PARE Practice Assessment Record & Evaluation

www.onlinepare.net

Practice Assessment Record & Evaluation: Online PARE Tool

Placement Educator Guide

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PARE Practice Assessment Record & Evaluation

Contents

Introduction

What can a Placement Educator do on PARE?

As a placement educator you can:

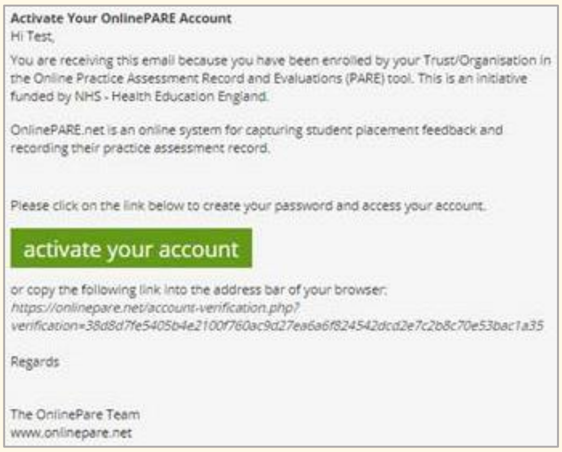
- View and edit PAR documents of learners who have been assigned to you by your Placement Educator Lead
- View and edit timesheets of learners in your placement area, and
- Claim a learner who has not been assigned to a member of staff

! Normally, your learners will be assigned to you by your Placement Educator Leads. If possible, please contact your PELs to have the correct learner assigned to you, rather than claiming your learner yourself.

! In smaller placement provider organisations, staff from an HEI which sends learners on placement there may adopt the roles of Placement Senior Administrator/Educator Lead.

Account Activation

When your new account is created on PARE, an activation email will be sent through to you. This email will allow you to log into PARE for the first time and set up your profile.


Activate Your OnlinePARE Account
Hi Test,

You are receiving this email because you have been enrolled by your Trust/Organisation in the Online Practice Assessment Record and Evaluations (PARE) tool. This is an initiative funded by NHS - Health Education England.

OnlinePARE.net is an online system for capturing student placement feedback and recording their practice assessment record.

Please click on the link below to create your password and access your account.

activate your account

or copy the following link into the address bar of your browser:
https://onlinepare.net/account-verification.php?verification=38d8d7fe5405b4e2100f760ac9d27ea6a6f824542dcd2e7c2b8c70e53bac1a35

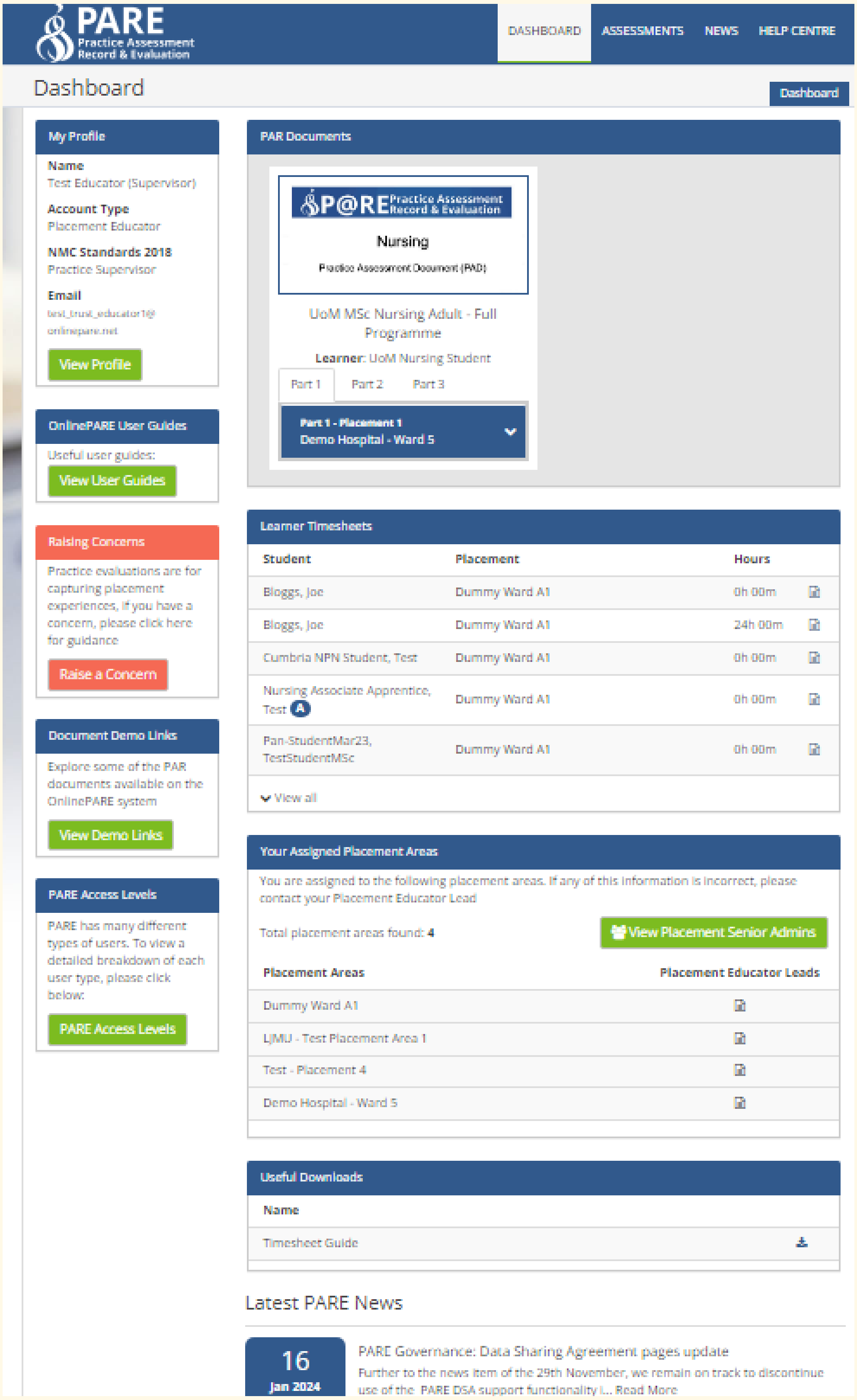
Regards

The OnlinePare Team
www.onlinepare.net

If you do not receive this email within 10-15 minutes of your account being set up, check your **spam/junk folder** to make sure that it has not been redirected there. If you still cannot find your activation email, please contact your Placement Educator Lead/Placement Senior Administrator. They will be able to check that your email ID has been entered correctly on your PARE account and resend the activation email.

Your Dashboard

When you first log in to PARE, you will be brought to your dashboard:



Your dashboard on PARE can be split into two sections. Firstly, the left-hand side contains a link to your profile, and various useful information. You will find:

- **Your Profile** (more on this below)
- **OnlinePARE User Guides:** A link to a section of the PARE websites with all the user guides
- **Raising Concerns:** guidance for raising concerns in your placement area
- **View Demo Links**: a pop-up window showing demo documents you can familiarise yourself with before a learner arrives on placement.
- **PARE Access Levels**: gives a description of the different types PARE of account and what each can do

The central section of your PARE Dashboard is where you will find information about your placement area(s), and links to your learner's documents and timesheets. Here you can:

- Click the **PAR document** to see the details of that learner's progress, and contribute as needed e.g. by signing off Practice Experience
- Click a learner's name in **Learner Timesheet** to see the learner's hours and update them
- View **Placement Details** in a list of the placement area(s) to which you are assigned. Check they are accurate and contact your Placement Educator Lead if they are not.
- **PARE Newsfeed** Items: news releases by the PARE team, including new features
- The **Useful downloads** section includes information you might use on PARE, such as a timesheet guide

My Profile

In the top of left of your dashboard, find the section **My Profile**, and click the green **View Profile** button, or click your name at the top right of your dashboard and choose **My Profile.**

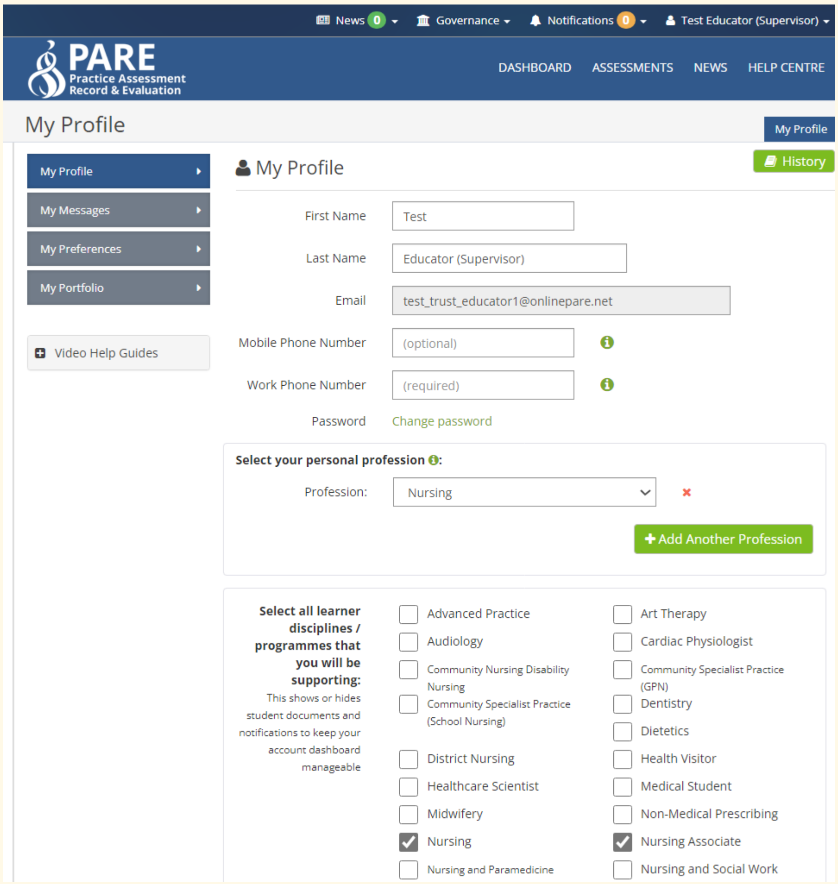
There are **four sections** to the PARE 'My Profile' screen:

My Profile section

Your profile contains information about your account on PARE. Through your profile, you can:

- **Update your details**; remember to **save.** If your email address needs changing, contact your Placement Educator Lead or Placement Senior Administrator for help – they will be able to update it.
- **Change your PARE password** – we recommend you do this regularly
- **Add learner professions** which you will be supporting. This might include professions other than your own.

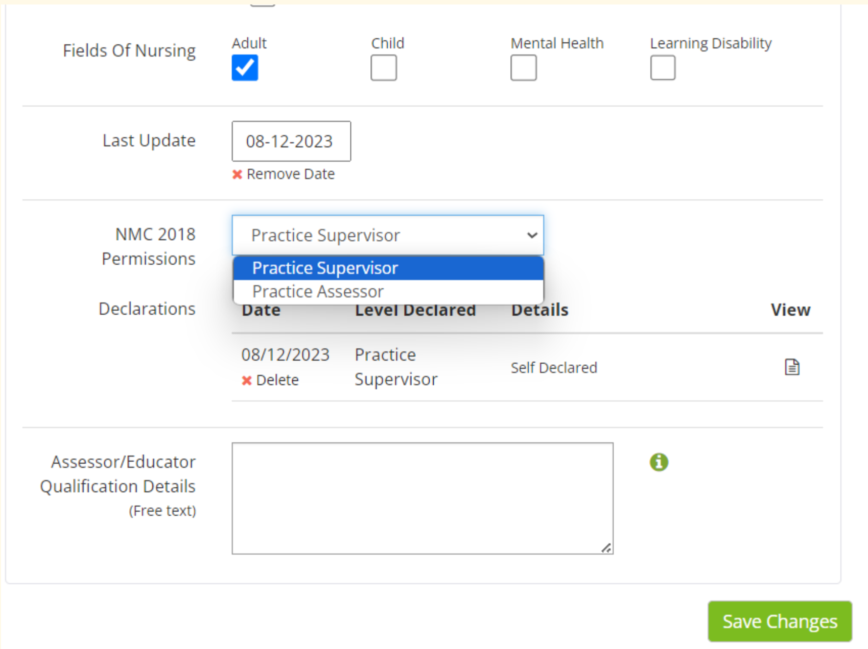
! To be assigned to a learner on PARE you must be marked as supporting their discipline in your profile.



