time.

1. The first time you encounter the ePAD will be completing the 'Practice Assessor Allocation Form' on the student's ePAD account. The student will login to their account on a desktop or laptop and ask you to complete the form.
2. Once the 'Practice Assessor Allocation Form' is completed, your account will automatically be created and you will receive an email with your login details

   Your login details will be the email address you used to complete the 'Practice Assessor Allocation Form' and you will be given a temporary password in the confirmation email you receive.

3. From this point you will be able to access your ePAD account here: Student and Staff: https://dmu.epads.mkmapps.com/
4. Once your account has been created, each time you complete a 'Practice Assessor Allocation Form' for a student, the student will automatically be linked to you in your account.

Please note: If you are a Practice Supervisor who requires your own ePAD account to track student progress, please follow the same steps above but using the 'Practice Supervisor Allocation Form'.

Practice Assessors – Providing Feedback & Sign-Off

1. If you are completing a form on behalf of a student, you can do so via the student's ePAD account when they are with you, or for certain forms, you can complete these within your own account on behalf of the student
2. If the form is to be completed on the student's ePAD account, the student will login to their ePAD account on a desktop computer or laptop and access the correct form for you to complete
3. Once the form has been completed, either on your account or the student's ePAD account, the form will lockdown so it is no longer editable
4. A confirmation email will be sent to you with a copy of the completed form attached. This email will also include contact information to alert us if you have not, in fact, completed that form.
5. You can then review completed documentation for all students for whom you are the Practice Assessor within your own ePAD account. From here, you can also provide them with additional support and feedback.

Practice Supervisors – Accessing the ePAD

1. As a Practice Supervisors you do not necessarily need an ePAD account and can access and complete forms through the student's Myprogress ePAD account. If you do require an account to track student progress, you can complete a 'Practice Supervisor Allocation Form' to create an account and follow the same steps as the Practice Assessor.
2. To complete forms via the student's account, the student will login to their ePAD account on a desktop computer or laptop and access the correct form for you to complete
3. Once the form is completed, it will lockdown so it is no longer editable
4. A confirmation email will be sent to you with a copy of the completed form attached. This email will also include contact information to alert us if you have not, in fact, completed that form.

3.2 Introduction to the ePAD Summary Dashboard

If you are a Practice Assessor or Practice Supervisor with an ePAD account to track student progress, when you first login you will be presented with a summary dashboard for all of the students assigned to you. This dashboard presents a summary of progress for each student in terms of their progress through placement and part, their total practice hours and whether they have an action plan.

Click on a single student to view their individual ePAD.

Action plans are highlighted against a student where relevant.

Key
Green = complete,
Grey = not complete
Red = past the deadline.

The references within the squares indicates the form, hovering over each area with your mouse will highlight what each area is i.e.

PO – Placement Orientation
II – Initial Interview
MI – Midpoint Interview
MPV – Midpoint Professional Values
FPV – Final Professional Values
FI – Final Interview
PF – Placement Feedback
EOC – Episode of Care
EOCF – Episode of Care Formative
MM – Medicines Management

3.3 Finding and Reviewing Forms in the ePAD

To review an individual student's ePAD, select their name from the list of students within your ePAD Dashboard. When you select an individual student, you will be able to see a summary for that particular student, their hours in practice, their current placement, student details and what's next for that student. This is also what you will see when the student logs into their account for you to complete forms via their ePAD account.

When you click the 'Current Placement' panel, this opens a menu to navigate to the correct form to complete or review within the ePAD.

Once you have navigated to the form you would like to review or complete, simply select the form to view it.

3.4 Completing Forms

To complete this form, select 'complete form' and this will take you to a new form completion screen.

Complete the form within the form completion screen as shown below.

Once you've selected 'Finish', select 'Complete this response'. If you are interrupted when completing the form, you can also select 'Email this form to your observer to complete later'. This will email the form you to complete at another time, however it is advised to complete in the moment, with the student.

3.5 Signing Off Forms

When you have selected 'Complete this response' you will be shown the following screen. The Myprogress ePAD uses your name and email to securely lockdown the form so that it is no longer editable, and also verify that the information captured is legitimate.

Mentor/Assessor email and name

Mentor/Assessor Email: [ ]   Mentor/Assessor Name: [ ]

Complete this assessment   Save as a draft   Cancel

To sign off the form and lock it down, complete your details (your work email address and name) then select 'Complete this assessment'.

