

# MYEPAD FAQs

## **What if my assessor/supervisor doesn't understand how to use it?**

The University have given training to the practice assessors in how to use MYPAD so that they can complete the assessor fields when you are placement. Please be patient, they are human too; and it may take them a little while to get to grips with it. If they are unsure they have support mechanisms to help them in practice if they need additional help.

## **What if my assessor/supervisor doesn't have time to fill in their parts of my MYEPAD?**

Practice assessor/supervisors are busy clinicians and patients will always come first.

However, they are dedicated to ensuring that your practice placement is a positive experience. There may be occasions when planned activities, such as an interview, have to be rearranged due to patient needs. Assessor/supervisors are used to this and will provide reassurance.

While some of us might still like paper documents to complete, healthcare documentation is changing and organisations / trusts are moving towards 'paperless' documentation. By engaging with MYEPAD you are preparing yourself for your future role by becoming more 'digital literate'.

## **Can we see if our assessor/supervisor isn't completing it?**

Yes; once you have shared your MYEPAD with your assessor/supervisor you will be able to see if they are completing the assessor fields. When an assessor (either your AST or practice assessor/supervisor) have given you feedback or assessed your work in MYEPAD you will be sent an email that tells you 'your asset has new feedback'.

## **Will our practice assessor/supervisor or the university help us to find experiences/opportunities away from placement if needed to achieve practice standards?**

You will work with your practice assessor/supervisor to identify your learning needs and additional experiences/opportunities to help you achieve skills and/or practice standards. Not all placements can enable achievement of all practice standards and skills. However they will help you to find experiences away from the placement area with other services/professional where you can meet these objectives.

## **Why do we have to complete a weekly attendance form on placement?**

It is an NMC requirement that you complete 2,300 hours of practice as part of the programme. The weekly attendance form is your evidence that you have completed this

requirement. You will be unable to successfully pass the programme without these hours being undertaken.

It is an extremely important aspect of the placement experience and you need to take completion of the attendance seriously and ensure that you record your hours honestly as well as recording when you were absent. You will need to provide evidence of hours undertaken when you work with other people away from your placement. Use the record of alternative / complementary short experience form either on the app or the PDF to provide evidence of achievement to your assessor/supervisor. You will also need to ensure your supervisor signs the app attendance form or you take a copy of any signing-in registers when you work away from your allocated placement.

N.B.: your assessor/supervisor can only verify the hours that you have evidence for. Your weekly hours total MUST match the same as your assessor/supervisor verification. It can lead to serious action from the University if you do not complete the attendance form correctly or your hours total does not match your assessor/supervisor's verified total.

#### **Can my Academic Assessor/PAT log on to my MYEPAD independently?**

Yes; they can look at your MYEPAD at any time. They will be able to run various reports so they will know what pages you have completed and whether you have achieved the required number of proficiencies. They will also be monitoring your attendance forms to ensure that you have met the required number of hours and that your assessor/supervisor has verified the same hours that you have claimed for.

#### **Can my Academic Assessor/PAT make changes to my MYEPAD?**

No; like your practice assessor/supervisor they will only be able to complete sections that are called 'assessor fields'. They cannot make changes to any of your work. However, they will be able to give you feedback on your work and the evidence that you have provided to support achievement of proficiencies. They will be able to guide you on how to develop the standard and quality of evidence you are providing.

#### **Do I need to 'share' my MYEPAD workbooks with my Academic Assessor/PAT?**

No; unlike your practice assessor/supervisor, the university staff have access to your workbooks without you having to 'share' it with them.

#### **Can I use my mobile phone on placement?**

All trusts/organisations have a mobile phone use policy and you will need to find this out when you start placement. Generally speaking nursing students are not permitted to use their mobile phone during shift time.

**How long does it take to receive feedback in MYEPAD and when will we see it online?**

The short answer is that it is instant! When an assessor has given you feedback, or assessed your work in MYEPAD, you will be sent an email that tells you 'your asset has new feedback'. If both of you have your workbook open at the same time you may not see the feedback instantly, so it is advisable to log off then log back in.

**Does the NMC have access to my MYEPAD? And what happens to my MYEPAD when I leave the University?**

No; essentially your work in MYEPAD is yours and you invite, through the 'share', other people to be able to access it for the purposes of assessment. The University has 'automatic' access to your work as they would to any other of your University work. Once you have left the University, if you want others to see work such as revalidation evidence you can 'share' it in the same way you will be sharing with your assessor/supervisor. You will have access to your student Pebblepad account after you complete the programme should you choose to continue using it.