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1.0 Introduction to this Guide

This guide is written and designed for Practice Supervisors and Practice Assessors to both train and begin using Myprogress, an electronic Practice Assessment Document (ePAD) platform.

If you have any questions please contact nursingplacements@ulster.ac.uk, the Practice Education Team within the Trust or link lecturer.

2.0 Introduction to the ePAD

2.1 What is the Myprogress ePAD?

Myprogress is an online platform which enables a student to complete their entire Practice Assessment Document, gain valuable feedback and obtain sign-off in practice, electronically.

Myprogress can be accessed online via desktop or laptop, however, it also accompanied by a mobile app version enabling students, practice assessors and practice supervisors to complete forms offline via the student's mobile device. This is particularly useful where there is limited access to a desktop computer, laptop or Wi-Fi signal.

2.2 How is Myprogress ePAD being used at Ulster University?

Ulster University will be using Myprogress to deliver the ePAD, an electronic version of the Northern Ireland Practice Assessment Document. Students who commenced year 1 (cohort 2020 and current year 2 students (cohort 2019) will migrate onto the platform, year 3 students (cohort 2018) will continue to use their current practice portfolio.

2.3 Gaining access to Myprogress ePAD?

2.3.1 Practice Assessors and Practice Supervisors

Practice Assessors and Practice Supervisors do not need an account and will access Myprogress ePAD to complete forms through the student's ePAD account. When an opportunity or need arises for feedback and sign-off, the student will log in to their ePAD account on a desktop computer, laptop or tablet / mobile device and ask for you to complete the necessary forms within their account.

Once a form has been completed, it is locked down so that it will no longer be editable. As the Practice Assessor or Practice Supervisor completing the form, you will then receive an email to confirm you have completed an assessment or form. You will also receive an email





with a copy of that form and details of who to contact to report it to if you did not in fact complete it.

2.4 Using the Myprogress Mobile App

Although the Myprogress ePAD can be accessed online via desktop computer or laptop, it is possible for Practice Supervisors and Practice Assessors to complete forms in practice via the students' Myprogress ePAD Mobile App. As the Myprogress Mobile App works completely offline, this is particularly useful where there is limited access to a desktop computer, laptop or a reliable Wi-Fi connection.

Use of the mobile app is student-driven, this means that the student will login to their Myprogress account on the Myprogress app on their mobile device. In order to complete forms, the student will access the correct form and hand their mobile device to you so that you can complete the form on there. Once the form is complete and signed off, it will be locked down so it can no longer be edited, then it is submitted.

As within the online Myprogress form completion process, you will receive an email to confirm that you have completed a form. As with the desktop version you will also receive a copy of the form and details of who to contact to report it to if you did not, in fact, complete it.

2.5 Additional support for Practice Supervisors and Practice Assessors

If you require support with the use of the ePAD beyond the information supplied within this guide, please contact nursingplacements@ulster.ac.uk, the Practice Education Team within the Trust or link lecturer

3.0 Completing the ePAD with a student

3.1 Getting Access

Practice Assessors and Practice Supervisors – Accessing the ePAD

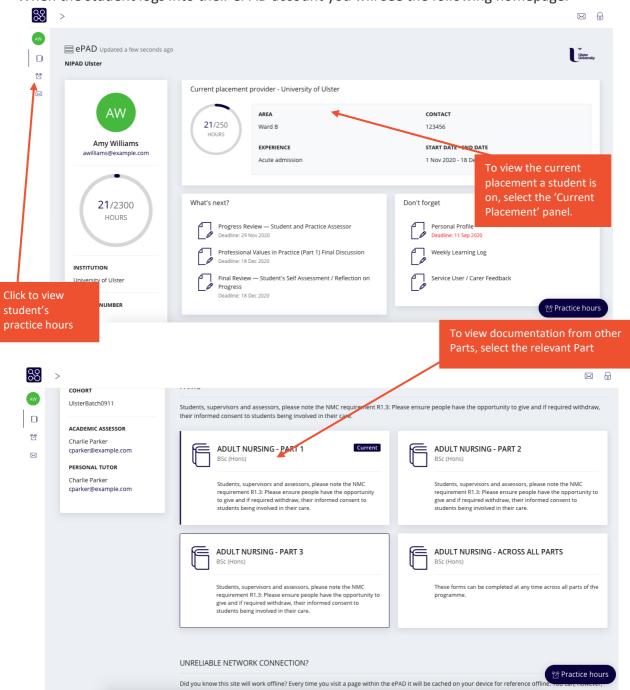
- 1. As a Practice Assessor or Supervisor, you do not need an ePAD account and will access and complete forms through the student's Myprogress ePAD account.
- 2. To complete forms via the student's account, the student will login to their ePAD account on a desktop computer, laptop or portable device and access the correct form for you to complete.
- 3. Once the form is completed, it will lockdown so it is no longer editable
- 4. A confirmation email will be sent to you with a copy of the completed form attached. This email will also include contact information to alert us if you have not, in fact, completed that form.





