

General Guidance for Paramedic Practice Educators



Surrey Practice Learning Platform www.surreyplp.co.uk

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Surrey PLP Changes for 17 / 18

As part of the ongoing development of practice assessment we have made a few changes for this year.

Each year was split into separate elements, this has now been removed and the practice assessment is across the whole year so a student will only need to have everything completed by year end.

The Initial **SWOT, Mid and final reviews** should still be done but at appropriate points during the year.

At the end point a **Clinical grading tool** is to be completed.

Elements to be completed during the year:-

Snap Shot Assessment

Essential Skills Clusters

Service User and Carer Experiences and Reflection: service users

Record of Absence

Record of attendance

This can now be bulk approved

Visits / short placements in Practice

Reflective Journal Entries

Final Sign Off

The mentor final sign off of the placement has now got a date and time stamp added and will be considered the submission time. This must have been completed by 1600hrs on the day the student is due to submit. The student should advise you of this.

Surrey Practice Learning Platform or SurreyPLP

General Guidance for Practice Educators (PEds)

This is an introduction to the [Surrey Practice Learning Platform](#) or [SurreyPLP](#). This platform has been designed to replace the paper based portfolio but has exactly the same elements and structure as before.

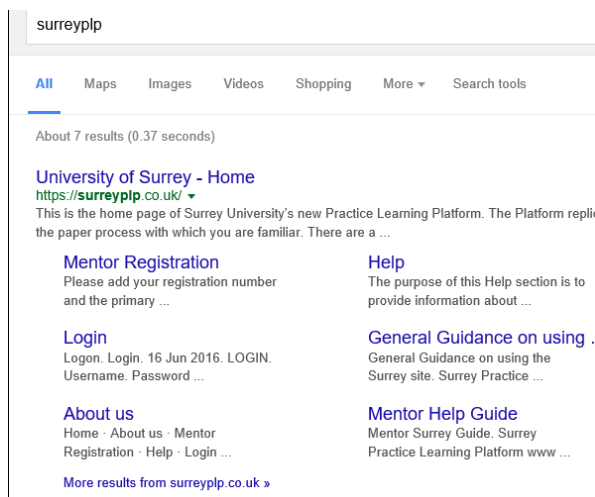
The first thing that you need to do as a mentor is to set an account up on the system. The student you are mentoring will then create a relationship with you by saying on their portfolio that you are their mentor. You will then be able to see their portfolio, and comment / grade etc.

These are the simple steps to enable you to get onto the system, to get yourself registered and allows you to move around the system.

Registration

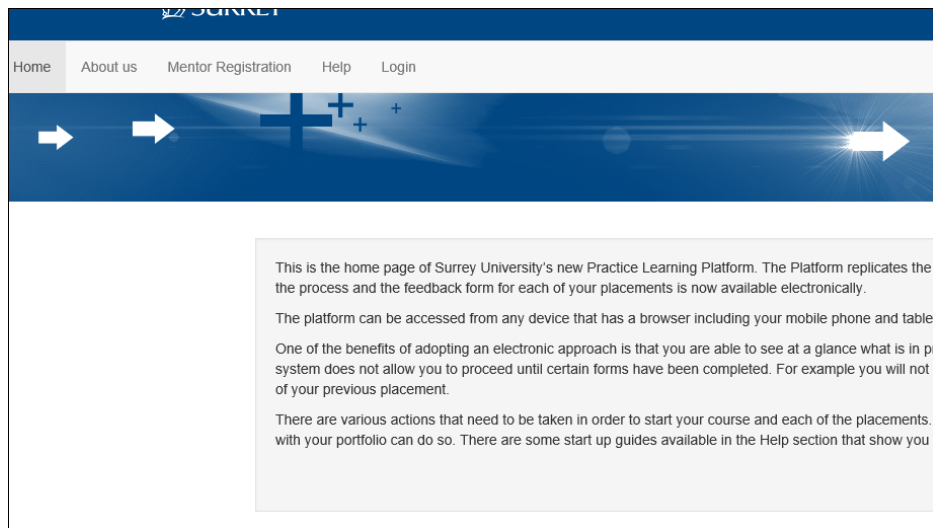
In a browser (PC, mobile or tablet), go to the home page at www.surreyplp.co.uk
General advice is not to store this as a favourite or bookmark as occasionally students might not show as active – the preferred way is via Google as below

Or type into Google *surrey plp* and it should be the first result that comes up for you



Either way you can get to the Home Page.

