

Practice Assessment Record & Evaluation: Online PARE Tool

Placement Educator Lead Guide

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Introduction

What is PARE?

Online Practice Assessment Record and Evaluation (PARE) has been funded by Health Education England (North) since 2013 as both the definitive healthcare practice placement quality monitoring tool, and as a means of shaping information technology integration and development across healthcare practice learning. Designed by a team hosted within the University of Chester, PARE is the result of a substantial collaboration of Northwest universities and healthcare provider organisations.

Core Features of PARE include:

- Collaboration and standardisation of online practice learning assessment and practice hours monitoring.
- Online portfolio of anonymised evidence for practice assessor / supervisor activities.
- Instant messaging and cross organisation communication aids to support clinical educator / learner / university integrated working.
- Multi professional, and cross organisation 'real time' educator registers.
- Generation of real-time multi professional practice capacity, usage, learner results, and placement quality metrics.

Online PARE can be accessed from any web browser on any device, via the PARE website address: <https://onlinepare.net>, which will take you to the PARE Home Page:



The Purpose of this Guide

The Placement Educator Lead Guide has been developed, as part of a range of PARE User Guides, to support the collaboration process of online practice record assessment and evaluation, and to ensure the full use of the features that PARE has to offer. This Placement Educator Lead Guide focuses on the features available to all PARE users who have a Placement Educator Lead PARE account within a placement provider setting. This may be within a Trust or a PIVO (Private, Voluntary or Independent Organisation). Placement Educator Leads are often in roles such as a Community Team Leader, Ward Manager, or Practice Manager.

Learners on PARE are usually students from HEIs (Higher Education Institutes, i.e. Universities) including those following an Apprentice route, or increasingly, staff following a preceptorship programme within the placement provider organisation.

A Placement Educator Lead's role is often to manage one or more placement areas. They manage the placement educators and placement educator support staff within these placement areas. They can review learner practice evaluation comments and see the placement ratings for each placement they are assigned to. Placement Educator Leads also have access to any learner practice assessment records and timesheets linked to their placement area(s).

The PARE accounts available for users in a placement provider setting, and the main features supported for each type of account are:

- **Placement Educator (Mentor):** Placement Educators have access to learners' online assessment documentation on PARE and timesheets for learners within their placement area.
- **Placement Educator Lead (Team Manager):** Placement Educator Leads are responsible for one or more placement areas, so have the same access as placement educators, but in addition, have access to manager all user accounts within their placement areas, and access to view the Educator Register. Placement Educator Leads also assign placement educators to learners' PAR documents on PARE and can view learners' placement evaluation comments and ratings, tag comments and create action plans. In some regions, Placement Education Leads also have access to placement capacity data and audit functions.
- **Placement Educator Support (Student Link):** This type of account has the same access on PARE as the Placement Educator Lead, except that a Placement Education Support account does not have access to learner evaluation comments and ratings.
- **Placement Senior Admin (PSA):** Formerly referred to as a (Placement Education Facilitator (PEF) account), the Placement Senior Admin account is the top-level account within a placement provider setting (Trust/PIVO). As well as access to learners' online documentation, the Placement Senior Admin has the same evaluation data access as Placement Educator Leads but for all placements across the organisation, and has full access to the reporting features on PARE.

This Guide focuses on the main features accessible on PARE for Placement Educator Leads, in addition to the features that may be accessed by all Placement Educators. These additional features include access to:

- Manage Users
- Manage Placements
- Audits (where used in the region)
- Evaluation Feedback
- Action Plans

Whilst Placement Educator Leads also have access to learners' assessment documentation and timesheets on PARE, the comprehensive set of PARE features related to supporting learners'

assessment documentation and timesheets is described in detail in the Placement Educator Guide. Here we will focus on the management functions of a Placement Education Lead.

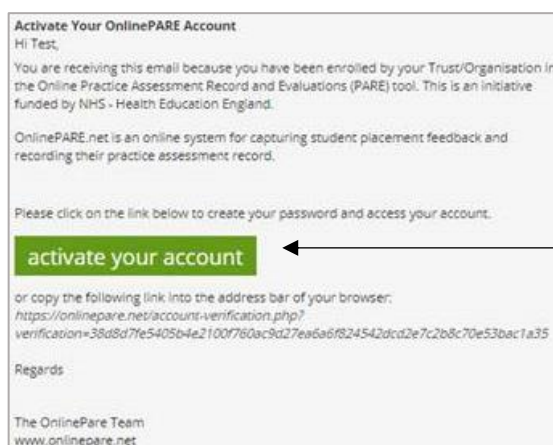
For the efficient management of PARE accounts and assignments within placements, each PARE placement area should have at least one currently active Placement Educator Lead, and where possible, one or more Placement Senior Admin users for the organisation as a whole. Placement Educator Leads play an essential role, managing the successful use of PARE within their placement areas and monitoring and acting upon learner placement feedback.

Account Activation

Placement Educator Leads/Placement Senior Admin are responsible for managing PARE user accounts on PARE, including the creation of new PARE accounts. If you are not sure if you are already registered, then a Placement Senior Admin for your organisation, or another Placement Educator Lead for your placement area (with an active PARE account) will be able to confirm this for you. For some smaller placement provider organisations, an HEI who sends learners on placement to the organisation may take on the additional role of managing placement provider PARE user accounts, where there is no Placement Senior Admin or Placement Educator Lead available to do this.

When a new account is created on PARE, the system generates a PARE account activation email, which is sent to your email address. This should be your work email address, as all PARE system notifications relating to your learners documentation on PARE will also be sent to this email address only. It is also advisable to save the PARE website to the favourites on your browser, or as a shortcut on your desktop.

If you have not received the email to activate your account, please let a Placement Educator Lead/Placement Senior Admin know so that they can re-send the activation email to you. It may be necessary to check your spam/junk folder for the account activation email, in case the email is redirected there. If, after several account activation email requests, you have still not received your account activation email, it is advisable to check with a Placement Educator Lead/Placement Senior Admin that your PARE account email ID has been entered correctly on your PARE account (i.e. it is your current work email address and contains no errors). If this is not the issue, then you may need to contact your IT department so that they can check that the www.onlinepare.net domain and the do_not_reply@onlinepare.net email address are correctly whitelisted for your network.



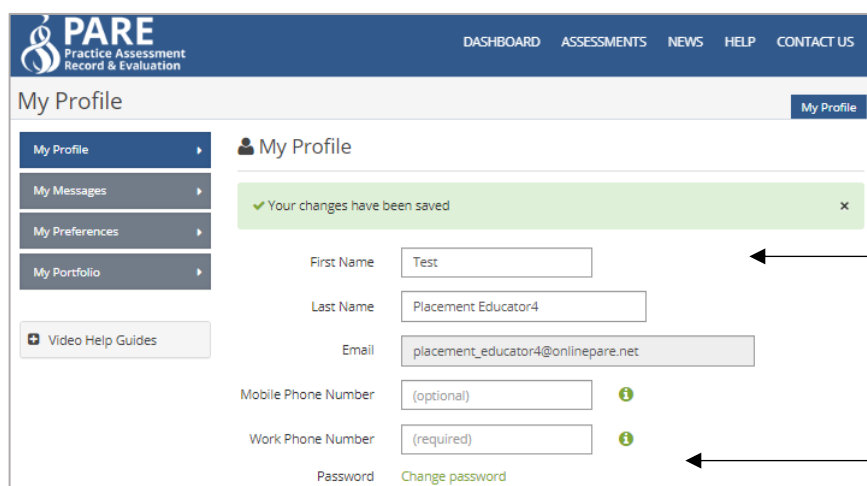
Account Activation
Email –
Activation Button/link

When you receive your account activation email, click on the activation link to complete the account activation process, which will take you to the following screens:

- **Verify Account Details:** to verify your PARE account name and contact details, set up your password for the new account, and agree the Terms and Conditions. After clicking Save, you will be invited to log in to your account.
- **Profession(s):** This is a list of each learner professional group you wish to *see and work with* on PARE (NOT your profession). On logging into your account, this screen will require you to enter at least one profession you wish to work with. The profession(s) selected, will restrict your learner documentation access and notifications on PARE, to those selected. On saving your selected professions, the PARE profile screen will then display for you to review your account details.

My Profile

You will be directed to the PARE 'My Profile' screen automatically on first login, if no profession was specified on your initial PARE account set up, otherwise your login will take you to the PARE Dashboard (see next section) but it is advisable to review your PARE account details on first using your PARE account in the My Profile screen. This can be accessed via the View Profile button on your PARE Dashboard, or via your account ID link at the top of the website (see next section). You will be able to amend any of the items on the 'My Profile' screen except for the Email field. This is a unique email ID for your account. If this requires amending, then you will need to notify a Placement Senior Admin. The top section of your profile screen lists your name and contact details, and the link to change your password. It is recommended that you change your PARE password on a regular basis.



The screenshot shows the PARE 'My Profile' page. At the top, there is a navigation bar with 'DASHBOARD', 'ASSESSMENTS', 'NEWS', 'HELP', and 'CONTACT US'. Below this, the page title is 'My Profile' with a 'My Profile' button on the right. A sidebar on the left contains links for 'My Profile', 'My Messages', 'My Preferences', 'My Portfolio', and 'Video Help Guides'. The main content area shows a 'My Profile' section with a green notification: 'Your changes have been saved'. Below this, there are input fields for 'First Name' (Test), 'Last Name' (Placement Educator4), 'Email' (placement_educator4@onlinepare.net), 'Mobile Phone Number' (optional), and 'Work Phone Number' (required). A 'Password' field is shown with a 'Change password' link. Two arrows point from text labels on the right to the 'First Name' field and the 'Change password' link.

Name and Contact Details

Change Password Link

Under the contact details section, you will see the profession list, for you to add or amend your selected professions, as applicable. The profession(s) selected, will restrict your access to the learner documentation and notifications on PARE, to those selected. If your selected profession(s) includes a nursing profession (Nursing, Midwifery, Nursing Associate, SCPHN Nursing and District Nursing), you will also see a declarations section on your PARE profile (otherwise you can skip the next section). When you have reviewed your PARE profile, and updated if required, you will then be ready to explore your PARE Dashboard.

Nursing & Midwifery Council Declarations

If your selected profession(s) includes a nursing profession (Nursing, Midwifery, Nursing Associate, SCPHN Nursing and District Nursing), then your PARE profile screen will display the following section for the management of your NMC declarations.

Fields Of Nursing: Adult Child Mental Health Learning Disability ← Field of Nursing

2018 NMC Declarations → NMC 2018 Permissions: Practice Supervisor (Not Declared) [Make Self Declaration]

Declarations	Date	Level Declared	Details	View
No self declarations made				

2012 NMC Qualifications → NMC 2012 Permissions: Allow user to select [i]

Mentorship Update (2012 Standards): [] (date of your last mentorship update) [x Remove Date]

Triennial Review (2012 Standards): [] (date of your last triennial review) [x Remove Date]

Assessor/Educator Qualification Details (Free text): [] [i]

[Save Changes] ← Save Button



NB: Any information you add to a data entry screen on PARE has to be saved by clicking on the 'Save' button. Be sure to click the 'Save' button before you leave the screen or you could lose your additions.

The additional items on this screen also include the Fields of Nursing (Adult, Child, Mental Health, and Learning Disability), for selection of one of these, as applicable. The declaration section refers to the NMC 2018 and NMC 2012 standards for defining qualification and supervisory requirements for placement educators (mentors) in practice. The NMC 2012 mentorship qualifications, which include Slip, Stage 1, Stage 2 or Sign Off mentorship levels (see NMC 2012 Permissions drop-down box), along with the triennial review, are now largely redundant but are still applicable for some HEI programmes and assessment documentation.

The 2018 NMC Declarations section enables nursing professionals to specify their 2018 NMC Permission level, whether this is Practice Supervisor (the default), or Practice Assessor. PARE supports both 'self-declaration', for a placement educator to be able to complete their own self-declaration in their PARE profile, or for a Placement Senior Admin to 'declare' the permission level for their placement educators. The approach taken will depend on the organisation. Some organisations may conduct practice supervisor/assessor workshops, and update their staff profiles on completion of one of these. It is advisable to check with a Placement Senior Admin first.

If you are self-declaring your 2018 NMC permission level, then on selecting the required level, and clicking the Save button, you will be able to complete the corresponding NMC self-declaration by clicking on the 'Make Self-Declaration' button. This opens up the appropriate online version of the NMC self-assessment form (all of which can be viewed, along with other resource material, via the Governance link at the top of the PARE website – see next section). See top section of the online Practice Assessor Self-Declaration form below:

2018 NMC Standards - Self Declaration

Your NMC permissions level:
Practice Supervisor

By completing this form, you are making a professional declaration that you are able to evidence your ability to meet the NMC (2018) standards for student supervision and assessment (SSSA) listed below.

PRE-REQUISITES FOR PRACTICE SUPERVISOR ROLE

2.7 Be a NMC registered nurse, nursing associate or midwife, or other registered health and social care professional

By ticking the box you are stating you can evidence your compliance

ROLE AND RESPONSIBILITIES

All practice supervisors must be able to meet the NMC criteria below. Those with experience of supervising and assessing students are likely to have evidence of competence from previous students, reviews, revalidation or

Tick all required checkboxes on Self-Declaration form

At the bottom of the self-declaration form, click on the green 'Add Signature' button to electronically 'sign' the form (PARE stores your login credentials as signatory to the form)

By signing below I declare that I meet the NMC requirements for a Practice Supervisor as outlined above. I have evidence of this and agree to the audit of this evidence as requested. I understand that as a practice supervisor I need to keep continually up to date with developments in practice learning, assessment and programme curriculum.

Make Self Declaration: **Add Signature**

Self-Declaration Add Signature Button to sign and submit form

This submits the information to the system and you will see the declaration details, including the declaration date, level declared, and whether self-declared, or declared by a Placement Senior Admin. A View button (document icon) is also displayed, for opening the declaration form to view and download as a PDF if required. You will also have the option to delete the declaration if incorrectly declared:

Declaration Details

Declarations	Date	Level Declared	Details	View
Remove Declaration Button →	20/02/2020 ✘ Delete	Practice Supervisor	Self Declared	View Self-Declaration Form / Download PDF

A declaration added by a Placement Senior Admin will include the Placement Senior Admin name details, and the record will show as non-accessible (greyed out):

Declarations	Date	Level Declared	Details	View
	20/02/2020 ✘ Delete	Practice Assessor	Declaration Added to PARE by: Test PEF1 Surname	View

Placement Senior Admin Declaration Details

When you have reviewed your PARE profile, and updated if required, you will then be ready to explore your PARE Dashboard.

The PARE Dashboard

When you log in to your online PARE account, you will be presented with the 'Dashboard' area of the site. From your PARE Dashboard you will be able to navigate to other areas of the website, and return to the Dashboard at any time. The Dashboard contains certain key sections and links to many features. The following screenshots of the top half and bottom sections of the PARE Dashboard demonstrate the features and links, and are followed by a more detailed description of the main features. Please note that, depending on your partner university use of PARE, and whether or not learner documentation functions are used, your PARE Dashboard may not display all the sections shown in the screenshots (specifically the Practice Assessment (PAR) Documents and Learner Timesheets sections).

Dashboard Top Section

Resource Materials Notifications Account ID – Log In / Out

Home Page Link →

Main Account Details →

View Account Profile →

PARE News-letter →

NMC Standards - Resources →

→ PARE Screen Navigation

→ Educator Register

→ Placement Evaluation Feedback

→ Manage Placements

→ Your Learner PAR Documents

→ Learner Timesheets

PARE Practice Assessment Record & Evaluation

DASHBOARD ASSESSMENTS EVALUATIONS USERS HELP CONTACT US

Dashboard

My Profile

Name
Test Placement Educator Lead

Account Type
Placement Educator Lead (Team Manager)

NMC Standards 2018
Practice Assessor

NMC Standards 2012
Sign Off

Email
test_pel@onlinepare.net

[View Profile](#)

OnlinePARE Newsletter

March 2019 Newsletter

[View/Download](#)

Learning Resource

Are you ready?
Make sure you know the new NMC guidance on supervision and assessment. Follow this link to the training resources available to help prepare you.

[View Resources](#)

Raising Concerns

Practice evaluations are for capturing placement experiences, if you have a concern, please click here for guidance

Educator Register

Search Educator Register

Student Placement Ratings

View Placement Ratings

All Student Comments

View All Comments

Placement Details

View Placements

PAR Documents

P@RE Practice Assessment Record & Evaluation

Nursing

Practice Assessment Document (PAD)

HEI - Nursing Part 1

Student: Test Student3

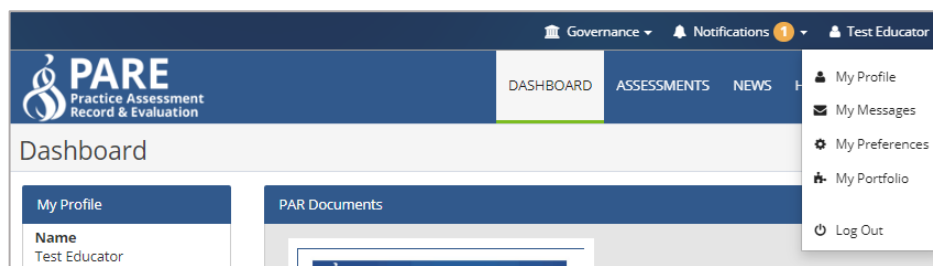
Placement 1
Test - Placement4

Download/View PDF

Learner Timesheets

Student	Placement	Hours
Student1, Test	Test Hospital - Ward 1	0h 00m
Student3, Test	Test - Placement4	0h 00m

- **View Profile:** Click on this button to view and update your PARE account details, including your applicable PARE profession(s), and your mentorship qualifications details including the 2018 NMC practice supervisor and assessor declarations for the nursing professions. You can also access your account details, including your PARE profile, via your account ID link at the top right corner of the website.
- **Notifications:** Click on this link to access any messages the system has sent to your account, such as the notification that you have been assigned as a practice assessor/educator to a learner. See later section on Notifications, for further details. You can set preferences as to how often you receive reminder emails that you have unread notifications, via the View Profile button on the Dashboard, and selecting the 'My Preferences' (or via your account ID link at the top of the website).
- **PARE Screen Navigation:** Click on these screen navigation items to navigate between the main PARE screens; primarily the Assessments (where applicable), Evaluations, Users, and Dashboard screens, and to access the PARE newsfeed, Help, and PARE contact details screens.
- **Your Learner PAR Documents:** A PAR document image will display for each learner's PAR document to which you are currently assigned. Click on the image to access the document. This section displays document images as a carousel feature, so if there are more documents to display than are currently viewable in this section, you will see an arrow to the right of the section, to enable scrolling through the documents. Note that this section does not display if you are not currently assigned to any current learner PAR documents.
- **Learner Timesheets:** Learner timesheet details are listed here for each learner with a current timesheet for the placement area and for the same profession as a profession that has been selected on your PARE profile. Click on either the placement name or the document icon next to the learner details in this section, to open the timesheet for the learner. Note that this section does not display if there are no current learner timesheets for your profession(s) and placement area.
- **Account ID - Log In/Out:** Click on your user account ID at the top right of the website, to log in and out of the website, and to access your account details when logged in. Via this link you can access your PARE profile (My Profile) and notifications (My Messages), setup preferences regarding how often you wish to receive notifications (My Preferences), and access your PARE portfolio (My Portfolio). The Portfolio screen displays statistics relating to learner assessment documentation that you have updated and signed off (if applicable), and associated anonymised pages for PDF download. See the Placement Educator Guide for further details.



Account ID -
Log In / Out

Dashboard Bottom Section

Your Placement Area(s)

Student Raising Concerns guide → Raise a Concern

View Demo links → View Demo Links

PARE Access Levels → PARE Access Levels

Your Assigned Placement Areas

You are assigned to the following placement areas. If any of this information is incorrect, please contact the Placement Senio Admin for your Trust/Organisation

Total placement areas found: 1 [View Placement Senior Admins](#)

Placement Areas	Placement Educator Leads
Test Hospital - Ward 1	

View Placement Senior Admin Details → View Placement Senior Admins

View Placement Educator Lead details →

Useful Downloads

Name	Download
NET Survey Questions	
Yorkshire & Humber - User Guidance	
Timesheet Guide	

Useful Downloads →

Latest PARE News

- 13 Feb 2020** Placement Educator Lead Permission Set Changee
To cater for differing types of placement settings and collaborative training groups across organisations, Placement Educator Lead... [Read More](#)
- 28 Jan 2020** New Development: Placement Groups
We are please to announce an exciting new development on PARE: Placement groups will be available on PARE from 3rd February 2020. ... [Read More](#)
- 27** Trainee Nursing Associates – Apprentice Indicator
In order for HEI Senior Admin users on PARE to be able to identify and manage

PARE Newsfeed Items →

Your Placement Areas: This section lists the placement area(s) to which you are assigned on PARE. It is important to check if your placement area details are correct. You can add or remove placement areas to your PARE profile if required by selecting your own account in the Manage Users screen (see the Manage Assigned Placement Areas section in this Guide). Click on the Placement Educator Leads button (document icon) to view all Placement Educator Lead names and emails addresses for your placement areas, or the ‘View Placement Senior Admins’ button to see all Placement Senior Administrator details for the organisation.

View Demo Links: Click on this link to open a pop-up window with a list of demo documents that are available for you to view and to familiarise yourself with, before a learner arrives on placement.

Pare Access Levels: Click on this link to view a description of the different PARE account access levels, including the features available for each type of account. If you are considering an account upgrade, you will need to liaise with a Placement Senior Admin, or the PARE team. It is an important feature of PARE, for the efficient operation of PARE placement administration, for all placement areas to have at least one, currently active, Placement Educator Lead, and Placement Senior Admin for larger organisations.

PARE Newsfeed Items: This section lists news releases by the PARE team, including information regarding new features on PARE, and news items from across the PARE community.

Useful Downloads: This section contains useful download documentation.

