

MORA User Guide

Date Written	September 2022	Date Updated	March 2023
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Welcome to the MORA – Practice Supervisor Guide

MORA stands for Midwifery Ongoing Record of Achievement and is the electronic platform for practice assessment documentation for the Midwifery programme.

The table of contents on the previous page contains hyperlinks enabling you to jump to any section on the document by clicking on the appropriate heading. These headings in the index above are also hyperlinks to that section of the user guide.

There are videos available which demonstrate the student and **Practice Supervisor** / Practice Assessor views. They can be accessed here: - [UWL MORA GUIDE | Rise 360 \(articulate.com\)](#)



Any difficulties in accessing MORA, please contact MORA@uwl.ac.uk

Any queries relating to Assessment Criteria for MORA please contact your Academic Assessor, Link Lecturer, or Andrea Aras-Payne on andrea.aras-payne@uwl.ac.uk

MORA Parts



Access as a Practice Supervisor

Practice Supervisors will not have direct access to the MORA but are sent a link or token via email, once the **student** has invited them by adding their email address. This token will expire after 14 days so will need to be re-issued by the **student** if this happens. An email will be sent which will look like screenshot below.



eMORA Updated

14/04/2022 12:33:53

Dear POW Support,

Test, Mora, Miss has submitted their Orientation for verification.

The above can be viewed by following this link: [click here](#)

PLEASE NOTE: This token will EXPIRE on 28/04/2022 at 12:33

Clicking the link will take you to the **student's** MORA and you will be able to sign off the relevant sections. The **student** should have indicated to the **Practice Supervisor** what they want to be signed in the email above. Please ensure that you sign off all Practice Episode Records, Proficiencies and make relevant comments in the Supervisor Feedback section before your token expires or the **student** will need to re- issue a token.

Please note that **Practice Supervisors** can only sign off certain sections of MORA, as per the table below:

	Practice Supervisor	Practice Assessor
Practice Episode Records	✓	
Learning Contract		✓
Orientation	✓	✓
Initial Meeting		✓
Learning Plan	✓	✓
Proficiencies	✓	
Supervisor Feedback	✓	
Practice Assessor Review 1 & 2		✓
Record of Meetings / Periodic Observation	✓	✓
End of Year Summative Assessment		✓

Practice Supervisor - Invite from Student

When a **student** sends an invite to either a **Practice Assessor** or a **Practice Supervisor**, an auto email is generated.

The MORA can be accessed by a link in the email, but this link expires within 14 days.

After 14 days the link will no longer work for the recipient. If the **Practice Supervisor** still requires access as this is the only means by which they can access MORA, they will need to request the **student** reissues an invite to generate another invite email.

Now Do This ...

1. When a **student** invites a **Practice Supervisor** the Supervisor will receive an auto email.

2. **Practice Supervisor:** click on the token link in the auto email. Initially this will take you to the following screen:

User Details:
Please update your details before proceeding

Forename:	<input type="text"/>	Surname:	<input type="text"/>	<input type="button" value="Update Details"/>
Email:	<input type="text" value="poppi@plymouth.ac.uk"/>	Role:	<input type="text"/>	

3. Complete the Forename, Surname and Role fields and click on Update Details. You will then be able to access the **student's** MORA. This only needs to be done once.

The Main Menu

To access the main menu, click on the 3 lines at the top left of the page. The Menu has the following items: This is the Student's menu.

MAIN MENU

PROGRAMME

Practice Episode Records

Proformas to Print

YEAR

About Me

Learning Contract

Orientation and Timesheets

Initial meeting

Assessment Planner

Learning Plan

Progression Plan

Proficiencies

Supervisor Feedback

Practice Assessor Review 1

Practice Assessor Review 2

Record of Meetings / Periodic Observation

Summative Holistic Assessment

Evidence to support the achievement of proficiencies

Signing off an Orientation – First Day and First Week

1. The **student** will invite a **Practice Supervisor** (or **Practice Assessor**) to verify their orientation which will send an auto email with a link to access the **student's** MORA. Click on the '**click here**' link to access the orientation.



eMORA Updated

14/04/2022 12:33:53

Dear POW Support,
Test, Mora, Miss has submitted their Orientation for verification.
The above can be viewed by following this link: [click here](#)

PLEASE NOTE: This token will EXPIRE on 28/04/2022 at 12:33

2. Click on the location to open up the orientation and click '**Mark as seen**' to confirm the orientation has been completed.

