

Online Practice Assessment for Learning (OPAL)
user guide for paramedic mentors

What is OPAL?

OPAL is an online assessment portfolio. Students will need to gather evidence to help you assess their practice. This evidence is agreed with you and the student is responsible for providing this in a timely manner. Evidence for assessment includes:-

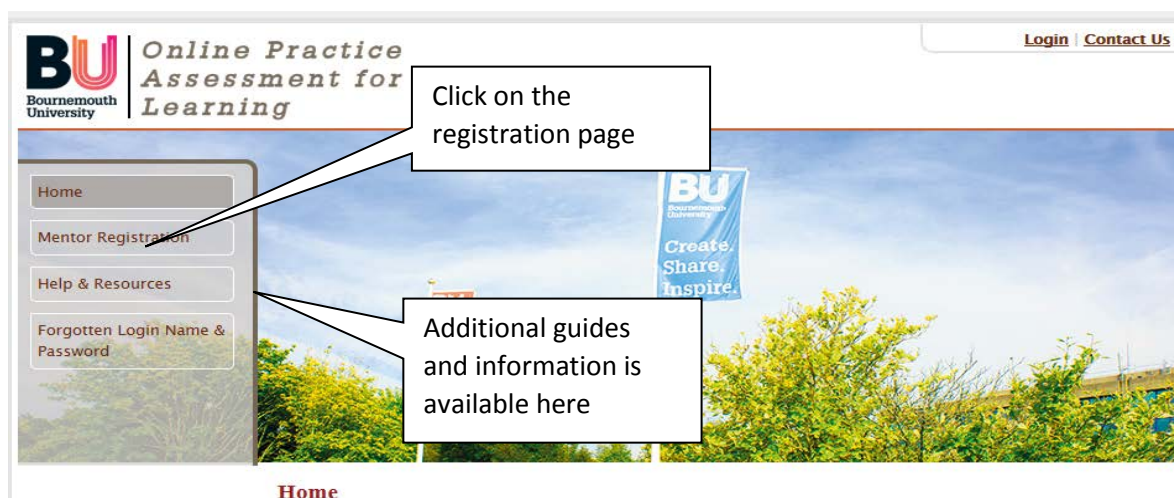
- Direct observation
- Reflections
- Documentation completed during placement
- Feedback from colleagues
- Feedback from spoke visits
- Service user feedback
- Record of attendance

In order to complete the assessment tool, you will need to have registered your contact details. Your student will then create a link, inviting you to have access to their portfolio.

How do I register my details?

Each student, practice assessor and supervisor must first create their own profile. For a practice assessor and supervisors to assess a student, a 'relationship' (link) has to be created by the student, 'inviting' them to see their profile. Once the relationship is created, they will have access to all elements of the student's OPAL PAT, including past comments, as well as current assessments.

To get started go to www.opalbu.com



It is a good idea to save the site address to the 'favourites' tab of your device. You can access the OPAL site from any device that links to the internet.

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Enter Email

Please enter your work email address that you will use to register your account.

Email Address

Please use your work email as it will be visible to all who review the portfolio

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Account details

Username *
Password
First Name *
Last Name *
Email Address *

This should be your work email and not a personal email account as it will be visible to students whom you mentor / support

Learning and Assessing Course
 I am a **registered non nurse professional** completing a learning and assessing course

Social Work
 I am a registered social work **practice educator**
 I am a registered social work **placement supervisor**

Allied Health Professionals
 I am an occupational therapy **practice placement educator**
 I am a physiotherapy **practice placement educator**

Operating Department Practice
 I am an operating department practice **mentor**

Paramedic
 I am a registered paramedic **mentor**

NMC/HCPC/Professional Registration Number

Place of Work (e.g. Name of Hospital) *

Department (e.g. Ward name/number)

Register

User name: It is best to use your full name e.g Sue Smith

Password: Don't worry if you forget it – email opalsupport@bournemouth.ac.uk to ask for a reset.

Identify your professional role

- Only those who have created logins can access OPAL
- Keep your logins secure
- We ask for limited personal information in order to identify who you are and where you work: An email address – preferably work email, place of work and NMC / HCPC number (this will not be visible to any student or other users)

Students ONLY see your name, work email address and place of work.

Help and Resources

In the grey column under the help tab you will find resources to help explain the OPAL process. This area includes guides for each of the programmes. If you have any queries please contact opalsupport@bournemouth.ac.uk

Test site

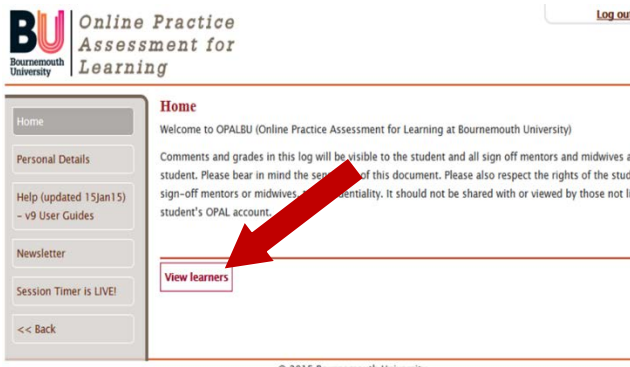
There is a test site available for mentors to login and view the OPAL site. To access this site, the following username and password will be required.

