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# Accessing & Navigating your ePortfolio for Nursing Students (NMPC)

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

**INTRODUCTION**

### Logging In

### Your Dashboard

### Initiating, completing and a form

### Adding a Practice assessor or Practice Supervisor

**PLACEMENT GOAL**

### Placement Information

### Placement Orientation

### Initial Interview

**Mid-Point Interview and Review**

**Final Interview and Review**

**Professional values in practice**

PAD PART GOAL

**Episode of Care**

**Medicines Management**

PROFICIENCIES GOAL

**Assessment of Proficiencies**

OAR GOAL

**OAR Placement**

**OAR End of Part**

**OAR End of Programme**

PLACEMENT HOURS GOAL

**Practice Learning Hours**

GENERIC FORMS

**Non-Practice Learning Hours**

**Action Plan**

**Evidence of Additional Activity**

**Patient/Carer Feedback**


**Record of Peer Feedback**


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


**Record of communication/additional feedback**


**Progression Towards Registration – Record of Weekly Meetings in Final Placement**

# Logging In

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## 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.

King's College London

Florence Nightingale Faculty of Nursing, Midwifery & Palliative Care

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Practice Learning    Students & Staff    Practitioners    Policies & Guidance    e-Portfolio

King's ePortfolio

## 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

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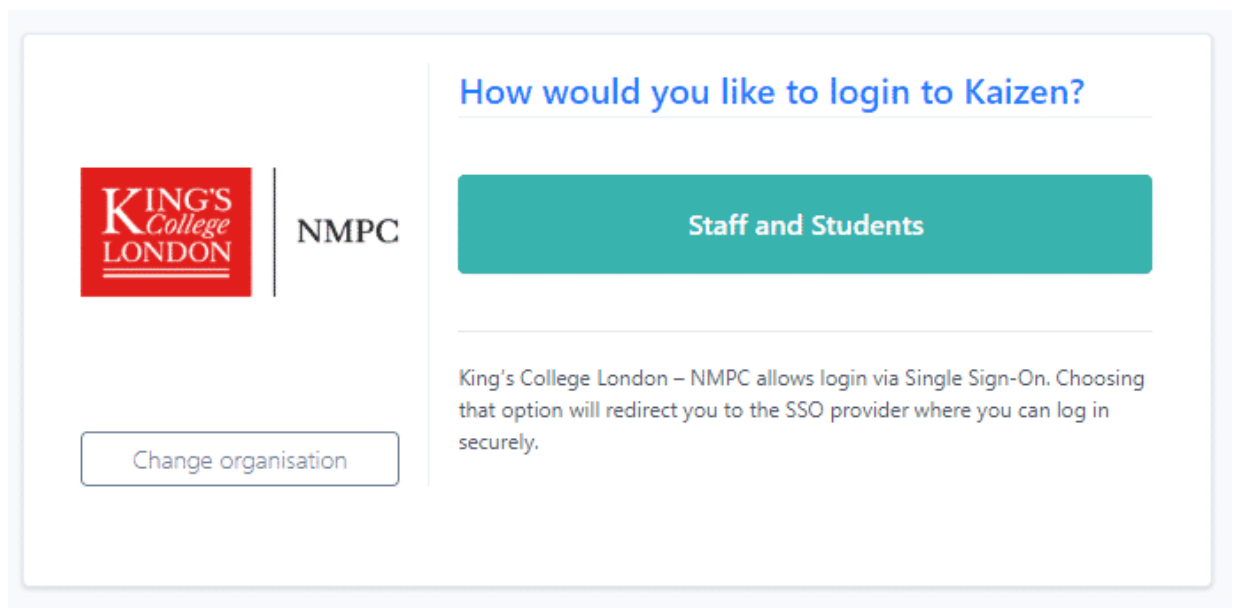
**Select the 'Staff and Students' button and you will be logged in via Single Sign-On (SSO)**