Notifications

The notification feature on PARE is a core feature to support the communication of all relevant actions regarding learner PAR documentation, placement evaluation feedback and action planning management amongst the appropriate users. For example, when you assign a Practice Assessor/Educator to a learner's PAR Document on PARE, a notification is automatically sent to the Practice Assessor/Educator, informing them of the assignment. When a learner submits an evaluation/NET Survey for one of your placement area(s), you will receive a notification informing you of the positive feedback percentage calculation.

Each time you log on to PARE, you will also see an indicator against the Notifications link on the top bar of the web site, and this link will inform you if you have unread notifications. If you click on this link, you can access the 'My Messages' screen, for viewing and managing all your system notifications. The same screen can also be accessed via the View Profile button on your PARE Dashboard. My Messages displays all your system-generated notifications, with an indication of those that have been read (green tick) and those that remain unread (red cross).

My Messages

My Profile

My Messages

My Preferences

My Portfolio

My Messages

This section is your inbox for all OnlinePARE activity

Mark All As Read

My Messages (14 Unread)

Search:

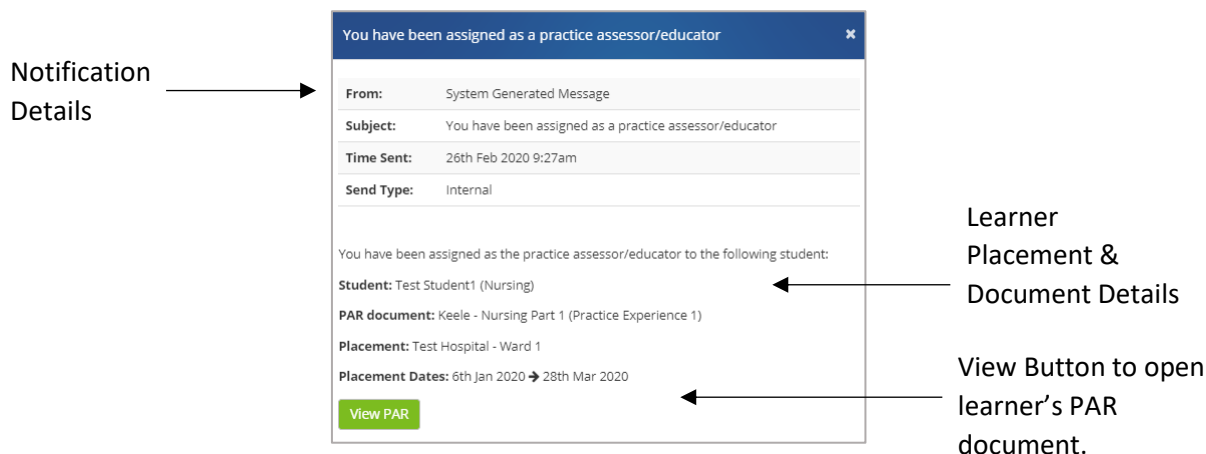
Date	From	Notification	Read	View
09:27	OnlinePARE	You have been assigned as a practice assessor/educator	✗	
09:18	OnlinePARE	Practice Document Signature Removed	✓	
25 Feb	OnlinePARE	Temporary Access To PAR Document	✗	

Notification Date/Time and Subject

Read/Unread Indicator

View Notification

Click on the document icon in the view column, or notification text, to open up the notification associated with the notification. Most notifications will include a button, via which a document or a specific page within a document, can be directly accessed.



Throughout your involvement with learners' documentation, you will see notifications informing you of activity on the documentation, including document updates, signature additions and removals by others involved with the PAR document, as well as reminder notifications where a learner has yet to complete certain parts of their documentation.

For all notifications that remain unread in your My Messages screen, you will receive reminder notifications. You can adjust the frequency that these are sent out, in the My Preferences screen, from the default two email notifications per week, to daily, weekly, or never send. This last option is only recommended if you are not going to be supervising learners for a while; otherwise, notifications remain an integral part of keeping you up-to-date with important communications regarding your learner(s).

Once your account is activated and you have reviewed your PARE profile, explored your PARE Dashboard and read any notifications, you are ready to use the PARE system. The main areas of the PARE system that a Placement Educator Lead has access to on PARE, are explained in detail throughout the rest of this Guide, namely the management of users and placements, audits (where applicable), evaluation feedback and action plans. In addition, the Guide includes a useful section for FAQ & Further Help. The PARE team always welcomes feedback on the features provided by online PARE, including supporting help materials such as this Guide. New features are being added all the time in response to feedback and requests from the PARE community of users. Please keep an eye on the PARE newsfeed for further information on new feature releases.

Whilst your learners' HEI placement offices and HEI staff are best placed to answer general queries relating to learner assessment and documentation completion, and Placement Senior Admin will be able to advise on many PARE related issues, the PARE team are available to advise on any technical issues you may have (please see the PARE team contact details at the end of this Guide).

Manage Users

As a Placement Educator Lead, you have access on PARE to manage all the PARE user accounts within your placement area(s). From the Manage Users screen, you can locate a particular placement educator’s record, to view and manage their PARE profile if required. You also have access to create new user accounts for your placement area(s), manage staff assignments to learner PAR documentation on PARE, and view the Educator Register records for users in your placement area(s).

Manage Users Screen

The Manage Users screen is your main screen for viewing and managing all the PARE user records for your placement area staff. When you first enter the screen, you will see the User Type box, for you to select the account type from the drop-down list. This may be one of the following:

- Placement Educator Lead
- Placement Educator Support
- Placement Educator

The Profession and Placement drop-down boxes will then become available, as well as a Search box, for you to further narrow down your search.

The screenshot shows the 'Manage Users' interface in the PARE system. The top navigation bar includes 'DASHBOARD', 'ASSESSMENTS', 'EVALUATIONS', 'USERS', 'HELP', and 'CONTACT US'. The main content area is titled 'User Admin Section' and contains a 'Manage Users' sidebar with options like 'Add New User' and 'Manage Placements'. The main panel shows filters for 'User type' (Placement Educator (Mentor)), 'Profession' (All Professions), and 'Placement' (My Placement Areas). Below these is a search box and a table of user records. Annotations with arrows point to various elements: 'Account User Type, Profession and Placement Selectors' points to the filter dropdowns; 'View User Account Profile' points to the edit icon in the table; 'User's Placement Area(s)' points to the 'Placements' column; 'User Account Status' points to the 'Status' column; and 'User Name and Account Email Address Details' points to the 'Surname', 'First Name', and 'Email' columns.

Surname	First Name	Email	Placements	Status	View
Educator	Test	test_educator@onlinepare.net	1	✓	
Educator1	Test	test_trust_educator1@online...	3	🔒	
Educator2	Test	test_trust_educator2@online...	4	✓	
Educator7	Test	test_educator7@onlinepare.net	1	✉	

The Profession and Placement drop-down lists will include only those professions selected in your profile and placements assigned to your PARE account. The defaults for these items are 'All Professions' and 'My Placement Areas' respectively.

You may also narrow down the search to those user records that match a text string entered in the Search box. Enter at least three characters of a search string to display records with a Surname, First Name or Email address that contain the same character string.

The PARE user records that match your query criteria are displayed underneath (apart from any user accounts that may have been revoked, i.e. made inactive). For each record, the following information is displayed: PARE user name details, account email address, number of placements the user is assigned to on PARE, the account status, and a view button (pencil edit icon) to open up a selected user's PARE profile. The status column may display different icons depending on the account status, as follows:

- Green tick – The user's account is active, i.e. the user has activated the account by clicking on the account activation email link, to set up a password and log in.
- Envelope icon – The user's account is pending the account activation email. This may be displayed when an account is first created on the system, but will usually only display for a few minutes until the system generated account activation email is automatically sent out.
- Padlock icon – The user's account is pending password creation. An account activation email has been sent out, but the user has yet to click on the activate link, to set up a password and log in.

Hovering your cursor over the Status symbol will display hint text that describes the status icon, and the date that the account was created. In addition, hovering your cursor over the Placement number for a particular user's record, will display the placement name(s) for that user. A warning icon for the placement number indicates that the user has no assigned placement areas.

On new account creation, the user will ideally receive and activate their account within the same day. A padlock displayed for a user's account, over a period of time, may indicate a problem with the user receiving their activation email. It is advisable to remind the user to check their spam/junk folder for the activation email, and to check that the email address entered for the user's PARE account email ID, has been entered correctly, with no errors. An activation email can be re-sent if required (see next section). An account that has remained at pending email status for a long time, may also no longer be required, in which case it should be revoked (see Revoke User Account section).

User Profile Screen

On clicking the View button for a user's PARE record displayed in the Manage User's screen, you are taken to the profile screen for the user. This looks similar to your own 'My Profile' screen, but with additional features. The top section of this screen contains the user's name and contact details. In addition, it displays the User Type, a Non-Educator indicator and account management items for re-sending activation links, sending reset password links, and revoking account access.

In the following example (see screenshot), the user has a Placement Educator type of PARE account and has yet to activate their account. The Email and User Type boxes are updateable for the Placement Educator account, should the user's email ID need correcting or changing, or if the account requires upgrading to a Placement Educator Lead account. Click on the Non-Educator box to display a tick, if a member of staff is never involved in educating learners. Selecting this option will remove the user from the Educator Register and the Assign Practice Assessors screen. This situation may arise, for example, where a healthcentre practice manager may not be a clinician and educator, but still manages the practice education within the setting.

PARE
Practice Assessment
Record & Evaluation

DASHBOARD ASSESSMENTS EVALUATIONS **USERS** HELP CONTACT US

User Admin Section Manage Users » User

Manage Users Add New User Manage Placements Video Help Guides

Test Educator3 Created: 9th Dec 2019

First Name: Test
Last Name: Educator3
Email: test_educator3@onlinepare.net
User Type: Placement Educator (Mentor)
Non-Educator: *i*
Mobile Phone: (optional) *i*
Work Phone Number: (required) *i*
Account Not Active: [Send Activation Email](#)
[Get Activation Link](#)
Revoke Access: [Revoke Access](#)

Annotations:

- Non-Educator Indicator (points to Non-Educator checkbox)
- Account Activation Links (points to Send Activation Email and Get Activation Link)
- User's Name, Account Email Address and Account Type (points to Name, Last Name, and Email)
- Phone Contact Details (points to Mobile Phone and Work Phone Number)
- Revoke Access Button (points to Revoke Access button)

As for your own PARE profile, the professions list is displayed underneath the profile contact details section. As a Placement Educator Lead, you have access to update the selections for other staff for your placement area(s) if required, to determine the professional groups the staff may work with on PARE. If the selected profession(s) includes a nursing profession, the Field of Nursing and Declaration sections will also be displayed on the profile screen, as for your own PARE profile. All items are updatable, except that the Self-Declaration feature is disabled on this profile view.

Account Activation Links

If a user's account is pending password creation (i.e. activation), and the user requires another account activation email to be sent out, then clicking on the Send Activation email link in the user's profile screen (see previous section) will result in an account activation email being created by the system. It is sent out by the system within minutes of the link being clicked. In situations where the user has reported that they have not received their account activation link (having checked their spam/junk folder), then it is advisable to check that the email address entered for the account is correct and contains no errors. If the email address is correct, but the user is repeatedly reporting that they are not receiving account activation emails (they may not have received the email due to spam filters, or they may have deleted it by accident, etc.), then it is recommended that you use the Get Activation Link feature. This opens a pop-up, which contains the user's activation link, for you to email directly to the user:

Get Activation Link Pop-Up Window

User Activation Link

Activation link for: Ward Manager (manager@onlinepare.net)

An activation link allows a user to complete their account setup and gain access to the OnlinePARE website. Whilst the system automatically emails the activation link to all new users, they may not have received the email for various reasons (spam filters, deleted it by accident, etc.)

We recommend emailing the link below directly to the user.

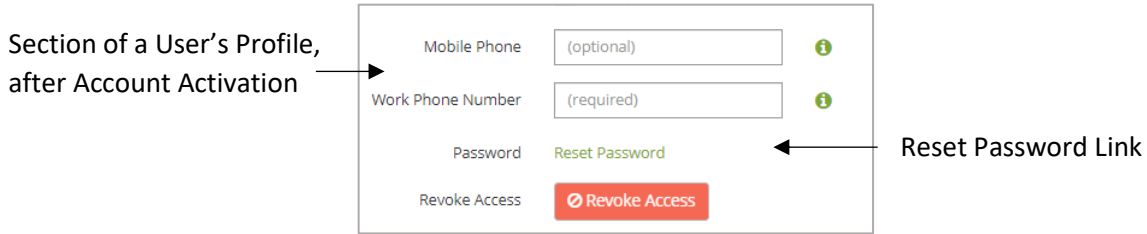
<https://onlinepare.net/account-verification.php?verification=faeba20c3ba3707fa105f331e66b15d19897df5974cfac50599a769e33e3650>

[copy link to clipboard](#)

User's Account Activation Link, to Copy & Paste into an Email

Account Reset Password Link

Once a user has activated their PARE account, the top section of the user's profile screen (see User Profile Screen section) will display the Reset Password link, in place of the initial activation links. Users can request their own Reset Password email by clicking on 'Forgot Password?' in the PARE login window, or alternatively, you can click on the Reset Password in their profile, for a system-generated reset password email to be sent to the user's PARE account email address:



Revoke User Account

A user's account may be revoked at any time, (for example, when a member of staff leaves the organisation, or takes maternity leave) by clicking on the red Revoke Access button on the user's profile, if the user has a Placement Educator account type. It is not possible to revoke other Placement Educator Lead accounts, or Placement Educator Support accounts (a Placement Senior Admin user has access to revoke these types of account).

On clicking the Revoke Access button, a pop-up window will warn you that the user will no longer be able to continue to access the system. Click on the Revoke Access button in the pop-up to continue. The user's record is set to inactive and will no longer display on the system.

Manage Assigned Placement Areas

You can add or remove placement areas assigned to a user's account profile, for any of the user accounts linked to your placement areas. See the Assigned Placement Areas section at the bottom of the profile screen, to see the placement areas that the user is currently assigned to. Click on the green 'Assign to Placement Area' button to open the placement list for your organisation, and select the required placement area to add to the user's profile. To remove an assigned placement area, click on the red cross to the right of the placement area.



Add New User

As a Placement Educator Lead, you have access on PARE to create the following types of PARE user accounts for new users (See the Introduction section of this Guide for more further details for each account type, as well as the information available via the 'PARE Access Levels' button on your PARE Dashboard):

- Placement Educator
- Placement Educator Lead
- Placement Support

You create a new user account on PARE via the Add New User screen, accessed from the Users screen navigation item. Before creating a new PARE user account, it may be advisable to establish whether the user already has a PARE account for a previous organisation, which can then be transferred across to the new organisation so that the user can retain their PARE portfolio. You will need to email the PARE team with the details to update an existing PARE account with the new organisation details and, email address if applicable (see the FAQs & Further Help section of this Guide). Alternatively, a new account can be created, and the original account merged into the new account. Again, you will need to email the details to the PARE team for an account merger.

The screenshot displays the 'Add New User' form in the PARE system. The form includes the following fields and options:

- User Type *:** Placement Educator (Mentor) (Selected)
- First Name *:** Test
- Last Name *:** Educator8
- Email *:** test_educator8@onlinepare.net
- Mobile Phone:** (optional)
- Profession(s):** A grid of checkboxes where 'Nursing' is selected. Other professions include Audiology, Cardiac Physiologist, Dentistry, Dietetics, District Nursing, Healthcare Scientist, Medicine, Midwifery, ODP, Nursing Associate, Occupational Therapy, Paramedic, Pharmacy, Physio, Podiatry, Radiography, Radiotherapy, SCPH Nursing, SLT, Social Work, Specialist Practitioner, Trainee Practitioner, and Ultrasound.
- Level 2018 NMC Standards:** Practice Supervisor
- Level 2012 NMC Standards:** Allow mentor/ward manager to select
- Create New User:** A green button at the bottom right.

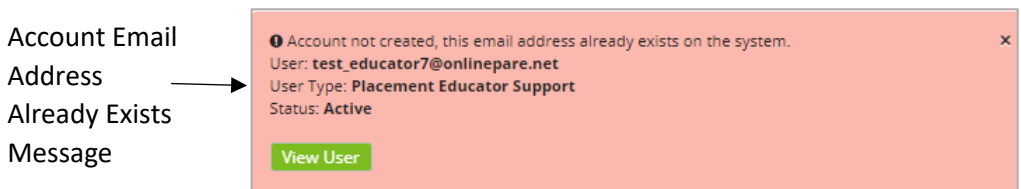
Annotations on the right side of the image point to specific elements:

- User Account Type Selector:** Points to the 'User Type' dropdown menu.
- Account Email Address:** Points to the 'Email' text input field.
- Profession Selection:** Points to the 'Nursing' checkbox in the profession list.
- Nursing Professions NMC Permission Levels:** Points to the 'Level' dropdown menus.
- Save Details and Create New User:** Points to the 'Create New User' button.

In order to create a new user account, you will need to first select the account type, from the User Type drop-down list, and then enter the name details for the new user, and the user's work email address. It is important that the email address is entered correctly, as this determines the email address for delivery of the account activation email. The mobile phone for the user may be supplied although this is optional, along with the selection of the profession(s) in the profession view list, and the NMC Permission levels (for nursing professionals). If at least one profession is not selected on

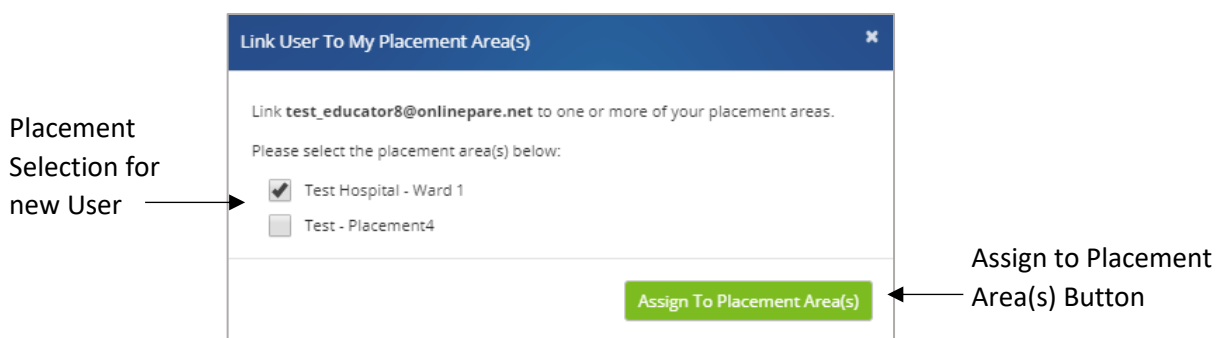
adding a new user account to the system, the user will be prompted to select one or more professions from the list as part of their account activation. This determines the professional groups that the new user will be able to work with on PARE.

On entering the email address for the user, if the Email box becomes shaded out, then this is because the system recognises the email address as an address that already exists on the system for another user account. If you subsequently click on the Create New User button, you will see a message displayed, informing you that the account could not be created, along with the email address, and the type and account status for the existing PARE account for that email address:



You may then view the duplicate user’s profile by clicking on the View User button, and update the email address if applicable. Alternatively, close the information message (cross in the top-right corner), to return to the Add New User screen. To continue to add the new user details, you will need to enter the User Type again, and a different email address (unless you updated the email address of the duplicate PARE account). If you receive a message on attempting to create a new user account, warning you that the account already exists on the system, and the status is displayed as ‘Inactive’, then this indicates a revoked account. If the revoked account requires re-activating, rather than a new account created, you will need to contact a Placement Senior Admin to reinstate the account (or email the details to the PARE team if there is no Placement Senior Admin available).

Once all the details have been successfully entered for the new account, with no duplicate account email address issues, then clicking on the Create New User button creates the new PARE account, and opens the pop-up for assigning the new user to one or more of your placement area(s). At least one placement area must be selected:



On clicking the Assign to Placement Area(s) button, the new account is created, and you will see a message informing you that the user is successfully linked to the placement area(s). A system-generated email is automatically created on account creation, and sent out to the PARE account email address.

When you add a new user on to PARE, it is important that you inform the new user, and advise them to check their spam/junk folder as well as their inbox, for receipt of the new PARE account activation email.

Assign Practice Assessors/Educators

An important role of a Placement Educator Lead is to assign staff with the appropriate qualifications to learners who are due to start on placement, and who are using PARE for their placement assessment documentation. Nursing professions, and some other professions on PARE, require an additional higher level of access for completion of certain important sections of the document (e.g. the final sign off of competencies, final interviews etc.) to be restricted to a specific role. The 2018 NMC standards define the Practice Assessor and Practice Supervisor roles for learner placements, and other professions also have two levels of access defined. Other professions may refer to the higher level role as the Sign Off Clinical Educator, Practice Educator, or similar.

Assignments should be made as soon as the assessment document is activated on PARE for the placement. The assessment document is referred to in this Guide as the PAR Document, but is also known as the 'PAD', 'PAN', 'CAT', etc., depending on the HEI and profession. The PAR Document should be available to access, for staff assignment, up to four weeks prior to the placement start date. In addition, staff assignments and re-assignments can be made throughout the duration of the learner's PAR Document being accessible for the placement area. In other words, throughout the whole time span of a learner's placement as defined by the start and end dates for the placement, and for four weeks after the end date of the placement.

Assessment Documents Screen

When a learner's PAR Document has been activated, it can be viewed in both your Assessment Documents screen (which lists all current learners with PAR Documents for your placement areas and profession), and the Assign Practice Assessors/Educators/Supervisors screen (see next section). Please note that guidance for the actual completion of the PAR Document and associated timesheet (if applicable) is covered in detail in the Placement Educator Guide. Your Assessment Documents screen displays the learner's HEI, PAR document name, placement name and dates, details of the existing Practice Assessor/Educator (if assigned), HEI staff assignments, and a link to open the PAR Document. You will need to select the profession and you may also enter a search string to narrow down the search results to those learners whose name contains the text string entered in the Search box.