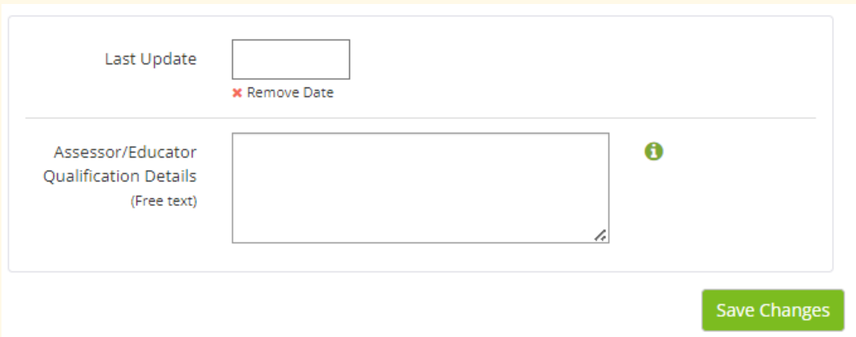
Update/Manage Your Qualifications

If applicable, you can manage your **NMC declarations**. Enter the Field(s) of Nursing, date of update and permission level. PARE supports both self-declaration, and for a Placement Senior Admin to 'declare' the permission level for their placement educators. Check your organisation's approach if needed.

If you are self-declaring your 2018 NMC permission level, complete all fields on the online NMC self-assessment form then 'sign' by clicking the green **Add Signature** button. Click **View** to open the form and download it as a PDF if required.



If NMC declarations do not apply you instead have a text box to add your qualifications, along with the date they were last updated:



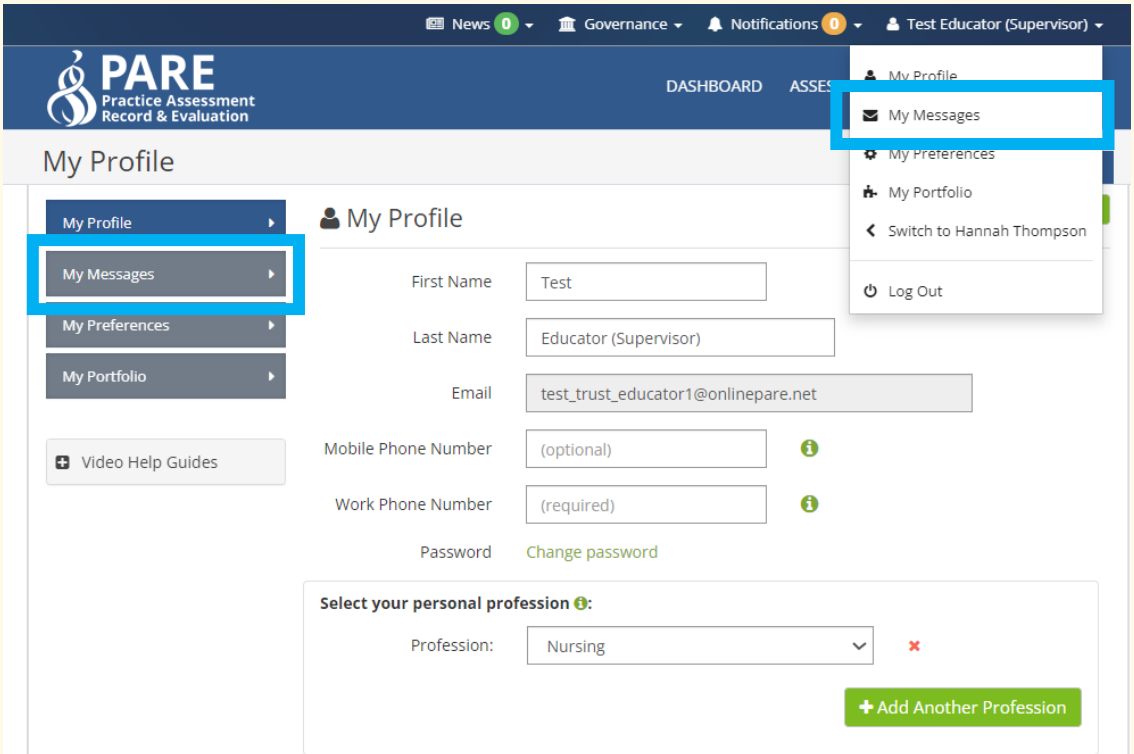
PAR Document Notifications

PARE will send notifications to your account when:

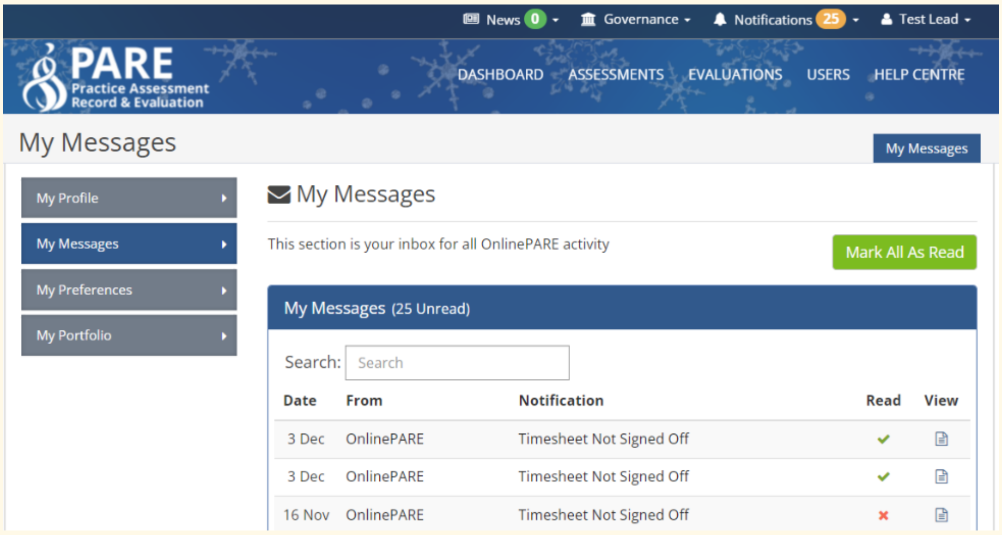
- You are assigned as an assessor to a learner on PARE
- You are granted temporary access to a learner's document
- Changes are made to your learner's document
- A discussion comment is added to a document that you are assigned to
- Certain pages of your Learner's document are overdue
- A learner who you are assigned to has timesheets which are overdue

Your learner will also be sent notifications to inform them of changes to their document, and if their timesheets or certain parts of their document are overdue.

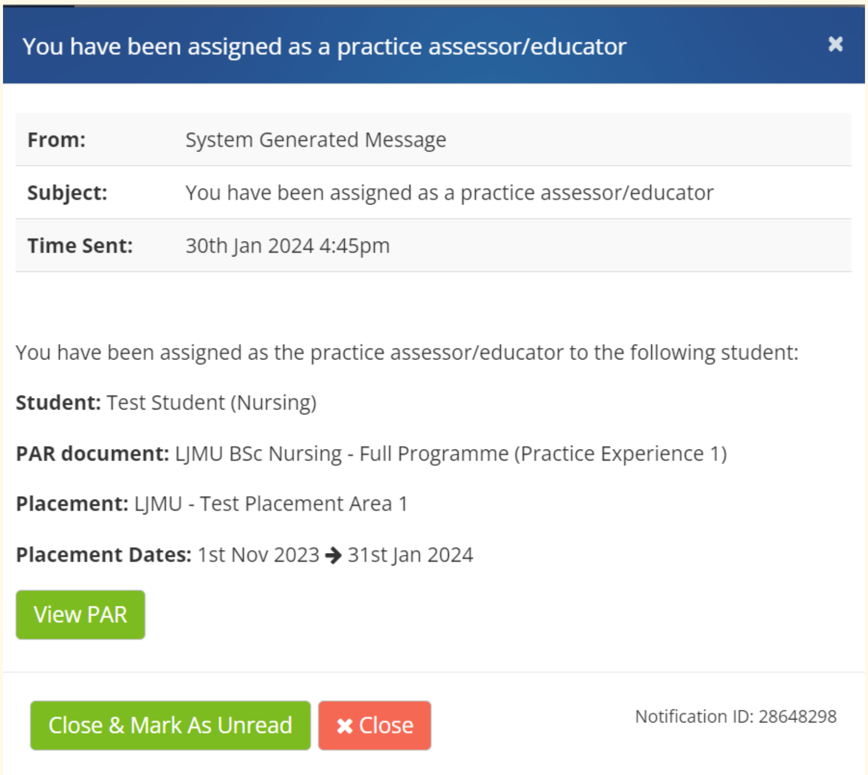
To go to your notifications, either click your name in the top right-hand corner of the page, and select **My Messages**, or go to **Your Profile** and select **My Messages** from the left-hand side.



PARE messages with a **red X** are unread; those with **green ticks** have been read. **Notifications** on the dark blue banner shows the number of unread messages in an **orange box**. These correspond to the unread messages listed.

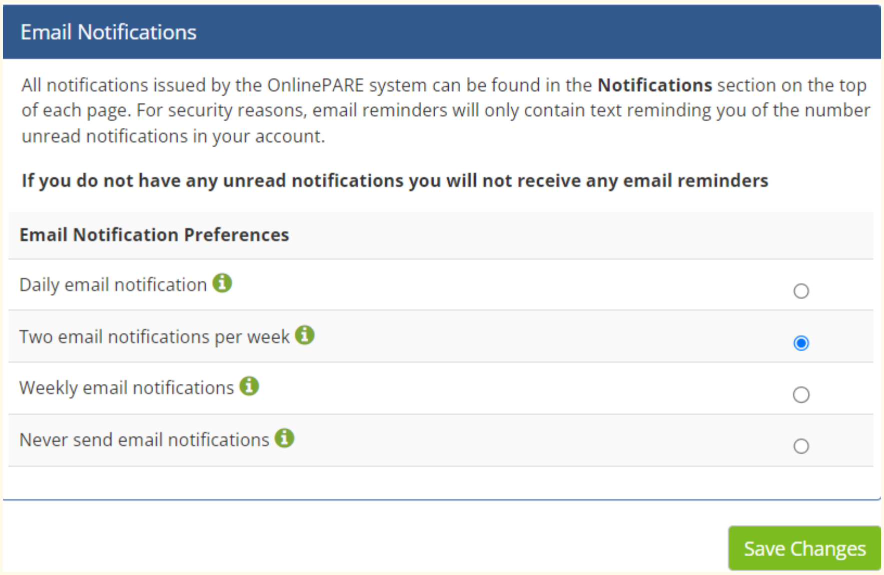


Messages usually have **links** to the pertinent record. Click to go directly to that record, e.g. to inform you that you have been assigned to a new learner:



