



Accessing & Navigating your ePortfolio for Nursing Students (NMPC)

Please note do not use Internet Explorer as a browser to access your ePortfolio

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Logging In



Logging In

In order to access your King's eP, you will first need to follow these simple steps to log in (please note that Internet Explorer is not supported):

- 1 Click the 'Link to King's eP' button on the support space or via the link sent to you
- 2 Select the 'Staff and Students' button
- 3 Login using your King's/KEATS account email and password
- 4 Please note you may have to acknowledge a sign in verification process either by text message, voice call or via a mobile device authenticator app.



Guidance for students, staff and practice learning partners

For students

Guidance for students: Accessing and navigating your ePortfolio - [Online](#) & [PDF](#)

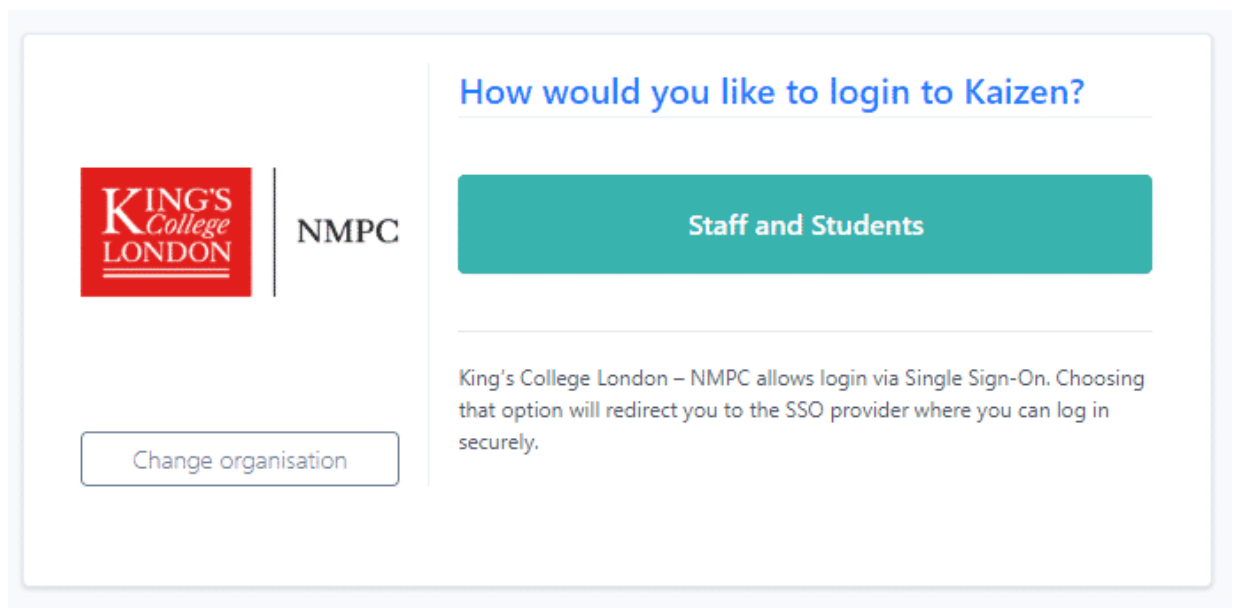
[Log in to the ePortfolio](#)

Quick Find:

- For students
- For practice learning partners
- For NMPC staff
- Video training
- Live training

i If you are not able to login, as the previous user is still logged in to the device you are using, you may need to clear the web browser cache. Here is some info on [how to clear your cache on google chrome](#)

Once you click the link to King's eP then you will be taken to web page displaying the following:

