***What is PARE?***

The online, cloud-based platform accessed by students, Universities and staff from all clinical placement areas across all professions.

***Do we use PARE for assessment?***

Not currently. This function is available on the website but currently in Leeds we use Pebble PAD to record Nursing assessments and bespoke on line platforms for AHP’s. Some of our AHPs are moving to PARE-based assessment documentation in the 21/22 academic year - communication will follow.

Nurses will be sent a Pebble PAD login when their student grants them access: epad@leeds.ac.uk

***I have forgotten my password, how do I recover it?***

On the sign tab, click ‘forgot password’’. A link will be sent to your email address. [PARE - Key Functionality Guide - YouTube](https://www.youtube.com/watch?v=11WIbeQtbMg&t=4s)

To change an existing password, when logged in click on ‘view profile’ where there is an option to change password.

***What Is PARE used for?***

In Leeds we use PARE to:

* keep a record all clinical placements, which students can access for useful information prior to starting placement
* record the training Practice Assessors/Practice Supervisors/Practice Educators have undertaken in order to meet the NMC/HCPC requirements to be suitably prepared to support students
* **You need a PARE profile to be given access to your students PAD** (Practice Assessment document)
* record educational audits
* invite students to leave evaluations of placements

***Who creates my account?***

Once you have completed relevant training, the person with Education Lead PARE access to your placement area, can create your account.

***Can PARE be accessed from devices?***

Yes, you can access the website from any internet enabled device, including smart phones, tablets, laptops and desktops.

If your organisation has a firewall blocking access to the site contact PARE: info@onlinepare.net

***Is the website secure?***

The PARE website is highly secure, using industry-leading technology to keep data safe. It is hosted on UKFast - a server managed and operated in an ISO-accredited data centre located in Manchester.

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To change an existing password, when logged in click on ‘view profile’ where there is an option to change password.

***What is my username?***

This is your registered email address.

***Where is my activation email?***

Once your profile is created an email is auto-generated - it may have gone to your Junk mailbox.

***I am an Education Lead for my placement area. What do I need to do on PARE?***

* Ensure your **individual profile** is up to date and if you are an NMC/HCPC registrant, make a self-declaration
* Maintain the **clinical placement profile**. This can be edited as required should changes occur within the service. Students appreciate this overview of the placement once it is allocated to them.
* Read **student** **evaluations** and provide feedback to the team as they do not have access to these. You may want to create action plans in response to aspects of evaluations. Your PLF can support you in this.
* Take part in the **Educational Audit** when contacted by the liaison lecturer/PLF. This is recorded on PARE.

***I am a Practice Assessor/Supervisor/Educator. What do I need to do on PARE?***

* **Activate** your account (the initial email may be in your Junk folder)
* Make a **self-declaration** to record the training you have undertaken in order to support students
* Complete then record your Practice Assessor/Supervisor/Educator **updates**
* Ensure your email address is correct - this is essential so that students can share their PAD with you

***What if I move to a new clinical area?***

If it is in the same organisation, the Education Lead in the area you leave can ‘revoke access’ to their placement profile and the Ed Lead in the new area can search the educator register and add you to their placement profile.

If you move organisations you will need to email PARE so they can move your profile. info@onlinepare.net

***Where can I access support?***

PPU website contains resources including a video and ‘how to’ guides for the functions of PARE we use in Leeds

<https://practiceplacements.leeds.ac.uk/nursing-and-midwifery/pare/> [Online Practice Assessment Record and Evaluation | Leeds Beckett University](https://www.leedsbeckett.ac.uk/health-practice-learning-hub/online-practice-assessment-record-and-evaluation/)

* The PARE website has user guides and videos guides throughout the website. The following guides are from the PARE website (caution - they contain instructions on using functions of PARE we do not currently use in Leeds)
	+ [**https://onlinepare.net/files/guides/PARE.Placement.Educator.Lead.Guide.v1.1.pdf**](https://onlinepare.net/files/guides/PARE.Placement.Educator.Lead.Guide.v1.1.pdf)
	+ [**https://onlinepare.net/files/guides/PARE.Placement.Educator.Guide.v1.1.pdf**](https://onlinepare.net/files/guides/PARE.Placement.Educator.Guide.v1.1.pdf)
* For technical support, you can contact PARE on info@onlinepare.net
* Your Practice Learning Facilitator (PLF) or Learning and Development team for your organisation can provide support - email the contact for your organisation:-

-Leeds Community Health hayley.ingleson@nhs.net

-Leeds Primary Care leedsprimarycare.wth@nhs.net

-Leeds Teaching Hospitals leedsth-tr.practicelearningfacilitator@nhs.net

-Leeds and York Partnership NHS Foundation Trust pldt.lypft@nhs.net

-All others (Private/Independent/Voluntary organisations and other NHS services) leedsth-tr.pivoplfteam@nhs.net