

Cardiff University Nursing ePAD

Guide for Practice Assessors and Practice Supervisors





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1.0 Introduction to this Guide

This guide is written and designed for Practice Supervisors and Practice Assessors to both train and begin using Myprogress, an online Practice Assessment Document platform.

Please visit our Practice Education Web pages to view instructional videos and obtain the most recent version of this guide:

www.cardiff.ac.uk/healthcare-sciences/about-us/practice-education

If you have any questions or would like further information, please email:

hcare-nm-myprogress@cardiff.ac.uk

2.0 Introduction to Myprogress

2.1 What is Myprogress?

Myprogress is an online platform which enables a student to complete their entire Practice Assessment Document, gain valuable feedback and obtain sign-off in practice, electronically.

Myprogress is mainly accessed online in a Web browser, however, it is also accompanied by a mobile app (Apple and Android) enabling students, practice assessors and practice supervisors to complete assessments and documentations offline on a mobile device. This is particularly useful where there is limited access to a desktop computer, laptop or Wi-Fi signal.

2.2 How is Myprogress being used?

Starting from autumn 2020, Cardiff University nursing students, including Return to Practice, will be using Myprogress to deliver ePAD, an electronic version of the Practice Assessment Document. Existing students will continue to use paper documentation, albeit amended for the SSSA NMC Standards for Education.

2.3 What is different from the old portfolios?

The Myprogress format is designed to replicate the All-Wales documentation accessed electronically via series of navigation tabs. Easy-to-use forms will be completed for each activity and, once finalised, will become read-only, mirroring the design of the hard copy document. Myprogress respects and retains the sophistication of the documentation while taking advantage of electronic benefits. For example, ongoing access by assessors and automated alerts enables better monitoring. Practice hours are captured in the ePAD.



2.4 How do I access Myprogress?

Myprogress will be mainly used and accessed either online via a desktop computer or laptop within practice or through our app which can work offline. Please read on...

2.4.1 Practice Assessors

For Practice Assessors, in the first week of placement students will login to their Myprogress account on a laptop or desktop and ask you to complete a 'Practice Assessor Allocation' form. This form sets up a Myprogress account for you and links this student to you in the ePAD enabling you to view their progress. Look out for an email containing your login details: confirming your email address and a temporary password.

Please use the *same email address* each time you complete the 'Practice Assessor Allocation' form for further students. For each form you complete, you will get an email confirmation and these students will be listed within your view of the ePAD.

Once you have your login details, you will be able to access your Myprogress ePAD account here:

<https://cardiff.epads.mkmaps.com>

2.4.2 Practice Supervisors

Practice Supervisors do not need a Myprogress account and will access Myprogress to complete documentation and sign-off through the student's Myprogress account. When an opportunity or need arises for assessment, feedback and sign-off, the student will login to their Myprogress account on a desktop computer or laptop and ask for you to complete the necessary documentation within their account.

Once the documentation has been completed, it is locked down so that it will no longer be editable. As the Practice Supervisor completing the documentation, you will then receive an email that confirms you have completed an assessment or form. The email contains a link to the form and details who to contact to report any problems, for example, if you did not complete the documentation. Please note that this opportunity lapses after 30 days – the links in the email will cease to work. The student's Practice Assessor retains access to that ePAD while the student continues within that placement area.

2.5 Using the Myprogress Mobile App

Although Myprogress will be mainly accessed online via desktop computer or laptop, it is also possible for Practice Supervisors and Practice Assessors to complete documentation in



practice via the Myprogress Mobile App. As the Myprogress Mobile App can work completely *offline*, this is useful where there is limited access to a desktop computer, laptop or a reliable Wi-Fi connection.

Use of the mobile app is student-led: this means that the student will have the Myprogress app on their mobile device. To complete documentation, provide feedback and sign off documentation, the student will access the correct form and hand you their mobile device so you can complete the form on it. Once signed off, the form is locked so it can no longer be edited. If connected to the internet, the form will be sent off securely into the ePAD.

Tip Ask the student to flip the phone to airplane mode to prevent notifications while you're using it

You will receive an email to confirm you have completed an assessment or form. *There may be an added delay* with forms sent from the app because it requires connectivity to send. In the email, you will also receive a link to that form and details of who to contact to report it to if you did not complete the documentation.

2.6 Who to contact for support and more information

If you require support with the use of Myprogress beyond the information supplied within this guide please visit:

www.cardiff.ac.uk/healthcare-sciences/about-us/practice-education

The site includes bite-size videos. Please also review the FAQ's at the end of this guide.

If you still need help, please email:

hcare-nm-myprogress@cardiff.ac.uk

3.0 Completing the electronic Practice Assessment Document (ePAD) with a Student

3.1 Using Myprogress Online

3.1.1 Getting Access

Practice Assessors – Creating an Account

Within the Practice Assessors Myprogress account, you will have access to all students who have registered with you, you will be able to review their practice assessment documentation as well as track their progress and performance in real-time.



1. The first time you encounter Myprogress will be completing the 'Assessor Registration Form' on the student's Myprogress account. The student will login to their account on a desktop computer or laptop and ask you to complete the form.
2. Once the 'Assessor Registration Form' is completed, your account will automatically be created and you will receive an email with your login details

Your login details will be the email address you used to complete the 'Assessor Registration Form' and you will be given a temporary password in the confirmation email you receive.

3. From this point you will be able to access your Myprogress account here:
<https://cardiff.epads.mkmaps.com>
4. Once your account has been created, each time you complete an 'Assessor Registration Form' for a student, this will automatically link this student to your account.

Practice Assessors – Providing Feedback & Sign-Off

If you are carrying out an assessment, providing a student with feedback or signing-off practice assessment documentation in practice, you will do this via the student's Myprogress account.

1. The student will login to their Myprogress account on a desktop computer or laptop and access the correct form to complete
2. From here, as a Practice Assessor you can complete the form and sign it off using your email address.
3. The form will lock when completed so it is no longer editable.
4. A confirmation email will be sent to you allowing you verify that an assessment or form has been completed. The confirmation email contains a link to the completed form but this is only active for 30 days. If you require access to the form during or after 30 days, login to your own ePAD account to view all completed documentation.
5. Your own ePAD account will allow you to review completed documentation for all students who are currently on placement in your area for whom you are the Practice Assessor.