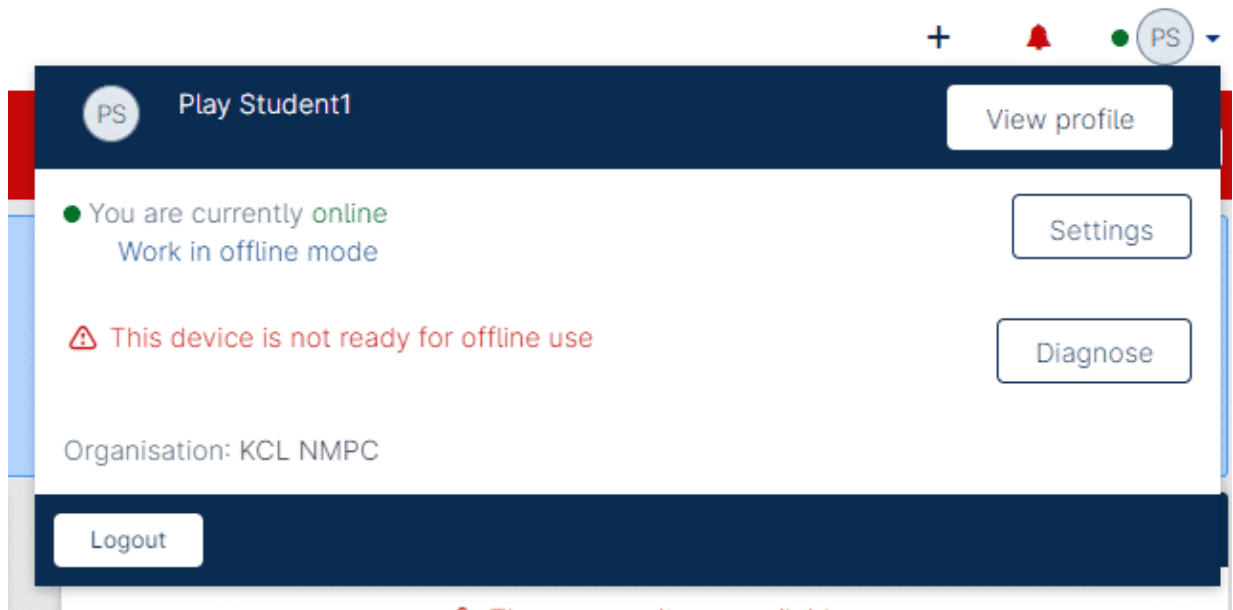


Select the 'Staff and Students' button and you will be logged in via Single Sign-On (SSO)

You will then be prompted to enter your Kings Single Sign-On details (SSO). This is the email with your K-number as well as your King's password.

Logging Out

In order to logout of your ePortfolio click your initials in the top right hand corner of the screen then click logout.



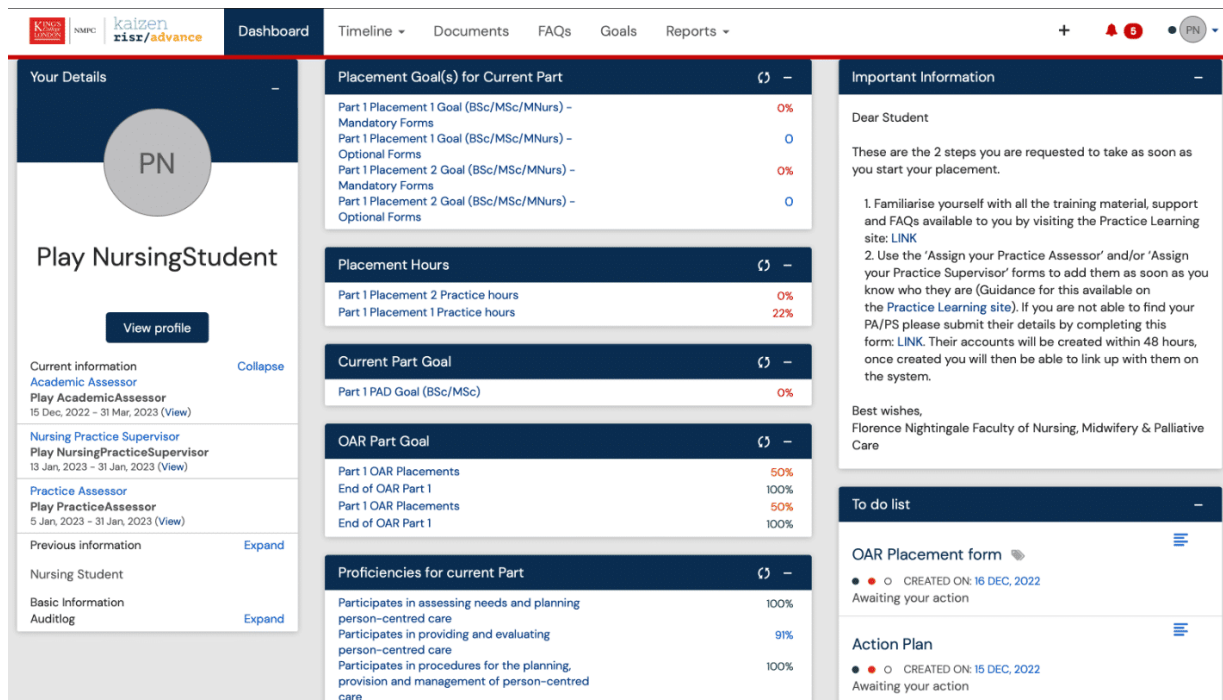
When you are ready to logout, click the button as seen in this example account image

i Please note that you should not remember/save login details on a shared computer as this could lead to a breach of your account

Your Dashboard



After logging into your ePortfolio, you should see your Dashboard as pictured below:



Your Student King's ePortfolio Dashboard

The dashboard is where you will land after logging in to your ePortfolio. It is the area of your portfolio that is designed to show quick links and summary information for you. From here you can navigate to create new and review forms you have already created.

Different categories of information are shown within different tiles which help users view the most relevant information. As a student your dashboard is made up of various tiles, below is a description of some of the most frequently used tiles

Profile

You will see Student Course Code and Title, Student Course Commencement Date, Student Course End Date, Enrolment status, Student ID,

Profile

Play NursingStudent
Nursing Student

Login information
Username
PlayNursingStudent

Details
Emails
Primary Email Address
playnursingstudent@test.com

Information
Current information
Academic Assessor
Play AcademicAssessor
15 Dec, 2022 – 31 Mar, 2023 (View)
Nursing Practice Supervisor
Play NursingPracticeSupervisor
13 Jan, 2023 – 31 Jan, 2023 (View)
Practice Assessor
Play PracticeAssessor
5 Jan, 2023 – 31 Jan, 2023 (View)
Previous information

Audit log
14 Oct, 2022 12:45
Caleb Nahabwe user_post

Timeline

Your timeline is a record of all of the evidence you put into your ePortfolio, all documents you upload and all events that you contribute to.