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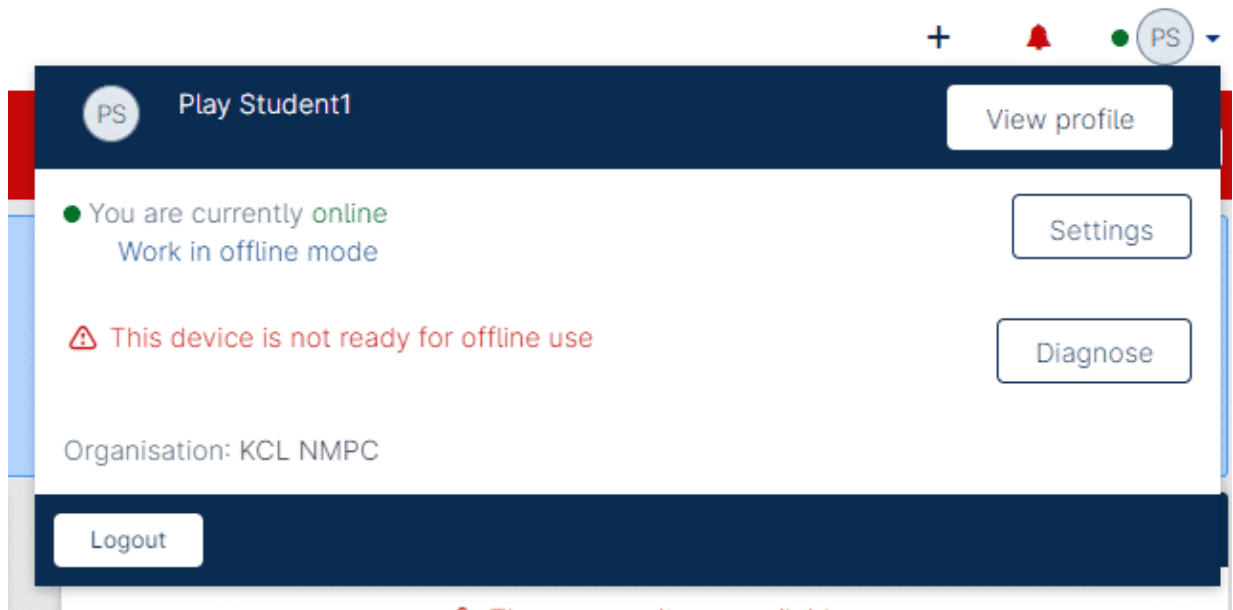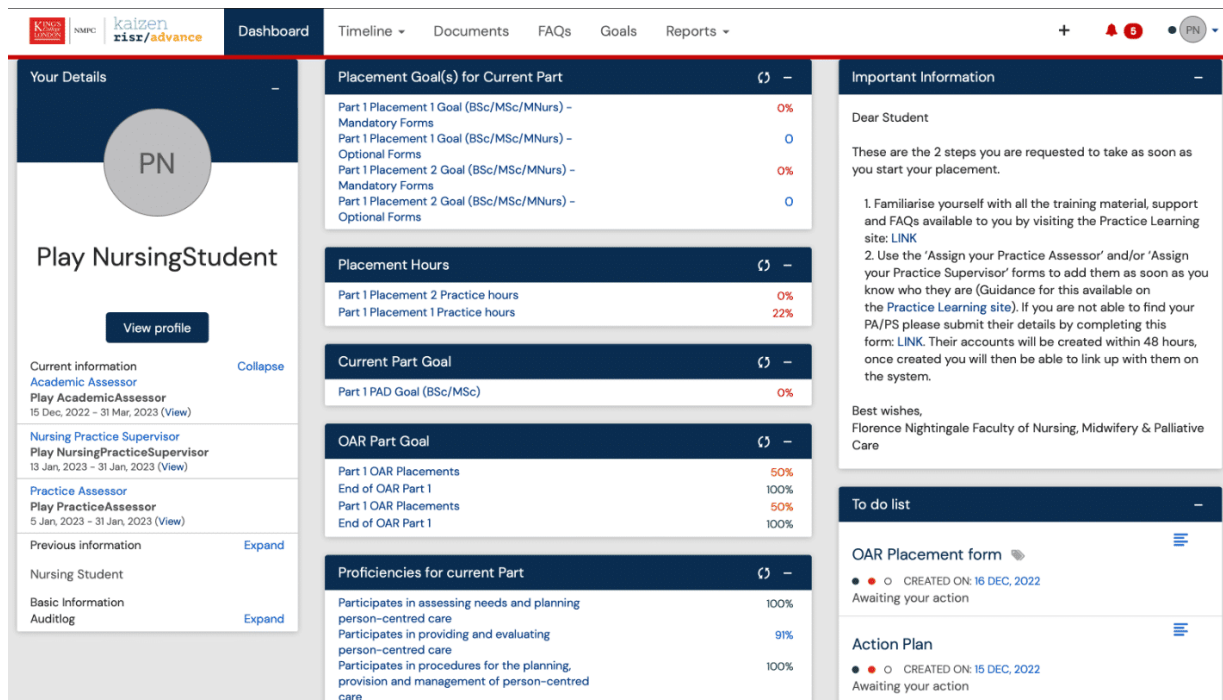
**When you are ready to logout, click the button as seen in this example account image**

