


Practice Assessment Record & Evaluation (PARE) Manual 2016

A Guide for Mentors and Educators for online Student Assessment
& Evaluation of Practice Experiences

A decorative graphic at the bottom of the page consisting of several overlapping, wavy bands of blue in various shades, ranging from light to dark, creating a sense of movement and depth.

Compiled by the Practice Education Facilitator Team at Bridgewater NHS Trust from materials originally developed by the Online PARE team, based at the University of Chester

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Introduction

What is PARE..?

The online Practice Assessment Record and Evaluation (PARE) tool is a Health Education England North West (HEENW) initiative utilised to varying degrees by all of the North West Universities. From September 2016 increasing numbers of pre-registration students from a range of professions will be utilising the new system for both practice placement evaluation, and documentation of practice assessment.

The intuitive design allows users to access and record information securely from any Internet enabled device. The default access should be from a departmental desktop or laptop computer, but access can be via a tablet (Windows or iPad) or a mobile telephone. Access to the PARE tool is controlled by whichever access is available and appropriate across an organisation. For example, some teams have been issued with hand-held tablet devices, where others still prefer to utilise laptop or desktop computers. Guidance for using student devices is contained later in this document.

In addition to contributing to student assessment, the online collaboration between the Higher Education Institutions and Placement Providers fosters a community of practice allowing rapid and responsive actions, without delay to enhance the placement experience. This powerful online tool is easy to use and supports students, mentors, educators and other staff get the very best out of clinical placements.

The tool utilises the same process of practice assessment and evaluation as the paper versions already familiar to clinical supervisors and mentors. The documentation detail is the same and has not been altered. The only difference for clinicians and educators is that the documents are now accessed online.

Why has student documentation changed to PARE online..?

- Instant and secure access to practice assessment documentation by the student and the mentor from any location.
- No need to carry around large paper documents
- No risk of loss of assessment documentation
- For students, automatic collation of practice hours to help keep track of professional body minimum practice placement hour requirement
- Secure access to a '*back catalogue*' of all practice assessment documentation over an entire program for the student, the supervisor, the final sign off mentor and HEI tutor to review as required
- Speed and ease of 'sign off' by mentors and clinical supervisors
- More effective recording of spoke and short visits
- Electronic version of competencies developed to aid future CV and portfolio building and evidence for re-validation for students and mentors

What does it look like...?



Welcome To The Practice Assessment Record & Evaluations Tool

Practice placements are a key component of any healthcare student's learning experience. The clinical setting enables the learner to apply their knowledge to practice, refine their understanding of the many issues found in patient care. Capturing such experiences is important to show the student has achieved their competencies for registration. Moreover, feedback from the placement experience encourages everyone to reflect, celebrate success and recognise areas that can be strengthened to bring about an outstanding learning experience.

Have A Go

PAR & Evaluation Demo

Take a tour of the PARE tool as a student

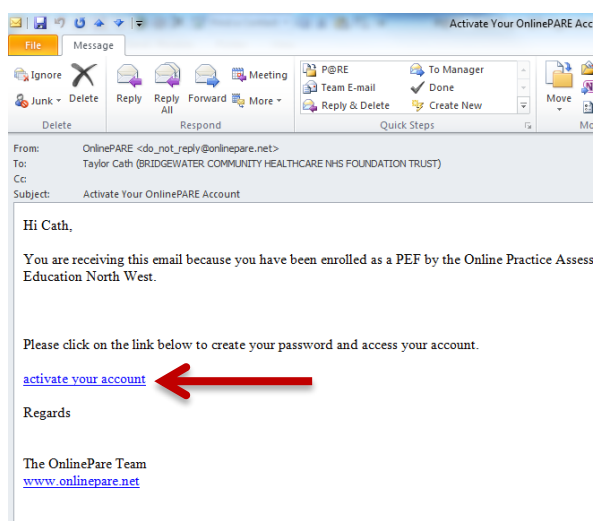
[Start Student Demo](#)

PARE can be accessed by clicking on the picture above or at the following address

<https://onlinepare.net/>

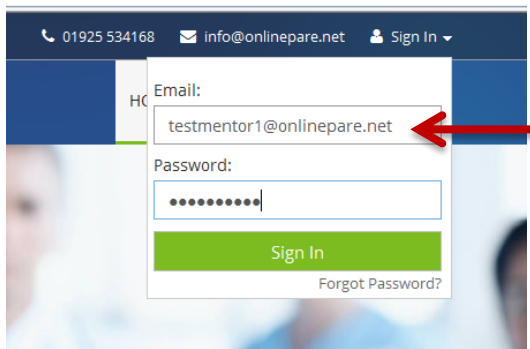
Getting Started – Mentors & Educators

If you are a clinical educator within a department which accepts students from one of the Universities using the PARE online tool, you should already be registered within the PARE online system. You will have been added to the system either by your allocated Practice Education Facilitator (PEF) or by your Team Leader. If you are not sure if you are registered, let your PEF know as soon as possible.



When your profile was added to PARE, you will have received an email asking you to activate your PARE online account. If you have not received an email to activate your account, please let your PEF or Team Leader know and they can have the activation email re-sent to you.

(In this example, 'Cath' is registered as a PEF – mentors and educators will be registered as mentors or educators).