The screenshot displays the 'Timeline' interface. At the top, there is a navigation bar with 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The 'Timeline' section includes a search bar with the text 'Start typing to search' and a 'Search' button. Below the search bar, it indicates 'Found 103 items' and 'Ordered by date created'. The main content area lists three events:

- Practice hours (Nursing)**: Created on 19 JAN, 2023. Actions: Fill in, Delete, Preview.
- Record of Communication or Additional Feedback**: Created on 18 JAN, 2023. Status: Awaiting response from Play PracticeAssessor. Actions: Remind, Retract, Show audit log, Preview.
- Part 1 Assessment of Proficiencies (BSc/MSc/MNurs)**: Created on 18 JAN, 2023. Action: Show audit log, Preview.

The right sidebar features search filters: 'Bookmarked searches' (Bookmark current, Add), 'Advanced search' (Event type, State, Date after, Date before, MORA-Antenatal Proficiencies), and an 'Apply' button.

Goals

Goals are a set of targets for students to work towards and help keep track of their progress.

The Goal tiles will list all your current allocated goals and is a quick way to create, complete and link forms to the specific targets for that goal. By clicking a Goal, all information regarding the targets to achieve for the goal will be displayed in the next screen. It is also useful for quickly checking your progress towards completing your goals, showing you a percentage completion for each Goal.

KINGS LONDON NMC kaizen risr/advance Dashboard Timeline Documents FAQs Goals Reports + 6 PN

Goals

Start typing to search

Found 81 items

Ordered by due date

<p>INT-ASSIGN GOAL Part 1 OAR Goal (BSc/MSc/MNurs)</p> <ul style="list-style-type: none"> + Part 1 OAR Placements 50% + End of OAR Part 1 100% 	DUE DATE: 31 JAN, 2023
<p>INT-ASSIGN GOAL Part 1 OAR Goal (BSc/MSc/MNurs)</p> <ul style="list-style-type: none"> + Part 1 OAR Placements 50% + End of OAR Part 1 100% 	DUE DATE: 31 JAN, 2023
<p>INT-ASSIGN GOAL Part 1 PAD Goal (BSc/MSc)</p> <ul style="list-style-type: none"> + Part 1 PAD Goal (BSc/MSc) 0% 	DUE DATE: 31 JAN, 2023
<p>INT-ASSIGN GOAL Part 1 Placement 1 Goal (BSc/MSc/MNurs)</p> <ul style="list-style-type: none"> + Part 1 Placement 1 Goal (BSc/MSc/MNurs) – Mandatory Forms 0% + Part 1 Placement 1 Goal (BSc/MSc/MNurs) – Optional Forms 0 	DUE DATE: 31 JAN, 2023

Bookmarked searches

Bookmark current

Advanced search

State

Event type

Create a new goal event

There are currently no events for you to create on your timeline which contain goals.

Information

This page displays all of your goals grouped together into goal sets. Each set is titled with the name of the event which created it.

Reports

Reports built from data in the ePortfolio will be made available under the Reports tab.

The screenshot shows the Play NursingStudent dashboard with the following sections:

- Navigation:** Kibara, NMC, kaizen, rizz/advance, Dashboard, Timeline, Documents, FAQs, Goals, Reports (highlighted), +, 5, PN.
- Your Details:** Profile card for PN, Play NursingStudent, View profile button, Current information (Academic Assessor, Nursing Practice Supervisor, Practice Assessor), Previous information (Nursing Student, Basic Information).
- Placement Goal(s) for Current Part:**

Part 1 Placement 1 Goal (BSc/MSc/MNurs) - Mandatory Forms	0%
Part 1 Placement 1 Goal (BSc/MSc/MNurs) - Optional Forms	0%
Part 1 Placement 2 Goal (BSc/MSc/MNurs) - Mandatory Forms	0%
Part 1 Placement 2 Goal (BSc/MSc/MNurs) - Optional Forms	0%
- Placement Hours:**

Part 1 Placement 2 Practice hours	0%
Part 1 Placement 1 Practice hours	22%
- Current Part Goal:**

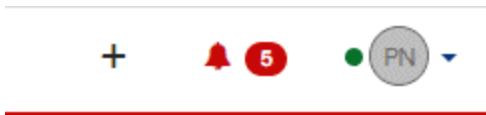
Part 1 PAD Goal (BSc/MSc)	0%
---------------------------	----
- OAR Part Goal:**

Part 1 OAR Placements	50%
End of OAR Part 1	100%
Part 1 OAR Placements	50%
End of OAR Part 1	100%
- Proficiencies for current Part:**

Participates in assessing needs and planning person-centred care	100%
Participates in providing and evaluating person-centred care	91%
Participates in procedures for the planning, provision and management of person-centred care	100%
- Important Information:** Dear Student, These are the 2 steps you are requested to take as soon as you start your placement. 1. Familiarise yourself with all the training material, support and FAQs available to you by visiting the Practice Learning site: LINK. 2. Use the 'Assign your Practice Assessor' and/or 'Assign your Practice Supervisor' forms to add them as soon as you know who they are (Guidance for this available on the Practice Learning site). If you are not able to find your PA/PS please submit their details by completing this form: LINK. Their accounts will be created within 48 hours, once created you will then be able to link up with them on the system. Best wishes, Florence Nightingale Faculty of Nursing, Midwifery & Palliative Care.
- To do list:** OAR Placement form (CREATED ON: 16 DEC, 2022, Awaiting your action), Action Plan (CREATED ON: 16 DEC, 2022, Awaiting your action).