When you have fully completed the form and signed it off, you will receive an email to confirm you have completed it. This email will include a copy of the form response and the details of who to contact if you did not complete the form and it has been falsified.

3.6 Reviewing the Online Ongoing Achievement Record (OAR)

In order to view the Ongoing Achievement Record (OAR), access the individual student and select Ongoing Achievement Record within the dashboard.

PARTS

There are three Practice Assessment Parts in total, which incorporate the range of Future Nurse Standards of proficiency (NMC 2018). "Parts" in this context is used to represent the range of outcomes to be achieved by students at different levels. These parts may differ from the parts of the education programme that will be defined locally by each university provider.

NURSING - PART 1
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

NURSING - PART 2   Current
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

NURSING - PART 3
BSc/PGDip/MSc

PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)

ONGOING ACHIEVEMENT RECORD
BSc/PGDip/MSc

The OAR document contains a summary of each placement, Practice Assessor checklist/comments, progression statements, and confirmation of proficiencies that are met in Part 2 or Part 3

Click to view the Ongoing Achievement Record

3.7 Reviewing the student's hours

If you would like to view the student's practice hours, you can select 'View Practice Hours' and you will be shown the student's practice hours record:

⏰ **Practice hours** Updated a few seconds ago
Students > Emily Peters > King's College London ePAD > **Practice hours**

Oxleas 26.6/250			
Avery Ward (Oxleas House)			
Activity type	**Time**	**Date**	**Approved by**
PM Hours	3 hour(s) 4 minute(s).	Jun 15, 2020	Ben
Day Shift	23 hour(s) 2 minute(s).	Jun 14, 2020	Ben

GSTT 140/342			
Evelina London Beach Ward			
Activity type	**Time**	**Date**	**Approved by**
Hard work	100 hour(s) 0 minute(s).	Jun 23, 2020	Not approved
Easy work	25 hour(s) 0 minute(s).	Jun 19, 2020	Not approved
Hard work	10 hour(s) 0 minute(s).	Jun 17, 2020	Not approved
Easy work	5 hour(s) 0 minute(s).	Jun 17, 2020	Not approved

3.8 Sending Group Messages and Communicating with Individual Students

Within the ePAD you can send group messages to all students assigned to you, as well as send direct messages to individual students, this include practice supervisors, practice assessors and academic assessors. Obviously, all messages can be viewed by the student.

Within your ePAD summary dashboard, you will receive notifications of when students send you messages. You can also select 'Send Group Message' to message all of your students.

Click to send Group Message

Receive notifications of messages here

Once you've clicked 'Send Group Message' a panel will open to write and send the message to all students.

To send an individual student a direct message, select the student you would like to send a message in your ePAD summary dashboard. This will direct you to that particular student's ePAD homepage.

From here, select 'View messages' to message that particular student directly.

This will open up a message box where you will be able to see all conversations with that particular student as well as send that student direct messages.

4.0 Using the Mobile App

As a Practice Assessor or Practice Supervisor, you will be predominantly using the Myprogress ePAD via a desktop computer or laptop. However, there may be some occasions where there is no WiFi signal or it may be difficult to access a computer or laptop. On these occasions, students may opt to use their own mobile device to complete forms on the MyProgress Mobile App, which works completely offline.

4.1 Overview – Providing Feedback & Sign Off via Mobile

Below is an overview of how to complete a form on the Myprogress Mobile App.

Student accesses the form to complete on the Myprogress mobile app and hands their mobile device to the Practice Assessor or Practice Supervisor

Practice Assessor or Practice Supervisor completes the form on the Myprogress mobile app

Practice Assessor or Practice Supervisor signs off the form using their work email address