You can see the options along the top **Home, About us, Mentor Registration, and Help**
Under **Help** there are several help guides to assist you and also a reminder how to register



To register as a mentor, select **mentor registration** - this is the screen that you would see, what you're actually doing here is creating an account on the system for students to be able to find you and to be able to join and form a relationship with you as a mentor

All mentors who use the system need to have an account. This page enables you to set up your own account. Please add your registration number and the primary contact details for your placement. This will be used to authenticate your account. Please note that any interaction you make with the system is date stamped and linked back to your user name. It is important that you keep these secure. Once your account is created student(s) you are mentoring will link to you.

Account details

Username *
Username

Password *
Password

First name *
First name

Last name *
Last name

Email address *
Email address

Other information

Type of Mentor

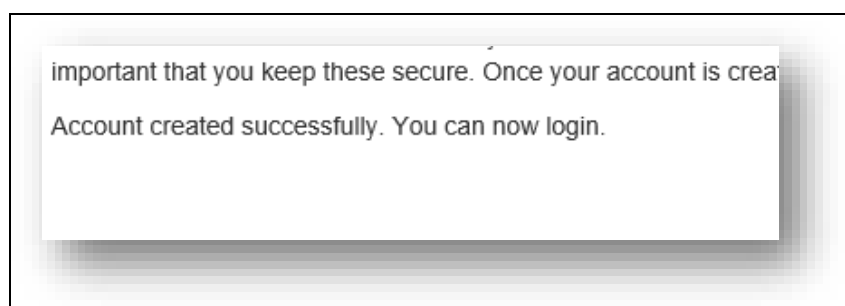
Paramedic Mentor

Nursing Mentor

You can choose a username and password, and then you should put in your first name, last name and email address (we would prefer an NHS address because this is how we validate mentors, - if you haven't got one, use a relevant work address because we will be able to trace you from this)

Select what type of mentor you are down at the bottom of the list.

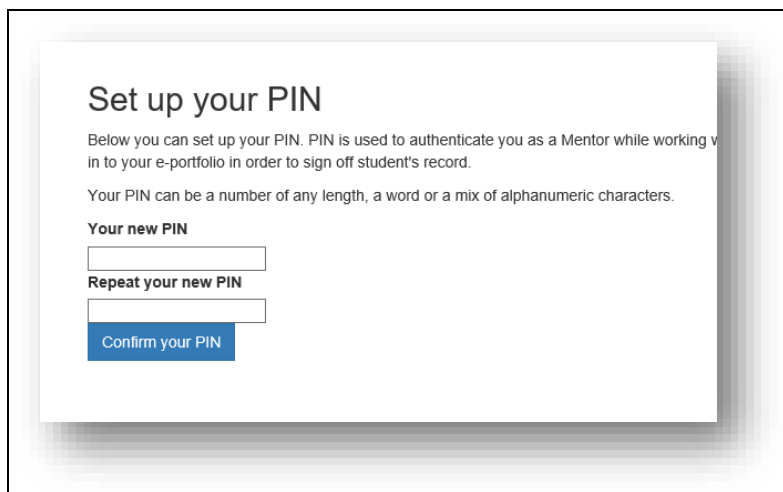
Once you have achieved that, it should then say your account is created and you will be able to log on



If you go to the login screen from the main page, it then asks you to login and you can enter your username and password. If you forget these, they can be reset by us. Alternatively, you have the option *forgot username/password*, which will send your password and username to the email account that we have on file. Forgotten passwords – **do not** recreate a new account as this can cause problems having students linked to multiple accounts and students finding you to add as mentor



You should then be able to log in. The first time you log in, it will ask you to set up a pin number, this is not your PIN number for your professional registration, this is just a pin number for you to remember



