eAoPP
Practice Educator/Mentor User Guide
Pre-registration Nursing

University of Southampton
April 2016
Welcome to the eAoPP for mentoring the undergraduate student.

Below you will find information about how to complete each section of the eAoPP which replaced the paper portfolio in January 2015. All pictures from portfolios are accounts created for training purposes & do not belong to actual students.

When the student starts placement, they will be able to search for their mentor and buddies on the database if they already have an account. Please see the document ‘Creating Your Account - A Guide for Practice Educators and Mentors’ 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 enter your username and password.

However, if you do not have an account, you will need to 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.

When the mentor or buddy logs in to their account, they will see a screen that looks like the one above. This is their home page and should be used to navigate the eAoPP.

In the centre panel, the mentor can see the student’s portfolio by clicking on ‘Practice experience 2 - current’

Clicking on the students name will take the mentor to the print view of the placement that they supervised. They can use this as proof when completing their tri-annual review in their workplace. When the mentor clicks on the ‘Mentoring History’ menu item, they will see a list of their past and current students.

Students will be able to search for their mentor and buddies on the eAoPP system. They will then receive a system e-mail telling the mentor that they have been added to the student’s eAoPP.

In this example, the mentor Jill Horris has a student, Jane Horris. Jane will have requested to add Jill as her mentor. Jill will then have received an e-mail and will have accepted Jane as her student.
**TAB 1 Commencing Practice Experience**

**Overview**

**Commencing Practice Experience**
This provides the groundwork of the student’s portfolio, including the skills and competencies, continuous assessment and practice assessment.

**Practice Details**
The student should enter the full details of their practice placement including dates and their mentor in practice. If you are the mentor, your details will appear here. Please ensure that they are correct.

**Professional Development**
In this section, the student will create a S.W.O.T. analysis. Their S.W.O.T. analysis will provide a starting point for their placement and enable their mentor to discuss any concerns with them. The student will then complete an action plan and their mentor can monitor their progress throughout their placement.

**Initial Interview**
In their initial interview, the student will need to record their learning needs and create an action plan to meet these. This should be done following discussion with their mentor.

**Induction Programme**
This should be completed within 5 days of the placement start date.
Practice Details

Current Practice Experience
In this section, the student will be able to edit the details to reflect their current practice experience. Please ensure that they are kept up-to-date. They can add a lead mentor and 2 buddy mentors; also please ensure that they add the details of their practice educator (they will be informed of these details during their induction).
When the student has completed their professional development, their mentor will see the screen above. Their mentor will need to review and discuss the content of the S.W.O.T. analysis with their student during their initial interview.
Initial Interview

When the student has created their initial interview and added learning needs/action plans, their mentor will be able to review these and, if they wish add more learning needs, provide guidance and then approve the records and lock them. Think of this section as recorded correspondence and a way that guidance can be provided.

When the student’s initial interview has been approved, a date for their interim interview will need to be arranged. The system will then prompt the mentor and student to complete the review when the date arrives.
The Induction Section should be completed within five days of the start of the placement and the induction covers all aspects of the clinical area. To complete this section the mentor needs to tick the relevant boxes and click save at the bottom of the screen.
**Field Specific Competencies**
Here the mentor will find the field specific competencies which need to be met during the student’s placement. The mentor will complete this section as the student fulfils the competencies.

**Essential Skills Clusters**
The completion of the student’s essential skills clusters needs to be signed off when they have achieved them. The student has to achieve these before finishing each year of their programme.

**Formative Exercise**
In this section, the student needs to discuss their entries with their mentor who will then be prompted to verify that this section is complete.

**Service User/Carer Involvement in Practice**
The student can add feedback from service users or their carer. Gaining this feedback should be directly overseen by the mentor or buddy in practice.

**Record of Practice Experience and Visits**
Here the student can record any additional visits that they have undertaken. They are asked to reflect on these experiences and discuss how they will impact on their future practice.
Field Specific Competencies

Here the mentor can select pass or fail for each of the field specific competencies, then click save at the bottom of the page. All of these competencies must be achieve during each placement.

When this section is completed, the screen will look like the one above.
Essential Skills Clusters

Here the student can be signed as either having passed or failed each of the essential skills clusters that can be reviewed and amended at any time before the final submission of the eAoPP.

The student must achieve all of the essential skills before passing into the next year of their programme, ie during P1 & 2 then during P3 & 4 then during P5 &6.

Note. These sections cannot be adjusted after you have signed the student as having completed their placement.
Formative exercise

In this section the student will have completed a formative exercise which focusses on a different topic for each placement. Please review their comments and use them as a point for discussion, as their reflections will be valuable for their future development as a student nurse. The mentor will also need to sign to say that they have discussed this with their student.
Service user/carer involvement in practice

Here the student can ask for feedback from service users or their carer/family, which should be directly overseen by their mentor or buddy.

There is a ‘patient feedback form’ which can be printed and filled in by hand. This can then be scanned and saved to their eAoPP or completed on the computer by their mentor or buddy and saved to their eAoPP. Alternatively, your student can send an e-mail request to the person leaving them feedback, or their mentor or buddy can input the details from the hand written form onto the system, if the service user/carer would prefer.
Here the student can add records of practice experiences & visits that they may undertake while in the clinical area. The student will be required to add a new visit, describe the key learning activities and how these will influence their future care and practice. They can add attachments and will then submit these to their mentor for viewing and approval.
**Record of Mandatory Skills**
This section is completed by the university.

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

**EU Directives**
Here the student will need to add information describing how they achieved each of the EU Directives. They will then submit these to their mentor for approval.