Username: aimmen1

Password: letmein

Accessing the student's portfolio

Once you have logged in click on 'view learners', next you will see students who have created a link with you. Clicking on the student's name will open their portfolio (OPAL) for you to view and make entries / complete the assessment



The sessions will time out after 35 minutes if there is no activity

The screenshot shows a student's portfolio page for 'Paramedic Year 1'. At the top, there are buttons for 'Leave new comment' and 'View existing comments', and a session timer indicating 'Session expires in 20:07'. Below this is a red banner that says 'You are viewing the portfolio of Paramedic Year 1 as a mentor' with a 'View Logbook' icon. The main heading is 'BSc (Hons) Paramedic Science'. Below the heading, there is a description of the course and a tabbed interface with 'Year 1 *', 'Year 2', and 'Year 3'. The 'Year 1' tab is active, showing 'Active year' and instructions to add and manage placements. The page is divided into two columns: 'Placement details' and 'Mentors (2)'. The 'Placement details' column lists information such as 'Final placement of the year: No', 'Location: Placement 2', 'Start Date: 23/04/2019', 'End Date: 23/05/2019', 'Oriented to placement:', and 'Additional learning needs discussed:'. The 'Mentors (2)' column lists two mentors: 'Rain, Summer (retheridge66@outlook.com)' and 'Rain, Dancinin (retheridge66@outlook.com)', both with roles of 'Practice Assessor' and 'Practice Supervisor'. A callout box points to the 'View Logbook' icon with the text 'Press this icon to see all the previous assessments'.

It is important to remember if you are working on any part of the student portfolio, you must click save before leaving the PC / Tablet, otherwise any work will be lost.

It is the student who first creates the placement, including the dates. The system then requires interviews to be carried out in order.

Tabs

The **course** tab contains guidance about practice assessment and other information about assessment of practice. It will also tell you who the student's academic advisor is.

The * **next to Year 1/2/3** indicates which year the student is in. Clicking on this tab will show placement details already undertaken and is the tab where you complete the following:

- Area for assessment
- Time sheets
- Elements of practice
- Overall placement mark

Time sheets is where you will be able to confirm the hours your student has completed.

Time sheets
 18 hours linked to this placement
 0 hours linked to other placements
[View](#)

Areas for assessment
 Additional Comments [View](#)
 Skills Passport [View](#)
 University Taught Mandatory & Core Skills
 Training Record [View](#)
 Development plans [View](#)

Signature sheets

Learning Contract	Student	View
	Mentor	
Mid-Placement Interview	Student	View
	Mentor	
End of Placement Interview	Student	View
	Mentor	
Anatomy, Physiology and Pharmacology for Paramedics	Signed	View
Reflective Writing		View

Elements of Practice

1. Legal and Ethical Issues	- 4
2. Communication	- 5
3. Patient Assessment	- 6
4. Paramedic Skills	- 3
5. Professionalism	- Pass

[View](#)

Overall Placement Mark

[Sign](#)

Sections:

- Learning contract, mid-placement interview & end of placement interview

These sections include the interviews to be completed in each placement.

- Anatomy, Physiology and & Pharmacology

Within this section, is the confirmation that the student has completed their pharmacology unit and therefore, is now able to administer certain medications under direct supervision. This will be signed by a member of the academic team, once completed.

- Reflective writing

Students are expected to write reflective pieces of work for each placement block they undertake. This section allows students to upload both reflective writing and any relevant evidence or documents (for example: guidelines, journal articles, book chapters etc). Although this section will be checked and commented on by the teaching team at BU, you are also encouraged to also view this section as your input on student's reflective writing is very welcome.

- Additional comments

This is an area for mentors to place any additional comments regarding the student's placement. Examples include, documenting conversations etc.

- Skills passport

The skills passport provides information to mentors regarding the skills they have successfully completed in simulation. These skills will be signed by a member of the academic team once completed.

- University taught mandatory and core skills training record

Within this section, students will be required to log their mandatory learning undertaken via the elearning for health network. They are required to complete this prior to placement and show evidence of this to BU staff – who will then add to the portfolio. This section reflects all the subjects required by a student on a placement within the NHS.

- Development plans

Should a student not be progressing as expected in placement, then a development plan can be added in this section. When clicking on this tab, a 'add new' button will appear which will populate the development plan template.

- Elements of practice

Here is where you will be grading your student's competencies. At the top of the page is a link to open the grading criteria.

- Overall placement mark

This section allows you to provide an overall mark for the student's placement. This is the only section where a percentage mark is asked for.

It is the student's responsibility to ensure everything is completed in time for submission.

The OPAL system will automatically submit the student's portfolio electronically on the allocated date and time.