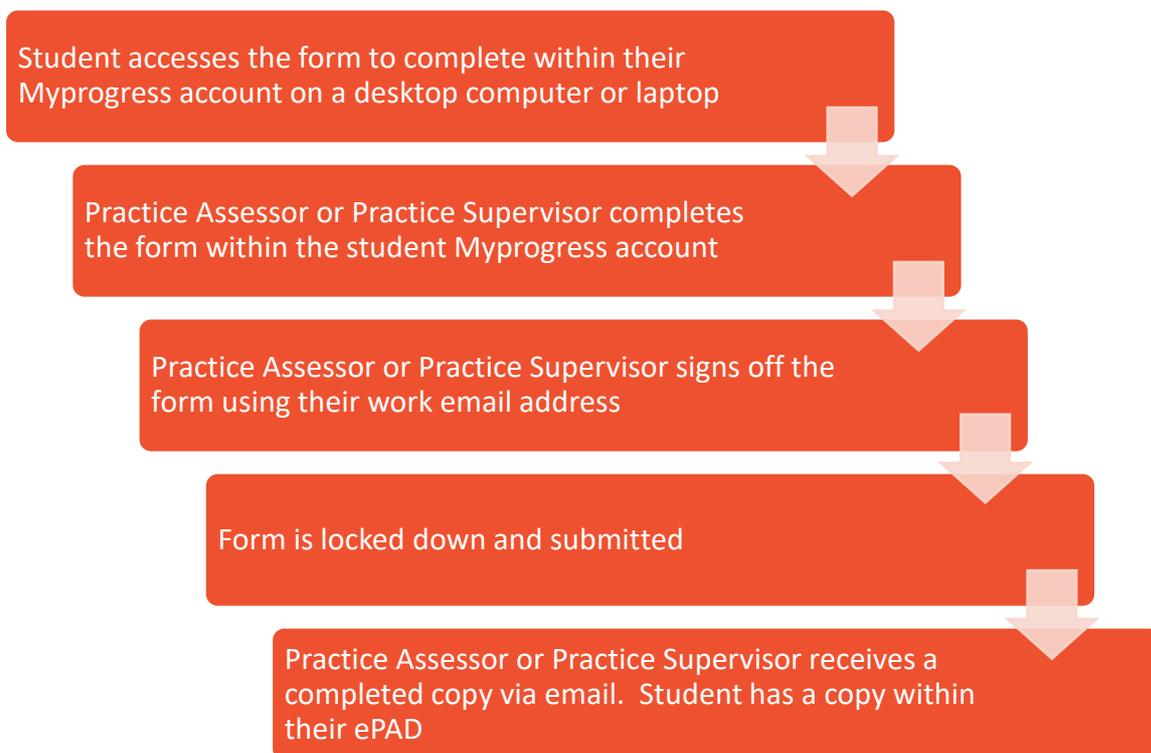
Access to the individual student's ePAD stops automatically when you cease to be that student's Practice Assessor or when the placement finishes.

Practice Supervisors – Accessing Myprogress

Practice Supervisor do not need a Myprogress account and will access Myprogress to complete documentation and sign-off (with your email address) through the student's Myprogress account.

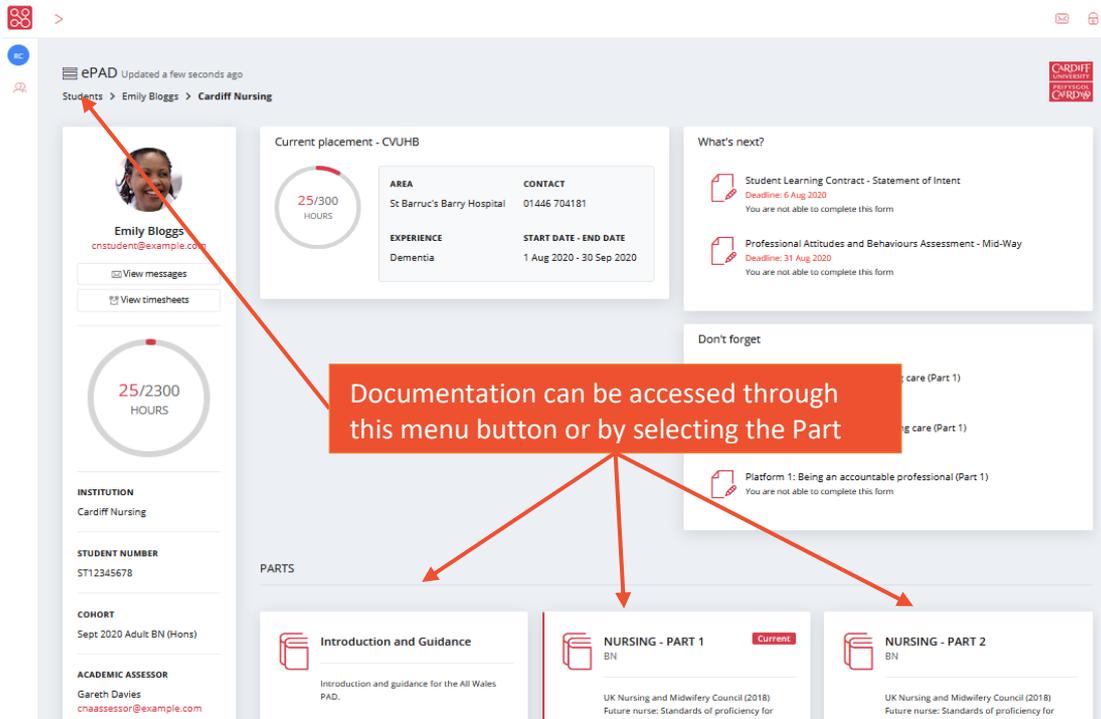
1. The student will login to their Myprogress account on a desktop computer or laptop and access the correct form to complete.
2. From here you, as a Practice Supervisor can complete the form and sign it off.
3. The form will lockdown when completed so it is no longer editable.
4. A confirmation email will be sent to you to confirm an assessment or form has been completed, along with a link to a completed copy of that form. This email will also tell you how to alert us if you have not carried out that assessment or completed that form. The link to the completed form within the confirmation email will only be active for 30 days, after which access will no longer be available.

