

## Tutor Surrey Guide

# General Guidance for Tutors



## Surrey Practice Learning Platform

[www.surreyplp.co.uk](http://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

## List of Students

Below you can find a list of students that have selected you as their Tutor

Andi Sambrook


Full Name	Email	User name
<a href="#">AIM Student1</a>	dawid@axia.email	aimstu1
<a href="#">AIM Student5</a>		aimstu5
<a href="#">Ellen Fewkes-Woodrow</a>	ef00146@surrey.ac.uk	ewoodrow
<a href="#">Student Dummy1</a>		studummy1

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.

### You are viewing Student Dummy4's portfolio

Guidance    Year 1 \*    Year 2    Year 3

■ - complete   ■ - in progress   ■ - requires attention



**On completion of the module the students will be able to:**

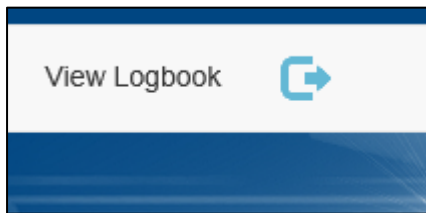
1. Demonstrate ability in a range of clinical skills in a simulated environment utilising a range of health care equipment
2. Display team working and problem solving skills incorporating safe and effective professional communication: acknowledging the challenges and importance of inter professional and interagency

- Main menu - click to hide/expand
- Child Nursing - Course Details
- Placement
- Manage Mentors and Tutors
- Reviews
- Action Plan
- Record of Attendance
- Visits and short placements
- Clinical Grading Tool
- Essential Skills Cluster
- Snapshot Assessment | Patient Assess
- Service User, Family Carers Experience
- Reflection: Service User, Family Carers
- End of Year Checklist
- Field Related Learning Experiences

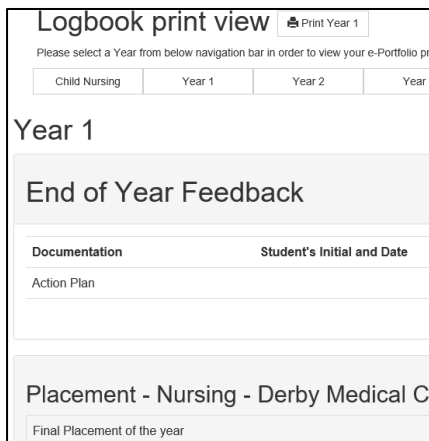
If you look down the right hand side, this is the main menu, where you will find items such as record of attendance, visits and short placements, clinical grading tool, essential skills cluster and so on. Along the top we have menus for each year, year 1, year 2, year 3 guidance and logbook.

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.