The screenshot shows the PARE 'Assessment Documents' interface. At the top, there is a navigation bar with 'DASHBOARD', 'ASSESSMENTS', 'NEWS', 'HELP', and 'CONTACT US'. Below this, the page title is 'Assessment Documents'. A welcome message states: 'Welcome to the Practice Assessment Record section. This page will include any online assessment documents available to you.' There is a 'Video Help Guides' button on the left. The main section is titled 'Student Assessment Documents' and features a 'Profession:' dropdown menu set to 'Nursing' and a 'Search:' input field. Below this is a table with columns: 'Learner', 'Placement', 'Assessor/Educator Assigned', 'Academic Assessor/Tutor Assigned', and 'View'. Two rows of data are visible, both for 'Test Student1' and 'Test Student3' in 'Test - Nursing Part 1'. The first row shows a green dot for 'Assessor/Educator Assigned' and a red dot for 'Academic Assessor/Tutor Assigned'. The second row shows a red dot for 'Assessor/Educator Assigned' and a red dot for 'Academic Assessor/Tutor Assigned'. Annotations with arrows point to various elements: 'Learner Name & PAR Document' points to the learner name in the table; 'Profession & Selector' points to the 'Profession:' dropdown; 'Practice Assessor/Educator Assignment' points to the green dot in the first row; 'HEI Staff Assignment(s)' points to the red dot in the second row; 'Placement Details' points to the placement information in the table; and 'View PAR Document' points to the document icon in the 'View' column.

Learner	Placement	Assessor/Educator Assigned	Academic Assessor/Tutor Assigned	View
Test Student1 Test - Nursing Part 1	Placement 1 6th Jan 2020 → 28th Mar 2020 Test Hospital - Ward 1	●	●	AA Tutor: [icon]
Test Student3 Test - Nursing Part 1	Placement 1 6th Jan 2020 → 28th Mar 2020 Test Hospital - Ward 1	●	●	AA Tutor: [icon]

Hover the cursor over a green dot under the assignment columns (green indicates an assignment has been made), to open the hint text for the display of the user's name (and email address if an HEI staff assignment). A red dot indicates that no assignment has been made.

If you have a learner on placement with you, but are unable to see the learner's placement details in this screen, or the Students tab of the Placement Information screen (see the Placement Information section of this Guide), then the learner's placement setup may need reviewing by their HEI. A learner's placement area must be the same as the placement area defined on your PARE profile. If it is not, this may require a Placement Senior Admin to investigate further, along with the HEI and if necessary, the PARE team.

The learner's profession, as stated on their PARE profile, will also need to match a profession selected on your PARE profile, as well as the PARE profiles of any members of staff that you wish to assign to the learner's PAR Document. See the FAQs & Further Help section at the end of this Guide for possible underlying causes for PAR Documentation not being accessible to staff on the placement.

Assign Practice Assessors/Educators/Supervisors Screen

To assign either yourself, or another member of staff as a Practice Assessor/Educator or supporting Practice Supervisor/Educator to a learner's PAR Document, navigate to the Assign Assessors/Educators/Supervisors screen (from the Assessments screen, Assign Practice Assessors menu item). You will need to select one of your PARE professions from the Profession drop-down selector, and the placement area from the Placement drop-down selector.

The screenshot displays the PARE interface for assigning practice assessors. The top navigation bar includes 'DASHBOARD', 'ASSESSMENTS', 'EVALUATIONS', 'USERS', 'HELP', and 'CONTACT US'. The main heading is 'Assessments Section'. A sidebar on the left contains 'Assessment Documents', 'Assign Practice Assessors', 'Video Help Guides', and 'PDF Help Guides'. The main content area is titled 'Assign Practice Assessors/Educators/Supervisors' and includes instructions: 'Assign practice assessors/educators/supervisors for each student using the Online PAR.' A yellow warning box states: 'The earliest students will appear in this list is 4 weeks prior to their placement start date. Students will be automatically removed from this list 4 weeks after their placement end date.' Below this, there are two dropdown menus: 'Profession' (set to 'Nursing') and 'Placement' (set to 'Test Hospital - Ward 1 (4)'). The main table lists three students with their respective placement dates and assignment status. The 'Practice Assessor/Educator' column shows dropdown menus with '- Unassigned -' or 'Ward Manager (2018: A)'. The 'Practice Supervisor/Supporting Educator' column shows dropdown menus with '- Unassigned -' or 'Test Educator (2018: As)'. A green 'Save Changes' button is located at the bottom right.

Annotations on the screenshot:

- Profession and Placement Selectors:** Points to the 'Profession' and 'Placement' dropdown menus.
- Supporting Practice Supervisor/Educator Assignment:** Points to the 'Practice Supervisor/Supporting Educator' dropdown menus.
- Save Button:** Points to the 'Save Changes' button.
- Learner Name, PAR Document & Placement Dates:** Points to the student details in the table.

Practice Assessor/Educator Assignment

Click on the Practice Assessor/Educator drop-down list next to a learner in the list, to assign (or re-assign) a Practice Assessor/Educator to the learner's PAR document. The list is ordered by Placement Educators and Placement Educator Leads (for the placement area and learner's profession) first, followed by Placement Senior Admin for the organisation (and learner's profession).

Drop-Down Staff Selector for assignment to Learner

The screenshot shows a web interface for assigning staff to a learner. At the top, there are dropdown menus for 'Profession' (set to 'Nursing') and 'Placement' (set to 'Test Hospital - Ward 1 (4)'). Below these are three columns: 'Student', 'Practice Assessor/Educator', and 'Practice Supervisor/Supporting Educator'. The 'Practice Assessor/Educator' dropdown is open, displaying a list of staff members. Each staff member's name is followed by their 2018 NMC permission level in brackets, and then their 2012 NMC permission level in brackets. For example, 'Ex Ample' is listed as '(2018: Assessor [Not Declared]) (2012: N/A)'. Other staff members include 'Placement Educator Lead (Team Manager)', 'Test Educator', 'Ward Manager', 'Test Placement Educator Lead', and 'Placement Senior Admin (PEF)'. A red warning triangle icon is positioned to the left of the dropdown list. Annotations include an arrow pointing to the dropdown menu, an arrow pointing to the permission levels, and a text label 'NMC Permission Levels displayed for nursing staff.' pointing to the list. Another text label 'Declared NMC 2018 Level, else 'Not Declared'' points to the 2018 level in the list.

For nursing and midwifery programmes, alongside each staff member in the list, the 2018 NMC standard permission level for the user is stated, followed by the 2012 NMC standard permission level. If the user has not declared their 2018 NMC permission level, then 'Not Declared' is displayed next to the level. Please note that for all 2018 NMC compliant nursing and midwifery assessment documents, selection of the Practice Assessor is not restricted to members of staff that have declared their level (or that have been declared by a Placement Senior Admin). The list remains flexible, so that the assignment is not restricted at this stage and can be made based on your knowledge of the staff members' qualifications. The selected user's PARE profile may however need to be revised, after making the assignment.

For older, 2012 NMC compliant documents, the specific HEI rules for restricting 'named mentor' assignment will dictate the staff names available for selection, restricting to those with Stage 2 or Sign Off qualifications, for the latter years of the learner programmes, if applicable. Staff that are not at the required qualification level will be displayed as greyed out.

To assign a Practice Supervisor/Educator, you will see the same list on accessing the drop-down for this column, but all staff members (for the same placement and profession, and Placement Senior Admin for the same profession) will show as available for selection with no restriction.

⚠ NB: Make sure you save any assignments you make in this screen, by clicking on the 'Save' button, or you could lose your additions.

When you have assigned a Practice Assessor/Educator to a learner PAR Document and saved the assignment, a notification is automatically sent to the user's PARE account to inform them that they have been assigned as a Practice Assessor/Educator to the learner. The notification will include a link to the learner's PAR Document. The PAR Document will also appear on the Practice Assessor/Educator's PARE Dashboard, and similarly, for an assigned supporting Practice Supervisor/Educator.

Placement Educator 'Claim a Learner' Feature

Members of staff on your placement area, who have a Placement Educator PARE account, have access to a 'Claim a Learner' feature from their PARE Dashboard, which enables them to assign themselves to a learner's PAR Document (for learners that have yet not been assigned a Practice Assessor/Educator). If the Placement Educator has a nursing or nursing-related profession on their PARE profile, then to access unassigned nursing learner documentation above the level of supervisor via this feature, they must have a 2018 NMC Practice Assessor permission level declared on their profile (either self-declared or by a Placement Senior Admin), or a 2012 NMC Stage 2 level or above. However, Placement Educators, for any profession should still liaise with a Placement Educator Lead before using the Claim a Learner feature, where possible.

Temporary Access to a PAR Document

Once a Practice Assessor/Educator is assigned to the learner's documentation on PARE, the PAR document will appear directly on the Practice Assessor/Educator's PARE Dashboard. Similarly for an assigned supporting Practice Supervisor/Educator. All staff on the placement area, for the same profession as the learner, will also be able to access the learner's current PAR Document via the Assessments screen. However, after four weeks from the end date of the placement, access to the learner's PAR Document is no longer available. Access can be made available again, if required for document completion, by the learner using their Grant Access feature, which grants a specified staff member access to the PAR document, from their PARE Dashboard, for a two week period.

Learner instructions for granting temporary access are further detailed in the Learner's Guide, and in the Placement Educator Guide, but the feature may only be accessed via the learner's own PARE login. If you, or any other member of staff have been assigned as a Practice Assessor/Educator for a previous learner's PAR Document, then the learner will see the name listed for their PAR Document and can click on a Grant Access button to grant two week's access.

Alternatively, if the member of staff's name has not been assigned as a Practice Assessor previously, for the learner's PAR Document, then the learner may enter a PARE user's email address in their Grant Access feature, to enable access to the PAR Document from the user's PARE Dashboard. However, the user will not have access to the Practice Assessor/Educator sections of the document. If the original Practice Assessor/Educator is no longer available on the placement area, and a learner requires another member of staff to access Practice Assessor/Educator sections, then the re-assignment will need to be made by a Placement Senior Admin who has access on PARE to make a re-assignment for older documents. If a Placement Senior Admin is not available for your organisation, then you will need to email the details to the PARE team (see the PARE Team contact details at the end of this Guide). Wherever possible, all required assessment documentation should be completed during the placement.

Educator Register

The Educator Register, accessed from the blue Educator Register menu bar at the top of your PARE Dashboard, enables you to access the Educator Register Search screen in order to view the Educator Register details for members of staff in your placement area(s) on PARE and for all professions. You can narrow down the staff displayed in this screen, according to one or more of the following search criteria:

- **‘Search by name or email’** box: to display staff whose name or email address matches the text string entered in this box.
- **Placements:** to display staff for a selected placement from your list of placement areas (if you have more than one). The default is ‘My Placement Areas’
- **Profession:** to display staff for a specific profession. The default is ‘All Professions’
- **Last Updated Date – After:** to display staff with their ‘last educator update’ date after the specified date. The date is selected from a pop-up calendar.
- **Last Updated Date – Before:** to display staff with their ‘last educator update’ date before the specified date. The date is selected from a pop-up calendar.

The screenshot shows the 'Educator Register' search interface. At the top, there is a search bar labeled 'Educator Register Search'. Below it are several filter sections: 'Search by name or email' with a text input; 'Trust/Organisation' with a dropdown menu showing 'Test Teaching Hospitals NHS Foundation Trust'; 'Placements' with a dropdown menu showing 'My Placement Areas'; 'Profession' with a dropdown menu showing 'Nursing'; and two date range selectors for 'Last Updated Date - After' and 'Last Updated Date - Before', each with a 'Remove Date' link. A green 'Search Educator Register' button is located below the filters.

Below the filters is a table of educator details. The table has the following columns: 'Educator/Assessor Name', 'Linked Placement(s)', 'Profession', 'Date Of Last Update', 'NMC 2012 Level', 'NMC Last Triennial Review', 'NMC 2018 Level', and 'View'. Three rows of data are shown, each for a 'Demo Educator' with their respective details.

Annotations on the left side of the image point to: 'Search box' (the search input), 'Placement Selector' (the 'Placements' dropdown), 'Profession Selector' (the 'Profession' dropdown), and 'Placement Educator Details' (the table rows). Annotations on the right side point to: 'Date range selectors for Staff NMC ‘Date of Last Update’' (the two date input fields) and 'View User Profile' (the 'View' column in the table). Annotations at the bottom point to: 'Linked Placements' (the 'Linked Placement(s)' column) and 'NMC Permission Levels and Updates' (the 'Date Of Last Update', 'NMC 2012 Level', and 'NMC Last Triennial Review' columns).

The results displayed on this screen can be re-ordered by any column with the up and down arrows displayed next to the column header label.

The red flag icon displayed in the Date of Last Update column is displayed for the staff record if the 'Date of Last Update' date is more than a year in the past. Hover the cursor over the flag to see the hint text: 'Practice Educator is out of date for mentoring/supervising students.'

If a member of staff should not have their details displayed on the Educator Register, i.e. if the member of staff is never going to be involved in educating learners, then the Non Educator flag on their PARE profile can be ticked so that they never appear on the Educator Register or on the Assign Assessor/Educator screen (see the User Profile Screen section in this Guide).

Manage Placements

Many placement provider organisations on PARE will already have a defined list of placements set up on PARE, that have been established over time as placement areas have taken on learners from HEIs, and HEIs arrange new placement areas through liaison with placement provider organisations. HEIs have the facility to add new placement names on to PARE, after consultation with the placement provider, or alternatively the PARE team may receive a request from an HEI to upload one or more new placements resulting from the HEI consultations with the placement provider organisation(s).

As the placement provider's circumstances change over time, and placements on PARE may need to be closed down, re-named, or merged with other placement areas, then these actions are generally co-ordinated between Placement Senior Admin for the placement provider organisation and any affected HEIs (i.e. the HEIs that place their learners in these areas). The Placement Senior Admin co-ordinates these activities amongst their staff, specifically the Placement Educator Leads for the placement areas, and ensures that each placement area has at least one, currently active Placement Educator Lead.

In some smaller placement provider organisation, there may not be a currently active Placement Senior Admin PARE user. If this is the situation for your organisation, then it would help effective management of PARE within your organisation, and co-ordination with associated HEIs, if an appropriate candidate staff member could be identified to upgrade to the Placement Senior Admin account. The PARE team can action any such request, and support materials such as the Placement Senior Admin Guide with detailed instructions for the relevant areas of the system. If you are due to leave a Placement Area, then it is very important that other Placement Educator Leads are active for the placement area on PARE, to ensure the ongoing effective placement management.

An integral part of the Placement Educator Leads role, alongside the Placement Senior Admin for the organisation, is the process of adding and maintaining the placement profile information for your placement area(s), maintaining and reviewing the staff for your placement area(s), and assigning staff to learners on placement for your placement area(s). From your PARE Dashboard, you will be able to access features that display all your placement areas, and for each placement area, you will be able to view the Placement Information screen (as detailed in the next section) in order to:

- View the Placement Profile and manage the placement details
- View the students and access the learner documentation
- View the staff and manage the staff PARE user account profiles
- View the contact details for HEI staff linked to the placement
- Access the Assign Practice Assessors/Educators screen
- Audit Tool (where available to the region)
- Availability (Where available to the region)

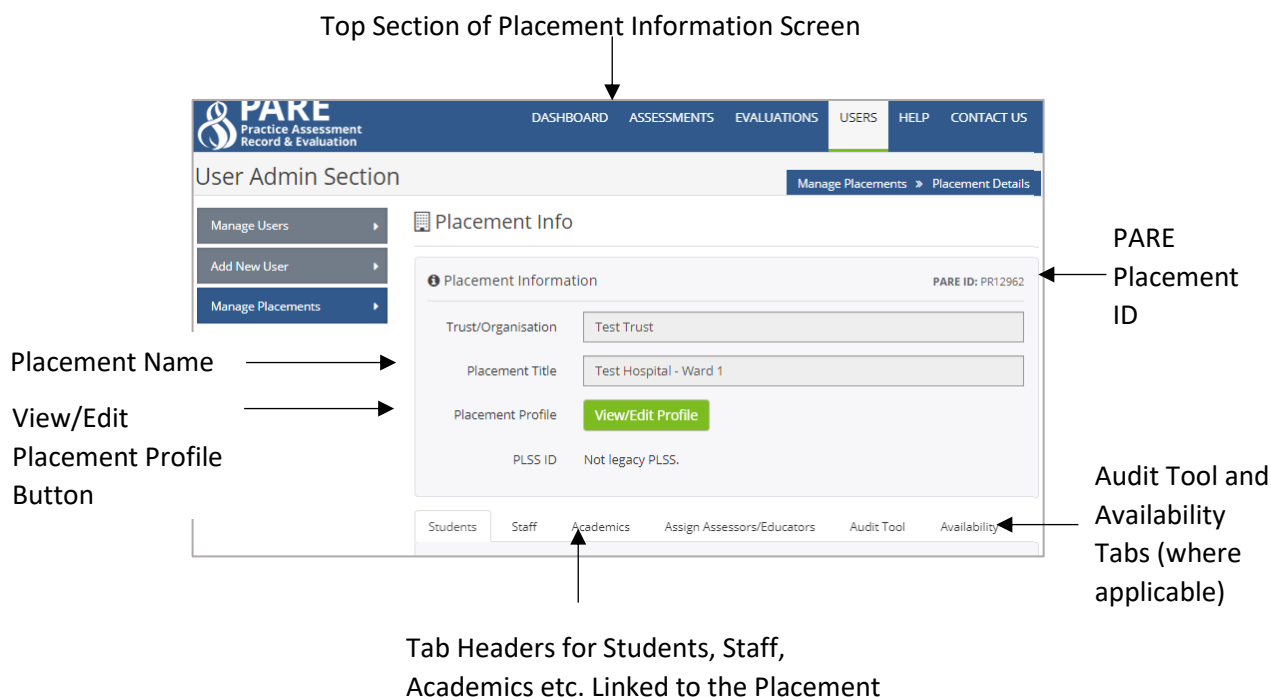
Placement Information

The Placement Information screen, can be accessed from two areas of the PARE website; via the red Placement Details bar of your PARE dashboard, which takes you to the Placements screen listing your assigned placement area(s), or via the Users screen navigation item and Manage Placements screen which also lists your assigned placement area(s):

- Placements screen: displays the PARE designated region label and PARE ID for each of your assigned placement area(s), as well as the link to the Placement Information screen for each placement area.
- Manage Placements screen: displays the number of current students, and the number of placement staff for each of your assigned placements area(s), as well as the link to the Placement Information screen. Hover the cursor over the information icon ('i' symbol) to see a list of the staff names displayed for the placement.

Both these screens contain a Search box, in order to help you identify a placement area from a list, if you manage numerous placements areas. From either of these screens, click the View button (document icon) for the placement area, to open the Placement Information screen for that placement area.

The Placement Information screen header displays your organisation and placement area name, the PARE ID for the placement area, and a green 'View/Edit Profile' button in order to access the Edit Placement Profile screen (see Placement Profile section in this Guide). The header also displays a PLSS ID (applicable to the Cheshire & Merseyside region only). In some regions, the ODS and CQC Code are also displayed. Underneath the placement header, several tabs are displayed: Students, Staff (including the Bulk Assign Educators to Placement Area feature), Academics, and Assign Assessors/Educators. In some regions, the Audit Tool and Availability tabs are also displayed. Each tab is detailed further in the next few sections.



Students

All learners on PARE for your placement area are displayed in this first tab of the Placement Information screen, in order of the most recent first. For each learner, the learner name, HEI and PAR Document link (if assigned) are displayed, along with the learner's profession, and placement start and end dates. A red/green/grey indicator indicates those learners that have yet to start on their placement (red dot), those students who are currently on placement (green dot), and those learners that have finished on placement (grey dot). The Document link for a learner is no longer displayed four weeks after the end the learner's placement (if the learner had a PAR Document assigned).

Student	Profession	Start Date	End Date	
Test Student5 Test HEI View PAR Document	Nursing	06/04/2020	28/05/2021	●
Test Student3 Test HEI View PAR Document	Nursing	02/03/2020	24/04/2020	●
Test Midwifery Student Test HEI 2	Midwifery	01/03/2020	31/03/2020	●
Test Nursing Student Test HEI 2	Nursing	09/03/2020	13/03/2020	●

You can click on the up/down arrows displayed at the end of the column header labels, to re-sort the data if required, by a selected column. Click on a PAR Document link to open a learner's PAR Document. At the bottom of this tab, the number of rows (i.e. learners assigned to the placement area) is displayed, along with a selector to navigate through additional Student tab pages to view those that are not displayed on the current tab page (if there are too many to display on the one page). You may also change the number of records to display per page by clicking on the 'per page' box, and selecting a different number from the list.

Showing 11 to 18 of 18 rows

10 per page

Page Navigation

Note that not all learners may be using PARE for PAR Documents, but just for practice hours recording and/or evaluations. If in doubt, and a learner is due to start on placement with you shortly, then it is advisable to contact the learner's HEI (and inform a Placement Senior Admin). If you are informed that PAR Documents have been activated, but you are still unable to see a link to a learner's PAR Document in this tab, then there may be an issue with the learner's placement set up (see the FAQs & Further Help section at the end of this Guide).

Staff

The staff tab on the Placement Information screen lists all staff linked to the placement area on PARE for all professions. The information displayed for each member of staff includes their name and email details as entered on their PARE profile, the NMC qualification details if applicable, the profession(s) the user is linked to on PARE, the type of user account, and the user's 'Educator Level'. For nursing professions, the educator level will be the 2018 / 2012 NMC Permission level as specified on the user's PARE profile Permission level(s), otherwise 'Educator' is specified.

The NMC 2018 qualification details in the first column will also display a green tick for PARE uses with a nursing profession who have a declared Practice Supervisor or Practice Assessor permission level (either self-declared or declared by a Placement Senior Admin), else a red cross is displayed if not declared.

The staff records can be sorted alphabetically on any of the columns indicated as 'sort' columns (where the double arrow icon is displayed next to the column header label). The staff PARE profiles can be accessed via this tab, by clicking on the view button (document icon) that is displayed, if the staff record is for a Placement Educator type of PARE account. Placement Educators can also be unassigned from the placement area on this tab, by clicking on the red cross to the right of their record, which will effectively remove the record from the display of the placement area staff (the user's actual PARE account is not deleted).