To Do

Your to do list contains all the forms which are currently awaiting your action. If you have any outstanding invitations or tasks these will be visible in the top right-hand corner of the screen, just next to your profile card. The red badge with a number inside it next to the bell icon indicates how many events require your attention.



i If you need to remove the To Do item from your list without filling in the form then you will need to reject the invitation. This is either done by opening the preview and rejecting it from there, or by navigating to the timeline and locating the event there. Clicking the Reject button against this event will return the invitation back to the sender.

Initiating, completing and a form



To initiate a form, you can click on + icon as pictured below



Once you click the '+' button, a page with all possible forms will appear (See screenshot below). From this page select the relevant form you wish to fill in. The forms are split by the following categories:

- General Nursing Forms
- Nursing Part 1 Form
- Nursing Part 2 Forms
- Nursing Part 3 Forms

Nursing Part 1 Forms

ITEL-Part 1 and Part 2 Medicines Management
ITEL-Part 1 Assessment of Proficiencies
ITEL-Part 1 Episode of Care - Formative/Summative
ITEL-Professional Values in Practice (Part 1)

Nursing Part 2 Forms

ITEL-Part 1 and Part 2 Medicines Management
ITEL-Part 2 Assessment of Proficiencies
ITEL-Professional Values in Practice (Part 2)

Nursing Part 3 Forms

ITEL-Part 3 Assessment of Proficiencies
ITEL-Part 3 Medicines Management
ITEL-Professional Values in Practice (Part 3)

Nursing General Forms

ITEL - Record of peer feedback
ITEL-Patient/Service User/Carer Feedback Form
ITEL-Placement Information
ITEL-Placement Orientation

ITEL-Placement: Initial Interview
ITEL-Placement: Mid-Point or Final Interview
ITEL-Record of Communication or Additional Feedback
ITEL-Record of working with and learning from others/inter-professional working

Adding a Practice assessor or Practice Supervisor



To link your Practice Assessor/ Supervisor, you will need to fill in the 'Add your Practice Assessor' or 'Add your Practice Supervisor' form with the name of your practice assessor/supervisor and submit. This will then create a link between yourself and the assessor/supervisor.

i If you are not able to find your practice assessor or practice supervisor, it could be that their account is still being created. Please ask the practice assessor or practice supervisor to inform the Education team.

New Assign your Nursing Practice Assessor (for Students)

● VERSION 3 [Add tags](#) [Link to Goals](#)

Fields marked with ★ are required.

LAST SAVED: TODAY AT 4:18 PM

ⓘ This event will be added onto your timeline as a **SHARED** event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★

24/1/2023

Please indicate the date on which this event occurred.

End date ★

24/1/2023

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Use this form to add your Practice Assessor for your placement.

For the '**Date occurred on**' and '**End date**' fields above, please set the '**Date occurred on**' from the date your placement commences and the '**End date**' to two weeks after your placement is due to finish.

Practice Assessor ★

Play PracticeAssessor - playpracticeassessor@test.com ✕

📎 Attach files

Submit

Save as draft

Placement Information



The Placement information form is for you to record general information related to your placement, this can be done on your first day. it will help you identify key contacts and details. The form is not submitted to anyone.

The screenshot shows a web form titled "Placement Info" with a sub-header "New Placement Information". The form contains several input fields with labels and red asterisks indicating required fields. The fields are: "0011 Nominated person to support student and address concerns Contact Email Address" (value: joe.bloggs@kcl.ac.uk), "0012 Practice Assessor's Name" (value: Joe Bloggs), "0013 Practice Assessor Designation" (value: Assessor 1), "0014 Practice Assessor Contact Email Address" (value: joe.bloggs@kcl.ac.uk), "0153 Academic Assessor's Name" (value: Joe Bloggs), "0259 Academic Assessor Designation" (value: Assessor 2), and "0260 Academic Assessor Contact Email Address" (value: joe.bloggs@kcl.ac.uk). The last field is highlighted with a red border. At the top right, there are "Submit" and "Save as draft" buttons, both highlighted with red boxes. At the bottom left, there is an "Attach files" button.

Placement Orientation



There are some elements of orientation that must be completed on the first day on placement.

The Placement Orientation form can be completed with a Practice Assessor or Practice Supervisor familiar with the area.

Once filled in, this form can be submitted to the Practice Assessor or Practice Supervisor for sign off.

Placement Orientation

New Placement Orientation Submit Save as draft

[Add tags](#) [Link to ...](#)

0034 The student is aware of the policy and process of raising concerns ★
Covered

0035 Lone working policy has been explained (if applicable) ★
Covered

0038 Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed) ★
Covered

The following criteria need to be met prior to use

0037 The student has been shown and given a demonstration of the moving and handling equipment used in the placement area ★
Covered

0038 The student has been shown and given a demonstration of the medical devices used in the placement area ★
Covered
Outstanding

The next section of this form can be filled in by users with these roles: Practice Assessor, Practice Supervisor

Who would you like to fill in the next section of this form? ★
Play PracticeAssessor1 <playpracticeassessor1@test.com>

You can only invite users with a Kaizen account to fill in the next section of this form. Typing an email address will suggest the user's name. You can also select a user from the list of users in Kaizen. You may enter a user's name or email address.