Orientation	Timesheets
Electronic Orientations	
Community	Not Completed
Paper Orientations	

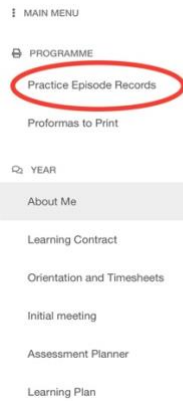
All the above criteria have been met ☒

[Mark as Seen](#)

Practice Episode Records

Now Do This ...

1. To access the Practice Episode Records, open the main menu by clicking on the three horizontal lines in the top left corner of the screen and click on **Practice Episode Records**.



You will then see an overview of the Practice Episode Records and a counter totalling how many entries have been logged for each section.

Signing Off Practice Episode Record Entries

1. Clicking on 'Guidelines on completing the Practice Episode Records' will open a drop-down box giving guidance for both **students and supervisors**.

Guidelines on completing the Practice Episode Records

Students:

- Please click on "Create Submission"
- Start adding entries to a submission. These can be saved at any point and resumed at a later date
- You may have multiple submissions on the go at any point in time. These submissions will remain listed at the top of the screen until they are submitted to a supervisor
- Once you have created all entries in a submission, these can be sent as one batch to your supervisor by clicking "Submit to Supervisor"
- Enter your supervisor's email address and an optional comment
- Your supervisor will be notified via email and provided with a link to access your Practice Episode Records
- All submitted entries appear in the list below any active submissions

Practice Supervisors:

- The list of Practice Episode Records can be filtered using the "Only Show Items Pending Your Approval" option.
- Any item that has been sent to you can be approved by clicking on the "Approve" button
- All pending items for a section can be approved together by using the "Approve all Entries" button

2. Entries can be approved individually or if there are multiple entries click 'Approve all my pending entries'. This will approve all the entries within a cluster.

Practice Episode Records

Only show items pending your approval

Yes No

1. Antenatal examinations				Additional Care (0)	Universal care (2)
Approve all my pending entries					
+	2	05/04/2022	Pending Verification ... POW Support	Approve	
+	1	02/04/2022	Pending Verification ... POW Support	Approve	

2. Intrapartum care - Records of births witnessed				Additional Care (0)	Universal care (1)
Approve all my pending entries					
+	1	06/04/2022	Pending Verification ... POW Support	Approve	

[Approve all my pending entries](#)

[Approve](#)

3. Once approved, entries will turn green and show a green tick against them.

1. Antenatal examinations					Additional Care (0)	Universal care (1)
+	2	05/04/2022	POW Support	Test	✓	
+	1	02/04/2022	POW Support	Test	✓	

Proficiencies – Practice Supervisors

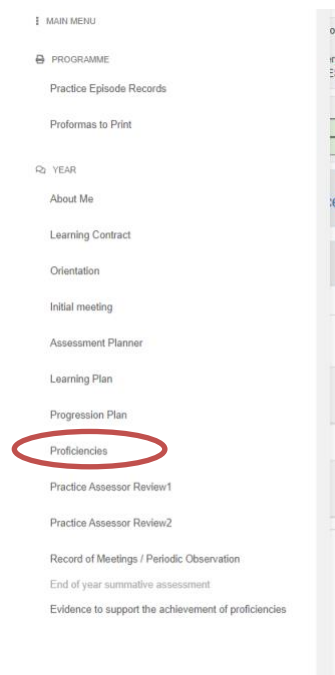
Supervisors can sign off **students'** proficiencies on MORA. To do this, a **student** must use the invite supervisor button on the proficiencies tab to invite their **Practice Supervisor** to their MORA. This can be to any part of MORA e.g. Practice Episode Records, or specifically the Proficiencies.

Now Do This ...

1. The **student's** proficiencies can be accessed via the main menu. Click on the 3 horizontal lines in the top left-hand corner of the screen.