**Medicines Management**
In this section, the student can add information about administering medications by clicking ‘add’ at the bottom of the screen. Please advise them to complete all sections of the form and then they will send them to you to review and sign.

**Acuity Competencies**
Here students on an ADULT PROGRAMME ‘claim’ the completion of competencies based on the ESCs set out by the NMC, as they are required to demonstrate specific skills required to safely care for patients who are acutely ill.
Desirable skills achievement

Here the student can add any desirable skills that they have achieved while on placement and are asked to follow the guidance in their eAoPP to do this. They are also asked to speak with their academic tutor or the practice educator in your area if you or they have any queries regarding which skills they are legally able to undertake. As their mentor, you will be asked to approve these skills when they have completed them.

The following information appears in your students’ eAoPP as guidance:

**Note.** You should not be undertaking 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
EU Directives

This section only needs to be completed by students undertaking the adult programme.

The student will need to show evidence of practice experiences that they have completed in order to meet the EU Directives. They will then submit this to their mentor who will review and sign the Directive as being complete.

The Midwifery directive may be met when the student undertakes a taught session at the university. They will need to provide proof to have this signed as completed.
Medicines Management

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/or 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 accuracy.
- 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.

In this section the student needs to add information about administering medications by clicking ‘add’ at the bottom of the screen. They will then submit these records to be reviewed and approved (see below).
**Acuity Competencies**

Here the student can ‘claim’ the completion of competencies based on the ESCs set out by the NMC. They 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 their course.
Tab 4 Practice Assessment

Interim Assessment
The student will be prompted to complete their interim review when they sign into their eAoPP, as this date will have been decided on during their initial interview. When your student has completed their section, it will be sent to you to comment on and approve.

Core Attribute Achievement
The student’s attribute achievements should be completed by their mentor or buddy before their summative assessment.

Summative Assessment
The mentor will be prompted to complete the student’s summative review when they sign into your eAoPP, and they can only complete this after the interim assessment. When the student has completed their section, it will be sent to the mentor to comment on and approve.

Progression
In this section the mentor will be able to review the student’s eAoPP and sign them as having completed their practice experience. The student’s academic tutor will then review and sign the student as having completed their practice experience.
Interim Assessment

In this section the student will be able to complete the self-assessment before saving & submitting it to their mentor to complete their sections which will be saved and submitted.

This is an opportunity to give feedback to the student about their progress and highlight any areas which need to be focussed on during the rest of their placement.

The mentor will be prompted to complete a review of their learning needs & action plans.
Following grading the student, use this space to summarise your views about their progress, with some suggestions for areas for development. Remember that this will be reviewed by the student’s next mentor to aid them in formulating learning objectives for their next placement.
Core Attribute Achievement

Here the mentor will be able to select either ‘pass’ or ‘fail’ for each of the students’ core attributes.

A snapshot of the student’s eAoPP will appear that will highlight any areas that haven’t been completed. The mentor should work with their student to get these completed in order to sign them as having completed their practice experience.
## Summative Assessment

### Summative grading assessment - Student

Students can awarded a "+" grade if it is felt that they are achieving to the higher end of the grade A, B and C.

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<th>Description</th>
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<tr>
<td>A+</td>
<td>Exceptional ability to provide safe basic person centred care which meets people’s essential care needs. Confidence and comprehensive nursing care provided. Excellent reflective ability when evaluating own practice.</td>
</tr>
<tr>
<td>A</td>
<td>Demonstrates a clear ability to provide safe basic person centred care which meets people’s essential care needs. Confident provision of nursing care. Good evidence of reflection when evaluating own practice.</td>
</tr>
<tr>
<td>B+</td>
<td>Satisfactory ability to provide safe basic person centred care which meets people’s essential care needs but requires occasional prompting. Lacks confidence in the provision of nursing care. Satisfactory attempt at reflection when evaluating own practice.</td>
</tr>
<tr>
<td>B</td>
<td>Borderline fail D is able to provide safe basic person centred basic care which meets people’s essential care needs but requires frequent prompting. Requires constant direction in order to carry out safe nursing care. No attempt at reflection to evaluate own practice or poor reflective insight.</td>
</tr>
<tr>
<td>C+</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>E</td>
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Student: Phoebe Allman  
Adult nursing  
Practice experience 1

Safe, person centred care which meets people’s essential care needs. Recognises and works within own limitations. Demonstrates reflective skills to evaluate own practice.

Mentor formative: B+  
Student formative: B

In this section, the mentor will need to grade their student’s practice, and the grades that were submitted for their formative assessment will be displayed. The grades that the student achieved can be used to formulate a plan for their future placements and we encourage you to grade the student fairly; not to under grade them at their formative assessment in order to show ‘improvement’ at their summative assessment.
Progression

This section has been designed as a tool to help the student to reflect upon their placement and what they hope to gain from their next placement. The mentor will be able to view and comment upon the student’s entries which will be available for future mentors to view and see what how the student plans to progress their course.

This will also provide a reference for completing their S.W.O.T. analysis for their next placement.
In order to sign a student as having completed their placement, the mentor will need to enter the answer to one of the security questions set when they created their account. The mentor will also need to enter their NMC pin number, which was entered when they created their account. This information is used to verify that the mentor is on the mentor data base. The mentor needs to ensure that this data is entered exactly as it appears on the register, with no additional spaces or digits. When the mentor has entered their data correctly, they will be able to click ‘submit’ after selecting either ‘pass’ or ‘fail’, from the drop down box.
**Important Note** - When the mentor clicks to sign the student as complete they will not be able to re-enter the portfolio to make any amendments.