Staff Name & Email Address

Nursing 2018 & 2012 NMC Declarations & Compliance

Nursing 2018 & 2012 NMC Permission Levels

Unassign Educator from Placement

View User Profile

Linked Profession(s)

Account Type

At the bottom of the Staff tab, the standard pagination tool is displayed, to enable navigation through pages of user records where there are too many to display together on the one Staff tab page. A green 'Assign Assessors/Educators To Placement Area' button is also displayed.

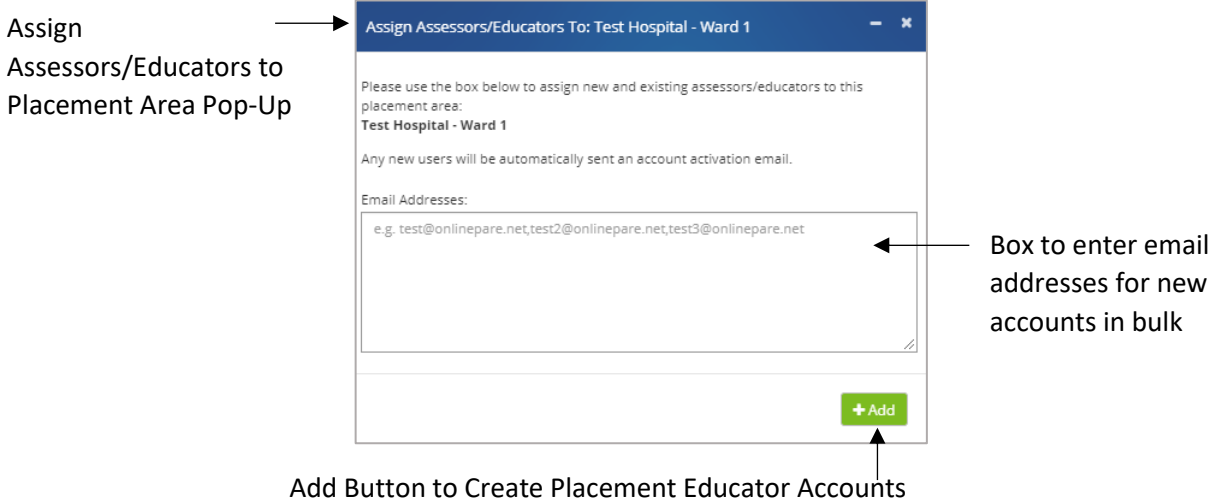
Showing 1 to 6 of 10 rows

6 per page

Assign Assessors/Educators To Placement Area

Bulk Assign Educators to Placement Area

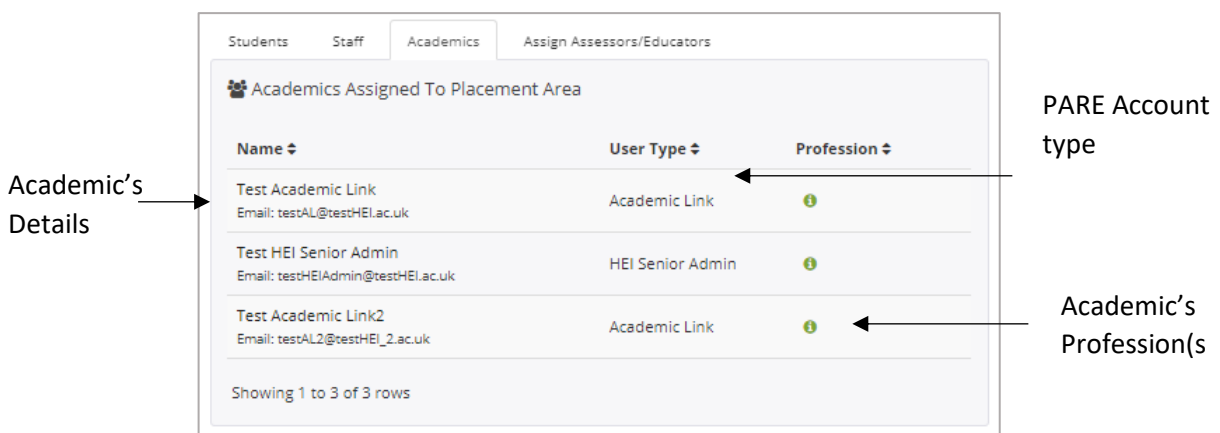
Click on the 'Assign Assessors/Educators To Placement Area' button at the bottom of the staff tab in the Placement Information screen (see previous section) to open the Assign Assessors/Educators Pop-Up, for the bulk assignment of staff to the placement area, i.e. for staff who do not already have a PARE account.



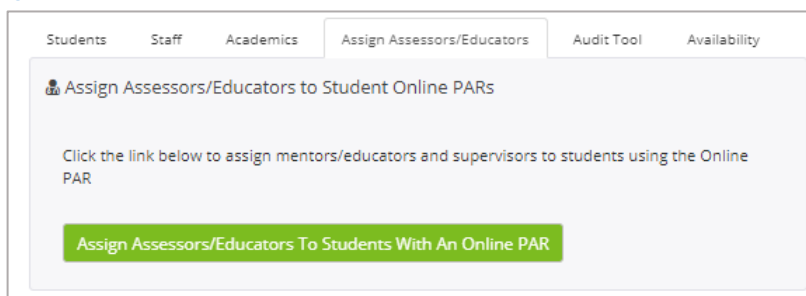
Enter the email addresses for the new members of staff in the Email Addresses box. The email addresses must be entered separated by a comma, and with no spaces between each address. On clicking the green Add button it is important, if using this method, to review each new account in the Manage Users screen, to add the new user's name details. This method is only recommended where the volume of users that require adding to the placement as new PARE users, makes individual account creation (via the Add New User screen) impractical.

Academics

This tab lists all the HEI staff that are linked to this placement area. The academic's name, email address and PARE account type (HEI Senior Admin or Academic Link) details are displayed in each case. Hover the cursor over the green 'i' (information icon) to open the hint text for the display of the professions for an academic. Click on the Up/Down arrows displayed next to each column header to re-sort the list by a selected column if required.



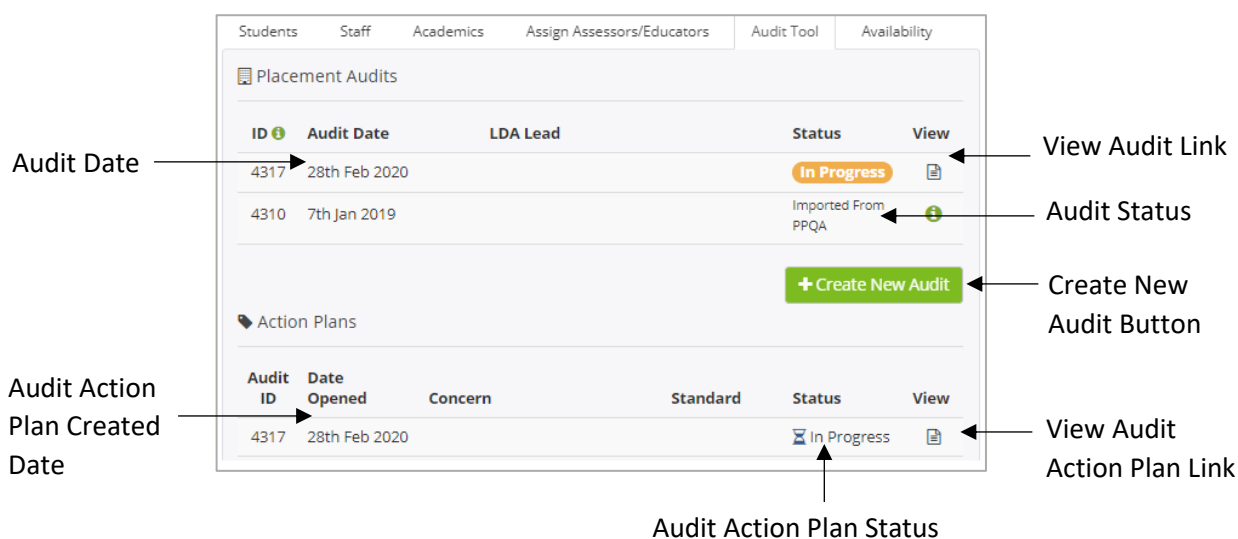
Assign Assessors/Educators



This Placement Information screen tab displays the green 'Assign Assessors/Educators To Students With an Online PAR' button. Click on this link to open the Assign Practice Assessors/Educators/Supervisors screen (see the corresponding section in this Guide), in order to view all current learners for the placement area and a selected profession (and with an online PAR Document), to assign or re-assign the Practice Assessor/Educator/Supervisor for a learner.

Audit Tool Tab (Where used in the Region)

This tab is available from the Placement Information screen, for PARE users within any region using PARE practice learning environment audit functionality. The full Audit functionality is covered in detail in the section on the The Audit Tool of this guide. This tab displays details of any Audits and Audit Action Plans created for the placement area, including information such as the Audit date or Action Plan created date, and the status of an Audit or Action Plan. Click on the View link (document icon) to open an Audit or Action Plan. Click on the green Create New Audit button to create a new audit for the placement (see the Create a New Audit section of this Guide for further details).



Availability (Where used in the Region)

This tab, like the Audit Tool tab, is available from the Placement Information screen for relevant users, and displays the number of educators of a certain profession, who are available on the placement. If no availability figures have been entered for the placement, then the tab will indicate that there are no records stored for the placement, and displays a link to show the list of professions, against which numbers can be entered to record the availability information.

Link to Open Professions List to Enter Availability

Students Staff Academics Assign Assessors/Educators Audit Tool Availability

Placement Availability

There are no records stored for this placement

[Show Professions Set To Zero Availability](#) Save Availability

Click on the 'Show Professions Set to Zero Availability' link to open the profession list, the top section of which is shown below:

Students Staff Academics Assign Assessors/Educators Audit Tool Availability

Placement Availability

There are no records stored for this placement

Profession	Availability
Audiology	0
Cardiac Physiologist	0
Dentistry	0
Dietetics	0
District Nursing	0
Healthcare Scientist	0
Medicine	0
Midwifery	4
Nursing	8
Nursing Associate	0

Enter the required number values against the relevant professions either directly, or by clicking on the up/down arrows in the Availability boxes. At the bottom of the list, click on the 'Hide Professions Set to Zero Availability', to reduce the profession list to just those with non-zero values entered, should you wish to focus on just those for which values have already been entered. Click on the Save Availability button to save the profession numbers.

Specialist Practitioner 0

Trainee Practitioner 0

Ultrasound 0

[Hide Professions Set To Zero Availability](#) Save Availability

The entered numbers will then be displayed on the Availability tab:

Students Staff Academics Assign Assessors/Educators Audit Tool Availability

Placement Availability

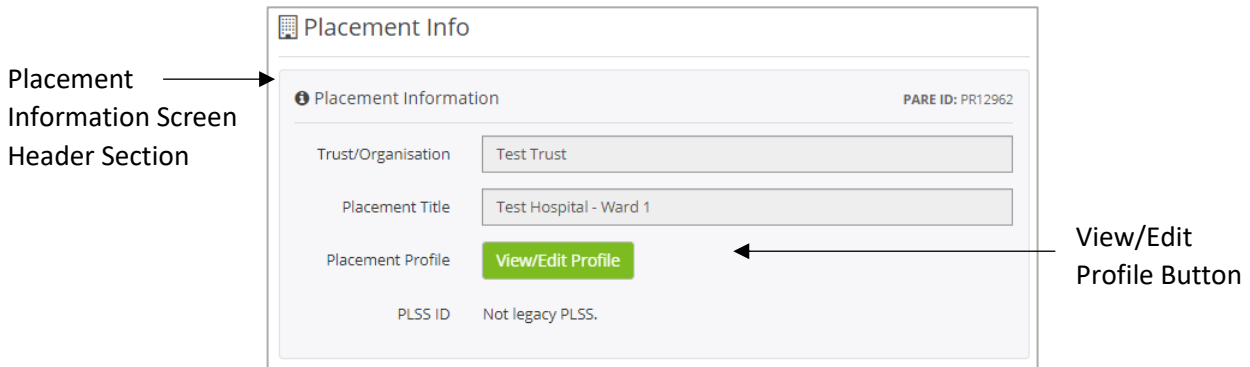
Profession	Availability
Midwifery	4
Nursing	8

[Show Professions Set To Zero Availability](#) Save Availability

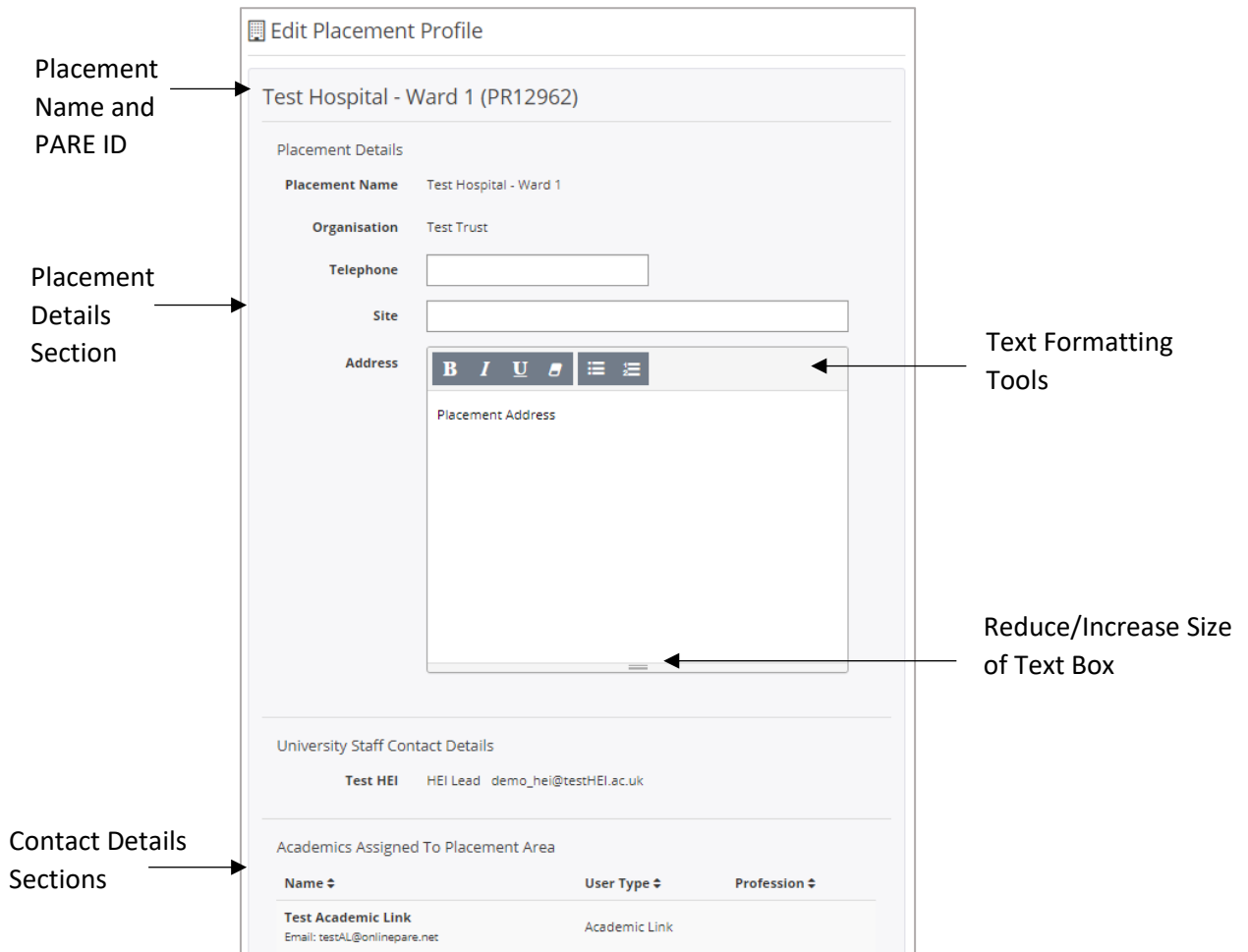
The values displayed in the tab can be amended directly from the tab in future, if required, or the profession list can be accessed again to add additional professions to the list along with the associated number of staff for the professions, on the placement.

Placement Profile

The Placement Profile screen is accessed from the Placement Information screen (see Placement Information section in this Guide), by clicking on the green View/Edit Profile button in the Placement Information header section.



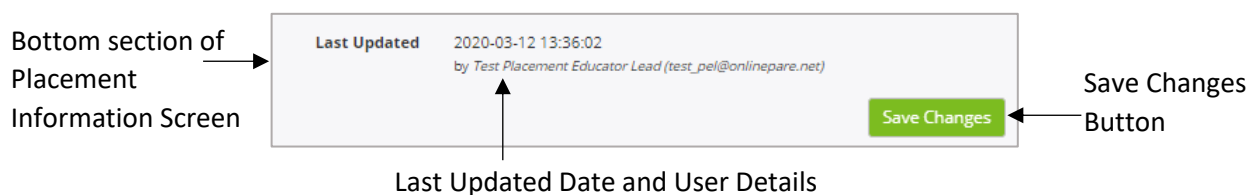
The Placement Profile contains several sections for the entry, update and display of specific placement information to aid learner familiarisation with the placement before starting. The placement name, PARE ID number and organisation name are displayed at the top of the screen, and are non-updateable. Each section under the header information contains a list of optional items and associated data entry boxes for adding and updating data. The following screenshot of the top section of a Placement Profile displays the Placement Details for data entry/update, and the HEI staff contact details sections:



Standard formatting tools are available along the top of the majority of the text boxes, to help format the display for greater clarity, and the size of the text box can be reduced or increased by holding the cursor down on the lines at the bottom of the box, and moving the cursor up or down.

The full list of Placement Profile sections are:

- **Placement Details:** To enter the location details and main contact number
- **University Staff Contact Details:** These contact details are entered by HEI Senior Admin PARE users and are non-updateable.
- **Academics Assigned to Placement Areas:** This displays the name and email address for all university Academic Link PARE users who are linked to the placement area.
- **Introduction:** To enter a site description, the type of placement and description, client group and care provision details.
- **Accessibility & Learning:** To add additional information, including special considerations, accessibility at the location, parking/transport, resources available, suggested reading, learner types supported, and learning opportunities/outcomes.
- **Spokes & Short Visits:** To add a spoke/short visit experience to the placement details. The placement experience is selected from a list of available PARE Placements for the organisation.
- **Shift Patterns:** Shift type (e.g. Morning Shift, Night Shift), Shift start and end times, and Total Time on shift.
- **Last Updated:** The date and time the profile was last updated, including the name and email address of the PARE user who update the profile, is displayed in this section.



Click on the Save Button to save any changes to the profile.

⚠ NB: Any information you type in the profile has to be saved by clicking on the 'Save' button. Be sure to click the button before you leave a page or you could lose your text.

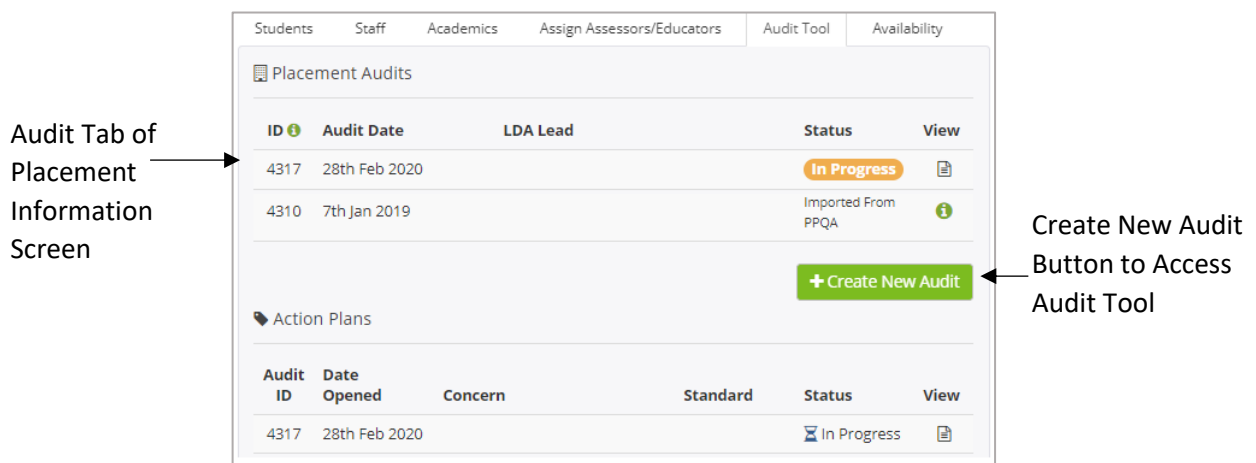
Placement Senior Admin and HEI Senior Admin have access to an additional feature on this page, which enables them to specify that the Placement Profile is not published to students. The default is to publish the Placement Profile for students to view. It may be useful for the Placement Profile to be temporarily hidden from learner view, if the Placement Profile is in the process of being updated for example, and the existing information is incorrect. Contact your Placement Senior Admin if you require the Placement Profile published status to be changed, so that it is not displayed to learners. Learners will see the placement location information and contact details for the placement (Placement Senior Admin/Placement Educator Leads and Academics linked to the placement area), but the other sections will not be displayed.

