PARE Practice Assessment Record & Evaluation

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Practice Assessment Record & Evaluation: Online PARE Tool

Academic Link 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 hour monitoring.
- Online portfolio of anonymised evidence for academic assessor, and 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 Academic Link 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 Academic Link Guide focuses on the features available to all PARE users who have an Academic Link type of PARE account within an education provider setting. This is usually an HEI (Higher Education Institute).

An Academic Link user on PARE has access to monitor online documentation, timesheets and evaluations of learners (students) attending their assigned placement areas and for their specified profession(s). An Academic Link's main role is oversight, to ensure learners (students) are completing their assessment documents and timesheets. If a problem does arise in a placement area, an Academic Link has access to tools to put an action plan in place. In addition, an Academic Link may view placement profile information, and access assessment Mark Sheets

The full list of PARE accounts available for users in an education provider setting, and the main features supported for each type of account are:

- **Learner (Student):** A Learner has access to their own PAR Documents, Timesheets and Evaluations. They also have access to view placement profile information for placements that they are linked to on PARE but do not see placement evaluation ratings and statistics. Learners in regions using NET Surveys on PARE have access to view all placement profiles.

- **Academic Link**: Academic Links are assigned to designated placement areas and profession(s), and can monitor online learner documentation, timesheets and evaluations (and evaluation ratings and statistics) for their assigned placement areas and profession(s). An Academic Link also has access to Mark Sheets, and tools to view and create action plans for their placement areas.

- **HEI Senior Admin:** HEI Senior Admin manage user accounts across the HEI for their designated profession(s). All HEI Senior Admin users may add Academic Links and assign them to placement areas. HEI Senior Admin have access to all learner documentation (including evaluation ratings and statistics) for their profession(s), and across all learner placement areas. HEI Senior Admin may view all HIE created action plans, and can view action plans created by practice staff, if permission is explicitly granted by the practice staff, and they have access to HEI wide reports.

- **HEI Senior Admin with Placement Coordinator Role:** HEI Senior Admin with the additional placement coordinator role are identified on the system by a 'P' (in a red circle) displayed against their name in the screens for managing users. HEI Senor Admin users with this additional role may add learners accounts and their placement allocations onto the system (see separate Import Student Data Guide for further details) and may also access and manage other HEI Senior Admin accounts as well as Academic Link and Learner accounts.

This Guide focuses on the main features accessible on PARE for Academic Link users. The functionality available to HEI Senior Admin and Learners, and placement staff, are covered in separate Guides.

The features covered by this Guide include:

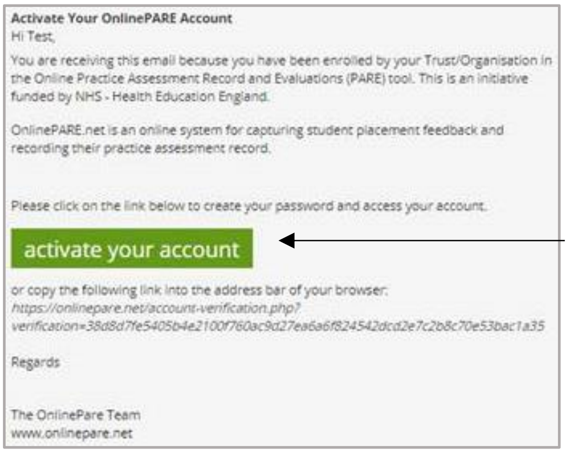
- Manage Users
- Assessments
- Timesheets
- Manage Placements
- The Audit Tool (where used in the region)
- Evaluation Feedback
- Action Plans

Account Activation

HEI Senior Administrators in your organisation who are responsible for creating and managing user accounts on PARE. If you are not sure if you are already registered, then an HEI Senior Administrator for your organisation who will be able to assist you with the creation of an account for you.

When a new account is created on PARE, the system generates an account activation email, which is sent to the email address registered on your PARE account. This should be your work email address, as all PARE system notifications relating to your learners documentation on PARE will be sent to this email address. It is 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 an HEI Senior Administrator know (with the additional placement coordinator role) 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 an HEI Senior Administrator if your email ID has been entered correctly on your PARE account (i.e. it is your current HEI 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.


Activate Your OnlinePARE Account

Hi Test,

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

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

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

activate your account

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

Regards

The OnlinePare Team
www.onlinepare.net

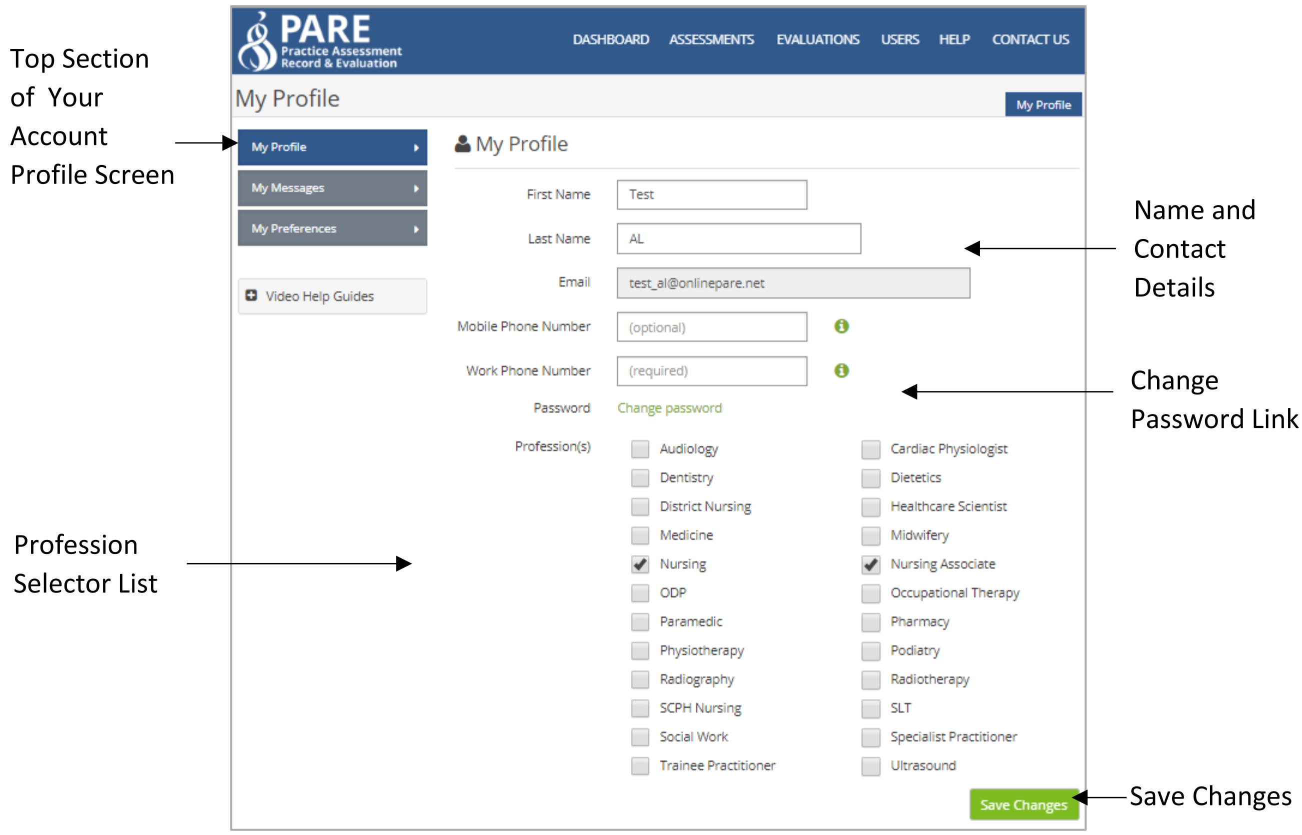
Account Activation Email – Activation Button/link

When you receive your Activation email, click on the activation button to complete the 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):** On logging into your account, then if no professions were specified for your account profile when your PARE account was first set up, this screen will require you to enter at least one profession that you wish to work with on PARE, to complete your account verification. 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 Screen

When you log into PARE, you will be taken to your PARE Dashboard. 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 apart from the Email item. This is a unique email ID for your account. If this requires amending, then you will need to notify a member of your HEI Senior Administrator team. The top section of your profile screen lists your name and contact details, and a link to change your password. It is recommended that you change your PARE password on a regular basis.



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

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

My Placement Areas

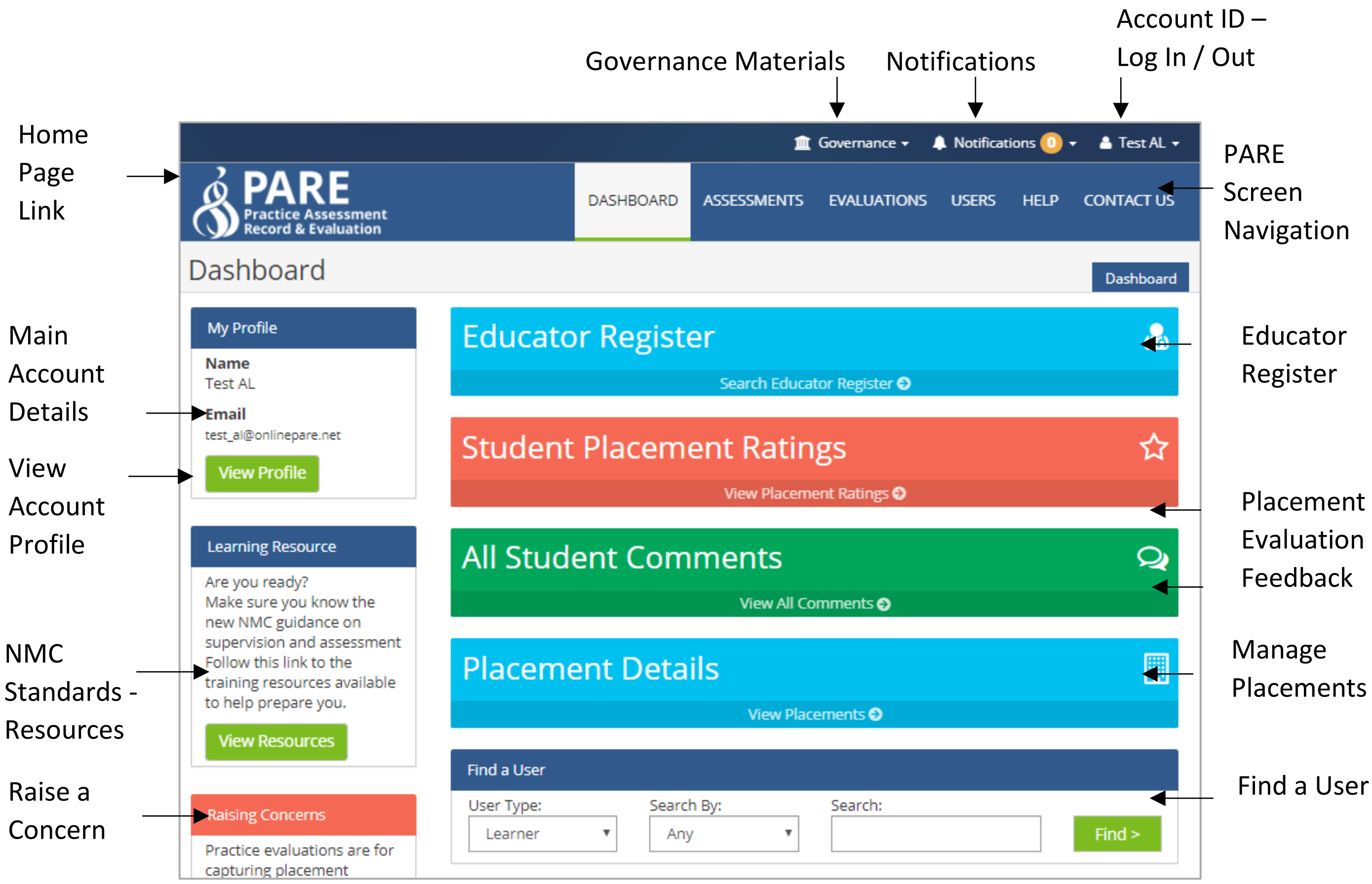
In the bottom section of your account Profile screen, you may add placements to your Profile for the placements areas for which you will be overseeing the learner placements. The placements listed on your Profile will determine the placements ratings and evaluation feedback that you have access to on PARE, the placement action plans that you may be linked to, and the placement related system notifications that you receive.

Click on the green ‘Add Placement Area’ button to select the placement provider organisation (Trust/PIVO etc.) from the drop-down list, and the applicable placements for the selected organisation. These will then be displayed in the ‘My Placement Areas’ of your Profile screen, grouped by organisation. To remove a link to a placement, click on the red cross icon to the right of the placement name.

The PARE Dashboard

When you log in to your online PARE account, you will be presented with the ‘Dashboard’ of the website. From this Dashboard you will be able to navigate to other areas of the site and return to the Dashboard at any time. The Dashboard contains certain key sections and links to all the functions of your account. The following screenshots show the top half and bottom sections of the PARE Dashboard and are followed by more detailed descriptions of the main features.

Dashboard Top Section



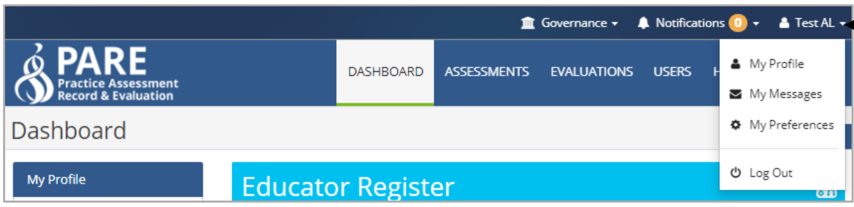
- **View Account Profile:** Click on this button to view and update your PARE account details, including the PARE profession(s) to determine the users and user documentation to which you will have access on PARE, and your linked placement areas. You can also access your account details, including your PARE profile, via your account ID link at the top right corner of the website.

- **Governance Materials:** This section contains information regarding the Governance procedures, Terms of use, and Pan North (Nursing & Midwifery specific) educational resources.

- **Notifications:** Click on this link to access any messages that the system has sent to your account. You can set your preferences as to how often you receive these email alerts of “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:** This bar, across the top of your Dashboard, enables you to navigate to the main functions of your PARE account, primarily Assessments, Evaluations, Users and your Dashboard, and to access the PARE newsfeed screen, the Help screen and the PARE contact details screen.

- **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).



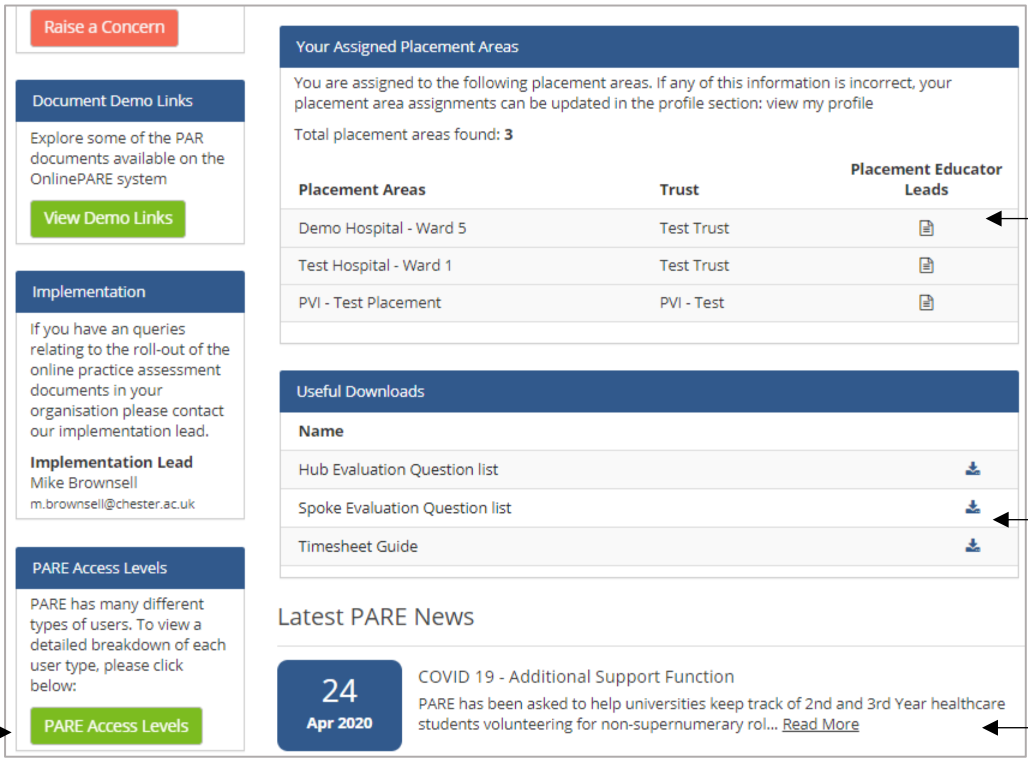
Account ID - Log In / Out

- **Find a User:** This feature provides a quick way to locate a learner's PARE account profile (see the Find a User section in this Guide) to access and manage the learner's account profile details. You may search on a Student ID to locate a Learner account in this section, as well as by name and email address. From a Learner account, you may view the learner placement allocations and access any documentation assigned to the learner on PARE, from their account profile.

Dashboard Bottom Section

View Demo links

PARE Access Levels



Your Placement Area(s)

Useful Downloads

PARE Newsfeed Items

Your Placement Areas: This section lists the placement area(s) to which you are assigned on PARE. You may add or remove placement areas within your PARE profile.

View Demo Links: Click on this link to open a pop-up window with a list of demo links that allows you to familiarise to yourself with documents from either the Student or Educator view.

PARE Access Levels: This link lists all the different PARE account access levels and the relevant permissions levels for each type of account. To upgrade your account, you will need to liaise with your university Programme Lead.

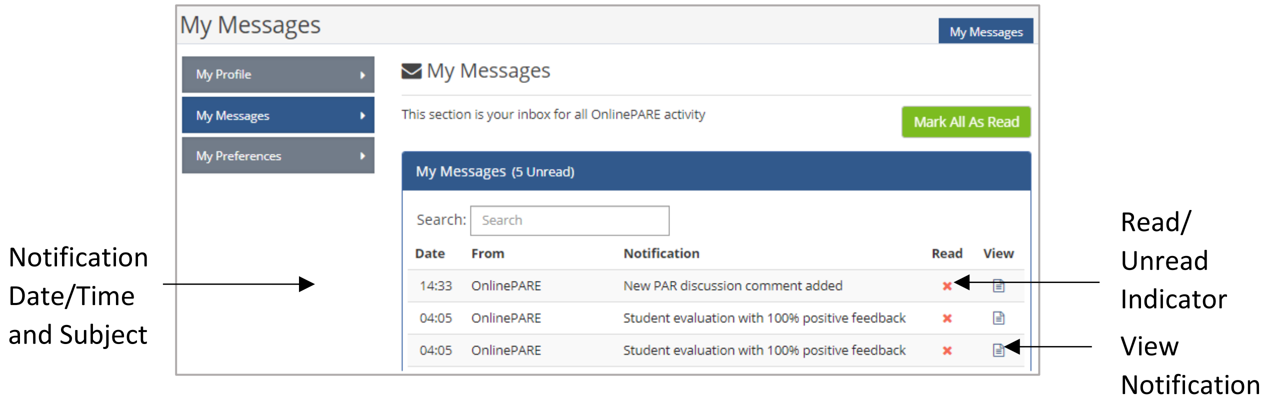
Useful Downloads: This section contains useful downloads, including User Guides such as this one.

PARE Newsfeed Items: This section lists News releases from the PARE team, including information regarding new features along with news items from across the PARE community.

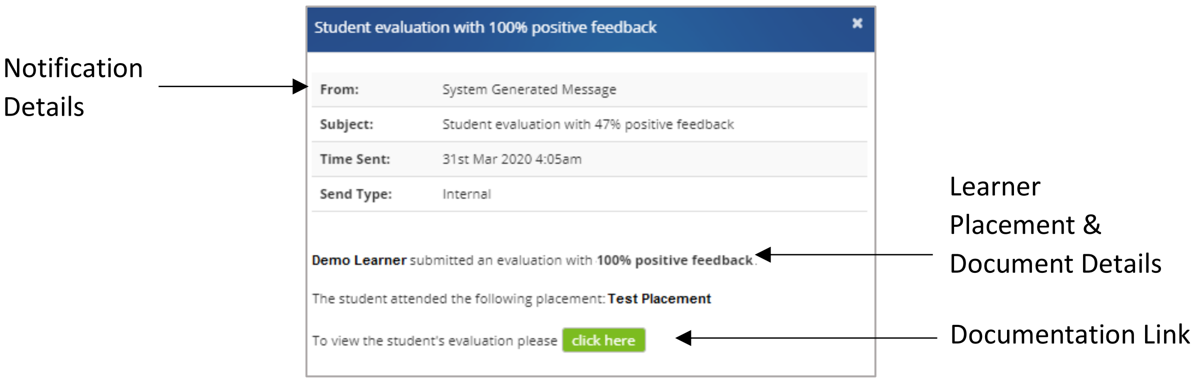
Notifications

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 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, the number of Unread Notifications displays on the top bar of your Dashboard. 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 will show which messages have been opened and read (green tick) and those that remain unread (red cross).



Click on the document icon in the view column, or notification title, to open up the message 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 emails until they show as "Read" on your message board. 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 an Academic Link has access to on PARE are explained in detail throughout the rest of this Guide. In addition, the Learner Guide (available from your PARE Dashboard) contains detailed guidance on all aspects of accessing and completing documentation on PARE, i.e. assessments, timesheets and evaluations.

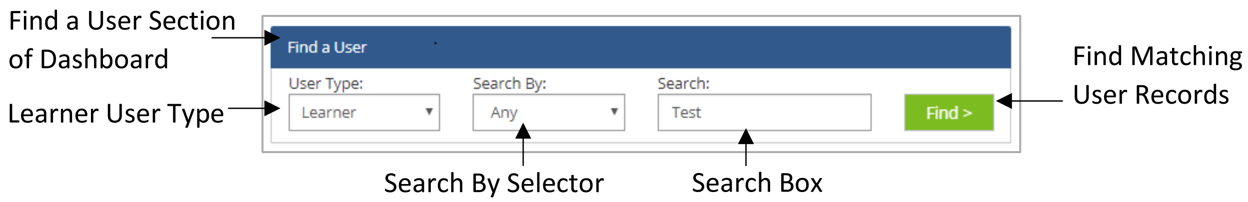
The PARE team always welcomes feedback on the features provided by online PARE, including supporting help materials such as this Guide and are available to advise on any technical issues you may have (please see the PARE team contact details at the end of this Guide). New features are being added all 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.

Manage Users

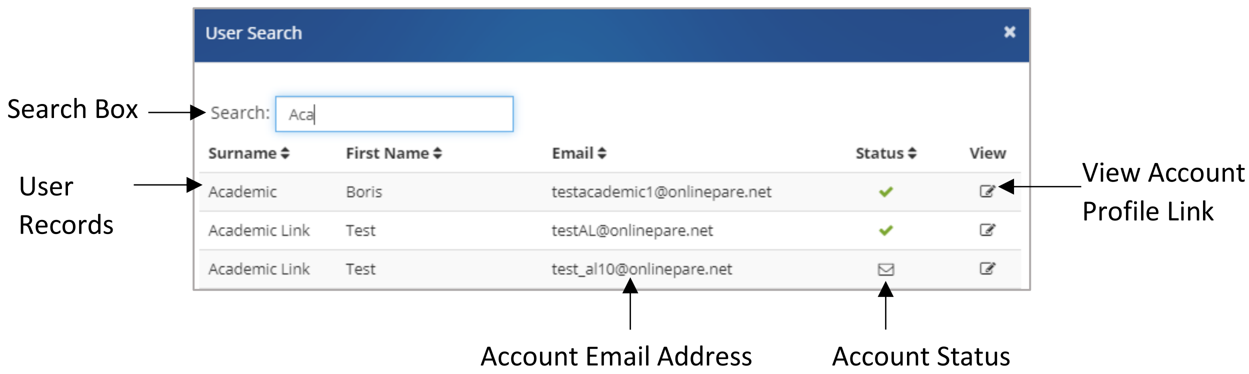
As an Academic Link user, you have access on PARE to view all your HEI Learner account profiles for the professions selected on your own PARE profile (see the User Profile Screen section of this Guide) via the Find a User feature and the Manage Users screen. For a selected Learner account, you may click on the documentation link(s) to access the learner's documentation. This may be the learner's assessment documents, timesheets, and/or evaluations, depending on the documentation being used on PARE for the HEI/profession. See the following sections for a detailed guide to these features.

