

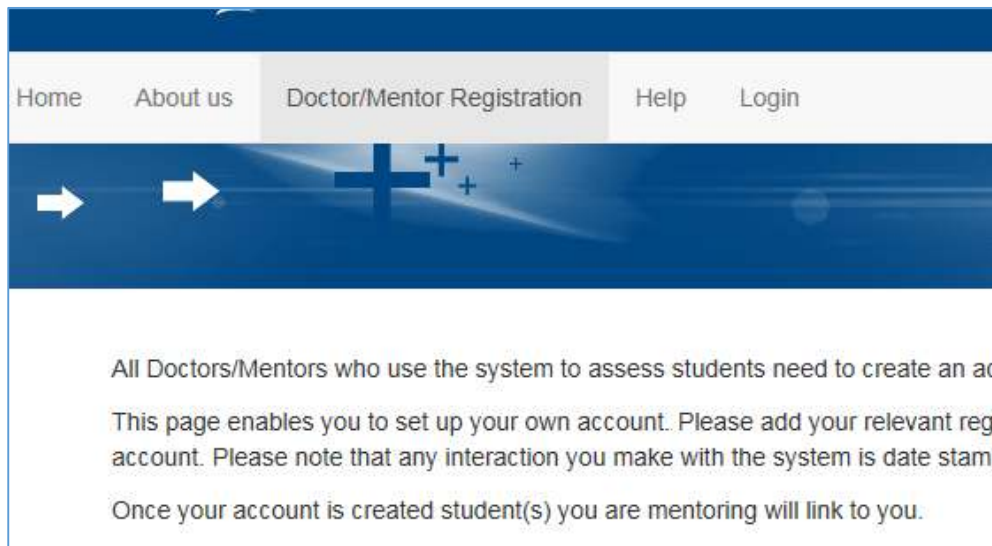
Educational Staff Guide (Physicians Associates)



Surrey Practice Learning Platform

www.surreyplp.co.uk

Educational Staff account creation



Please visit: www.surreyplp.co.uk which will take you to the homepage, as you can see along the top is a navigation bar that includes a Mentor registration button. Please click on that button and go through each box and fill the form out with your details, making sure to choose the correct Mentor Type, as below.

Type of Mentor

- Paramedic Mentor
- Nursing Mentor
- Midwifery Mentor
- Midwifery Sign Off Mentor
- ODP Mentor
- Doctor
- PA
- Nursing Sign Off Mentor
- Associate Mentor [Nursing or Allied Health]

NMC Number

Please then click register at the bottom of the page which will complete your account creation.

Setting up your own PIN



If you go to the login screen from the main page it then asks you to login and you put in your username and password if you forgot those then that they can be either reset by a representative at the University. You can also choose the 'Forgot username/Password' link which will send an email to the email address that is stored on your account.

As a mentor you will have to have your own pin for the application, it can be a number of any length, a word or a mix of alphanumeric characters. The reason for setting up this PIN is to allow you to sign off some work while working with your student on a single device. It saves you from having to switch between accounts to sign off a piece of evidence or to provide your student with useful comments. The authentication is temporary and applies to the page that you were authenticated on.

Set up your PIN

Below you can set up your PIN. PIN is used to authenticate you in to your e-portfolio in order to sign off student's record.

Your PIN can be a number of any length, a word or a mix of alphanumeric characters.

Your new PIN

Repeat your new PIN

Confirm your PIN

Please note that your password to your account and your 4 digit pin number can be changed at any. These options will be available to your on the homepage once you log into your account.

After confirming your pin you will have a list of students that have selected you to be their mentor.

Signing off Student's records

List of Active Placement Students

Below you can find a list of students that have selected you as their Mentor for their current placement. If a student has one or more section(s) waiting for approval they will be highlighted in orange. section(s) waiting for approval.

Full Name	Email
Chris Baker	

By clicking on their name, you will initially be presented with a list which will give you a snapshot of any action that is required from you. After a few moments their full dashboard will be presented to you.

section(s) waiting for approval.

Full Name	Email
Chris Baker	
<ul style="list-style-type: none">• Orientation to Placement requires sign off• Moving and Handling requires sign off• Resuscitation, Fire and Emergency Procedures requires sign off	

List of Inactive Placement Students

After a few moments their full dashboard will be presented to you and you will be able to go into each section to sign off what you need to etc.



The student will be required to add a number of records to their Portfolio which will need to be signed off by educational staff. You will only be able to sign off records for the student if you have been selected by them allowing you access to their records. The process of signing records is straightforward, we can look at the 'Record of Attendance' as an example.

The student will create a number of these records. You can choose to sign them off individually or in 'Bulk':

Record of Attendance

Click the button below to add a record of attendance

Total hours: 21

Bulk Decisions	Date	Start Time	Finish Time	Hours Worked	Type	Mentor Signature	Actions
<input type="checkbox"/>	27/10/2017	09.00	21.00	11.00	Attendance		Waiting for approval Approve/Defer
<input type="checkbox"/>	24/10/2017	07.00	18.00	10.00	Attendance		Waiting for approval Approve/Defer

Please select your decision and click "Submit" button

To approve or defer the record you can either click on the blue box next to the attendance record, or you can put a tick in the box under 'Bulk decision' and click 'Submit your decision' at the bottom. This will sign off several records with the click of 1 button.

Direct Observation of Procedural Skills

These records can be completed by the student or the educational staff member, but will ultimately need to be signed off by educational staff member. Here you can add the clinical skill that you have witnessed the student perform and you will be able to add any additional information regarding what you think the student did well, or highlight any areas they could improve on.

Yes ▾

Seeks help where appropriate

Yes ▾

Demonstrates appropriate post procedural management

Yes ▾

Demonstrates appropriate communication skills

Yes ▾

Demonstrates consideration of patient/professionalism

▾

Please rate this trainee for this procedure:

Unable to perform procedure

Able to perform the procedure in simulation suite

Able to perform the procedure on a patient under direct supervision

Able to perform the procedure on a patient with limited supervision

Competent to perform the procedure on a patient unsupervised and can manage complications

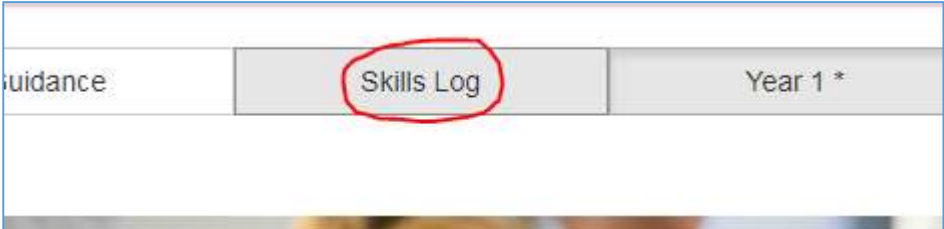
Please comment on any aspects which were carried out well

Edit ▾

B *I* A ▾ **A** ▾

You can add any additional comments here.....

Once the skills are added in this section, they will automatically be added to the skills log which is available to view on the student's dashboard so you can easily see which areas the student is or is not competent in:



	Unable to perform procedure	Able to perform the procedure in simulation suite	Able to perform the procedure on a patient under direct supervision
Undertake appropriate strapping and splinting for common musculoskeletal injuries	0	1	0
Draw up and give intramuscular, subcutaneous, intra-dermal and intravenous injections.	0	0	0