Initial Interview



This interviews provide a formal record of student objectives how they will be achieved. Students are encouraged to take responsibility for their own learning and record reflections.

Initial interview

This is completed by the student with support from the Practice Supervisor or Practice Assessor who will identify the learning opportunities available during the placement and will reflect on their achievements. If the Practice Supervisor completes the initial interview with the student they need to have agreed the learning plan with the Practice Assessor in advance and confirm this within the form.

Initial Interview

New Placement: Initial Interview

Add tags Link to ...

Submit Save as draft

Development needs

Taking available learning opportunities into consideration, the student and Practice Supervisor/Practice Assessor to negotiate and agree a learning plan.

0040 Outline of Learning Plan *

Outline of learning plan

0041 How will this be achieved? *

How this will be achieved

Attach files

The next section of this form can be filled in by users with these roles: Practice Supervisor, Practice Assessor

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

address

Mid-Point Interview and Review




Mid-point interview

This is completed by the student and the Practice Assessor who will review progress and refine the learning plan where necessary.

If there are causes for concern the Practice Assessor will liaise with the Academic Assessor and complete an action plan.

A screenshot of a web form titled "Mid Point/Final Interview". The form is titled "New Placement: Mid-Point or Final Interview" and has "Submit" and "Save as draft" buttons in the top right corner. The form content includes a reflection prompt: "Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development." Below this are three text input fields: "0064 Knowledge: * Knowledge", "0065 Skills: * Skills", and "0066 Attitudes and values: * Attitudes and values". There is an "Attach files" button below the third field. A red box highlights a section titled "The next section of this form can be filled in by users with these roles: Practice Assessor". Below this, another red box highlights a text input field with the text "Who would you like to fill in the next section of this form? *". The input field contains the text "Play PracticeAssessor1 <playpracticeassessor1@test.com>". A small note at the bottom of the form states: "You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address."

 The Practice Assessor will confirm that they have reviewed the Mid-point Professional Values assessment with the student as part of the interview.

Final Interview and Review



Final interview:

This is completed by the student and the Practice Assessor who will review progress and confirm achievement.

The screenshot shows a web form titled "Mid Point/Final Interview". At the top left, it says "New Placement: Mid-Point or Final Interview". To the right of the title are two buttons: "Submit" and "Save as draft". Below the title, there is a description: "Reflect on your overall progression referring to your personal learning needs, professional values and proficiencies. Identify your strengths and document areas for development." The form contains three sections, each with a red star icon and a text input field: "0064 Knowledge:", "0065 Skills:", and "0066 Attitudes and values:". Below these is an "Attach files" button. At the bottom, there is a section titled "Who would you like to fill in the next section of this form?" with a red star icon. This section contains a text input field with the value "Play PracticeAssessor1 <playpracticeassessor1@test.com>". A red box highlights this input field. Below the input field, there is a small note: "You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address."

Professional values in practice



Students are required to demonstrate high standards of professional conduct at all times during their placements. Students should work within ethical and legal frameworks, and be able to articulate the underpinning values of The Code (NMC, 2018). The professional values reflect a number of proficiency statements and are captured under the four sections of The Code.

Student reflection on meeting professional values

The student selects one example from practice on each placement to demonstrate how they practise within The Code. Confidentiality in relation to people receiving care and service providers should be maintained. For each placement a different area of The Code should be selected to reflect on.

Professional Values in practice

New Professional Values in Practice (Part 1) continuation of knowledge unit and subelement that first introduced skills for this

Add tags Link to ...

Submit Save as draft

Promote professionalism and trust

0058 The student's personal presentation and dress code is in accordance with the local policy. *

Yes
Yes
No
Yes

0060 The student demonstrates that they are self-aware and can recognise their own emotions and those of others in different situations. *

Yes

Attach files

The next section of this form can be filled in by users with these roles: Practice Supervisor

Who would you like to fill in the next section of this form? *

Play PracticeSupervisor1 <playpracticesupervisor1@test.com>

You can only invite users with a Kazden account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kazden. You may enter a user's name or email address.

Episode of Care



Episodes of Care are holistic assessments which enable the student to demonstrate progression across a number of platforms and must be achieved by the end of the Part. Effective communication and relationship management skills underpin all aspects of care. These assessments must be completed by a Practice Assessor, **except for Part 1 Formative**.

Part 1

Formative - episode of direct care meeting the needs of a person receiving care.

Summative - episode of direct care meeting the needs of a person receiving care.

Part 2

Episode 1 - group of people receiving care or individual with complex care needs.

Episode 2 - group of people receiving care with increasingly complex health and social care needs.

Part 3

Episode 1 – supervising and teaching a junior learner in practice, based on the delivery of direct person-centred care.

Episode 2 – organisation and management of care for a group/caseload of people with complex care covering all seven platforms.

The student and the Practice Assessor should identify an appropriate episode of care to complete this assessment. As there is only one opportunity for assessment the planning should take this into consideration to maximise the learning for the student.