The Audit Tool

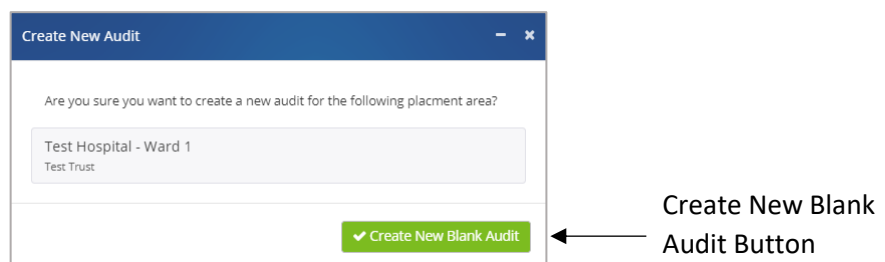
The Audit Tool, when used in a region, is accessed from the Audit Tool tab of the Placement Information screen (see Placement Information section in this Guide) and is a powerful tool for recording all placement audit data and action plans raised for an audit. Added to PARE for users in the York & Humber region, in place of a legacy audit system, the last audit date for any audits for placements on the legacy system are displayed in the Audit Tool tab, in addition to any audits that have since been created on PARE and their associated audit action plans. A selected Audit or an Audit Action Plan may be viewed and managed, and new audits created. Who completes an educational environment audit within an organisation varies, so check with your Senior Practice Administrator for your local policy.

Create a New Audit

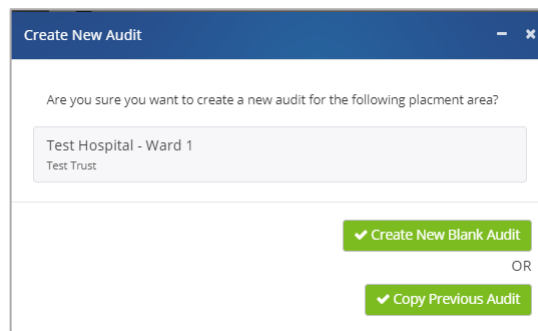
To create a new audit for a placement, click on the green 'Create New Audit' button of the Audit Tool tab of the Placement Information Screen for the placement. You will see a message displayed for you to confirm if you wish to continue.



In addition to the message asking if you wish to continue, the pop-up will also display one or two buttons, depending on whether or not a previous audit already exists for the placement. If no previous audit exists, a green 'Create New Blank Audit' button is displayed. Click on this button to access the Audit Tool for a new, blank audit.

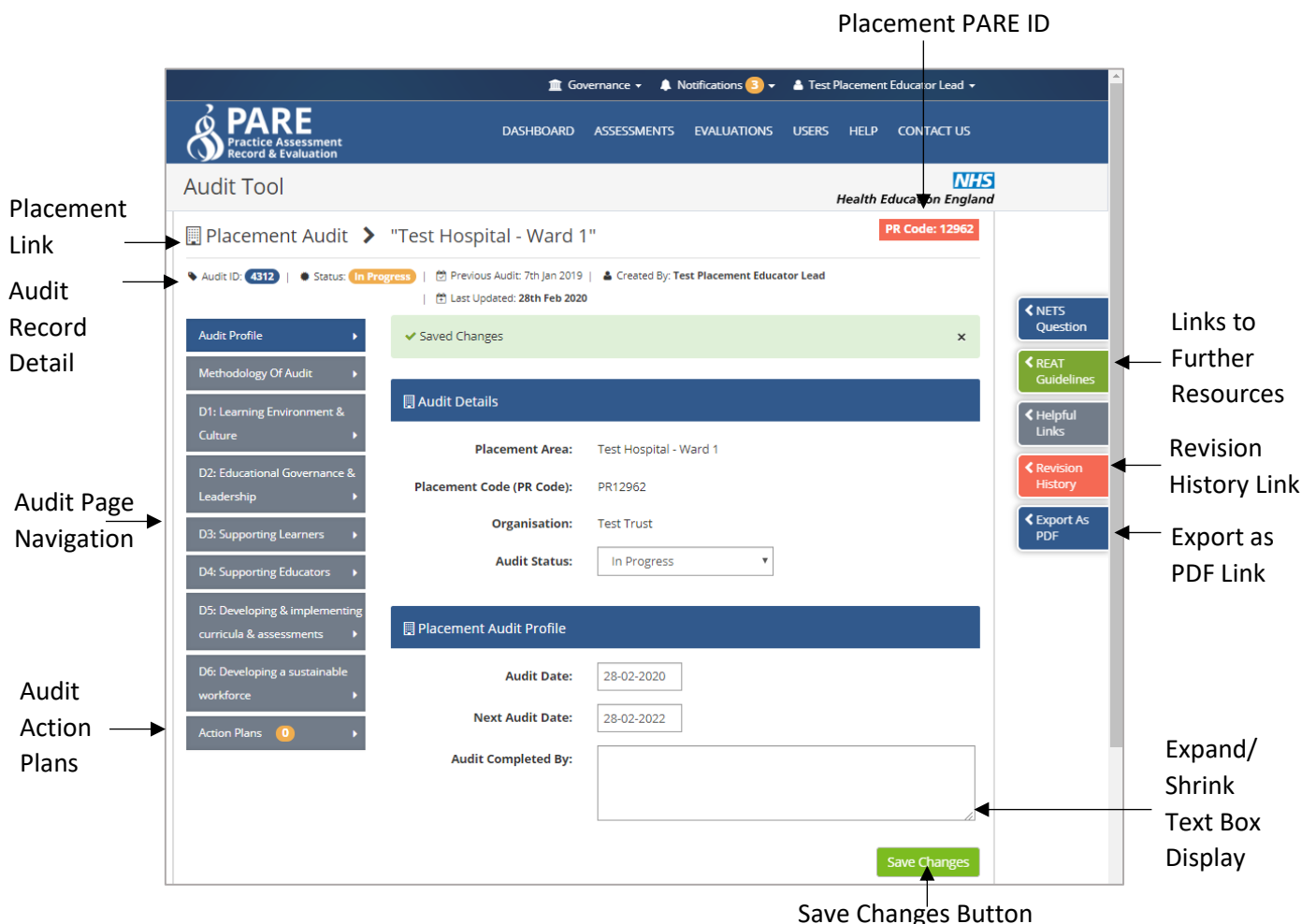


If a previous audit already exists for the placement, then the pop-up will display an additional green button: 'Copy Previous Audit'. If this option is selected, then a new audit is created, pulling through all the information contained in the previous audit, as a basis for the new audit, with the facility to amend and add to the previous audit data, as required.



Create New Blank Audit OR Copy Previous Audit Buttons

Click on the 'Create New Blank Audit' button (or the 'Copy Previous Audit' button if available, and required) to continue, and to open the Audit Tool screen. The Audit Tool contains a series of pages that present an online view of an audit document. The first page, the Audit Profile, opens on accessing the Audit Tool, and contains features that are available on all the subsequent pages of the audit. If you have copied a previous audit for creation of the new audit, then you will see the information from the previous audit displayed in the new audit pages, otherwise the pages will contain empty boxes for data entry, with the exception of some default data items.



- **Audit Record Detail:** This information bar displays the following items:
 - Audit ID: a unique Audit ID number.
 - Status: the status of the audit, which defaults to 'In Progress' on creating a new audit.
 - Previous Audit: the date of the previous audit (or n/a if no previous audit).
 - Created By: the PARE user name of the user who created the audit.

- **Last Updated:** the date the last amendment was made to the audit. This item defaults to the current date on first creating a new audit.
- **Placement Link:** Click on the Placement link at any time, to return to the Placement Info screen (saving any required changes first).
- **Audit Page Navigation:** The menu items to the left of the screen (excluding the last 'Action Plans' item) are links to the pages of the audit, and are used to navigate through the document, and to revisit pages if required.
- **Audit Action Plans:** This menu item, at the bottom of the left menu item bar listing the Audit page navigation links, takes you to the summary screen listing all Action Plans for the Audit, and from which new Action Plans can be created. The menu item label also indicates the number of Action Plans for the Audit (defaulting to zero).
- **Links to Further Resources:** The menu bar to the right of the screen (this bar may display along the bottom of the screen, depending on the device that PARE is being accessed from), includes menu item links to additional resources to aid in the completion of the audit. These include:
 - **NETS Questions:** This link opens the full list of NETS questions that learners will be answering on completion of their placement experience.
 - **REAT Guidelines:** This link opens the list of the REAT Principles and Best Practice, to enable consistent quality assurance of placement provision across the region and all healthcare professions.
 - **Helpful Links:** This link opens the Helpful Links panel, with links to the HEE Quality Standard download, and the HEE Privacy Notice website page that details how HEE uses and protects any information that you supply.
- **Revision History:** This link opens the Revision History window, displaying details of all updates made to the audit, including the date/time of update, section update, the new value entered for the section, and the user who made the update.

Revision History Window

Date	Section Updated	New Value	Edit Made By
19th Mar 2020 6:35pm	Domain 1 Supporting Evidence	Test Discussion	Test Placement Educator Lead (test_pel@onlinepare.net)
28th Feb 2020 4:42pm	Action Plan - Action "Action Due Date" has been updated View Action	2020-03-31	Test Placement Educator Lead (test_pel@onlinepare.net)

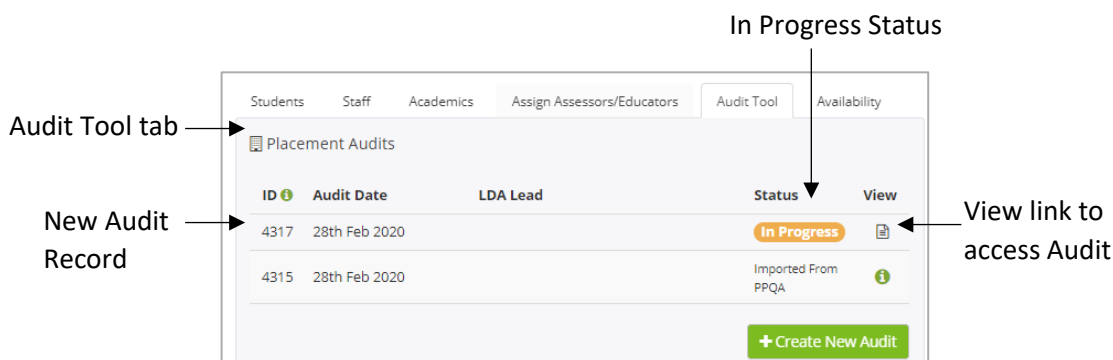
Details of the update action

- **Export to PDF:** Click on this link to download a PDF version of the audit document onto your device.
- **Save Changes Button:** Click on the button to save any information added to the page, or amended on the page, before leaving the page.

! NB: Any information you type in the Audit has to be saved by clicking on the 'Save Changes' button. Be sure to click the button before you leave a page or you could lose your text.

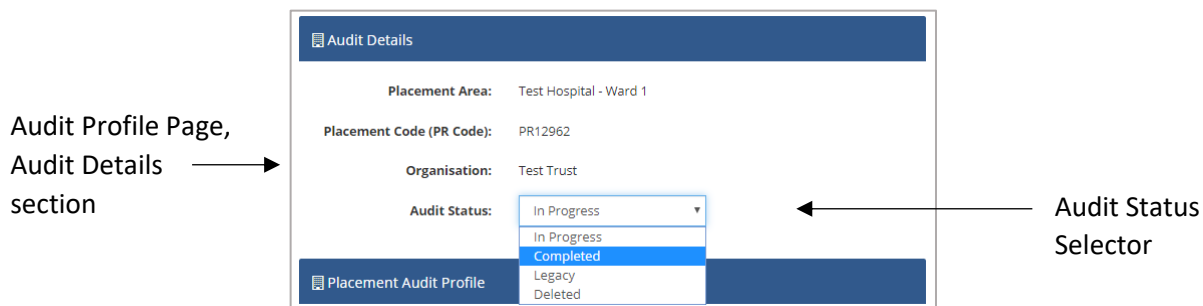
In the first page of the Audit Tool, the Audit Profile page, the Audit Date item defaults to the current date, and the Next Audit Date item defaults to two years on from the current date. Both dates are updateable. Click on the applicable item to open the Date Calendar pop-up for a new date selection.

Continue to work your way through the audit document, completing the boxes and selecting the radio buttons, as required, making sure to save your changes on each page. The display of text boxes with three lines indicated in the bottom right corner may be expanded or shrunk, by clicking on the lines, holding the cursor down and moving as required. You may exit the Audit at any point by clicking on a screen navigation item, or the Placement link at the top left of the audit page, to return to the Placement Information screen. The audit that you have created, and that is currently in progress, will be displayed in the Audit Tool tab of the Placement Information screen.

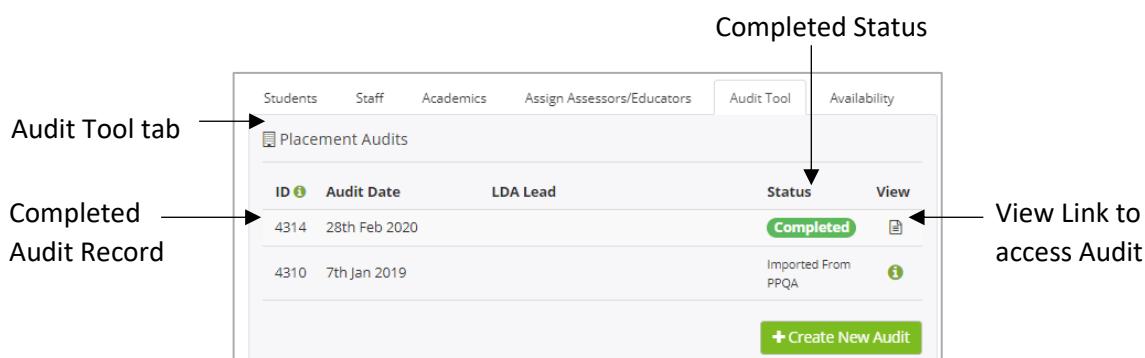


Completing an Audit

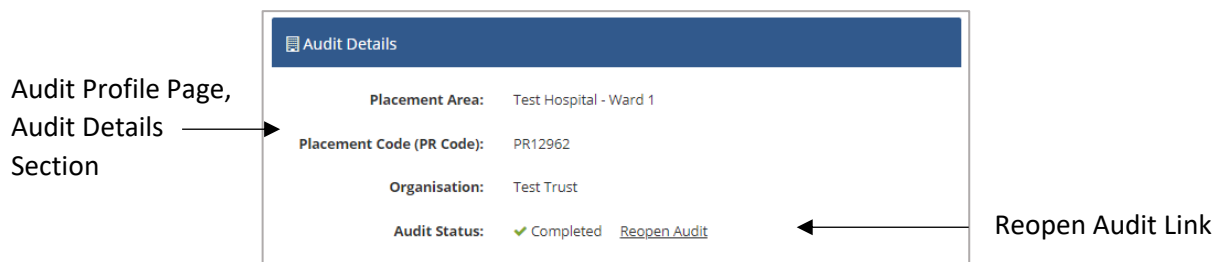
An audit of status 'In Progress' can be revisited at any time, to make additions/amendments. You may work through the pages of the audit using the page navigation items and resource links for additional help (see Create a New Audit section in this Guide). Once completed, select 'Completed' from the Audit Status drop-down box on the first page (Audit Profile) of the audit.



This sets the status of the audit to completed and the green 'Completed' icon is displayed for the audit record in the Audit Tool tab of the Placement Information screen:



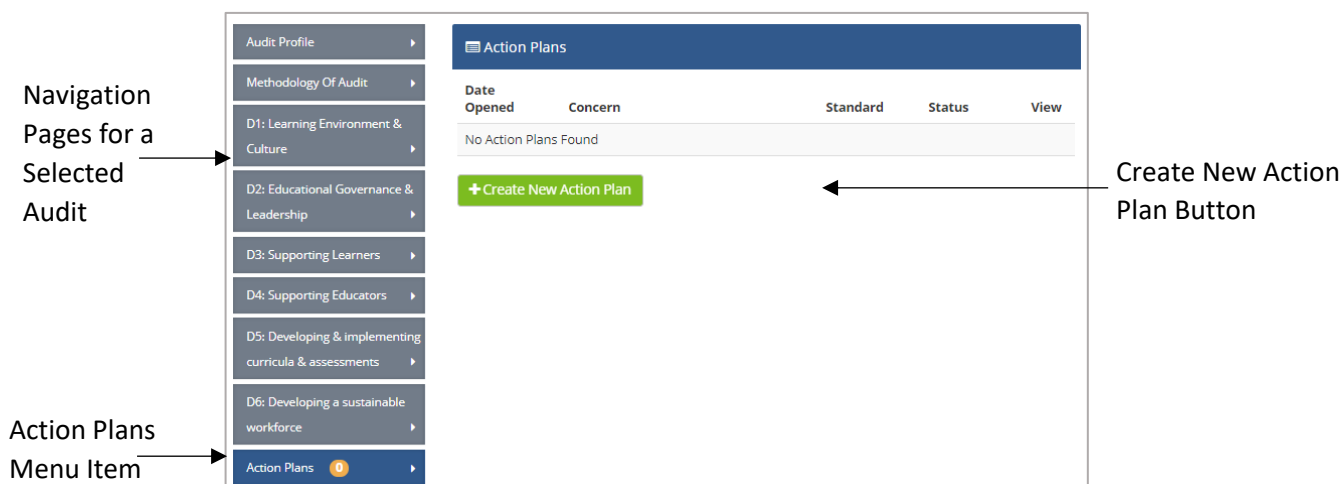
A completed audit can still be amended if required, but it will be necessary to first open the audit and click on the 'Reopen Audit link' on the Audit Profile page of the audit, which sets the status back to 'In Progress'.



The 'Legacy' option in the Audit Status drop-down list is available for audit data retrieved from the legacy PPQA system. All audit data migrated on to PARE was set to this status by default. The final option 'Deleted' is only to be used to remove an audit altogether.

Create Audit Action Plan

One or more Action Plans can be created for an audit that has an Audit Status of 'In Progress'. Either click on the Action Plans menu item of an open audit, or select the Action Plan directly from the Audit Tool tab of the Placement Information screen (see Audit Tool tab section in this Guide).



Clicking on the 'Create New Action Plan' button from the Actions Plan menu item of the open audit, opens the 'Create Audit Action Plan' screen for the audit. The Audit Action Plan sets the Action Plan Owner item on this screen to your PARE account user name, and the Date of Entry item defaults to the current date, although this is updateable:

Create Audit Action Plan

Action Plan Owner: Test Placement Educator Lead

Date of Entry: 28-02-2020

Standard: [Empty text box]

Brief summary of concern: [Empty text box]

Brief summary of evidence for concern: [Empty text box]

Recommended Actions: [Empty text box]

Action Plan Status: In Progress

Create Action Plan

You must create the action plan above before comments can be added.

Once you have entered any required information in the data items on the screen, then click on the green 'Create Action Plan' to both save the data and to create the Action Plan. The Action Plan menu item will increment by 1 for the associated Audit.

On creating the new Action Plan, the screen will display two more sections: Actions and Discussion.

Add Actions

Click on the green Add Action button for the selected Action Plan button to create a new Action for the Action Plan. See top section of this screen below:

Action

Edit Action

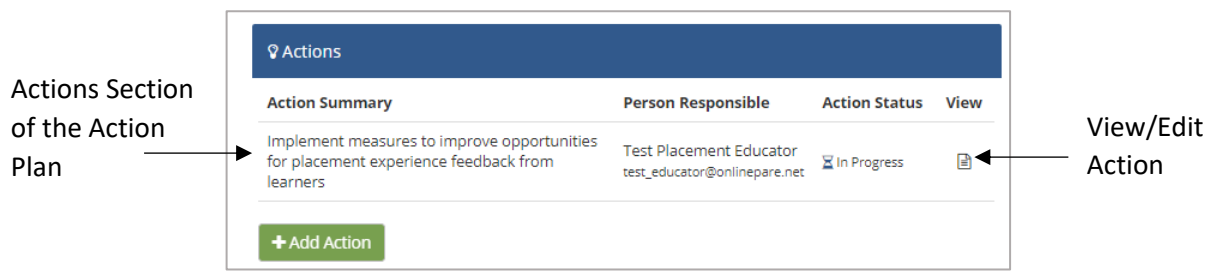
Person Responsible - Name: Test Placement Educator

Person Responsible - Email: test_educator@onlinepare.net

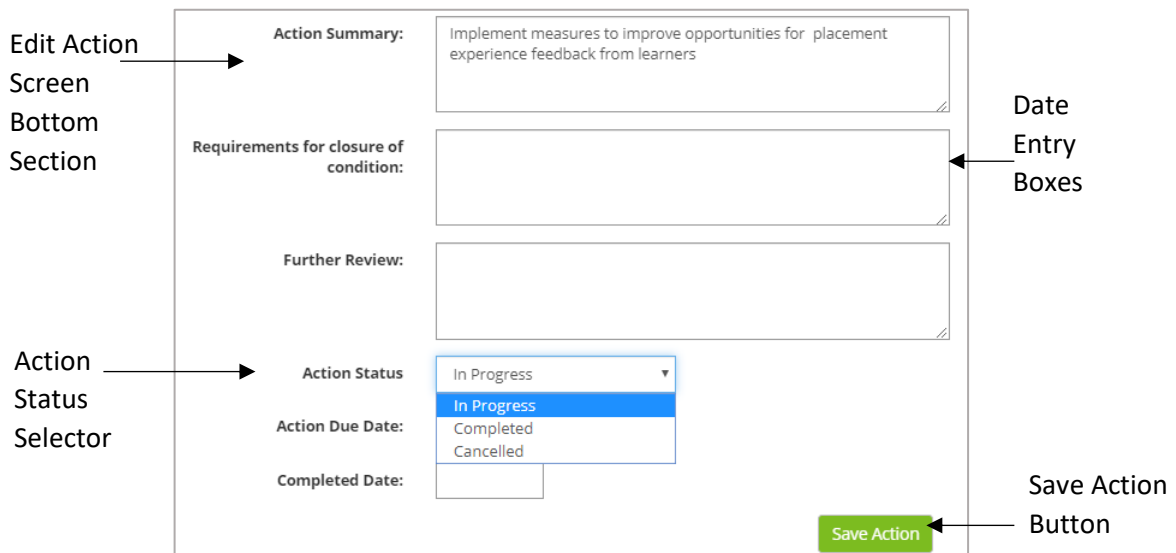
Start Date: 01-03-2020

Action expected from Placement Provider: [Empty text box]

The Person Responsible details (name and email address) default to your PARE account details, and the Action Start Date defaults to the current date. Enter the required information in this screen, amending the defaults if required, and click on the green Save Action button, to create the Action. The Action Plan will now show the details for the newly created Action with a default Action Status of 'In Progress':

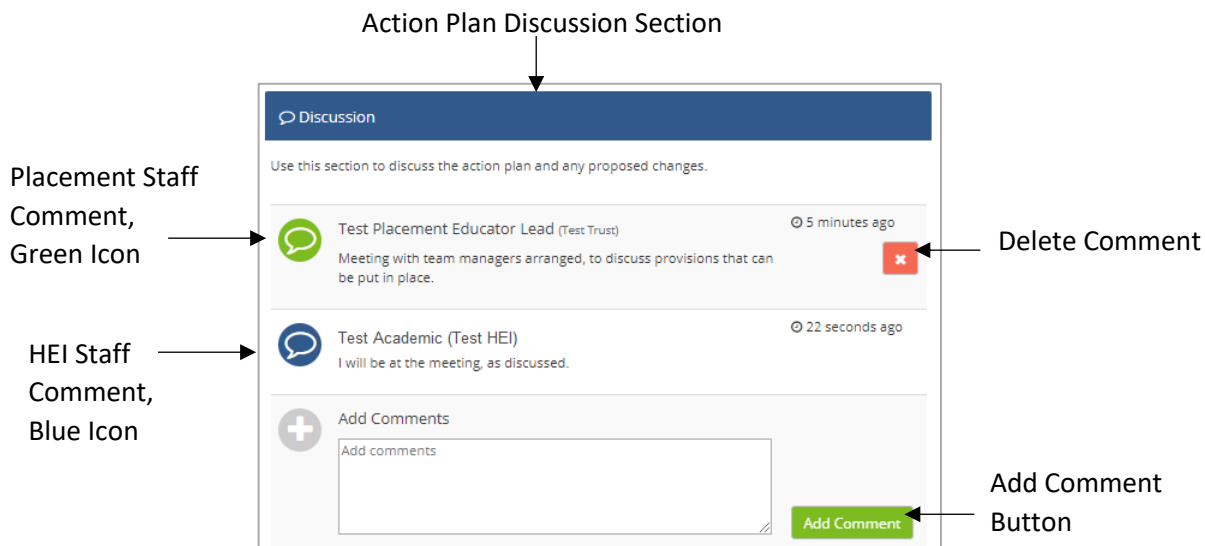


The Action can be viewed and amended at any time, as long as the Action Plan itself has not been set to Completed. To edit the Action, click on the View link (document icon) next to the Action Summary for the Action, to open the Edit Action screen. This screen displays data entry items that appeared on the initial Create Action screen, along with additional items for data entry, including the Action Status selector. This displays the 'In Progress' status, and a status of 'Completed' or 'Cancelled'. Both a completed or cancelled Action can still be accessed again, and the status updated if required, as long as the Action Plan has not been finalised. Click on the green Save Action button in order to save any changes you have made to the Action.