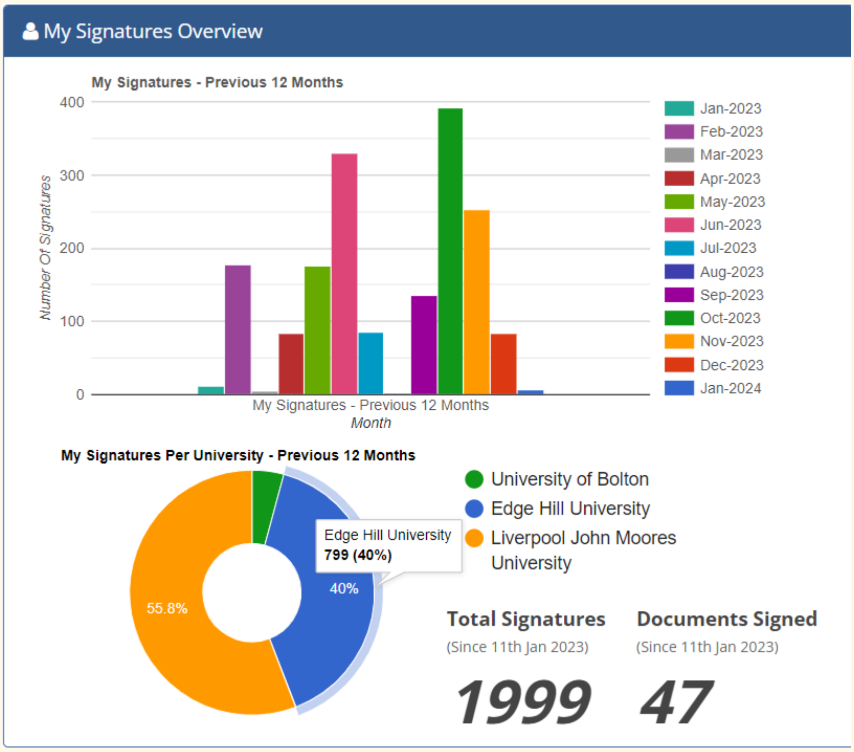
My Preferences

Choose **how frequently you receive Notifications** from PARE. Remember to save your changes:



! Even if you choose 'Never send email notifications', if a task is urgent and needs your attention you may still receive a notification

My Portfolio



This section summarises **the PAR documents you have signed**, both for the past 12 months and to date. You can use the information to evidence your support of learners for your own personal development portfolio. There is a graphical overview of your signatures, split by month as well as HEI partner.

On the same screen, in separate tables this information is given by HEI, Profession, and Course Year to date, and for the previous 12 months.

Documents Signed - Previous 12 Months

The table below indicates the university, profession (and field if applicable), course level and the number of students (with the same University/Profession/Field/Course Level) for whom you have electronically signed online PAR documents since **7th Feb 2023**.

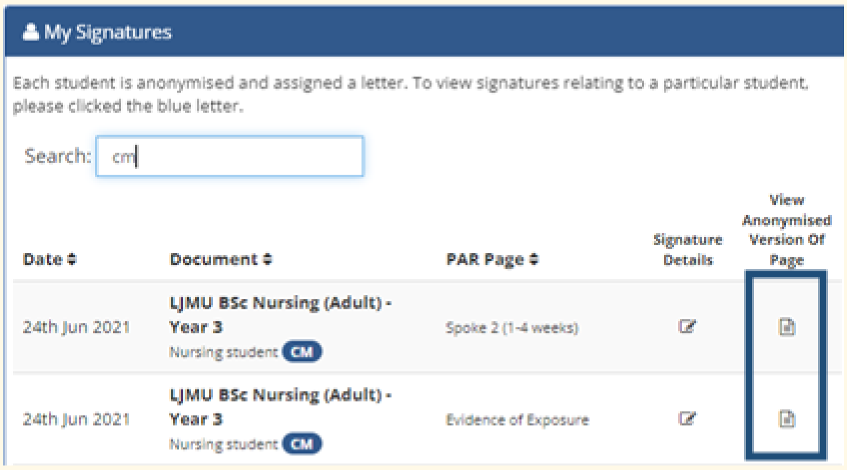
Total number of documents signed since 7th Feb 2023: **50**

University ⬍	Profession/Field ⬍	Course Year ⬍	Documents Signed ⬍
Edge Hill University	Nursing		6
Edge Hill University	Nursing	2	4
Edge Hill University	Nursing	3	3
Edge Hill University	ODP	1	2
Edge Hill University	ODP	2	4
Edge Hill University	ODP	3	3
Liverpool John Moores University	Nursing		10

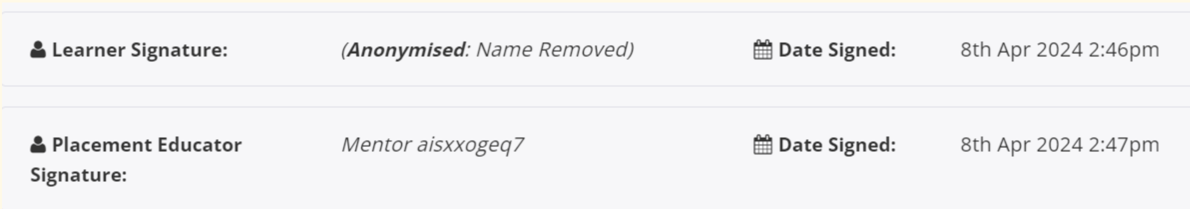
Signed - To Date is also available but not shown here.

The last section on **My Portfolio** shows a **My Signatures**, a summary of your signatures by learner, and separately, the **Timesheet Signatures** you have applied.

Each learner is allocated a unique two-letter code to anonymise their details. Search for a learner's two initials to filter just their records. My Signatures is shown below:



Choose **View** to see the details; note that the learner's name is removed on all such documents to retain anonymity:



Assessments

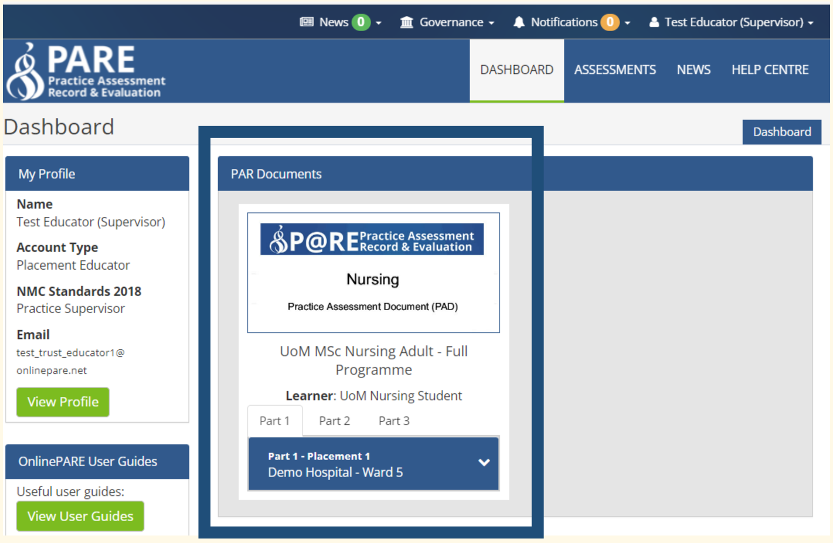
PAR Document Access

PAR documents are viewable for staff up to 4 weeks before a learner or preceptee's placement start date on PARE. To access the learner's PAR document, you will need to be assigned **the same placement area** as the learner. You must also have the **learner's discipline** selected in your PARE profile's list of disciplines that you support.

There are two main ways to access a learner's PAR document on PARE; directly via a shortcut from your PARE Dashboard, or via the Assessments screen:

Dashboard PAR Document Access

You can view the documents of learners you have been assigned to from your dashboard. You will also have been sent a notification to let you know that your learner has been allocated to you.



You can also use **Claim a Learner** to assign yourself to your learner. For the nursing professions, you will need to be declared as a Practice Assessor to see the details of unclaimed learners in this section.

! We strongly advise contacting your Placement Educator Leads/Placement Senior Admins to have a learner assigned to you if possible

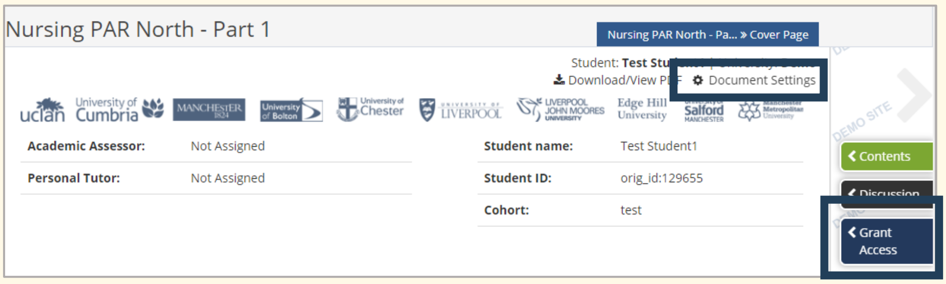
PAR Document Temporary Access

Your learner can also **grant you temporary access** to their document. Once they have done so, you will see the document on your dashboard. Temporary access lasts for a four-week period each time it is granted.

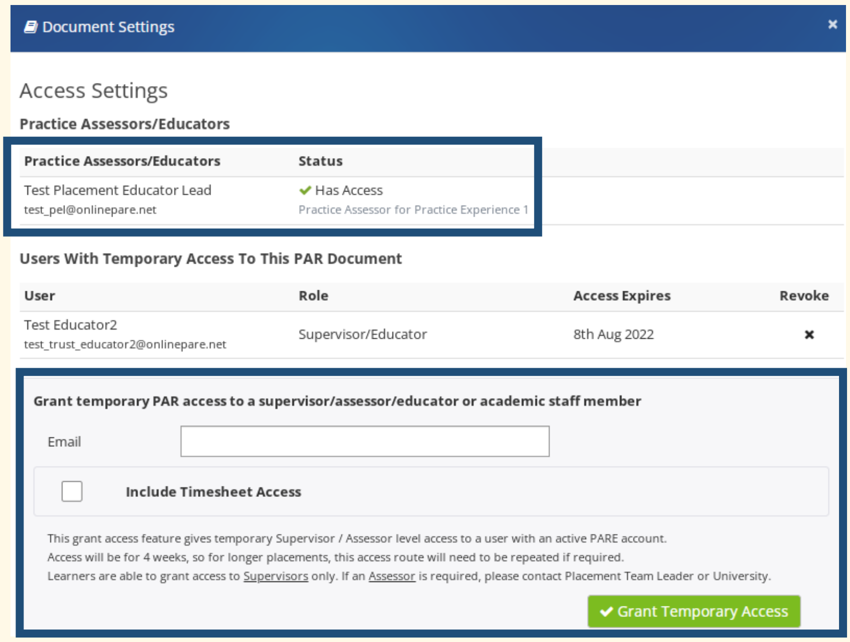
This feature is useful where a learner has been on placement with you in the past, but your access has expired, and the learner still needs you to fill in or sign off parts of their document. Access to a learner's PAR Document ends four weeks after the end date of the placement.

Learners can also use this feature to grant access to staff at a spoke placement with no PAR Document assigned to it.

To grant temporary access to their educator please advise your learner to go to their document's settings, via their PAR Document **Grant Access** menu bar item on the right-hand side of their PAR document, or via the **Document Settings** link on the front page of their PAR Document.



Clicking on the Grant Access button, or the Document Settings link, opens the Access Settings pop-up:



If you were previously assigned a Practice Assessor, your learner can click the green **Grant Temporary Access** button next to your name to allow you to view and edit their document again.

