

# Electronic User Guidance for Yorkshire & Humberside Stakeholders

**PARE**  
Practice Assessment  
Record & Evaluation

HOME NEWS HELP CONTACT US

University & Healthcare Staff  
Get Feedback From Students  
Electronically Sign-off Online Documentation  
Reporting Functions  
View Evaluation Results

uclan Manchester Metropolitan University MANCHESTER 1824 University of Salford MANCHESTER University of Bolton Edge Hill University University of Cumbria UNIVERSITY OF LIVERPOOL LIVERPOOL JOHN MOORES UNIVERSITY University of Chester

## Welcome To The Practice Assessment Record & Evaluation Tool

The Online Practice Assessment Record and Evaluation (PARE) tool is a Health Education North West initiative supported by a team of academics, developers and administrators from across the region and based at the University of Chester. Its intuitive design allows a wide range of multi-professional users to access and record information securely from any Internet enabled device. The PARE resources also include Android (and coming soon IOS) App versions to ensure seamless use within the community environment when out of WIFI area. This powerful online tool is easy to use, and supports students, mentors and support staff to provide the highest standards in practice placements.



## Pan North West Nurse Resources

### Teaching Resources

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

[Resource Materials](#)

## Account activation date:

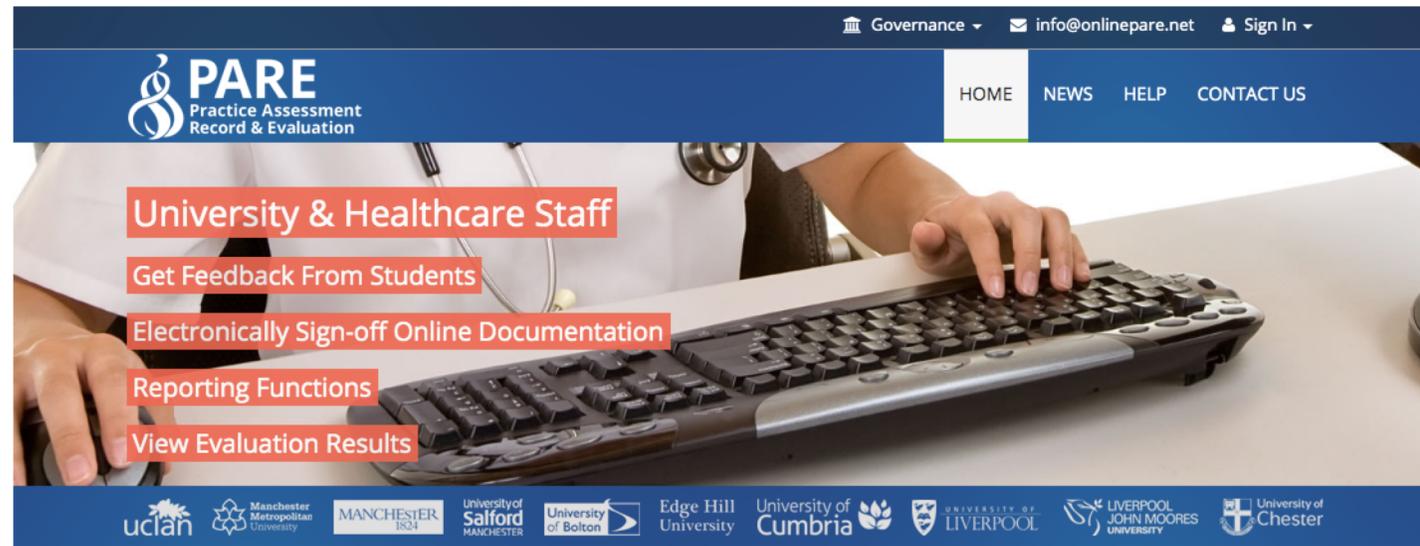
Wednesday 28<sup>th</sup> August 2019

## Support / User related queries, please contact:

[info@onlinepare.net](mailto:info@onlinepare.net)