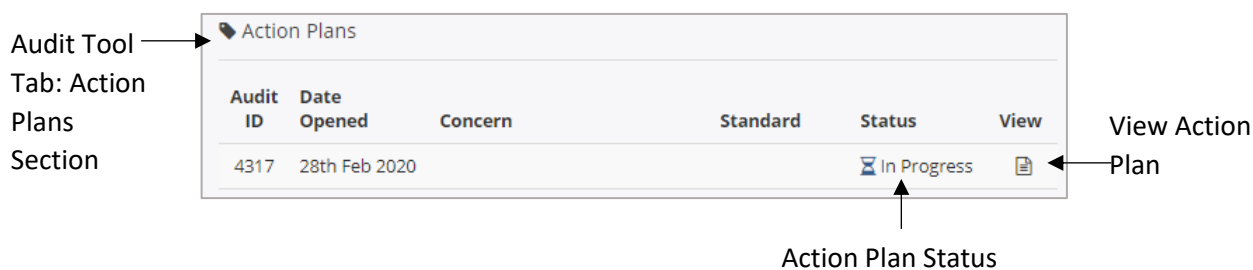


Discussion Comments

As well as adding Actions to an Action Plan, the bottom section of the Action Plan screen contains the Discussion section, for you to add comments, as well as other staff linked to the Action Plan. Enter your comments text in the 'Add Comments' box, and click on the green 'Add Comment' button to post your comments. All users who subsequently access the Action Plan will see your posted comment, and may add their own comments to the discussion thread. For each posted comment, the author's PARE account name is displayed, and the time that the comment was posted (in terms of how long ago). Comments entered by placement staff can easily be identified by a green discussion icon; comments made by HEI staff have a blue discussion icon displayed. For comments that you have authored, you will see a red cross button displayed alongside the comment. Click on this button if you wish to delete your comment.



The summary details for an Action Plan are displayed on the Audit Tool tab of the Placement Information screen, along with the Status of the Action Plan, and a View link (document icon) to open the Action Plan. The Action Plans can also be accessed by opening the associated audit for which the Action Plan was created, from the Audit Tool tab, and navigating to the Action Plans menu item.



Audit Notifications

PARE reminder notifications are sent out to all Placement Educator Leads for a placement area shortly before the next audit date becomes due. The next audit date is determined by the date that was entered for this item when the last audit was completed (see Create a New Audit section of this Guide). On creating a new audit, the next audit date defaults to two years on from the date of the audit record being created, but may be amended whilst an audit is in progress if required. Reminder notifications are sent out 3 months prior to the audit due date, 1 week before the due date, and 1 week after the due date, and to the following stakeholders:

- Placement Educator Leads for the audit placement area.
- Placement Senior Admin linked to the placement area (or for the organisation as a whole, if no Placement Senior Admin are linked to the placement area).
- Academics linked to the placement area.

Evaluation Feedback

Online evaluations (also known as NET Surveys in some regions) are a core feature of PARE to support the timely online submission of a learner's placement experience, as close to the placement experience as possible. By default, evaluations are not anonymous. The Placement Senior Admin for the placement organisation, Placement Education Leads and certain university staff linked to the placement will see the learner feedback, although universities do have an option for anonymity. In this case, the learner name is anonymised on the evaluation. Learners are strongly encouraged to submit evaluations as their feedback provides an essential part of the placement quality monitoring and improvement process.

It is recommended that learners are reminded and encouraged to complete their evaluation towards the end of their placement, and to be open, honest and to act with integrity when submitting anything to the system. Outcomes of actions raised by a placement provider organisation, in response to learner feedback, may be communicated back to the learners if this option is selected by the author of an evaluation action plan.

As a Placement Educator Lead, you have access to the star ratings and feedback for your placement areas. Placement Senior Admin have access to the ratings and feedback across the organisation. In addition, Health Education England have access to the feedback, to support the quality surveillance agenda and establish an indication of the overall experience students are having within multi-professional placement areas.

You can view and download a full list of the regionally agreed PARE Evaluation questions, via the Help section of the website (click on the Frequently Asked Questions link, Implementation menu item). NETS users can download the NET Survey questions from the Useful Downloads section of the PARE Dashboard. The features available to users for the viewing and management of both PARE evaluations and NET Surveys are very similar. The main differences are the question sets, which are categorised under themes, and the available question response lists (see next section for response lists):

- PARE Evaluation themes: Quality, Support, Experience, Resources
- NET Survey themes: Quality, Experience, Behaviour & Values, Recommendation

Evaluations/NET Surveys are never deleted from the system. By default, placement ratings are based on evaluations submitted during the previous 12 month period, although ratings can be viewed for a specified date range. This will provide an audit trail for the placement provider organisation, allowing them to see how ratings have improved (or declined) over a specific period of time. The combination of the rating system, action plan area and trend data will highlight improvements from one placement cycle to the next.

Evaluations/NET Surveys and Feedback

Each time a learner on one of your placement area(s) submits an evaluation, a notification will be sent to your PARE account, specifying the positive feedback percentage calculation, along with a link to open the evaluation. The positive feedback percentage is displayed at the top of the evaluation, along with the average positive feedback percentage for the placement as a whole, and is the value that is

included in the star ratings for the placement (see section on Placement Ratings/NET Survey Ratings in this Guide).

The screenshot shows a summary of learner evaluation data. On the left, three labels with arrows point to specific parts of the summary: 'Learner Evaluation Top Section' points to the top header area, 'Positive Feedback Percentage' points to the 'Positive Feedback' row, and 'Placement Information Screen Link' points to the 'Placement Info' button. On the right, two labels with arrows point to the summary rows: 'Learner Details & Placement Dates' points to the 'Student', 'Placement', and 'Trust' rows, and 'Placement Information Screen Link' points to the 'Dates' and 'Submitted' rows.

Student:	Demo Learner (Test HEI, Student ID: 123456)
Placement:	Dummy Ward A1
Trust:	Test Trust
Dates:	1st Mar 2020 to 15th Mar 2020
Submitted:	16th Mar 2020
Positive Feedback:	87.5% i (Placement average: 88.8%)
Cohort:	Test
Save PDF Copy:	Download as PDF
Placement Info:	Placement Info

The majority of question responses on the PARE evaluations include a response list that requires the learner to select a response from a defined list of responses, i.e. 'Strongly Agree', 'Agree', 'Disagree', 'Strongly Disagree' 'Not Applicable'. 'Strongly Agree' and 'Agree' responses are include in the positive response count, 'Disagree' and 'Strongly Disagree' are included in the negative count. 'Not Applicable' removes the question from the total number of responses used for the percentage calculation.

The screenshot shows a PARE evaluation question titled 'Quality'. On the left, two labels with arrows point to the question and response list: 'PARE Evaluation Question' points to the question text, and 'Response Selector List' points to the list of radio button options. On the right, a label with an arrow points to the feedback comments box: 'Feedback Comments'.

Question 1
Sufficient preparatory information prior to my placement(s) was available?

- Strongly Agree ✓
- Agree
- Disagree
- Strongly Disagree
- Not Applicable

Excellent communication and rota was completed prior to starting my placement.

If a negative response is given ('Disagree', or 'Strongly Disagree'), then the learner must add comments in the corresponding comments box, in order to be able to submit their evaluation. Whilst this is not required for positive responses, it is helpful if the learners supply comments in order to help identify areas of practice and to share these across an organisation. Often outstanding placement educators may also be identified in learners' comments.

In some regions, the NET Survey responses work in a similar way to standard PARE evaluations, except that several different types of response lists are included. For example, 'Outstanding', 'Good', 'Satisfactory', 'In need of improvement', 'Unsatisfactory'. In this example, the first two are positive responses, the latter two are negative, and 'Satisfactory' is a neutral response and discounted from the overall sum for the positive feedback percentage calculation.

The screenshot shows a NET Survey question titled 'Experience'. On the left, two labels with arrows point to the question and response list: 'NET Survey Question' points to the question text, and 'Response Selector List' points to the list of radio button options. On the right, a label with an arrow points to the feedback comments box: 'Feedback Comments'.

Question 1
I saw good examples of patient care in the placement.

- Never
- Rarely
- Sometimes
- Often
- Always ✓
- Not applicable or relevant to my experience
- I have not been in the placement long enough

In order to display the response categories in a standard graphical format, the NET Survey responses are further categorised into a green, amber, and red colour coding system: Green for positive responses, amber for neutral, red for negative. See the Placement/NET Survey Ratings section of this Guide.

Negative feedback percentages are not explicitly stated on the placement ratings screens, but can easily be determined from the positive feedback percentage. In addition, PARE screens allow selection of responses according to question category, and to view feedback comments. In addition, any evaluation that contains a negative response with a word identified from a pre-defined list of 'Concern' words automatically results in a notification being sent to Placement Senior Admin for the organisation.

Evaluations/NET Surveys & Star Ratings

The star rating system is used to provide a visual indication of any negative experiences a student had whilst on any given placement. The rating is not publicly accessible and is for the benefit of Placement Senior Admin and Placement Educator Leads, as well as for education providers. The system does not require a certain number of evaluations to be submitted before producing a rating, as there could be a potential risk of feedback being overlooked by practice staff and education providers.

The star rating system is calculated using submitted student evaluations. When all submitted responses are positive, a placement will have 100% positive feedback. This equates to a 4 star rating. If a placement has 50% positive feedback, it will have a 2 star rating. A full star equates to 25% positive feedback, each half star equates to 12.5% feedback. For example:



Wherever you see star ratings displayed on the system for a placement, hover your cursor over the stars to display hint text informing you of the exact positive feedback percentage feedback for the placement.

Evaluation/NET Survey Access

You can access placement star ratings and feedback for your placement areas, from the red Student Placements Ratings menu bar of your PARE Dashboard, and all evaluation comments from the green All Student Comments bar of the Dashboard. In addition, you can navigate to the Evaluations screen to view the same information, as well as to access tagged comments, action plans and individual learner evaluations. These features are described in further detail in the following sections:

Placement/NET Surveys Ratings Screen

The Placement Ratings screen (this is called the NET Surveys screen for those users), displays the star ratings for all evaluations submitted for placements that match your search criteria. See the Evaluations/NET Survey Ratings section of this Guide for further details of the star rating system.

You may wish to display the ratings across all your professions or just for a selected profession. The submitted evaluations, by default, include all those submitted within the previous year (up to the current date), but you may wish to select a different date range. The ratings can also be further restricted to just those for hub placements, or those for spoke placements only, or according to those placements whose names match a text string specified in the Placement Name box. Click on the green 'Update Results' button each time you change the search criteria, in order to display those evaluations that match the criteria.

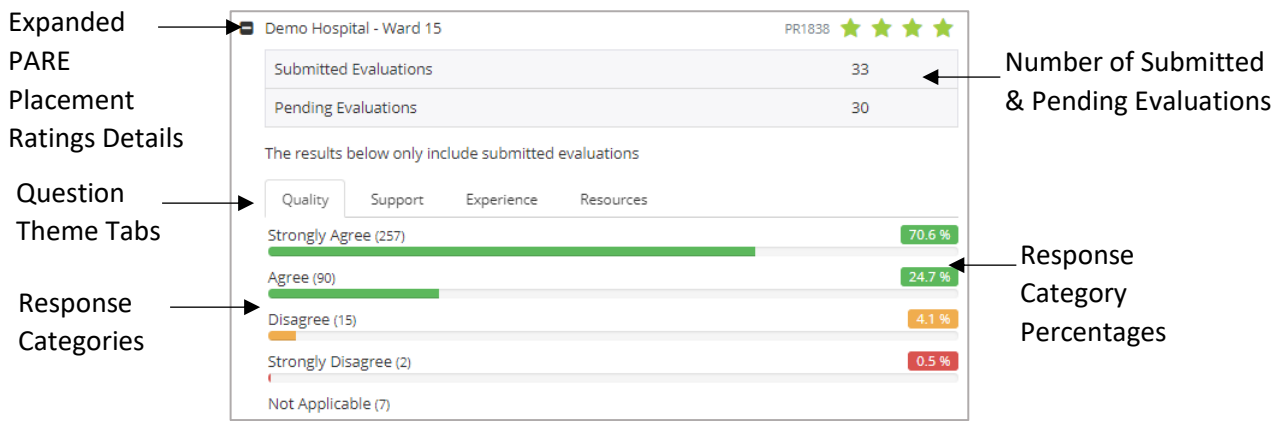
In addition, the displayed placement ratings, by default, include placements with no evaluations submitted, and will therefore display four empty stars. However, the screen also includes the checkbox to 'Only show placements with submitted evaluations', which can be checked if required.

The screenshot shows the PARE (Practice Assessment Record & Evaluation) interface. The top navigation bar includes 'DASHBOARD', 'ASSESSMENTS', 'EVALUATIONS', 'USERS', 'HELP', and 'CONTACT US'. The main header is 'Evaluations - Admin Section' with a 'NET Survey Ratings' button. A left sidebar contains 'Placement Ratings', 'All Comments', 'Tagged Comments', 'Action Plans', and 'Learner Evaluations'. The main content area is titled 'Placement Ratings' and shows search criteria for 'NHS Test Trust'. The criteria include 'Profession: Nursing', 'Start Date: 16-03-2019', 'End Date: 16-03-2020', 'Placement Type: All', and 'Placement Name/PARE ID:'. There is a checkbox for 'Only show placements with submitted evaluations' and a green 'Update Results' button. Below the criteria, it states 'Found 5 placements. Only comments from submitted evaluations are included in this section'. A table lists five placements with their PARE IDs and star ratings:

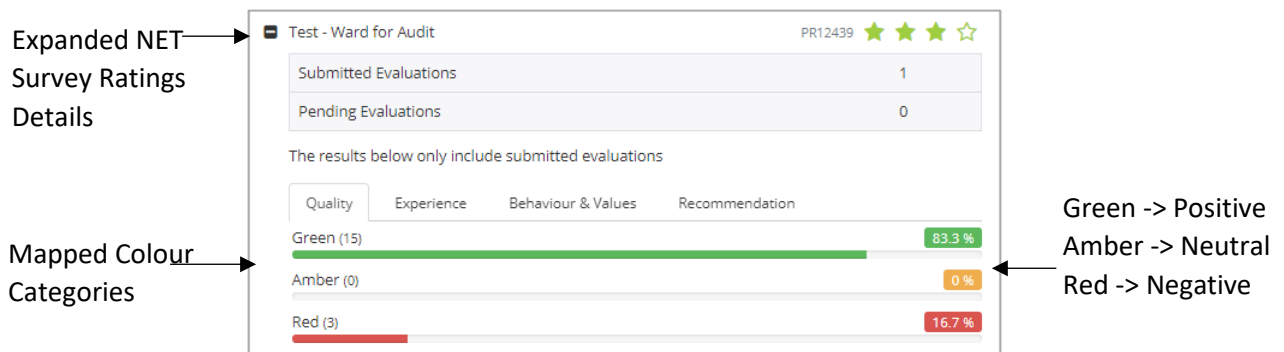
Placement Name	PARE ID	Star Rating
Dummy Ward A1	PR5310	4 stars
PAR Pilot - Test Ward	PR2198	5 stars
Test - Placement4		0 stars
Test Hospital - Ward 1	PR12962	5 stars
Test Hospital - Ward 10	PR12924	5 stars

Annotations on the right side of the screenshot point to: 'Placement Ratings Selection Criteria' (pointing to the search criteria fields), 'Update Results Button' (pointing to the green button), and 'Placement Star Rating' (pointing to the stars in the table). An annotation on the left points to 'Placement Names' (pointing to the table rows). An annotation at the bottom points to 'Expand Placement Rating Details' (pointing to the plus icons in the table).

Hovering the cursor over the stars for a selected placement opens the hint text, which will display the exact positive feedback percentage for the placement. To expand the star ratings information for a specific placement, to see the feedback per question theme, and according to each response category, click on the plus icon in front of the placement name.



The expanded section also displays the total number of submitted evaluations as well as pending evaluations for the placement. Click on any of the theme tabs, to see the feedback for the theme. The NET Survey ratings (which contain several types of question response list) display the mapped green, amber, and red ratings (see the NET Surveys and Positive Feedback section of this Guide):



All Comments Screen

For both PARE Evaluations and NET Surveys, any comments made as part of the learner feedback for their placement evaluation, can be accessed in the All Comments screen. This screen enables you to select the placement, the evaluation type, i.e. PARE or NETS. Select PARE for placement feedback submitted by learners from HEIs using the PARE multiprofessional tool, or NETS for placement feedback submitted by learners from HEIs within NET Survey regions. The comments that are displayed default to all comments added to evaluations by learners, for the selected placement and 'All Responses' and 'All Professions' but may be further restricted to display comments for a specific response (for PARE evaluations) to 'Strongly Agree', 'Agree', 'Disagree', 'Strongly Disagree', 'Not Applicable', as well as for a specific profession, if you have more than one profession selected for your PARE profile.

You may also further restrict the comments displayed, to those that fall within a specified date range. Click on the 'Show Search Filters' link, to expand the screen and to enter the Start Date and End Date for the date range, selecting from the pop-up calendars. Then click the green 'Update Search Results' button.

The comments that match your selection criteria will then be displayed on the screen, with the comments for each section of the evaluation displayed on separate tabs. If there are no comments found for a section, then a message will be displayed 'No comments found'.

The screenshot shows the 'Evaluations - Admin Section' interface. On the left is a sidebar with navigation options: NET Survey Ratings, All Comments (selected), Tagged Comments, Action Plans, and Learner Evaluations. Below the sidebar is a 'Video Help Guides' button. The main area is titled 'All Comments' and contains search filters: Placement (Dummy Ward A1), Evaluation Type (PARE), Response Type (All Responses), and Profession (Nursing). Below these are search filters for Quality, Support, Experience, Resources, and Other. Two questions are listed: 'Practice learning opportunities were identified and relevant to my current stage in the programme of study?' and 'My learning needs were recognised and help was offered with attainment of outcomes, action plans, and goals?'. Each question has a plus icon and a comment count of 1. A 'Tag Selected Comments' button is at the bottom right.

Annotations on the right side of the screenshot:

- Expansion Comments Selection Criteria (points to the search filters)
- Number of Comments submitted for the Question (points to the comment count '1' next to the first question)

Annotation on the left side of the screenshot:

- Expand Question Comment Details (points to the plus icon next to the first question)

Click on the expand icon (plus icon at the front of the Question), to open up the comment details. All comments submitted for the question, which match your entered search criteria (including a date range if entered), are displayed.

The screenshot shows the expanded comment details view. At the top, there are search filters for Start Date (02-09-2019) and End Date (24-04-2020), with an 'Update Search Results' button. Below this are tabs for Quality, Support, Experience, Resources, and Other. The first question is expanded, showing a 'Student Comment' with the text 'I don't feel I had enough learning opportunities'. There is a green 'i' icon next to the comment and an 'Add a note' button. The second question is also visible below. A 'Tag Selected Comments' button is at the bottom right.