Find a User

This feature, accessed directly from your PARE Dashboard, provides a quick way to locate a learner's PARE account profile. The User Type box in this section is set to 'Learner' and you may specify whether to search for a learner by matching the text string entered in the Search box against the user's Name or Email address, or either (i.e. 'Any', the default) by selecting the corresponding option in the Search By drop-down selector. If a Student ID number is entered in the Search box, for the 'Any' option, then the search also matches against the Student ID on the learner profiles.



After entering the search text in the Search box, making sure not to add any spaces, click on the green Find button to open a pop-up displaying all the users that match the search criteria. For each user record, the user's surname, first name, email address, account status and a View link to the user's account profile is displayed. Hover your cursor over the account status icon for a learner's record to see a description of the account status and the account creation date. You may further narrow down your search in this screen, by entering a text string to match against the displayed users' names or email addresses.



You may also re-order the list by clicking on the up/down arrows displayed next to the column header names. If the list of matching user records is displayed across several pages, you may access additional pages via the page navigation bar at the bottom of the screen. You may also set the number of records to display per page in the 'per page' selector. These are standard PARE screen features to manage large lists of records.

Number of Records Per Page

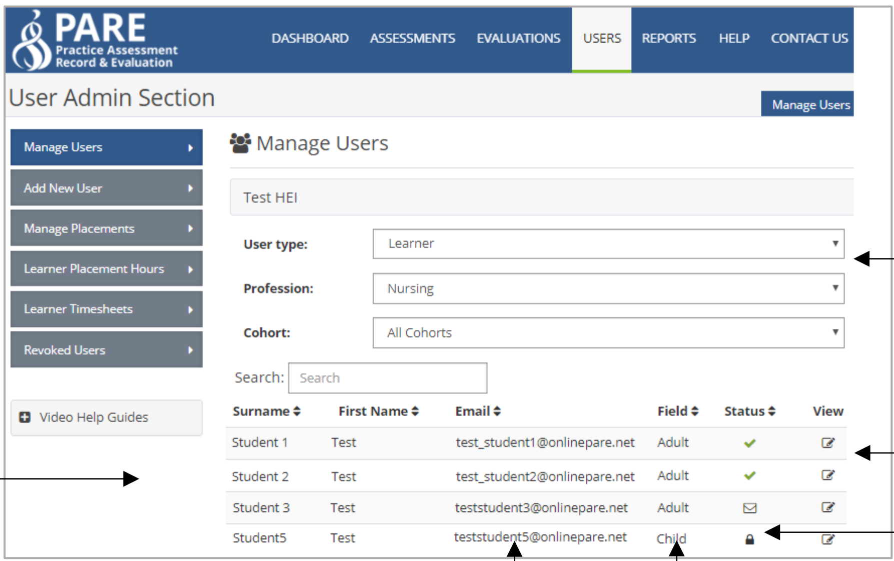
Page Navigation Bar

See the next section of this Guide for further information on user accounts, including a description of the different status icons that are displayed for user accounts.

When you have located the required user record in the User Search pop-up, click on the View link to open the user's account profile to access and manage the user details. For the selected Learner account, you may view the learner placement allocations and access any documentation assigned to the learner on PARE.

Manage Users Screen

The Manage Users screen is your main screen for viewing and managing all the learner accounts for the same profession(s) as the profession(s) selected on your PARE profile. When you first enter the screen, you will see the User Type box, for you to select the 'Learner' from the drop-down list. On selecting the User Type, the Profession box will then become available for you, to narrow down your search. The Profession drop-down list will include only those professions selected in your PARE profile. The default for this item is 'All Professions'. You may then select a cohort from the Cohort drop-down selector for the selected profession (the default is 'All Cohorts').



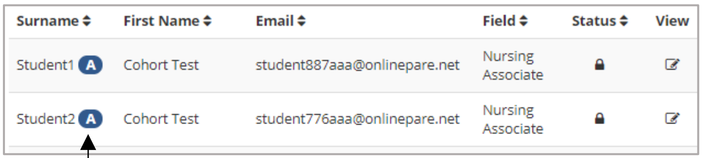
You may also narrow down the search to those user records that match a text string entered in the Search box. Enter at least three characters of a search string to display records with a Surname, First Name or Email address that contain the same text string.

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, profession/field, the account status, and a View link (pencil edit icon) to open 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 tool tip text that describes the status icon, and the date that the account was created. Any Learner accounts that are displayed that are for a learner account flagged as an 'Apprentice learner, will display an 'A' icon (in a blue circle):

Manage Users Screen – Apprentice Learner Accounts



Surname	First Name	Email	Field	Status	View
Student1 A	Cohort Test	student887aaa@onlinepare.net	Nursing Associate		
Student2 A	Cohort Test	student776aaa@onlinepare.net	Nursing Associate		

View Account Profile

'A' icon to identify 'A'pprentice Learners

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 HEI Senior Administrator has access to correct the email address if required, and to re-send the activation email. 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 by an HEI Senior Administrator.

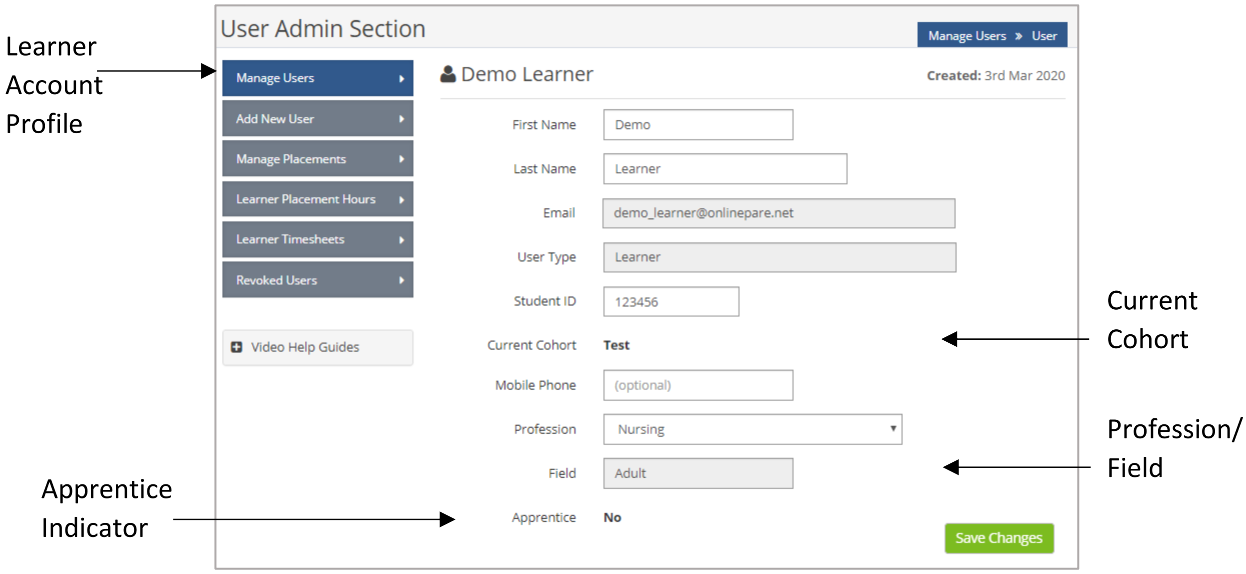
User Profile Screen

On clicking the View button for a learner's PARE record displayed in the Manage User's screen, you are taken to the profile screen for the learner. This looks similar to your own 'My Profile' screen. The top section of this screen contains the user's name and contact details. The screen displays additional details relevant to a user type of Learner, including:

User Type (set to 'Learner'), the Student ID item and the Current Cohort. The User Type is non-updateable, although the email ID may be updated by an HEI Senior Administrator with the additional placement coordinator role. The Current Cohort is display-only and is derived from the cohort specified on the most recent placement allocation for the learner. Learners are associated with the one profession on PARE (for their current programme), and if this is a Nursing profession, then the Field is also specified (Adult, Child, Mental Health, Learning Disability, Return to Practice). The profession (and field if applicable) are determined by the data uploaded onto PARE, or entered manually, by an HEI Senior Administrator with the placement coordinator role.

It is important that the PARE team are notified if the learner is to change to a different field of nursing part way through a programme. For many HEI programmes on PARE (prior to the new 2018 compliant Nursing Pan North and Pan Midlands assessment documentation), the PAR Document is different according to the field of study. The field can only be changed at the end of a programme year on PARE and PARE will need to be notified before the activation of the PAR documents for the new programme year.

If the learner is following an apprentice route, then the Apprentice indicator on the learner profile will be set to 'Yes', else 'No'. Again, this information is derived from the data supplied when the learner data was uploaded/entered on to PARE.

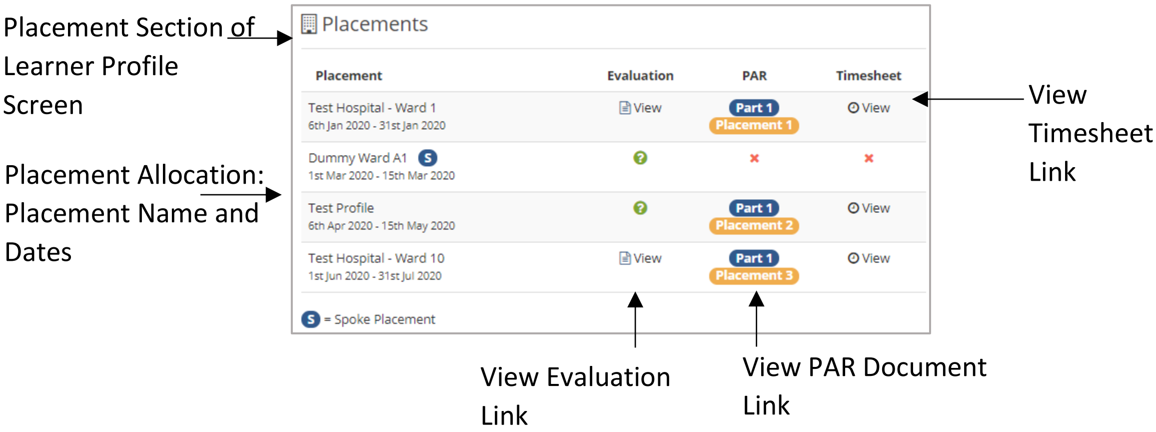


NB: Make sure you save any changes you make in this screen, by clicking on the 'Save' button, or you could lose your changes.

The bottom section of the learner profile screen displays the placements section, i.e. the placement allocations set up for the learner and links to the learner's documentation on PARE. See next section on View Learner Placement Allocations.

View Learner Placement Allocations

Placements are allocated to learners on PARE by HEI Senior Administrators with the placement coordinator role. This may be done as a part of a bulk upload that is run on a periodic basis prior to learners for specific professions and cohorts going out on placement, or as manually entered allocations. The HEI Senior Administrator also has access to amend the placement allocation details if these are incorrect or change, and to manually assign documentation (assessment document, timesheet, and/or evaluation) for the placement allocation. As an Academic Link user, you may view placement allocations for a learner via the learner's PARE profile, in the Placements section of the profile, underneath the learner's name, cohort and profession details.



The Placement allocations are displayed in date order i.e. the allocation with the earliest start date is displayed at the top of the list. For each placement allocation, the placement name, start and end dates are displayed, and the links to the Evaluation, PAR document, and/or timesheet, depending on whether these have been assigned to the placement allocation. Document assignment is carried out by an HEI Senior Administrator with the placement coordinator role, as part of the setting up of the placement allocations for a cohort.

The assignments may be amended at any time by HEI the Senior Administrator if required. However, data cannot be copied from one document to another on PARE, if an incorrect document was assigned initially. It is very important, therefore, that HEI staff and learners check at the beginning of document assignment, that the correct documents (assessment documents, timesheets and/or evaluations) have been assigned from the outset.

The icons displayed for the Evaluation, PAR and Timesheet columns, for the placement allocations in the learner profile screen, are as follows:

Evaluation: A View link with a document icon is displayed for a completed evaluation. Click on the link to open the evaluation. A question mark icon (in a green circle) is displayed if the evaluation has not been submitted by the learner. Non-submitted evaluations that have past the closing date for submission of the evaluation can no longer be submitted. A red cross indicates that no evaluation has been assigned for the placement allocation.

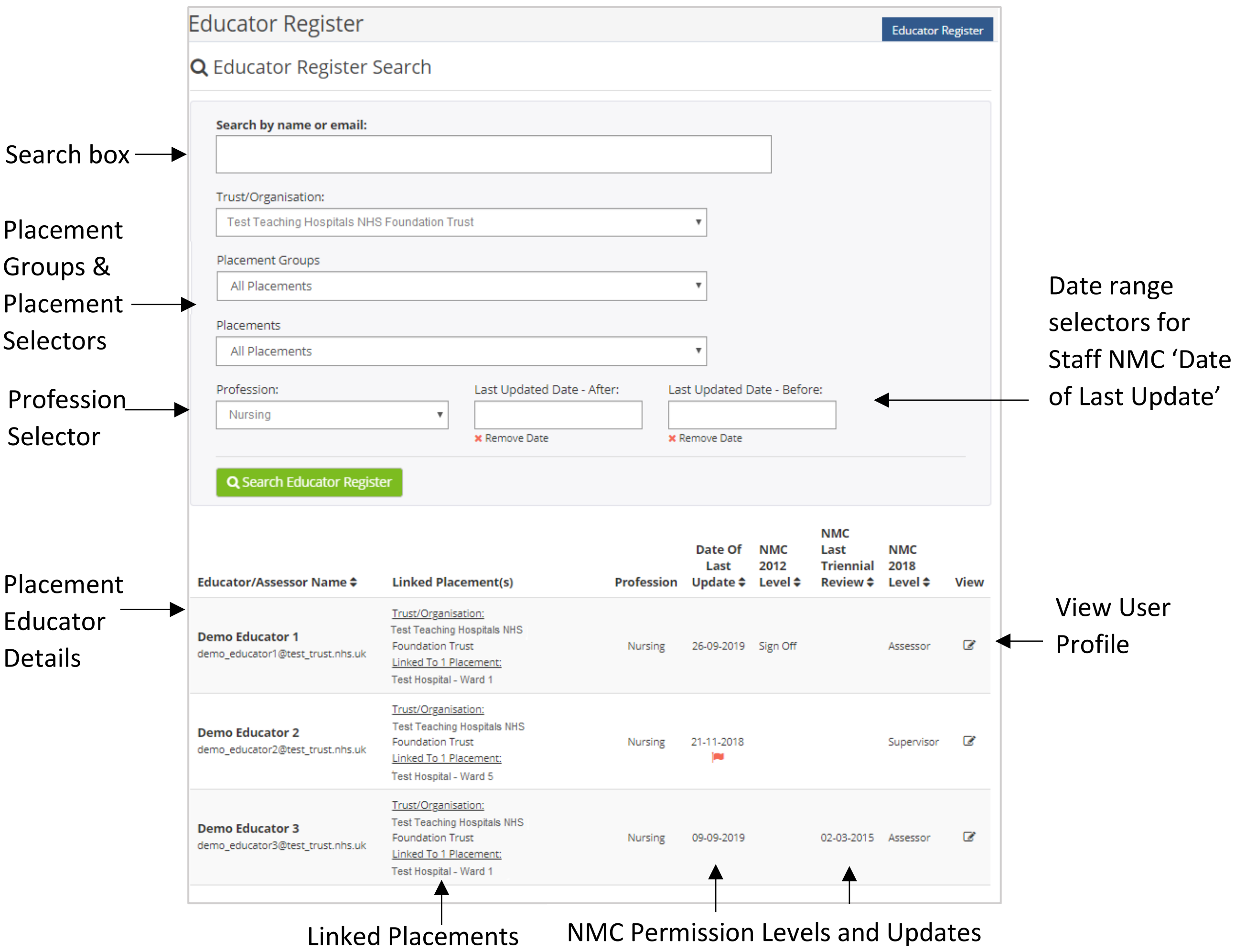
PAR: A coloured document label, displaying the document Year/Part and the Placement number, indicates that a PAR Document is assigned to the placement allocation. Click on the document label to open the PAR document. A red cross indicates that no PAR document has been assigned. Please note that the term ‘PAR’ is used in this Guide, although HEIs may have their own specific terminology for the assessment document (e.g. ‘PAD’, ‘PAN’, ‘CAT’ etc.).

Timesheet: View link with a clock icon indicates that a timesheet is assigned. Click on the link to open the timesheet. A red cross indicates that no timesheet has been assigned.

Educator Register

The Educator Register, accessed from the blue menu bar at the top of your PARE Dashboard, enables you to access the Educator Register Search screen to view the Educator Register details for members of staff in your linked placement area(s) on PARE. 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'**: to display staff whose name or email address matches the text string entered in this box.
- **Placement Groups**: to display staff for placements in a selected Placement Group for the HEI. This option is not available if a Trust/Organisation is selected.
- **Placements**: to display staff for a selected placement for the selected Trust/Organisation, or Placement Group. The default is 'All Placements'.
- **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 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.

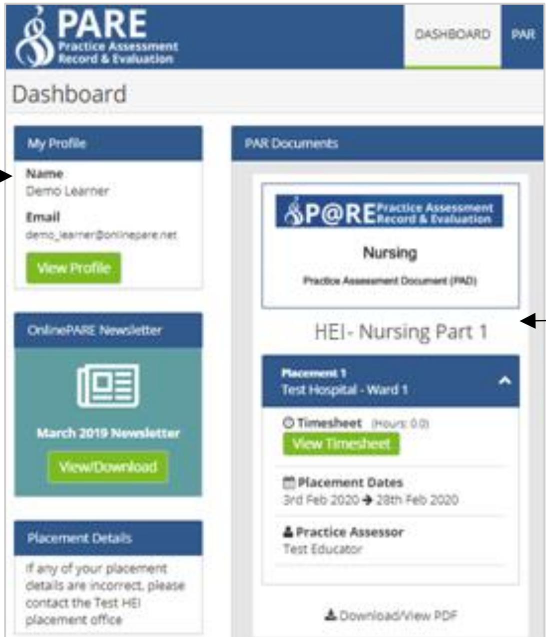
The red flag icon displayed in the Date of Last Update column is displayed for the staff record if the 'Date of Last Update' date is more than a year in the past. Hover the cursor over the flag to see the *hint text*: 'Practice Educator is out of date for mentoring/supervising learners.'

Assessments

If your HEI/profession uses PARE for online practice assessment, there are numerous features on PARE to monitor and support learners' completion of their practice assessment document. The practice assessment record 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. As an Academic Link user, you may access a learner's PAR Document from the user's account profile (see the User Profile Screen section of this Guide) as well as from specific screens designed to support the management of documentation for whole cohorts, or the documentation to which you may be assigned as an assessor/tutor. As learners complete their assessment documentation, then their progress may be monitored via the PARE Mark Sheet facility.

Learners can access their assigned PAR Documents directly from their PARE Dashboard (see the following screenshot of an example learner's Dashboard), once it has been assigned to them on PARE. They can click on the PAR Document image to open the PAR Document for completion. Placement staff who are directly assigned for supervision of a learner's current placement, will also have access to the learner's PAR Documents from their PARE Dashboard. See the Learner Guide and Placement Educator Guide for further details on completion of the PAR Documents.

Learner's View of the PAR Documents section of their PARE Dashboard



PAR Document Image, and link to access the Document

To support the NMC 2018 standards for the nursing professions (Nursing, Midwifery, SCPHN, District Nursing, Nursing Associate) an Assign Assessors/Tutors screen on PARE enables assignment of the NMC defined Academic Assessor role to learner assessment documents, as well as the Personal Tutor assignment. In addition, an Academic Assessors Portfolio screen is available for nursing HEI staff to view statistics and learner PAR document pages, which have been updated/signed as part of the academic assessor role requirement.

The next sections provide further detail on all these features, as well as access to PAR Documents, and the reactivation of older PAR Documents. Please note that the Learner Guide and Placement

Educator Guide detail all the features related to PAR Documentation completed, including features that HEI staff have access to such as electronic signing and the PAR Document Discussion board. See these Guides for further information.

PAR Document Access Permissions

An HEI Senior Administrator with the additional placement coordinator role sets up the learner placement allocations on PARE for cohorts. This may be done as a part of a bulk upload that is run on a periodic basis prior to learners for specific professions and cohorts going out on placement, or as manually entered allocations. Once a PAR document is assigned to a learner on PARE for a profession that is also a profession selected for your PARE profile (see the My Profile section of this Guide) you have access to view the document via the learner's account profile (see User Profile Screen section) as well as the PARE assessment screen, as further detailed in the following sections.

All PAR Documents have been designed to enable access to only those sections and signatures that are applicable to the user's role and access permissions. The learner will be able to access the learner sections/signatures, and the practice staff will be able to access the practice staff sections/signatures. In addition, for the nursing PAR documentation, the NMC 2018 standards define a higher access permission level of 'Practice Assessor', to ensure that only placement educators assigned as the Practice Assessor for the learner's PAR document, have access to those sections of the document that should only be completed and signed off by the Practice Assessor (the final competency and final interview sections for example).

Non-nursing professions on PARE may also make use of a higher level of practice staff access but may refer to the role under a different name such as Sign Off Practice Educator or Sign Off Clinical Educator. Either way, the practice staff must be assigned as the Practice Assessor/Educator to the learner PAR Document, for the higher level access permission. You may view the Practice Assessor/Educator assignments for a learner's PAR Document placement allocation, via the Assessment Documents screen (see the Assessment Documents section in this Guide).

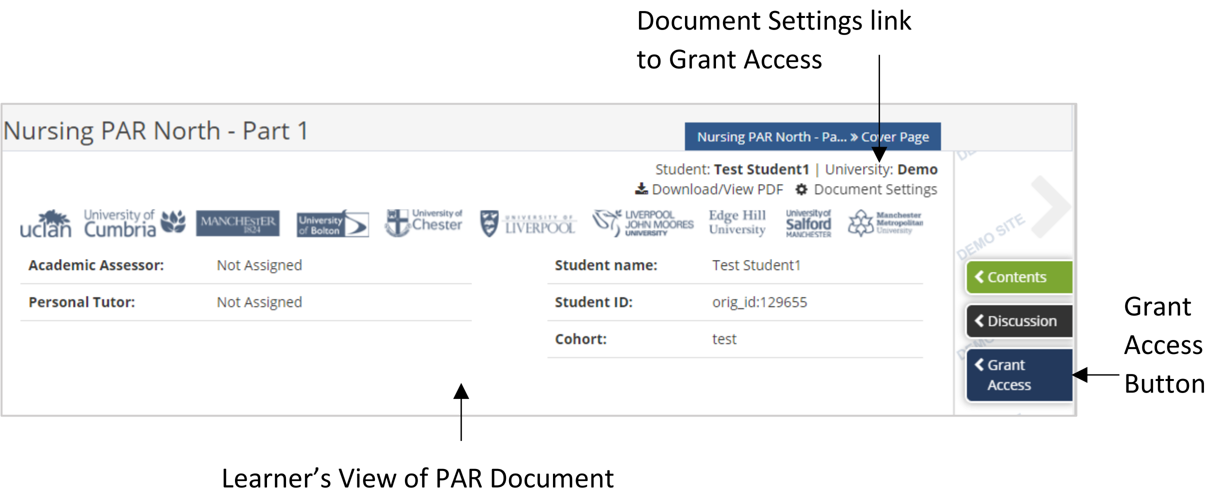
The HEI applicable sections and signatures of the PAR Documents also restrict access to HEI staff only. As a PARE user with an Academic Link account, you have access to all HEI staff signatures on your HEI's learner PAR Documents. If required, you may also access the practice staff sections/signatures of a PAR Document if you have access to PAR Documents as a Practice Assessor. Contact the PARE team in order to have this level of access enabled.

For both HEI staff accounts and practice staff accounts, the user must have the same profession selected on their PARE account profile as the learner's profession, in order to access the learner's documentation on PARE.