3.1.2 Overview – Providing Feedback & Sign Off in Practice



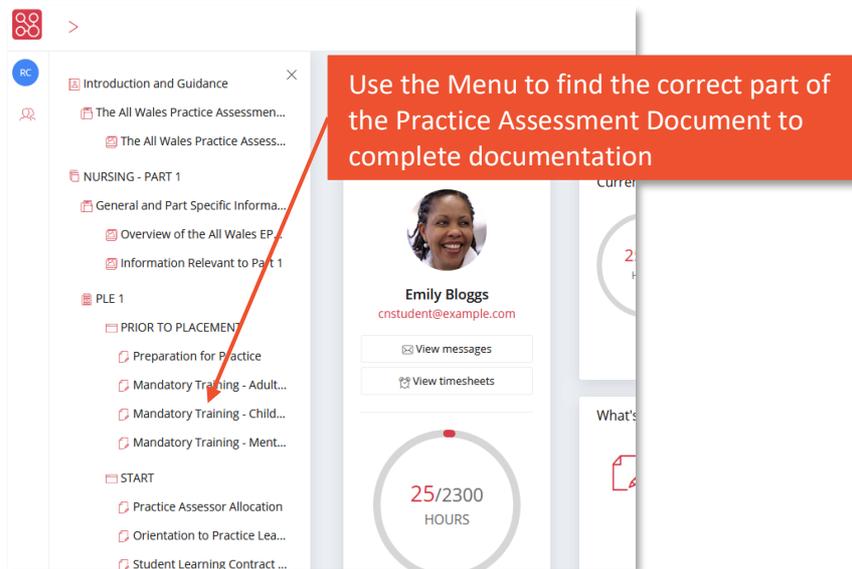
3.1.3 Finding Documentation

Once a student has logged into their Myprogress account, you will be presented with this main dashboard. Relevant documentation can be found in the following places:

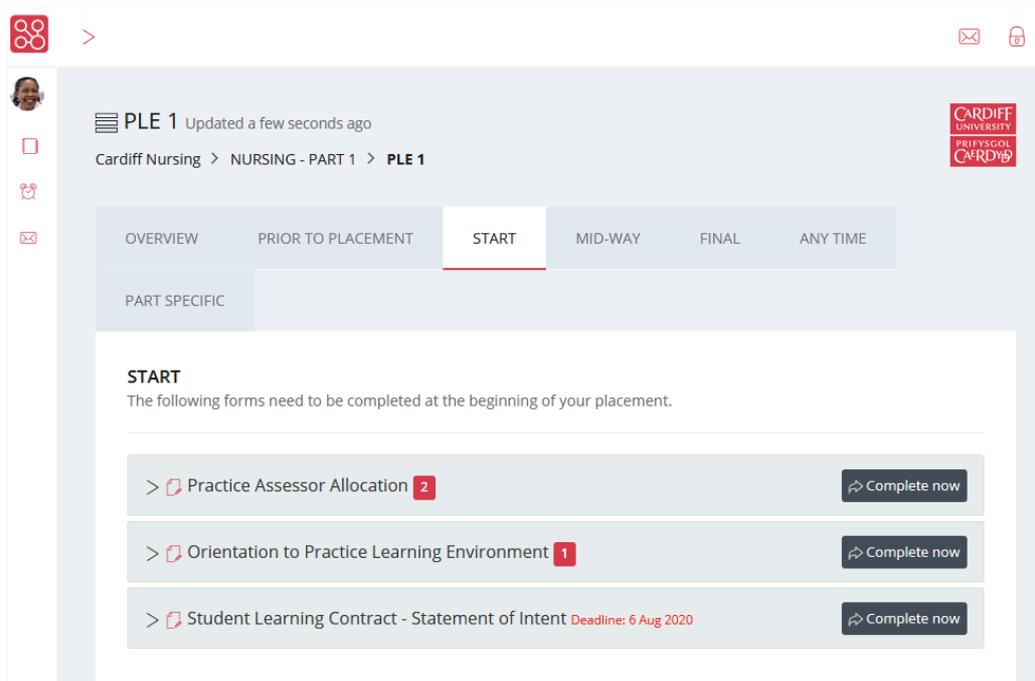


The menu button is three horizontal lines. This opens a menu on the left to then navigate to the correct documentation within the Practice Assessment Document.