Student reflection

An integral component of this assessment is the student reflection on the delivery of person-centred care.

The screenshot shows a web-based form titled "Episode of Care". At the top, it says "New Part 1 Episode of Care - Formative/Summative". There are "Add tags" and "Link to ..." options on the left, and "Submit" and "Save as draft" buttons on the right. The main content area is divided into two columns. The left column contains "Learning outcomes" and a list of six points: 1. Work in partnership with the person receiving care, their families and carers (where appropriate), can undertake an accurate assessment and provide evidence based, compassionate and safe nursing care. 2. Demonstrate understanding and can apply the relevant knowledge and skills to meet the individual's needs relating to dignity, comfort, hygiene and mobility. 3. Communicate effectively utilising appropriate verbal and non-verbal skills in the delivery of person centred care decisions, taking into consideration the use of personal communication aids as appropriate. 4. Identify the impact of lifestyle choices on the individual's mental and physical health and wellbeing and demonstrates the principles of health promotion and preventing ill health. 5. Demonstrate that they have maintained professional values and demonstrates knowledge of safety and safeguarding for the person receiving care and the carers and/or family. Below this is a question: "0122 Within your reflection, describe the episode of care and how you assessed, delivered and evaluated care: a) What did you do well? b) What would you have done differently? *". There is a text input field with "Example Answer" and an "Attach files" button. The right column is currently empty. At the bottom, there is a section for inviting users, with the text "The next section of this form can be filled in by users with these roles: Practice Assessor". Below this is a text input field containing "Play PracticeAssessor1 <playpracticeassessor1@test.com>". A red box highlights this input field and the text below it: "You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address".

Medicines Management



The student is required to undertake a Medicines Management assessment during each Part. This assessment must be completed by a Practice Assessor.

The student and the Practice Assessor should identify the appropriate placement to complete this assessment. As there is only one opportunity for assessment, the planning should take this into consideration to maximise the learning for the student. The student should be allowed a number of practice opportunities to administer medicines under supervision prior to this assessment.

By the end of Part 3 the student should be consolidating their knowledge, skills and competence in relation to the safe administration of medicines within the required regulatory frameworks relating to Future Nurse (NMC 2018), The Code, (NMC 2018) and A Competency Framework for all Prescribers (The Royal Pharmaceutical Society 2016).

Medicine Management

New Part 1 and Part 2 Medicines Management

Submit

Save as draft

VERSION 3 Add tags Link to ...

0359 Which Part is this for? *

- Part 1
- Part 2
- Part 3

Please insert your Practice Assessor name below

Attach files

The next section of this form can be filled in by users with these roles: Practice Assessor

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address

Assessment of Proficiencies



Assessments of proficiencies are undertaken across the Part in a range of placements. If a proficiency is assessed as achieved early in the Part it is expected that the student maintains that level of competence and can be re-assessed in subsequent placements. This is underpinned by Professional Value 8.

When completing the form only those proficiencies that are being assessed at that time should be marked as Yes – Achieved, or No – Not achieved. **All other proficiencies should be marked as Not Attempted.** Forms listing proficiencies that must be achieved within a Part are found in the relevant Part form or the Part Specific goal on the dashboard.

Flexibility in timing of Achievement (Part cross-over)

To support the student progressing effectively through the programme and in utilising the valuable opportunities available across a range of placements certain proficiencies have been identified that can be met in earlier or later Parts. These are listed in the Part 1 / 2 Cross-over or Part 2 / 3 Cross-over forms. The proficiency will be carried through to the latest possible part goal the proficiency can be assessed.

Assessment of Proficiencies

New Part 1 Assessment of Proficiencies
(BSc/MSc/MNurs)

Submit

Save as draft

VERSION 7 Add tags Link to ...

Fields marked with * are required.

LAST SAVED: UNSAVED

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on *

20/7/2022

Please indicate the date on which this event occurred.

End date *

20/7/2022

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

0092 Placement number *

Placement 1

Please insert your Practice Supervisor or Practice Assessor below

Attach files

The next section of this form can be filled in by users with these roles: Academic Assessor, Practice Assessor

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

You may only invite users with a Kiron account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kiron. You may enter a user's name or email address.

OAR Placement



Students will need to submit the OAR Placement form to their Practice Assessor to fill in. The Practice Assessor completes the final interview at the end of each placement summarising the student's progress.

OAR – Placement form

OAR Placement form Submit Save as draft

Add tags

0312 Unauthorised absence (number of days)

1

0012 Practice Assessor's Name:

Practice Assessor

Show less ^

Nursing Section

0368 Student comment *

Student's comments

Attach files

The next section of this form can be filled in by users with these roles: Academic Assessor

Who would you like to fill in the next section of this form? *

Play AcademicAssessor1 <playacademicassessor1@test.com>

The screenshot shows a web form titled "OAR – Placement form". At the top right, there are "Submit" and "Save as draft" buttons. The form contains several sections: "0312 Unauthorised absence (number of days)" with a text input containing "1"; "0012 Practice Assessor's Name:" with a text input containing "Practice Assessor"; a "Nursing Section" with a "0368 Student comment" field and an "Attach files" button; and a section for selecting a user to fill the next section, with a dropdown menu showing "Play AcademicAssessor1 <playacademicassessor1@test.com>".