Student Name	Test, Mora, Miss
Year	3
Field	Midwifery
Intake	ARC TEST

This will then show the menu list. Click on 'Proficiencies'. This will open the proficiencies page:



Guidelines on completing the Proficiencies

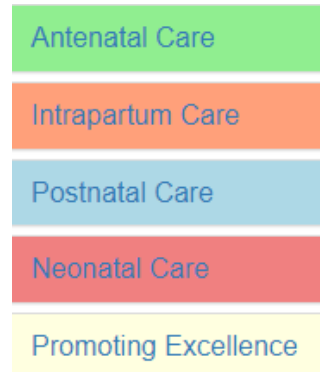
Able to demonstrate proficiency with appropriate supervision

Hide achieved proficiencies
Yes No

Antenatal Care
Intrapartum Care
Postnatal Care
Neonatal Care
Promoting Excellence

4. Clicking on the **‘Guidelines on completing the Proficiencies’** text will open a drop-down box with information on how to complete the proficiencies section

5. Proficiencies are grouped into 5 sections:



Clicking on these will show groups of proficiencies. Clicking on one of the group names will show specific proficiencies related to that group.

Antenatal Care

A1 The student midwife is able to promote and provide continuity of care and carer in the antenatal period. Demonstrated by:

A2 The student midwife demonstrates the ability to build kind, trusting, respectful relationships with women, partners and families in the antenatal period. Demonstrated by:

A3 The student midwife is able to communicate and share information with women and their families with respect, empathy and understanding in the antenatal period. Demonstrated by:

A4 The student midwife demonstrates the skills of effective assessment, planning, implementation and evaluation in the antenatal period. Demonstrated by:

Antenatal Care

A1 The student midwife is able to promote and provide continuity of care and carer in the antenatal period. Demonstrated by:

A1.1 discussing with women, and their partners and families as appropriate, information on the available options for the place of birth, supporting the woman in her decision; and regularly reviewing this with the woman and with colleagues	Assessment 12/04/2022
View Comments / Evidence (0)	

A1.2 ensuring safe continuity of care by identifying and communicating effectively with colleagues from the appropriate health and social care settings or agencies

	Add Assessment dd/mm/yyyy Save
View Comments / Evidence (0)	

A1.3 promptly arranging for the effective transfer of care for the woman, when there are changes in care needs

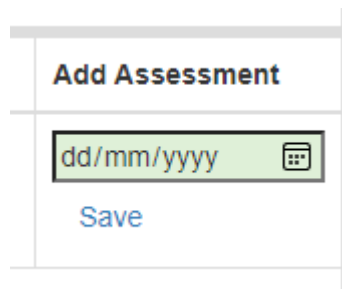
	Add Assessment dd/mm/yyyy Save
--	--------------------------------------

6. Achieved proficiencies can be hidden by selecting '**Yes**', which will only show you those still to be signed off. Keeping '**No**' selected blue will show all proficiencies for that **student** regardless of whether they've already been completed.

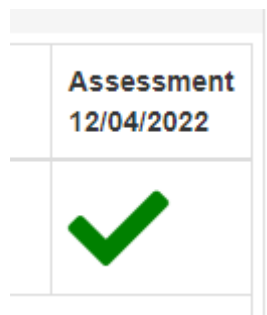
Hide achieved proficiencies:

Yes No

7. To sign off a proficiency, you should first review the evidence that the **student** has submitted in the 'comments' section and then verify the proficiency if you are happy to do so. If the **student** has not yet inserted their evidence you can still verify the proficiency, but please remind the **student** to do so. Add the date the proficiency was completed and click '**Save**':



The proficiency will then show as completed:



