eAoPP

Pre Registration Nursing Student User Guide

University of Southampton

November 2014
Welcome to your eAoPP.

Below you will find information about how to complete each section of the eAoPP which will be replacing the paper portfolio from January 2015. You will have had a VBE session before you go into practice, during which a staff member will discuss the portfolio with you.

When you start placement, you will be able to search for your mentor on the database if they already have an account. You can then request for them to be your mentor. However, if they do not have an account, they will need to visit www.eAoPP.com to set up an account. Please see the document ‘Creating your Account - a Guide for Students for help with how to do this.

If you have any further queries, please contact eAOPPsupport@soton.ac.uk or your practice educator in your area of work.

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Getting Started

Access the eAoPP via www.eAoPP.com and set up an account. Please see the document ‘Creating your Account - a Guide for Students for help with how to do this.

When you login to your account, you will need to complete the following 3 tabs:

Course Details
These can be edited using the ‘edit’ button and should be kept up to date.

Ongoing Consent
This is a statement that you electronically sign to prove an understanding of the use of the eAoPP and the relevant NMC requirements. Type ‘I AGREE’ into the box & click ‘save’.

Public Protection
This is a statement that you electronically sign to say that you will protect the public through professional standards. Type ‘I AGREE’ into the box & click ‘save’.

When you log in, you will see the screen above. Think of this as your ‘home’ page where you can navigate throughout your portfolio. The eAoPP is designed to be used throughout your undergraduate training and therefore, you will see your placements on the left hand side.

When using your eAoPP, you will enter information which will then prompt your mentor to review, comment upon and verify the information that you have entered. You can do this together at the same computer, or it can be accessed from any internet enabled device. If you are using the same computer with both of your accounts running at the same time, you will need to open them in 2 different browsers, otherwise both tabs will revert to one account.

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Commencing Practice Experience
This provides the groundwork of your portfolio, including the skills and competencies, continuous assessment and practice assessment.

Practice Details
You should enter the full details of your practice placement, including dates and your mentor in practice. If you cannot find your mentor on the system, please advise them to refer to their mentor guide or visit www.eAoPP.com to set up an account. Please see the document ‘Creating your Account - a Guide for Practice Educators & Mentors for help with how to do this.

Professional Development
In this section, you will create a S.W.O.T. analysis. Your S.W.O.T. analysis will provide a starting point for your placement and enable you to discuss any concerns with your mentor. This will enable you to complete an action plan & monitor your progress throughout your placement.
Initial Interview
In your initial interview, you will need to record your learning needs and action plans to meet these, following discussions with your mentor.

Induction Programme
This should be completed within 5 days of your placement start date.

Practice experience 1

Professional Development - you must complete your professional development within the first two days of your practice experience.

Induction Programme - your practice educator must complete your Induction Programme within the first five days of your practice experience.
Current Practice Experience

In this section, you will be able to edit the details to reflect your current practice experience; please ensure that they are kept up to date. You can add your mentor and 2 buddy mentors; also please add the details of your practice educator (you will be informed of these details during your induction).
Professional Development

You should complete this section at the beginning of your placement, as it will help to form your initial interview and give you goals to achieve during your placement. Following this, you will be able to complete an action plan which will be reviewed by your mentor.

When setting your goals, remember the SMART principle - Are they Specific, Measurable, Achievable, Realistic and Time relevant?

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Click the ‘add new’ button to add learning needs & action plans. These can be edited at any time before you submit them. When you submit them, your mentor will be able to review them and suggest additions or adjustments. Your mentor will be able to ‘lock’ these when they are completed. Think of this section as recorded correspondence with your mentor.
**Induction Programme**

The induction section should be completed within 5 days of the start of the placement and covers all aspects of the clinical area. You should be orientated to your area using this as a guide; your mentor will then need to complete this section in the eAoPP and submit it.

When it has been submitted, the boxes will turn blue to show that you have finished your induction.
Field Specific Competencies
Here you will find the field specific competencies which need to be met during your placement. Your mentor will complete this section when you have fulfilled the competencies.

Essential Skills Clusters
These essential skills clusters must be completed by your mentor.

Formative Exercise
In this section, you need to discuss the above points with your mentor and answer the questions detailed in the top box. Your reflections will be valuable for your future development as a student Nurse. Your mentor will be prompted to sign to show that they have discussed this with you.

Service User/Carer Involvement in Practice
Here you can add feedback from service users or their carers, which should be directly overseen by your mentor/buddy in practice.

Record of Practice Experience and Visits
Here you can record any additional visits that you have undertaken. If the member of staff mentoring you in this area has an eAoPP, they can add comments about your practice and can electronically ‘sign’ to verify that you
attended. Your mentor is also able to sign this section and the practice educator in your clinical area can also comment here.

Field Specific Competencies

Here your mentor will need to select either ‘pass’ or ‘fail’ from the drop down box in each competency.

When they have done this, they click ‘save’ and your field specific competencies are complete.