Annotations on the left side of the screenshot:

- Date Range Option (points to the Start Date field)
- Expanded Comment Details (points to the question text)
- Learner Comments (points to the student comment text)

Annotation on the right side of the screenshot:

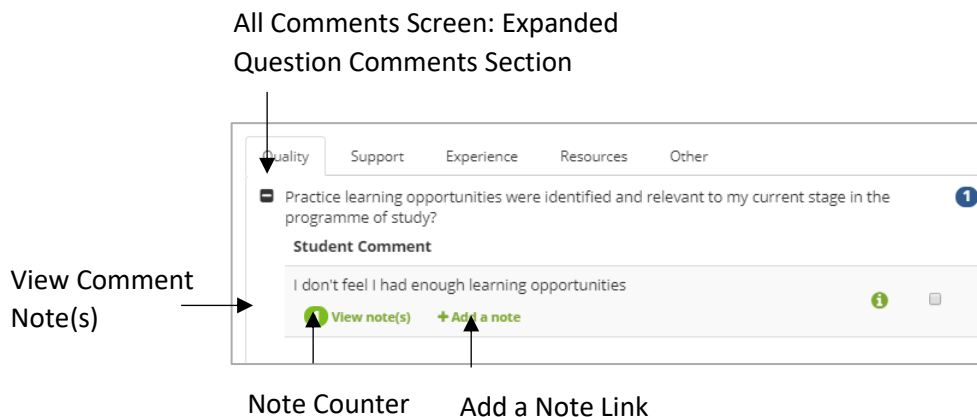
- Learner Details (points to the green 'i' icon)

Hover your cursor over the green 'i' (information) icon, to display the hint text which informs you of the response made ('Agree', 'Disagree' etc.), the learner's name, and the placement details including the dates that the learner was on placement. If the learner is with one of the few HEI's that has specified anonymity for their learner evaluations, then the learner's name will appear anonymised.

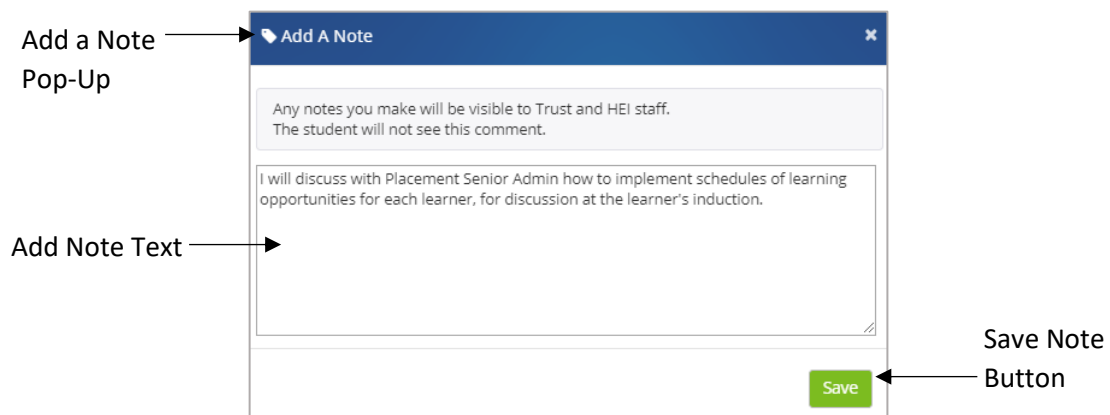
Viewing/Adding Notes to an Evaluation Comment

Staff notes can be added to an evaluation feedback comment if required, for a selected comment in the All Comments screen (see previous section). Comment notes may be useful to indicate if action is considered necessary (in which case an Action Plan may be raised and the comment tagged and

included with other selected comments, if required, as the basis for the Action Plan), or if action has already been taken or is not considered necessary. If any notes have been added to a selected comment then a green 'View note(s)' link will appear under the comment.

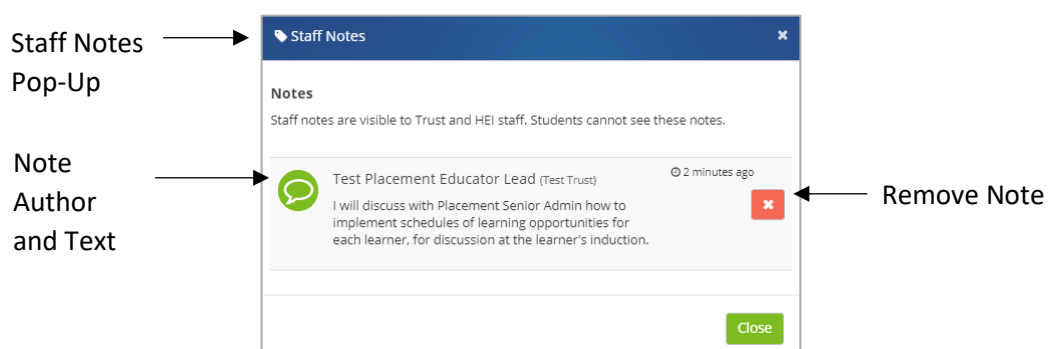


To add a note to a selected comment, click on the green 'Add a Note' link, to open the Add a Note pop-up window. Add the note text to the text box and click on the Save button.



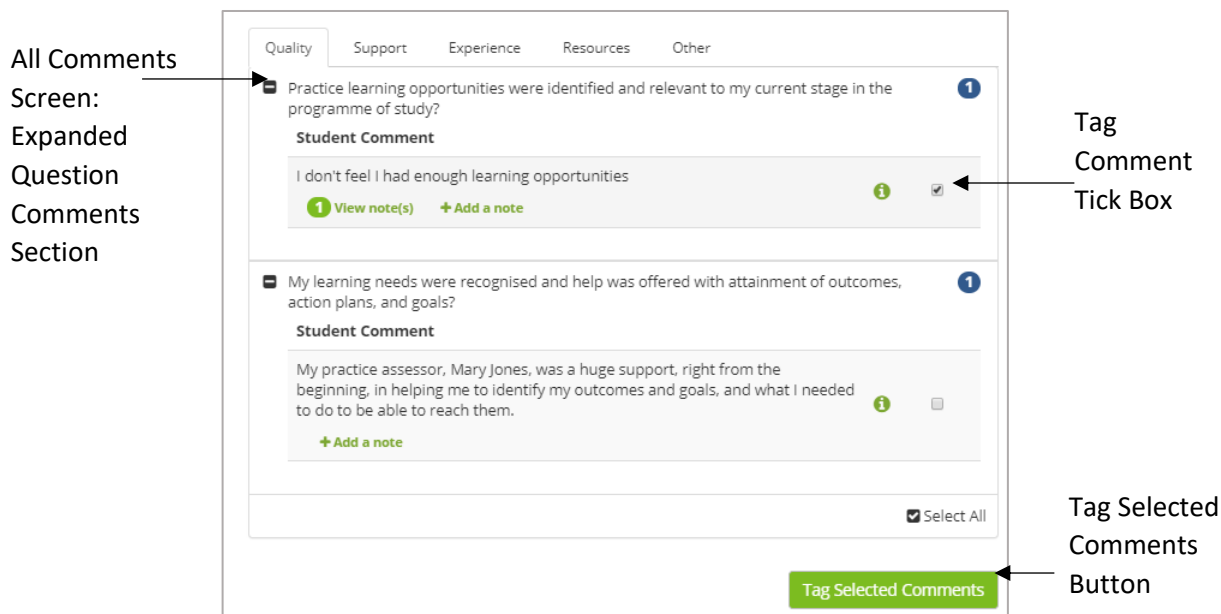
The note is added against the comment, and when you return to the comment details you will see the number against the green "View Note(s)" link, incremented by 1.

Click on the View note(s) link to open the Staff Notes window, which displays the PARE user name for the author of each note, along with the time the note was added and the note text. If required, a note can be removed by the author of the note, by clicking on the cross icon (in the red box) to the right of the note text.

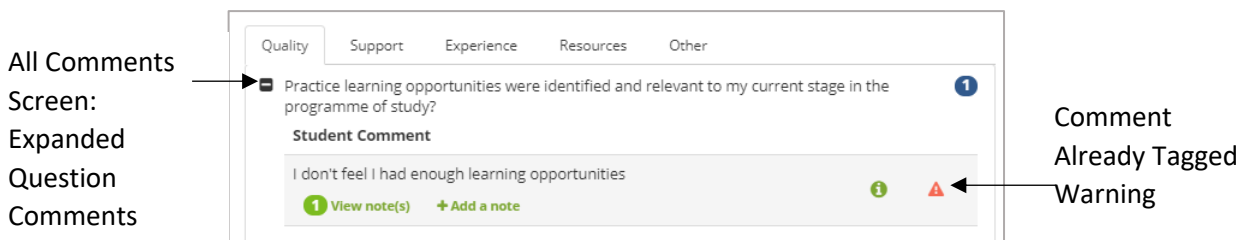


Tagging Evaluation Comments

Tagging learner comments that have been made on submitted evaluations is a way of highlighting feedback that may require an Action Plan to be raised. Tagged comments will be displayed in the Tagged Comments screen (See Tagged Comments section in this Guide), from which Action Plans may be raised. To tag a comment in the All Comments screen, click on the tick box to the right of the comment. Click on all comments that require tagging in the All Comments screen (expanded Question Comments sections), and then click on the green 'Tag Selected Comments' box at the bottom of the screen.



After clicking the Tag Selected Comments button, you will see a message displayed informing you that the system has successfully tagged comment(s), specifying the number that have been tagged.

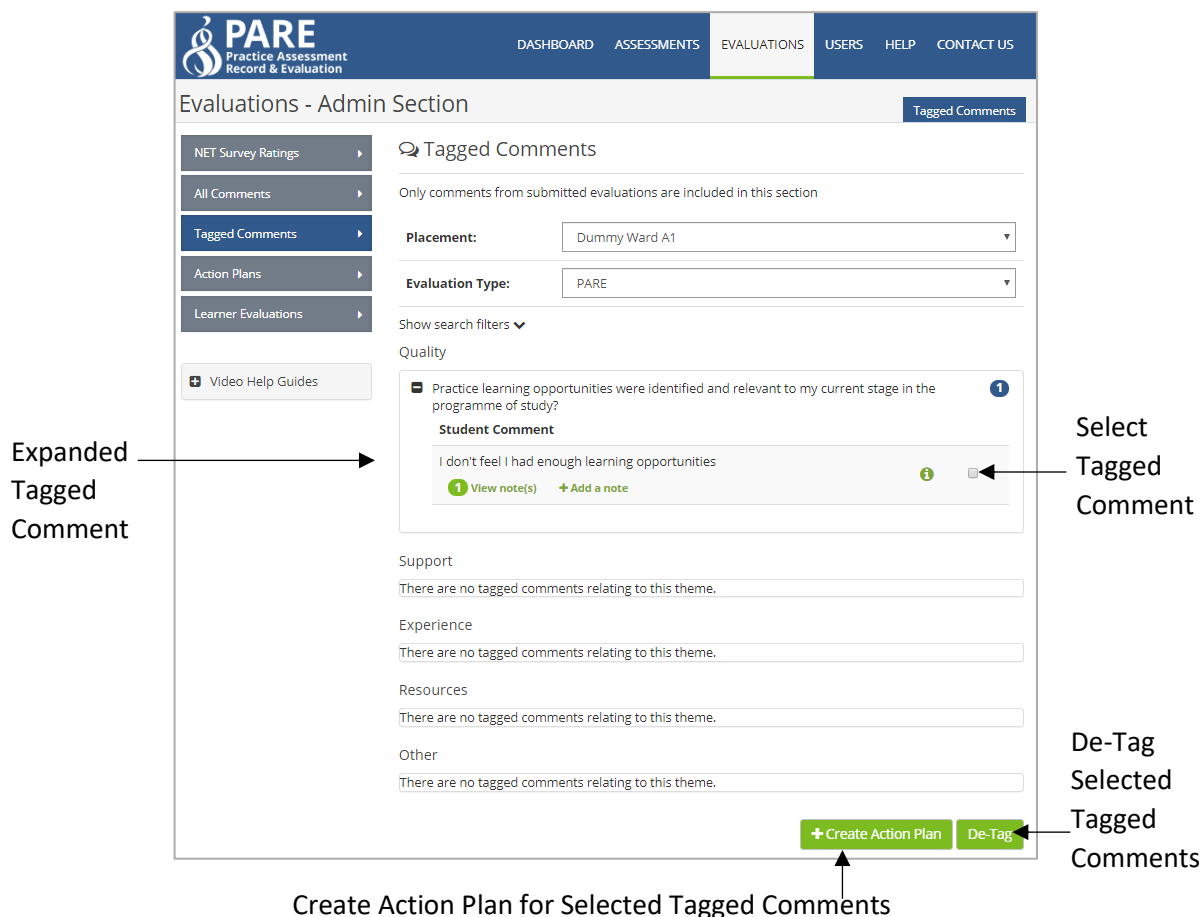


After tagging a comment, next time you look at the detail of the comment in this screen, you will see a red warning icon. If you hover your cursor over the icon, the hint text will inform you that the comment has already been tagged.

Tagged Comments Screen

This screen displays all evaluation comments that have been viewed by a member of staff, and tagged (see previous section on the All Comments Screen). Tagged comments may have an Action Plan raised against them (see Action Plans section in this Guide) if it is decided that further action is required, or alternatively the comment can be de-tagged so that it is not included again for further action consideration.

This screen enables you to select the placement, and the evaluation type, i.e. PARE or NETS. Select PARE for tagged comments in relation to feedback submitted by learners from HEIs using the PARE multiprofessional tool, or NETS for placement feedback submitted by learners from HEIs within NET Survey regions. The tagged comments are then displayed, grouped under section headings for the sections (themes) in the evaluation. If there are no comments for a section, then a message ‘There are no tagged comments relating to this theme’ is displayed.



As for the All Comments screen, a displayed Question comments section can be expanded to show the comments in detail (see All Comments Screen section of this Guide), and to view and add notes to comments if required (see Viewing/Adding Notes to a Comment section of this Guide). Additionally, comments can be de-tagged and/or tagged, as required. To de-tag, select the relevant tagged comments by clicking on the tick box to the right of the comment in each case, and then click on the green de-tag comment. A message will be displayed informing you that you have successfully de-tagged the comments, along with the number of comments de-tagged.

To tag comments, so that they are linked to an Action Plan, select the relevant tagged comments by clicking on the tick box to the right of the comment in each case, and then click on the green Create Action Plan button. See the Action Plan section of this Guide for further information on Action Plans. Tagged comments in this screen that have been selected as the basis for a new Action Plan will be viewable from the Associated Comments menu item of the Action Plan. An Action Plan can be created without first selecting tagged comments, but if no comments are selected before clicking the Create

Action Plan button in this screen, then the Action Plan will not be linked to evaluation feedback, and no comments will be displayed from the Associated Comments menu item.

Action Plans

This screen displays all Action Plans raised in response to learner evaluation feedback and comments for your placement area(s). See the Action Plans section of this Guide for creating and managing the Action Plans. The information displayed in this screen includes the title of the Action Plan, the Status and a document icon link.

The screenshot shows the 'Evaluations - Admin Section' interface. On the left, a sidebar lists navigation options: NET Survey Ratings, All Comments, Tagged Comments, Action Plans (highlighted), and Learner Evaluations. The main content area is titled 'Action Plans' and contains a table with two rows of data. Annotations include: 'Action Plans Raised for your Placement Area(s)' pointing to the sidebar; 'View Action Plan Link' pointing to the document icon in the second row; and three arrows at the bottom pointing to the 'Title', 'Status', and 'Created Date/Placement' columns.

Title	Status	Created Date/Placement
Ward 22 Action Plan	Finalised	
Implementation of Student Learning Opportunity Plans	Draft	

The status of an Action Plan may be displayed as a Draft, Pending Implementation, Cancelled or Finalised. Hovering your cursor over the green 'i' (information icon) displays the hint text, informing you of the date the Action Plan was created, and the associated placement. Click on the document icon link to view and manage the Action Plan.

Learner Evaluations

The Learner Evaluations screen displays all the learner evaluations for learners that have been allocated to your placement area(s). You may select one of your PARE professions from the Profession drop-down selector, to display only those learner evaluations for the selected profession (the default is 'All Professions'). You may further narrow down the records displayed, by entering a text string in the Search box. Only placement evaluations for learners whose name or placement area include the text string, are then displayed. You may also filter by date. Click on the Show Date Filter link to expand the date section. For each selected learner evaluation record, the learner name details are displayed, the placement area, the date that the evaluation was submitted (or N/A), the status of the evaluation and a link to view a submitted evaluation.

The screenshot shows the PARE Admin Section interface. At the top, there is a navigation bar with 'PARE Practice Assessment Record & Evaluation' and menu items: DASHBOARD, ASSESSMENTS, EVALUATIONS (highlighted), USERS, HELP, CONTACT US. Below this is the 'Evaluations - Admin Section' header with a 'Learner Evaluations' button. A sidebar on the left contains links for NET Survey Ratings, All Comments, Tagged Comments, Action Plans, and Learner Evaluations. The main content area shows 'Learner Evaluations' for 'NHS Test Trust'. It includes a 'Profession' dropdown menu set to 'All Professions', a search box containing 'test student', and a table of evaluations. The table has columns for Surname, First Name, Placement, Submitted, Status, and Eval. Annotations with arrows point to various elements: 'Learner Names' points to the Surname and First Name columns; 'Anonymised Learner Name' points to the Surname '163567'; 'Profession Selector' points to the dropdown menu; 'Search Box' points to the search input; 'View Evaluation Link' points to the document icon in the Eval column; 'Learner Account Status' points to the status icons (green tick, padlock, cross) in the Status column; and 'Evaluation Submitted Date' points to the date '16th Mar 2020' in the Submitted column.

Surname	First Name	Placement	Submitted	Status	Eval
1 Test Student	Test	Test - Placement 4	N/A	✓	📄
Test SLT	Test Student	Dummy Ward A1	16th Mar 2020	✓	📄
Test SLT	Test Student	Dummy Ward A1	N/A	✗	⚠️
163567	163567	Dummy Ward A1	N/A	✗	⚠️

You may re-order a displayed list by clicking on the up and down arrows displayed next to the column headers, in order to help locate evaluations. Hovering the cursor over the 'i' (information icon) next to the placement name displays the HEI, cohort and profession details for the learner. Hovering the cursor over the Status icon displays further information relating to the learner's account (status description, student ID, field of nursing if applicable). The Status and Evaluation icons are further described below:

- **Status icons:** A green tick icon is displayed to indicate a learner with an active PARE account. A padlock icon indicates that the learner's account is pending activation. A cross indicates that the learner's account is inactive (i.e. has been revoked).
- **Evaluation icons:** A document icon indicates a View link to open and view the evaluation. A warning triangle icon indicates that the evaluation has yet to be submitted, a clock icon indicates that the placement is still in progress and that the learner cannot submit the evaluation until the placement end date. A red cross indicates that the evaluation was not submitted, and the evaluation has now gone past the expiry date and can no longer be submitted.

If an HEI has set their learner evaluations up to be anonymous, then in place of the learner's name, a random string of numbers will be displayed. On opening an evaluation for an anonymous learner, the name details in the header section of the evaluation will also be replaced by the random string of numbers.

Action Plans

You may create an Action Plan in response to evaluation feedback submitted by one or more learners for your placement area(s), or you may be included on an Action Plan raised by a Senior Placement Admin. An Action Plan is often raised in response to negative feedback from a learner, but may also be raised in response to positive feedback, where best practice is identified and needs to be disseminated amongst staff and other placement areas.

Action plans are a key component of successful project management, helping you summarise how you will achieve objectives and by when. When action planning, you will need to break down each of your objectives into detailed tasks. There are several stages to an Action Plan, from the initial draft version, through to implementation and finalisation, as detailed in the following sections:

Create a Draft Action Plan

To raise an Action Plan in response to feedback, the feedback comments that identify an Action Plan as being necessary, need to be first tagged (All Comments Screen), and then selected as the basis for the Action Plan (Tagged Comments Screen). See the relevant sections of this Guide for further details on these initial steps. More than one Comment may be selected as the basis for the action (see the Tagged Comments section of this Guide).

To create an Action Plan, click on the Create Action Plan button in the Tagged Comments screen, after selecting the relevant feedback comments in this screen. An Action Plan can be created without first selecting tagged comments, but the Action Plan will not then be linked to specific evaluation feedback.

On clicking the Create Action Plan button, the Create Action Plan window opens, for entry of essential information that is required at this stage. This includes the Action Plan Title, Themes (i.e. the applicable question evaluation section(s) that the Action Plan addresses), Summary of the Action Plan, initial Actions with Review Dates and persons Responsible, and the Planned Outcomes.

After entering the initial information that is required for raising a new Action Plan, click on the green Create button at the bottom of the screen to save your data and to submit the new Action Plan to the system. The Action Plan is saved with a status of 'Draft'. Only you can view the Action Plan whilst the status is set to Draft.

Create Action Plan

Title: Implementation of Student Learning Opportunity Plans

Theme: Support
 Quality
 Experience
 Resources
 Select All

Summary: The issue of inadequate learning opportunities has been raised by several students recently, and we need to respond with a more coordinated approach to ensure students have an appropriate learning opportunities plan in place.

Proposed Actions:

Action: To establish a coordinating steering group to manage the process for delivering a new student placement learning opportunities plan and to manage the whole process. To create the learning opportunities plan as a deliverable. To review the process and effectiveness of the plan.

Review Date: 26-06-2020

Responsible: PEF pef@test_trust.nhs.u
 Ward Manager pel@test_trust.nhs.u

+ Add Another Person

+ Add Action

Planned Outcomes: To deliver a student learning plan in place for all new learners. To have a steering group established with processes for monitoring and reviewing the implementation of the plan for learners. To achieve positive feedback in this area, aiming for 'Strongly Agree' responses.

+ Create

Annotations:

- Action Plan Title, Theme(s) & Summary
- Action(s)
- Action Review Date
- Add Another Person Responsible for Action
- Add Another Action
- Planned Outcomes
- Create Draft Action Plan Button

You may continue to complete all the additional information that is required in order to raise an Action Plan with a status of 'Pending Implementation' (i.e. an initiated Action Plan), in which case, all stakeholders to the Action Plan will be able to access it, or you can navigate back to the Evaluations screen. The Action Plans menu item will display the information details for the new Plan, with the status set to Draft. You can access the Action Plan at any time by clicking on the View link (document icon) to open the Action Plan and to continue adding the required information to initiate the Plan.