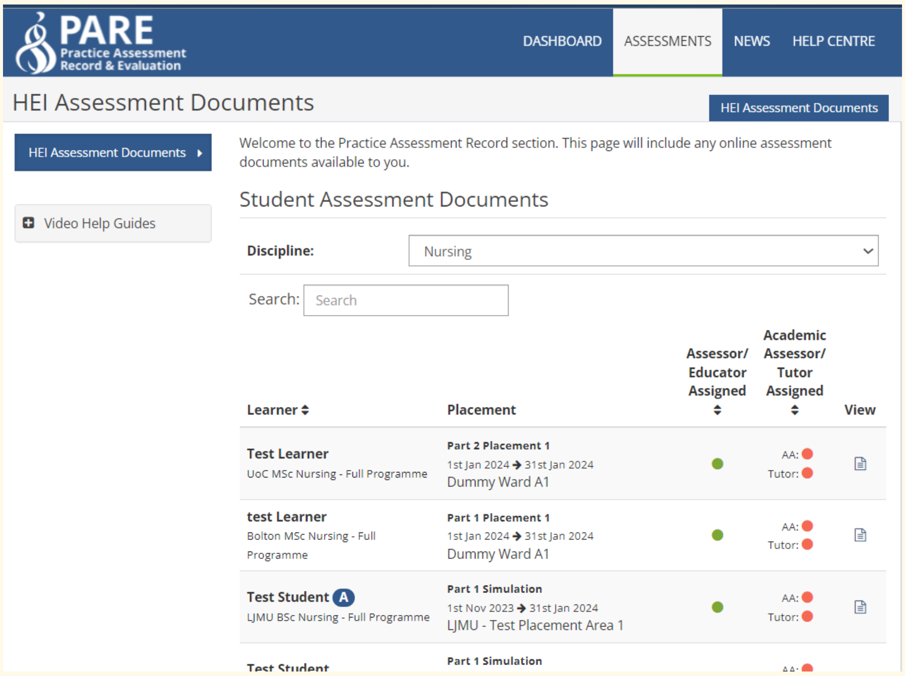
If you are not listed there, they can grant you temporary access as a supervisor by **entering your email address** in the box below.

Assessment Documents Screen

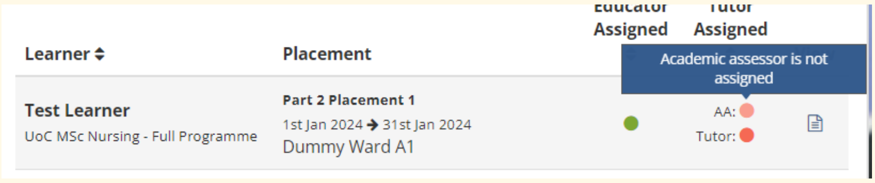
You can also access the PAR documents for all learners with current placements for your placement area via the **Assessment Documents** Screen, if the learner's discipline is one you have been listed as supporting on PARE.

To see the PAR documents for all learners in your placement area(s), click the **Assessments** tab at the top of your screen, and go to the **HEI Assessment Documents** tab. Select the discipline of the learner you are searching for from the drop down.

This will list **all current learners** with PAR Documents for your placement areas and discipline. You can see the **placement details**; whether an **Assessor/Educator is assigned** by hovering your mouse over the circle; and view the **PAR document.**



In this example, the orange circle shows that no Academic Assessor has yet been assigned to the learner:

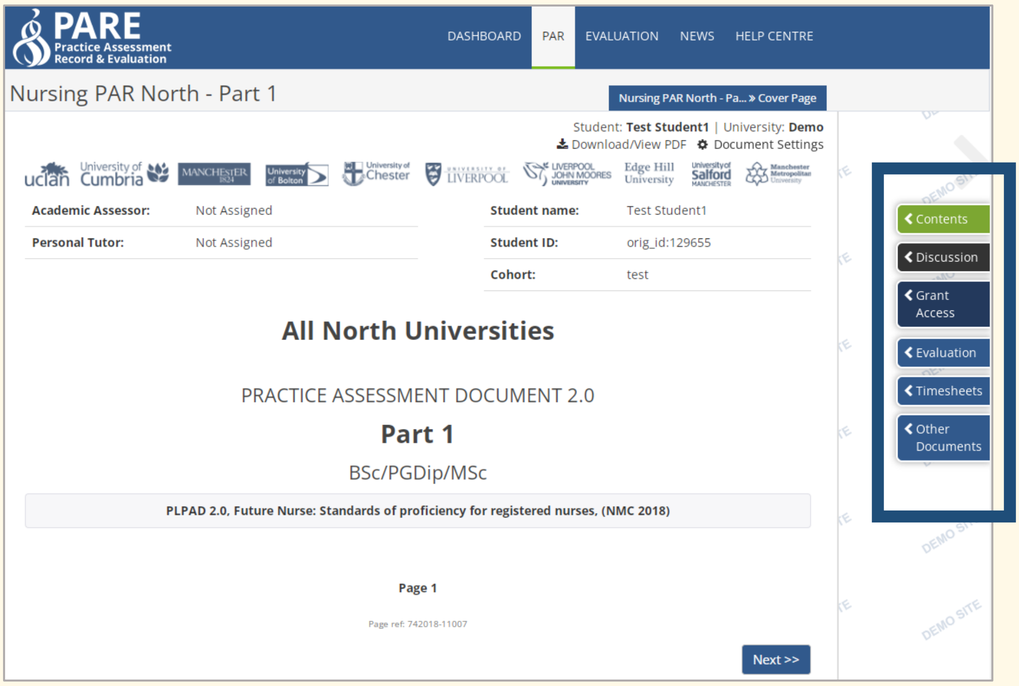


If an Assessor/Educator has not been assigned, hovering over the red dot will show you a list of Placement Educator Leads for their placement area.

The Practice Assessment Record (PAR)

When you first open a learner's PAR document you will be brought to the front cover. This has a standard format, displaying information including the document's title, the learner's details, and information about the staff who are assigned to them.

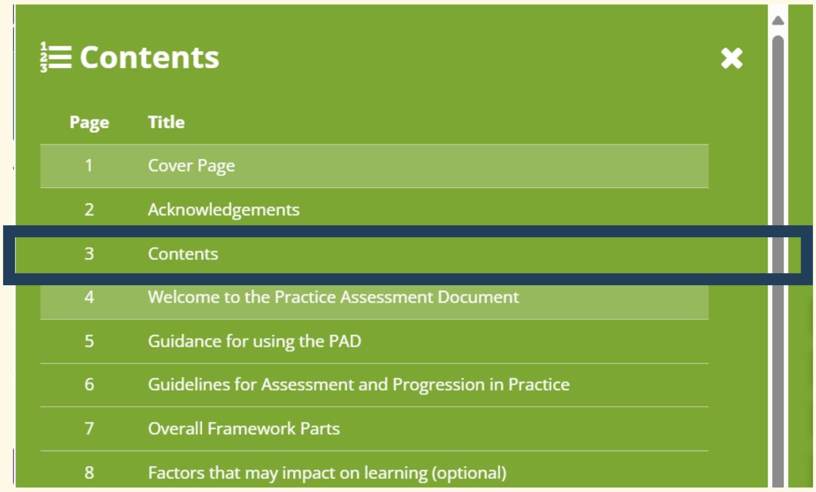
The **Menu Bar** will display either to the side of the screen, or along the bottom of the screen:



- Click the **Contents** tab to see a list of pages in the document. Click on a page on the list to go to it on PARE
- You and your learner can use the **Discussion** tab to post comments here for each other to read and respond to
- Click the **Timesheets** tab to see a list of all timesheets for placements linked to the PAR document. Timesheets for your placement area are marked with an **edit symbol**, which you can click to open the learner's timesheet for the placement
- Open the **Other Documents** tab to see any additional documentation linked to your learner, which can be accessed via this menu item. If there are no additional documents assigned to the student, this tab will not be visible

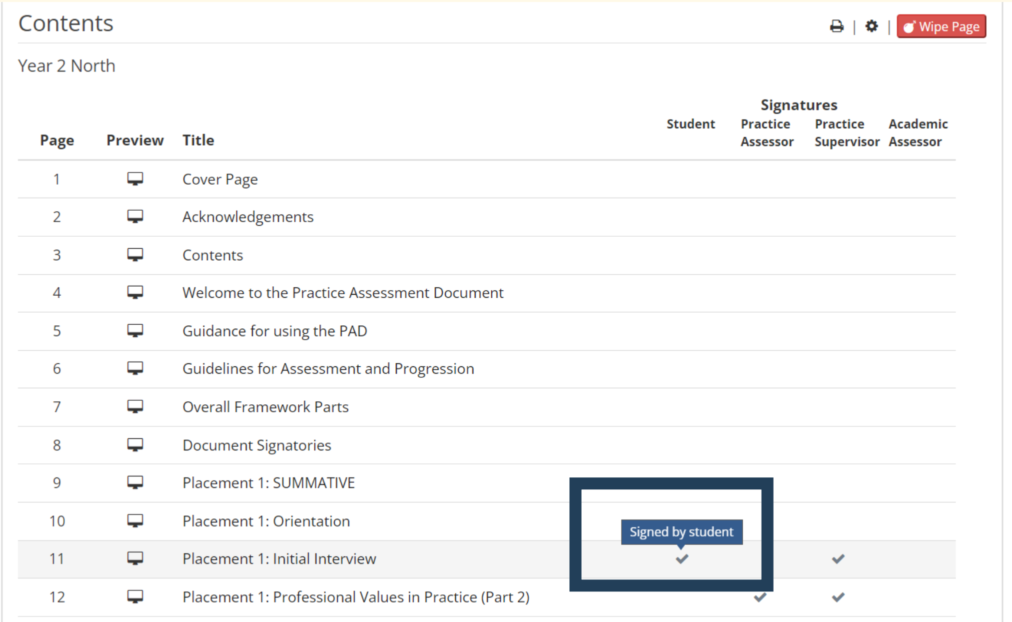
PAR Document Contents

When you go to the contents tab, you will see an additional **Contents page** listed, which all PAR documents contain:



This page allows you to:

- See a **preview** of all document pages
- Check **which signatures have been added** to the document by learners and staff. Signatures that have been added are marked with a **tick** and pages which have not been signed are marked with a **cross**
- A **no-entry** symbol indicates a multi entry record page, which no records have neem added to e.g. a page for recording support visits or additional interviews
- Hovering over a tick will display information about what type of user has signed off a page



Page	Preview	Title	Signatures Student	Practice Assessor	Practice Supervisor	Academic Assessor
1		Cover Page				
2		Acknowledgements				
3		Contents				
4		Welcome to the Practice Assessment Document				
5		Guidance for using the PAD				
6		Guidelines for Assessment and Progression				
7		Overall Framework Parts				
8		Document Signatories				
9		Placement 1: SUMMATIVE				
10		Placement 1: Orientation				
11		Placement 1: Initial Interview	✓		✓	
12		Placement 1: Professional Values in Practice (Part 2)		✓	✓	

Some assessment documents block later pages from being accessed until earlier pages have been signed off, so the **Contents** page can be a useful page to view sign off status.

In other assessment documents signing off later pages can set earlier pages to **read only.** For example, signing off an **End of Part One Page** and confirming they have completed that section of their course might prevent you and your learner from making changes to Part 1 of the document.

