

Post Graduate Diploma in Physician Associate Studies Guide



Surrey Practice Learning Platform

<https://surreyplp.co.uk>

To begin, please go to <https://surreyplp.co.uk> using a web browser of your choice. You can log in to your e-portfolio by clicking “Login” link from the top navigation bar. Course leaders will provide you with your login credentials.



This is the home page of Surrey University's new Practice Learning Platform. The Platform replicates the paper process with which you are familiar. There are a few minor changes to the process and the feedback form for each of your placements is now available electronically.

The platform can be accessed from any device that has a browser including your mobile phone and tablets.

One of the benefits of adopting an electronic approach is that you are able to see at a glance what is in progress and what has been completed. Indeed there will be times that the system does not allow you to proceed until certain forms have been completed. For example you will not be able to start your next placement until you have completed the evaluation of your previous placement.

There are various actions that need to be taken in order to start your course and each of the placements. These actions ensure that those who need to be able to view and interact

After you login to the system, you will see a “Start your course” page. Click on “Pick my course” button to proceed.



Start your course

Please click the “Pick my course” button below to start your course.

On the next page you will be able to pick your course, specify your start month and start year. When you're ready, click on “Select course” button to proceed.

Pick your course

Below you can pick your course and specify when you are starting it.

- Post Graduate Diploma in Physician Associate Studies
- Child Nursing
- Paramedics

Start month

September ▾

Start year

2016 ▾

Select course

On the next page you will see “Introduction to Practice Assessment” text. Please read through the text carefully and when ready, click on “Pick your Tutor” button to proceed.



Introduction to Practice Assessment

Practice Assessment is a method to record your learning activity and experiences whilst you are on placement, and also for these to be recognised and assessed. It is important for you to be able to demonstrate competency in the required skills, for the safety of your future patients. Competency does not always mean being able to perform a skill independently, other levels of competency such as ability to perform a skill under supervision or in simulation are recognised in the portfolio.

All aspects of a procedure or skill are assessed in the portfolio, such as obtaining informed consent, use of aseptic technique etc. Feedback from the assessor is also encouraged to help you improve your skill. Don't expect to be completely proficient at a skill the first time you do it, the idea is to improve each time, and the feedback will assist you.

On each placement you will be assigned a clinical or educational supervisor, who has overall responsibility for you and will help ensure your learning needs are met. Where possible, you should ask your supervisor to observe and sign off your skills and procedures, but where this is not possible, another suitably qualified healthcare professional can sign off your skills.

The e-portfolio

On the “Select your Tutor” page, you can search and select your Personal tutor that will be guiding you through your course. Please ask your Course leaders who the tutor is. You will be able to find your tutor by clicking “Search for

Tutor” button, search using tutor’s last name and clicking “Select” button to pick them. You can save their details and move on to “Ongoing consent” section by pressing “Save selected Tutor” button.

Course Tutor Ongoing Consent

Find and select your Tutor

Below you can find and select your initial Tutor for your course. Click on "Search for Tutor" button and type in your Tutor's last name. If please double check that your Tutor's name is spelt correctly. You will be able to select your tutor by using "Select Tutor" button.

Please note that it is necessary to use the "Search for Tutor" function, as it will connect you to your Tutor correctly.

Search for Tutor Remove selected Tutor

Tutor name
AIM Tutor1

Tutor email
dawid@axia.email

Save selected Tutor

Please read the “Ongoing Consent” page carefully and if you agree, type in I AGREE into the text box and click “Confirm” button.

Course Tutor Ongoing Consent

Ongoing Consent

My e-portfolio document is my “record of on-going achievement” for practice.

I consent to allow the processing of confidential data about me to be shared between successive supervisors for my fitness for practice.

If you agree, please sign this consent by typing "I AGREE" (without quotation marks) into the box below.

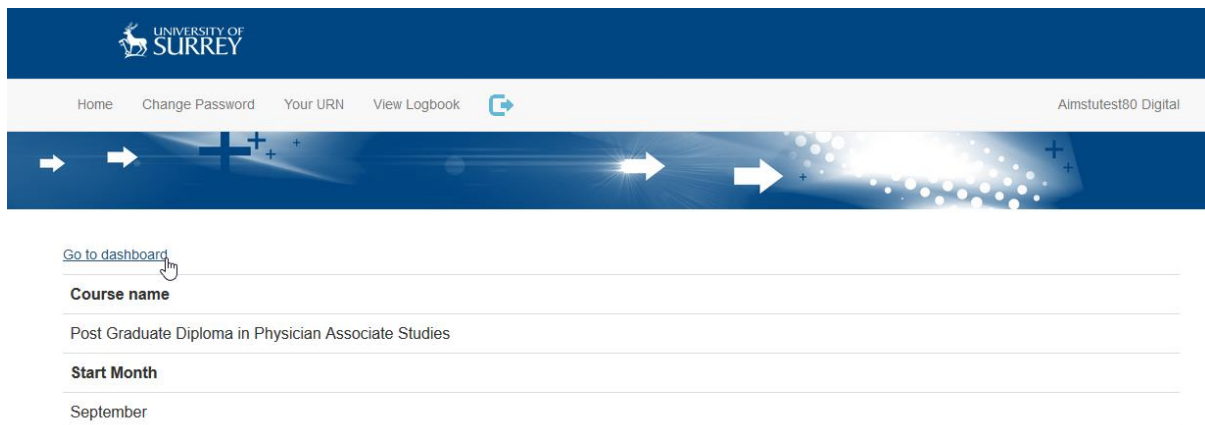
To confirm please type "I AGREE" in capital the box below and click the confirm button