# Contents Page

- NET Evaluation Tool
- Placement Audit Module
- Placement Profile
- Educator Register



## Welcome To The Practice Assessment Record & Evaluation Tool

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# NETS Evaluation Tool

## Step 1:

- Login to registered online PARE account
- Click on 'Evaluations' displayed in the top toolbar of your account dashboard

The screenshot shows the PARE Practice Assessment Record & Evaluation dashboard. The top navigation bar is dark blue and contains the following items: PARE Practice Assessment Record & Evaluation logo, DASHBOARD, ASSESSMENTS, EVALUATIONS (circled in yellow), USERS, REPORTS, HELP, and CONTACT US. Below the navigation bar, the dashboard is divided into several sections. On the left, there is a 'My Profile' section with the name 'Demo HEI Admin' and email 'demo\_hei\_admin@onlinepare.net', and a 'View Profile' button. Below that is an 'OnlinePARE Newsletter' section for the 'March 2019 Newsletter' with a 'View/Download' button. The main content area on the right features four large, colorful cards: 'Student Placement Ratings' (red) with a 'View Placement Ratings' link and a star icon; 'All Student Comments' (green) with a 'View All Comments' link and a speech bubble icon; 'Manage User Accounts' (orange) with a 'View Manage Users' link and a group of people icon; and 'Placement Details' (red) with a 'View Placements' link and a keyboard icon. A 'Dashboard' button is visible in the top right corner of the dashboard area.

# NETS Evaluation Tool

## Step 2:

- Click 'NET Survey Ratings to select identify a live feed of placement ratings for each student cohort

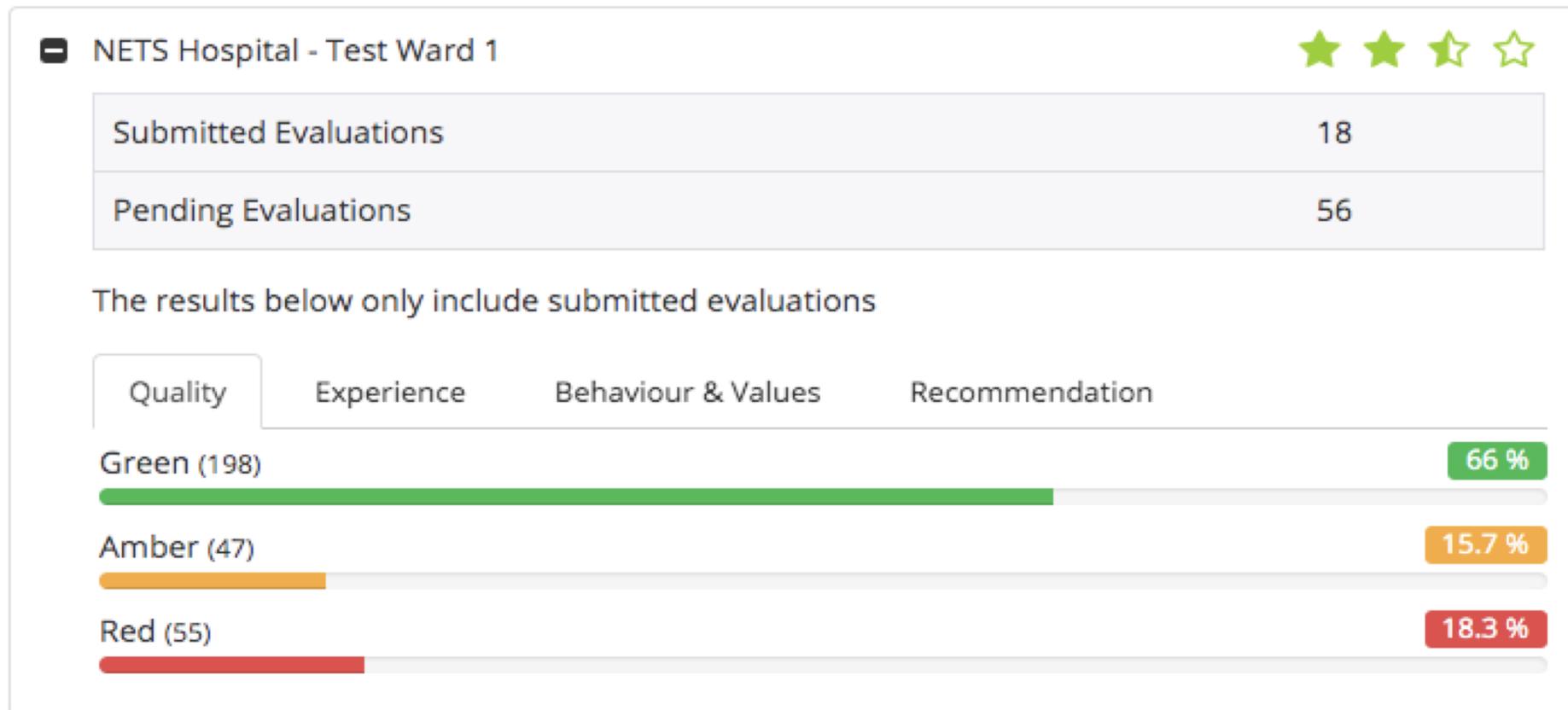
The screenshot displays the 'Evaluations - Admin Section' interface. On the left is a navigation menu with options: NET Survey Ratings (selected), All Comments, Tagged Comments, Action Plans, and Student Evaluations. The main content area is titled 'NET Survey Ratings' and includes the following elements:

- Trust:** A dropdown menu set to 'Test Trust - York & Humber'.
- Cohort:** A dropdown menu set to 'All Cohorts'.
- NHS Test Trust - York & Humber** header.
- Filters:**
  - Profession:** Dropdown set to 'All Professions'.
  - Start Date:** Text input '29-08-2018'.
  - End Date:** Text input '29-08-2019'.
  - Placement Type:** Dropdown set to 'All'.
  - Placement Name:** Empty text input.
- Only show placements with submitted evaluations
- Update Results** button (green)
- Summary: Found 1 placement. Only comments from submitted evaluations are included in this section
- Result card: **NETS Hospital - Test Ward 1** with a 4-star rating (4 green stars).

# NETS Evaluation Tool

## Step 3:

- 'Select the '+' symbol to further explore how each theme was rated, i.e Quality, Experience, Behaviour & Values and Recommendation



# NETS Evaluation Tool

## Step 4:

- Selecting 'All Comments' provides further detail of student comments against each evaluation theme

The screenshot displays the 'Evaluations - Admin Section' interface. On the left is a navigation menu with five items: 'NET Survey Ratings', 'All Comments' (highlighted in blue), 'Tagged Comments', 'Action Plans', and 'Student Evaluations'. Below the menu is a '+ Video Help Guides' button. The main content area is titled 'All Comments' and includes a sub-header: 'Only comments from submitted evaluations are included in this section'. There are four filter sections: 'Trust:' with a dropdown set to 'Test Trust - York & Humber'; 'Placement:' with a dropdown set to 'NETS Hospital - Test Ward 1'; 'Response Type:' with a dropdown menu open, showing options: 'All Responses' (checked), 'Strongly Agree', 'Agree', 'Disagree', 'Strongly Disagree', and 'Not Applicable'; and 'Profession:' which is currently empty. Below these filters is a 'Show search filters' dropdown and a row of tabs: 'Quality', 'Support', 'Experience', 'Resources', and 'Other'. The 'Quality' tab is active. At the bottom, a message states 'No comments found'.

# NETS Evaluation Tool

## Step 5:

- Selecting the 'tag comment' icon along side each comment allows you to tag a comment for inclusion within an action plan

Quality

There are no tagged comments relating to this theme.

Support

There are no tagged comments relating to this theme.

Experience

There are no tagged comments relating to this theme.

Resources

There are no tagged comments relating to this theme.

Other

There are no tagged comments relating to this theme.