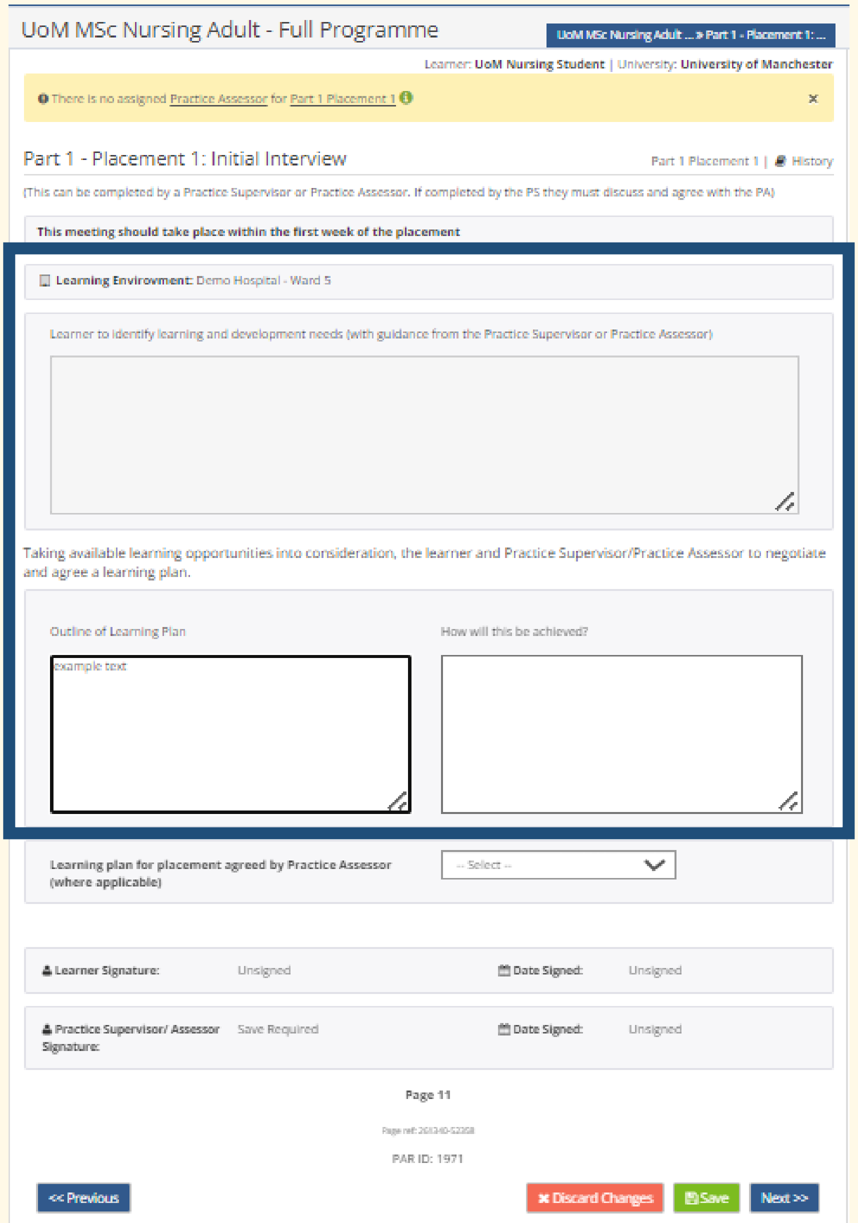
Editing the PAR Document

You are only granted access to fill in and sign off PAR documents when it is necessary for your role as a placement area. You might not have access to fill in or sign parts of a document if:

- You are a learner's **Supervisor**, and those parts are to be completed by their **Assessor**
- That part of the document is to be filled in by the **learner**
- The **final signatures** have been added to a page or section, marking it as complete. Once the final signatures have been added, the page will be **locked** cannot be edited unless they are removed.

Parts of the PAR document which you do not have access to edit will be **greyed out**. If you do not have access to fill in or sign off part of the document that you believe you should, please contact your Placement Educator Lead/Senior Placement Admin.

In the example image below, the text box at the top is **greyed out** because it is for the student to complete, and the **white text boxes** below it can be filled in by the assigned Supervisor/Assessor who is viewing it.



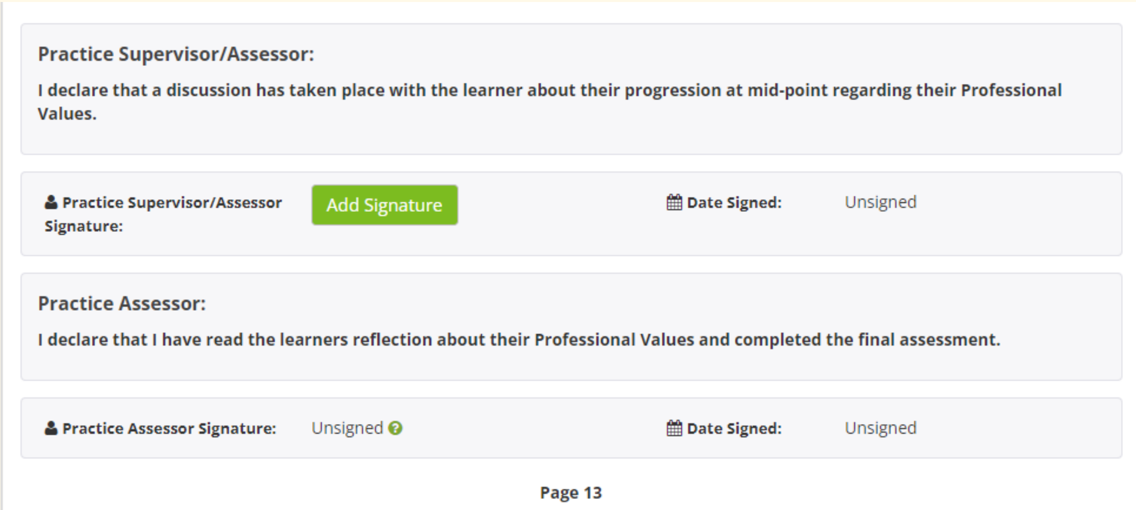
! Any information you type into a PAR Document must be saved by clicking the green Save button before you leave the page. If you do not save your changes they could be lost

! PARE will not let you sign off a page if it still has unsaved changes

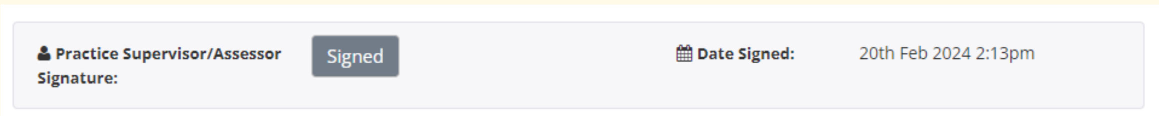
Electronic Signatures

You have the ability to digitally sign your learner's PAR document. This confirms that its contents accurately reflects their time in your placement area.

If you have access to add a signature on PARE, you will see a green **Add Signature** button in the signature box. If you do not have access to add a signature, no button will be displayed, and **Unsigned** will be written in the signature box.



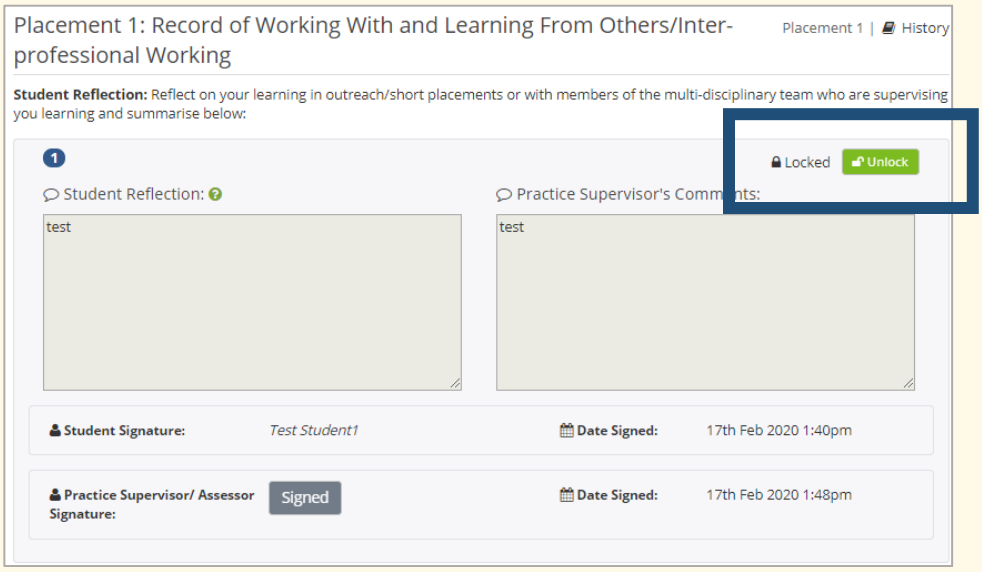
To add your signature, click the button, then **save your changes**. The green **Add Signature** button will be replaced by a grey **Signed** button.



When other users view this page, they will see it signed with **your name**, and **the date and time** you signed it off.

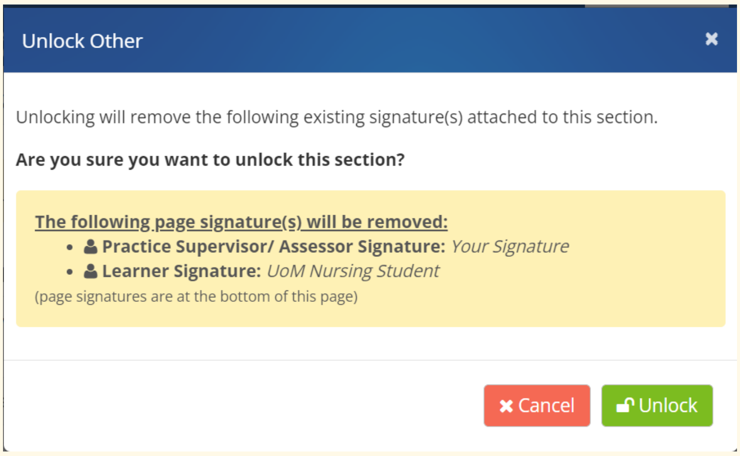
Page/Section Lock Down

When a page or section has been signed off on PARE, it will then be **locked off**. This prevents any new changes from being made to it. If a page or section is locked, you will see a **padlock icon** and the word **Locked** at the top right of the page/section.



Unlocking a Page/Section

To unlock a page or section on PARE, click the green **Unlock** button. This will open a pop up which will ask you to confirm you would like to remove all signatures from the page. Click the green **Unlock** button in the right hand corner to confirm your choice.

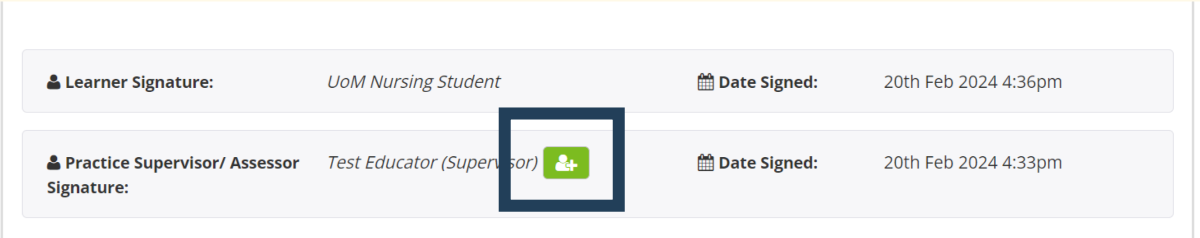


! Unlocking a page will remove all signatures, not just your own

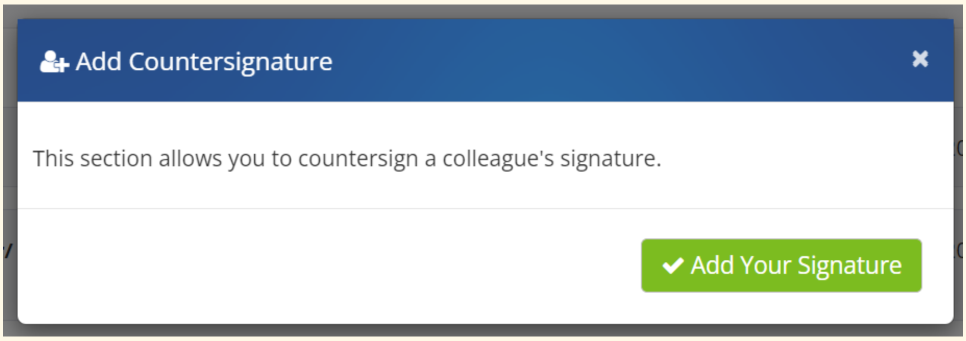
Once any necessary changes have been made to the document, **it will need to be signed again** to confirm that it accurately represents the learner's experiences at their placement.