Grant Temporary PAR Document Access

You have access to your learner PAR Documents on PARE for the duration of the learner's programme. The practice staff, however, only have access to current learner PAR documentation, starting from four weeks prior to the placement starting (or from when the PAR Document is set up and made available for the learner if that has not been done four weeks prior to the start or earlier). Access is then available to practice staff throughout the duration of the placement and up to four weeks after the end of the placement. This is the period within which all the placement sections of the PAR document should be completed.

Learners (and HEI Senior Admin users) have access to grant temporary access to a practice member of staff from a previous placement, where access has since expired, using the Grant Access feature. To grant temporary access, the learner just needs to click on the Document Settings link on the front page of the learner's PAR Document, or the 'Grant Access' menu item button that is available to them, to open the Access Settings window:

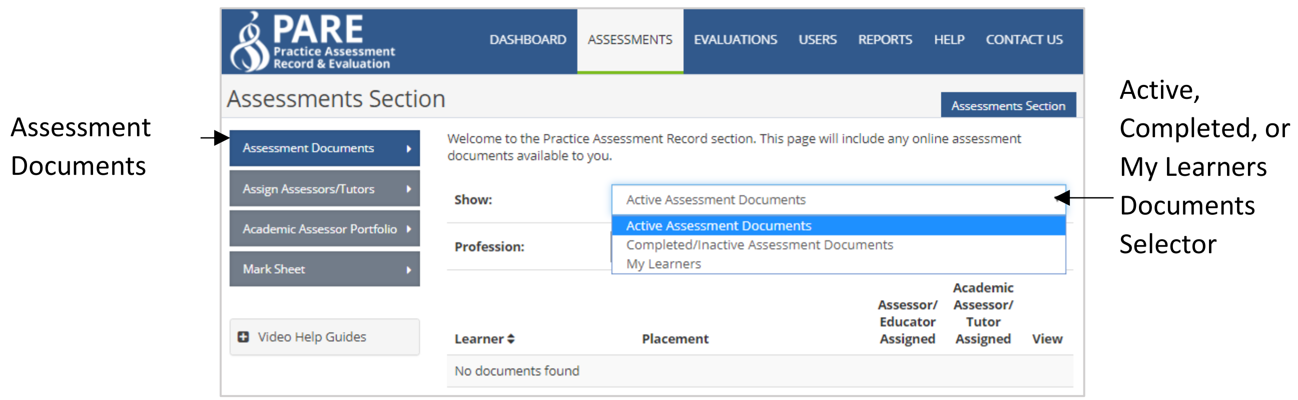


In the Access Settings pop-up window, the learner may select an existing Practice Assessor/Educator for the granting of temporary access, or they can enter the PARE account email address of a placement member of staff to grant temporary access. Note that a learner cannot grant access to a member of staff to complete Practice Assessor/Educator sections of the document, if they were not assigned as the Practice Assessor/Educator for the original placement. Only Placement Senior Admin users for the organisation (or the PARE team if there are no available Placement Senior Admin users), have access to re-assign Practice Assessors/Educators for historic placements. It is therefore important for the learner's placement-specific pages/sections to be completed and signed off during the placement, whilst all the required staff are available, and not left to complete retrospectively.

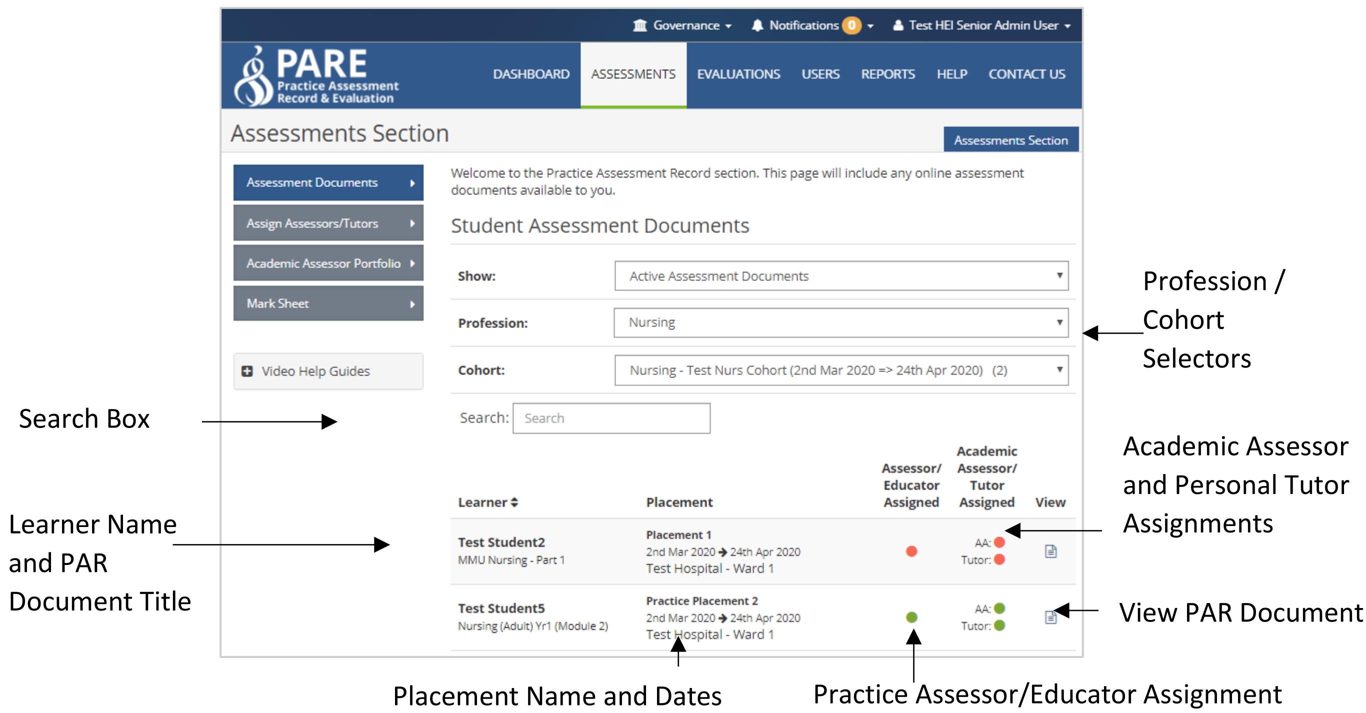
Assessment Documents Screen

The Assessment Documents screen enables you to easily locate all currently active learner PAR documents, for your HEI learners that have the same profession as a profession specified on your PARE account profile. When you first access the screen, you need to select the type of PAR Documents that you wish displayed, from the Show drop-down selector. This may be:

- **Active Assessment Documents:** PAR documents that are currently active and have a start date no earlier than four weeks prior to the current date.
- **Completed / Inactive Assessment Documents:** PAR documents with placements that have ended and that are no longer active (i.e. have been set to read-only).
- **My Learners:** PAR Documents to which you are assigned as either an Academic Assessor or Personal Tutor.



Select the learner profession from the Profession drop-down selector. This will display your profession(s) specified on your account profile. If you selected the Active Documents, or Completed Document options in the Show selector, you will then see the Cohort box displayed. You must select a cohort from the Cohort selector in order to see the learner PAR documents displayed in the screen, either for a selected cohort, or the 'All Cohorts' option. You may further restrict the learner records returned by the search, by entering a text string in the Search box. Learners with a name that includes the text string will be displayed. For each learner that matches the selection criteria, the learner name is displayed, the PAR document title, the placement details (name and dates), the Practice Assessor/Educator assignment (if applicable), and the HEI staff (Academic Assessors and/or Personal Tutor) assignments.



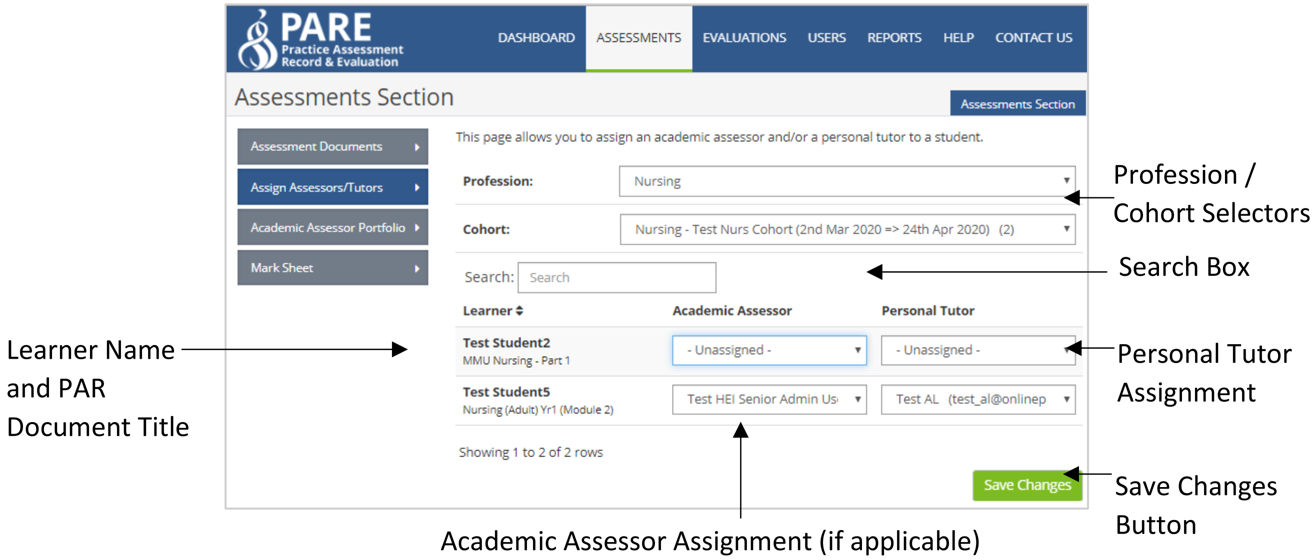
A green dot in the assignment columns indicates that an assignment has been made, a red dot indicates that this is unassigned. Hover your cursor over a dot to open the tooltip text. If no assignment has been made (red dot), then for the Assessor/Educator assignment the tooltip displays the names of the Placement Educator Lead (Team Managers for the placement area). If an assignment has been made the tooltip displays the name of the assigned user (and the email address for HEI staff). Click on the PAR Document title to open the learner's PAR document, or the View link (document icon).

Assign Assessors/Tutors

For nursing professions on PARE, the 2018 NMC standards define an Academic Assessor role, and require an Academic Assessor to be assigned to a learner's practice assessment document. The HEI Senior Administrator team will normally input the details of the Academic Assessors and the Personal Tutors for each learner at the start of each academic year. However, if any learner gets missed or the assignments need to change during the year then you can assign yourself to the appropriate learner from this screen.

On accessing this screen, you will need to specify the Profession and Cohort from the drop-down selectors, and you may further refine the search by entering a text string in the Search box. This will reduce the learner records displayed to those whose learner name contains the specified text string. For each learner with a PAR document, for the selected profession, cohort, and with a name matching the search string (if specified), the learner's name and PAR Document title are displayed.

The screen contains two columns alongside the learner's name, for selection of the Academic Assessor, and selection of the Personal Tutor. For non-nursing professions, and for older nursing PAR Documents that are 2012 NMC compliant (not 2018 NMC compliant), then a 'N/A' is displayed in the Academic Assessor columns. Click on the Academic Assessor and Personal Tutor drop-down selectors to select the required member of staff's name. HEI Staff with active accounts are displayed in the list first, followed by staff with pending accounts (i.e. new accounts requiring account activation by the user).



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

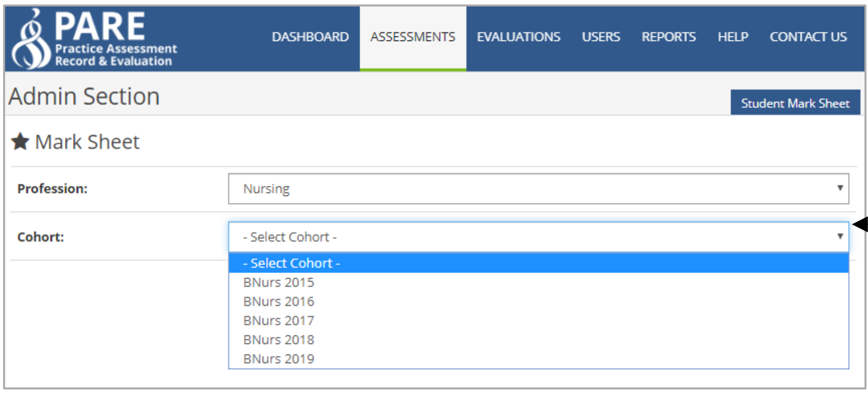
When an assignment has been made and saved, the learner will see the assigned name(s) on the front page of their PAR Document. Learners do not have the facility to make Academic Assessor/Personal Tutor assignment themselves on 2018 NMC compliant PAR Documents and will need to approach the HEI if they have any queries relating to the assignments.

Mark Sheets

This powerful feature enables HEI staff to follow learner progress in practice, for a whole cohort. The Mark Sheet summarises learner progress by providing at-a-glance checklists, that show how much of the document has been completed by a learner, and whether the learners have achieved the required grades/assessment criteria, as well as learner progress in completing the required number of practice hours for the programme. The Mark Sheet data can be downloaded as a spreadsheet, for further data manipulation and reporting if required.

Mark Sheet Access

To access the Mark Sheet for a cohort, navigate to the Mark Sheet screen, from the Mark Sheet menu item of the Assessments screen. Select the profession in the Profession drop-down selector (which will list the professions specified in the profession list for your account profile), and then select the Cohort name Cohort drop-down selector.



Mark Sheet Profession and Cohort Selectors

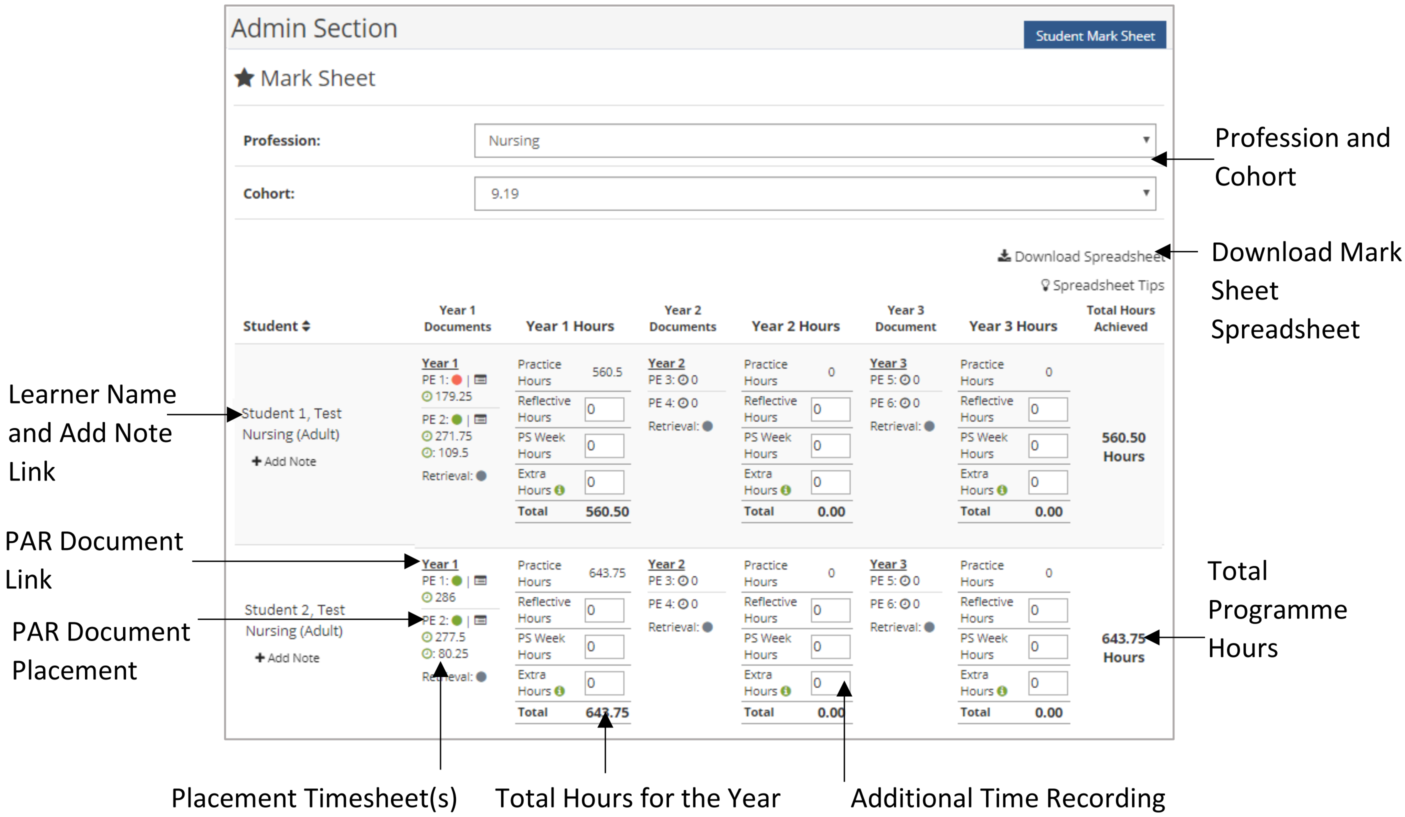
The Mark Sheet will need a few seconds to compile all the data for the whole cohort, and to display the results on the screen. Please note that a new style Mark Sheet is to be launched on PARE shortly, to be announced via the PARE Newsfeed.

Mark Sheet PAR Document and Practice Hours Display

The existing Mark Sheets on PARE, for each HEI and profession, share the same standard features but may have HEI/Profession specific Hour recording boxes for the manual entry of additional learner time recording activities (and other minor differences). Learners are displayed in alphabetical order by surname, and for each learner record, the learner's name is displayed, followed by the documents for each year of the programme. The PAR document itself may be accessed for a learner by clicking on the Year 1, Year 2, or Year 3 link for the learner, to open the corresponding document. Underneath each document link the placements are listed as 'PE1', 'PE2' (for practice experience 1, practice experience 2 etc.) or 'Block', or 'Semester' (depending on the HEI/profession). A red dot against the placement number indicates that the corresponding placement pages in the PAR Document have not been completed, a green dot indicates that the placement pages have been completed.

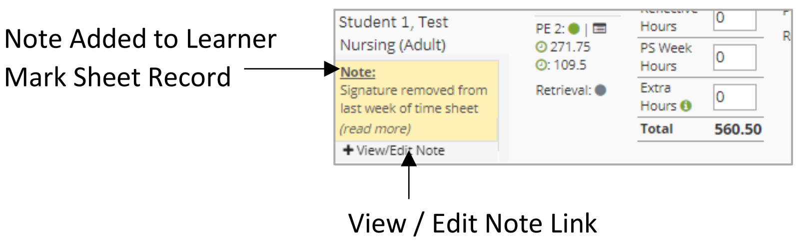
Underneath each placement, the associated timesheet details are displayed. Usually there is just one timesheet per placement but were the placement has also included additional time spent on a spoke for example, or a document placement is split across numerous placement allocations, then the timesheet(s) for these will also be displayed. The timesheet is displayed as a clock icon, with the number of signed off practice hours displayed next to it. A green icon indicates a fully signed off timesheet, a red dot indicates that the timesheet is incomplete. Timesheets yet to be assigned to hub placements appear as a grey icon (similarly for placements yet to be assigned.). Click on the clock icon to open the corresponding timesheet. Retrieval documentation may also be displayed on the Mark Sheet.

Alongside the documentation and checklist links, the total Practice Hours are displayed for each year, and some Mark Sheets include boxes for manual entry of hours for the recording of hours spent on additional programmer activity. To the far right of the record for each learner the accumulative total practice hours calculation for the programme as a whole is displayed.



Add Note to Mark Sheet

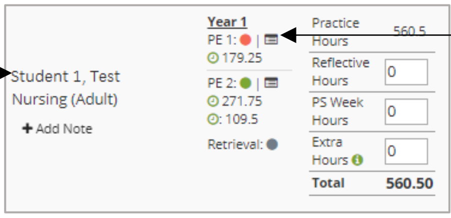
You may add a Note to a learner's Mark Sheet record, by clicking on the Add Note link under the learner's name. Enter the required text in the Mark Sheet Note pop-up window. This can be revisited any time, to view or add text, by clicking on the View/Edit Note link that is displayed under the top section of the yellow note box, displayed under the learner's name:



Mark Sheet Checklists

For a selected learner's record on the Mark Sheet, click on the checklist icon next to the placement denoted by 'PE' (or 'Block' or 'Semester'), to open the PAR Document checklist for the PAR Document placement.

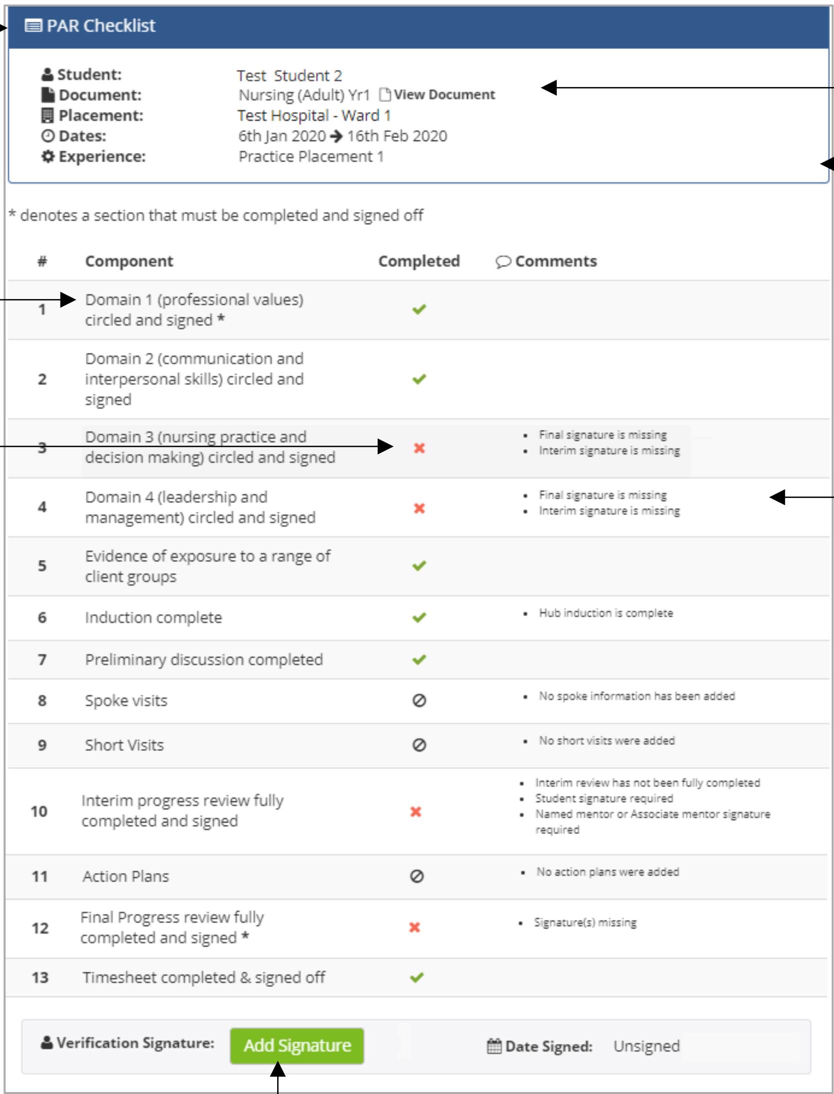
Learner Mark Sheet Record



PAR Document Placement Checklist Link

The PAR Checklist pop-up displays a list of pages for completion for a placement in a PAR Document, such as the preliminary discussion/initial interview, mid-point review and final progress review, and the main domain/competency sign off pages (nursing professions). A green tick indicates that the page has been completed, a red cross indicates incomplete, a no-entry sign indicates non-applicable. The Comments column provides additional information where items on a page, such as a signature, are missing, to specify which signature(s) are still required.

PAR Checklist Pop-Up for PAR Document Placement



PAR Document Link

Learner and Placement Details

Placement Page Title

Page Completed Status

Comments on Completion Status

Verification Signature (some HEIs)

At the bottom of the checklist, a Verification Signature section is displayed for some HEI/profession checklists. Where this is displayed, an HEI staff member may add their signature to verify the checklist once it is complete, or to verify an incomplete placement (due to learner ill health, or the learner failing to meet required standards etc.).