3.2 Introduction to the Student ePAD

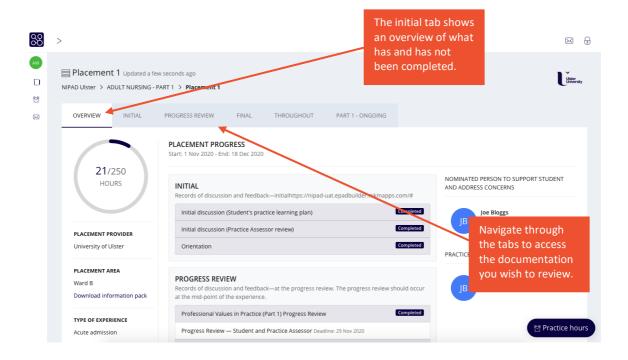
When the student logs into their ePAD account you will see the following homepage.



When you click the 'Current Placement' panel, this opens a menu to navigate to the correct forms for the student, practice supervisor or practice assessor to complete or review within the ePAD.



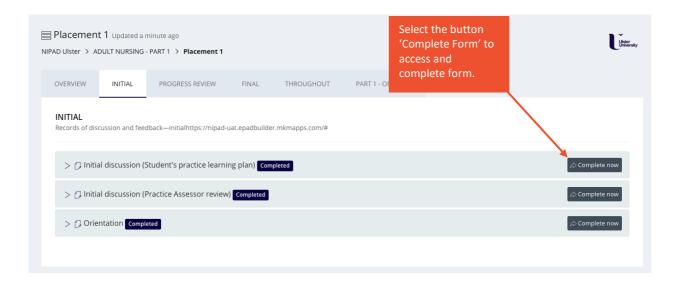




Once you have navigated to the form you would like to review or complete, simply select the form to view it.

3.3 Completing forms

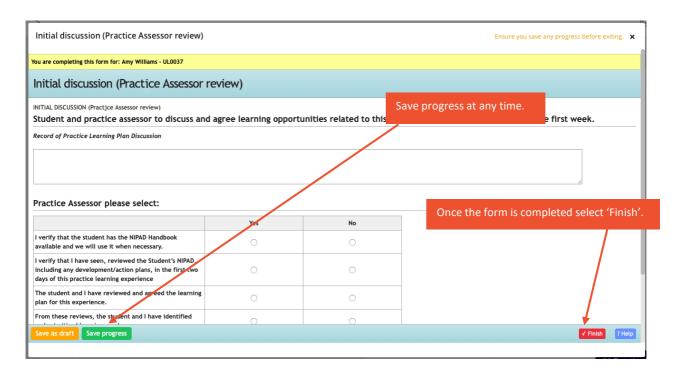
To complete this form, select 'complete form' and this will take you to a new form completion screen.







Complete the form within the form completion screen as shown below.



Once you've selected 'Finish', select 'Complete this response'. If you are interrupted when completing the form, you can also select 'Email this form to your observer to complete later'. This will email the form you to complete at another time, however it is advised to complete in the moment, with the student.

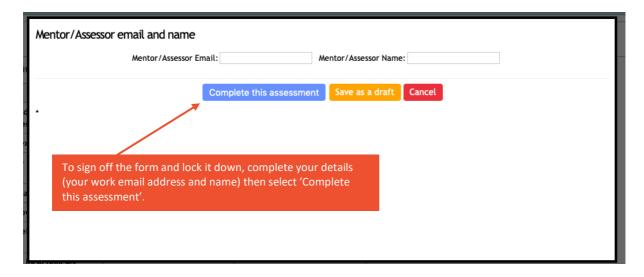
Finish your form		×
You have not completed all parts of your fo	rm. Do you want to finish now?	
① The form is past its deadline.		
	Cancel this response	
	Complete this response	
	Email this form to your observer to complete later	
	Resume the form	





3.4 Signing off forms

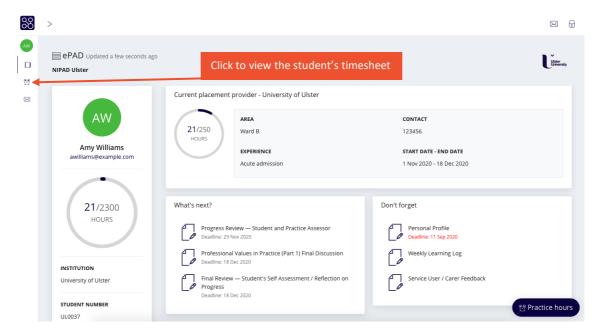
When you have selected 'Complete this response' you will be shown the following screen. The Myprogress ePAD uses your name and work email to securely lockdown the form so that it is no longer editable, and also verify that the information captured is legitimate.



When you have fully completed the form and signed it off, you will receive an email to confirm you have completed it. This email will include a copy of the form response and the details of who to contact if you did not complete the form and it has been falsified.

