SurreyPLP
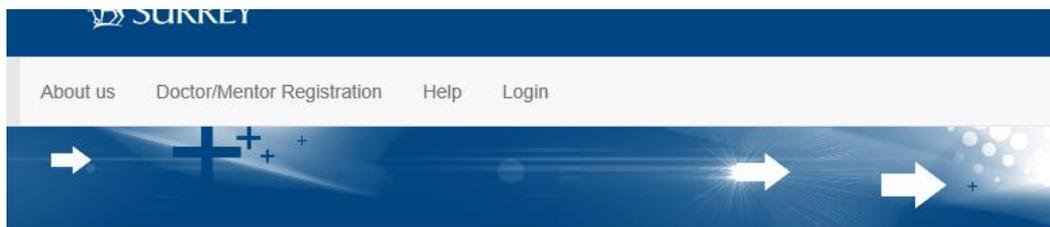
Student View

Step by step instructions for initial use

1

How to logon

Go to Website surreyplp.co.uk

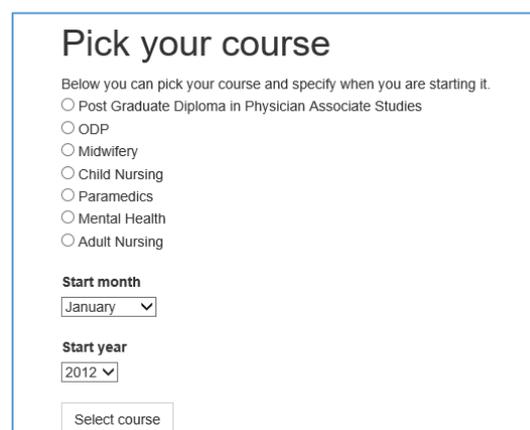On the Home page you will find Help information etc

Select Login

Your username is your URN and initial password is your surname in CAPITALS

What to do when you have first logged on
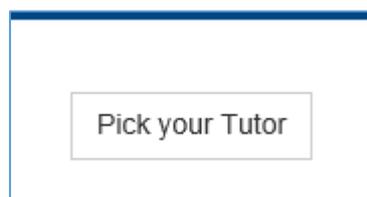
1. Your initial view once you have logged on

2. Then pick course – Your start month is when you started the course (not placement), so September 2016

3. You are then presented with an introductory page and at the bottom you can add a Tutor by selecting Pick your Tutor - Please add your Personal Tutor (you can add other tutors later)

4. Search for Tutor (by surname)

5. In box type Tutor Surname

6. And then submit and list of tutors matching that name will appear and then select

7. Save selected tutor

8. You will then be prompted to agree to ongoing consent

9. You will then be shown your scope of practice to which you need to agree

PARAMEDIC STUDENTS SCOPE OF PRACTICE

GUIDELINES FOR PARAMEDIC STUDENTS' ACTIVITIES IN PRACTICE – PPE'D/Mentor Verification Sheet

All paramedic students should be encouraged to take part in clinical activities that prepare them for paramedic practi...
student according to their practice assessment document.

It is a requirement that students are familiar with their Trust's/HCPC policy & procedures regarding their role in drug ...
infusions, blood transfusions and infection control. If a student is in any doubt as to whether they should be undertak...
to decline to take part.

You have now completed course set up and should see the overview

Go to dashboard

Course name	
Paramedics	
Start Month	
September	
Start Year	
2016	
Tutor Name	
Andi Sambrook	
Tutor Email	
a.sambrook@surrey.ac.uk	
Consent	
I AGREE - click here to view the Cons	
Accept Terms and Conditions	
I AGREE - click here to view terms and	