The Mark Sheet data may also be downloaded as a spreadsheet for further filtering and reporting purposes. Click on the Download spreadsheet link at the top of the Mark Sheet, to specify a name for the file (or accept the default name). The spreadsheet contains the summary data displayed on the screen for each learner.

PAR Document Notifications

Notifications are sent to your PARE account, for learner PAR Documents to which you are assigned as an academic assessor or personal tutor, and can be viewed and managed through the 'My Messages' screen on PARE (see the Notifications section in the Introduction to this Guide for further details). Each notification will contain a link to the learner's PAR document, and if applicable, a particular page of the document.

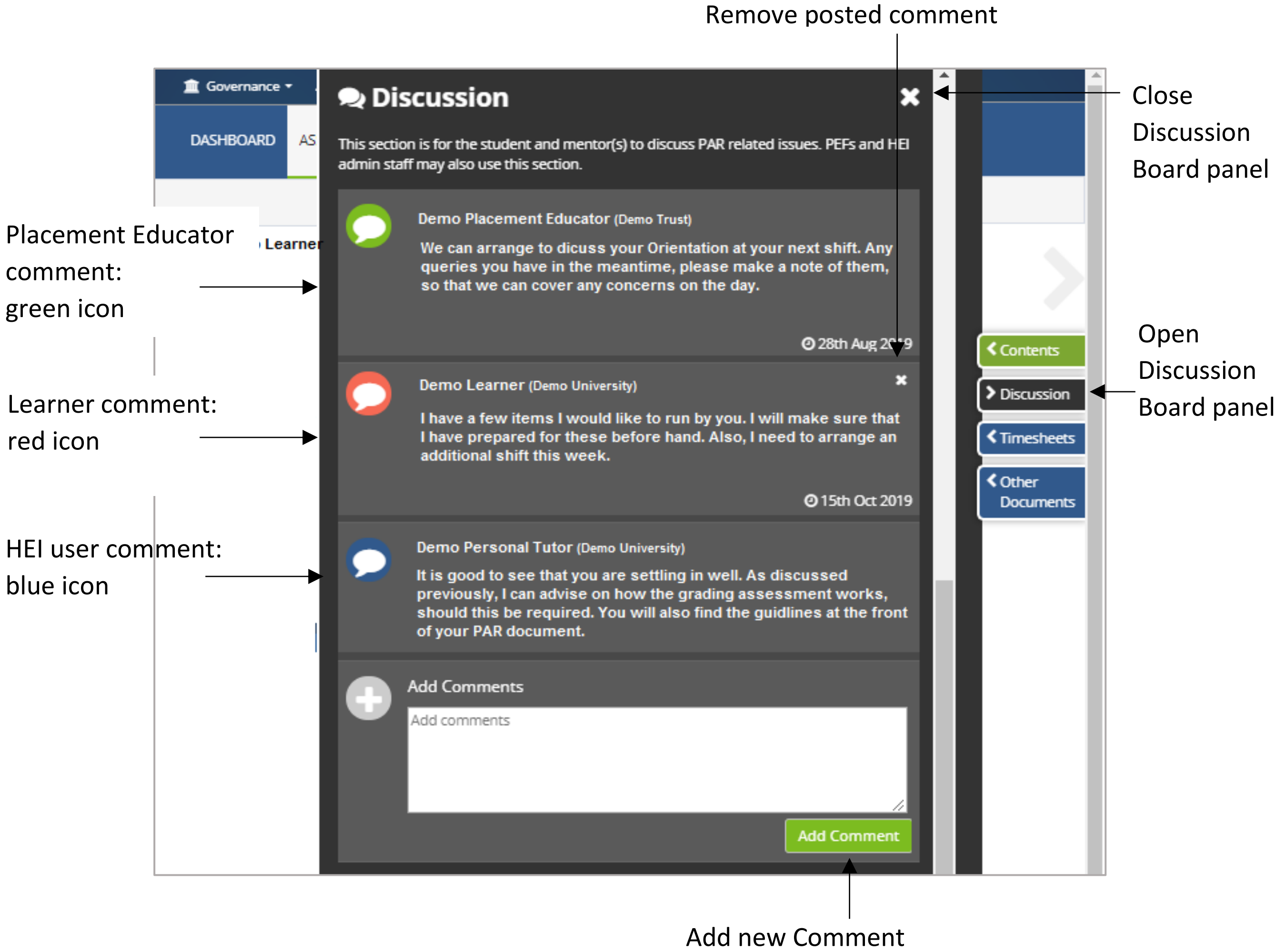
PAR Document notifications include reminder notifications, to remind users associated with a particular learner's PAR document, that certain milestone pages have still to be completed. Using the Nursing assessment documentation as an example, reminder notifications are sent out to the learner, as well as to the practice assessor, academic assessor and personal tutor assigned to a learner's PAR document, for the following Nursing document placement milestones:

- **Initial Interview reminders:** sent to learner and practice assessor, a week after the placement start date, if the Initial Interview page is not completed. The reminder is sent again after 2 weeks, if the Initial Interview page is still not completed, but this time it is also sent to the academic assessor and personal tutor.
- **Mid-Point Interview reminders:** As for the Intial Placement Interview reminders, but sent out from a week after the mid point of the placement (the date that falls mid way between the placement start and end dates) if the Mid-Point Placement Interview page has not been completed.
- **Final Interview reminders:** As for the Intial Placement Interview reminders, but sent out from a week after the end date of the placement, if the Final Interview page has not been completed.

Discussion Board

As well as communication via notifications, PARE also incorporates a Discussion Board feature, which can be accessed via the Discussion menu bar item for an open assessment document. Clicking on the Discussion menu item opens the Discussion Board panel, which includes a scroll bar facility to scroll through the discussion thread for all previous comments that may have been posted to the Board. The Add Comments section at the bottom of the Board panel, is the area for posting new comments. Once a comment is submitted, by pressing the 'Add Comment' button, other users assigned to the PAR document will be notified that the comment has been posted. If there are any unread posts, this will also be indicated on the Discussion menu item button (as '2 unread' for example) when you next open the document.

Details of the author of each comment are displayed at the top of the comment. The comment icons displayed at the top of each post are also colour-coded to aid identification of comments. Green indicates a comment posted by placement staff, red indicates a comment posted by the learner, and blue indicates a comment posted by an HEI user (such as the Academic Assessor or Personal Tutor). Once submitted, a posted comment cannot be amended, although it can be deleted, if it is a comment that you posted via your own PARE account login, and you are currently logged in under your own PARE account login. You will see the cross icon at the top-right of the comment. Notifications are not sent out for Discussion Board comment deletion actions.



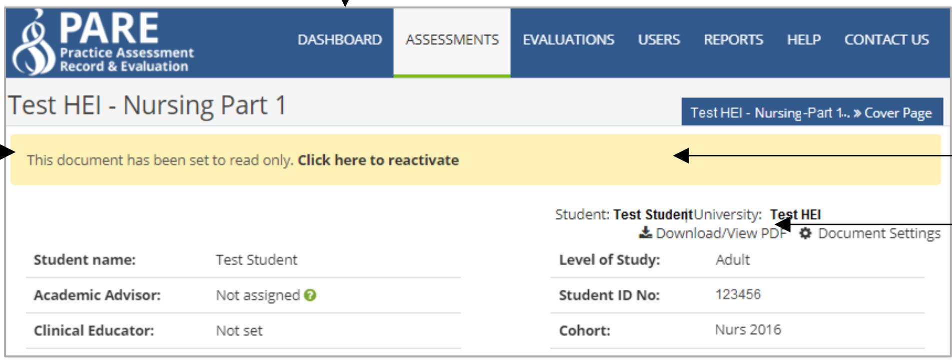
Reactivate Completed/Inactive PAR Document

The learner PAR document is set to a read-only (i.e. inactive status) two weeks after the last placement in the PAR Document has ended, if the document has been fully signed off. If required sections remain incomplete, then the document will remain open for up to six weeks after the placement has ended, at which point it will automatically be set to read only, and all items in the document will become non-enterable, and no Unlock buttons will be displayed. This is to ensure that the PAR documents are completed as close to the practice experience as possible, and that once the final placement has been completed, along with the required sections on all the previous placements (if a multi-placement document), the document cannot then be amended as it goes through the examining board process.

If a learner, or a practice member of staff, needs access to a PAR document that has been set to read-only then they will need to contact the HEI to assess if the document can be reactivated. As an Academic Link user, you have access to reactivate an older PAR document. Open the learner PAR Document, either from the learner's account profile, or from the Assessment Documents screen. Click on the reactivate link in the yellow information banner that appears across the top of the front page of the PAR document. A message is displayed informing you that the document has been reactivated and a notification is sent to the student.

Top Section of Learner's PAR Document Front Page

Banner Displaying Document Read-Only Status

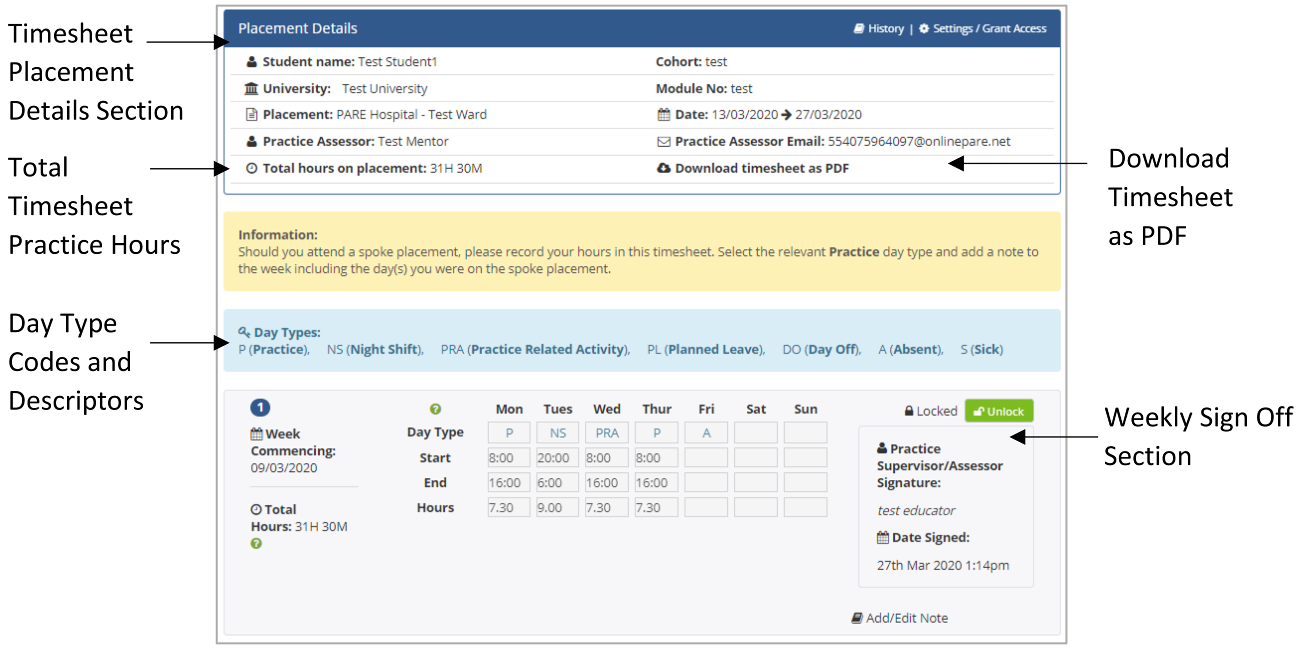


Click to Reactivate

Download PAR Document as PDF

Timesheets

The PARE online timesheet feature supports comprehensive practice hours time recording for learners, as well as time recording for other activities relating to specific HEI programmes. The different types of hours that are applicable for an HEI's profession are differentiated by Day Type codes. These are confirmed between the HEI and the PARE team, prior to a new HEI programme taking up use of timesheets on PARE, and may be viewed by opening a timesheet for a learner on the system and viewing the list of Day Type codes, along with their descriptors, that are displayed in the Placement Details section of the timesheet. See the PARE Learner Guide for a detailed description of timesheets on PARE and timesheet completion.



Standard Day Codes used by most HEI professions include the 'P' code for practice hours recording, 'NS' for night shift hours recording (nursing related professions), 'PRA' for practice related activity, 'UTH' for university theory hours, and 'A' for absence. Timesheets record total signed off hours on a weekly basis, and for the timesheet as a whole. The total practice hours, which may include more than one Day code in the total (Practice hours, plus Night Shift hours, plus Practice Related Activity hours, for example) are displayed on the timesheets, the learner Dashboards, and several screens and reports that HEI staff have access to (see following sections). In addition, the timesheet hours are pulled through on to the Mark Sheets, which display the accumulative practice hours for each learner in a selected cohort, for the whole programme.

HEI Senior Administrators with the additional placement coordinator role are usually responsible for the assignment of the timesheets to learner placement allocations, and set this up as part of the student data import file upload process (See the Student Import Data Guide). A column on the data import file includes a Timesheets column for 'Yes' or 'No' to be specified. Alternatively, an HEI Senior Administrator (with the additional placement coordinator role) may manually add a timesheet to a learner placement allocation that has already been set up on the system, but with no timesheet assigned.

Once a timesheet has been assigned to a placement allocation for a learner, then the learner has access to set up weeks on the timesheet. The weeks should fall within the start and end dates of the placement, and learners should be instructed to set up the weeks within this date range. The system will not prevent the setting up of weeks outside to the placement date range, but you may require your learners to inform you if they need to do this, in order to review the start and end dates set up for the placement.

Most HEI programmes using PARE timesheets also include a feature on the learner's PARE Dashboard for the learner to add a spoke placement or a 'Time Made Up' timesheet to make up practice hours. This feature enables a learner to add their own placement allocation and associated timesheet for placements other than the standard hub placements. See the Learner Guide for further information.

The following section details the access permissions to the PARE timesheets and the Learner Timesheets screen that you have access to as an Academic Link. In addition, HEI Senior Admin users have access to reactive older timesheets, and to enable the upload of scanned paper timesheets to an online timesheet.

Please note that a new style timesheet is to be launched on PARE shortly, which will allow even greater flexibility for the recording of different types of hours on the timesheets, and management by HEI staff. It is advisable to check the PARE newsfeed for notification regarding the release of the new style timesheet.

Timesheet Access Permissions

As an HEI Senior Admin user, you have access to sign off your learner timesheets, for learners with a profession that is the same as a profession on your PARE profile. This includes access to both the weekly sign offs and the overall timesheet sign off. Academic Links also have access to learner timesheet signatures for their placement areas (and professions) and where they are assigned as the Academic Assessor/Personal Tutor for the PAR Document.

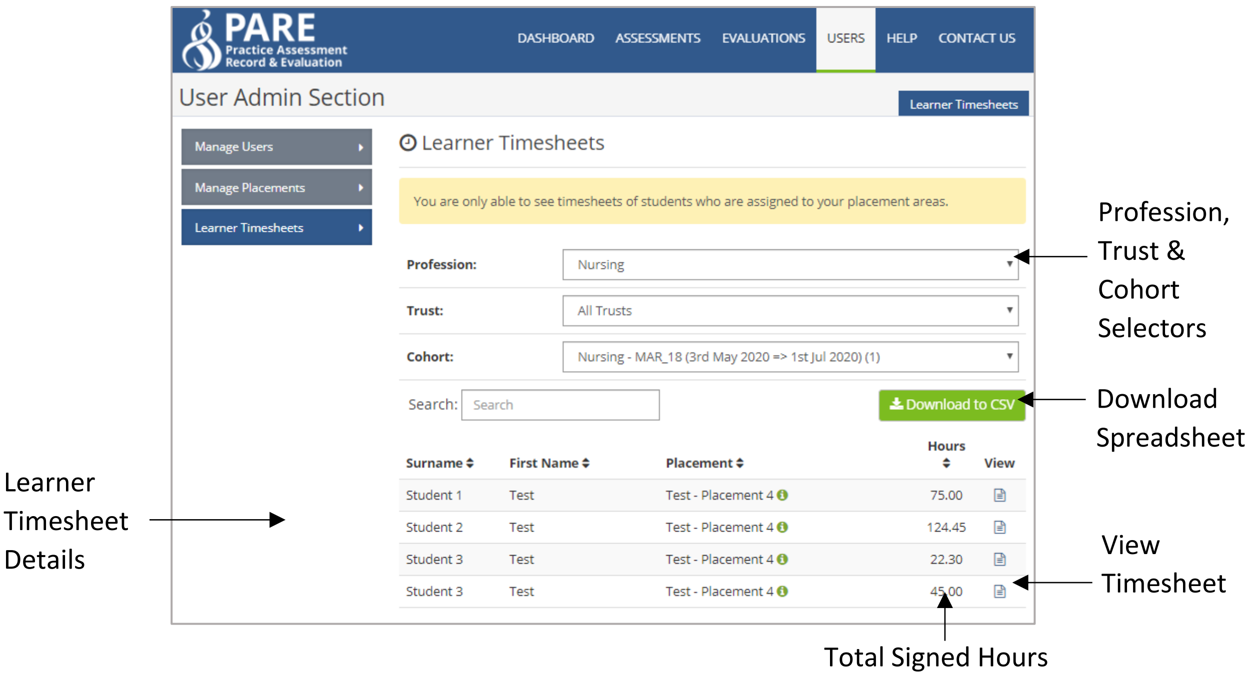
In addition, all placement staff for a learner's placement area, for the same profession as the learner, have access to sign off timesheet weeks. In order to sign off the bottom of the timesheet (the overall sign off), most timesheets require sign off by a member of staff with the higher access permission. For nursing professions, this will be the member of staff assigned to the PAR Document as the Practice Assessor. Other professions also make use of the higher sign off role, and assign a main Educator (that may be referred to as the Sign Off Practice Educator, Sign Off Clinical Educator etc.), and only this practice member of staff will have access to the timesheet overall sign off. Alternatively, Placement Senior Admin have access to sign off timesheets as for HEI staff.

Wherever possible, the member of staff who is directly supervising the learner is the person best placed to verify the weekly hours recorded by a student and to sign them off, unless the hours being recorded are related to university activity. Practice staff access to timesheets (with the exception of Placement Senior Admin users), becomes unavailable after four weeks from the end of the learner's placement. If access is required to complete sign offs, then the learner must grant temporary access to the staff member (see Learner Guide for further details on how a learner grants temporary access). For Practice Assessor/Educator overall timesheet sign off, this must be done by the member of staff who was assigned as the original Practice Assessor/Educator for the placement.

It is essential that learners complete their timesheets sign offs as close to the time being recorded as possible. This is both to ensure accurate verification of the hours recorded, and to minimise the administration overhead where sign offs are left incomplete. Learners attempting to have historic timesheets signed off, often encounter problems if their main supervisor has since moved off the placement area. In particular, signatures requiring sign off by the assigned Practice Assessor/Educator for the placement become an issue, where these cannot be signed off by any other placement member of staff. Placement Senior Administrators for the organisation (where these users are available) may reassign Practice Assessors/Educators to historic placements, or alternatively, HEI staff may complete the sign offs.

Learner Timesheets

The Learner Timesheets screen, accessed from the Users screen, displays all the learner timesheets for your placement areas and a selected profession and Trust/PIVO. In addition, the displayed timesheets may be restricted to those for a specific cohort (the default is ‘All Cohorts’). You may also click on the Hide Date Filters link, to expand this section and enter a date range, to display just those timesheets for placement dates that fall within the specified date range.



Click on the green ‘Download to CSV’ button to download a CSV file containing the timesheet data, for all the learners for the selected cohort. The CSV file is a file in a .csv file format (i.e. a basic comma delimited version of a spreadsheet). You may wish to save the downloaded .csv file to a standard .xlsx spreadsheet format with all the usual Excel features for re-ordering and filtering, as required for your reporting purposes. Just open the file, which should automatically open in your Excel application, and then go to ‘Save As’, and select the Excel Workbook (*.xlsx) from the ‘Save As Type’ drop-down selector.

The data included in the downloaded learner timesheet CSV file will be dependent on the composition of the timesheet for the specific HEI and profession. However, all downloads will include the learner name details, placement name and dates, totals for the number of signed and unsigned hours for each Day Type Code on the timesheet, and total signed and unsigned Practice Hours (incorporating hours for Day Codes such as Night Shift hours and Practice Related Activities hours). The total number of signed/unsigned hours for each week on the timesheet (for whichever Day Code) are also displayed, along with the total number of days for Day Codes that do not have hours recorded, such as days absent.

See the following section of an example learner timesheet CSV download file:

Student ID	Surname	First Name	Placement	Cohort	Start	End	P Hours (Unsigned)	P Hours (Signed)	PRA Hours (Unsigned)	PRA Hours (Signed)
123456	Hall	Emma	Test Hospital - Ward 1	BNurs 2018	27/01/2020	10/05/2020	30	82.5	0	15
234566	Begum	Akhtar	Test Hospital - Ward 4	BNurs 2018	27/01/2020	10/05/2020	22.5	105	0	22.5
345678	Davis	John	Test Hospital - Ward 1	BNurs 2018	27/01/2020	10/05/2020	75	60	15	0
456789	Gill	Alex	Test Hospital - Ward 1	BNurs 2018	27/01/2020	10/05/2020	32	56	16	0

Day Codes

Learner Name and Placement Details

Unsigned and Signed Total Hours

Timesheet Notifications

Timesheet reminder notifications are automatically sent out on PARE to notify certain users linked to the learner's placement, when the week sign off has become overdue (or the final declaration signature if all the weeks have been signed off) according to the following rules:

- **3 days overdue**: a notification is sent to the learner's account.
- **5 days overdue**: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- **8 days overdue**: a notification is sent to the learner's account.
- **13 days overdue**: a notification is sent to the learner's account.
- **15 days overdue**: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- **20 days overdue:** a notification is sent to the Placement Senior Administrator for the organisation.

Manage Placements

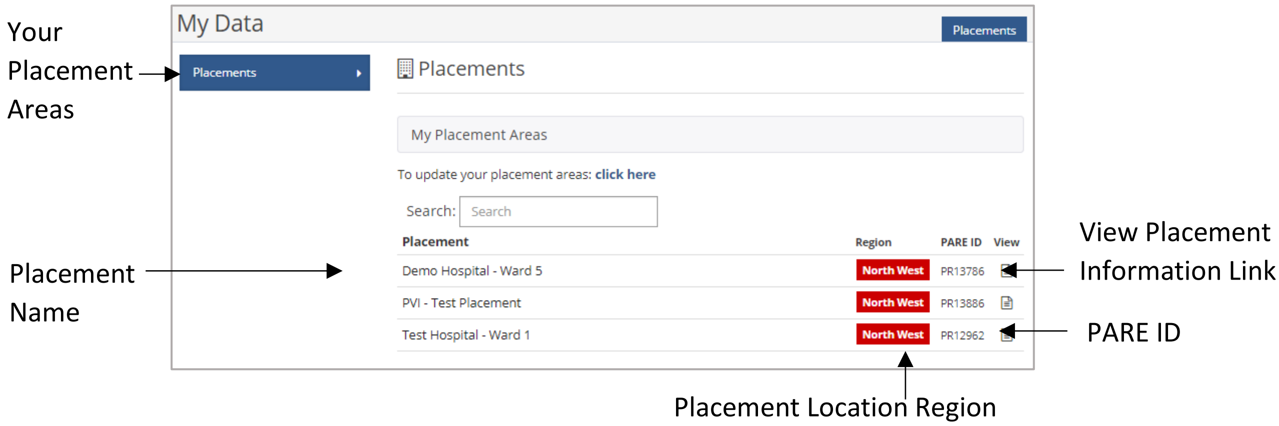
You may access and view the placement information on PARE for the placement areas linked to your PARE account profile. If a placement area has not yet been set up on PARE, then you will need to contact the HEI Senior Administrators in your organisation to arrange this. You can access the placement information directly from your PARE Dashboard by clicking on the blue Placement Details menu item, or via the User screen navigation item, and clicking on the Manage Placements menu item.

This opens the Placements screen displaying all your placement areas, as further detailed in the next 'Placement Screen' section. For a selected placement in this screen, you may access the Placement Information and profiles screens for the placement, and all the learners, practice staff and other Academics linked to the placement area. Depending on your region, you may also be able to access the Audit Tool and Availability figures for the placement area.

