General Guidance for Tutors

Surrey Practice Learning Platform

www.surreyplp.co.uk

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Surrey Practice Learning Platform or SurreyPLP

General Guidance for Tutors

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 the same elements and structure as before.

An account is already generated for you.

When a student first logs on they must create a relationship with their main tutor and they can also add on other tutors You will then be able to see their portfolio, and comment etc.

The Tutor View

What you will see is a list students, this will be a list of your students who have linked to you

By selecting a student, you will see the student's portfolio - this is what the student, Mentor and yourself will be able to see, - students of course don't have access to modify things.

If you look down the right hand side, this is the main menu, where you will find items such as record of attendance, visits and short placements, clinical grading tool, essential skills cluster and so on. Along the top we have menus for each year, year 1, year 2, year 3 guidance and logbook.

Menu items will be colour coded to indicate status **green** for complete, **yellow** in progress or **red** if action is required. Some menu objects may not change colour as they maybe optional items.

View Logbook
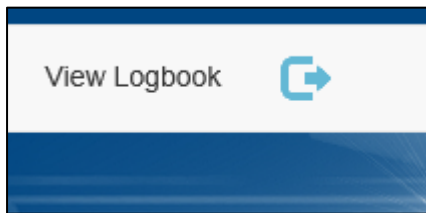
This will show an overview of the student's portfolio

The Support Process

All issues contact support via **sso@surrey.ac.uk**

Tier 1 issue

- Admin Team
- Eg simple queries – logon and password issues etc

Tier 2 issue

- Escalate to field leads / PT
- Eg Process issues

Tier 3 issue
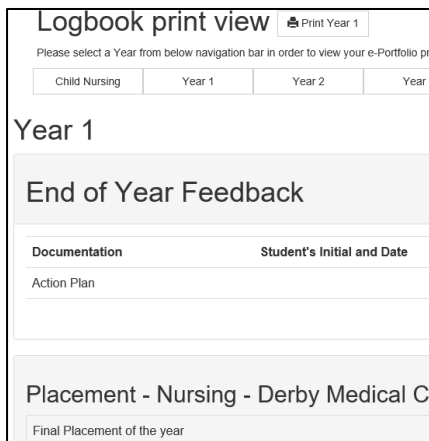
- Escalate to Andi (Lisa B as deputy) and then to Axia as necessary
- Eg – Technical Issues
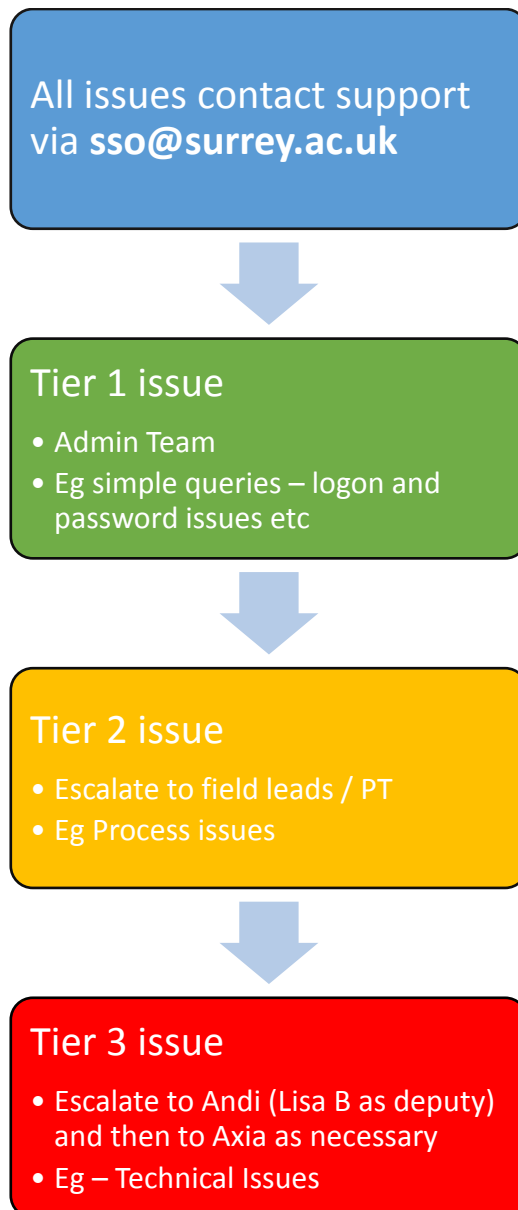
Portfolio elements