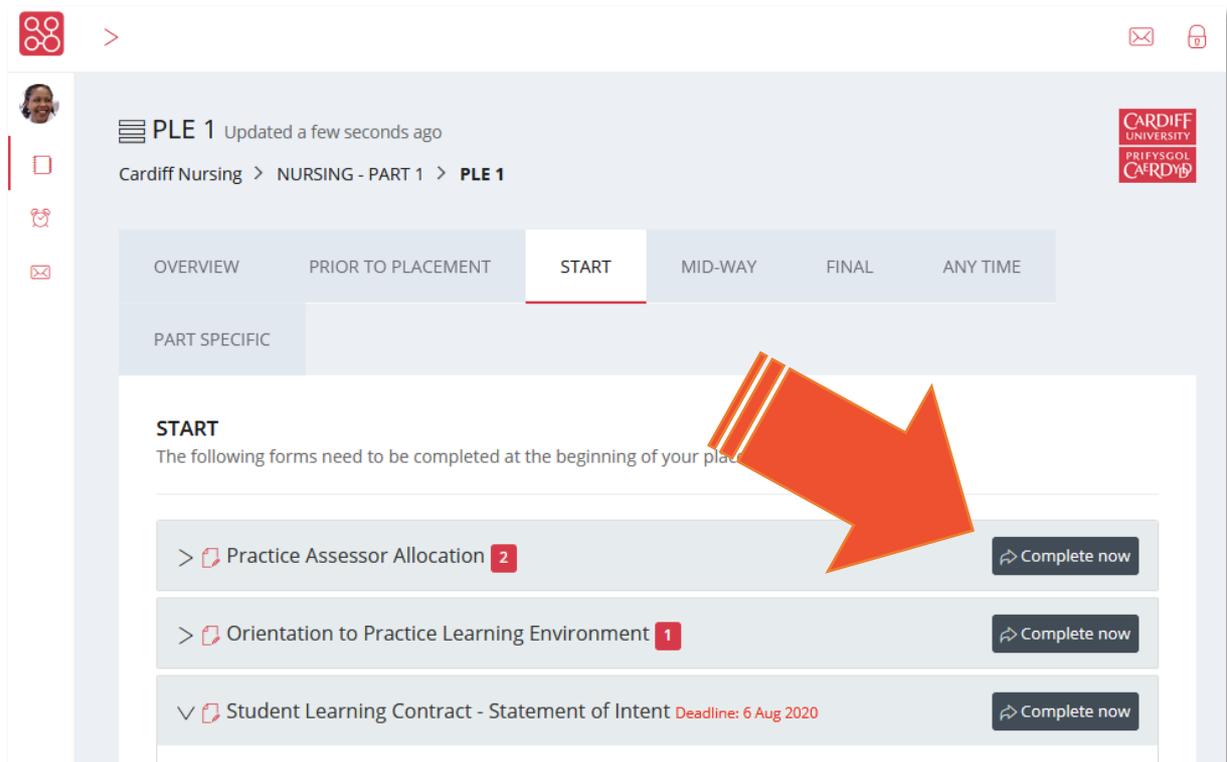


Once you have selected the documentation to complete, you will be presented with a different screen with prompts for 'Complete now'. If this is viewed on a small screen, the words 'complete now' may not appear, just an arrow icon.



3.1.4 Completing Documentation

Where you see, ‘**Form preview**’, this cannot be amended. Instead, select the ‘Complete now’ button and this will take you to a new form completion screen.



Once you have selected 'Complete now' you will be taken to this new screen to complete the documentation.

You are completing this assessment for: Emily Peters - RIO23423

Placement Orientation

Placement Orientation
First day of placement

The following criteria need to be met within the first day in placement and should be undertaken by a member of staff

	Yes	No
A general orientation to the health and social care placement setting has been undertaken	<input type="radio"/>	<input type="radio"/>
The local fire procedures have been explained	<input type="radio"/>	<input type="radio"/>
The student has been shown the: Fire alarms / Fire exits / Fire extinguishers	<input type="radio"/>	<input type="radio"/>
Resuscitation policy and procedures have been explained	<input type="radio"/>	<input type="radio"/>
Resuscitation equipment has been shown and explained	<input type="radio"/>	<input type="radio"/>
The student knows how to summon help in the event of an emergency	<input type="radio"/>	<input type="radio"/>
The student is aware of where to find local policies: Health and safety / Incident reporting procedures / Infection control / Handling of messages and enquiries / Other policies	<input type="radio"/>	<input type="radio"/>
The student has been made aware of information governance requirements	<input type="radio"/>	<input type="radio"/>
The shift times, meal times and reporting sick policies have been explained	<input type="radio"/>	<input type="radio"/>
The student is aware of his/her professional role in practice	<input type="radio"/>	<input type="radio"/>

Save as draft Save progress Finish Help

Save progress at any time. A student can also pre-complete some answers and 'Save as Draft' to save time for you in completing the documentation.

Once the form is completed or if you are interrupted and would like this form to be emailed to you to complete later, select 'Finish'.

Once you select 'Finish' the following options will be presented. Select 'Complete this response' to complete the form.

Finish your form

You have not completed all parts of your form. Do you want to finish now?

The form is past its deadline.

Cancel this response

Complete this response

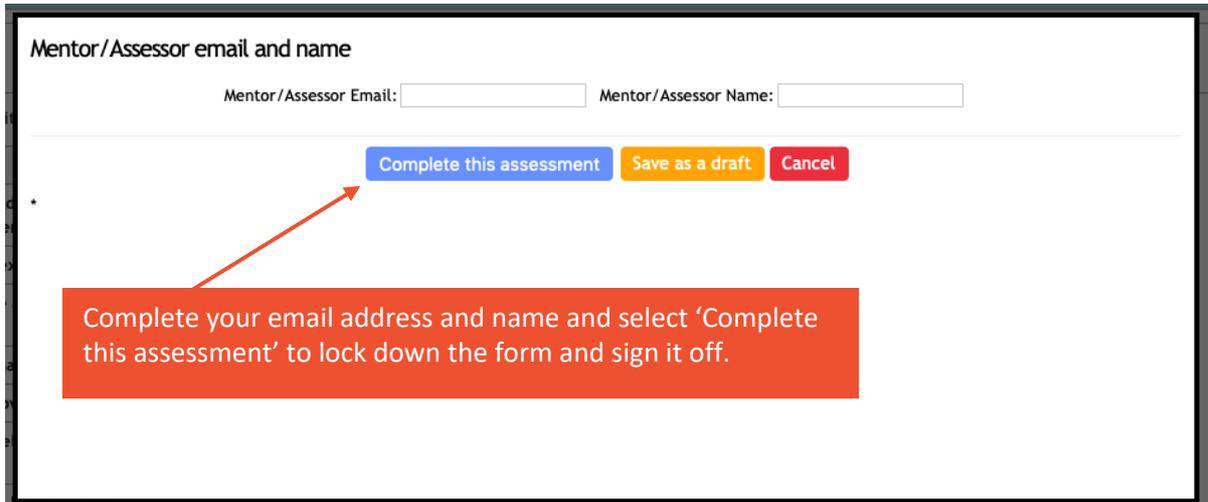
Email this form to your observer to complete later

Resume the form

3.1.5 Signing Documentation

When you have selected 'Complete this response' you will be shown the following screen.

Myprogress uses your name and email to lock the form so that it is no longer editable and verify that the information captured is legitimate.



When you have fully completed the form and signed it off, you will receive an email to confirm you have completed it. This email will include a the student’s name, the title of the form signed, and who to contact if you did not complete the form.