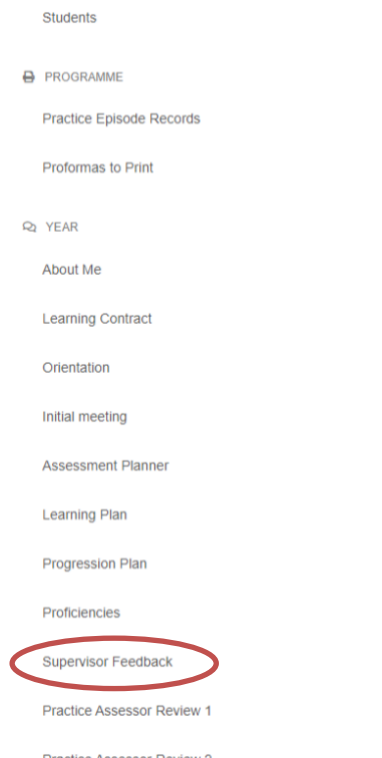
Hovering the computer mouse over the green tick will show you who signed off this proficiency.

Supervisor Feedback

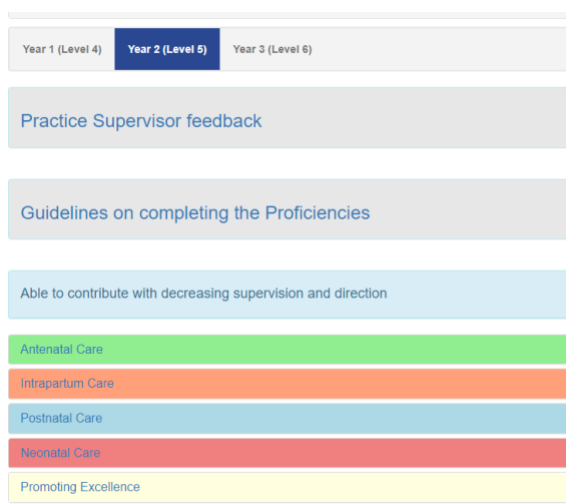
This section is where **Practice Supervisors** can add their feedback for **students** and upload documents. **Students** and **Practice Assessors** can view Supervisor Feedback by clicking on this section.

Now Do This ...

1. To view the Supervisor Feedback, go to the Main Menu and click on 'Supervisor Feedback'



2. **Students** and **Practice Supervisors** need to click on the relevant section which will open more information. This will provide the option to view or add feedback.



3. **Practice Supervisors** can click to 'Add Supervisor Feedback' and relevant files can be uploaded by dragging and dropping them to the file upload box, or by clicking the 'upload a file' button to locate the file to add.

Practice Supervisor (PS) feedback on Student's performance

Add Supervisor Feedback

In relation to the expected knowledge, attitude and skills, what does the student do well?

In relation to the expected knowledge, attitude and skills, what does the student need to develop further?

Number of hours worked with the student

Please indicate whether the student has met the expected professional behavior by referring [here](#)

Professional Behaviour	Yes / No
Commitment	Yes No
Care	Yes No
Competence	Yes No
Communication	Yes No
Courage	Yes No
Compassion	Yes No

Using the descriptor [here](#) please indicate the level you consider the student has achieved whilst working with you by choosing the most accurate descriptor.

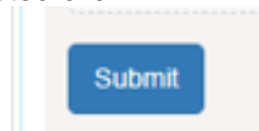
Outstanding Excellent Very Good Good Satisfactory Unsatisfactory

Upload a file

Drop files here

Submit

4. Once the feedback is completed click 'Submit'



Records of Meetings / Periodic Observation

Now Do This ...

1. This section of the MORA is to enable the record keeping of any additional or relevant meetings, discussions, simulations, or observations the **student** has with their assessors or practice placement supervisors. Records can be added by any user – **Student, Practice Supervisor, Practice Assessor** or **Academic Assessor**.

2. To add a record, select '**Add summary of meeting or periodic observation**' button which will open a free text box to add any comments. Once complete click on the **Save** button to commit the data to the table.

— Add Summary of meeting or periodic observation

Summary of meeting or periodic observation

test

Save Summary of meeting or periodic observation

3. If a record has been added in error the person who completed the entry can delete it by clicking on the red 'Delete' button next to the entry in the table.