Placements
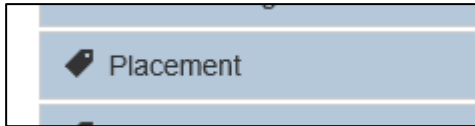
This shows all the placements the student has opened – the most recent is at the top of the list

Manage mentors and tutors

This shows all the mentors and tutors that the student has attached to the portfolio and for which placements. Tutors will see all of the placements Mentors only where they have been selected
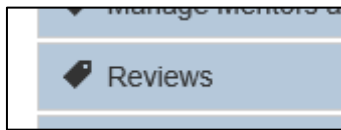
Reviews

This shows the reviews done with student and mentor
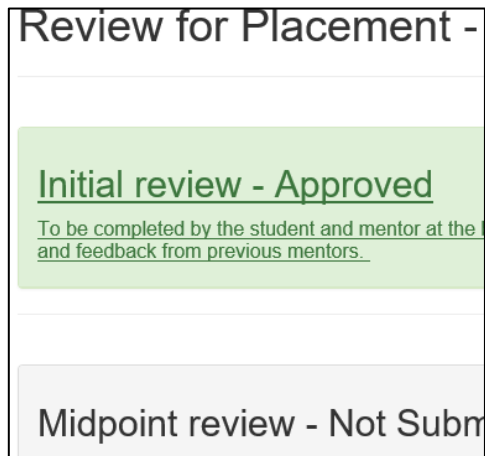
Each element can be expanded by selecting it to show all the detail
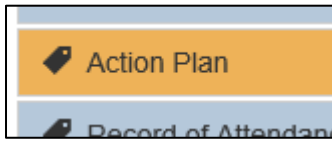
Action Plan

This is where an action plan if required is formulated with student / mentor /tutor – mentor and tutor can complete
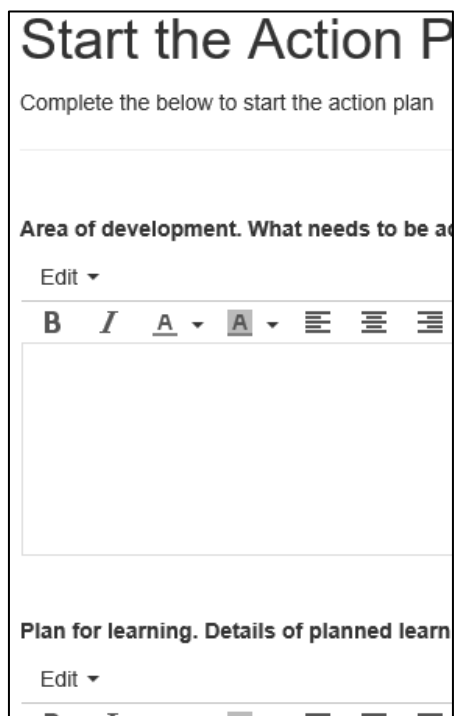
Attachments can be added if required on the next screen

The action plan is formulated in week 1 week 2 and week 4
To sign off each review point use action sign and lock
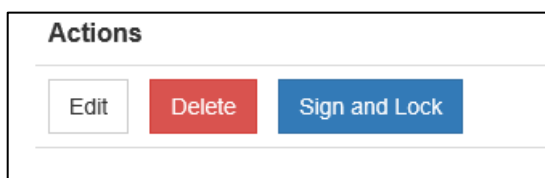
Record of Absence
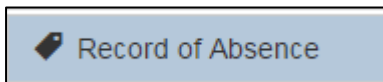
Shows students absence – recorded as Sickness – personal or Sickness – illness

Record of Attendance

This shows the current status

Visits and Short placements
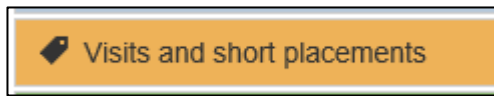
This shows record of visits that the student has made

Visits and Short Pla[ce]

Start Date	
05/03/2017	
End Date	
05/03/2017	
Number of Hours Completed	
8	
Outcomes and learning needs to be met	
Visit to Blood Bank:- Observe and review how the process works	
Constructive and objective comments or	

