Thank you for working with our students on clinical placement.

The School of Nursing and Midwifery has made a commitment to change to a paperless online portfolio system for our students to use to complete their Nursing Competency Assessment Schedules (NCAS) in line with our accreditation requirements.

Each student undertaking a clinical practicum as part of their undergraduate nursing degree will be given a PebblePad account to use for the completion of their NCAS. This account can then be used by the students going forward with their studies and into their nursing careers to record their CPD.

As a Clinical Facilitator working with our students you will require access to the students’ PebblePad account to complete their NCAS, there are components however where you will need to log in independent of the student.

Please read the following information carefully and take the time to work with the students in PebblePad to complete their placement requirements.
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Responsibilities of the Clinical Facilitator

The responsibility for completing the NCAS tool lies with the student. The majority of the NCAS tool in PebblePad will need to be completed under the student’s individual login and on either a device supplied by them (e.g. smartphone or tablet) or an available laptop or desktop in the clinical environment.

There are certain components within the NCAS that are reserved as assessor only fields. These are not accessible via a student login and must be completed by the assigned Clinical Facilitator using their login in the ATLAS space. In order for the Clinical Facilitator to complete these sections the student must ensure that they have shared their document for assessment.

A Clinical Facilitator must at no point take a student’s device or ask for their login to complete the requirements of the NCAS.

Access types

Your type of access will depend on your professional relationship with UniSA. All employees of UniSA who undertake Clinical Facilitation will be given a PebblePad login and account. External venue based Clinical Facilitators and other nominated external staff will be assigned an external assessor login as needed.

Pebble+ and ATLAS

There are two components to PebblePad, the Pebble+ account is where the student will access their assigned NCAS workbook and maintain a professional portfolio. The ATLAS account is the administrative workspace where UniSA staff will administer and grade assessments, assign access to Clinical Facilitators and where the Clinical Facilitator and external assessors can access the assessor field components of the NCAS tool. In ATLAS Clinical Facilitators and external assessors can access student names, email addresses, load orientation documentation and communicate with students.
**Devices for PebblePad access**

PebblePad is accessible on any smart device (e.g. smart phone or tablet), laptop or desktop. The device will need to be connected to the internet in order to access stored documents and complete assessment items. Students are advised to bookmark PebblePad on their device for ease of access.

In the near future students will be able to access PebblePocket which is a mobile version of PebblePad that can be accessed only via a smart phone or tablet. PebblePocket however does not require internet access to be used.

**UniSA Clinical Facilitator access**

All employees of UniSA who undertake Clinical Facilitation will be given a PebblePad login and account. You will receive an email notifying you of your account details and a link to the PebblePad site.

You may access PebblePad at the following link:


You will be greeted by the login page. On this page you can change your password from the one you were advised of in your welcome email.

![PebblePad Login Page](image)

Any ELA workspaces you have been assigned to will show in ATLAS under the workspaces box.
**External Assessor access**

External venue based Clinical Facilitators and other nominated external staff will be assigned an external assessor login as needed. You will receive an email notifying you of your account details and a link to the PebblePad site.

You may access PebblePad at the following link:


You will be greeted by the login page. On this page you can change your password from the one you were advised of in your welcome email. As an external assessor you will need to login using the I am a guest selection.

After you receive your login details you will receive another email advising of the ELA workspace you have been assigned access to. There will also be a direct link in this email that will provide you with easy access to workspace you have been assigned to. Please note that under this type of access you will only receive access to workspaces that you have been assigned to and you will not be able to access any other PebblePad spaces.
Your access may look like this:

External user: ppadtester@outlook.com

Workspaces you have access to

- NURS 2033 ELA 3

**Completing the NCAS**

To complete the students NCAS document you will need to access the students PebblePad account on their login and on their device. There are two components to the NCAS tool, the Standards for Practice and the eight Employer Competencies.

The Clinical Facilitator is responsible for the completion of the Standards for Practice. The Employer Competencies can be completed by any Registered Nurse that the student works with. The Standards for Practice component is an assessor only field. Only a Clinical Facilitator or external assessor who has been given a login can complete these sections.

To complete the assessor only fields the student will have had to share their NCAS tool to the ATLAS space. Students have been advised that failure to share their NCAS tool will be considered as non-submission of an assessment item and may result in a fail grade.
Standards for Practice

The standards for practice assessment needs to be completed twice during your clinical placement. The first time is formative and is to be completed at the halfway mark of the placement period and the second time is summative to be completed at the conclusion of the placement period. The student can access this assessment through the contents tab or by scrolling across the top of the open workbook. When you click on the Standards for Practice tab you will see a drop down with the options of formative and summative.