OAR End of Part



Students will need to submit the OAR End of Part form to their Practice Assessor to fill in. The Practice Assessor also completes the Practice Assessor’s End of Part Approval form.

The Academic Assessor confirms the completion of each placement at the end of each Part. Having received confirmation of the Practice Assessor’s approval, completes the Academic Assessor’s End of Part Approval form.

The screenshot shows a web interface for 'OAR – End of part'. The main heading is 'OAR End of Part 1'. In the top right corner, there are links for 'Remind', 'Back', and a 'Download PDF' button. Below this, a status bar shows a green circle, 'SUBMITTED', and 'AWAITING RESPONSE FROM PLAY ACADEMICASSESSOR1'. To the right of this bar are 'VERSION 2' and 'Show audit log' links. Below the status bar, it says 'Event occurred on: 21/7/2022' and 'Created on: 21/7/2022'. There is a 'Tags' section with a 'Show 1 tags' button. Below that, a section is filled in by 'Play PracticeAssessor1' on '21/7/2022'. The role is listed as 'Practice Assessor'. The form title is 'End of Part form' and the subtitle is 'iTEL-OAR Part 1 - placement report (for end of part 1 in OAR)'. At the bottom, there is a table with columns 'Date', 'Part', 'Placement', and 'Preview'. The table is currently empty, with a message 'There are no data for the given criteria'.

OAR End of Programme



Students will need to submit the OAR End of Programme form to their Practice Assessor to fill in. When the placement is the final one in the Part, the Practice Assessor will complete the form for the final placement in Part 3. The Practice Assessor will then send the form to your Academic Assessor for final sign-off.

A screenshot of a web application interface for the 'OAR End of Programme (Part 3)'. The header shows 'New OAR End of Programme (Part...)' with navigation options for 'Timeline' and 'Goals', and buttons for 'Submit' and 'Save as draft'. The main content area is titled 'End of Part form' and contains a sub-section 'OAR Part 3 - placement report (for end of part 3 in OAR)'. A 'Generate report' button is present. Below this, there is a heading 'In addition to the achievement of professional values and proficiencies' followed by several questions with radio button options for 'No' and 'Yes':

- 0327 Has the student achieved the Episode of Care 1?
- 0328 Has the student achieved the Episode of Care 2?
- 0324 Has the student achieved Medicines Management?
- 0369 I confirm that I have been in communication with the Academic Assessor regarding the student's performance and achievement.
- 0370 I confirm that the student is practising independently with minimal supervision, achieved all the requirements of this Part and is leading and coordinating care with confidence.

At the bottom, there is a field for '0012 Practice Assessor's Name: *' with a red star indicating a required field.

Practice Learning Hours



Students are required to provide evidence of having completed the required number of practice hours for NMC Registration. You will need to provide details of the day, shift type and hours. Once submitted, the members of staff on placement will verify your hours at the end of each shift.

The screenshot shows a web form titled "Practice Learning Hours (Nursing)". At the top left, it says "New Practice hours (Nursing)" with "Add tags" and "Link to ..." options. At the top right, there are "Submit" and "Save as draft" buttons. The main form area has a dropdown menu for "Day of the week" with a list of days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Below this is an "Attach files" button. A note states: "The next section of this form can be filled in by users with these roles: Practice Assessor, Academic Assessor". Below the note is a text input field with the label "Who would you like to fill in the next section of this form?" and the value "Play PracticeAssessor1 <playpracticeassessor1@test.com>".

Non-Practice Learning Hours



Non-Practice Learning Hours (Nursing)

New Non-Practice hours (Nursing) Submit Save as draft

IPE

Day of the week **Monday**

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

The next section of this form can be filled in by users with these roles: Academic Assessor, Cohort Lead, Programme Lead

Who would you like to fill in the next section of this form? **Play AcademicAssessor1 <playacademicassessor1@test.com>**

Action Plan



An Action Plan must be completed by the Practice Assessor if there is cause for concern in relation to the student's performance. For example, failure to achieve components of assessment such as Professional Values. The Practice Assessor must liaise with the Academic Assessor and can send them a notification of the form completion by including the Academic Assessor's details at the bottom of the form.

The Practice Assessor is responsible for reviewing progress and ensuring support and learning is available to the student. Depending on the university and the placement provider's policy, the Practice Assessor may have to inform the nominated person on placement.

After the agreed timescale has elapsed the Practice Assessor must complete the Action Plan form.

Action Plan

Action Plan

... who's responsible

Add tags

0152 Date for review (Timed)

20/7/2022

0155 Review/Feedback Comments

Comments

Show less ^

0043 Student's Name *

Student Name

Attach files

The next section of this form can be filled in by users with these roles: Academic Assessor

Who would you like to fill in the next section of this form? *

Play AcademicAssessor1 <playacademicassessor1@test.com>

Submit Save as draft

Evidence of Additional Activity



You can upload documents/images of any additional activity undertaken to highlight to your academic assessor. Within this form, you will need to identify the date that the activity was taken and upload your proof. This could be a conference or training that you have attended.