These placement features are detailed further in the following sections. Whilst placement audits are introduced here (for applicable regions) they are detailed further in The Audit Tool chapter of this Guide.

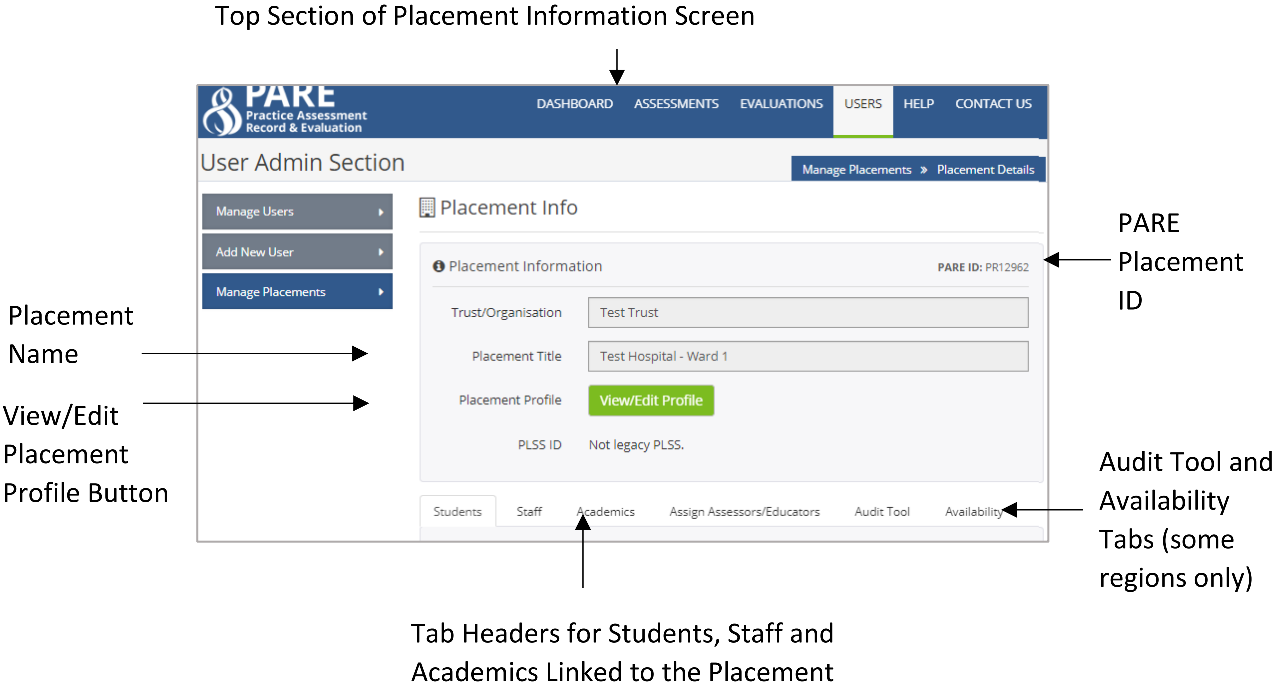
Placements Screen

This screen can be accessed from the blue 'Placement Details' menu bar on your PARE Dashboard (or via the Users screen navigation item, Manage Placements menu item) displays all the placement areas linked to your PARE profile. If you have many placement areas linked to your account profile, you can locate a placement area by entering search text in the Search box, to match the text to the placement name. For each placement area, the placement name is displayed, the region tag (as determined by the physical location of the placement), the unique PARE ID for the placement, and a View link (document icon) to open the Placement Information screen for the placement.



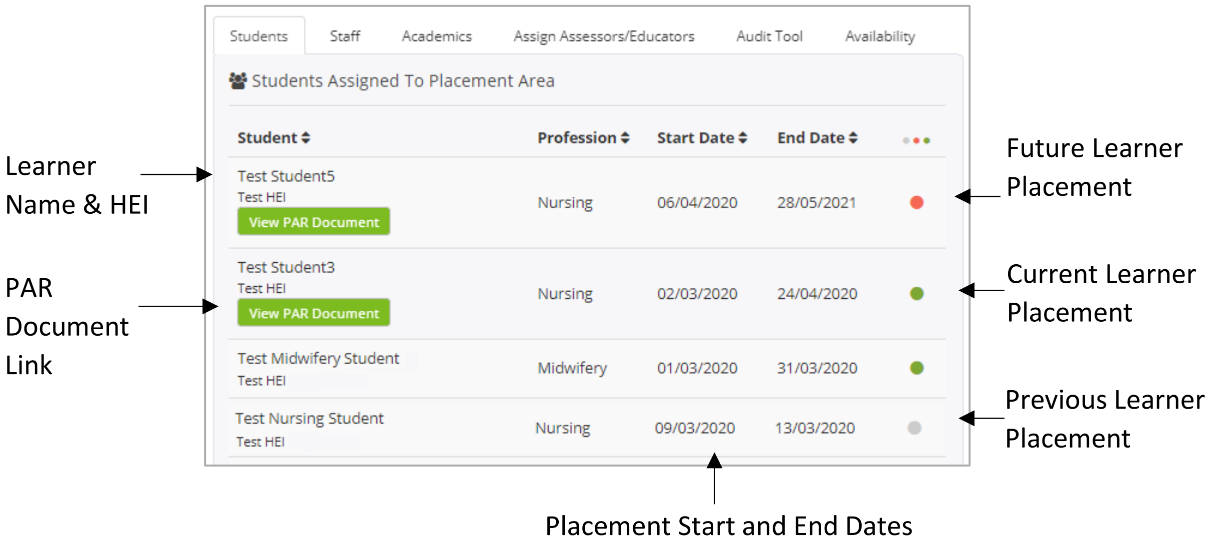
Placement Information Screen

The Placement Information screen accessed from your placements screen (see previous section) includes a header section that displays the organisation name and placement name and PARE ID for a selected placement. Click on the green 'View/Edit Profile' button in the header section, 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). Underneath the placement header, several tabs are displayed, to display learners linked to the placement (Students tab), educators for the placement area (Staff tab) and academics linked to the placement (Academics tab). For users in some regions, an Audit Tool tab and Availability tab are also displayed. Each tab is detailed further in the next few sections.



Students

All your HEI's learners linked to the 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's name 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).



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

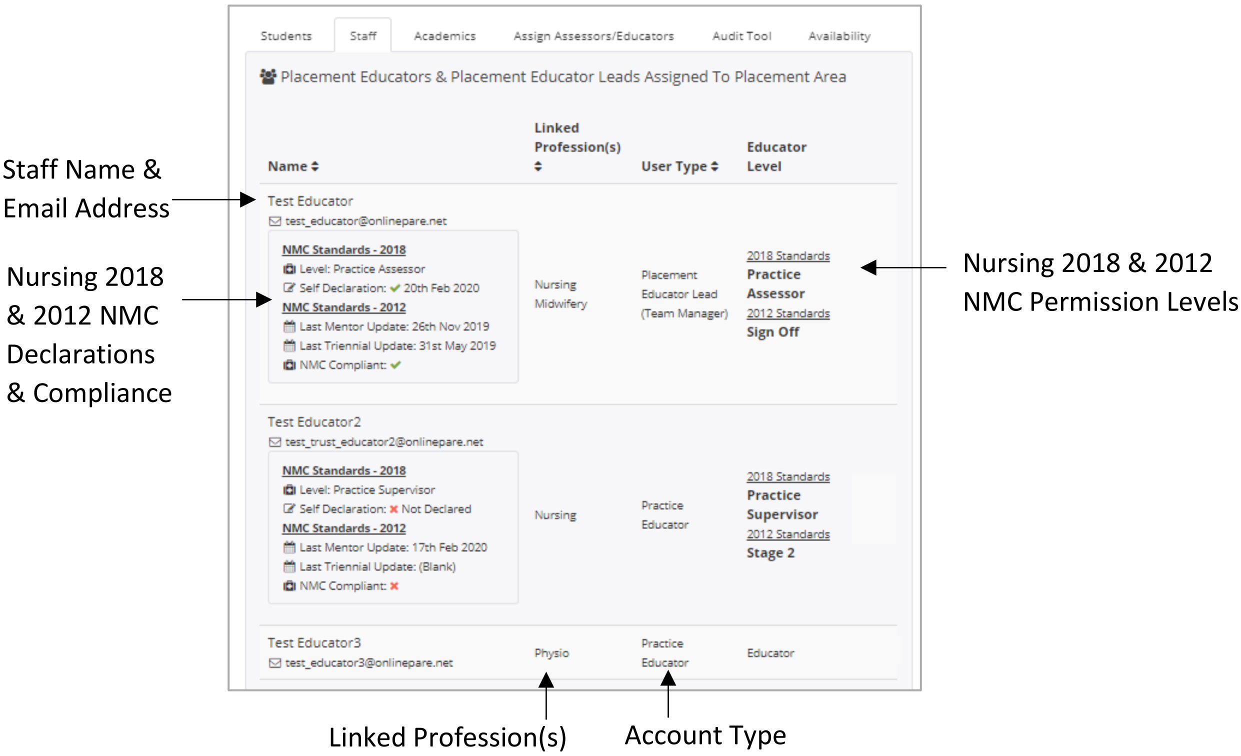
Document, or the learner's name to open the account profile for the learner. At the bottom of this tab, the number of rows (i.e. learners assigned to the placement area) is displayed, along with a selector to navigate through additional Student tab pages to view those that are not displayed on the current 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.

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.

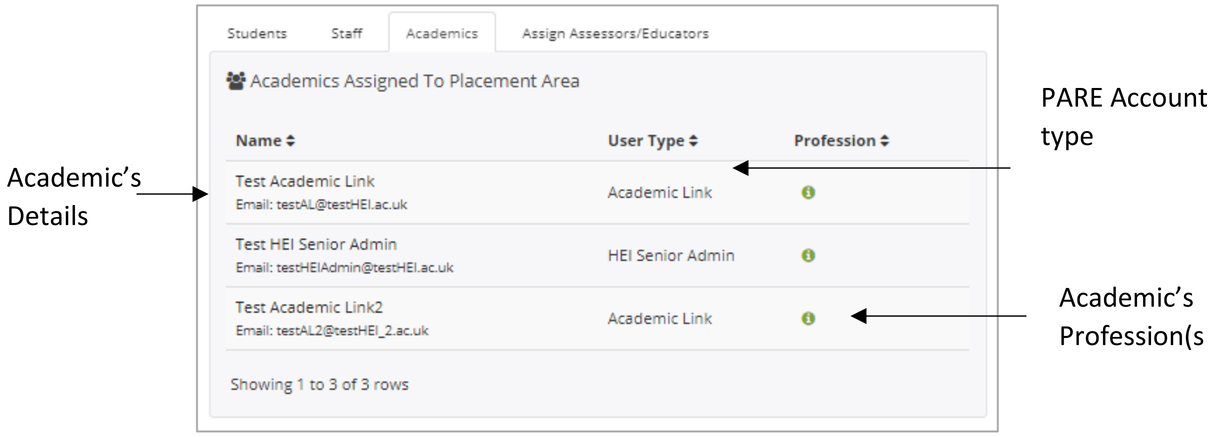
The staff records can be sorted alphabetically on any of the columns indicated as 'sort' columns (where the double arrow icon is displayed next to the column header label).



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.

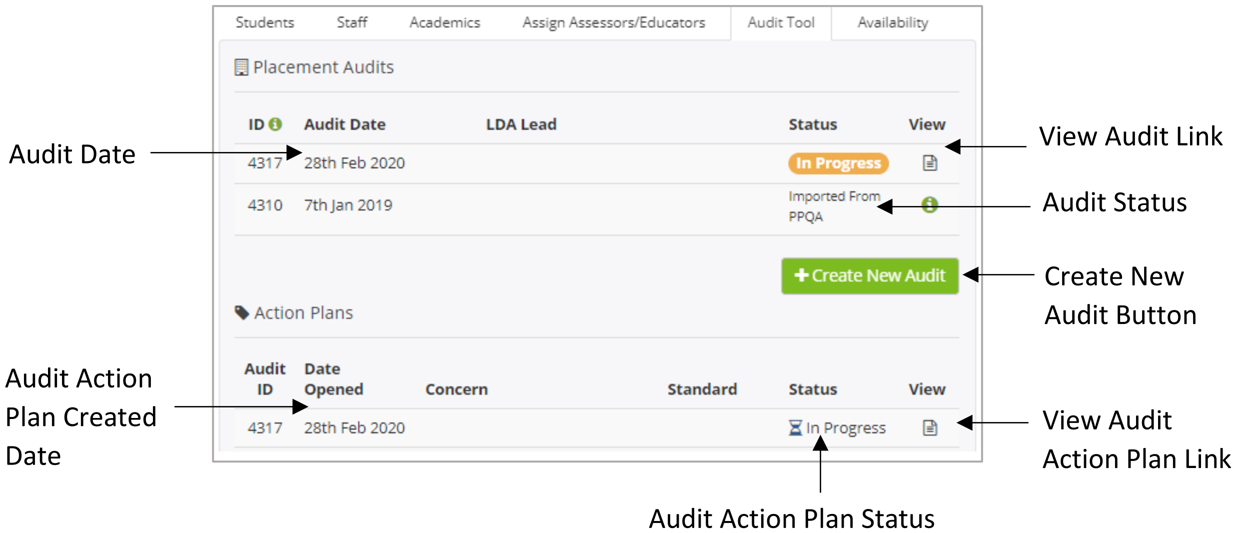
Academics

This tab lists all the HEI staff accounts, including your own, that are linked to the placement area. The academic's name, email address and PARE account type (HEI Senior Admin or Academic Link) 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.



Audit Tool Tab (Region Dependent)

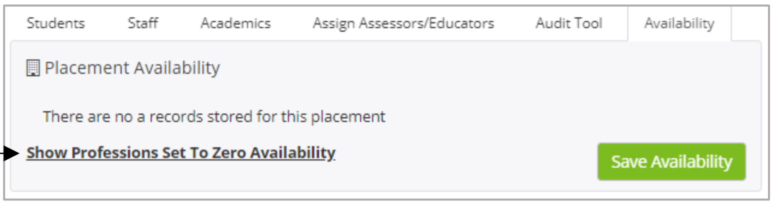
This tab is available from the Placement Information screen, for PARE users within regions using PARE practice learning environment audit functionality. The Audit functionality is covered in detail in the Audit Tool section of this guide. This tab displays details of any Audits and Audit Action Plans 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 (Region Dependent)

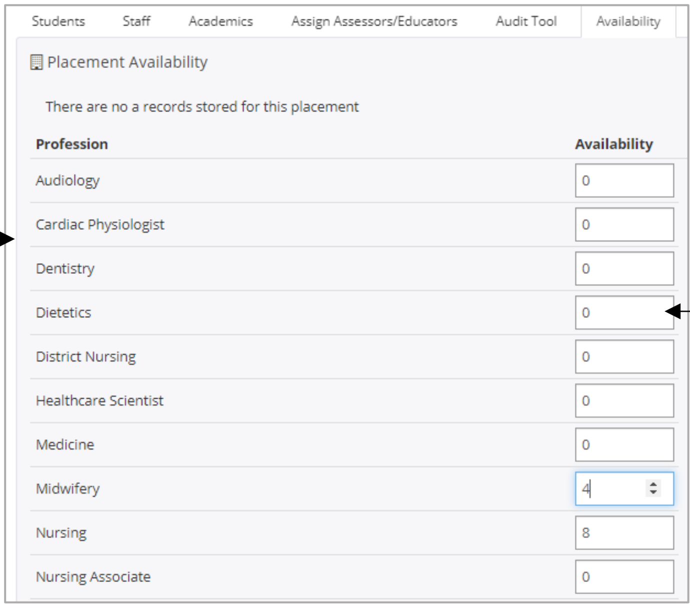
This tab, like the Audit Tool tab, is available from the Placement Information screen for relevant users, and displays the number of educators of a certain profession, who are available on the placement. If no availability figures have been entered for the placement, then the tab will indicate that there 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



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

Profession List



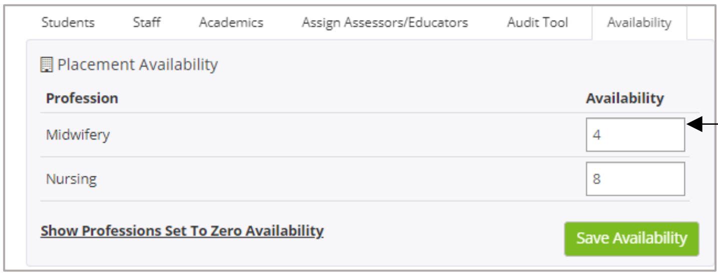
Availability Data Entry Boxes

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.

Hide Professions Set to Zero Availability

Save Availability Button

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



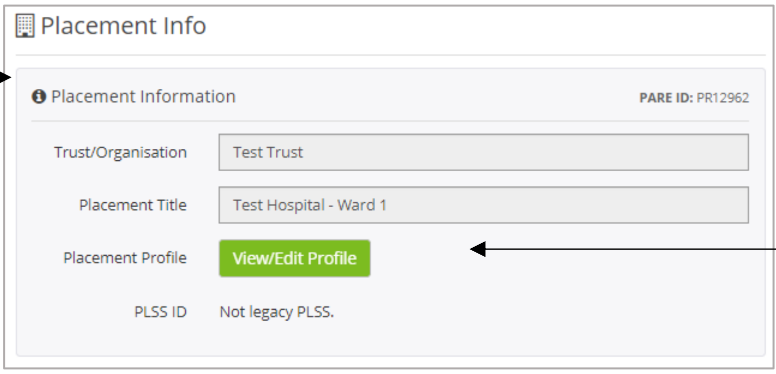
Availability Values Updateable on Tab

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

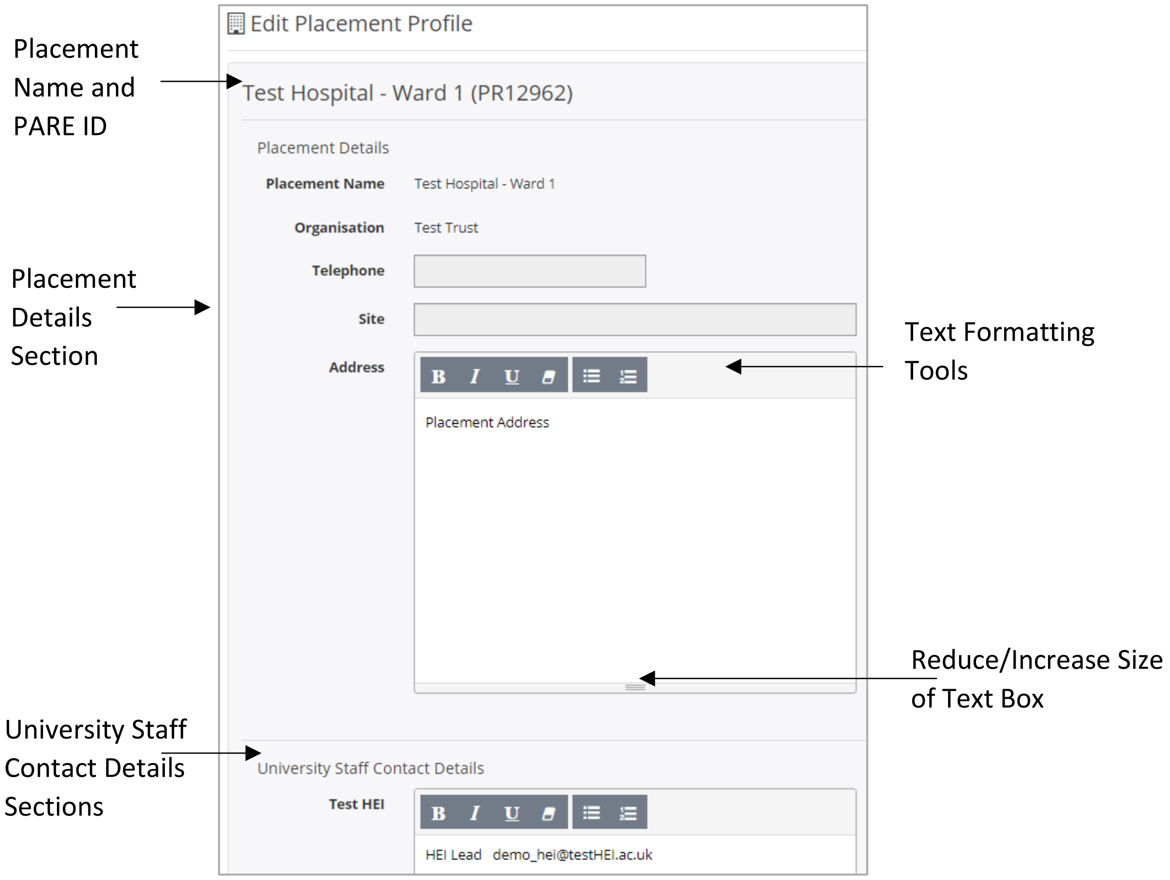
The Placement Profile screen is accessed from the Placement Information screen (see Placement Information Screen section in this Guide), by clicking on the green View/Edit Profile button in the Placement Information header section.

Placement Information Screen Header Section



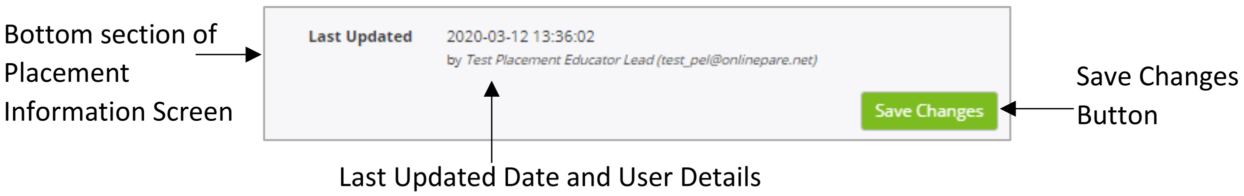
View/Edit Profile Button

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. Practice staff also have access to modify data in this screen (though not the university contact details section), so you may need to liaise with the placement provider. The placement name PARE ID number and organisation name are displayed at the top of the screen and are non-updateable. Each section contains a list of optional items and associated data entry boxes for adding and updating data. 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 following screenshot of the top section of a Placement Profile displays the Placement Details section for data entry/update and University Staff Contact Details.



The full list of Placement Profile sections is:

- **Placement Details:** To enter the location details and main contact number
- **University Staff Contact Details:** Enter the HEI staff contact detailed here, for the placement area.
- **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 an 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 infromation 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.

HEI Placement Senior Administrators have access on PARE (along with Placement Senior Administrators) to a 'publish to student' setting on a placement profile. The default is 'Yes – Students Can View the Placement Profile' but can be changed to 'No – Students Cannot View the Placement Profile'. This may be useful if the placement profile is incorrect or is undergoing an update. The learners will still be able to see the placement location 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. If you are aware that the detail on a placement profile should be temporarily hidden from the learner's view, then you will need to contact an HEI Senior Administrator in your organisation.

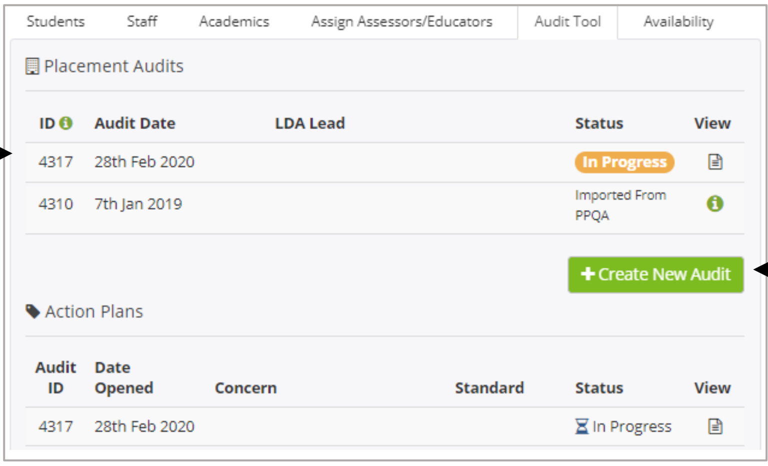
The Audit Tool

The Audit Tool, where 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.