I AGREE

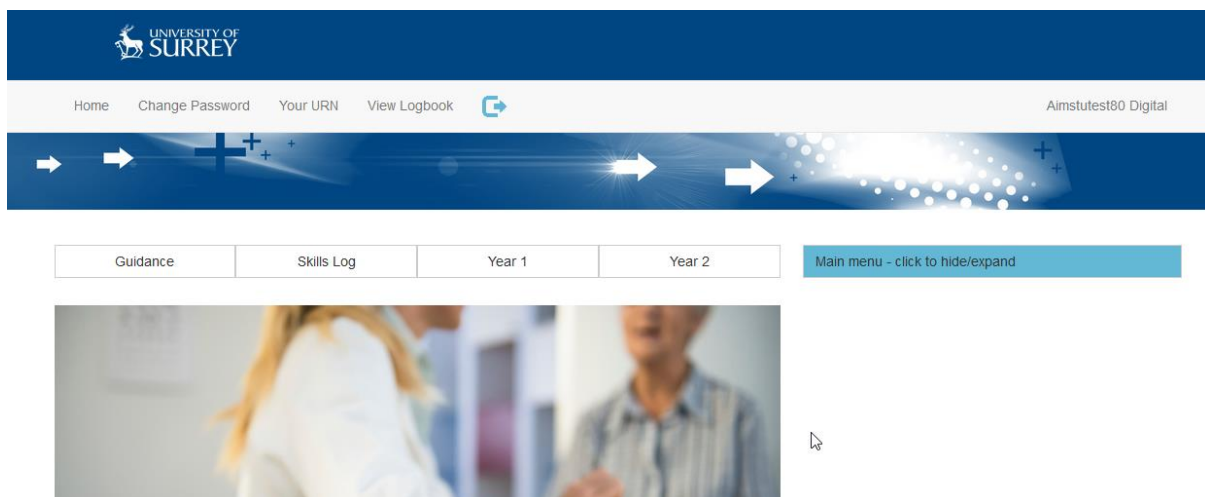
Confirm

Your course has now been set up. You can see the details that you typed in on the summary page. You can also review the “Consent” by scrolling to the bottom of the summary page and clicking “click here to view the Consent” link.

When you’re ready, scroll to the top of the page and click on “Home” link in the top navigation bar or click on “Go to dashboard” link at the top of the page.



On the dashboard you can see your portfolio and access sections that you’ll be completing over the course of the year.



Right now, your e-portfolio is empty. To start populating content, scroll down the page until you see “Start a new year” and click on the link “Start a new year”.



Start a new year

Click the button below to create a new year

[Start a new year](#)

You will be taken to a page where you can specify your start date and end date of your first year. The option “Is this your final year?” should be kept at “No”. When you’re ready, click on “Save and Finish” button which will take you to a “Current year” summary page. Click on the “Home” link in the top navigation bar to go back to your dashboard.

Add a new year

Please fill out the 'Start date' and 'End date' for your new year and click on 'Submit' button below

Start Date


13/09/2016 

End Date

17/07/2017 

Is this your final year?

No 

Save and Finish 

Once your year has been started, you will have to start a placement. On the dashboard, scroll down the page and click on “Start new placement” link.



Create a new placement

Click the button below to start a new placement

[Start new placement](#)

To create a new placement, you need to provide a few pieces of information. If you know your locality, you can click on “Search for locality” and select it.

Provide a placement name, its location and start and end dates. “Final placement of the year?” field should remain as “No”.

Your course leader will let you know what you should pick under “Type of placement”.

When you are ready, click the “Save and Finish” button.

Placement name

Final placement of the year?

Location

Start Date

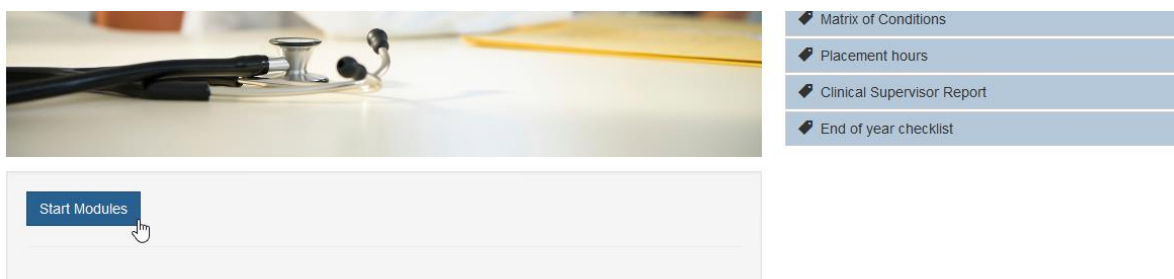
End Date

Type of placement

You will be presented with a summary of your current placement. If anything changes, you can always go back to edit your current placement, e.g. dates.

Click on “Home” link in the top navigation bar to go back to your dashboard. Your right hand navigation bar will be now populated.

On your dashboard you will be presented with a “Start modules” button. Click on it to start and open your first module for your current year.



Your page will reload and your first module will become available.

Your course has been set up!