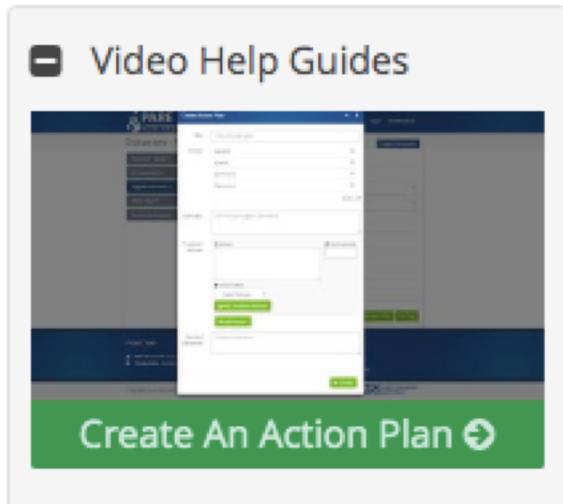
+ Create Action Plan

De-Tag

# NETS Evaluation Tool

Creating an action plan allows you to have an electronic audit trail of agreed mitigating action for any risks, concerns of negative comments provided by students following a placement cycle.

The online action plan page allows you to populate each field and assign specific actions to key partners, i.e. Academic leads, Placement Educators, Ward Manager



Watch the embedded video guidance for further support or contact [info@onlinepare.net](mailto:info@onlinepare.net)

Title	<input type="text" value="Title of action plan"/>
Theme	Support <input type="checkbox"/>
	Quality <input type="checkbox"/>
	Experience <input type="checkbox"/>
	Resources <input type="checkbox"/>
	Select All
Summary	<input type="text" value="Summary of tagged comments"/>
Proposed Actions	<input type="text" value="Action:"/> <input type="text" value="Review Date:"/>
	<input type="text" value="Responsible:"/>
Planned Outcomes	<ul style="list-style-type: none"><li>✓ - Select Person -</li><li>Academic Lead</li><li>Ward Manager</li><li>Programme Lead</li><li>Mentor</li><li>PEF</li><li>Academic Link</li><li>CSF</li><li>Other</li><li>None</li></ul>

# NETS Evaluation Tool

## Step 7:

- The 'Student Evaluations' tab allows you to view a full list of all completed and submitted practice learning evaluations. Full online and PDF versions of completed practice learning evaluations are available

<b>Surname</b> ⇅	<b>First Name</b> ⇅	<b>Placement</b> ⇅	<b>Submitted</b> ⇅	<b>Status</b> ⇅	<b>Eval</b> ⇅
Evaluation 1-Student	Test NETS	NETS Hospital - Test Ward 1	29th May 2019	✓	
Evaluation 2-Student	Test NETS	NETS Hospital - Test Ward 1	29th May 2019	✓	

# Placement Audit Module

The placement audit module is located in the User Admin section of the PARE system and can be accessed via the 'Manage Placements' tab

Clicking on 'Manage Placements' will allow you to review the placement information dashboard which provides information regarding new/existing placement audits

Click 'Create New Audit' to access the placement audit fields

The screenshot shows the 'User Admin Section' with a sidebar menu containing: Manage Users, Add New User, Manage Placements (highlighted), Student Placement Hours, and Student Timesheets. The main content area is titled 'Placement Info' and includes a 'Placement Information' section with the following details:

- Trust/Organisation: Test Trust
- Placement Title: Bolton - Ward m3
- Placement Profile: View/Edit Profile (button)
- PLSS ID: Not legacy PLSS.

The PARE ID is PR2178. Below this is a navigation bar with tabs for Students, Staff, Academics, and Audit Tool (selected). The 'Placement Audits' section contains a table with the following data:

ID	Audit Date	LDA Lead	Status	View
20	9th Aug 2019		In Progress	
10	18th Jul 2019		In Progress	

At the bottom of the table is a green button labeled '+ Create New Audit', which is circled in yellow. A blue arrow points from this button to the text 'Click 'Create New Audit' to access the placement audit fields'.