Form is locked down and submitted
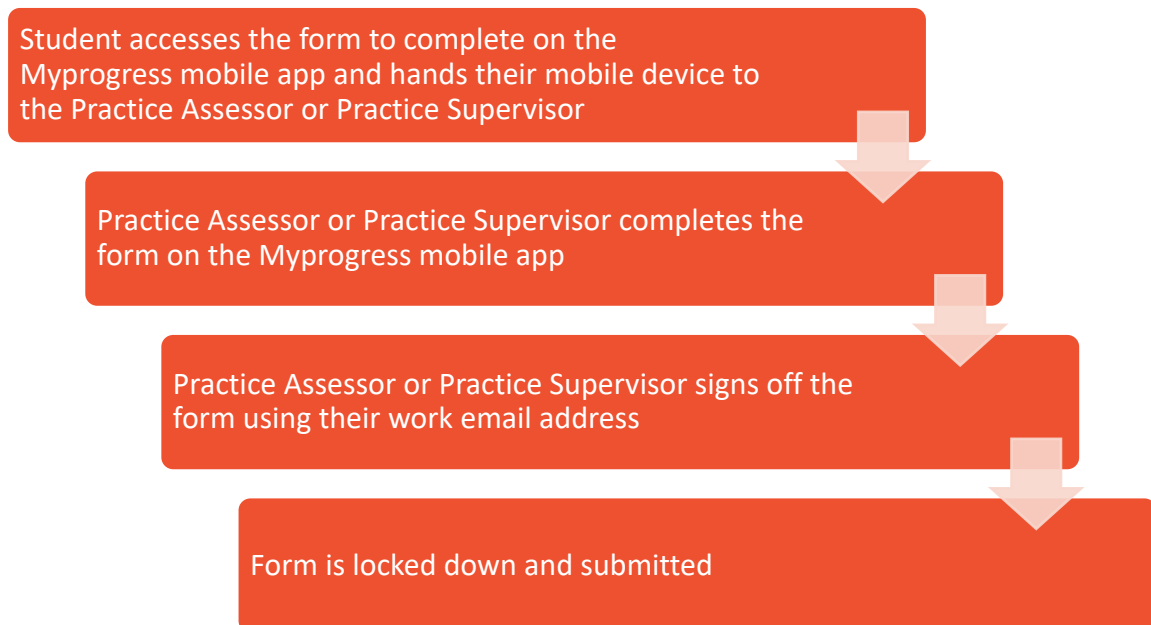
4.2 Finding Forms

When the student hands you their mobile device to complete a form, they should have already brought the right form up for you to complete, however, for your understanding you can find the forms here:

Access all forms in the side menu and select 'Assessments'
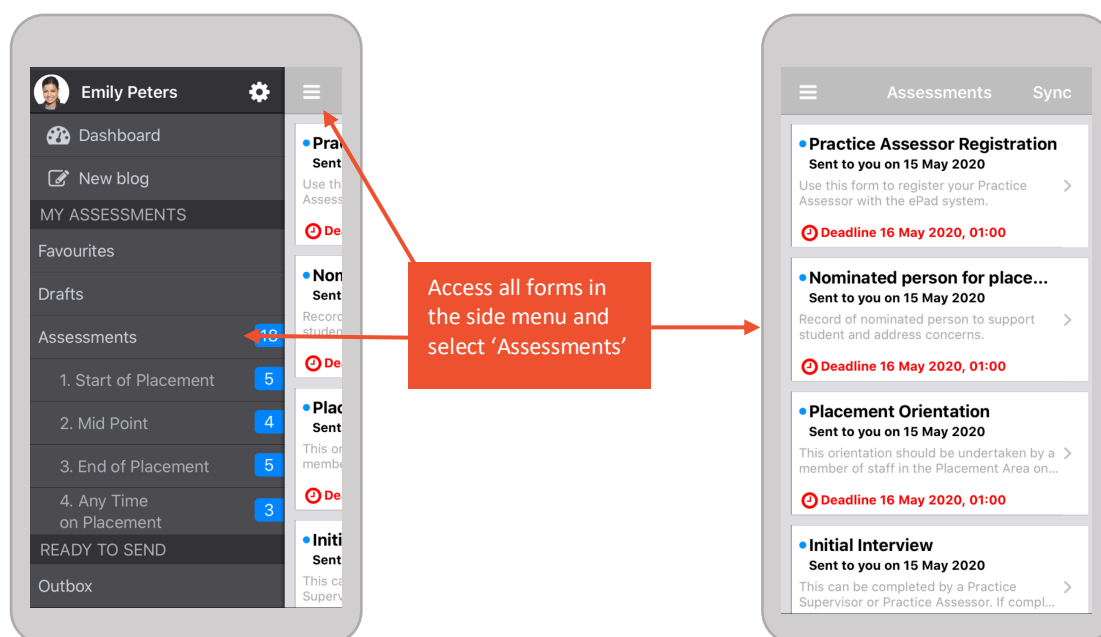
4.3 Completing Documentation

In order to complete forms, students then select the assessment or form they would like to complete:

This is an observational assessment and will require that your observer provides their name and email address before it can be completed.