Dear Joe Bloggs,

On 12 Jun 2019 06:55 you were recorded as having completed an observation of Milton Walsh using the Bag, valve and mask ventilation observation form. This email has been sent to you as a record that this observation was recorded. If you have any questions or concerns about this email please contact tom.holland@myknowledgemap.com directly.

If you'd like to review the response that was submitted then this can be viewed at <https://tom.mkmaps.com/myprogress//Public/PublicResponse.aspx?rpid=7bbb3ca8-0446-44a4-8cd3-831f4a93cf0b> and will be available for 30 days from the date the observation was completed.

Thanks,

The Myprogress™ team – tom.holland@myknowledgemap.com

3.1.6 Creating Action Plans

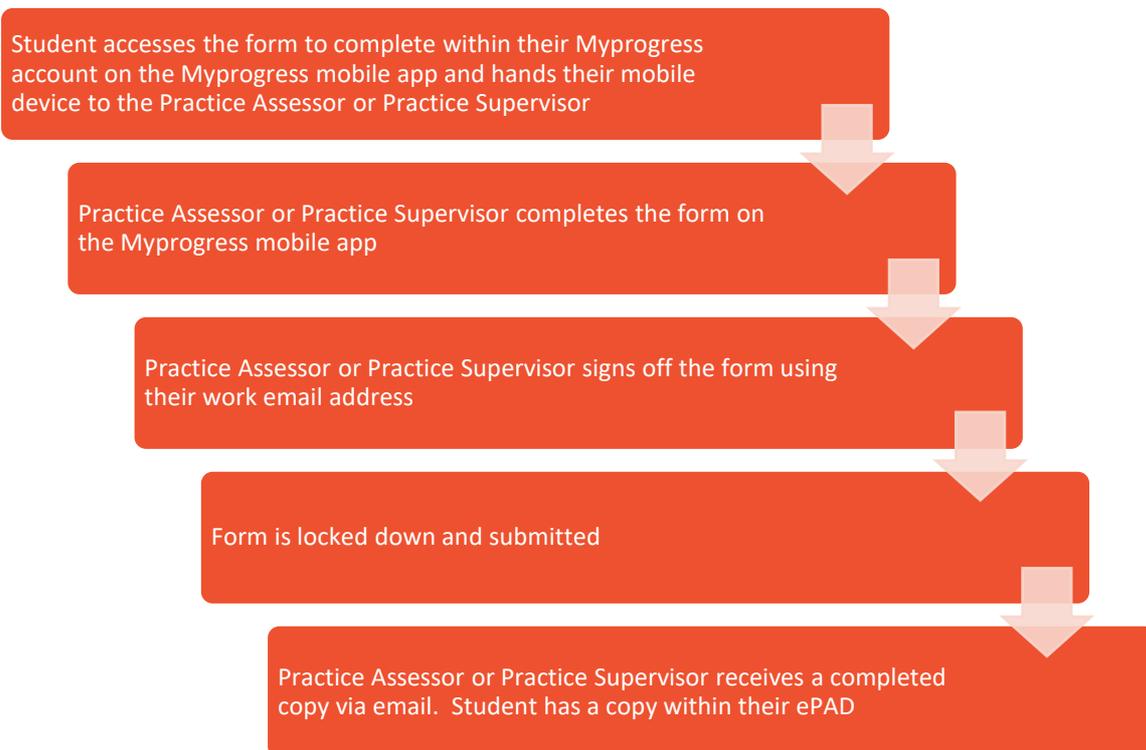
If you have concerns regarding a student or if a student has not achieved one aspect of the Attitude and Behaviour Assessment or In-point assessment, an All Wales Action Plan needs to be completed. This can be located under the Any Time tab.

3.2 Using the Mobile App

As a Practice Assessor or Practice Supervisor, you will be predominantly using MyProgress via a desktop computer or laptop. However, there may be some occasions where there is no WiFi signal or it may be difficult to access a computer or laptop. In these occasions, it is possible to use the MyProgress Mobile App, which works completely offline.

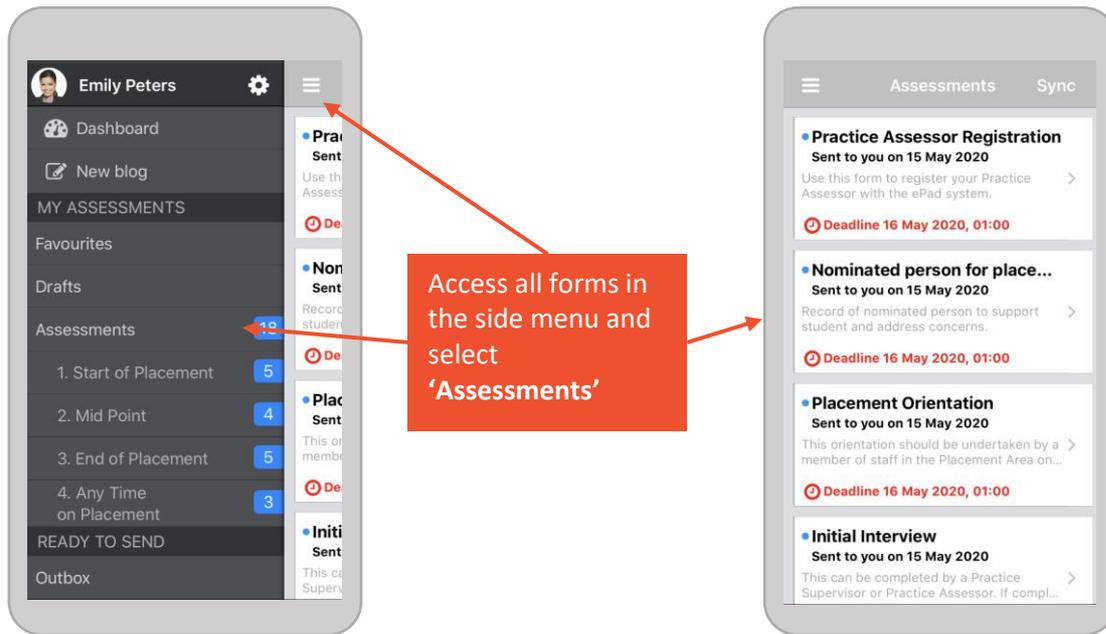
3.2.1 Overview – Providing Feedback & Sign Off via Mobile

Below is an overview of how to conduct an assessment or complete a form, provide feedback and sign-off on the MyProgress Mobile App.