# Placement Audit Module

## Audit Profile:

When creating a new audit, this section allows you populate the audit demographics, i.e. Audit date, lead contacts etc.

Placement Audit > "Bolton - Ward m3"

Audit ID: 20 | Status: In Progress | Previous Audit: 18th Jul 2019 | Created By: Demo HEI Admin | Last Updated: 9th Aug 2019

- Audit Profile
- Placement Contracts
- Methodology Of Audit
- D1: Learning Environment & Culture
- D2: Educational Governance & Leadership
- D3: Supporting Learners
- D4: Supporting Educators
- D5: Developing & implementing curricula & assessments
- D6: Developing a sustainable workforce
- Action Plans 5

### Audit Details

**Placement Area:** Bolton - Ward m3

**Organisation:** Test Trust

**Audit Status:** In Progress

### Organisation Audit Information

**Date of SAR:**

**LDA Lead Name:**

**LDA Lead Job Title:**

**LDA Lead Email Address:**

[HEE learning-development-agreement \(External Link\)](#)

**Placement Provider Contracts In Place:** [View/Edit Contracts](#)

# Placement Audit Module

## Placement Audit Domains

- D1: Learning Environment & Culture ▶
- D2: Educational Governance & Leadership ▶
- D3: Supporting Learners ▶
- D4: Supporting Educators ▶
- D5: Developing & implementing curricula & assessments ▶
- D6: Developing a sustainable workforce ▶

### Methodology Of Audit:

Audit Completed face to face?

Yes

No

HEI In Attendance?

Yes

No

Complete the audit domain questions electronically

# Placement Audit Module

Review and monitor action plans created against placement audits.

This section allows you to identify the status of an action plan and which domains action plans refer to

## Action Plans

Date Opened	Concern	Standard	Status	View
9th Aug 2019			 In Progress	
9th Aug 2019	issue	Domain 1.6	 In Progress	
9th Aug 2019		Domain 1.5	 In Progress	
9th Aug 2019		Domain 1.2	 In Progress	
9th Aug 2019		Domain 1.1	 In Progress	

[+ Create New Action Plan](#)

## Create Audit Action Plan

### Placement Audit Action Plan:

Similar to the NET Evaluation action plan, this section allows you to populate an audit with an action plan to be monitored and reviewed.

This section provides you with an electronic audit of agreed actions

**Action Plan Owner:**

Demo HEI Admin

**Date of Entry:**

29-08-2019

**Standard:**

**Brief summary of concern:**

**Brief summary of evidence for concern:**

**Recommended Actions:**

**Action Plan Status**

In Progress

Create online and live discussions between Service Provider and HEI staff via the audit discussion section

 Discussion

Use this section to discuss the action plan and any proposed changes.

 Demo HEI Admin (Test HEI - York & Humber) 🕒 22 days ago  
ss ✖



Add Comments

Add comments

Add Comment

# Placement Profiles & Educator Register

 Edit Placement Profile

**AIRE Unit (PR8570)**  
Old PPQA ID: 5663

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Placement Details

**Placement Name** AIRE Unit

**Organisation** Airedale NHS Foundation Trust

**Telephone**

**Site**

**Address**

Review and edit the profile of each placement via the 'Manage Placement' section of your account

Review the status and registration of Academic staff for each placement and monitor the Educator Register to review the status of assigned Mentors

An additional 'Search Mentor' feature will be available post September 2019 to allow Placement Educators to search the system for specific Mentor details registered within their Organisation

## Academics Assigned To Placement Area

Name ⇅	User Type ⇅	Profession ⇅
<b>Jill Fillingham (ALP)</b> Email: fillingj@edgehill.ac.uk Phone:	Academic Link	Nursing
<b>Emma Addie</b> Email: eja@liverpool.ac.uk	Academic Link	
<b>Ronald Harris</b> Email: r.harris@ljmu.ac.uk	Academic Link	Paramedic
<b>Mark Arnold</b> Email: m.s.arnold@ljmu.ac.uk	Academic Link	Nursing