PARE Practice Assessment Record & Evaluation

DASHBOARD ASSESSMENTS EVALUATIONS USERS HELP CONTACT US

Evaluations - Admin Section

NET Survey Ratings
 All Comments
 Tagged Comments
 Action Plans
 Learner Evaluations

Action Plans

Title	Status
Ward 22 Action Plan	Finalised
Implementation of Student Learning Opportunity Plans	Draft

Annotations:

- Action Plans Screen
- Action Plan Title
- View Action Plan Link
- Draft Status for a new Action Plan

Click on a View Action Plan link (document icon), to open the Action Plan and to add further detail if required (for a non-finalised Action Plan). If tagged comments were selected on creation of the Action Plan, the comments can be viewed from the open Action Plan, by selecting the Associated Comments menu item. Alongside the comment text, the type of response ('Agree', 'Disagree' etc.) is also displayed.

The screenshot shows the 'Admin Section' interface. On the left, a sidebar contains 'Action Plan' and 'Associated Comments' menu items. The main content area is titled 'Associated Comments' and includes a note: 'Only comments from submitted evaluations are included in this section'. Below this, an 'Action Plan' header is displayed with the following details:

- Title:** Implementation of Student Learning Opportunity Plans
- Placement Area:** Dummy Ward A1

Below the header is a table of comments and responses:

Comment	Response
I don't feel I had enough learning opportunities	Disagree
I frequently felt that the jobs I was asked to do did not relate to the skills I needed to be practising for my assessment. I mentioned this a few times, but the staff seemed too busy to allocate me the jobs that I was asking to do.	Strongly Agree

Annotations in the image point to the 'Action Plan' header, the 'Comment' text, and the 'Response' column.

Initiate/Manage an Action Plan

An Action Plan may be initiated immediately after a draft Action Plan has been submitted, or after revisiting a draft Action Plan created earlier (see previous Create Draft Action Plan section). In addition, an Action Plan that has already been initiated (i.e. has a status of Pending Implementation), may be amended, as and when required, until it has been finalised. The same Action Plan screen is available for both initiating an Action Plan and further managing it until completion. Click on the required Action Plan from the Action Plans menu item of the Evaluations screen, to open the Action Plan window. The following information may be added/amended:

- **Action Plan Header Details:** Click on the edit link (pencil icon) at the top right of the Action Plan header details section to update the title if required, and the status if the current status is not 'Draft' or 'Finalised'. HEI staff access (i.e. shared/not shared) to the Action Plan may also be updated for an Action Plan that has been initiated, i.e. has a status of 'Pending Implementation'.
- **Professions:** You may specify one or more professions for which the Action Plan is applicable.
- **Summary for Students:** This section may be completed once the Action Plan has been finalised (i.e. has a status set to 'Finalised'). The text entered here will be available to all learners that have evaluated the placement area.
- **Theme:** This section displays the evaluation themes, such as Quality, Support etc. that were specified on creation of the Action Plan. Further themes may be selected/de-selected, by clicking on the green edit button (pencil icon).
- **Summary:** The summary text that was entered on creation of the Action Plan may be updated in this section by clicking on the green edit button (pencil icon).

Top Section of the Action Plan Screen

Action Plan Header Details

Action Plan

Action plans are a key component of successful project management, helping you summarise how you will achieve objectives and by when. When action planning, aim to break down each of your objectives into detailed tasks.

Action Plan
✎

Title: Implementation of Student Learning Opportunity Plans

Placement Area: Dummy Ward A1

Author: Test Placement Educator Lead (Test Trust)

Creation Date: 16th Mar 2020 3:56pm

Status: Draft (Only the author can view the action plan when status is set to Draft) 🟢

Download: Download to PDF

This action plan relates to the following professions:

<input type="checkbox"/> Audiology	<input type="checkbox"/> Cardiac Physiologist	<input type="checkbox"/> Dentistry
<input type="checkbox"/> Dietetics	<input type="checkbox"/> District Nursing	<input type="checkbox"/> Healthcare Scientist
<input type="checkbox"/> Medicine	<input checked="" type="checkbox"/> Midwifery	<input checked="" type="checkbox"/> Nursing
<input type="checkbox"/> Nursing Associate	<input type="checkbox"/> ODP	<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> Paramedic	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Physio
<input type="checkbox"/> Podiatry	<input type="checkbox"/> Radiography	<input type="checkbox"/> Radiotherapy
<input type="checkbox"/> SCPH Nursing	<input type="checkbox"/> SLT	<input type="checkbox"/> Social Work
<input type="checkbox"/> Specialist Practitioner	<input type="checkbox"/> Trainee Practitioner	<input type="checkbox"/> Ultrasound

Save Changes

Summary For Students

Students cannot view action plans. To include students in the loop you can write a review of the action plan in this section. This text will be available to any students who evaluated this placement area.

Once the action plan has been finalised you can summarise the action plan for the students to read

Theme

This action plan relates to the following themes

Support
✎

Summary

The issue of inadequate learning opportunities has been raised by several students recently, and we need to respond with a more coordinated approach to ensure students have an appropriate learning opportunities plan in place.

✎

Edit Action Plan Pop-Up: (Edit Title / Status / HEI Access)

Profession(s) Selector List

Edit Theme(s)

Edit Summary

- **Actions:** Existing Actions that have been created for the Action Plan are displayed and can be updated (the Action text, details of persons Responsible, Review Date), or removed. In addition, new Actions can be added to the Action Plan.
- **Planned Outcomes:** The Action Plan outcomes that were entered on creation of the Action Plan may be edited in this section, by clicking on the green edit button (pencil icon).
- **Discussion section:** This section allows comments to be added by all users with access to the Action Plan (the author who created the Action Plan, Senior Placement Admin, users listed as persons Responsible for Actions set up for the Action Plan, and HEI staff linked to the placement area). To make it easier to identify comments in a discussion thread, comments added by HEI staff display a blue discussion, comments displayed by practice staff, a green discussion icon. The author's name, and how long ago the comment was posted, is displayed, along with the comments made. The author of a comment may remove a discussion by clicking on the cross icon (in the red box) that is displayed next to the comment.

Bottom Section of the Action Plan Screen →

Add Another Action → + Add Action

Discussion Section → Discussion

HEI Staff Comment → Tom Davis (Test HEI)

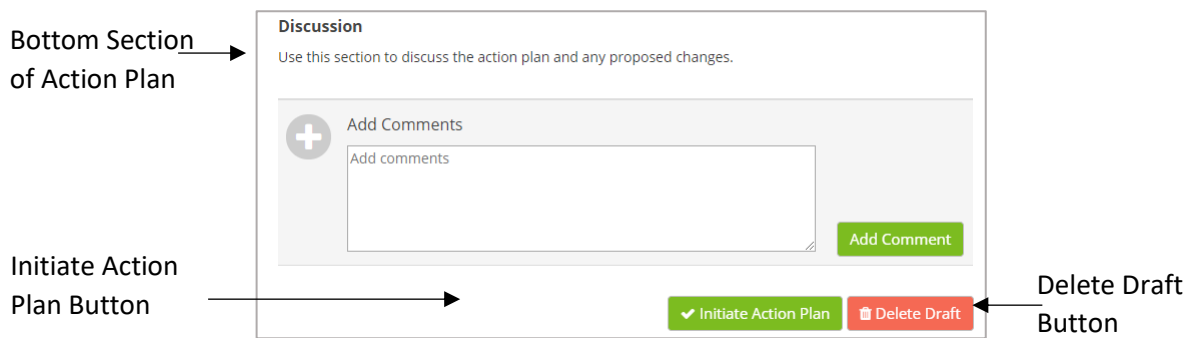
Practice Staff Comments → Jo Smith (Test Trust)

Edit / Remove Action → Edit / Remove Action

Edit Planned Outcomes → Edit Planned Outcomes

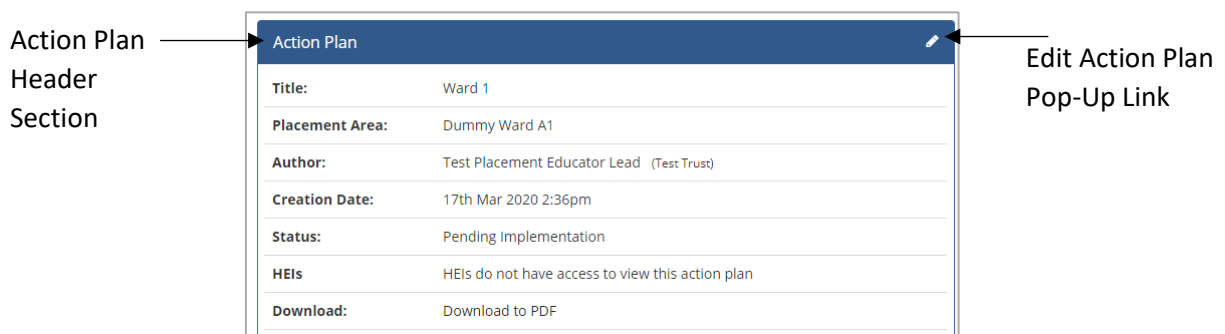
Add Comment → Add Comment

If you have accessed the Action Plan screen for a draft Action Plan (i.e. with status set to 'Draft'), you will see the green Initiate Action Click Plan at the bottom of the screen. When all required Actions and additional information have been added to the draft, then click on this button to initiate the Action Plan. The status of the Action Plan will be set to 'Pending Implementation', and all stakeholders to the Action Plan will be sent an Action Plan notification to their PARE accounts. Alternatively, a draft Action Plan may be deleted at this stage, by clicking on the red 'Delete Draft' button.

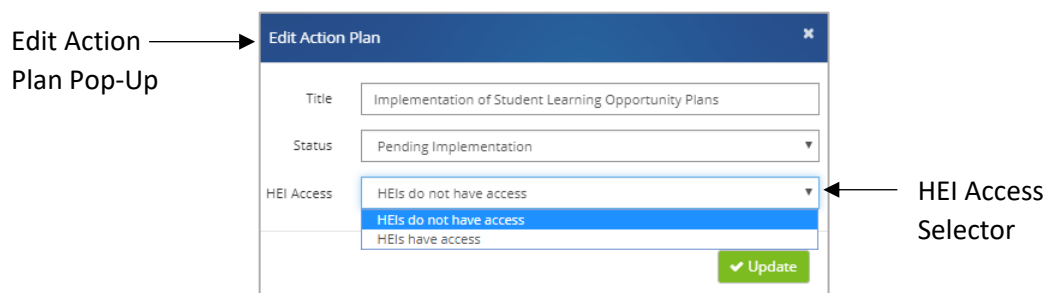


HEI Staff Access to Action Plan

On initiating an Action Plan, HEI staff linked to the placement area, will not automatically be notified by default, and will not automatically have access to the Action Plan. Access can however be granted, by selecting 'HEIs have access', in the HEI Access selector. This is accessed in the Edit Action Plan pop-up, which can be opened via the edit link (pencil icon) at the top right hand corner of the Action Plan:

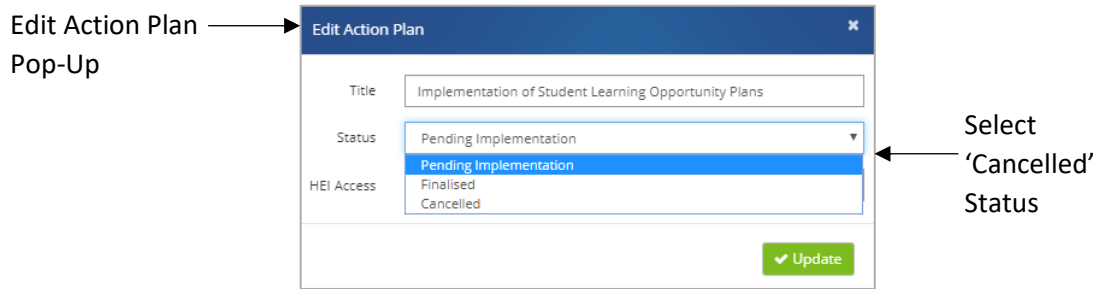


Open Edit Action Plan Pop-Up to amend HEI Access settings.



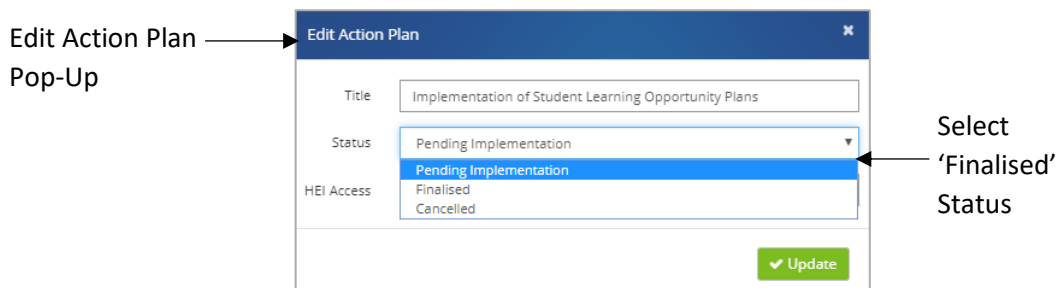
Cancel an Action Plan

At any stage, before being finalised (see next section), an Action Plan with a status of 'Pending Implementation' may be cancelled if required, by selecting 'Cancelled' in the Status drop-down selection of the Edit Action Plan pop-up window. Access the Edit Action Plan pop-up, by selecting the Action Plan from the Action Plans menu item of the Evaluation screen, and click on the Edit Action Plan link (the pencil icon at the top right of the Action Plan header section).



Finalise an Action Plan

Once an Action Plan with a status of 'Pending Implementation' has been completed, to finalise the Action Plan on PARE, open the Action Plan from the Action Plans menu item of the Evaluation screen, and click on the Edit Action Plan link (the pencil icon at the top right of the Action Plan header section). Select the 'Finalised' status from the Status drop-down list



Once an Action Plan has a status of Finalised, no updates can be made to the Action Plan, other than the addition of Discussion Comments.

Action Plan Notifications

PARE notifications are sent out to stakeholders on creation of a new Action Plan, and when an existing Action Plan is updated. Stakeholders are identified as:

- All Placement Senior Admin for the organisation.
- All Placement Educator Leads linked to the placement area.
- All Academic Links linked to the placement area.
- All HEI Senior Admin linked to the placement area.
- Any email addresses added to the action plan.

FAQs & Further Help

If this Guide has not addressed a certain aspect of your PARE experience and you require further information, then the PARE Placement Educator Guide provides in-depth detail on the completion of learner's assessment documents, as well as completion of timesheets, should you or your staff have issues relating to these areas. If you have Placement Senior Admin available in your organisation, they will be able to help with PARE placement staffing issues, including the assignment of staff to your placement area(s), and the renaming and re-structuring of your placement area(s) should this be required. If you manage learner evaluation feedback for your placement area(s) and associated Action Plans, then again, Placement Senior Admin are ideally placed to advise and collaborate with you on any related queries and issues.

For other queries and issues more directly related to learner documentation commentary or issues with the learner's placement set up details, then the learner's HEI staff (HEI Senior Admin, placement office, and linked Academic Links), may be able to offer support, either directly or indirectly via the learner. In addition, the PARE website has a FAQ section, as well as videos and training resources.

See the following links:

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

The FAQs most applicable to Placement Educator Leads are also included in the next section.

Placement Educator Lead FAQs

The following FAQs are those most raised by Placement Educator Leads. Each FAQ lists the possible reasons for the query arising. In most cases, your Placement Super Admin or the learner's HEI placement office, will be able to resolve the situation once the underlying cause has been identified:

Why can't I (or another staff member) see the learner's PAR document?

- Your Practice Assessor/Educator assignment, or supporting Practice Supervisor/Educator assignment to the student (if applicable), may not yet be set up. This can be done via the Assign Practice Assessors/Educators screen.
- Alternatively, if you only require practice supervisor or supporting educator access to the document, the PAR document should be accessible via your PARE Assessments screen.

If the learner's PAR document is not accessible via your PARE Dashboard OR the Assessments screen, then:

- The learner's placement may be due to start more than 4 weeks from the current date. PAR documents become accessible from 4 weeks before a placement start date, and not earlier.
- The learner placement details may not have been uploaded onto PARE yet by the HEI placement office, or the placement details may have been uploaded but the PAR documents have not yet been activated.
- The learner's programme may not be using online PAR documents, but only the PARE timesheets and/or placement evaluations.
- Your PARE profile may not have the same profession selected, as the learner's profession. You may need to review your PARE profile screen.
- The learner's placement may be set up as a spoke placement, in which case the PAR document is not directly assigned to the placement. The learner will need to grant you temporary access

to their PAR document, in order for the PAR document to appear on your PARE dashboard. Alternatively, you can complete and sign the appropriate parts of the document via the learner's own PARE account login.

- The learner placement details are for a hub placement but may have been set up under a different placement area than your assigned placement area(s). Your PARE profile may need to have the learner's placement area assigned, or the HEI's placement office may need to review the placement area set up for the learner.
- Your link to the PAR document may have expired, if you have been able to see the PAR document in the past, but it is no longer displaying. Access to learner's PAR documents expires 4 weeks after the end date of the placement. The learner or HEI staff can grant you temporary access.
- If another member of staff is unable to see a learner's current PAR document, to which you have assigned them (or another Placement Educator Lead has assigned them) as a Practice Assessor/Educator/Supervisor, then the issue may be due to a duplicate account. On rare occasions, a duplicate account is erroneously created for a placement staff member on PARE with an incorrect email ID, and rather than being revoked, the account remains active, and may be picked up as the account for assignment to a learner's PAR document. If you suspect that this may be the case, and can still access the duplicated account, then revoke the account, and reassign the Practice Assessor/Educator/Supervisor to the learner's PAR document. If you are not able to locate a duplicate account, then a Placement Senior Admin may be able to locate the account, or alternatively, contact the PARE team.

Why can't I see a staff member in the list to assign as a Practice Assessor/Educator/Supervisor?

- The staff member may require a PARE account to be set up on PARE, and assigning to the placement area.
- The staff member may have an existing PARE account for your organisation, but the account has not been assigned to the placement area. A Placement Senior Admin will be able to assign the correct placement area to the user's account, or alternatively, email the details to the PARE team if there are no Placement Senior Admin for your organisation.
- The staff member may not have the same profession specified on their account profile as the profession specified for the learner.
- The staff member's PARE profile may have the Non-Educator tick box selected, which removes the user's name from the Assign Practice Assessor/Educator list as well as the Educator Register.

Why can I see a member of staff in the list to assign to a learner's PAR document, but I can't select the name for assignment?

- The staff member may not have the required qualification level (for nursing profession assessment). The older, 2012 NMC complaint nursing assessment documentation may require Practice Assessors to have a mentorship level of Stage 2 or above for the latter years of their programmes, depending on the HEI and programme. Where this is the case, the name is displayed in the list, but the entry is greyed out to indicate that it is not available for selection.

Why can't I (or another member of staff) access boxes on a PAR document page or see the green 'Add Signature' button?

- You may be trying to access a box, or add a signature, where you do not have the required access permissions. PAR documents for several professions, restrict access and sign off on certain pages and sections of the PAR document to members of the placement team who have been assigned as the Practice Assessor/Educator.
- The page you are trying to access may be for a different placement section within the PAR document, if the PAR document contains more than one placement.
- The page may require completion of previous pages to be completed before access to the page and the page signature becomes enabled. A message is usually displayed on the message to this effect. You can check the Contents page to assess pages that may still require completion.
- If none of the above, contact the PARE support team.

Why can't I (or another member of staff) see the learner's timesheet?

- The learner's programme may not be using PARE timesheets, but only assessment documentation and/or placement evaluations.
- The learner placement details may not have been uploaded onto PARE yet by the University placement office.
- Your PARE profile may not have the same profession selected, as the learner's profession. You may need to review your PARE profile screen.
- The learner placement details are for a hub placement but may have been set up under a different placement area than your assigned placement area(s). Your PARE profile may need to have the learner's placement area assigned, or the HEI's placement office may need to review the placement area set up for the learner.
- Your link to the PAR timesheet may have expired, if you have been able to see the timesheet in the past, but is no longer displaying. Access to learner's timesheets expires 4 weeks after the end date of the placement. The learner can grant you temporary access again via their own PARE login if required.

I am moving to a new Trust/PIVO. Can I move my PARE account with me?

- Yes, you can continue to use your existing PARE account, with the benefit that you will retain your PARE portfolio by continuing to use your existing PARE account. You will need to email the PARE team (see next section), specifying:
 - Your current PARE account email address.
 - The Trust/PIVO name that you are moving from.
 - The Trust/PIVO name you are moving to.
 - If you will be using a new work email address for the organisation you are moving to, then your new work email address, as well as your existing PARE account email address.
- If you have already moved to a new Trust/PIVO, but a new PAR account has been created for you, then your original PARE account can be merged into your new account, so that you retain your full PARE portfolio. You will need to email the details to the PARE team, clearly specifying the names of the organisations for both accounts and the email addresses for both accounts, and clearly identifying the account that is to be your current PARE account.

The PARE Team

The PARE team, based at the University of Chester, are available to advise on any technical issues in your use of PARE. Please note that 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 (Placement Senior Admin, learner's HEI placement office, practice assessor or personal tutor).

Please email your issue details to the PARE team, from the same email address that is your PARE account email address, making sure to include all the details the team will need to investigate and resolve your issue (learner name, and PAR document pages numbers and titles for example). For more urgent enquiries, you can contact the PARE technical helpline (see number below), which is available Mon-Thu: 8.30 – 17.00, Fri: 8.30 – 16.00:

Contact Details	
☎ Phone	01925 534168 (Technical queries)
✉ Email	info@onlinepare.net (Technical queries)
📍 Address	Marriss House, Birkenhead, Wirral, CH41 5AL