3.5 Reviewing and signing off Timesheets

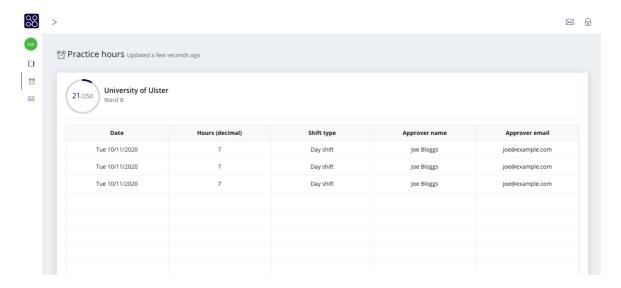
If you would like to view the student's practice hours, you can select 'Timesheet' in the menu on the left-hand side and you will be shown the student's timesheets record.



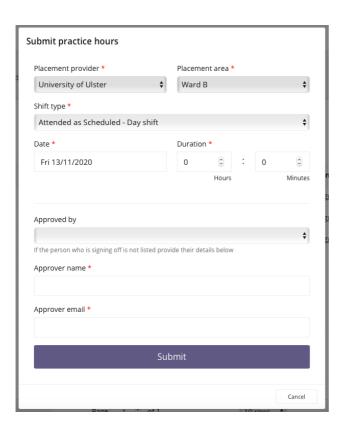




When you select the timesheets icon on the left-hand side, you will be directed to the following page:



To sign off timesheet on behalf of a student they would select the 'Timesheets' button on the bottom right-hand side of the screen, complete the form to input their hours and ask for you to complete your work email address and name to sign off these hours:







4.0 Using the Mobile App

Where there is no WiFi signal or it may be difficult to access a computer or laptop, students can use their own mobile device to complete forms on the MyProgress Mobile App, which works completely offline.

4.1 Overview – Providing feedback & sign off via mobile

Below is an overview of how to complete a form on the Myprogress Mobile App.

Student accesses the form to complete on the Myprogress mobile app and hands their mobile device to the Practice Assessor or Practice Supervisor completes the form on the Myprogress mobile app

Practice Assessor or Practice Supervisor signs off the form using their work email address

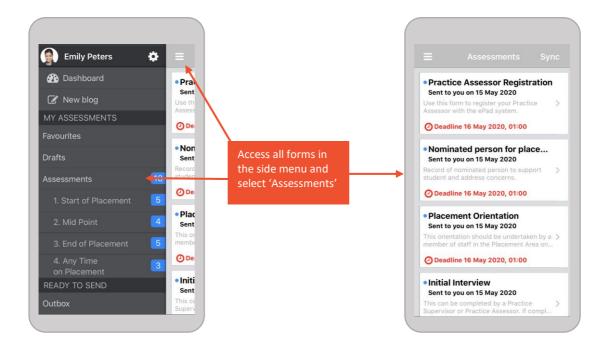
Form is locked down and submitted

4.2 Finding forms

When the student hands you their mobile device to complete a form, they should have already brought the right form up for you to complete, however, for your understanding you can find the forms here:

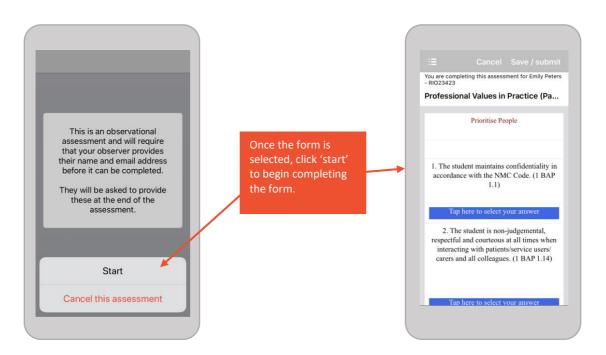






4.3 Completing forms

In order to complete forms, students then select the assessment or form they would like to complete:



Once the form is open, you can begin to complete it. Myprogress supports different question types; you may be asked to select from a drop-down list, complete a check list, or write feedback in a comment box.

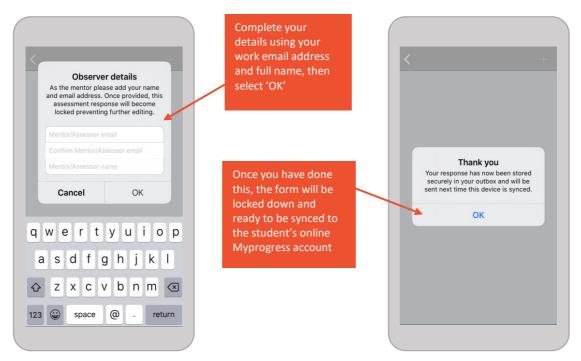






4.4 Signing off forms

When you have selected 'Complete this Assessment' you will be shown the following screen, where you need to sign the form off with your email address and name.



As a Practice Assessor or Practice Supervisor this is where their responsibilities end, however, it is worth noting that it is important for the student to 'sync' their Myprogress Mobile App so that all relevant staff members and the student can receive a copy of the completed assessment form.