

Frequently-Asked Questions for University of Leeds (UoL) Students about ePAD and PebblePad

1. What if my mentor doesn't understand how to use it?

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

2. What if my mentor doesn't have time to fill in their parts of my ePAD?

Practice mentors are busy clinicians and patients will always come first. However, they are dedicated to ensuring that your practice placement is a positive experience. There may be occasions when planned activities, such as an interview, have to be rearranged due to patient needs. Mentors are used to this and will provide reassurance.

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

3. Can we see if our mentor isn't completing it?

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

4. Will there be guidance on creating the 'about me' page to ensure it is professional?

Yes, we will undertake the 'about me' page as an activity in your training session.

There is also guidance via the link on the first page in the 'about me' tab.

5. Will our practice mentor help with the achievement of practice standards?

You will work with your mentor to identify your learning needs and additional experiences/opportunities to help you achieve skills and/or practice standards. As part of the placement it may be that your mentor arranges for you to spend time with other services/professionals where you can meet placement objectives.

6. How do I know if I have achieved the practice standards?

At or before your final interview your mentor will confirm whether you have achieved all of the allocated practice standards for the placement. Remember that you need to provide evidence for each practice standard. This may be reflection on experiences that you have had, but should also include evidence of wider reading too.

NB: All the practice standards for each stage must be achieved before the end of the stage otherwise you will not be able to progress to the next stage.

7. Why do we have to complete a weekly attendance form on placement?

It is an NMC requirement that you complete 2,300 hours of practice as part of the programme. The weekly attendance form is your evidence that you have completed this requirement. You will be unable to successfully pass the programme without these hours being undertaken.

It is an extremely important aspect of the placement experience and you need to take completion of the attendance seriously and ensure that you record your hours honestly as well as recording when you were absent. You will need to provide evidence of hours undertaken when you work with other people away from your placement. If you are on a short placement where the mentor does not have access to Pebblepad yet (eg. short ward placement) then you must document the member of staff's email address/ telephone number on the time sheet so that these can be verified manually by liaison lecturers

Additional guidance on practice hours is available in your programme handbook and on the practice placement website <https://practiceplacements.leeds.ac.uk/nursing-and-midwifery/information/student-placement-hours/>

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

8. Can my Personal Tutor/Programme Leader log on to my ePAD independently?

Yes; they can look at your ePAD and work book at any time. Dependent on your programme requirements, they will be able to run various reports so they will know what pages you have completed and whether you have achieved the required number of practice standards. They will also be monitoring your attendance forms to ensure that you have met the required number of hours and that your mentor has verified the same hours that you have claimed for.

9. Can my Personal Tutor/Programme Leader make changes to my ePAD workbooks?

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

10. Do I need to 'share' my ePAD workbooks with my Personal Tutor / Programme Lead?

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

11. Does the university fund for internet access for me to work on my ePAD effectively in practice?

All placements have access to a PC and the internet. Although some placements may have more IT resources than others, provision will be made for you to use placement PCs for learning while you are on placement. There is no requirement for you to use your own internet usage. You will be expected to prepare for meetings before you meet your mentor for the 3 interviews and therefore the sections that you complete can be filled in before you meet your mentor.

12. Can I use my mobile phone on placement?

All trusts/organisations have a mobile phone use policy and you will need to find this out when you start placement. Generally speaking students are not permitted to use their mobile phone during shift time. However, in most placements you should be able to ask your mentor/supervisor to sign or complete a testimony on your device after a shift has finished. At no time can you take photos of work or people when in practice.

13. How long does it take to receive feedback in ePAD and when will we see it on line?

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

14. What happens to my PebblePad when I leave the University?

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

15. The word reflection is mentioned in ePAD, what does this mean?

Reflection is a process of exploring and examining ourselves, our perspectives, attributes, experiences and actions/interactions. It helps us gain insight and see how to move forward. There are lots of different 'models' and 'frameworks' to help you do this and you will develop this process as you progress through the programme. Your lecturers and mentors will help you to develop this important skill.

16. Does PebblePad replace Minerva?

No; PebblePad is a separate learning 'environment' to Minerva. You will still need to access Minerva for module and programme information.

In the meantime continue to access PebblePad as shown in your training session. Pebblepad can be accessed from a mobile device if you download the 'PebblePocket' app.

17. What do I do if I've forgotten my username or password?

Your username will always be your University of Leeds email address. If you have forgotten your password, please use the 'forgotten your password' link from the PebblePad login screen.

<https://v3.pebblepad.co.uk/login/leeds/>. If you continue to have problems with your login, please email the School of Healthcare support team epad@leeds.ac.uk. *Please do not contact the main University of Leeds IT helpdesk*

18. I have a query that is not covered in the FAQs what do I do?

Please direct your query to the help email epad@leeds.ac.uk where a member of the School of Healthcare team will respond to you directly. *Please do not contact the main University of Leeds IT helpdesk*