Entry	Name	Role	Date	
test test	Marge Simpson	Practice Assessor	27/05/2021	Delete
test	Marge Simpson	Practice Assessor	11/02/2021	Delete
Second placement was good	Simpson, Lisa, Miss		02/10/2020	

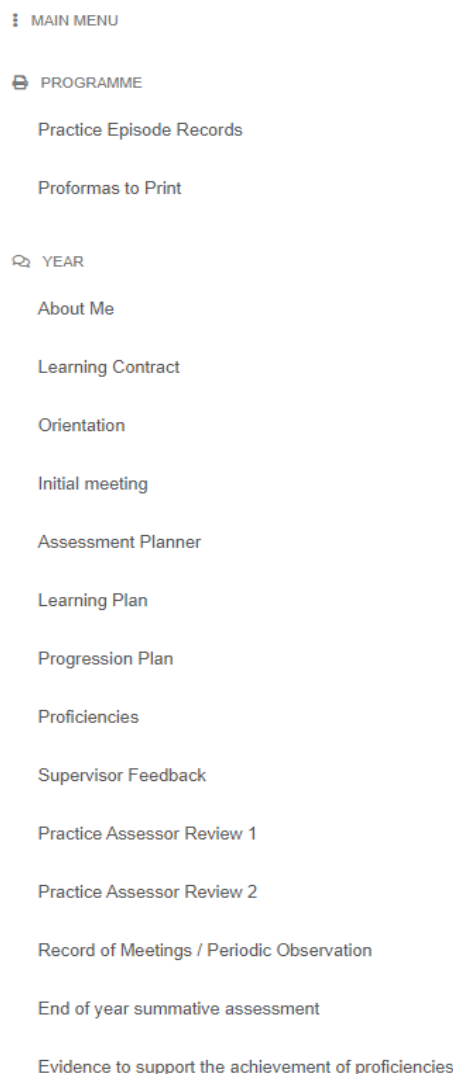
Evidence to support the achievement of proficiencies

This section is where the **student** can demonstrate their learning by uploading documents and evidence to support their practice assessment achievements.

Now Do This ...

1. This section can be found at the bottom of the main menu.

The **Student**, **Practice Supervisor**, **Practice Assessor** and **Academic Assessor** all have editing rights; however, completion of this section is the **student's responsibility** and review is normally by the **Academic Assessor** or personal tutor.



i MAIN MENU
 PROGRAMME
 Practice Episode Records
 Proformas to Print
 YEAR
 About Me
 Learning Contract
 Orientation
 Initial meeting
 Assessment Planner
 Learning Plan
 Progression Plan
 Proficiencies
 Supervisor Feedback
 Practice Assessor Review 1
 Practice Assessor Review 2
 Record of Meetings / Periodic Observation
 End of year summative assessment
 Evidence to support the achievement of proficiencies

2. This section is divided into 3 years, so it is important that the correct year is selected. The system will automatically select the **student's** current year.

Year 1 (Level 4)

Year 2 (Level 5)

Year 3 (Level 6)

3. Each of these sections have multiple subsections. Click on a heading to expand that section, or by clicking on 'Expand Sections' you'll see all available subsections.

Evidence to support the achievement of proficiencies

This section provides an opportunity for you to demonstrate your wider learning. It is important that all add Confidentiality must be maintained at all times. No client, staff or placement/ Trust identifiable details may

Expand Sections

Workpacks or logs

Reflections

Feedback from others

Record of complementary placement experience

Further Evidence

Communications

Each expanded section gives the option to add/view/upload.