Create a New Audit

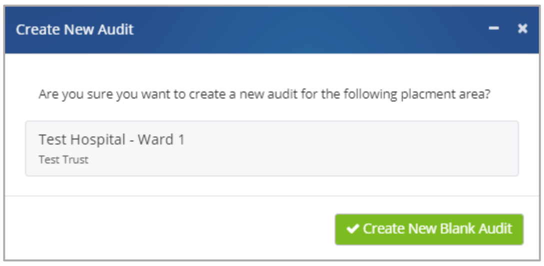
To create a new audit for a placement, click on the green 'Create New Audit' button of the Audit Tool tab of the Placement Information Screen for the placement. You will see a message displayed for you to confirm if you wish to continue.

Audit Tab of Placement Information Screen



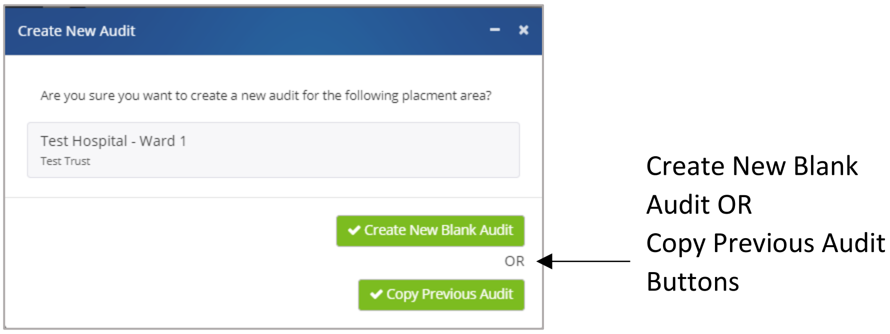
Create New Audit Button to Access Audit Tool

In addition to the message asking if you wish to continue, the pop-up will also display one or two buttons, depending on whether 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.

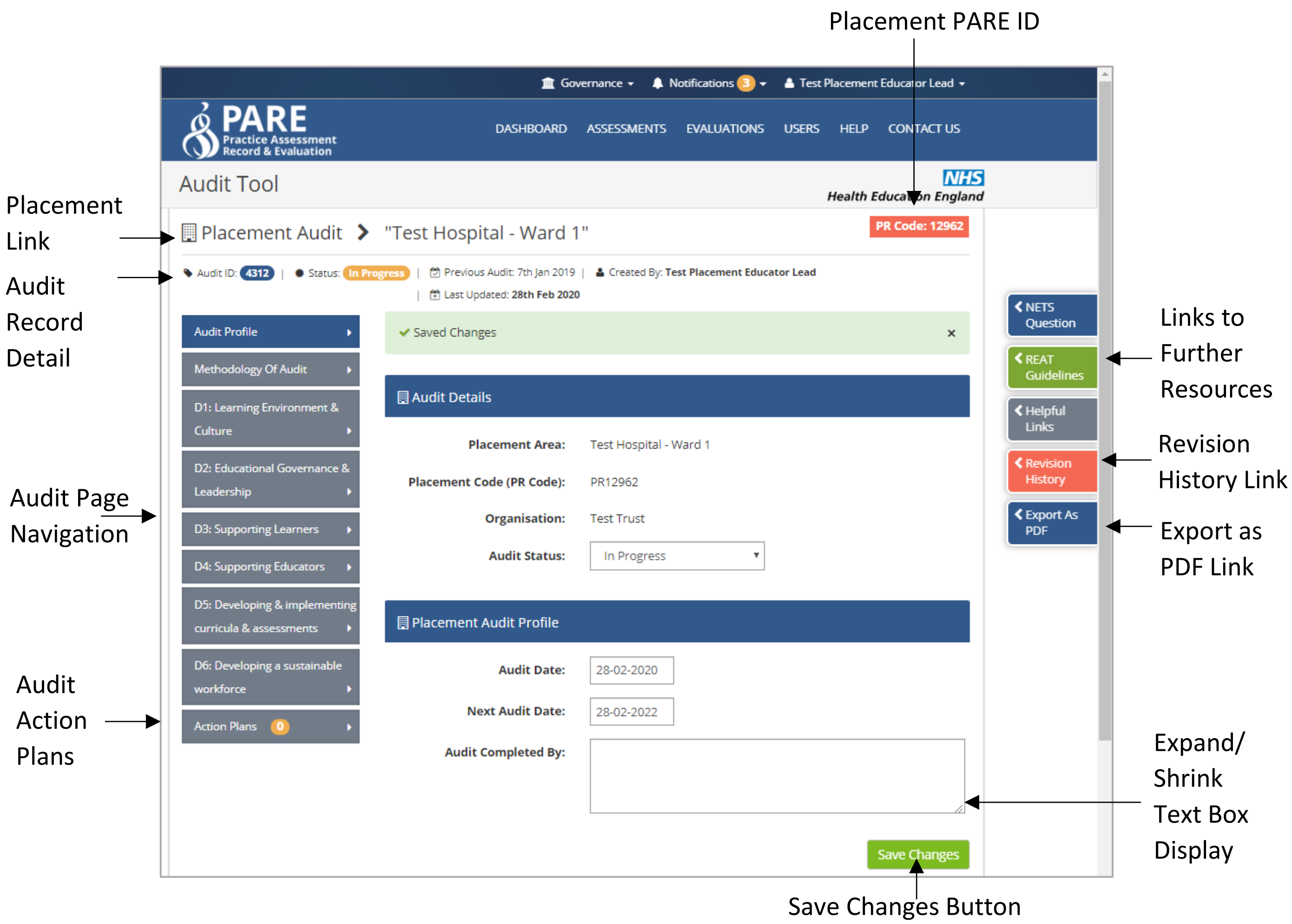


Create New Blank Audit Button

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.



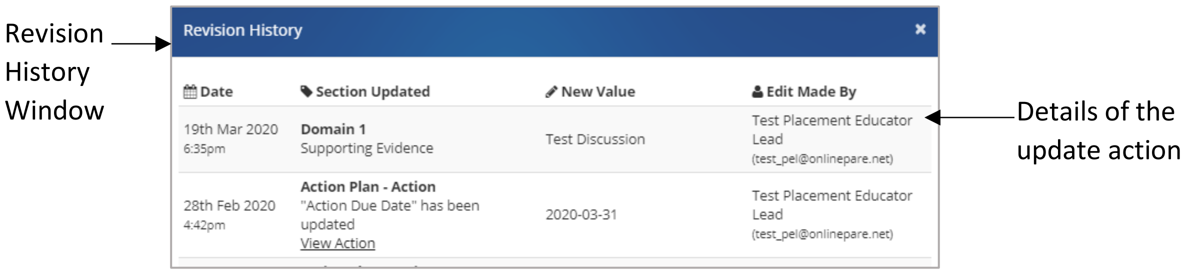
Click on the 'Create New Blank Audit' button (or the 'Copy Previous Audit' button if available, and required), to continue, and to open the Audit Tool screen. The Audit Tool contains a series of pages that present an online view of an audit document. The first page, the Audit Profile, opens on accessing 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.

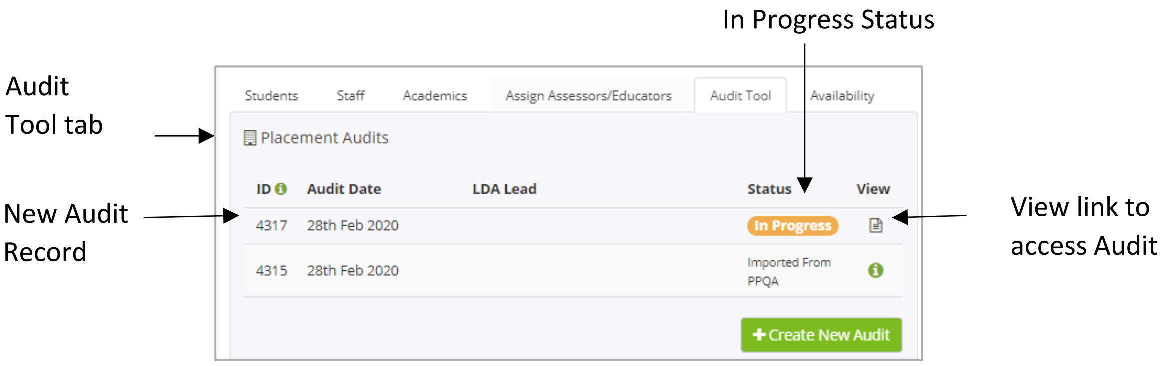


- **Export to PDF**: Click on this link to download a PDF version of the audit document onto your device.
- **Save Changes Button:** Click on the button to save any information added to the page, or amended on the page, before leaving the page.

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.

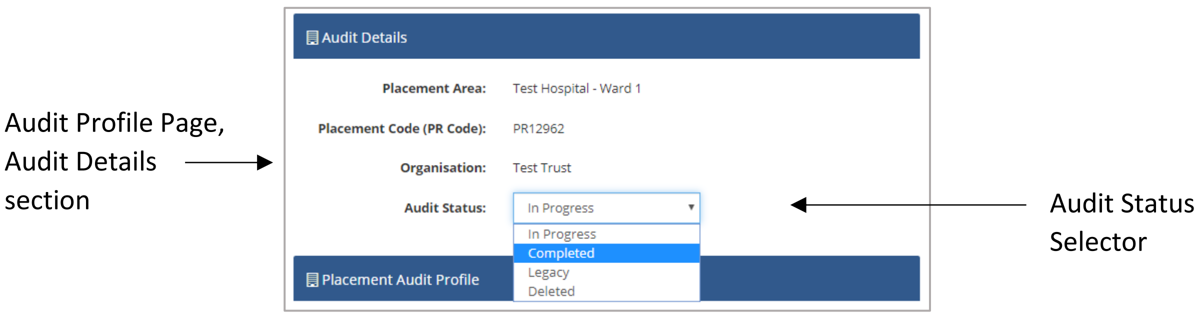
In the first page of the Audit Tool, the Audit Profile page, the Audit Date item defaults to the current date, and the Next Audit Date item defaults to two years on from the current date. Both dates are updateable. Click on the applicable item to open the Date Calendar pop-up for a new date selection.

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.

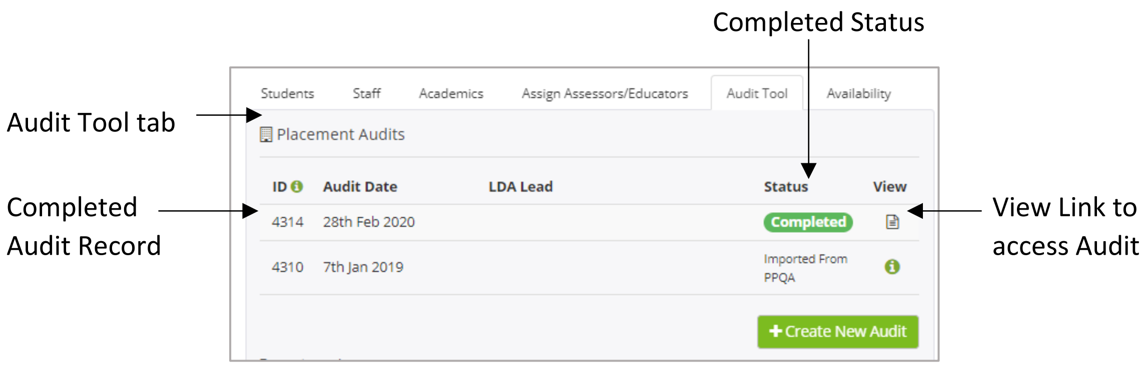


Completing an Audit

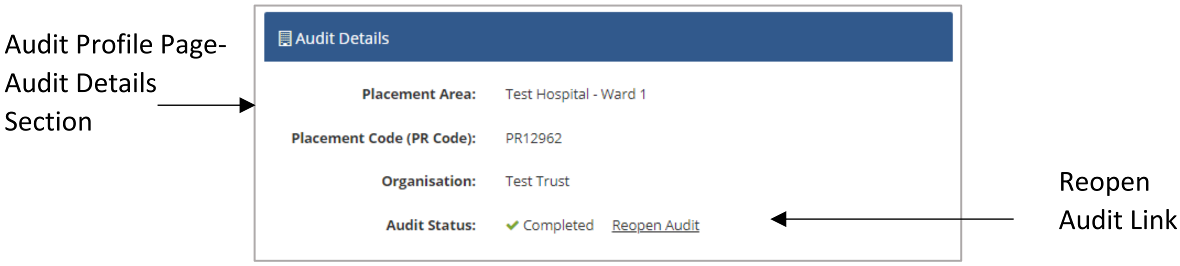
An audit of status 'In Progress' can be revisited at any time, to make additions/amendments. You may work through the pages of the audit using the page navigation items and resource links for additional help (see Create a New Audit section in this Guide). Once completed, select 'Completed' from the Audit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



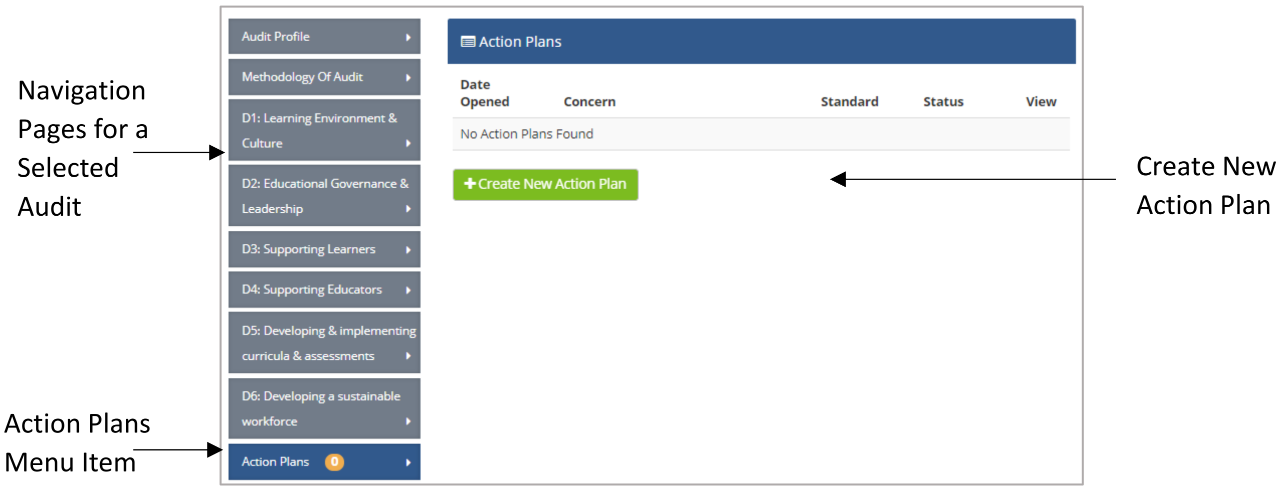
A completed audit can still be amended if required, but it will be necessary to first open the audit and click on the 'Reopen Audit link' on the Audit Profile page of the audit, which sets the status back to 'In Progress'.



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' or 'Completed'. 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:

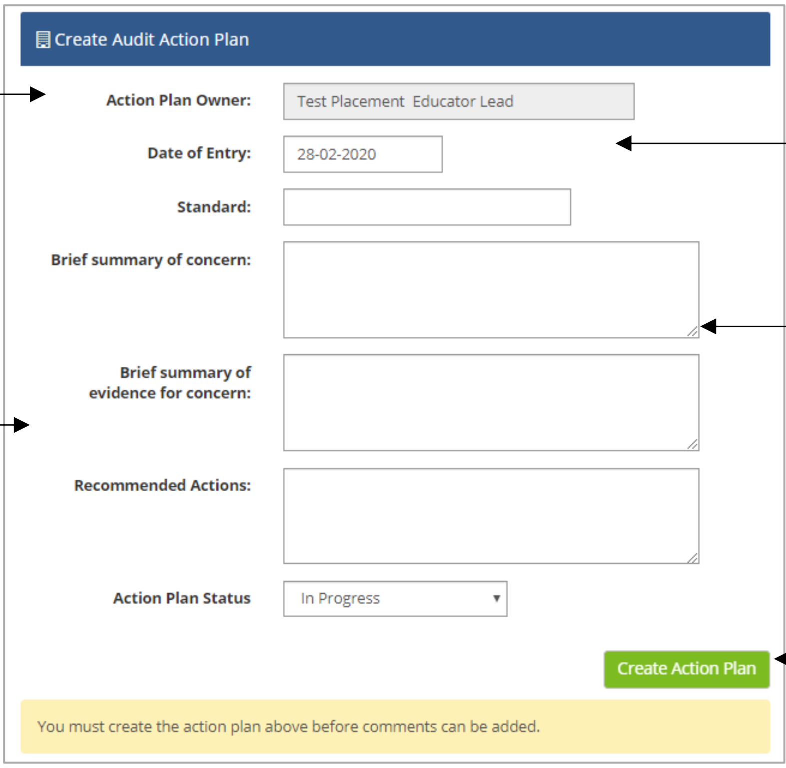
Your PARE Account Name

Action Plan Created Date

Click in Corner to Expand or Shrink Text Box Display

Boxes for Data Entry

Create Action Plan Button



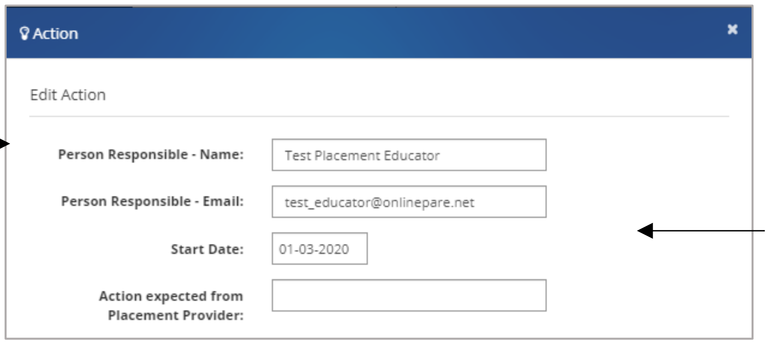
Once you have entered any required information in the data items on the screen, then click on the green 'Create Action Plan' to both save the data and to create the Action Plan. The Action Plan menu item will increment by 1 for the associated Audit.

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

Add Actions

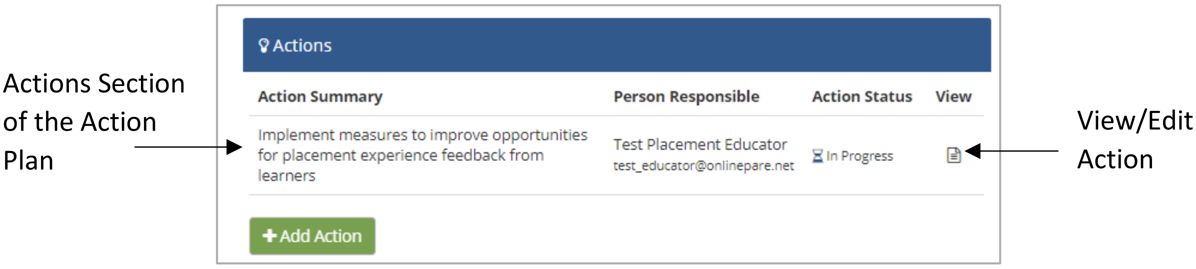
Click on the green Add Action button for the selected Action Plan button to create a new Action for the Action Plan. See top section of this screen below:

Person Responsible Details

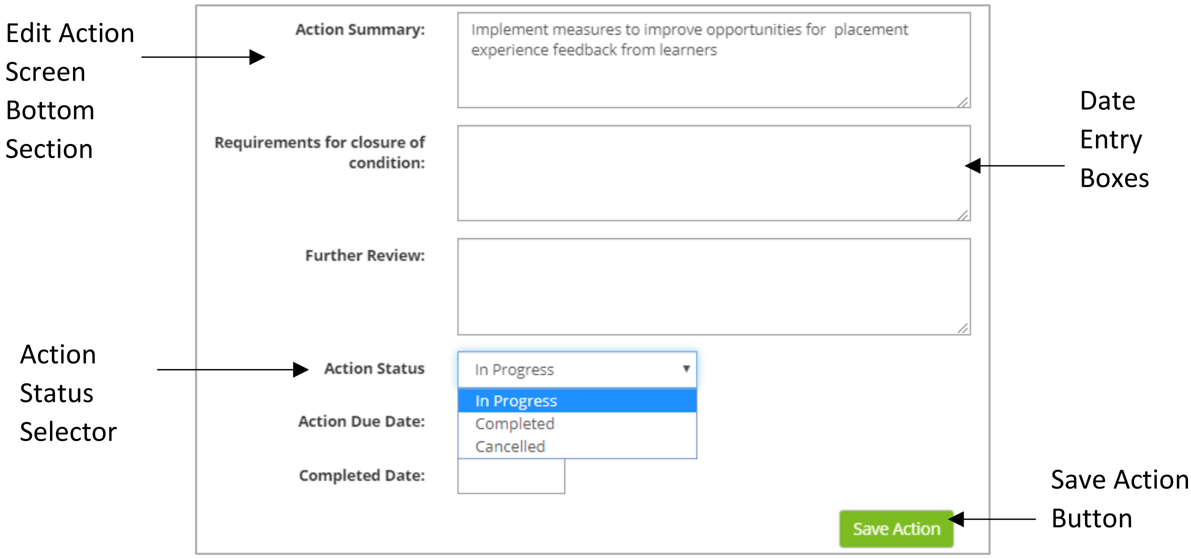


Data Entry Boxes

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':

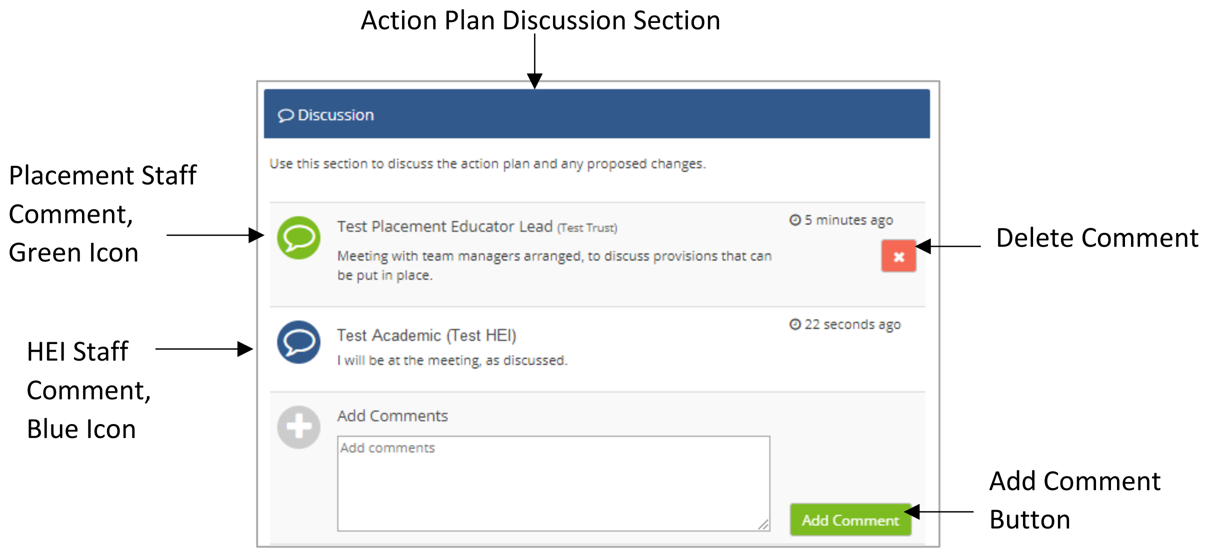


The Action can be viewed and amended at any time, as long as the Action Plan itself has not been set to Completed. To edit the Action, click on the View link (document icon) next to the Action Summary for the Action, to open the Edit Action screen. This screen displays data entry items that appeared 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, if 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.