If you cannot meet any of the competencies, please contact your academic tutor as soon as possible.
Here your mentor will need to select either ‘pass’ or ‘fail’ from the drop down box for each skill.

When they have done this they click ‘save’ and your essential skills are complete.

If you cannot meet any of the essential skills, please contact your academic tutor as soon as possible.
In this section, you need to discuss the above points with your mentor and answer the questions detailed in the top box. Your reflections will be valuable for your future development as a student nurse. Your mentor will be prompted to sign to show that they have discussed this with you.
Here you can add feedback from service users or their carers which should be directly overseen by your mentor/buddy in practice.

There is a ‘patient feedback form’ which can be printed and filled in by hand. This can then be scanned and saved to your eAoPP, or completed on the computer by your mentor and saved to your eAoPP. Alternatively, you can send an e-mail request to the person leaving you feedback, or your mentor can input the details from the hand written form onto the system if the service user/carer would prefer.
In this section, you can add details of additional experiences and visits undertaken during your placement. To add a new record click on the ‘add new’ button. You are then prompted to send an ‘invite’ to the person who mentored you during the visit; they can then comment and submit feedback.

<table>
<thead>
<tr>
<th>Start Date - End Date</th>
<th>Number of Hours Completed</th>
<th>Type of experience/service user group visited</th>
<th>Name of facilitator/practice contact</th>
<th>State</th>
<th>Edit/Submit View</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/07/2014 - 21/07/2014</td>
<td></td>
<td></td>
<td></td>
<td>Waiting for approval</td>
<td>Edit/Submit View</td>
</tr>
</tbody>
</table>

Assessment

Jane Harris (PGDip A) to Guest Mentor
On 21/07/2014
Waiting for approval
Record of Mandatory Skills
Here you can enter the dates that you completed your online and practical skills sessions.

Desirable Skills Achievement
Here you can add any desirable skills that you have achieved while on placement. Please follow the guidance in your eAoPP for skills which are relevant. Please speak with your academic tutor, or the practice educator in your area, if you have any queries regarding which skills you are legally able to undertake.

EU Directives
Here you will need to add information describing how you achieved each of the EU Directives. You then submit the comments to your mentor and they can verify if appropriate.

Medicines Management
In this section you can add information about administering medications by clicking ‘add’ at the bottom of the screen. Please complete all sections of the form and submit to your mentor for review.

Acuity Competencies
Here you can ‘claim’ the completion of competencies based on the ESCs set out by the NMC. You are required to demonstrate specific skills required to safely care for patients who are acutely ill and who may require higher levels of care.

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Desirable Skills Achievement

Here you can add any desirable skills that you have achieved while on placement. Please follow the guidance in your eAoPP for skills which are relevant. Please speak with your academic tutor or the practice educator in your area if you have any queries regarding which skills you are legally able to undertake.

***Please Note - You should not be partaking in any intervention for which trained staff would have had to attend additional training, for example intra venous administration & male catheterisation***

In addition to their achievement of required skills, students can engage with any skill providing that they:

- have been appropriately prepared and supervised by their mentor or suitably prepared designee
- are undertaking a skill that is not a function limited for students by legislation, university guidance or the placement provider’s organisation
- judge that they are sufficiently prepared for, and ready to undertake the skill
- are taught and assessed according to the standards expected of the placement provider’s organisation by a person authorised and competent to do so
Here you will need to add information describing how you achieved each of the EU Directives. You then submit the comments to your mentor and they can verify if appropriate.
Medicines management and administration

Supplementary record of knowledge and practice

This section identifies the specific medicines management competencies expected of a newly registered nurse in any care environment and is based upon the NMC standards for medicine management (2004).

Guidance for mentors

The completion of this document is the responsibility of the student.

It is the responsibility of the mentor to offer the student opportunity to practice the administration of medicines before making an assessment.

It is the responsibility of the mentor to give students feedback to improve their skill and proficiency.

Mentors must be confident that the student is safe to calculate drug doses without error. Please use this document to record drug calculations that the student has done which have convinced you of their ability to do this skill.

It is acceptable to develop practice scenarios to test this skill and for request that the student undertakes a case presentation rather than in a formal drug round which is inappropriate in many settings.

Please identify students who are not achieving this competency early and involve their academic tutor as soon as possible.

The activity:

- Students are required to demonstrate knowledge and understanding about the 6 ‘rights’ of medicine administration (right patient, right drug, right dose, right time, right route and right documentation) and the action, side effects and contraindications of medication.
- Documentation for 4 patients is provided and expected to be completed in the assessment of 3rd year student nurses. It is at the mentor’s discretion to omit a medication from the assessment of competence.
- This includes the ability to calculate the correct dose for administration and show the workings of that calculation to verify ability.
- If no calculation is required to deliver the prescribed dose, then confirmation by calculation that the patient dose prescribed is correct according to the dose/weight guidance could be requested by the mentor.
- The mentor should advise the student about patient selection for the activity.
- The student should prepare for the activity, but should not complete the record without the mentor present.
- The student is expected to complete the record during (or shortly after) a time where their competence has been assessed.
- (for example, a drug round or discharge conversation with patient/family). If necessary the assessment could be supplemented by case presentation/exploration of scenarios.
- It is suggested that the student is assessed on the medication of one patient per assessment and that it is recorded on one of the summary sheets in the following pages.