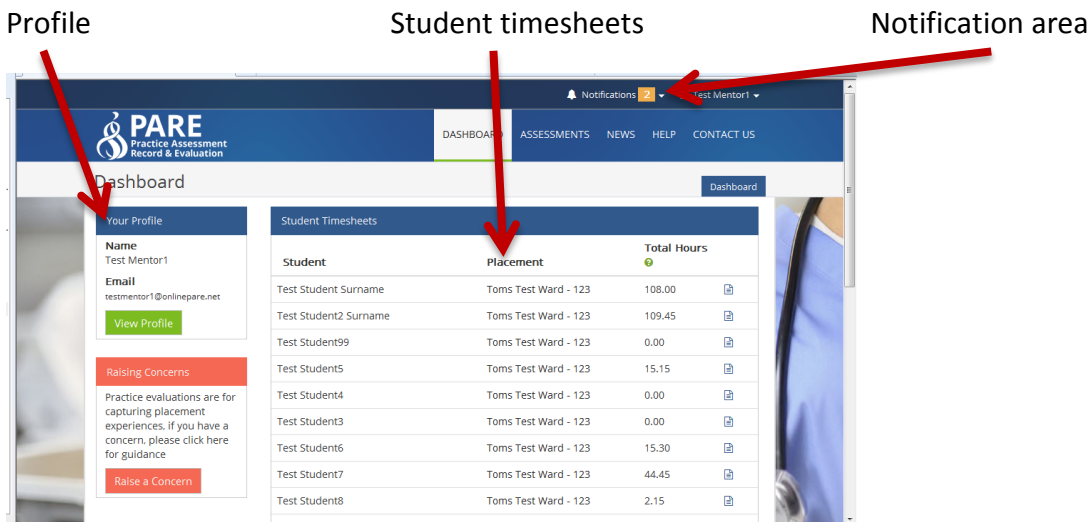


@NHS.net email addresses are utilised.

We would advise you to save the PARE link to your favourites on your web browser or tablet device. Once you have activated your online PARE account, you will be able to use your login for each student when they are allocated to you. You should be able to login using your registered work email address and at registration you will choose your own password. For the purposes of online PARE we recommend that only **Trust** or

Mentor/Educator Dashboard

When you log-in to your online PARE account you will be presented with the 'dashboard' area of the site. This will give you access to several items at once.



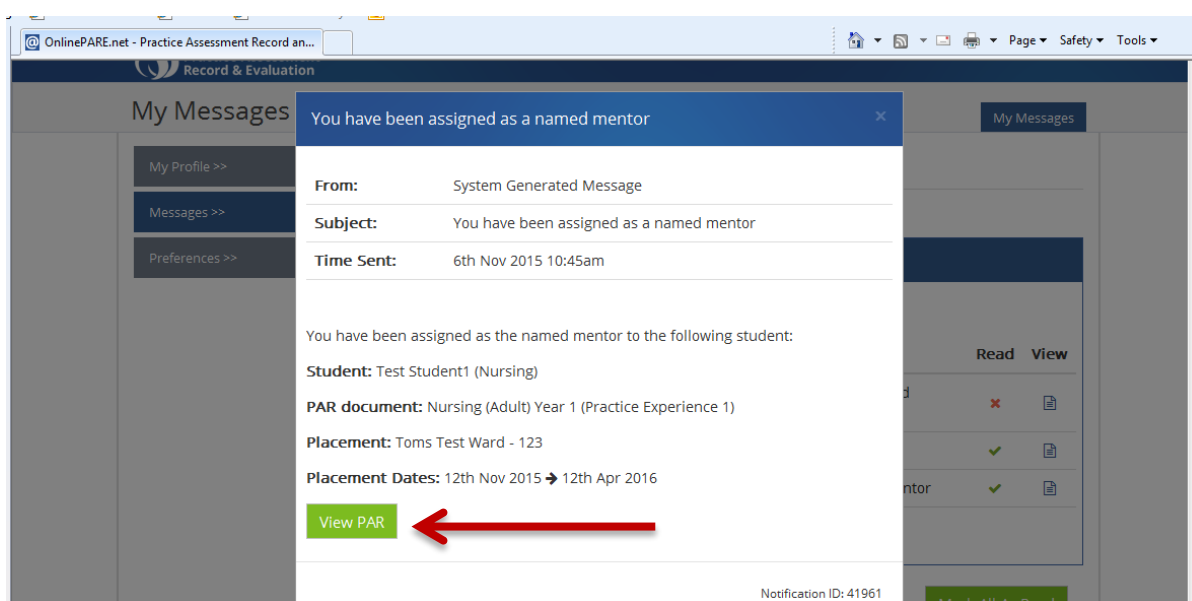
In order to update your profile (mentor update date (if appropriate), telephone number, email address etc.) please click on the green "**view profile**" link. For students allocated to you, you can access their timesheets and sign off their timesheet by clicking on the student placement. Once you click the green "**add signature**" link it will add your digital signature to the timesheet and the student will not be able to alter it without the PARE system alerting you.

When you click on 'notifications' it will alert you to any messages the system has for you. For example, when you have been assigned a student, the system will alert you and send you an email titled "You have been assigned as a named mentor". It will also send you handy reminders of when to complete your student assessments for induction, interim assessment and final assessment.

