

Mentor Surrey Guide

General Guidance for Mentors



Surrey Practice Learning Platform

www.surreyplp.co.uk

Surrey Practice Learning Platform or SurreyPLP

General Guidance for Mentors

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.

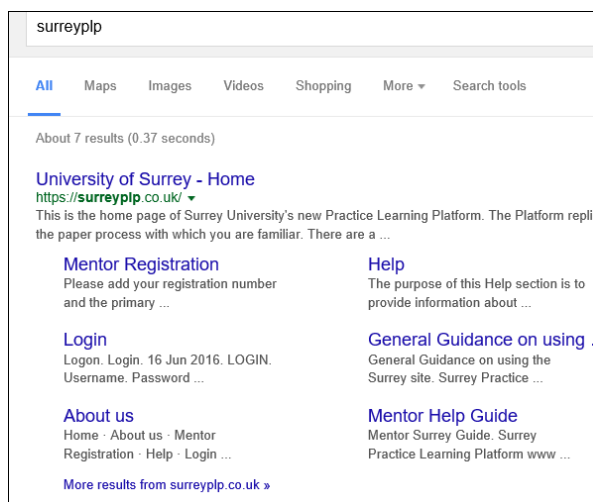
The first thing that you need to do as a mentor is to set an account up on the system. The student you are mentoring will then create a relationship with you by saying on their portfolio that you are their mentor. You will then be able to see their portfolio, and comment / grade etc.

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

Registration

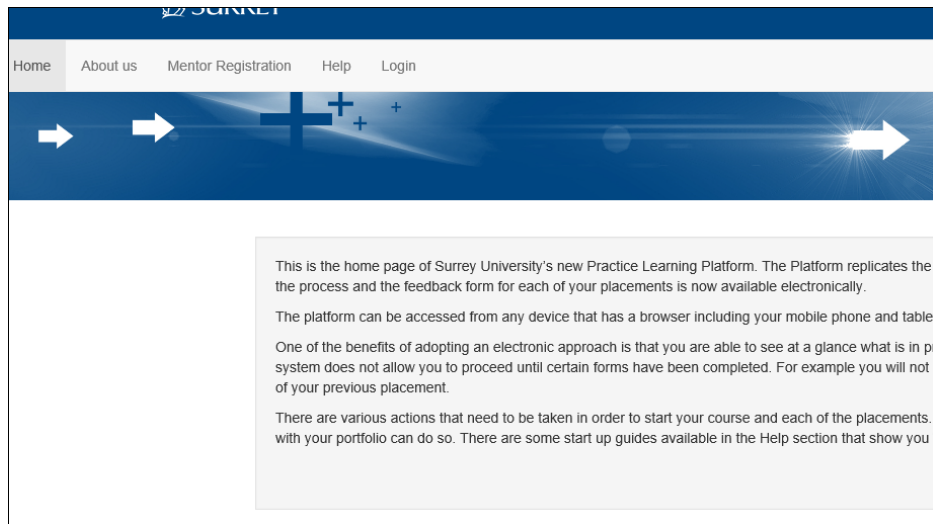
In a browser (PC, mobile or tablet) go to the home page at www.surreyplp.co.uk

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 registration, 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 work. 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

If you choose a username and password of your choice, and if you 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.

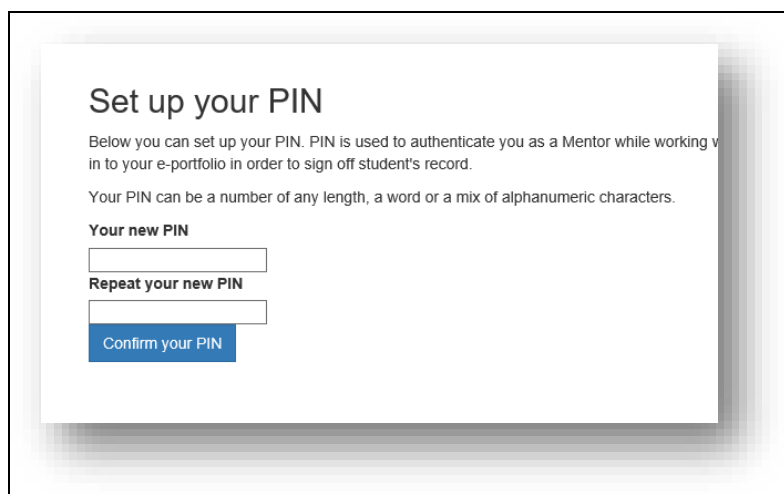
once you have achieved that it should then say your account is created and you can be able to log on

important that you keep these secure. Once your account is created
Account created successfully. You can now login.

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 us but we've got an option forgot username password which will send to the email account that we have on file your password and username



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



The PIN allows you to do 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 the pin number to confirm