The student will need to select the assessment that needs to be completed. On opening the page, they will see the assessment overview and the Bondy scale which they are being assessed against. There are two copies of a grid that is to be used for this assessment. The first one is for the student to work through prior to meeting with you as Clinical Facilitator. This space is for the student to reflect on how they feel they are progressing. To complete the student will need to click on the corresponding box for each of the standards and the level they feel they are performing at. When a box is selected, it will turn blue and a tick will be present in the bottom right corner. Once the student has worked through the grid, they can then enter a written reflection underneath. The completed section should look something like the following:
The next section of the Practice Standards assessment will need to be completed by you as the assigned Clinical Facilitator. You will need to access this component via the link provided in your welcome email or by accessing ATLAS through the PebblePad address. The section that needs to be completed will be identifiable as an assessor field.
Please note that you will not be able to complete this section if the student has not shared the workbook for assessment. We would advise reviewing the students completed section with them and providing feedback prior to completing the assessment.

Once you have completed the Formative assessment page make sure that you go back in and repeat his process for the Summative assessment at the end of the clinical placement period.

This page will require you to populate fields with your name, feedback for the student and indicate an overall performance level of satisfactory or unsatisfactory. Students cannot access the sections completed by their Clinical Facilitator.

**Assessor Fields**

There are two pages in the NCAS where you will find assessor fields, the first being the Standards for Practice (both formative and summative) and the Clinical Facilitator Notes page.
**Employer Competency**

There are eight employer competencies that the student will need to work through during their clinical placement. Each competency is available via a separate page in the workbook and accessible via the Contents tab or by scrolling across the top of the workbook. The employer competencies may be completed either by the assigned Clinical Facilitator or by any Registered Nurse that the student may work with. Completion of the Employer Competency pages will need to be done through the student’s login and on their device or an available laptop or desktop in a clinical area. To complete the employer competencies the Clinical Facilitator or Registered Nurse will need to select the appropriate level via the drop-down box available under each domain of the competency, there are five domains per competency.

**PREPARATION FOR THE ACTIVITY**

Prompts for this assessment:

- Identifies specific indications for contact / communication / action with the client/patient (i.e. are there any specific orders)?
- Verifies the validity of any written orders to provide appropriate wound management.
- Reviews the client/patient documentation / history / information / medication chart / communications from members of the multidisciplinary team and considers the evidence.
- Gathers the necessary equipment:
  1. Effectively and in a timely manner performs hand hygiene.
  2. Clean and sterile gloves, apron, goggles (PPE).
  3. Sterile scissors and/or clip/staple/stitch remover, sharps container.
  4. Dressing pack, required dressing materials.
  5. Appropriate solutions if necessary and if necessary.
  6. Other.

<table>
<thead>
<tr>
<th>Please select</th>
<th>Dependant</th>
<th>Supervised</th>
<th>Assisted</th>
<th>Marginal</th>
<th>Dependant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Performance: Hand hygiene and uses PPE (if required).
At the bottom of the page there is a space for your Clinical Facilitator or assessing Registered Nurse to leave feedback and provide a final rating for the specific competency.

**Clinical Facilitator feedback space**
How well did the student perform the competency activity?

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**For the Clinical Facilitator to provide their final rating**
How would you rate the student's overall performance whilst undertaking this clinical activity?

- Satisfactory
- Unsatisfactory

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**Clinical Facilitator to sign here when you have achieved this competency**
Click Add Signature using the mouse (laptop or desktop) or finger/stylus (tablet or phone) to sign.
*Warning: By adding a signature, this asset will become locked with no editing permissions*

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Once the Clinical Facilitator or Registered Nurse has completed marking the assessment, they will need to sign it off. Doing this will result in their name and signature being entered at the base of the page and the page being locked and timestamped. The assessor will need to either use a finger or stylus to sign their name if being completed on a smart device (e.g. phone or tablet) or a mouse if on a laptop or desktop.

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**Print your name**
Please type your full name into the box below

[Name]

[Signature]

[Confirm signature] [Cancel signature]
Once the signature has been entered you will need to select the **Confirm Signature** box. Once this has been selected a warning will appear on the screen.

Please check that you are ready to lock the page as once it is locked it will not be accessible again unless the UniSA academic staff unlock it post receiving a request. Please note that this may not always be possible to time taken to ensure the page is ready to lock will be appreciated. Once you are sure the page is complete select **Confirm and lock**.

At no point are students to complete this section with their name and signature. Please note that PebblePad accounts will be audited and any breaches will be actioned through existing Academic Integrity pathways.
Signatures

Student PebblePad accounts will be audited at random intervals to ensure that there are no breaches in authentic assessment completion. Please ensure to enter your name to compliment the signature box to assist this process. Any breaches that are detected in this process will be managed through the University’s existing academic integrity processes. Prior to completing the student’s final summative assessment, it is recommended that you check each employer competency for progress and the identity of the staff who have completed the employer competency assessments for the student.