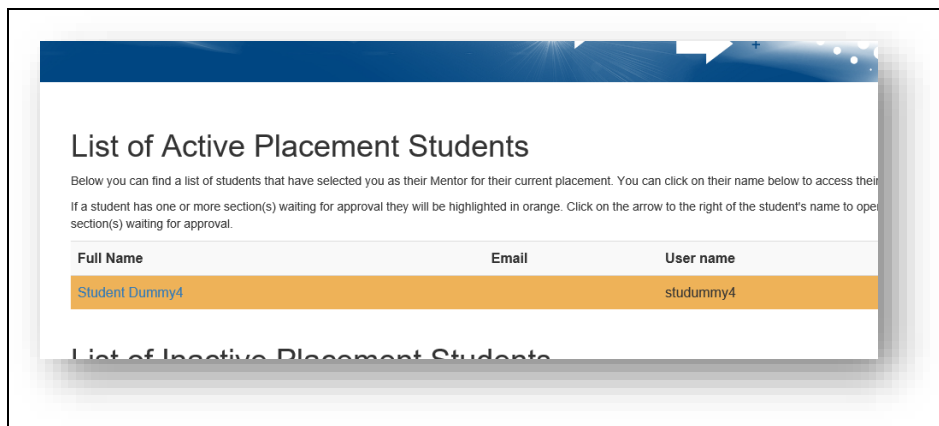
The PIN allows you to quickly validate a student – for example if you are with a student and need to approve an entry you could use their view, enter your pin, sign-off and then continue as student view. The advantage of this is that the student doesn't have to sign out to let you sign in. This is just a quick switch, so enter a pin number and repeat this to confirm

The student will now be able to invite you to become a mentor. The student can invite as many mentors and co mentors (qualified practitioners without the mentorship qualification) in your placement as required. They search for you by your name so creating multiple accounts when you have forgotten your password can cause problems

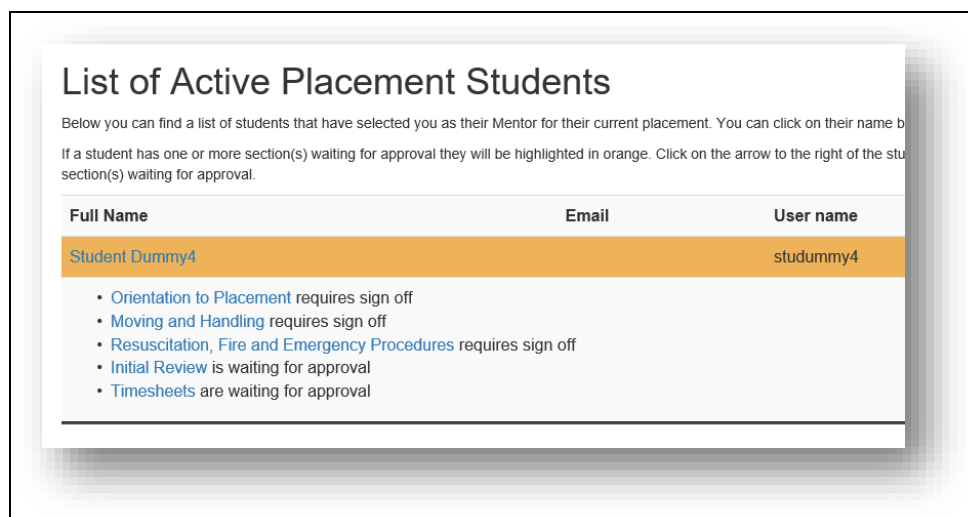
Your Mentor View

When you first log on as a mentor you will see a list of active placement students, this will be a list of your current students. Click on the relevant student's name to view their portfolio.

Below there will be a list of inactive placement students so you can see previous students that you have mentored. You could use this information to help you prepare for mentor updates and any review when you have to declare how many students you have mentored. You will not be able to view the portfolios belonging to these students as they would have left your placement.



If a student is highlighted, then that particular student has elements which you need to complete before they can move. It shows for that particular student what needs to be done, signed off or is waiting for approval etc.




By selecting a student, you will see the student's portfolio, this is what the student and yourself will be able to see; they of course don't have access to modify things. When looking at student dashboard if you see text written in blue then you need to click on this. It will take you to a page where you need to action something

You are viewing Surrey Test4's portfolio

Guidance Year 1 * Year 2 Year 3

■ - complete ■ - in progress ■ - requires attention



Student hasn't completed the placement yet

- 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 and Learning Outcomes
- Snapshot Assessment / Patient Assessment

If you look down the right-hand side, this is the main menu where you will find items such as the Essential Skills Cluster, SWOT analysis, visits and short placements, reflective journal entries; and under the different modules, the snapshot assessment and clinical grading tool. Once completed, some of these will turn green. If they are red or amber this means the content within has not been fully completed. Along the top we have menus for each year, *Year 1*, *Year 2*, *Year 3* and *Guidance*.