Expand Sections

Workpacks or logs

Add New Workpack or logs

Drag file below or click button to browse your files

Upload a file

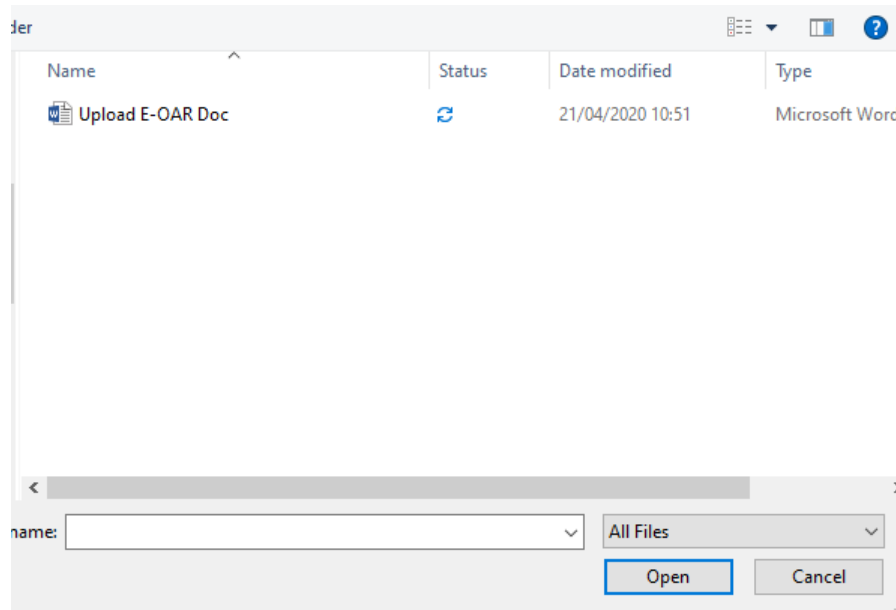
Document Title:

Save

4. To add a file, click on the **Upload File** button.

Upload a file

5. This will launch an explorer window enabling you to locate the appropriate file. Select the file and click **Open**.

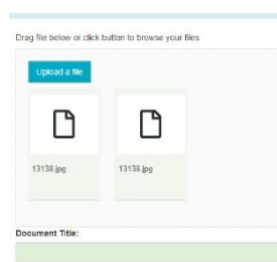


6. **Alternatively**, you can drag and drop the file.


7. Although the description/comment field is optional, it is essential that a brief description/comment is completed to identify the uploaded file and facilitate navigation as there will potentially be several files and will avoid confusion and make it easier to access the correct one.

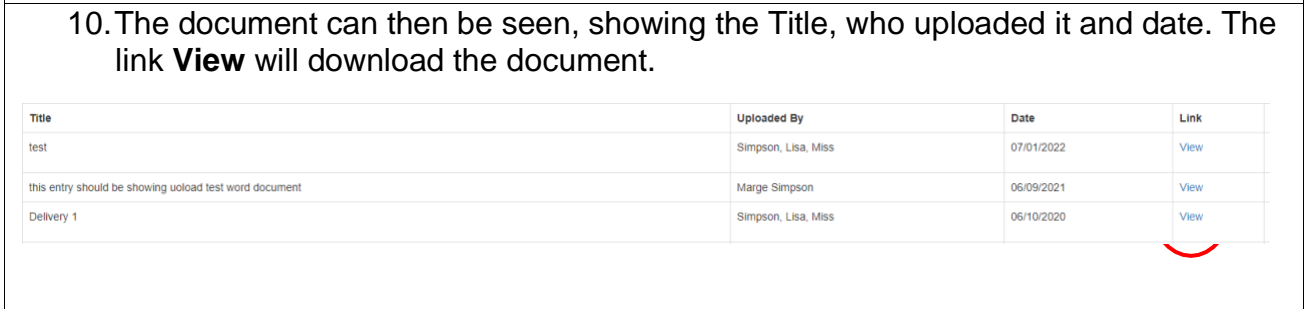
The screenshot shows a form with the label "Document Title:" above a text input field. The input field contains the text "Delivery 1". Below the input field is a green "Save" button.

8. The following screen will open where documents can be uploaded by dragging and dropping or browsing to a file on your device.



9. Click on the **Save** button.





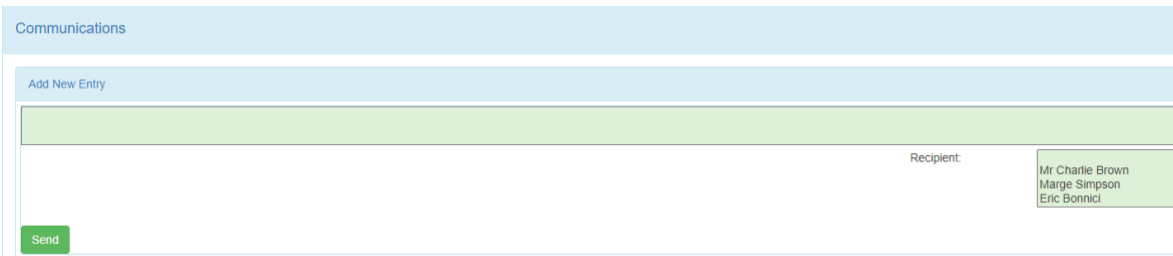
11. There is the option to delete the document, but this can only be done by the person who uploaded it.