Counter-Signing

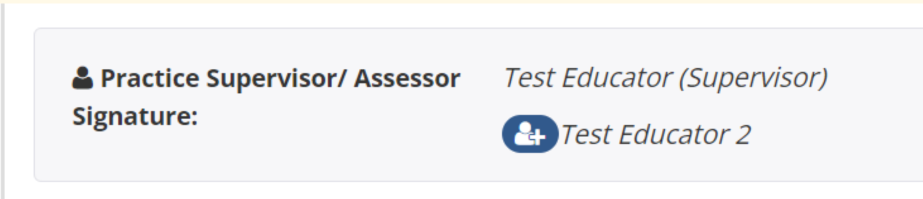
Some pages can also be **counter-signed** by another member of staff on PARE. This can be used when a second signature is required, for example, to provide a signature from a fully qualified member of staff when the main signature is from a Placement Educator in training. To add a counter signature, click the green button displayed next to the existing signature:



Then, confirm that you would like to countersign the signature:



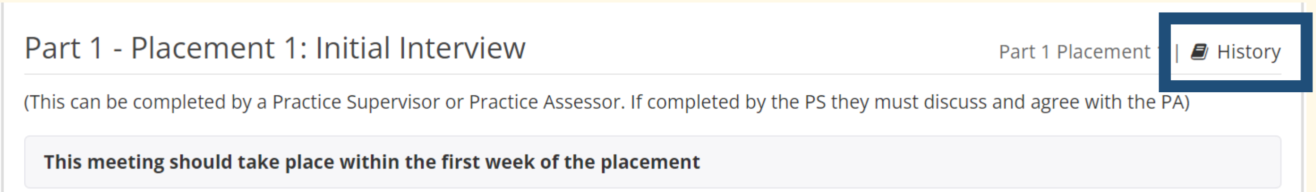
PARE will validate your credentials, then confirm if the signature has been added. Your signature will then be shown beneath the original signature:



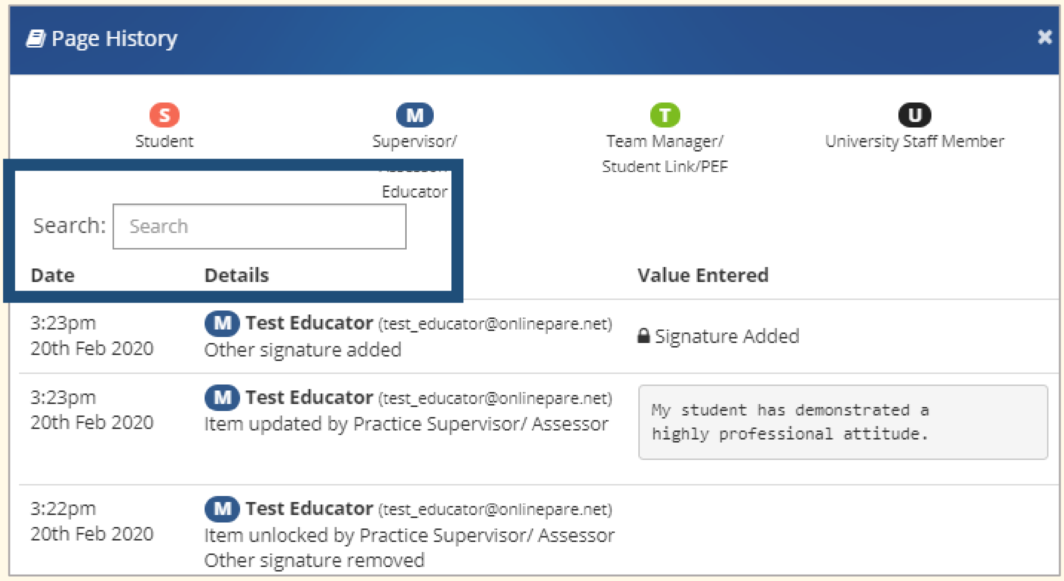
History Logging

All PAR document pages which can be edited by staff and learners have a **History Log** which records the changes that have been made to them. This records text and signatures that have been added or removed, and gives the name of the user who made the change as well as the date and time of the action.

Click on the **History** link at the top right-hand corner of the page to view the logs.

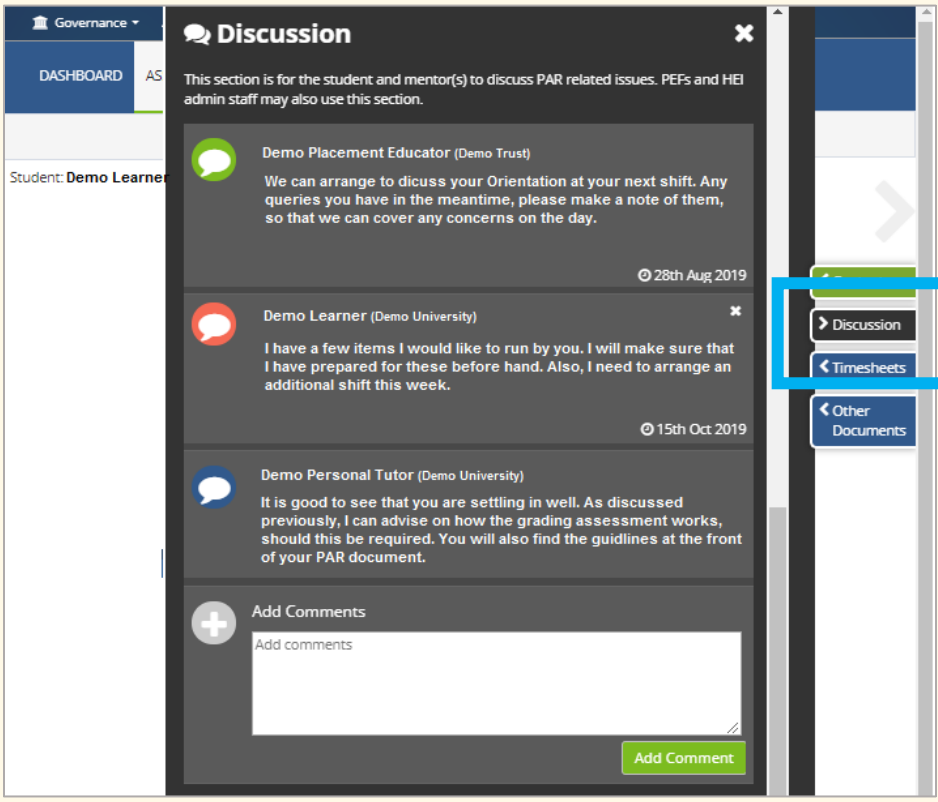


The pop-up box **Page History** will open on your screen, listing all changes that have been made. To search for a specific change to the page, use the search box of the left-hand side to narrow down the results:

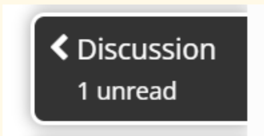


Discussion Board

The discussion board on your learner's document can be used for communication between placement staff, academic staff, and their learner. To view it, click the **Discussion** tab on your learner's document.



Users who are assigned to a document will be **sent a notification** when a comment is added. If there are any unread comments, this will also be shown on the discussion tab when you next open the document.



Icons for comments are colour coded by the type of user who added them:

- **Learner** comments have a **red icon**
- **Placement staff** comments have a **green icon**
- **Academic staff** comments have a **blue icon**

To delete a comment that you have added to a document's discussion board, click the cross icon at the to right hand corner of it.

Timesheets

You will have access to learners' PARE timesheets as soon as they have been assigned to your placement area on PARE. You will need to be listed as **supporting their discipline** on your PARE account profile to view and access their timesheet. You do not need to be assigned to a learner to see or access their timesheet.

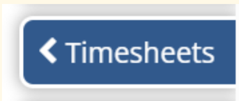
Dashboard Timesheet Access

To access a learner's timesheet, go to the **Learner Timesheets** section of your dashboard. Open a timesheet by clicking on the timesheet details document icon, or placement name details for the timesheet record.

Learner Timesheets

Student	Placement	Hours	
Student1, Test	Test Hospital - Ward 1	0h 00m	
Student2, Test	Test Hospital - Ward 1	0h 00m	
Student3, Test	Test Hospital - Ward 1	0h 00m	

You can also view a learner's timesheet through their PAR document by clicking on the **Timesheets** tab to the right of the page.



For some learner's timesheets, only their Assessor can add the final signature. To be assigned as their assessor, either contact your Placement Educator Leads or Placement Senior Administrators, or you can assign yourself using the dashboard Claim a Learner feature.

! We strongly advise contacting your Placement Educator Leads/Senior Admins to be assigned as a learner's assessor when possible

Timesheet Temporary Access

A learner's timesheet will no longer be displayed on your PARE Dashboard from 4 weeks after they complete their placement. If necessary, a learner can grant you **temporary access** to the timesheet on PARE. This temporary access will last for 4 weeks, then must be granted again.

! A learner cannot grant you access as their assessor if this role was not previously assigned to you

Editing Timesheets

You can record hours for multiple **activity types** on PARE for the same shift. These activity types will vary by discipline. These different activities might be signed off by different members of staff.

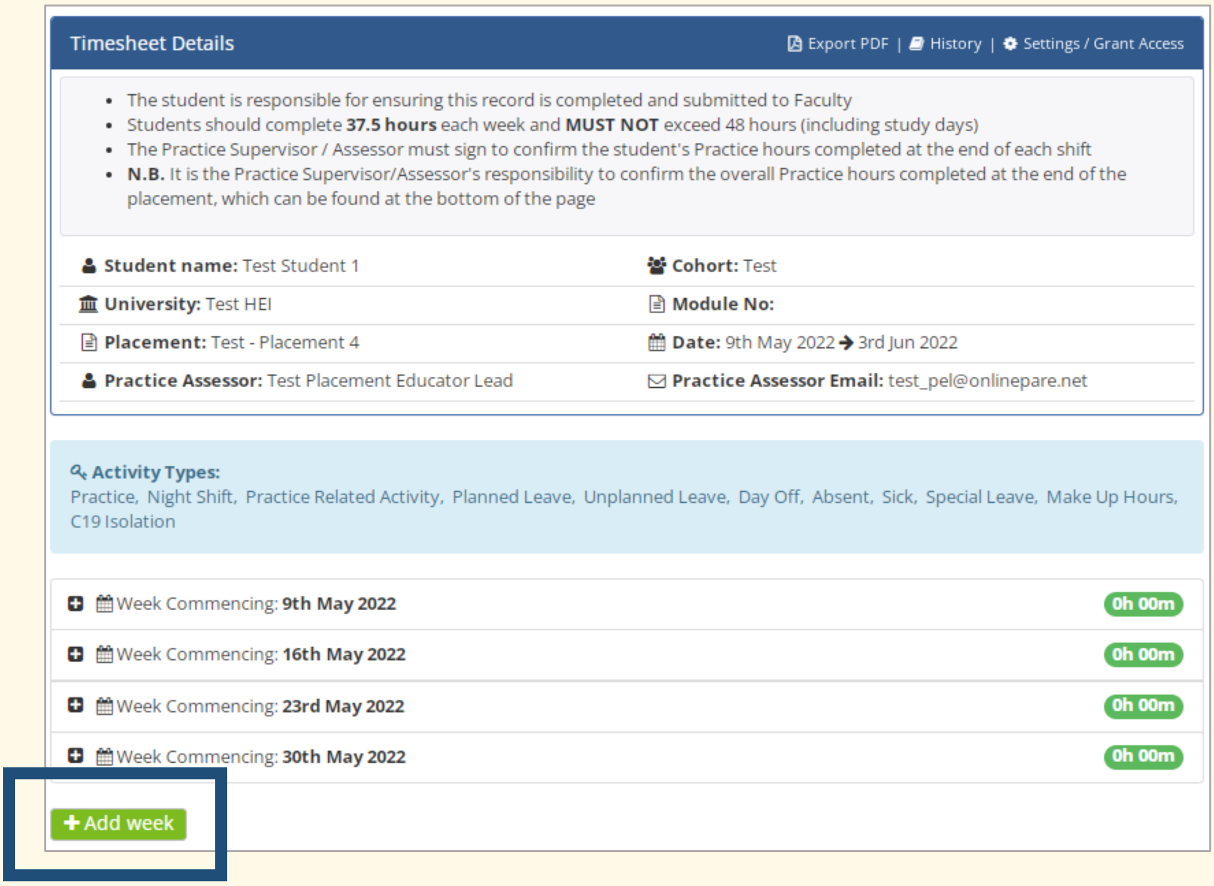
The weeks display on the timesheet when it is first created and cover the time period between the placement start and end dates. You can expand and collapse the display of each week via the plus icon to the left of a week.