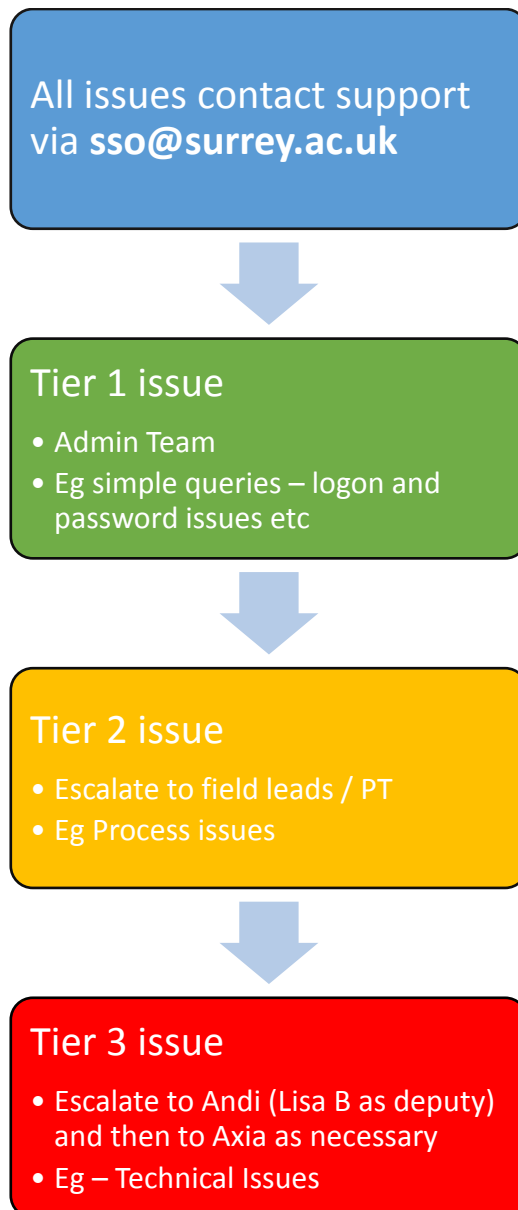
## View Logbook



This will show an overview of the student's portfolio

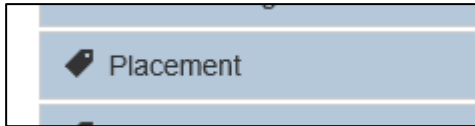


## The Support Process



## Portfolio elements

### Placements



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

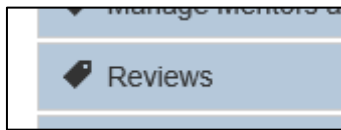
Your placements	
Below you can find your past and current placements	
<b>Placement name</b>	
Nursing - Derby Medical Centre - PRN	
<b>Course name</b>	
Adult Nursing	
<b>Year</b>	
<b>Final placement of the year?</b>	
Yes	
<b>Location</b>	
Independent	

### Manage mentors and tutors

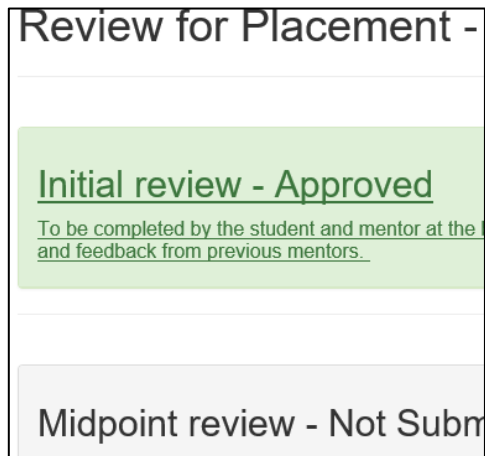
This shows all the mentors and tutors that the student has attached to the portfolio and for which placements. Tutors will see all of the placements Mentors only where they have been selected

You are viewing St	
<b>Manage mentors and t</b>	
On this page you can manage a list of mentors	
<b>Primary mentor</b>	
<b>Name</b>	<b>Email</b>
Andi Sambrook	Sambrook

## Reviews



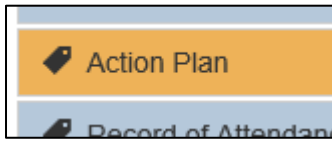
This shows the reviews done with student and mentor



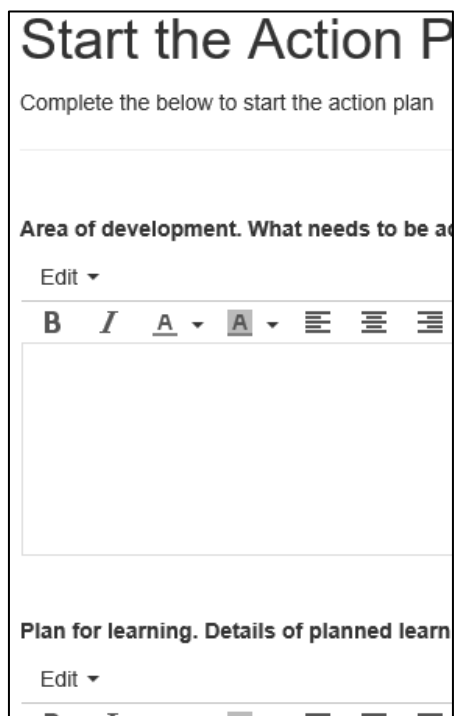
Each element can be expanded by selecting it to show all the detail

<b>Placement</b>
Nursing - Elstead ward
<b>Strength</b>
Im good at marbles
<b>Weaknesses</b>
I occasionally lose my m
<b>Opportunities</b>

## Action Plan

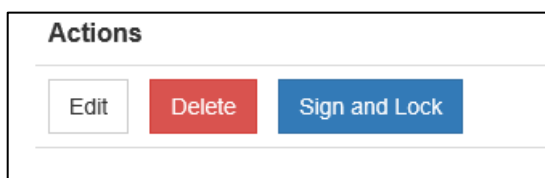


This is where an action plan if required is formulated with student / mentor /tutor – mentor and tutor can complete

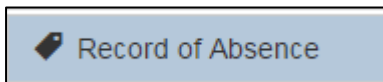


Attachments can be added if required on the next screen

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

# You are viewing Sur Record of Absence

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Placement - **Nursing - Caravelle Ward - Ea**  
There are 0 record(s) of absence  
[Student has had no sickness on this plac](#)

Type	Start Date	End Date
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## Record of Attendance