Timestamps and progress

Through ATLAS Course Coordinators and external assessors can check a student’s progress. All completed work in a workbook is timestamped and progress indicated as a percentage. The Course Coordinator and external assessors can choose to give feedback within a PebblePad workbook or send an email or message through the platform as a prompt to complete or review a section of work. Clinical Facilitators and external assessors have access to the comments provision whilst Course Coordinators can provide feedback which can be collated and reported on.

Clinical Facilitator Notes

The next tab across from the Standards for Practice is the Clinical Facilitator Notes tab. This space is an assessor only space and is designed to be used as a working document for clinical feedback for the student.

Clinical Facilitator Notes

Use this space for any additional comments or placement related feedback.

Please note that this space is not private and is visible to the student. You can only access this space through your external assessor workspace link or
through ATLAS. You may wish to enter feedback in this space in a structured manner (e.g. week by week or with an identifiable date).

**Reflection Space**

There is a reflection space for students at the end of the workbook. Students should be encouraged to use this space to enter reflections for each of the Practice Standard assessments and Employer Competency assessments. The student will need to save this document each time to ensure that it is a working document and the comments show each time you access the workbook. Student reflection may be used to assist in the completion of summative assessments.

**Achievements and Feedback**

We have provided students with a space at the end of the workbook to upload any evidence of Continuing Professional Development (CPD) or educational opportunities they might attend. Documents can be either scanned into the desktop or a photo can be taken. Students will need to add these to their PebblePad account as an asset. To do this they will need to go to their main PebblePad dashboard page and click on the Upload New tab.

**Clinical Facilitator Meeting Log**

We encourage students to keep track of any meetings with their Clinical Facilitators and any education sessions they might attend. There is a meeting log that can be accessed either by the contents tab or scrolling across the top of the workbook. Logging meetings is also helpful for the Course Coordinator in keeping track of progress and ensuring adequate facilitation. By clicking on the Add button the student can access a page that allows for details of meetings and reflections to be entered. This feature may be particularly useful in assessing comprehension or topics or ensuring records are kept. Each logged entry will show up in a list that the student can access at any point throughout the placement.

**Contacting students via PebblePad**

Through PebblePad you have the ability to message your assigned students. All messages sent through this platform will appear in the students PebblePad account. The student will also receive notification of the message via their University email account.
To contact your students, enter the assigned workspace in ATLAS using your login. From here select the Community tab.

Select the individual or group of students you wish to contact. Then select Send a message.

Enter your message as required. You can also include links to external documentation in your message. On the message page you have the option to send a copy to yourself as well, this may be a good option in creating a paper trail of your documentation.
At this point in time there is no capacity to attach documents to your message. If you wish to do so, please contact your Course Coordinator who can arrange this for you.

From your access under community you can also access student email account details, message other Clinical Facilitators or contact your Course Coordinator whose details will be available under the Managers tab.

**Providing Feedback in PebblePad**

You may send your students feedback in alignment with their NCAS tool, this can be a response to a reflection they have written, a prompt to complete an aspect of their work or review of their learning objectives. To provide feedback the student will have had to share their document. You can access the submitted document under the submissions tab of the ATLAS workspace.
Select the student’s submission you wish to review by clicking on the blue writing which will become a link.

Once the NCAS workbook is opened you will note a blue line with options for feedback in it.

The options are:

- view information about this asset
- view comments on this asset
- view feedback provided on this asset
- view page verifications made on this asset
- progress report
- print to pdf
By selecting either the comments box you may leave individual feedback for the student. It is advisable to select the feedback type that permits it to be limited to an individual page to support targeted and specific feedback.

By selecting the feedback box, you may leave individual feedback for the student on either a page or a workbook. Feedback provided via this link will be viewable in ATLAS for the Course Coordinator and may require the Course Coordinator to review this prior to releasing. Your Course Coordinator will advise whether or not to use this function.

Resources and Support

Additional resources for Clinical Facilitators and external assessors are available via the Nursing Clinical Facilitator Resource Website.


On this page you will find a video guide to working with PebblePad, a user guide for students and a video guide for students.

There are also resource and help tabs located in ATLAS.
Students will also have access to a weekly drop in session that will be advertised on their ELA course page. Students who are placed away from the City East campus will be able to access an online classroom version of the drop-in sessions. In these dedicated times students will be able to ask questions from an academic well versed in the PebblePad platform and the student’s assessment requirements.

Please feel free to access these resources as needed or contact your Course Coordinator if there is a specific question about something we have not covered already.