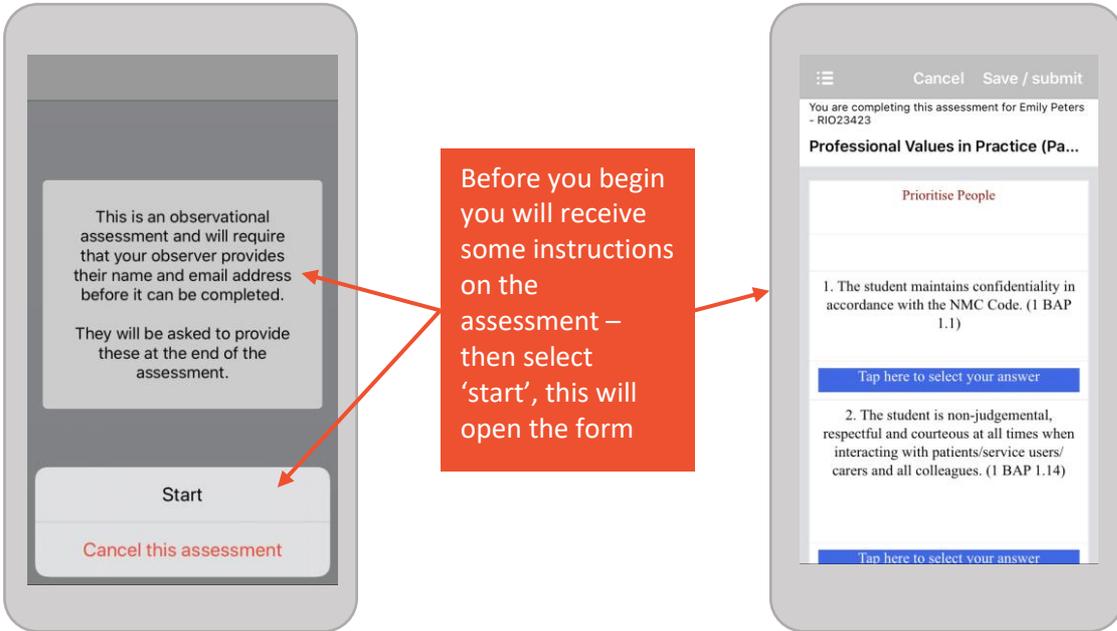
3.2.2 Finding Documentation

When the student hands you their mobile device to complete a form, they should have already brought the right form up for you to complete. However, if you do need to find the correct documentation, you can find them here:



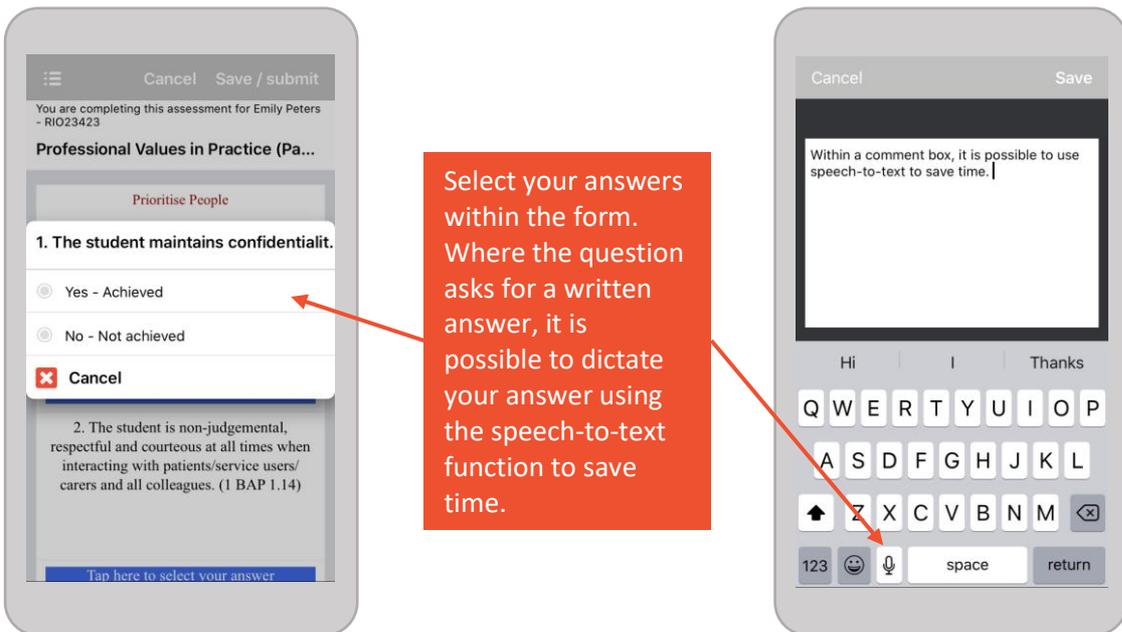
3.2.3 Completing Documentation

Select the assessment or form you would like to complete to begin. The student may have already done this for you.

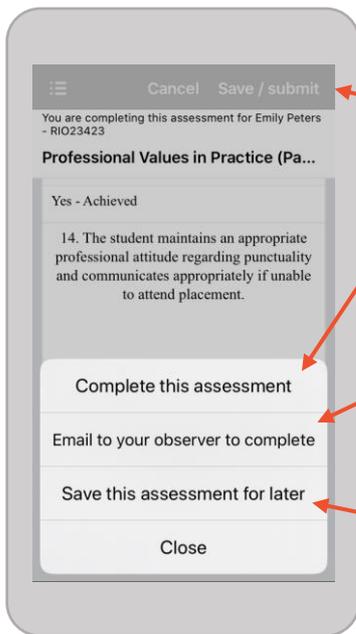


Before you begin you will receive some instructions on the assessment – then select 'start', this will open the form

Once the form is open, you can begin to complete it. Myprogress supports different question types; you may be asked to select from a drop-down list, complete a check list, or write your feedback in a comment box.