This shows the current status

# Record of Attendance

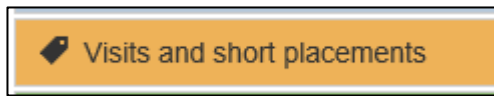
Click the button below to add a record

Total hours: 0

Date	Start Time
------	------------



## Visits and Short placements



This shows record of visits that the student has made

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

## Clinical Grading Tool

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



**Professional Values** History

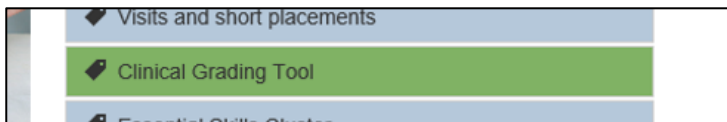
Is able to recognise and work within the limitations of their knowledge and skills and professional boundaries, understanding that they are responsible for their own actions.	<input checked="" type="radio"/> Does not recognise own limitations and professional boundaries. Accepts delegated activities that are outside of own role boundaries.	<input type="radio"/> Inconsistency in ability to work within own limitations and professional boundaries. At times accepts delegated activities that are outside of own role boundaries.	<input type="radio"/> Practises within own limitations and professional boundaries, requires help and guidance from others. Accepts delegated activities that are within own role boundaries.	<input type="radio"/> Practises more independently, but within own limitations and professional boundaries. At times recognises areas for own development and seeks additional learning opportunities that are within own role boundaries.	<input type="radio"/> Practices independently but within own limitations and professional boundaries. Takes the initiative to seek out and engage in development activities that are within own role boundaries.
	Justification and Rationale for Mark Awarded by Student Dummy4				

Edit ▾

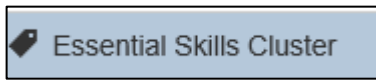
**B** *I* **A** ▾ **A** ▾

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

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



## Essential Skills Cluster



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

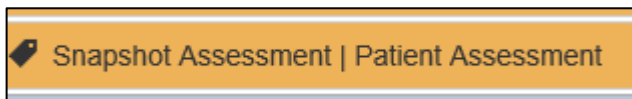
Save marks

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**01. Professional Values**

<p><b>01. Provide collaborative care based upon the highest standards, knowledge and competence</b></p>	<ul style="list-style-type: none"> <li>• Engage with children and their families and build caring and professional relationships - <b>Pass</b> by Andre sambrook</li> <li>• Demonstrate knowledge that underpins care - <b>Pass</b> by Andre sambrook</li> <li>• Identify evidence that underpins and aspect of care given - <b>Pass</b> by Andre sambrook</li> <li>• Demonstrate an understanding of family- centred care recognising the parent/carer's role in achieving and maintaining health and well being - <b>Fail</b> by Andre sambrook</li> </ul>	<div style="margin-bottom: 5px;">Pass <input type="button" value="⊙"/></div> <div style="margin-bottom: 5px;">Pass <input type="button" value="⊙"/></div> <div style="margin-bottom: 5px;">Pass <input type="button" value="⊙"/></div> <div style="margin-bottom: 5px;">Fail <input type="button" value="⊙"/></div>
<p><b>02. Engage in person centred care empowering people to make</b></p>	<ul style="list-style-type: none"> <li>• Take a person centred, personalised approach to care for individuals with a range of ages and disabilities - <b>Pass</b> by Andre sambrook</li> </ul>	<div style="margin-bottom: 5px;">Pass <input type="button" value="⊙"/></div>

## Snapshot Assessment



View snapshot

### Snapshot Assessment |

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

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

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. Frequent when explaining assessment

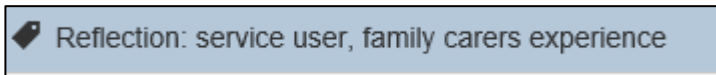
## Service User and Carer experiences



Here you can review completed experiences

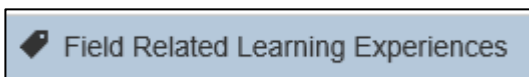
<b>Service User a</b>
Gaining insight into the thought experiences. Feedback gained the year you are required to do You may choose not to share a
<b>Log</b>
Service user 1
<b>Date Undertaken</b>
23/12/2016
<b>Summary of Service Use</b>

## Reflection: service user, family carer's experience



Capturing these experiences

## Field Related Experiences



Capturing these experiences

<b>Name of Placement</b>
Nursing - Abinger
<b>Summary of Experience</b>
<b>Identify the aspect of learning</b>
<b>Student Signature</b>

## 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 attached to avoid delay in marking.	
<b>Documentation</b>	<b>Tutor's Initial and Date</b>

## 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?	<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>
How do I view elements of the portfolio that have been completed in previous placements and years?	<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>
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 unrated portfolio results?	To get your feedback – go into <a href="http://www.surreyplp.co.uk">www.surreyplp.co.uk</a> 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 <a href="mailto:sso@surrey.ac.uk">sso@surrey.ac.uk</a>
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 <a href="mailto:sso@surrey.ac.uk">sso@surrey.ac.uk</a>