

ePAD Frequently Asked Questions for Practice Assessors

pre-launch v1.8 (reviewed 2/11/2020)

The All-Wales Nursing Practice Assessment Document (ePAD) and its processes have been digitised into the MyProgress™ system that is used across United Kingdom healthcare education. To find out visit our [Practice Education Resources Webpage](#).

- Want to leave feedback? Please use this simple form: <https://bit.ly/2Wj8GFM>

ePAD FAQ's

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1. How will clinical staff access the CU portfolio (ePAD)? Will it be on student's tablet/phone/app on computer?

Both. The mobile app is good for gathering evidence where connectivity is limited or absent. However, the Website gives the best view of the ePAD at <https://cardiff.epads.myprogress.com> (nursing and midwifery share this site). [Visit the CU Website to find resources about this](#). NOTE – students from other universities are also using the ePAD system. You can use the same email address but you need to visit the correct website for the students' university.

2. Will clinical areas require internet access to be able to log in to the portfolio (ePAD)? Most ward computers don't currently have internet access.

Yes, the ePAD requires Internet access. NHS staff with a login can access the ePAD. The situation with connectivity is a concern for NHS IT and work is ongoing to improve this. The fallback is that students can gather evidence through their own device – as all medical students have been doing since 2017. The mobile app even allows this to be done without an Internet connection. Items are cached and sync'd when connectivity is restored.

3. What will stop the students from changing what the PA's/PS's have written?

Once the form is submitted into the ePAD it cannot be altered by the student.

4. What will stop students from cutting and pasting a PA/PS's signature?

With paper, nothing stopped students from signing themselves off. With email signatures, an audit trail makes fraudulent signatures much more risky.

5. How will you know that it is the PA /PS that has actually provided the feedback/completed the forms?

We could never check this with paper. Moving to an online system with email addresses for signing-off makes the system far more secure.

6. Will PA's/PS's have a login/password? Concerns have been voiced over using NMC PIN to log in?

NMC PINs will not be required. Email addresses are being used to sign-off student entries in their ePAD. An email is sent to that address enabling the recipient to check they did this work. Instead of relying on email though, the first time a PA enters their email address, an account is created in the ePAD which PA's can use to review all the items signed off – so long as they use the same email address each time! PS's access the ePAD through the student's login. [There are short videos about this on our dedicated webpage.](#)

7. Will PA's PS's need email addresses? Many currently don't have.

The UHB's are rolling out Office365 and intend to prioritise PA/PS's for getting email addresses. In the meantime, it is acceptable to use a private email address although we recommend getting one specifically for this work. The emails sent by the system contain very limited information, but this is best kept apart from normal everyday email. The email provides a link into the MyProgress form – the link will only work for 30 days.

8. Will students have to give patients/service users their personal tablet/phone for them to complete the service user/carer form? (Concerns re. infection control have been raised in relation to this).

The patient/service user forms are completed on paper to be scanned into the ePAD (e.g. using a phone's camera). Although bacteria on mobile phones has hit news headlines in the past, in Cambridge, even in COVID areas, 'they used the wipes that they use for screens in the placement areas and speech-to-text on mobile phones. It was much easier and quicker to wipe a mobile phone than a paper document. We had no concerns from our placement areas. We have had some students placed out of area and they were really amazed by the app and positive.'

9. Will there be additional training in how to use an electronic portfolio?

Yes, bitesize videos are [available from the new Practice Education Webpage](#), the ePAD will be covered in staff updates. From November you can [book a 30-minute 'ePAD intro and](#)

[Q&A' MS Teams session with the Cardiff University project team](#). We know we will not reach everyone so, as primary users of the ePAD, the students are being prepared to act as ambassadors for the new system. Note that the documentation has changed so we would encourage you to familiarise yourself with this. The new documentation may be accessed on the HEIW website: <https://heiw.nhs.wales/programmes/once-for-wales-2020/>

10. Will I have to download the Myprogress app onto my phone?

No. This is for the student to do. In any case, for your role as a Practice Assessor or Practice Supervisor, the ePAD works best through a Web browser.

11. I sign off many placement hours/timesheets - will I get bombarded with emails?

No. Timesheet confirmation emails are sent weekly in a single 'digest' email.

12. What if mistakes are made and the form is locked?

It is vital to correct mistakes this but in order to do this we need as much detail as possible. If a mistake is made and an email confirmation is sent to you, please forward this confirmation email to hcare-nm-myprogress@cardiff.ac.uk explaining what is incorrect and what should have happened. This gives us an audit trail for any amendments. These requests must be authorised by a Practice Education Facilitator, Practice Assessor or Academic Assessor.

13. What about the ePAD's 'Send group blog' and messaging facility?

The programme leads have decided that communications between students, academic and clinical practice staff will not use the messaging features of the ePAD because of concerns that important/urgent messages could be missed. University policy on staff/student communications emphasises email as the primary route and we feel this is appropriate. We welcome feedback though (<https://bit.ly/2Wj8GFM>) and may pilot the ePAD messaging facility in the future, perhaps if it is linked to email as we have suggested to the developers.

Thank you for supporting our students!