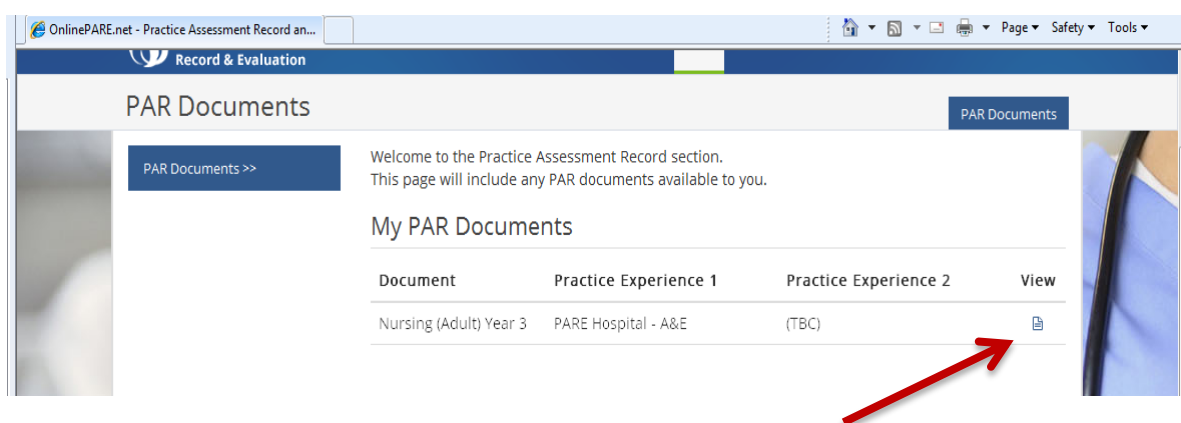
Student Practice Assessment Record

Student Allocation of Mentor/Educator

Ordinarily students will be allocated to mentors and supervisors either by the Team Leader, or the designated Learning Environment Facilitator. Allocation of students to supervisors / mentors remains the responsibility of the same individual as for the paper system. How team leaders allocate students to mentors is dealt with later in this manual. When the student is allocated to a placement area, and the team leader allocates them to a supervisor, the supervisor / mentor automatically receives an email notification. Supervisors should open the notification which will give them the student name, placement area, PAR document and placement dates. In order to view the student documentation, click on the green “View PAR” link. Highlighted below



This will take you to the link for the online PAR for the student. When you log in your student name should be in the listing. You will then click on the 'view' icon at the end of the table. If not, there is the OnlinePARE helpline on 01925 534168 (8:30am to 5pm, Mon - Fri) or Info@onlinepare.net (24 hour response time)



Practice Assessment Record – Online Documentation

Nursing (Adult) Year 3

Nursing (Adult) Year 3 » Cover Page

University of Cumbria NHS Health Education North West Edge Hill University LIVERPOOL JOHN MOORES UNIVERSITY University of Chester UNIVERSITY OF LIVERPOOL

Enter personal tutor details

Student name: Demo User

Student ID:

Cohort: APR_14

BSc (Hons) Nursing
Adult
Practice Assessment Record
(Including Ongoing Achievement Record)
Module: TEST123

Page 1

Next >>

Domains Contents Discussion Evaluation Timesheet

The student documentation has a standard cover sheet which is already in use (for ease of reference the online PARE team have utilised the BSc (Hons) Nursing document in the demo version). **Please note: the appearance and components for each profession specific document will differ.** Demonstration examples of the Pan Manchester nursing document can be accessed by visiting www.onlinepare.net and logging in with:

Username: pan_bolton_mentor@onlinepare.net

Password: 1234567ax9. Other profession specific demonstration sites are currently in production.

This cover sheet should be familiar to you if you work within Nursing in Cheshire and Merseyside. The student name, University ID number and Cohort should be located on the page. For NMC staff, we suggest you make a note of the student programme, cohort and dates of placement for your triennial review passport evidence.

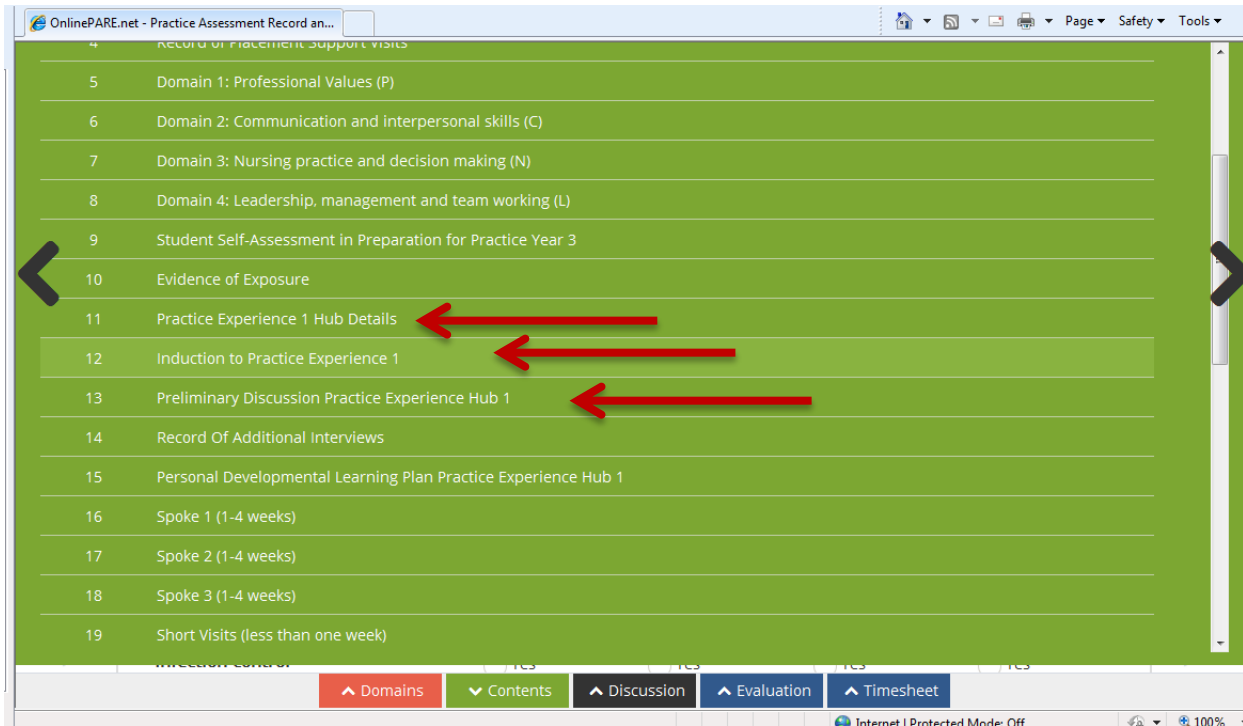
The difference with this document and the paper version is that you can access individual parts of the assessment without having to rifle through the entire document. Depending on your preference, you can either utilise the **menu tabs at the bottom of the page**, the blue **'next'** button or you can progress through the document using the forward and back arrows on either side.