Learners will generally add their own hours to their timesheets, which you will then sign off to confirm them as accurate. You can, however, add hours to a learner's timesheet if necessary.

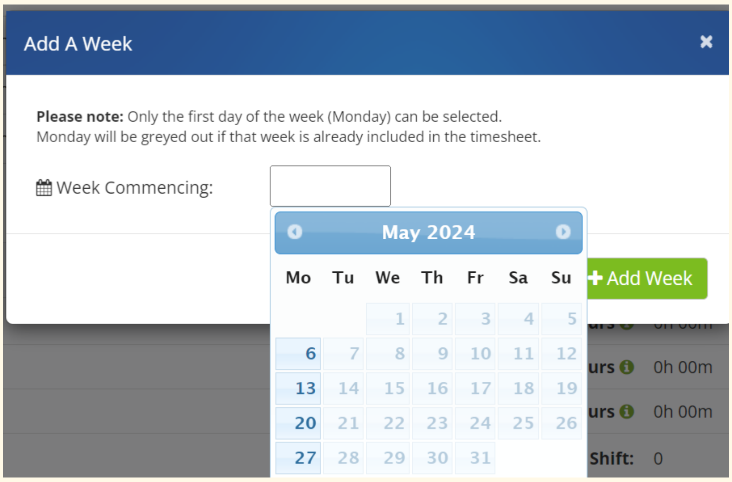
Adding Timesheet Weeks

For some learner programmes, additional weeks can be added to a learner timesheet. If this is necessary, the learner should check with their personal tutor or module leader before doing so.

To add timesheet weeks, click on the **Add Week** button:



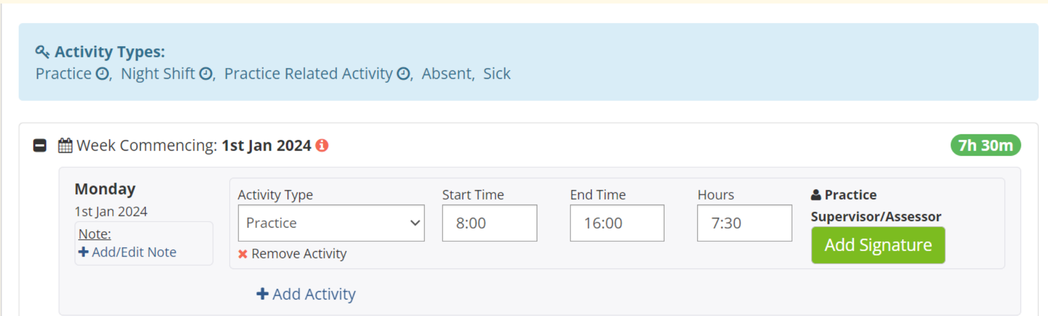
Then, select the date you would like the new week of your learner's timesheet to start from. Please note, the Add A Week pop up box will only allow you to select a **Monday** as a start date.



Once you have chosen the day for the new timesheet week to start, click the green **+ Add Week** button at the bottom right-hand corner. The new week will then appear on your learner's timesheet.

Adding Activity Types & Hours

To add activity types and hours to a timesheet, use the drop-down box to select the activity type. To add another activity to the same day, click the blue **+ Add Activity** button below their first activity.



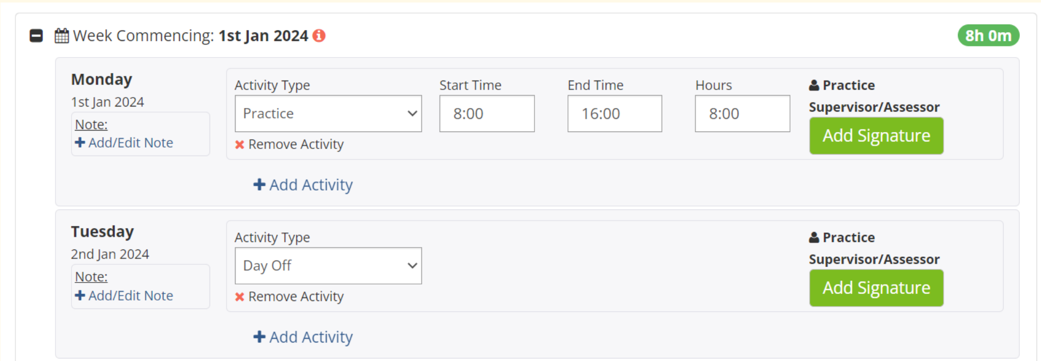
! Activities are automatically saved as they are added to the timesheet and do not need to be saved manually on PARE

To remove an activity that has not been signed off, click **X Remove Activity** beneath the activity type. Once the activity has been signed off, to remove it you will first need to remove the signature using the green **Unlock** icon next to the signature. This prevents the activity from being changed without being verified and signed by a member of staff.

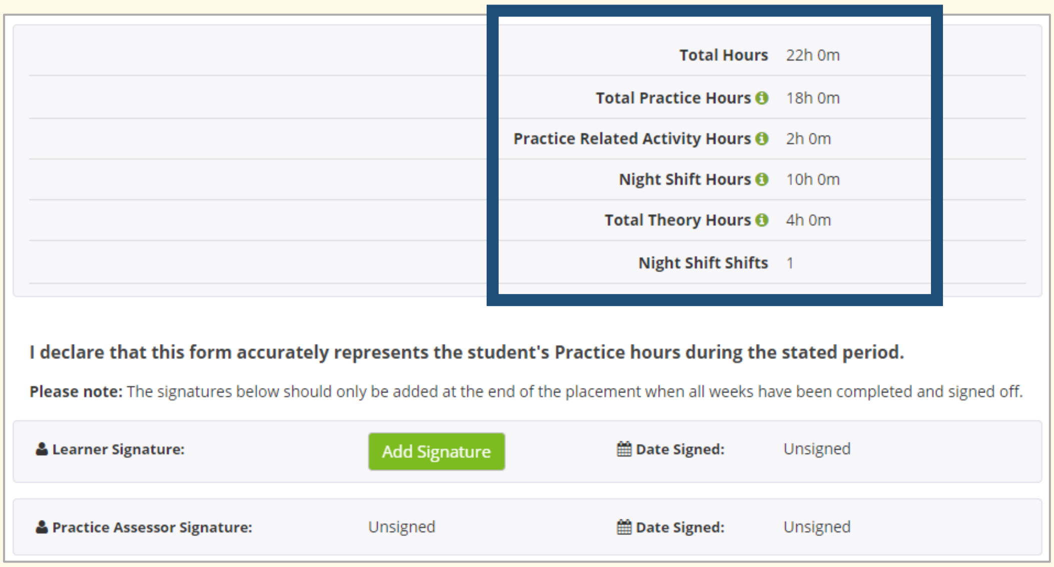
For some activity types the hours must be recorded. If this is the case, please select the start and end time for the activity. The number of hours spent on their activity is displayed to the right of the start and end times and will be calculated automatically. These can also be adjusted manually if necessary.

Other activities may just display the Hour box as they will always be for the same number of hours (a 'Study Day' activity for example).

Some activity types, such as 'Day Off' will not require hours to be recorded and will therefore display no additional boxes next to the Activity Type.



Each timesheet also has a section which lists the total hours in the placement, as well as subtotals by activity type. Below is an example for a Nursing student.

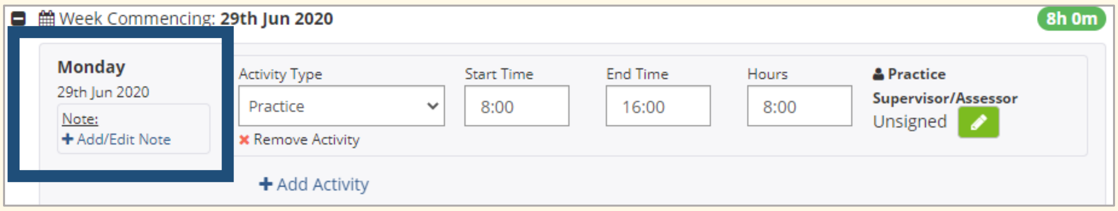


Click on the information icons (the 'i' symbol next to right of the Sub Total labels), to see which activity types that are included in each sub-total.

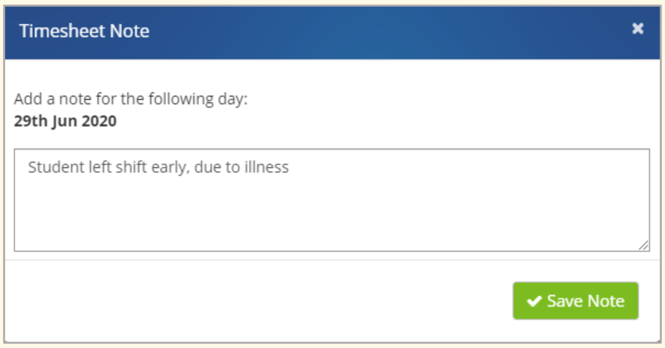
In the nursing timesheet example above, the Total Practice Hours includes the Practice, Practice Related Activity, and Night Shift activity hours. The Practice Related Activity and Night Shift activities also have their own sub totals, and a count of the total number of Night Shift activities is displayed.

Adding Notes to Timesheet Days

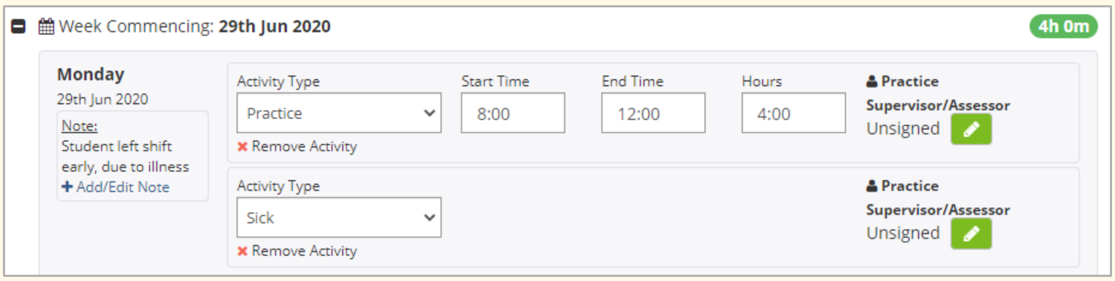
Click **Add/Edit note** to the left of the activity type and hours to add additional information about a shift on the timesheet, such as a reason for a learner's absence. Notes can be left by the learner, practice, and HEI staff.



Clicking on the **Add/Edit Note** link opens the Timesheet Notes pop-up:



Text added via the **Timesheet Notes** pop-up is displayed under the timesheet day. To edit a note, click **Add/Edit Note** again. To remove a note, remove all the text and click **Save Note**.