You can then go to the Dashboard

10. At the dashboard – any information still required will have a red message - click the message

⚠ Attention - Click to view an important message

Guidance	Year 1	Year 2

Year has not been started

11. The first message askes for your URN
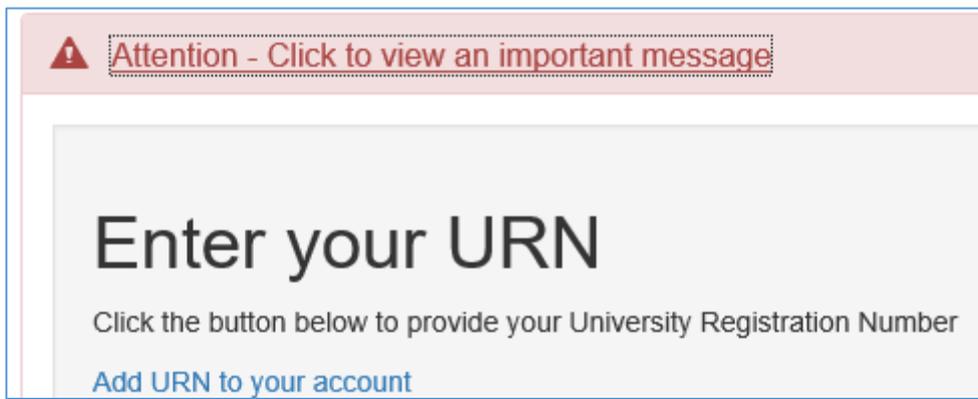
12. Then to start your year

The start date is the start of practice – 24/4/2017

The end date is the end of practice 14/8/2017

Current years

Below you can find your past and current years.

State	Final year?	Start date	End date	Mentor signed	Tutor signed
current	No	24/04/2017	14/08/2017	No	No

13. Then back to home (dashboard) to start placement details – If you know your placement you can select it – if not you will have to come back to it later
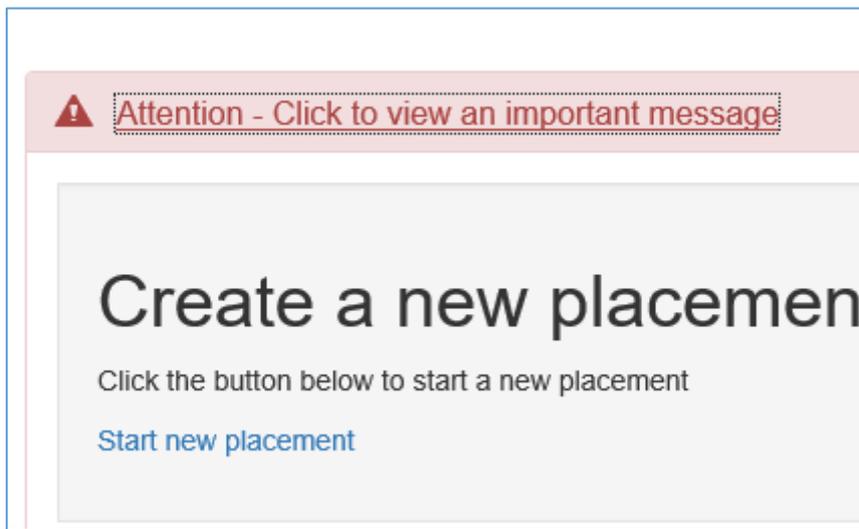
14. Select Search for Locality. then type in placement name – the list should be filtered – for example if you type in SECAMb all the SECAMb places are shown.

15. Select placement from list

16. Once selected you will view that selection

Your placements

Below you can find your past and current placements. You can view **Orientation to Placement** document by clicking here.

Edit

Placement name

Nursing - Brook Ward
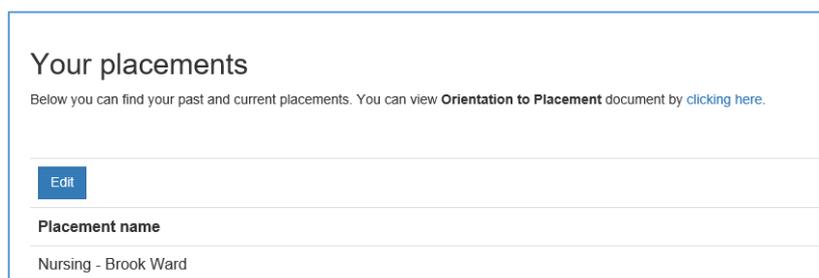
17. You can also view Orientation to Placement document

Your placements

Below you can find your past and current placements. You can view **Orientation to Placemen**

The Mentor in each placement is required to orientate the student to the placement area. The f of each placement.