• Induction & Preliminary Discussion

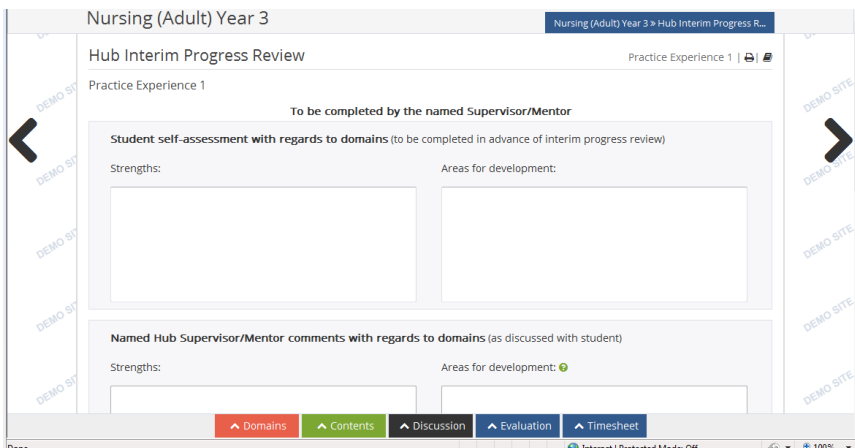
Practice Experience 1 (Sub)	Spoke 1	Spoke 2	Spoke 3
Introduced to staff and environment	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Placement philosophy discussed including: - Diversity and equality - Harassment and oppressive behaviour	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Sickness and absence procedures discussed	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Emergency equipment procedures discussed	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Administration of medicines policy discussed	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Health & Safety equipment, local policies and procedures discussed relating to: - Fire procedures	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes
Infection control	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes

On commencement to the placement you will complete the student induction (as usual) and preliminary discussion. You will have a series of tick boxes to complete (as you would with a normal induction on the paper version) and a page to 'sign' to say you have completed the preliminary discussion. Please ensure all areas are completed appropriately. Click on the relevant

links on the contents page to take you to each section.