They will be asked to provide these at the end of the assessment.

Start

Cancel this assessment

Once the form is selected, click 'start' to begin completing the form.

Cancel   Save / submit

You are completing this assessment for Emily Peters - RIO23423

Professional Values in Practice (Pa...

Prioritise People

1. The student maintains confidentiality in accordance with the NMC Code. (1 BAP 1.1)

Tap here to select your answer

2. The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users/ carers and all colleagues. (1 BAP 1.14)

Tap here to select your answer

Once the form is open, you can begin to complete it. Myprogress supports different question types; you may be asked to select from a drop-down list, complete a check list, or write feedback in a comment box.
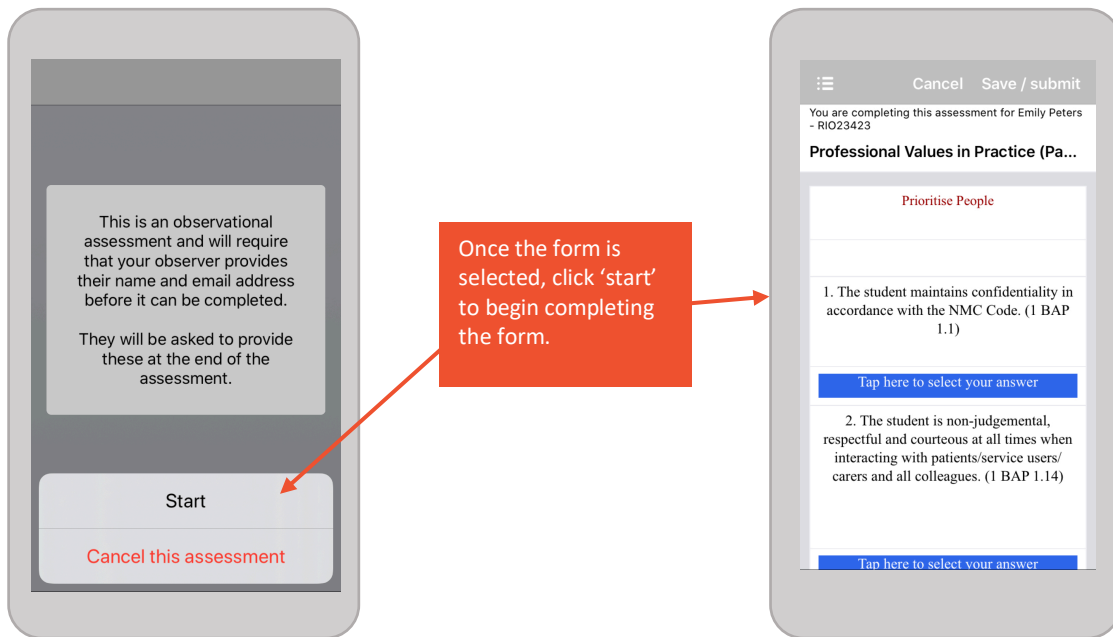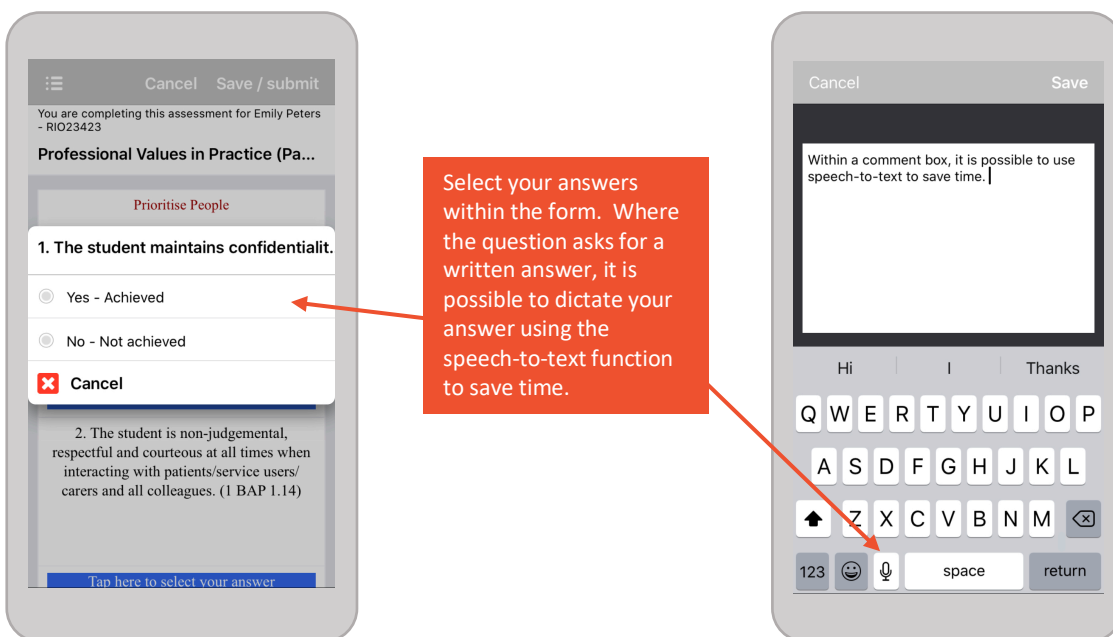
Cancel   Save / submit