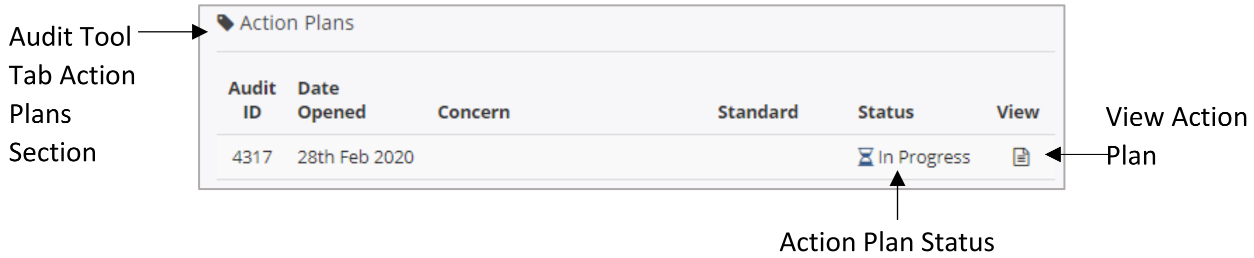


Discussion Comments

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 my 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.



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. Where this is used then the learner name appears anonymised on the evaluation to the staff in the Placement organisation. All 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 an Academic Link user, you have access to the star ratings and feedback for your placement areas. HEI 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.

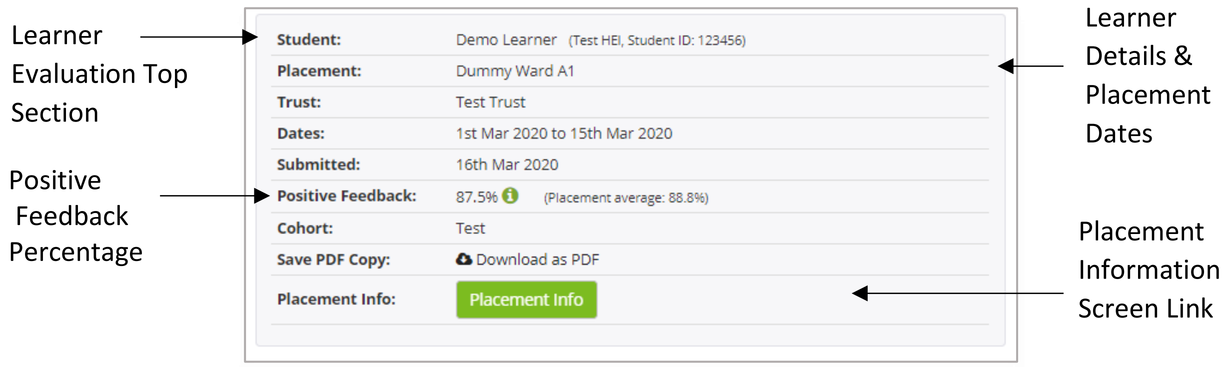
You can view and download a full list of the regionally agreed PARE Evaluation questions, via the Help section of the website (click on the Frequently Asked Questions link, Implementation menu item). NETS users can download the NET Survey questions from the Useful Downloads section of the PARE Dashboard.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

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

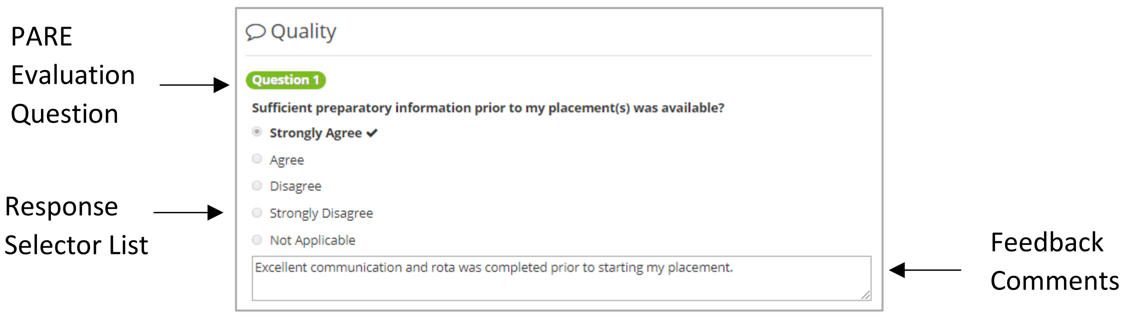
Evaluations/NET Surveys are never deleted from the system. By default, placement ratings are based on evaluations submitted during the previous 12-month period, although ratings can be viewed for specific date ranges. This will provide an audit trail for the placement provider organisation, allowing them to see how ratings have improved (or declined) over a specific period of time. The combination of the Placement 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 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 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.

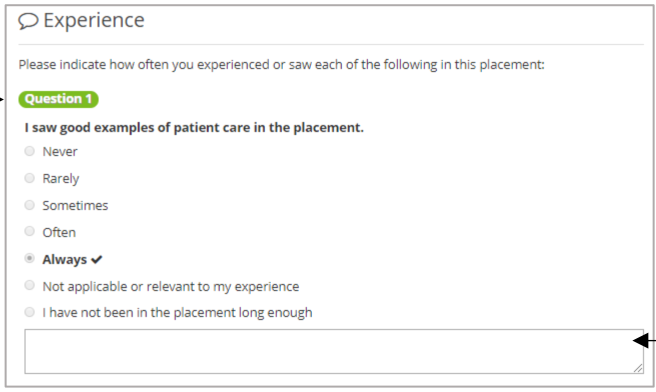


If a negative response is given (‘Disagree’, or ‘Strongly Disagree’), then the learner must add a comment in the corresponding text box, in order to be able to submit their evaluation. Whilst this is not required for positive responses, it is helpful if the learners supply comments in order to help identify 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.

NET Survey Response

Response Selector List



Feedback Comments

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 University as well as for the Placement Provider staff. The system will start to produce ratings as soon as the first evaluation is submitted by a student.

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:

Star Ratings

Full Star & Half Star Positive Feedback Percentages

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

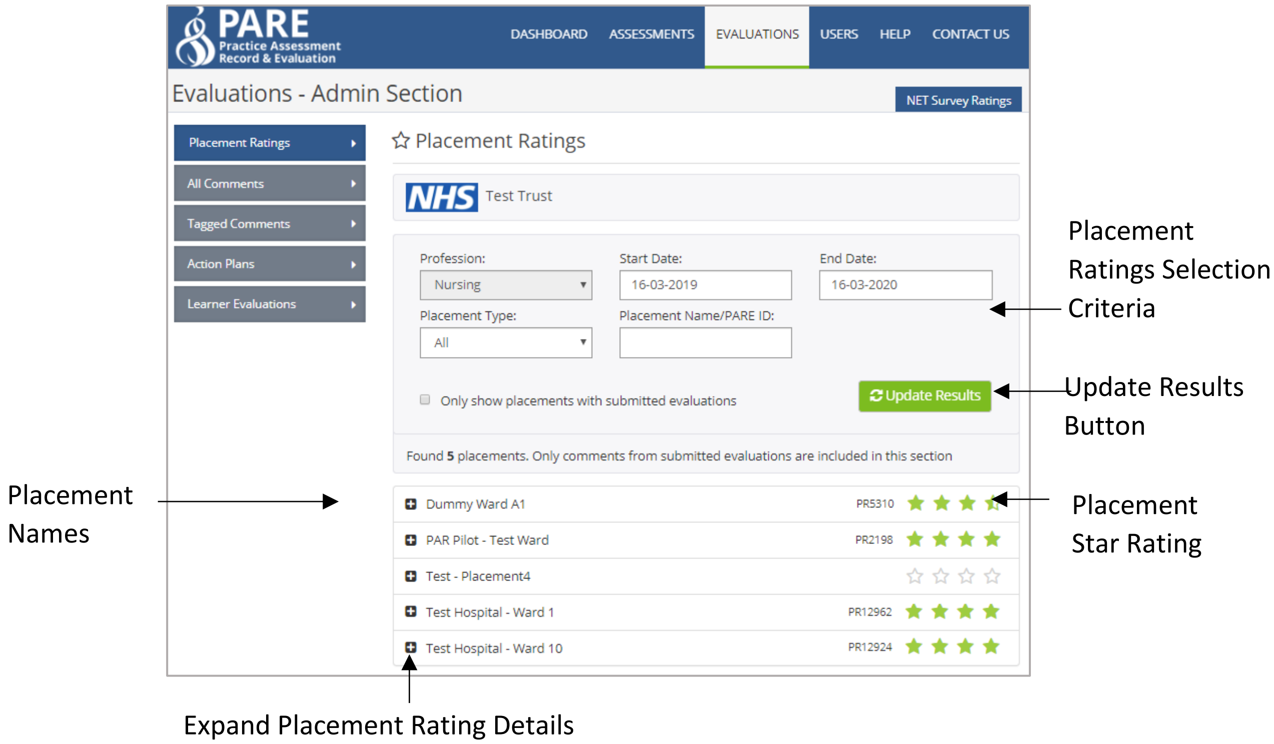
All Student Comments bar of the Dashboard. In addition, you can navigate to the Evaluations screen to view the same information, as well as to access tagged comments, action plans and individual learner evaluations. These features are described in further detail in the following sections:

Placement/NET Surveys Ratings Screen

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

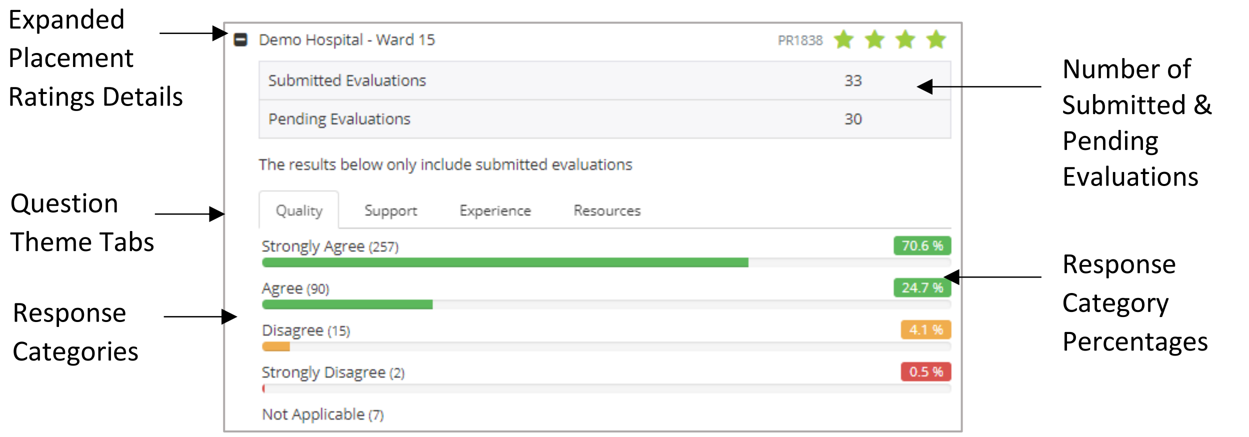
You may wish to display the ratings across all professions supported by your placement areas (if more than one) or just for a selected profession. The submitted evaluations, by default, include all those submitted within the previous year (up to the current date), but you may wish to select a different 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.

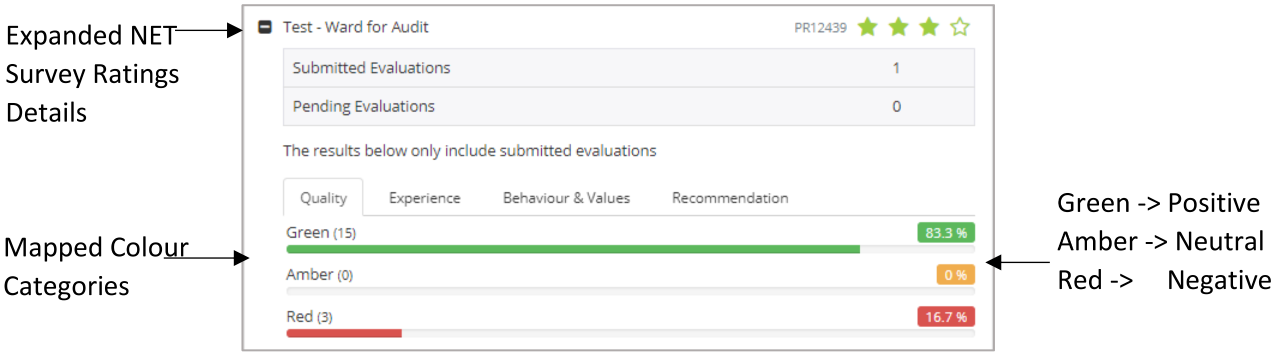


Hovering the cursor over the stars for a selected placement opens the hint text, which will display the exact positive feedback percentage for the placement.

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).

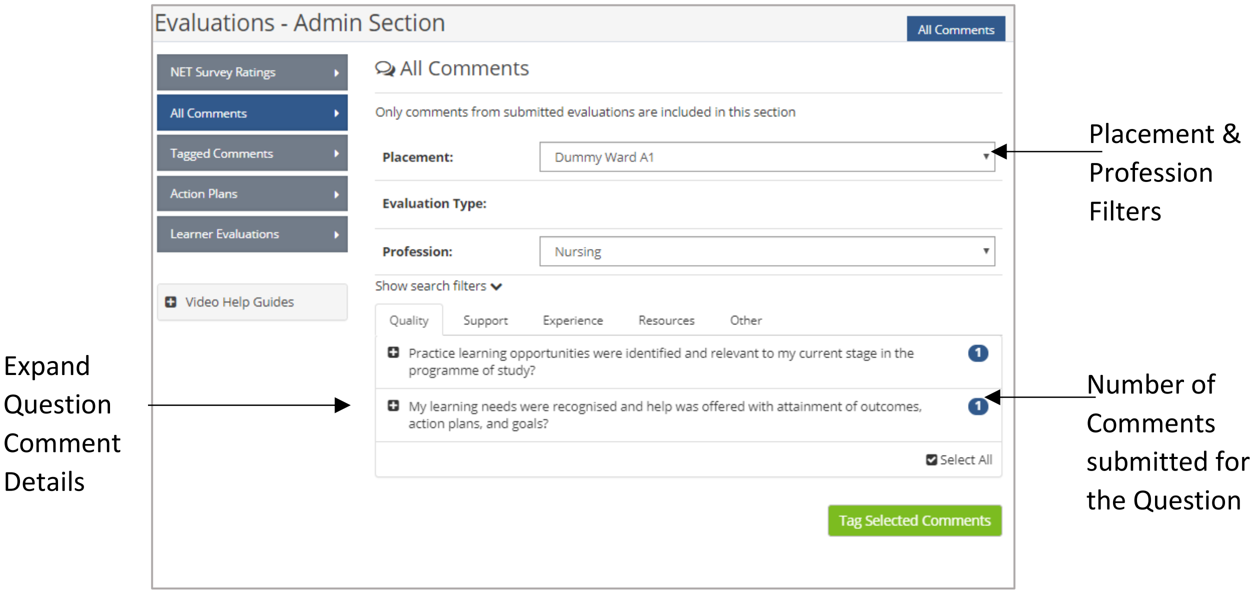


All Comments Screen

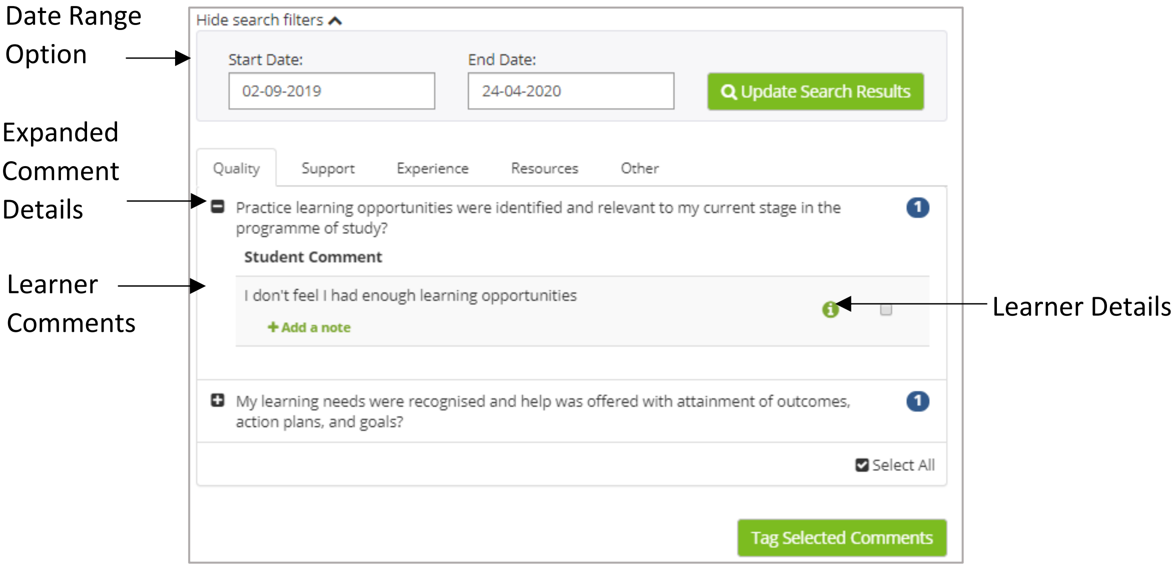
For both PARE Evaluations and NET Surveys, any comments made as part of the learner feedback for their placement, can be accessed in the All Comments screen. This screen enables you to select the placement from the list of placements linked to your profile, and the profession. The comments that are displayed 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 evaluation), 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'.



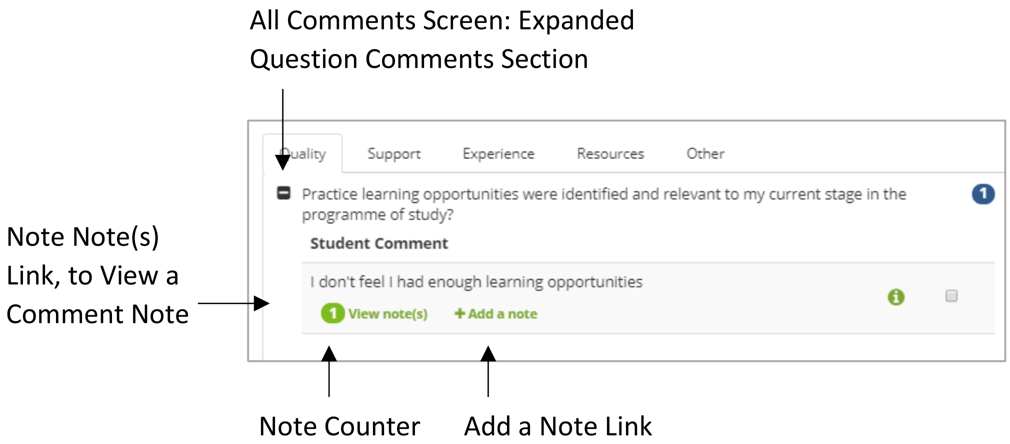
Click on the expand icon (plus icon at the front of the Question), to open the comment details. All comments submitted for the question, which match your entered search criteria (including a date range if entered), are displayed.



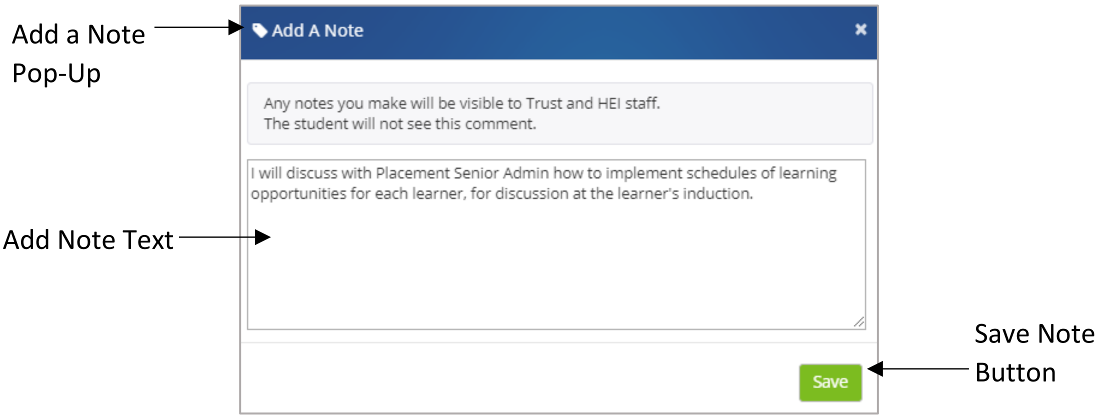
Hover your cursor over the green ‘I’ (information) icon, to display the hint text which informs you of the response made (‘Agree’, ‘Disagree’ etc.), the learner’s name, and the placement details including the dates that the learner was on placement. If the learner is with one of the few HEI’s that has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

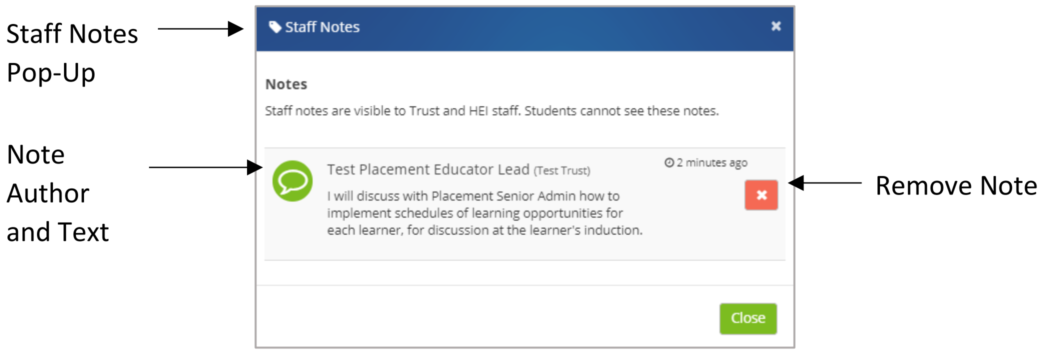


To add a note to a selected comment, click on the green 'Add a Note' link, to open the Add a Note pop-up window. When you have added your comment to the text box then click the Save button.



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.

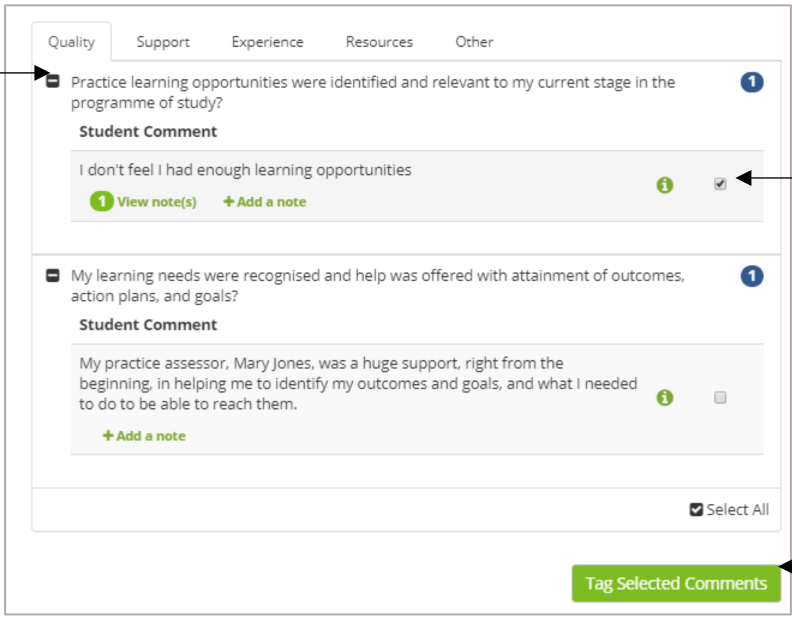
Click on the View note(s) link to open the Staff Notes window, which displays the PARE user name for the author of each note, along with the time the note was added and the note text. If required, a note can be removed by the author of the note, by clicking on the cross icon (in the red box) to the right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

All Comments Screen: Expanded Question Comments Section

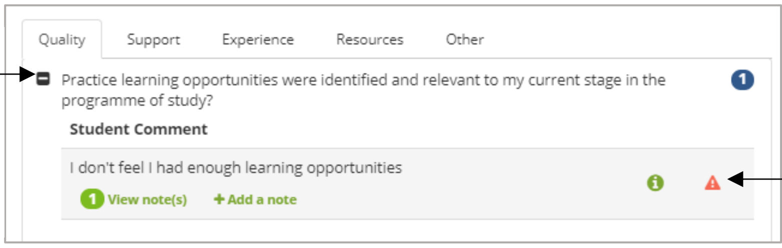


Tag Comment Tick Box

Tag Selected Comments Button

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.