Select your answers within the form. Where the question asks for a written answer, it is possible to dictate your answer using the speech-to-text function to save time.



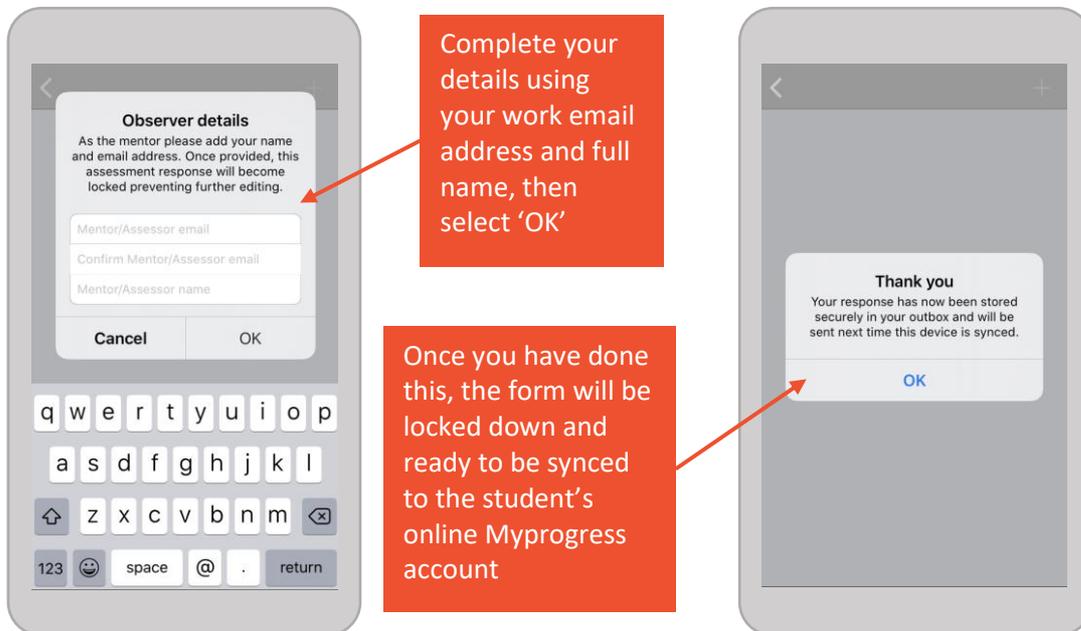
When you have completed the form, select 'Save / Submit' and 'Complete this assessment'.

It is advised that a form is completed in the moment of need, however if the assessment is interrupted and it is not possible to complete it, you can email it to yourself to complete later.

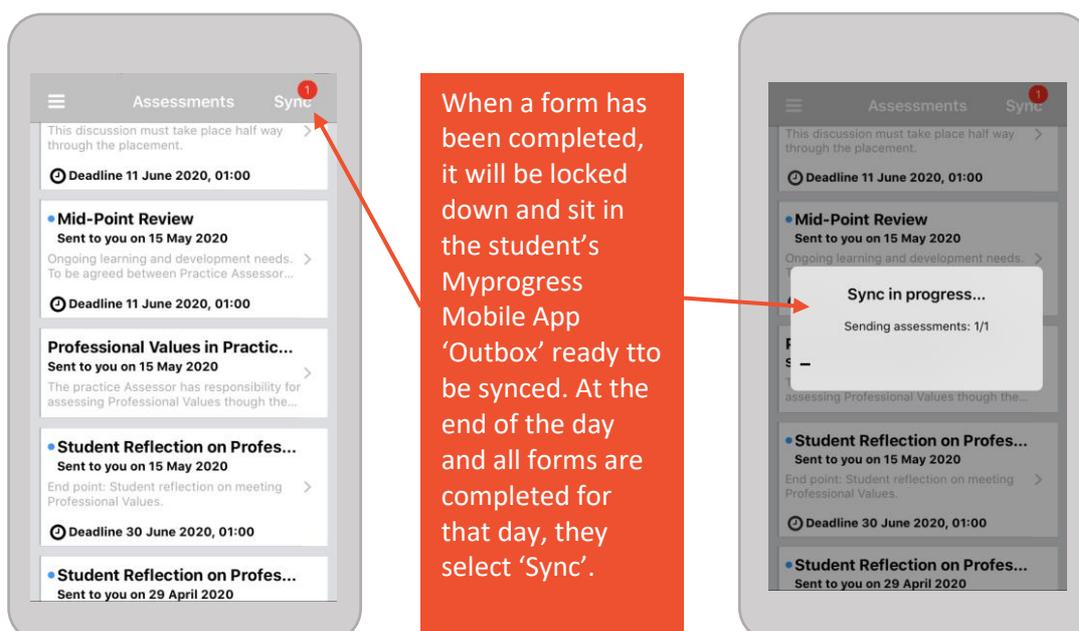
'Save this assessment for later' is specifically for the student if they wished to pre-complete some information in a form before you finish it.

3.2.4 Signing Documentation

When you have selected 'Complete this Assessment' you will be shown the following screen, where you can complete your email address and name. Myprogress uses your name and email to securely lock the form so that it is no longer editable, and also verify that the information captured is legitimate.



As a Practice Assessor or Practice Supervisor this is where your responsibilities end, however, it is worth noting that it is important for the student to 'sync' their Myprogress Mobile App so that all relevant staff members and the student can receive a link to a copy of the completed assessment form. The student will know and understand that this is their responsibility, but for your understanding, this works as follows:



Once a student ‘syncs’ their MyProgress Mobile App and their completed assessments / forms within it, this triggers a confirmation email to be sent to the Practice Assessor or Practice Supervisor who completed the assessment or form. This email will include a link to a copy of the form response and the details of who to contact if you did not complete the form and it has been falsified.

4.0 How to Check Your Student’s electronic Practice Assessment Documents (ePADs)

4.1 The electronic Practice Assessment Document (ePAD) Dashboard

If you are a Practice Assessor, you will have your own MyProgress ePAD account and from here you will have your own summary and reporting dashboard of students assigned to you and their progress throughout their ePAD.