Link	
View	Delete

12. **Further Evidence** can be added in the same way. This section requires **students** to provide a rationale for including this evidence, demonstrating their learning.

13. To add a new entry the **Communications** section. Click on the **Add New Entry** button. Please note that this field is normally used by the **Academic Assessor** or personal tutor when reviewing this section. It can, however, be used for any direct communication between the **student** and/or any staff supporting them; an email will be sent directly to the recipient(s). Please note that any entries will remain visible to anyone accessing the **student's** MORA so will form a useful audit trail of communication.

14. This will expand the section. Enter the text for the body of the email in the text box below the New Communication heading. Next select the email recipient from the list displayed after clicking the drop-down arrow.



Communications


Add New Entry

Recipient:

- Mr Charlie Brown
- Marge Simpson
- Eric Bonnici

Send

15. Click on the **Send** button to send the message, which will be emailed to the recipient.



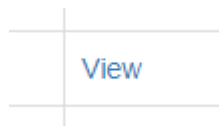
1

16. Summary information for each communication will be displayed in a list below this section:

View Communications

Sender	Date	Recipient		
Marge Simpson	22/06/2021 15:44:23		View	
Mr Charlie Brown	08/06/2021 14:51:59	Simpson, Lisa, Miss	View	
Marge Simpson	08/06/2021 14:42:13	Mr Charlie Brown	View	
Marge Simpson	27/05/2021 10:46:13	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/10/2020 14:18:19	Mr Charlie Brown	View	Delete
Simpson, Lisa, Miss	18/09/2020 10:08:01		View	Delete
Mr Charlie Brown	02/09/2020 12:42:25	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/09/2020 12:39:22	Mr Charlie Brown	View	Delete

17. To view the contents of an email, click on **View** for the appropriate entry.



This will show the message and when it was sent.

Message from Simpson, Lisa, Miss
18/09/2020 10:08:01

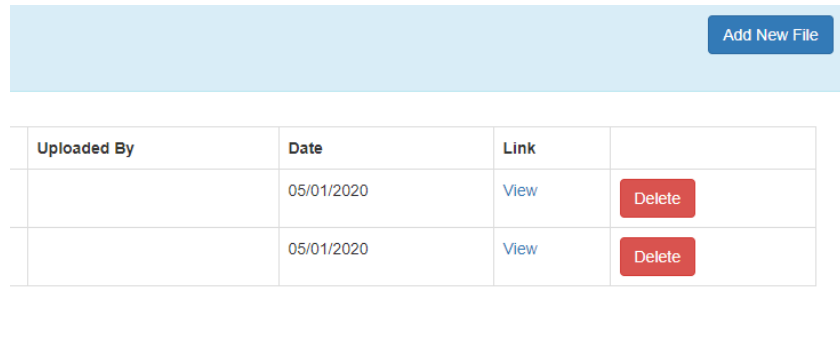
Please check my non-maternity pack, Marge

18. If you wish to close this section, click on **Add New Communication** button again.

Deleting Files

Now Do This ...

1. **Student/Practice Assessor/Practice Supervisor/Academic Assessor** users can delete files that have been uploaded in error.
2. There is a delete button next to the view link which is only visible to the users that have uploaded the file.



3. Once you have clicked on the Delete button you will see the following screen.

Are you sure you want to delete Capture.JPG?



When you click OK, your file will be deleted.

4. **Please note:** Files can only be deleted by the person who uploaded the file.

Help and Support

Stuck? Need help or guidance on a section of MORA?

Alongside this user guide we have videos showing the different sections of MORA on XXX

For further support please contact the Placement Systems Compliance Team at PESU@uwl.ac.uk and we will endeavour to help.