• Interim Assessment & Discussion



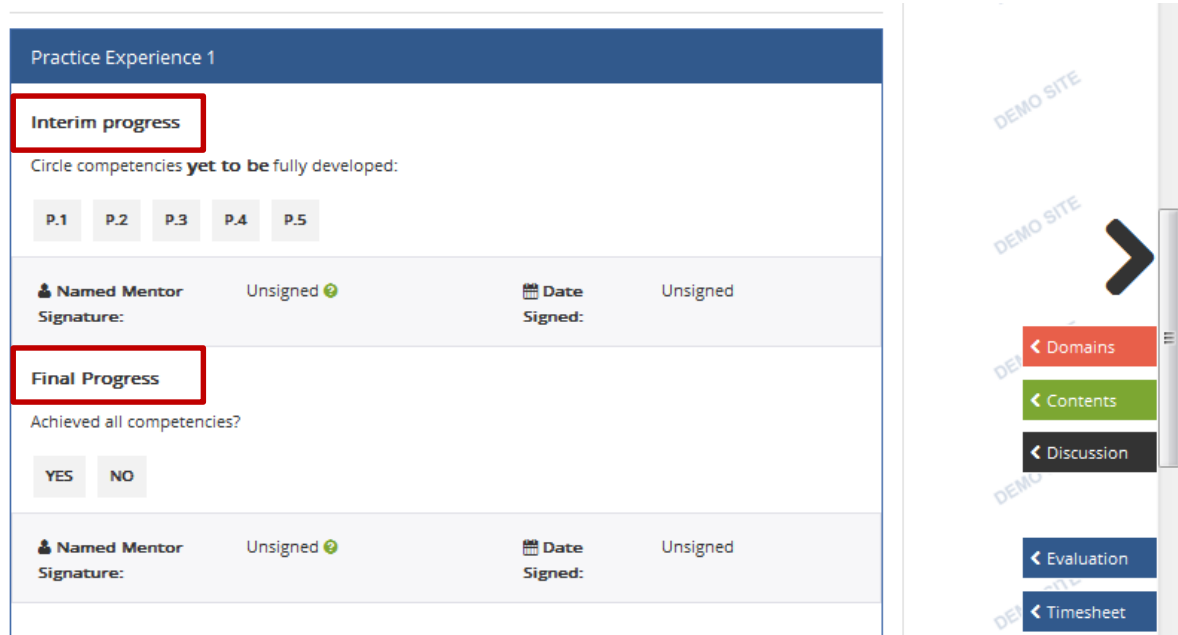
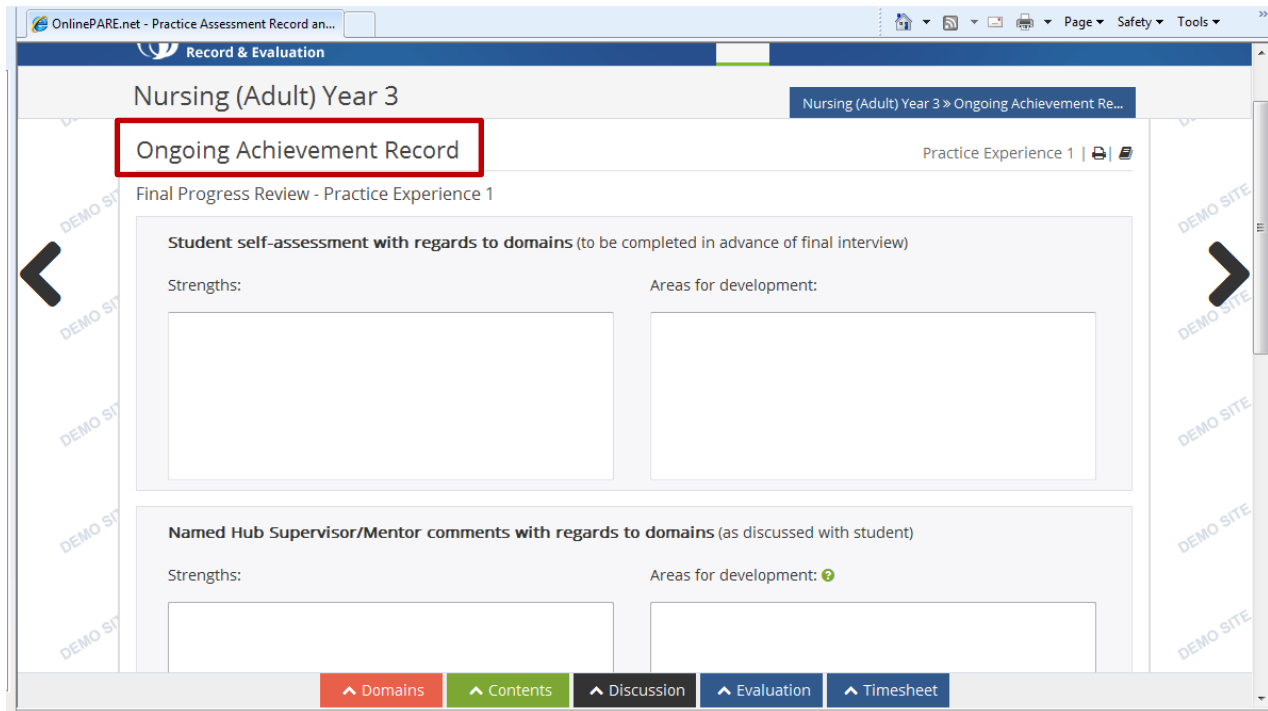
At the mid-point of the placement supervisor and student should conduct the interim assessment as normal.

If a week goes by without completion of this section, then an auto-notification is sent to remind the student and supervisor **providing both have supplied an appropriate**

email address (and/or mobile phone number). At the bottom of the page is a green 'add signature' button to complete the process when the review is complete. Once a supervisor / mentor has 'signed', the student cannot make amendments without a supervisor or HEI link educators knowledge because the system will notify them of the change. If the metor/supervisor agrees the changes, the document can be signed again. Again, as you would with the paper version, if a student has 'areas for development' at the mid-point you should be completing the action plan documentation within the practice record.

- **Final Assessment & Discussion**

For the final assessment mentors and educators are expected to complete the **'ongoing achievement record'** and the final discussion part of the hub documentation. This is the final review of progress for the student in your placement area. As with any final interview, you should focus upon the strengths and areas for development which will help the student in their next placement. Ideally these discussions should focus upon the professional learning outcomes and their achievement (see second graphic below). This sign off of the outcome achievements is no different from the current paper versions for most professional programmes.



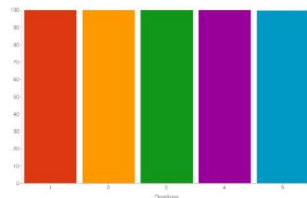
(NB the movement of the tabs on this page to the side of the page if using differing size tablet screens).

Student Online Evaluations



Individual Question Ratings: Top 5 - Positive Feedback

Question	Percentage
1. I knew who to contact if I had any safety issues (i.e. personal safety, patients/Service User safety or safety of other staff in placement) or other concerns regarding placement experiences at all times?	100 %
2. My supervisory status was upheld?	100 %
3. I was encouraged to promote dignity and respect for the diversity of culture and values of Service Users and carers?	100 %
4. Staff were keen to facilitate and supervise my learning activities?	100 %
5. I was able to learn with and from Service Users and Carers where applicable and appropriate?	99.6 %



On completion of their placement with the supervising team and/or department, students will be encouraged by email to complete their online PARE evaluation of practice. It is worth reminding the student to complete this during completion of their final assessment.