Guidance for students

You are expected to record the knowledge about a patient’s drugs during or after the assessment of your competence.

You may not complete it in advance of the assessment.

In this section, you can add information about administering medications by clicking ‘add’ at the bottom of the screen. Please complete all sections of the form and submit to your mentor for review.

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Here you can ‘claim’ the completion of competencies based on the ESCs set out by the NMC. You are required to demonstrate specific skills required to safely care for patients who are acutely ill and who may require higher levels of care.

These competencies may be completed in any practice experience and all must be achieved before the end of your course.

<table>
<thead>
<tr>
<th>Skills relating to the assessment and management of AIRWAY difficulties</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 States factors which place the patients’ airway at risk (e.g. Unconsciousness). Recognises signs of an obstructed airway. Reports new or abnormal findings with appropriate urgency to appropriate senior staff (e.g. mentor, medical team, outreach team, Nurse in charge).</td>
</tr>
<tr>
<td>A2 Demonstrates appropriate interventions and equipment to maintain a patient’s airway: • Manual airway manoeuvres and positioning • Use of basic Airway adjuncts (e.g. oropharyngeal airway) • Suction (yankeur and suction catheter)</td>
</tr>
<tr>
<td>A3 Recognises endotracheal tube, laryngoscope, bougie and other resuscitative / airway management equipment.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills relating to the assessment and management of BREATHING difficulties</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1 Assesses respiratory function utilising a look, listen and feel approach. Assessment should include: • Measures respiratory rate</td>
</tr>
</tbody>
</table>
Interim Assessment
You will be prompted to complete your interim review when you sign into your eAoPP, as you and your mentor will have decided on the date during your initial interview. When you have completed your section, it will be sent to your mentor for them to comment on and approve.

Core Attribute Achievement
Your core attribute achievements should be completed by your mentor before your summative assessment.

Summative Assessment
You will be prompted to complete your summative review when you sign into your eAoPP, and you can only complete this after your interim assessment. When you have completed your section, it will be sent to your mentor for them to comment on and approve.

Progression
In this section, your mentor will be able to review your eAoPP and sign you off as having completed your practice experience. Your academic tutor will then review and sign you off as having completed your practice experience. Details of how your mentor can do this can be found in the Mentor User Guide.
In this section of your eAoPP, you will be able to complete the self-assessment before saving & submitting it to your mentor. They will then complete the same assessment, which will be saved to your online portfolio.

This is an opportunity to gain feedback from your mentor about your progress and highlight any areas which need to be focussed on during the rest of your placement.

You will be prompted to complete a review of your learning needs & action plans.
Completed Interim Assessment

Assessment overview
Below you can see your assessment and it's current state.

Student: Phoebe Allman
Adult nursing
Practice experience 1
Submitted on 10/06/2014

Grading Assessment

<table>
<thead>
<tr>
<th></th>
<th>Formative</th>
<th>Summative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>Safe, person centred care which meets people's essential care needs. Recognises and works within own limitations. Demonstrates reflective skills to evaluate own practice.</td>
<td>B</td>
<td>B+</td>
</tr>
<tr>
<td>Professional image: appearance (adherence to organisational requirements for hygiene, uniform and dress code)</td>
<td>C+</td>
<td>B+</td>
</tr>
<tr>
<td>Professional image: behaviour, values and attitudes</td>
<td>A+</td>
<td>B+</td>
</tr>
<tr>
<td>Attendance, punctuality and understanding of organisational procedures for absence reporting.</td>
<td>B</td>
<td>A</td>
</tr>
</tbody>
</table>

Review

Students to enter comments here.

Mentor to enter comments here

When your interim assessment is complete, it will look like the example above.
Core Attribute Achievement

Your mentor will be able to select either ‘pass’ or ‘fail’ for each of the drop down boxes.

A snapshot of your eAoPP will appear, which will highlight any areas that you haven’t completed. You should work with your mentor to get these completed & they will then sign you as having completed your practice experience.

Summative Assessment

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In this section, you and your mentor will grade your practice, and the grades that you both submitted for your formative assessment will be displayed. You can use the grades that you achieve to formulate a plan for your future placements, and mentors are encouraged to grade you fairly, not to under grade you at your formative assessment to show ‘improvement’ in your summative assessment.
This section is a tool to help you reflect upon your placement and what you hope to gain from your next placement. You mentor will be able to view and comment upon your entries, and your future mentors will be interested to see what you have learnt from your placement and how you plan to progress on your course.

This will also provide a reference for completing your S.W.O.T. analysis for your next placement.

Your eAoPP will then need to be reviewed by your academic tutor and will look like the picture below, until they have signed you as completed.