Practice Placement	
Orientation to practice placement area	Include: • Staff • Where to keep pe • Meal breaks • Duty Rota • Sickness and abs Discuss: • Dress code
Professional conduct and appearance	• Professional cond

18. Select home (dashboard) you can now start the modules

⚠ Attention - Click to view an

Start Modules
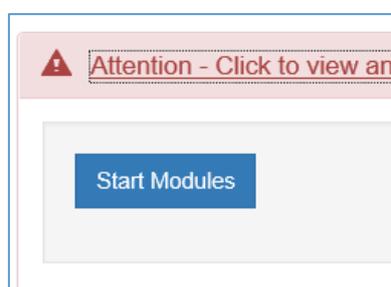
19. Select mentors for this placement (similar to selecting Tutor)

⚠ Attention - Click to view an important message

Add a Mentor to your placement

Click the button below to add a Mentor to your new placement

Add new Mentor
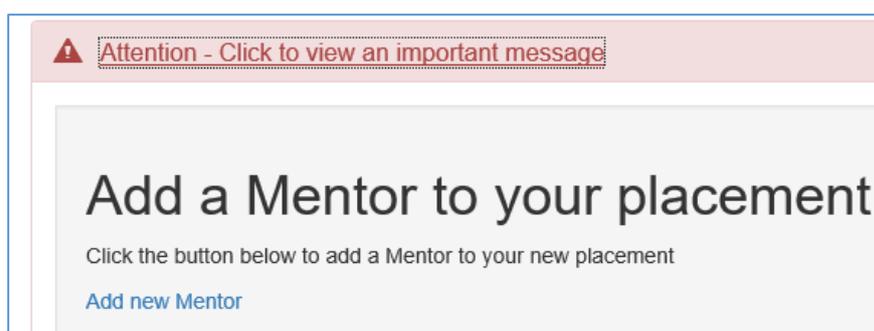
Manage mentor

Below you can add / update your men

Search for mentor   Remove sel

Mentor Name

Find Mentor

Mentor surname [SAMBROOK] [Submit]

To select a mentor please click the relevant "select" link, if the mentor you are looking for is not listed below please search again.

Name	Email address	
Andi Sambrook	Sambrook@talk21.com	Select

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20. Final screen shows overview list

Manage mentors and tutors

On this page you can manage a list of mentors and tutors.

Primary mentor

[Add new mentor]

Name	Email	Course/Year/Placement	Actions	
Andre sambrook	a.sambrook@surrey.ac.uk	Adult Nursing / Year 1 / Nursing - Brook Ward	Edit	Delete

Co-mentor

[Add new mentor]

Name	Email	Course/Year/Placement	Actions

Tutors

[Add new Tutor]

Name	Email	Course/Year/Placement	Actions
Andi	a.sambrook@surrey.ac.uk	Adult Nursing	You cannot edit or remove this Tutor as they were selected by you when you

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21. You are then able to start your in initial review – this should be done in conjunction with your MENTOR – this can be done when you get to placement and know who your mentor is

⚠ Attention - Click to view an important message

Create an Initial Review

Click the button below to create Initial Review

Start Initial Review

Start Initial Review

Below you can add an Initial Interview

Strength

Edit ▾

B *I* A ▾ A ▾ ≡ ≡ ≡

Weaknesses

Edit ▾

B *I* A ▾ A ▾ ≡ ≡ ≡

22. When completed use Save and Finish

Save and Finish
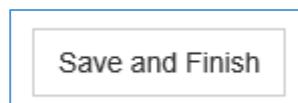
23. Shows overview

Review for Placement - Pa

Initial review - Not Submitted

To be completed by the student and mentor at the begin
and feedback from previous mentors.

24. Then if you Submit to Mentor

Actions

Edit Initial Review   Submit to Mentor

25. And confirm that this is what you want to do – Once you have submitted to mentor, you will not be able to edit any further.

You may see further prompts – for example your mentor needs to sign off orientation etc

⚠ **Attention - Click to view an important message**

It looks like you haven't completed Orientation to placement with your mentor yet.
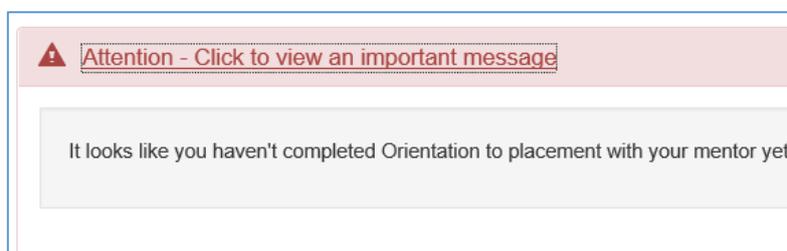
26. You are then ready to start placement