Clinical educators need not be present for students to complete the practice learning evaluation, but providing students the opportunity in placement time is likely to aid compliance. All evaluation, whether positive or highlighting areas of development are valuable, and assist the organisation in reporting student placement experiences to Health Education England.

Student Bring Your Own Device Guidelines

Please note: The following guidelines below (or similar) have been given to students during their PARE induction by their University. However, for some organisations, students on placement in some or all areas may not be allowed to use their own personal mobile phones or tablets in the vicinity of patients, clients or their carers. Students will be expected to refer to and comply with host organisation policies regarding electronic equipment, confidentiality and information governance at all times in each placement area.



As a norm and whenever possible, students are encouraged to engage in information technology assisted learning away from the immediate patient care environment and ideally, in collaboration with their supervisor or mentor this will take place in a quiet area.

However, there are times when the use of mobile devices can significantly contribute to learning in the immediate practice environment. The points below establish the behaviours expected of a professional healthcare worker when using mobile information technology as a learning tool within clinical environments. The behaviours apply to all students regardless of profession.

- *At all times remain cognisant of your relevant code of practice and ensure all use of devices complies with the expectations of ensuring client and patient confidentiality, dignity and informed choice*
- *Differing practice areas may have specific and unique restrictions or requirements for the use of mobile information technology and so each student must ensure they are aware and comply with any such restrictions at all times. If in doubt, ask your mentor/clinical supervisor*
- *Students are only sanctioned to use mobile information technology in practice areas for the support of learning for example:*
 - *To access and engage with University practice assessment documentation*
 - *To access and complete the practice learning evaluation tool*

- When asking a mentor or supervisor to verify (electronically sign off) a date entry, completion of clinical competency or core skill
 - When working with your clinical supervisor and asked to do so
 - The PARE system functionality allows for scanning and uploading of paper copies of pages from the PAR such as timesheets or short visit records. The scanning and uploading of ANY client related documentation is strictly prohibited.
 - The use of any device to access social media or non-practice related materials within practice areas is strictly prohibited
- The PARE system is designed for use on a range of mobile devices, with several Universities indicating they would welcome such a learning opportunity. However, differing universities and placement providers may have a specific policy stance on the use of personal mobile devices (such as a student's own smart phone or tablet device) to access their practice assessment documents (such as a Bring Your Own Device (BYOD) Policy). Students are expected to check with their mentor or supervisor before assuming they are able to use their own device.

Support

PARE Online Demo Site – Instructions

As a mentor or supervisor completing the student assessment, you will not be able to use the demonstration site to login, **you will be expected to have and use your own individual login** for the main site – for which you will need to be added by your team manager, learning environment facilitator or PEF. The link for the main site is at the beginning of this document. You can use the differing demonstration sites on the [onlinepare](#) homepage to familiarise yourself with the functionality and the lay out of the differing professional group and regional PARE tools at

www.onlinepare.net

01925 534168 info@onlinepare.net Sign In

PARE
Practice Assessment
Record & Evaluation

HOME NEWS HELP CONTACT US

Welcome To The Practice Assessment Record & Evaluations Tool

Practice placements are a key component of any healthcare student's learning experience. The clinical setting enables the learner to apply their knowledge to practice, refine their understanding of the many issues found in patient care. Capturing such experiences is important to show the student has achieved their competencies for registration. Moreover, feedback from the placement experience encourages everyone to reflect, celebrate success and recognise areas that can be strengthened to bring about an outstanding learning experience.

Have A Go

PAR & Evaluation Demo

Take a tour of the PARE tool as a student

Start Student Demo

- Initially ignore any login detail requests when the page loads when using the demo site

- Click on the 'Home' tab on the page (as highlighted on the previous picture)
- Next - Click on the appropriate mentor or student demo button for your profession or area.
- When you access the dashboard page, you should be able to see a picture or graphic of a student's practice assessment document.
- Next click on the **graphic/picture of the document** and it should take you to the overall view of the document
- Click on the '**Next**' button at the bottom (or the large arrow at the top, or the green Contents tab, depending on your preference for use) and it will take you to the **Contents** page
- It is a contents list of each individual area of the student practice assessment document – each is a clickable item and will take you to each area
- To navigate through the document, you can then either click on the 'next' button at the bottom and it will take you to the next page and you can go through it methodically, or you can click on the menu item you want – to navigate use the 'next' and 'previous' buttons rather than the 'back' button on the browser.