Clinical Grading Tool

Here we can see the Clinical Grading Tool. Grades can be viewed and adjusted if required

Once completed this would show on the student's view in green

Essential Skills Cluster

Essential Skills Cluster
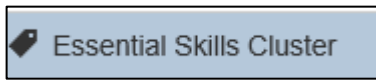
Essential Skills Cluster
To be completed by the end of the year

Save marks

01. Professional Values

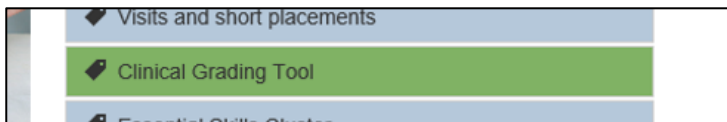|		
01. Provide collaborative care based upon the highest standards, knowledge and competence	• Engage with children and their families and build caring and professional relationships - **Pass** by Andre sambrook	Pass
	• Demonstrate knowledge that underpins care - **Pass** by Andre sambrook	Pass
	• Identify evidence that underpins and aspect of care given - **Pass** by Andre sambrook	Pass
	• Demonstrate an understanding of family- centred care recognising the parent/carer's role in achieving and maintaining health and well being - **Fail** by Andre sambrook	Fail
02. Engage in person centred care empowering people to make	• Take a person centred, personalised approach to care for individuals with a range of ages and disabilities - **Pass** by Andre sambrook	Pass

Snapshot Assessment

Snapshot Assessment | Patient Assessment

View snapshot

Snapshot Assessment |

Effective assessment is integral to patient safety. Patient asse
requires the collection of observations, data and judgements
the collection of information.

The student's ability to carry out a patient assessment using a
student should however have adequate opportunity to practic

Description	0	1
Introduces self and explains the assessment process to the patient	Failed to introduce self to patient and explain the assessment process.	Introduce patient. F frequent when exp assessm

Service User and Carer experiences

Service user and carer experiences

Here you can review completed experiences

Service User a

Gaining insight into the thought
experiences. Feedback gained
the year you are required to do
You may choose not to share a

Log
Sevice user 1
Date Undertaken
23/12/2016
Summary of Service Use

Reflection: service user, family career's experience

Reflection: service user, family carers experience
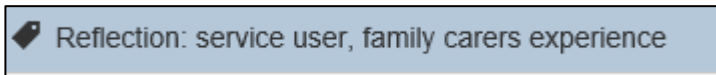
Capturing these experiences

Field Related Experiences

Field Related Learning Experiences
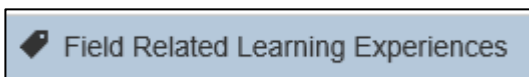
Capturing these experiences

Name of Placement
Nursing - Abinger
Summary of Experience
Identify the aspect of learning
Student Signature

End of year checklist

When student has completed and tries to submit at end of year will be provided with check list to ensure they have everything covered which is also signed off by the tutor to complete the portfolio for that year

Please ensure the following documentation has been completed and signed and where indicated photocopies attac delay in marking.	
Documentation	Tutor's Initial and Date

Reminder

All the items that you see should be familiar to you as they have been taken directly from the paper based version

Trouble shooting Q & A

Question	Solution
How do I complete the Snapshot Assessment?	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. 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.
How do I view elements of the portfolio that have been completed in previous placements and years?	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. 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.
Where do I find the 'Orientation to Placement'?	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.
How do I complete a review (initial, midpoint, formative) is completed?	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 there part prior to this.
How can I prevent myself from being timed out?	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.
I have completed all of my essential skills, why has it not turned green?	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.
How do I access my unratified portfolio results?	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.
Snapshot not Green	The mentor needs to grade this section.
Clinical Grading Tool not green	Make sure all the sections are graded
Portfolio sickness tab orange	"Record of sickness in practice" tab will always remain orange because it never ends and it does not affect any submissions
Problems submitting the portfolio.	The system is waiting for student's tutor / mentor to mark the sections as complete
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?	This has to be reset, please email sso@surrey.ac.uk
How do students receive the placement evaluation form	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
Mentor's email address has changed and does not seem to be able to update it on the system	this has to be done by admin please email sso@surrey.ac.uk