What to complete and when

Within the First 72 Hours

Orientation

On the right hand side of the dashboard (homepage) you will see a list of tabs. Once completed these will turn green. If they are red or amber this means the content within has not been fully completed.

Click On the placement tab. This will open the orientation page. Click on *Orientation to placement*, towards the end of the first line to view full requirements. Once you have read and discussed these, then scroll down to the bottom and complete each of the oriented placement, moving and handling and resuscitation/ fire. Click on each and submit.

Now return to the dashboard (found in the menu bar at the top of the page). This will take you back to the homepage.

Next, click onto *Reviews* on the right hand side. Click on *Initial review*. This will give you the SWOT analysis. Your student may have already completed this or they may have it written it on paper to discuss with you. When completing the SWOT, students should consider comments by their previous mentor and the learning opportunities available within your placement. The learning agreement is also on this page and should be completed with your student. At the bottom of this page is the button *APPROVE / REFER*, click on this. This will give a drop down box where *approve* is visible (click on the down arrow to refer if you do not agree with what the student has written) Select the appropriate choice.

If you select *refer the student*, a red message will appear to alert the student that they need to make amendments. The student will be able to view an edit button and from here update their SWOT / Learning agreement. This approach will ensure that students write full and achievable learning agreements. The student clicks on the red comment and makes

amendments. Once they have updated this, the student will need to submit again for your approval.

As the mentor you should set the date for the midpoint interview.

Final week of the placement

Grading Tool – Endpoint

Your student will be aware of the dates when they need to be completed by – so please ask your student.

Please provide an explanation of how your student has achieved the grade you have awarded and ensure that you offer a full range of feedback and feed forward as discussed earlier. Your student can then reflect on their achievement to date and formulate their future learning objectives. If you grade the student in the red, you must complete an action plan **and inform the University**.

The placement requires a final grading at the endpoint. If you grade the student in the red, you must complete an action plan **and inform the University**. A summative action plan is completed if the student is at the end of placement.

You can access the grading tool in two ways

1. By logging in using your own log in details. You then view the portfolio as a mentor.
2. If the student is already logged in you can press the button at the top of the page which says 'sign as mentor'. You then select your name and enter your 4-digit pin number.

NB - unsaved comments will be lost if the document is left unattended for 40 minutes or more therefore please ensure you save as you go along.

Ongoing

Snap Shot Assessment

Your student will be aware of the dates when the snapshot needs to be completed by – so please ask your student. As a mentor you will attribute a mark using the Snapshot Assessment Tool to reflect the knowledge, skills and attitudes demonstrated whilst undertaking the activity. If your student is unable to demonstrate satisfactory practice, a summative action plan will need to be completed which will identify areas for improvement. This must also be reflected in the final review of practice / on-going achievement record, in order that the mentor in the next placement has the information to enable them to assist with their on-going development. A second attempt at the assessment cannot take place until after submission of the Practice Assessment Document at the end of the year. **The SECamb Practice Education Lead must also be informed.**

Essential Skills Clusters

These are completed throughout the year. Please ensure that your student has achieved the competency more than once before you sign them off. Access to the essential skills can be gained via the coloured tabs on the right hand side of the dash board. To the right of each is a box with a drop down arrow. In this box you can choose *independent*, *minimal supervision*, or *under supervision*. The last option allows for you to change your mind. However please be aware, once you have pressed save you cannot change your mind. Failure to consistently demonstrate achievement of competence at the end of each year will result in the development of a summative action plan which identifies areas for improvement. Mentors

also are able to provide some free text comments to support their decision. This feedback can be useful to students knowing what they have done well or how they could have improved. This will also be reflected in the final review of practice / on-going achievement record, in order that the mentor in the next placement has the information to enable them to assist the student with on-going development. **The SECAMB Practice Education Lead must also be informed.**

Service User and Carer Experiences and Reflection: service users

During each placement, students are required to discuss with a service user their experience of an aspect of care. At the end of the year they are required to reflect upon the feedback and consider how this impacts upon on practice. During the year, they are required to document a minimum of 3 logs.

Record of Absence

Your student will add the appropriate hours and select the reason for their absence (illness or personal) and then submit to you as their mentor. Once you can see it on your screen, you can *approve* or *refer*.