PARE Online Demo Site – Functionality

- You can have a play around with the demo site and look at information **but it will not provide you with guidance on what to write for your student assessment** – this is what you should be obtaining from mentorship programmes, practice education updates and networking with your colleagues and guidance from HEI, peers/managers & practice education facilitators if available in your organisation.
- Unlike the paper versions of the documents, the mentor can write as much as they like about the student assessment as they wish because the boxes move to accommodate more text – so have a go! **PLEASE NOTE: THIS IS A PUBLIC DEMONSTRATION SITE THAT SAVES WHAT YOU WRITE AND MAY BE SEEN BY THE NEXT USER IF SAVED.**
- The demo will only allow you to see what the documentation looks like **online**. For those of you who are experienced mentors, you will realise that this is very familiar to you and looks no different to what you are used to seeing currently from your students when they bring their paper version to you.
- If you are a hub mentor you will need to complete all of the usual components – if you are a short visit or spoke mentor, likewise you will have to complete the online equivalent of what you complete now.
- Students will have received training in the use of the documentation however, often, what is taken in by the student will vary e.g., some inexperienced students may be in need of more guidance from their mentor, whilst others may be far more I.T literate. As with all aspects of mentoring, please try to familiarise yourself with the online version of the PARE **before the student arrives**.
- It is the responsibility of mentors and educators to ensure they know what to expect and if you know you have a student coming to your department. who may have an online PAR to either request your login from your Manager (or if you are the Manager, from your PEF if they have not already done so) and activate your account in a timely manner.

PARE Online – Registration & Activation

- As a rule, within an NHS organisation, Universities inform the Practice Education Facilitator of the student allocation to areas, and Ward managers / team leaders allocate the student to mentors within those areas. This process is maintained in the Online PARE system. (this may be slightly differing in the Private and Voluntary Organisations, but will follow a similar pattern for allocating mentors to students as outlined shortly)

- Usually the Team Manager or local education facilitator are the people who are best placed to add mentors. How to add staff is fairly self-explanatory on the Team manager and LEF accounts (explained in the 'adding staff' section below). But also the PARE team have contact details available for assistance within the contact us tab on the www.onlinepare.net homepage.
- When you personally (Mentor, LEF or Manager) are added, you will receive an authentication email to your work email account. **PLEASE NOTE: Registrations should ideally use either organisation or NHS.net email addresses where available.**
- If you do not receive an email indicating registration – please double check with your LEF or Team Leader that you have been added to the PARE Tool. If they confirm you have been added, please double check your 'junk' or 'spam' folder to make sure onlinepare.net has not been added to that folder.

PARE Online – Training

With the above user-guide being used, the need for training should really be minimal. However, the online PARE team based at the University of Chester are providing regional workshops to aid implementation. Please see the online PARE website or contact the helpdesk for details.

Additionally, there are training demo videos in the links below with FAQs (Frequently Asked Questions) which can supplement the information contained within this document.

1. Training **Demo videos** here: <http://demo.onlinepare.net/training-resources.php>
2. Frequently Asked Questions (**FAQ**) resource here: <http://demo.onlinepare.net/faqs.php>

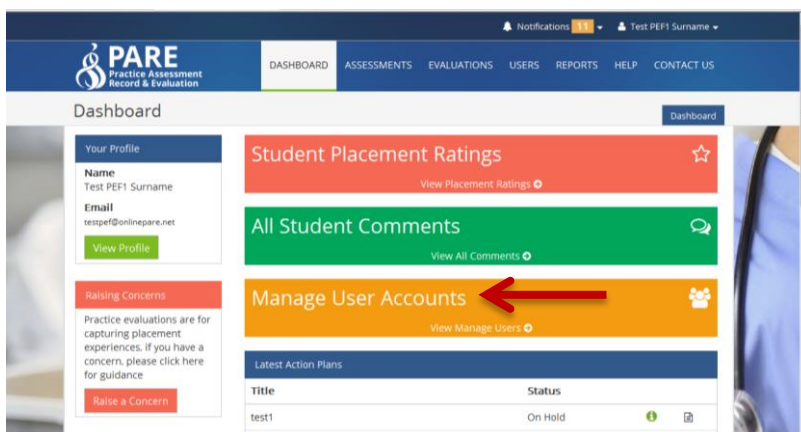
PARE Online – IT or Technical Issues

- The PEF teams within your organisation will be happy to advise you on student and mentor support; and there are telephone and email contact details for the PARE team helplines if there are **any technical issues or problems with login and registration**. (Mon to Fri 09:00 to 17:00)
- The PARE team cannot advise on assessment commentary or specific student issues. This should be addressed in the usual manner using the usual support networks as identified in the Clinical learning environment policy (Peers, colleagues, managers, PEF, HEI academic tutor).
- In order to aid a smooth implementation, the PARE implementation team ask that mentors and PEFs ensure they are aware of the information contained within this document, have a look around the demo site and address any personal technical or learning issues with the PARE team in a timely manner.
- If you find the PARE online demo or main site does not load on your desktop or laptop computer, you may need to have your browser updated. You will need to contact the IT department for your locality and request an update to Microsoft Internet Explorer or the installation of Google Chrome. Additionally, although every effort has been made to ensure NHS organisational IT departments are aware of the www.onlinepare.net domain name, some sites may still need to 'whitelist' the site in order to prevent your browser from blocking what your organisational security protocols might consider an 3rd party site. If unsure, please contact your IT department or the Online PAARE helpline for advice.