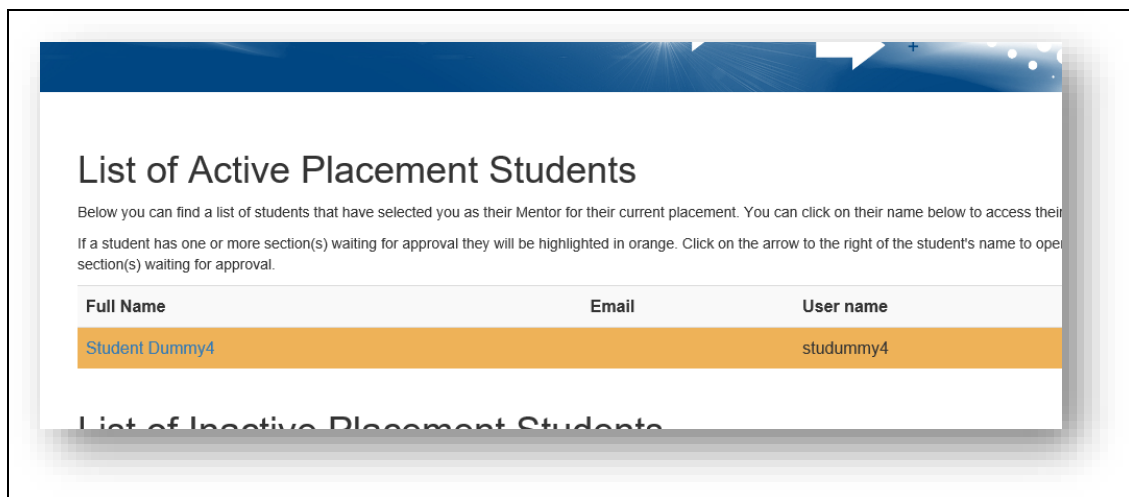
If you forget your username or password press the *forgotten password* button on the log in page and a message will be to the email account that the University has on file.

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.

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 be a list of inactive placement students so you can see previous students 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 you need to complete before they can move. it shows for that particular student what needs to be done signed off or waiting for approval etc

List of Active Placement Students

Below you can find a list of students that have selected you as their Mentor for their current placement. You can click on their name to view their portfolio.

If a student has one or more section(s) waiting for approval they will be highlighted in orange. Click on the arrow to the right of the student's name to view the section(s) waiting for approval.

Full Name	Email	User name
Student Dummy4		studummy4

- [Orientation to Placement](#) requires sign off
- [Moving and Handling](#) requires sign off
- [Resuscitation, Fire and Emergency Procedures](#) requires sign off
- [Initial Review](#) is waiting for approval
- [Timesheets](#) are waiting for approval


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.

You are viewing AIMStudent ODP1's portfolio

⚠ Attention - Click to view an important message

Guidance	Year 1 *	Year 2	Year 3
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■ - complete ■ - in progress ■ - requires attention



Right now you need to fill out a few more sections in your portfolio before you can finish this placement. When you have enough records, you will see a notification here that you can sign off your placement.

- Main menu - click to hide/expand
- ODP - Course Details
- Learning agreement
- Formative/Summative Assessments
- Record of attendance
- Absence register
- Professional Behaviour
- Workbooks
- Placement
- Manage Mentors and Tutors
- Direct Observation of Practical Skills
- Clinical Assessment Exercise
- Performance Record

If you look down the right hand side, this is the main menu, where you will find items such as Learning agreement, formative / Summative Assessments, record of attendance, Professional behaviour, Workbook, DoPs, CEx, performance, visits and short placements, and so on. 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.

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 may be optional items.

What to complete and when

Within the First 3 days of student's placement

Orientation

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 then scroll down to the bottom and complete each of the oriented placement, emergency procedures moving and handling and resuscitation/ fire – Health and Safety, and relevant drug and trust policies. Click on each and save.

- Orientation
- Emergency Procedures
- Resuscitation Policies
- Fire Policies
- Health & Safety Policies
- Manual Handling Policies
- Drug Policies
- Local Policies

Save

Now click onto **Learning agreement** on the right hand side. Click on learning agreement. Your student may have already completed this or they may have written it on paper to discuss with you. When completing this the student should consider comments by their previous mentor (if any) and the learning opportunities available in your placement. If they have completed one you will see message

Learning Agreement for Placer

Learning agreement - Waiting

You can then review agreement and sign it

I confirm

Sign Learning Agreement

As the mentor you should set the date for the formative assessments

Midway through the placement

Formative Assessment

Student requires a formative assessment. The student reviews the learning agreement. They self assess the areas they have achieved and identify further learning needs to complete in this placement. The student then saves their comments. This will enable them the review and update if necessary. Once happy the student submits for you to complete the formative assessment for approval and comment.

When completing the midpoint please ensure you provide a full range of feedback and feed forward. For example – ‘Lucy you appear to have settled into the placement well. You are able to demonstrate a basic knowledge of the drugs that we use and you are able to demonstrate safe practice by using the BNF appropriately. You have ably assisted the anaesthetist in some difficult situations During the second half of this placement I feel you would benefit from participating in ENT theatres more and to look at focus on difficult airways’

If there are areas that the student needs to work on please ensure you state these clearly using the word limit 1000 therefore there is plenty of scope.

Performance Record also should be completed formatively at this stage

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.

PLEASE BE AWARE THAT THE STUDENT CAN SEE YOUR COMMENTS AS SOON AS YOU PRESS SUBMIT. If you have concerns over the students’ progress these should be discussed with your student before you write feedback in the portfolio.

Consider if you approve or disapprove student’s comments from the drop down box under the student’s comments.

Action Plan – a formative action plan can be set if required at this stage

On going elements

To be completed before end of placement

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

Each shift the student works 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 they have attended and submits to their mentor for approval.

Direct Observation of Practice Skills

The student gets two attempts at each of the skills – mark as either satisfactory or unsatisfactory with comments – if unsatisfactory select reason

Clinical Assessment Exercise

Student performs exercise mark as satisfactory / unsatisfactory

Workbook

Student completes mentor reviews as completed

Visits

view and comment on short visits and required visits

Diaries

view and comment on practice diaries

At Summative point at end of placement

Elements to be completed

Summative Assessment

Professional Behaviour

Action plan

summative action plans if required.

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.