Upon logging into your MyProgress account, the ePAD dashboard will be the first screen you see, this is below:

Student		Hours		Current/Most Recent Placement			Current Part	
Name	Institution	Placement	Part	Start	Mid-point	Final	Assessments	Proficiencies
Anna Johanssen	Cardiff	0/300	0/760	Not completed	Past deadline	Not completed	Not completed	3/10
Ellie Cole	Cardiff	19/300	19/760	Not completed	Past deadline	Not completed	Not completed	5/10
Emily Bloggs	Cardiff	25/300	25/760	Completed	Past deadline	Not completed	Not completed	7/10

If a student has failed an assessment or Part, this will trigger an action plan which will be highlighted against that particular student.

Search for a student’s name, or click on a single student to view their individual ePAD.

The Dashboard demonstrates how far through the placement or part each student is. Green will indicate complete, grey is not complete and red indicates that it is past the deadline.

The references within the squares denotes sections of the documentation, hovering over each area with your mouse will highlight each area and selecting that item will take you directly to it, e.g. the platforms.

4.2 Reviewing Individual Documents

To review an individual student's ePAD, either search for their name or select their name from the list of students within your ePAD Dashboard.

When you select an individual student, you will be able to see a dashboard summary for that student, summarising their hours in practice, their current placement, student details and what's next for that student.

To review and access documentation for the student's current placement, select the 'Current Placement' panel. This will direct you to all documentation.

The screenshot shows the 'myprogress' interface for a student named 'Emily Bloggs' in a 'NURSING - PART 1' placement. The dashboard features a progress bar showing 25/300 hours completed. A 'PRIOR TO PLACEMENT' section lists tasks such as 'Preparation for Practice', 'Mandatory Training - Adult (Year 1)', and 'Mandatory Training - Child (Year 1)'. A 'NOMINATED PERSON' section identifies Joe Bloggs as the Practice Education Lead. The 'OVERVIEW' tab is active, and a red callout box points to the navigation tabs.

The initial tab shows an overview of what has and has not been completed for that particular placement.

Navigate through the tabs to access the documentation you wish to complete or review.

Current Placement - GSTT

140/342 HOURS

AREA	CONTACT
Evelina London Beach Ward	Helen Davies
EXPERIENCE	TELEPHONE NUMBER
Child Surgery	0932399230
START DATE	END DATE
Jun 2, 2020	Jul 31, 2020

What's next?

- Professional Values in Practice (Part 1) - Mid-Point
Deadline: Jun 30, 2020
This must be completed by the student

Don't forget

- Medicines Management
This must be completed by the student
- Episode of Care - Formative
This must be completed by the student

View Practice hours

Current Placement - GSTT

140/2300 HOURS

UNIVERSITY
King's College London

STUDENT NUMBER
RIO23423

COHORT
Cohort 2020

ACADEMIC ASSESSOR

Messages

Joe Bloggs 3 days ago
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris nec venenatis fringilla. Nunc rutrum lorem quis lorem lacinia

Select 'View Practice Hours' to view that individual student's time in practice.

To view documentation from the current placement a student is on, select the 'Current Placement' panel.

PARTS

There are three Practice Assessment in total, which incorporate the range of Future Nurse Standards of proficiency (NMC 2018). "Parts" in this context is used to represent the range of outcomes to be achieved by students at different levels. These parts may differ from the parts of the education programme that will be defined locally by each university provider.

<p>NURSING - PART 1 BSc/PGDip/MSc Current</p> <p>PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)</p>	<p>NURSING - PART 2 BSc/PGDip/MSc</p> <p>PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)</p>	<p>NURSING - PART 3 BSc/PGDip/MSc</p> <p>PLPAD 2.0, Future Nurse: Standards of proficiency for registered nurses, (NMC 2018)</p>
<p>ONGOING ACHIEVEMENT RECORD BSc/PGDip/MSc</p> <p>The OAR document contains a summary of each placement, Practice Assessor checklist/comments, progression statements, and confirmation of proficiencies that are met in Part 2 or Part 3</p>		

If you wish to view documentation from other Parts within this same dashboard you can select the Part to view that documentation.

Once you have navigated to the documentation you would like to review or complete, select 'Complete now' to complete the documentation or just simply select the form to view it.

If you would like to view the student’s practice hours, you can select ‘View Practice Hours’ and you will be shown the following screen:

Practice hours Updated a few seconds ago
 Students > Emily Peters > King's College London ePAD > Practice hours

Oxleas
Avery Ward (Oxleas House)

Activity type	Time	Date	Approved by
PM Hours	3 hour(s) 4 minute(s).	Jun 15, 2020	Ben
Day Shift	23 hour(s) 2 minute(s).	Jun 14, 2020	Ben

GSTT
Evelina London Beach Ward

Activity type	Time	Date	Approved by
Hard work	100 hour(s) 0 minute(s).	Jun 23, 2020	Not approved
Easy work	25 hour(s) 0 minute(s).	Jun 19, 2020	Not approved
Hard work	10 hour(s) 0 minute(s).	Jun 17, 2020	Not approved
Easy work	5 hour(s) 0 minute(s).	Jun 17, 2020	Not approved

4.3 Online Ongoing Record of Achievement (ORA)

In order to view the Ongoing Record of Achievement (ORA), access the individual student and select Ongoing Record of Achievement within the dashboard.

The dashboard shows a student profile for ST12345678. The profile includes a cohort of 'Sept 2020 Adult BN (Hons)', an academic assessor 'Gareth Davies' (cnaassessor@example.com), and a personal tutor 'Gwen Jones' (cntutor@example.com). The main area contains several tiles: 'Introduction and Guidance', 'NURSING - PART 2 BN', and 'Ongoing Record of Achievement BN'. A red callout box with the text 'Select the Ongoing Record of Achievement within the dashboard to access and review it.' has an arrow pointing to the 'Ongoing Record of Achievement' tile.

Thank you for supporting our students!



5.0 Frequently Asked Questions (FAQs)

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.