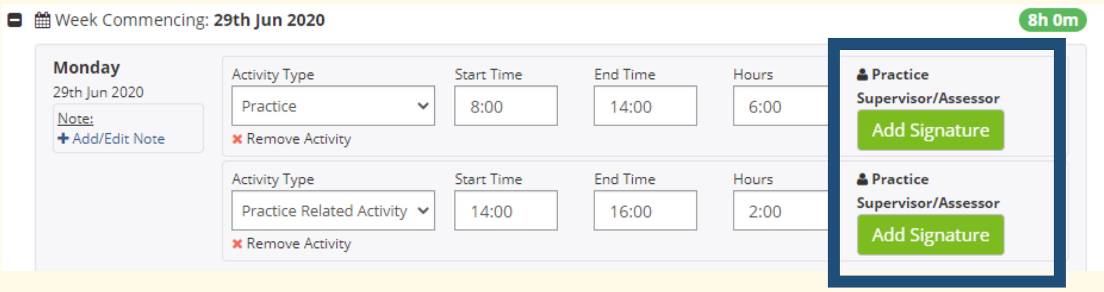
Signing Off Timesheets

Placement or academic staff need to sign off the activities added to their learner's timesheet, to confirm that they are accurate. The Overall timesheet must also be signed off by the learner and placement/academic staff.

Adding a signature to an activity **locks** it, and if changes are required, this will require the section to be unlocked. After a period of time, a timesheet will be set to **read-only** where no further changes can be made, even by unlocking, unless the whole timesheet is re-activated.

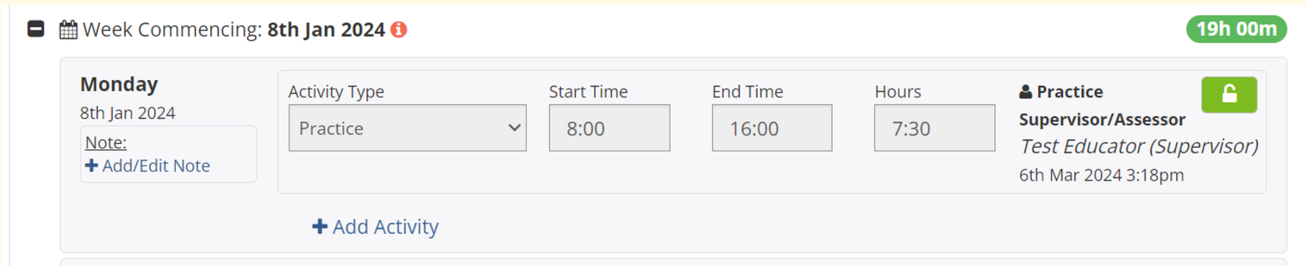
Signature Access

Most timesheet activities require a signature from a member of staff to confirm that they are accurate. If you have access to sign an activity off, a green **Add Signature** button will be displayed.

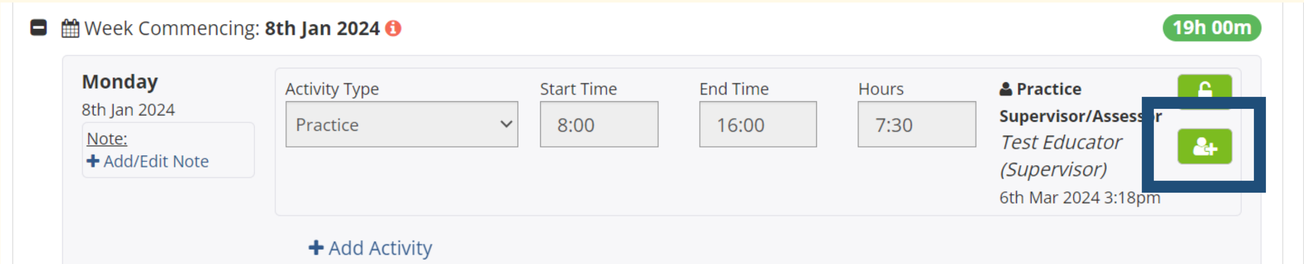


! Timesheet activities should be signed off by members of staff who have been supervising the learner placement and can verify the learner hours

Signed off activities will display the name of the member of staff who has signed the activity. Once an activity is signed off, the activity **locks down**, and boxes for the activity are **greyed out** and cannot be edited. This is so that changes cannot be made without a member of staff signing them off.



Signatures on timesheets can also be **counter-signed**. This facility is normally used to provide a fully qualified signature against a practice supervisor/educator in training.



See Counter-Signing in the Assessments section of this Guide for further information on counter-signing electronic signatures on PARE.

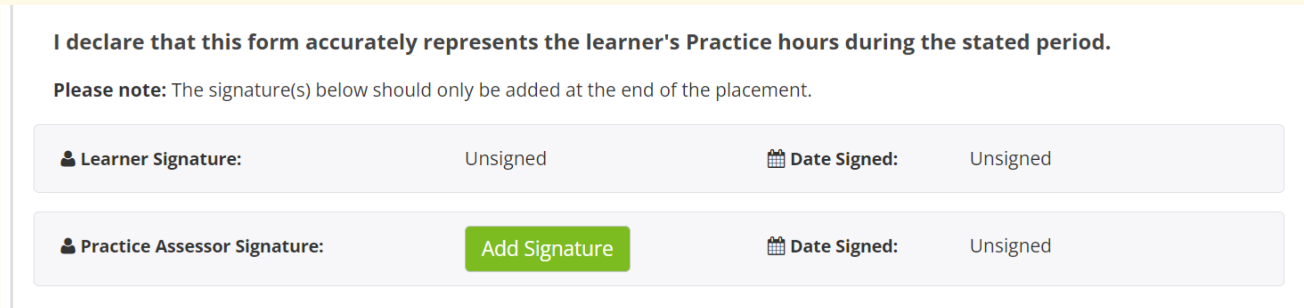
Signature Access Through the Learner Log-In

For some timesheets, placement staff can sign a timesheet through the learner's login. The timesheet settings allowing or preventing other users from signing via learner PARE accounts are determined by the HEI leads for the programme.

You will see a signature **pencil icon** displayed against the placement staff signature label if this feature is available for your programme's timesheet. Clicking on the signature edit button opens the Electronic Signature pop-up. Depending on the timesheet's settings, if PARE users can sign through their learner's account, you will need to either enter your PARE login details, or if staff without PARE accounts can add their signatures, you will need to add your sign off credentials.

Declaration Section and Overall Signatures

When all timesheet activities have been signed off, the **Declaration** section at the bottom of the timesheet will need to be signed by the learner and a placement member of staff with the appropriate level of access. The timesheet may also require sign off by an academic member of staff, depending on the programme and the timesheet settings.

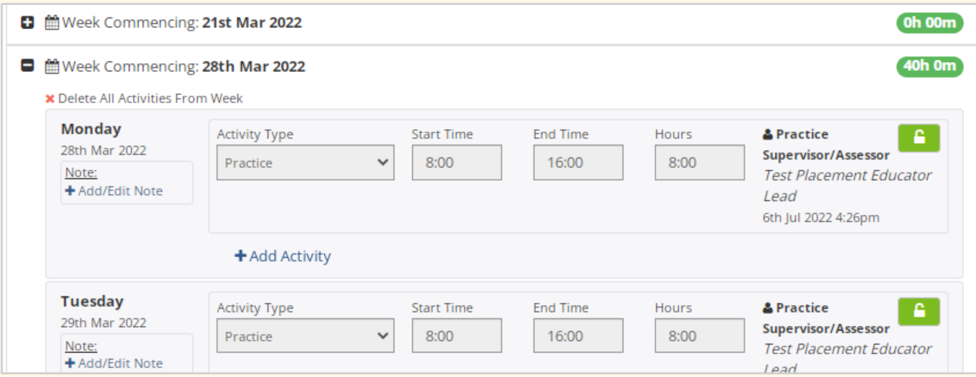


! A practice educator can only add the final signature once all the individual activities have been signed off

Unlocking Timesheets

If the overall signatures have been added, the timesheet must be **unlocked** before any further changes can be made. Unlocking either a timesheet or activities within a timesheet removes the signatures and allows the timesheet's activities to be edited.

After making any required changes, the activities that have been added/updated will need to be re-signed before the timesheet can then be signed off again at the bottom.



The Unlock buttons for individual activities are no longer displayed once the overall timesheet signatures have been added. To unlock the individual activities, the overall timesheet must first be unlocked.

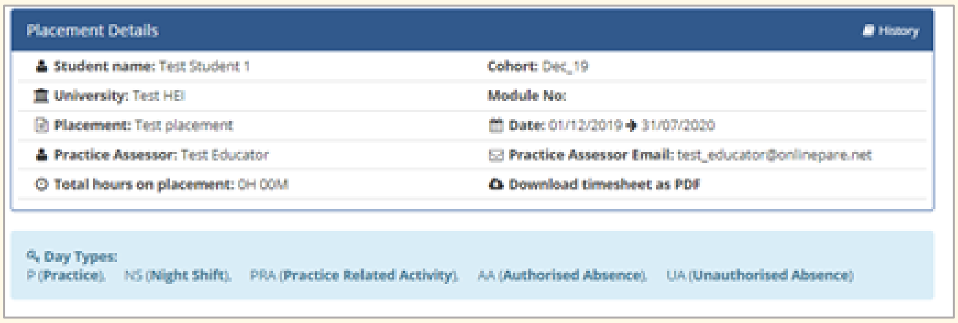
Timesheet Read-Only Status

The learner's timesheet will be set to read-only 14 days after the placement end date if it has been fully signed off, otherwise it will remain open. Timesheets are set to read-only after a year even if they still remain unsigned.

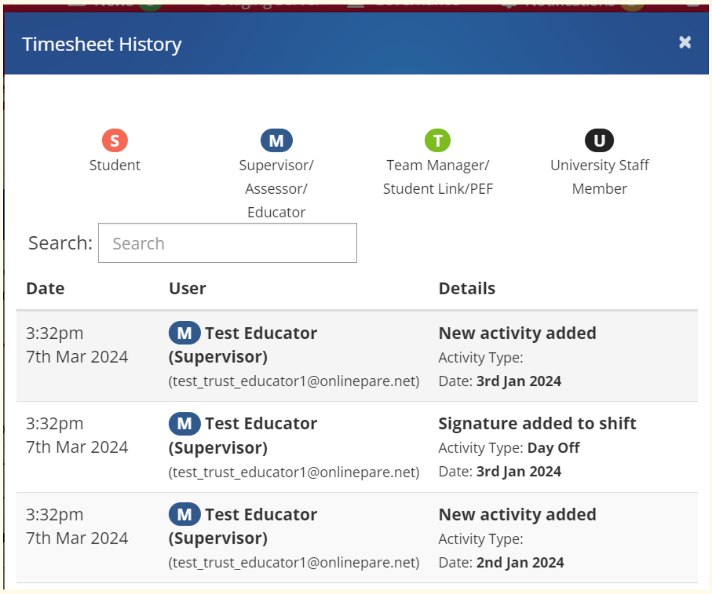
Once a timesheet is read-only it cannot be edited; timesheets set to read-only should never require amending. Timesheet hours should be signed off as close to the week dates as possible, and hours will only be added to the total practice hours for a timesheet and programme. If you need to edit a timesheet which has been set to read only, the learner's placement office must be contacted to unlock it.

History Logging

Like the PARE assessment documents, the PARE timesheets include a **History Log** that records all changes made to the timesheet. Every time a signature is added, or removed via an Unlock action, this information is recorded in the history log. The PARE user who made the change, and the time and date of the change are also recorded. To see this information, click the **History** button on the right-hand side of the placement details section.



This will open the **Timesheet History** pop-up for the timesheet.



See History Logging under the Assessments section of this Guide for further information.

The PARE Team

For issues of a **technical nature,** you can contact the PARE support team via a PARE support ticket; see the **Create Support Ticket** link in the **Help Centre** section of the website. Provide all the details the Support team will require to be able to investigate and resolve your issue, for example your placement educator name, placement details, and PAR document pages numbers and titles.

If your issue is related to an **account login issue**, then you can still raise a support ticket via the PARE website. From the **Create Support Ticket** option in the **Help Centre** options, when presented with the login window select **Continue as Guest** at the bottom of the login pop-up.

Access the PARE Help Centre at:

https://onlinepare.net