You are completing this assessment for Emily Peters - RIO23423

Professional Values in Practice (Pa...

Prioritise People

1. The student maintains confidentialit...

Yes - Achieved

No - Not achieved

Cancel

2. The student is non-judgemental, respectful and courteous at all times when interacting with patients/service users/ carers and all colleagues. (1 BAP 1.14)

Tap here to select your answer

Select your answers within the form. Where the question asks for a written answer, it is possible to dictate your answer using the speech-to-text function to save time.

Cancel   Save

Within a comment box, it is possible to use speech-to-text to save time.

Hi   I   Thanks

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

123   space   return

4.4 Signing Documentation

When you have selected 'Complete this Assessment' you will be shown the following screen, where you need to sign the form off with your email address and name.
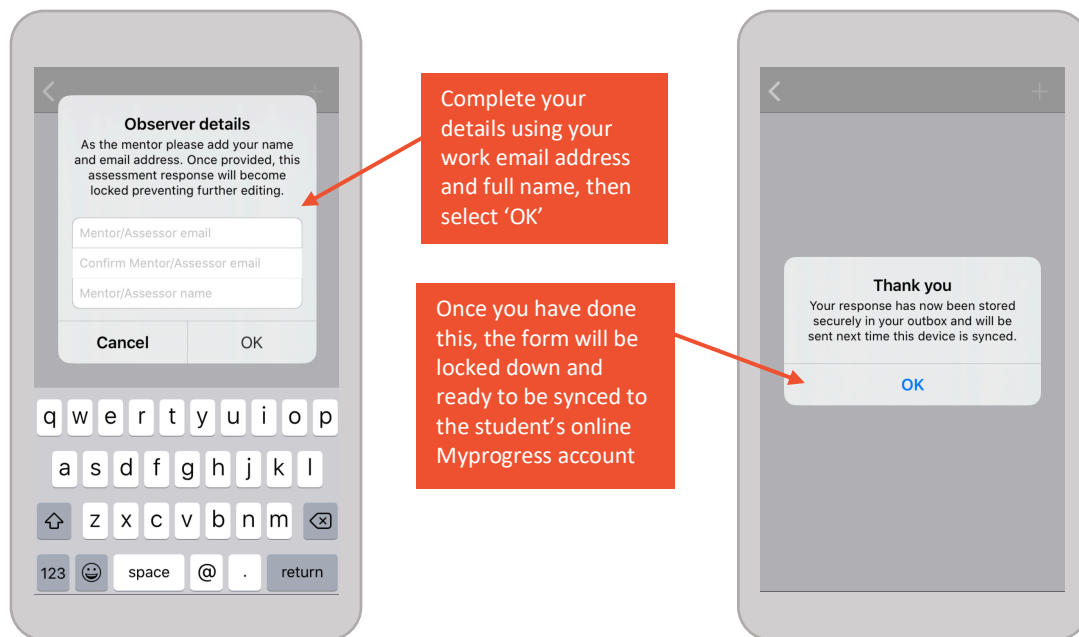
As a Practice Assessor or Practice Supervisor this is where their responsibilities end, however, it is worth noting that it is important for the student to 'sync' their Myprogress Mobile App so that all relevant staff members and the student can receive a copy of the completed assessment form.