The screenshot shows a web form titled "Evidence of additional activity". At the top right, there are two buttons: "Submit" (green) and "Save as draft" (grey). The form contains several sections:

- 0359 Which Part is this for? ***: A dropdown menu with "Part 1" selected.
- 0375 What is it you are evidencing / reporting? ***: A text input field with the placeholder "Session information".
- 0373 Upload the document here ***: A section for document upload. It includes a calendar for July 2022 with the 20th highlighted in yellow. Below the calendar are "Today" and "Clear" buttons. To the right of the calendar is a large dashed box with the text "Drag and drop documents here or Click to select from your device". Below this box is a "Filter by docs/folders names:" input field and a message: "There are no documents available." with a warning icon.

At the bottom left of the form, there is an "Attach files" button.

Patient/Carer Feedback



Within each placement there is a form for the student to receive feedback directly from someone they have cared for and/or their carers. Practice Supervisors or Practice Assessors support students by facilitating this and asking patients/service users or their families to complete the form. It may not be possible to have this completed in every placement.

Within the form there is the facility for student to download a pdf copy that can be printed out for completion where this is more appropriate. The completed form can be uploaded to the form as a scanned document or image, or the responses can be transferred to the online form by the student. The completed form must be signed off by the Practice Supervisor or Practice Assessor who is present.

Patient/Carer Feedback Form

New Patient/Service User/Carer Feedback Form Submit Save as draft

« July 2022 »

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today
Clear

Drag and drop documents here or Click to select from your device

Filter by docs/folders names

There are no documents available.

Attach files

The next section of this form can be filled in by users with these roles: Practice Assessor, Practice Supervisor

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

You can only invite users with a Kalzen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kalzen. You may enter a user's name or email address.

Record of Peer Feedback



Feedback can be provided by the student’s peers i.e. other students who have worked alongside you or have had the opportunity to discuss your learning needs with you. If you have facilitated a teaching session on placement you can use this form to obtain feedback.

This form can be sent to anyone for feedback, the peer does not require a King's ePortfolio account.

Record of peer feedback

New Record of peer feedback Submit Save as draft

Add tags Link to ...

Feedback is an essential part of the learning process. Through engaging in peer review and receiving feedback from a number of peers, students are exposed to a greater diversity of perspectives as well as enabling students to develop skills in peer review and feedback.

These records can be completed by peers i.e. other students who have worked alongside you or have had the opportunity to discuss your learning needs with you. If you have facilitated a teaching session on placement you can use the form below to obtain feedback.

0359 Which Part is this for? *

- Part 1
- Part 1**
- Part 2
- Part 3

Please type in the student's email address below

Attach files

The next section of this form can be filled in by users with these roles: Anyone, External Staff

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

email address

Record of working with and learning from others/inter-professional working



Students will have opportunities across all Parts to work with other professions across a range of teams and agencies. They will be able to gain an understanding of the different roles and responsibilities and importance of teamwork in providing person centred care.

Students should reflect on their learning when working with members of the multi-disciplinary team and document this. The Practice Supervisor will discuss the student's reflection and comment on their experience.

Record of working with and learning from others/inter-professional working

New Record of working with and learning from others/inter-p... Submit Save as draft

[Add tags](#) [Link to ...](#)

0359 Which Part is this for? *

Part 1

0092 Placement number *

Placement 1

Placement 1

Placement 2

Placement 3

Placement 4

Reflection

[Attach files](#)

The next section of this form can be filled in by users with these roles: Practice Supervisor, Practice Assessor

Who would you like to fill in the next section of this form? *

Play PracticeAssessor1 <playpracticeassessor1@test.com>

You can only invite users with a Moodle account to fill in the next section. When typing an email address, the list suggests matches from known users in Moodle. You may enter a user's name or email address.

Record of communication/additional feedback



Feedback can be completed by Practice Supervisors, Practice Assessors or Academic Assessors involved in the supervision and assessment of the student.

This is for additional feedback that has not been documented elsewhere.

Progression Towards Registration – Record of Weekly Meetings in Final Placement



Registered Nurses play a vital role in providing, leading and co-ordinating care that is compassionate, evidence-based, and person-centred. They are accountable for their own actions and must be able to work autonomously, or as an equal partner with a range of other professionals and in interdisciplinary teams. (NMC, 2018, p3).

During the final placement in Part 3 the Practice Assessor should schedule a weekly meeting of one hour per week for the student to reflect, receive feedback and record achievements and to confirm that the student is practising independently and leading and coordinating care with confidence. Some meetings may be undertaken by a Practice Supervisor who is a registered nurse with more than six months' experience.

New

Part 3 Progression towards r...

Timeline ▾

Goals ▾

Submit

Save as draft

Please indicate the date on which this event occurred.

If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Record of weekly meetings in final placement (consolidation placement) Registered nurses play a vital role in providing, leading and co-ordinating care that is compassionate, evidence-based, and person-centred. They are accountable for their own actions and must be able to work autonomously, or as an equal partner with a range of other professionals and in interdisciplinary teams. (NMC, 2018, p3).

During the final placement a weekly meeting of one hour per week for the student should be held to reflect, receive feedback and record achievements and confirm that the student is practising independently with minimal supervision and leading and coordinating care with confidence

0367 Is this a weekly or final meeting? ★

▼

Weekly meeting

Final meeting

0210 During meeting review progression, documentation and summarise key points from discussions ★

0015 Name of Staff Member

Embedded Report for Part 3 Progression towards registration (Record of Weekly meetings in final placement)

Generate report