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ⓘ **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

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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,



## 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.

# 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.

# Reports

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

# 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.
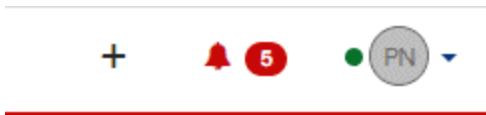


> (i) If you need to remove the To Do item from your list without filling in the form then you will need to reject the invitation. This is either done by opening the preview and rejecting it from there, or by navigating to the timeline and locating the event there. Clicking the Reject button against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

# Initiating, completing and a form

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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 he 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

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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.

ⓘ 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

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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.

# Placement Orientation

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**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

Add tags   Link to ... ▾

Submit   Save as draft

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

Covered ▾

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

Covered ▾

**0036 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 ▾

| 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. 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

# Initial Interview

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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

🏷 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>

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

# Mid-Point Interview and Review

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## 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.*

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

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## Final interview:

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

# Professional values in practice

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**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)
🏷 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

**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 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

# Episode of Care

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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.

# Medicines Management

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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

● ○ ○ ○  VERSION 3  🏷 Add tags  Link to ... ▾

**Submit**

Save as draft

**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

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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)

● ○  VERSION 7  🏷 Add tags  Link to ... ▾

**Submit**

Save as draft

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 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.*

# OAR Placement

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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 End of Part

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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.

# OAR End of Programme

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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.

New        OAR End of Programme (Part...    Timeline    Goals    Submit    Save as draft

**End of Part form**

OAR Part 3 - placement report (for end of part 3 in OAR)

**Generate report**

In addition to the achievement of professional values and proficiencies

0327 Has the student achieved the Episode of Care 1?

No ◯ Yes

0328 Has the student achieved the Episode of Care 2?

No ◯ Yes

0324 Has the student achieved Medicines Management?

No ◯ Yes

0369 I confirm that I have been in communication with the Academic Assessor regarding the student's performance and achievement.

No ◯ Yes

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.

No ◯ Yes

0012 Practice Assessor's Name: ★

# Practice Learning Hours

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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.

# Non-Practice Learning Hours

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# Action Plan

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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

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

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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.

# Patient/Carer Feedback

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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.

# Record of Peer Feedback

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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 working with and learning from others/inter-professional working

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**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...

🏷 Add tags   Link to ... ▾

[Submit]  [Save as draft]

**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 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

# Record of communication/additional feedback

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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

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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.

*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)**

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**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**