Note You must connect to a mentor before they can view your portfolio (

Main menu - click to hide/expand

🏷 Paramedics - Course Details

🏷 Attendance record

🏷 Record of sickness in practice

🏷 Essential Skills Cluster

🏷 Service user experiences

🏷 Reflection: service user

🏷 SWOT analysis and Reviews

🏷 Visits and short placements

🏷 Reflective Journal Entries

🏷 Manage Mentors and Tutors

🏷 Placement

🏷 **Introduction to Clinical Practice Module 1: Aims and Learning Outcomes**

🏷 Snapshot Assessment | Patient Assessment

🏷 Action Plan

🏷 **Introduction to Clinical Practice Module 2: Aims and Learning Outcomes**

🏷 Clinical Grading Tool Mid Point

🏷 Clinical Grading Tool End Point

🏷 Action Plan

How to complete the portfolio

You can View Logbook at any time to see overview of your practice

Initial Assesment

Should be completed by you and agreed by your mentor who will sign off as agreed

Attendance Record

You should log all your attendance hours here and any hours that you have made up. Submit each to mentor

Record of Sickness in Practice

You should log all absences here and submit to mentor.

All time missed to be made up

Essential Skills Cluster

By the end of each year you will need to demonstrate consistent achievement of performance against competencies which reflect the College of Paramedic Curriculum Guidance and Competency Framework (2008) and the Health and Care Professions Council Standards of Proficiency – Paramedic (2012). Each year one module will require 50% of the Essential Skills cluster to be completed.

Service User and Carer Experiences

During each placement you will be required to discuss with a service user their experience of an aspect of care. At the end of the year you are required to reflect upon the feedback and consider how this impacts upon your own practice and the practice of others and how this might also impact upon the potential for service improvement. During the year, you are required to document a minimum of 3 logs

Reflection: service user, family carers experience

During the year, you are required to reflect on the experience

SWOT Analysis

Initial review: At the beginning of each practice learning experience you will meet with your mentor to identify and formulate a learning agreement. This will identify aspects of knowledge and practice that can be developed during the practice experience. The learning agreement will be based upon your own self-evaluation presented as a SWOT analysis and on comments from your previous mentors (unless this is the first placement of the programme).

Midpoint Formative Review: This is an opportunity for you to get formative feedback about your progress and an indication about how well you are achieving in relation to the Clinical Grading Tool criteria, Essential Skills Clusters and the Snapshot assessment, if appropriate. You must also review your learning agreement and draw up a Formative Developmental Learning Plan to identify on-going areas of development for the rest of your placement.

Final review: At the end of the practice learning experience a final review will be completed summarising key aspects of your performance. This will also serve as your on-going achievement record and will be used by subsequent mentors to inform them of your on-going learning and development needs.

Visits / short placements in Practice

Record here your short visits and placements to max of 6

Reflective Journal Entries

Each year it is anticipated that you will document reflective logs based upon your experiences for a range of health care visits and placements other than your own. Following on from your first reflective log you may identify an aspect of care or learning that you wish to develop and explore further. The progress of your development will occur over time and should be evidenced in future reflective logs.

Manage Mentors and Tutors

Allows you to add mentors and tutors who can then view your portfolio

Placement

Placement details are here including **Orientation to placement.** To be completed by mentor within 3 days of placement start

Modules

In the first year you have 2 practice modules

Introduction to Clinical Practice Module 1: Aims and Learning Outcomes

Which requires a Snapshot Assessment on a Patient Assessment.

> The **Snapshot Assessment Tool** is used to reflect the knowledge, skills and attitudes demonstrated whilst undertaking the activity. If you are unable to demonstrate satisfactory practice a summative action plan will be completed which will identify areas for improvement.

Introduction to Clinical Practice Module 2: Aims and Learning Outcomes

This module requires completion of:

Clinical Grading Tool at Mid-Point

Clinical Grading Tool at End Point

> **Clinical Grading Tool**: Knowledge and performance will be graded against 12 statements which reflect the minimum requirements that must be met in relation to safety, safeguarding and protection, and the professional values, attributes and behaviours expected at each progression point (HCPC 2012). If you are unable to demonstrate satisfactory practice in relation to any of the statements an action plan will be completed which clearly identifies areas for improvement.

Checklist

Gives you an overview before your final submission