Record of attendance

A log of all attendance hours must be approved by the mentor / co mentor. The shifts can be signed in batches if you prefer rather than at the end of every shift. Again the student adds the date and hours which they have attended and submits to their mentor for approval. Please note note that the 30 minute meal break is not ordinarily included. So a standard 12 hour shift would result in hours being 11.5hrs. Over-runs can attract additional hours but arriving before a shift to undertake vehicle inspection does not count towards practice hours. If the student responds to a call before the start of their official shift time they can claim this time as practice hours. Entries should be rounded up to the nearest 15 minutes.

Visits / short placements in Practice

Short placements will be recorded here with mentor sign off. Hospital placements should be signed off by the mentor within the hospital placement

Reflective Journal Entries

Each year students will document reflective logs based upon experiences for a range of health care visits and placements, these require mentor sign off.

End of Year Checklist

When a minimum number of elements are completed, the student is presented with an *End of Year checklist* which details the elements they need to have submitted

End of Year Sign off

In addition to the final review at the end of year the student needs to be signed off - students sign to say that they have completed the portfolio. Mentor signs off to say that they agree. Tutor can then complete final sign off

Reminder

As a reminder, the first thing that you need to do as a mentor is to set an account up on the system. The student you are mentoring will create relationship by saying on their portfolio that you are their mentor. You will then be able to see their portfolio, and comment / grade etc.

Q & A

Question	Solution
<p>How do I complete the Snapshot Assessment?</p>	<p>Once the snapshot has been completed a button will appear for the mentor called "Unsuccessful Snapshot" or "Successful Snapshot" depending on the total mark awarded.</p> <p>Once the "Successful Snapshot" button has been clicked the snapshot will be given an overall pass and the dashboard will show the snapshot as green.</p>
<p>How do I view elements of the portfolio that have been completed in previous placements and years?</p>	<p>Content from previous placements and years can be found via the 'View Logbook' link found on the top navigation bar next, to the logout icon.</p> <p>Opening this view will show the student the content that they have created for each placement in each year. The placements can be expanded or minimised when they press the +/- icon.</p>
<p>Where do I find the 'Orientation to Placement'?</p>	<p>Orientation to Placement is found under 'Placement'. This needs to be completed at the start of the placement and you will not be able to close the placement until this is done.</p>
<p>How do I complete a review (initial, midpoint, formative) is completed?</p>	<p>The student needs to complete the review first and then the mentor can write their part before signing off the review. Once the mentor has completed the review, the student cannot add to it so it is important that the student completes their part prior to this.</p>
<p>How can I prevent myself from being timed out?</p>	<p>The session updater picks up on your actions (mouse clicks, typing, using touch screen on a smartphone or tablet) and refreshes your session without reloading a page, however you can still be logged out if you stay on a page for more than 40 minutes without typing or clicking your mouse buttons as this will indicate that you're no longer there. An alert will pop up 5 minutes before you are going to be logged out and will let you choose to either stay logged in which will refresh your session or log out.</p>

<p>I have completed all of my essential skills, why has it not turned green?</p>	<p>The Essential Skills Cluster can be edited at any time during a student's year, which is why that section never turns green. It will be marked as completed upon year sign off. If you click the timer next to each skill, it will show you who signed it off and on what date.</p>
<p>How do I access my unrated portfolio results?</p>	<p>To get your feedback – go into www.surreyplp.co.uk as usual, then click “End of Year Checklist” and you should see your checklist followed by our comments and marks.</p>
<p>Snapshot not Green</p>	<p>The mentor needs to grade this section. Please make sure to save grades and sign as mentor and the successful button needs to be clicked</p>
<p>Clinical Grading Tool not green</p>	<p>Make sure all the sections are graded. Please make sure to save grades and sign as mentor and the successful button needs to be clicked</p>
<p>Portfolio sickness tab orange</p>	<p>"Record of sickness in practice" tab will always remain orange because it never ends and it does not affect any submissions</p>
<p>Problems submitting the portfolio.</p>	<p>The system is waiting for student's tutor / mentor to mark the sections as complete</p>
<p>I submitted my initial review too soon before going through it with my mentor and setting a midpoint review date. Is there any way I can go back?</p>	<p>This has to be reset, please email sso@surrey.ac.uk</p>
<p>How do students receive the placement evaluation form</p>	<p>Once mentor and tutor have marked the placement as complete, the placement evaluation form will appear. This needs to be completed before another placement can be opened</p>
<p>Mentor's email address has changed and does not seem to be able to update it on the system</p>	<p>this has to be done by admin please email sso@surrey.ac.uk</p>