All Comments Screen: Expanded Question Comments



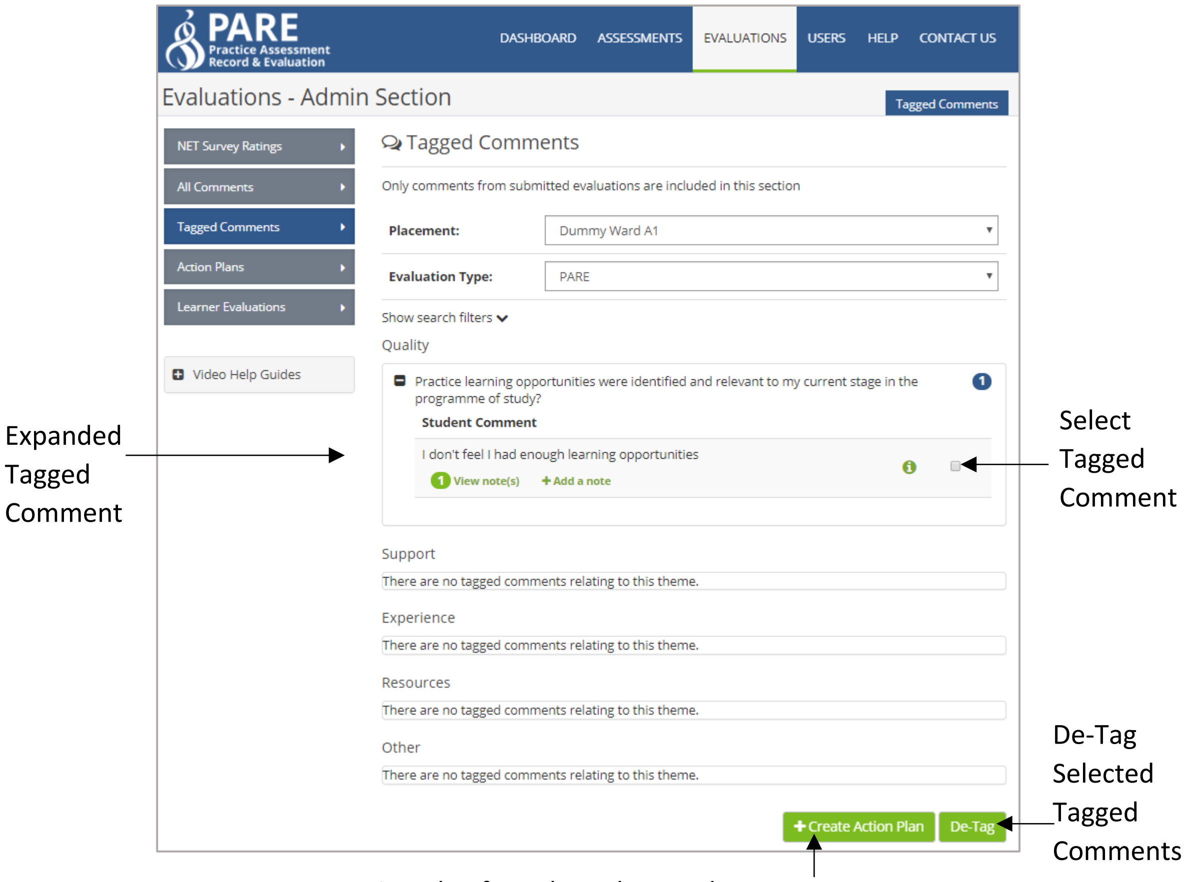
Comment Already Tagged Warning

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 previously viewed and tagged (see previous section on the All Comments Screen) for your placement areas. Tagged comments may have an Action Plan raised against them, 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.



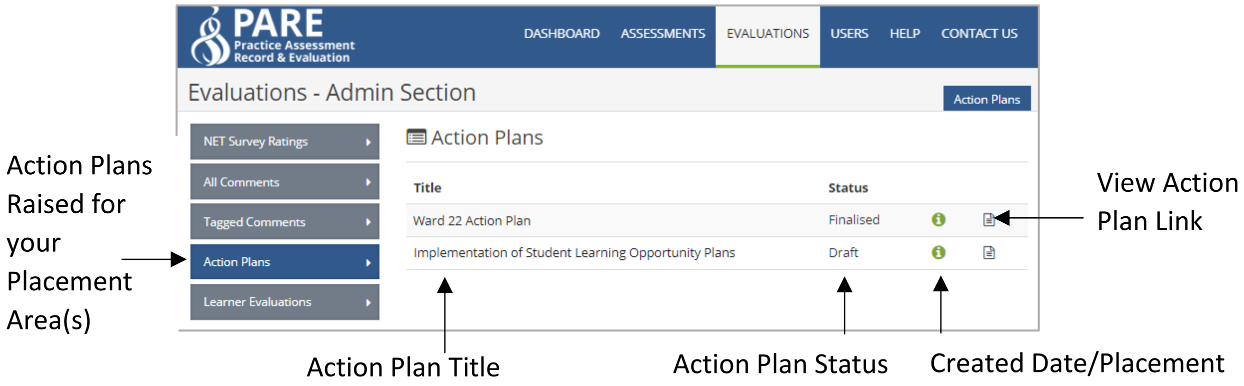
Create Action Plan for Selected Tagged Comments

As with 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

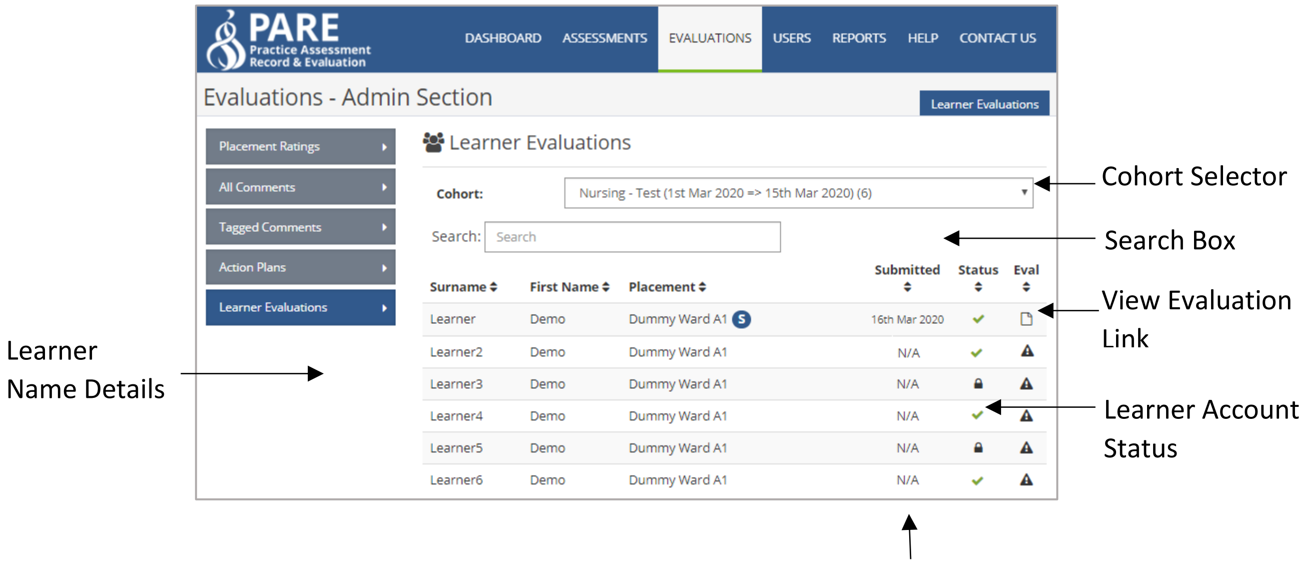
This screen displays all Action Plans raised in response to learner evaluation feedback and comments for your placement area(s). See the Create Action Plans section of this Guide for creating and managing the Action Plans. The information displayed in this screen includes the title of the Action Plan,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



The status of an Action Plan may be displayed as either 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 a selected Cohort (or the 'All Cohorts' default), for your placement areas. In addition to selecting a Cohort from the Cohort drop-down selector, 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. 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.



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 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.

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:

Creating a Draft Action Plan

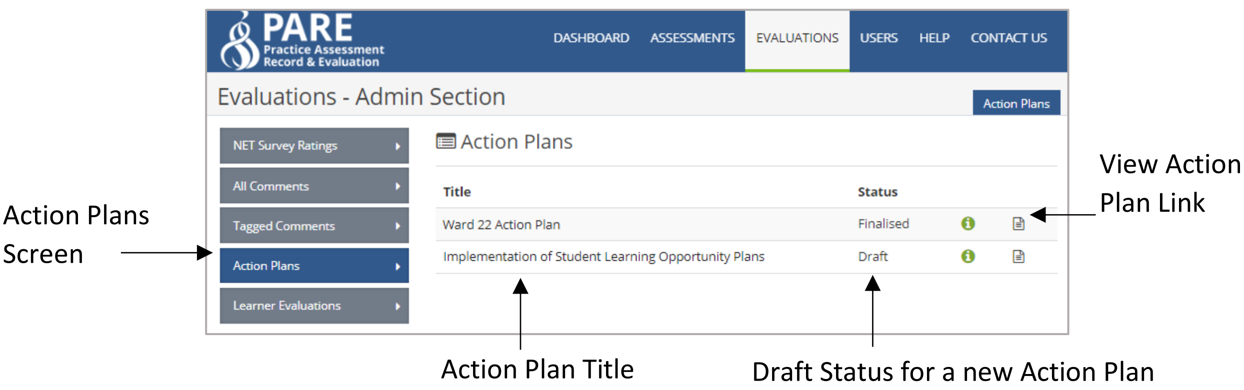
To raise an Action Plan in response to feedback, the feedback comments that identify an Action Plan as being necessary, need to be first tagged (All Comments Screen) and then selected as the basis for the Action Plan (Tagged Comments Screen). See the relevant sections of this Guide for further details 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.

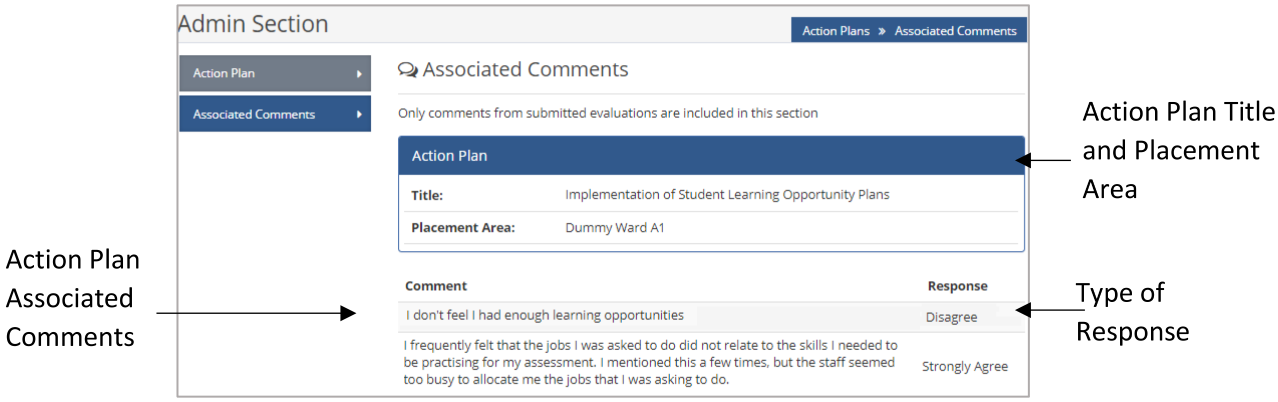
On clicking the Create Action Plan button, the Create Action Plan window opens, for input of essential information that is required at this stage. This includes the Action Plan Title, Themes (i.e. the applicable question evaluation section(s) that the Action Plan addresses), Summary of the Action Plan,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

After entering the initial information 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.

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 Action Plan, with the status set to Draft. You can access the 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.



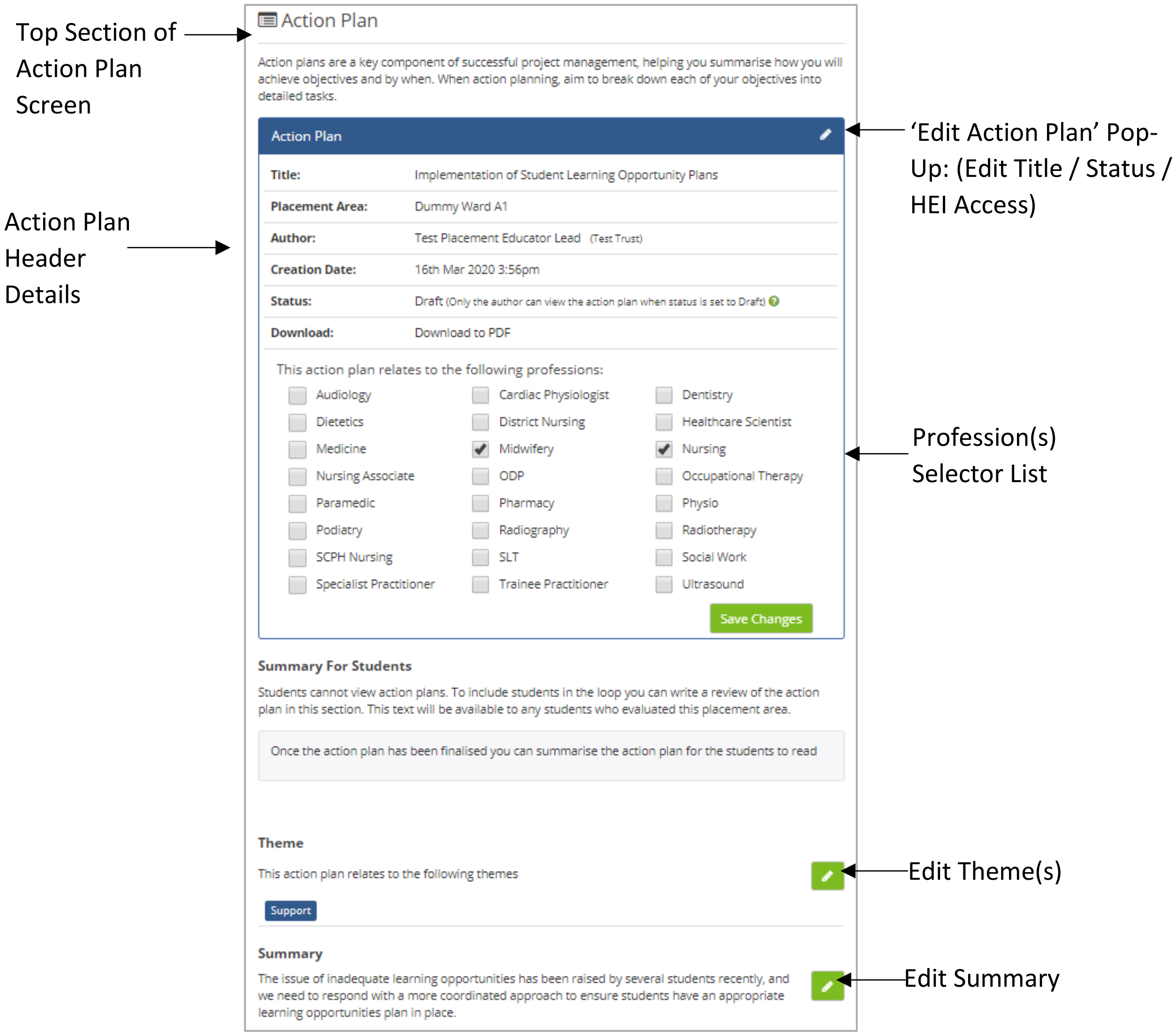
Click on a View Action Plan link (document icon), to open the Action Plan and to add further detail if required (for a non-finalised Action Plan). If tagged comments were selected on creation of the Action Plan, the comments can be viewed from the open Action Plan, by selecting the Associated Comments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



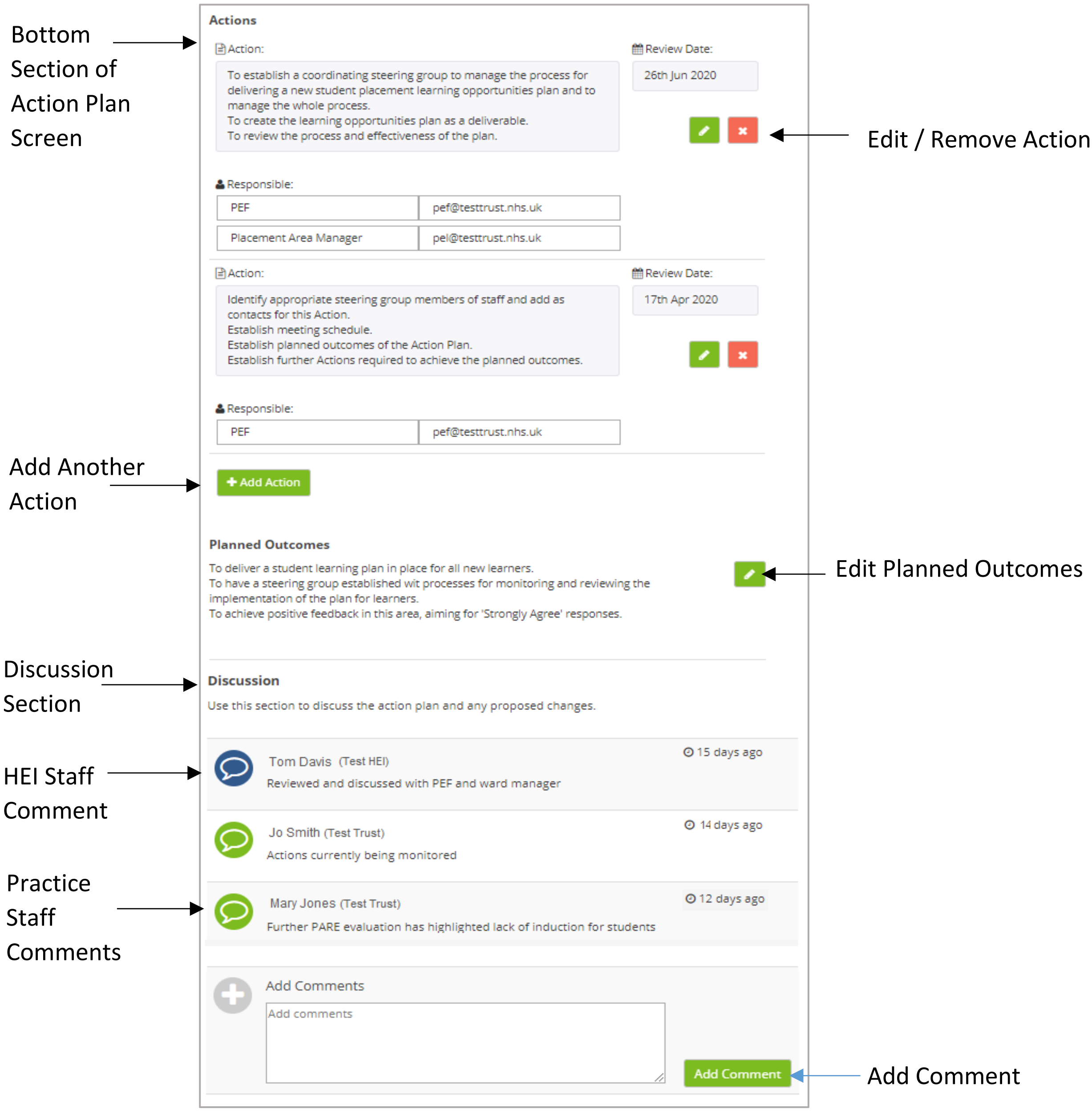
Initiate/Manage an Action Plan

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:

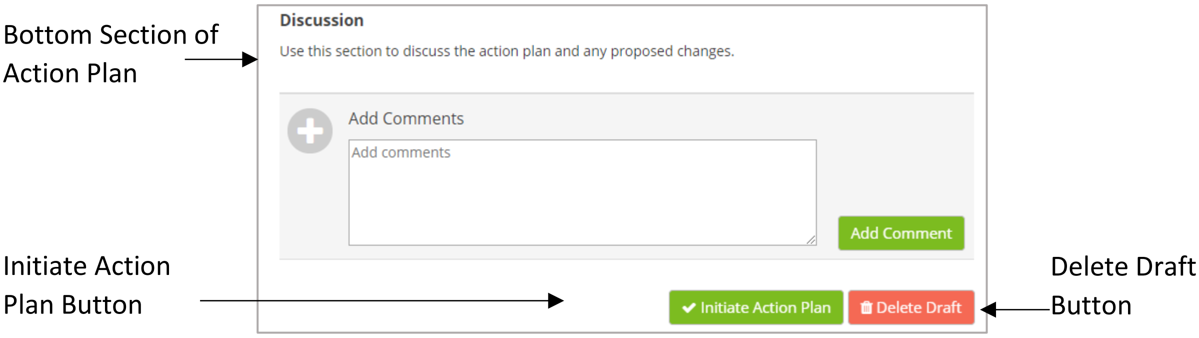
- **Action Plan Header Details**: Click on the edit link (pencil icon) at the top right of the Action Plan header to update the title if required, and the status, if the current status is not 'Draft' or 'Finalised'.
- **Professions**: You may specify one or more professions for which the Action Plan is applicable. This will ensure that Placement Senior Admin staff and other practice staff, as well as HEI Senior Admin staff who may have access to view and contribute to Action Plan, are restricted to those staff for whom the Action Plan is applicable. The default is all professions if none are specified.
- **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).



- **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 Acton 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.

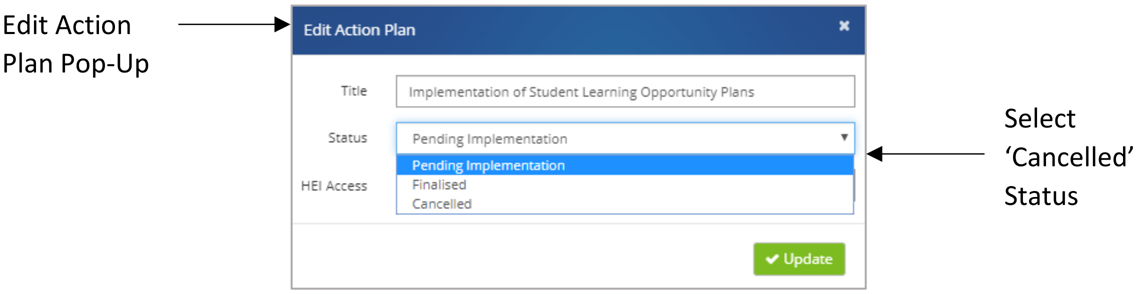


If you have accessed the Action Plan screen for a draft Action Plan (i.e. with status set to 'Draft'), you will see the green Initiate Action Click Plan at the bottom of the screen. When all required Actions and additional information have been added to the draft, then click on this button to initiate 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.



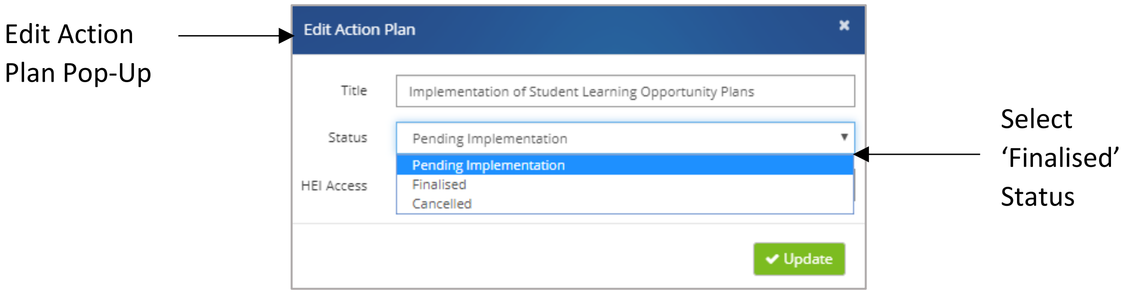
Cancel an Action Plan

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

Further Help

If this Guide has not addressed certain aspects of your PARE experience and you require further information, then you will find many answers in:

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

In addition, PARE HEI Senior Administrators in your organisation have access to additional functionality on PARE, and may be able to help answer any questions you may have. If your issue is more technical in nature, then please contact the PARE team (see next section).

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 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 needed to investigate and resolve your issue (e. g. 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