Advice for Managers / LEFs

Adding User Accounts

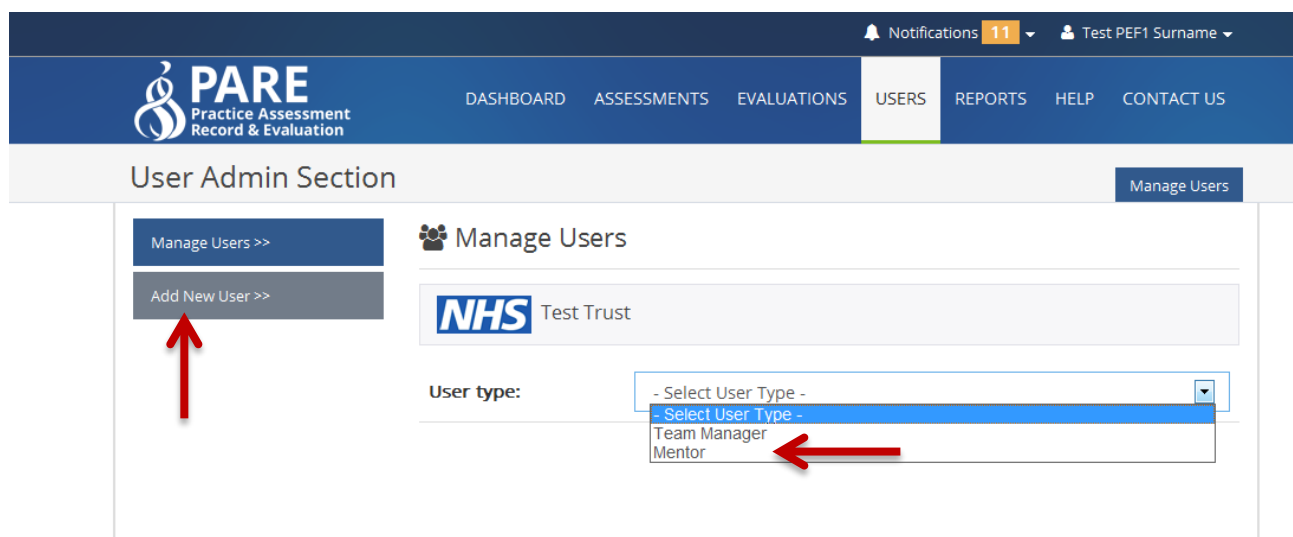
Within large NHS organisations, Team Leaders and / or Learning Environment Facilitators will likely be added to the PARE online tool by the PEF and following this the TL / LEF is then responsible for ensuring that all mentoring staff are added to the PARE tool and utilised appropriately for student assessment in a fair and equitable manner. The TL / LEF is not responsible for keeping individual profiles of staff up to date – this responsibility lies with the individual practitioner.



When managers log-in they will be presented with a dashboard which gives them access to a number of areas depending on their permission levels (evaluation reports, staff management and student placement comments as well as the usual profile and settings).

Adding a member of staff as a supervisor or mentor to your team takes only a few minutes. First, click on the yellow 'Manage User Accounts' box.

This will bring you to the page below – select the user type “Mentor”. Then click on ‘Add new user’. This will give you the information requirement to set up a new user. You will need the member of staff mentor stage for NMC mentors and the member of staff correct work email address (if appropriate/available within the placement organisation).



User Type *

First Name *

Last Name *

Email *

Mobile Phone

Level ⓘ

Profession ⓘ

* denotes a required field

[Create New User](#)

When you have entered all of the correct details (please ensure the email address is correct) please click on the green **create new user** button. When the new user account is created, the page below will appear asking you to assign the user to a placement. The graphic below shows several 'test' PARE sites however, for your individual team, unless you manage several areas, you will only have one placement allocation to choose from.

Assign Mentor

This section allows you to assign a **mentor** to a particular placement area

Placement

- Select all
- PAR Pilot - Test Ward
- PARE - Ward m3
- Steads Acute - Ward E3
- Toms Test Ward - 123

[Assign Mentor](#)

[Save Changes](#)

[Remove](#)

[+ Assign To Placement Area](#)

Project Team

- Mike Brownsell - Chair of steering group and PAR lead
- Kieran Kelly - Practice Learning Evaluation - Project Lead

Contact Details

- 01925 534168
- info@onlinepare.net
- Clatterbridge General Hospital, Wirral, CH63 4JY

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Who to Contact

Team Leader / Learning Environment Facilitator

If your student arrives on placement and you have not been allocated to them as their assigned mentor, please discuss this with the TL/LEF and they will assign you to the placement so that you can be attached as the mentor for the student.

Practice Education Facilitator Team

As is normal practice, the PEF is responsible for the governance and quality monitoring of clinical placements within an NHS Trust or placement organisation. This involves liaising with the Higher Education Institutions when new initiatives like PARE are not working for you. Although the project has been piloted across the North West we anticipate some issues once the 'go live' date is announced. We would appreciate Team leaders and individual mentors and educators informing both PARE and PEF teams of any issues as they arise. As stated elsewhere, it is unlikely the PEF team will have the technical expertise to assist with IT issues but they are there to support mentors and educators with the assessment process and help to provide a quality learning experience for the students.

Online PARE Team

The online PARE Team can be contacted on the details below. Please note they have a 24 hour response time and this does not include Bank Holidays and weekends. If you have an IT related issue which the team cannot resolve, please contact your relevant IT helpdesk.

PARE
Practice Assessment
Record & Evaluation

DASHBOARD ASSESSMENTS EVALUATIONS USERS REPORTS HELP CONTACT US

Contact Us

Contact Us

Contact Details >>

Contact Details

Phone	01925 534168 (8:30am to 5pm, Mon - Fri)
Email	info@onlinepare.net (24 hour response time)
Address	Faculty of Health and Social Care University of Chester Clatterbridge General Hospital Bebington Wirral CH63 4JY