As a student undertaking a clinical practicum as part of your undergraduate nursing degree you will be given a PebblePad account to use for the completion of your Nursing Competency Assessment Schedule (NCAS). You will receive an email via your UniSA student email account notifying you of your login details to your account.

Your account is yours for the duration of your studies and may be continued on post completion for a period of time. Within your account you can create and maintain portfolio pages and spaces. Documents will be shared with you through your account for completion as part of course requirements.

Please read the following information carefully and take the time to work in your PebblePad account to become familiar with it.
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**Accessing your account**

You will receive an email via your UniSA student email informing you of your account details. Within the email will be a link to the PebblePad site, use this to access it. You can also access the PebblePad site for UniSA by entering the following into your internet search engine:


For ease of access going into the future bookmark this address or save to your favourites.

The login page for PebblePad should look like this:

![PebblePad Login Page]

Enter your account as a UniSA student. You can also change your password on this page.

**Completing your NCAS tool in PebblePad**

The completion of the NCAS tool in PebblePad is the student’s responsibility. You will need to ensure you have accessed the NCAS prior to attending your scheduled placement to become familiar with it.

You may need to assist your Clinical Facilitator in working with the NCAS in PebblePad for the first time.
**Accessing the NCAS tool**

To access your NCAS whilst on placement you can access your PebblePad account using any smart device (phone, tablet, iPad), laptop or desktop. Your smart device will need to be connected to the internet in order to access PebblePad.

For each Experiential Learning Activity (ELA), you are enrolled into you will receive a fresh copy of the NCAS tool. This will be available to you in your PebblePad account as a resource. Each ELA you undertake will show up a separate offering depending on your enrolment and when you are scheduled to undertake placement.

When you enter PebblePad find the heading **Resources** and click on it.

At the top of your Resources list will be your NCAS tool.

Click on the link to access this for your placement.
Commencing your NCAS tool

The majority of your NCAS tool will need to be completed with your Clinical Facilitator or assigned Registered Nurse under your personal login. You are not to pass on your login details to anyone. You will need to login on a readily available smart device to complete the components of your NCAS tool.

Prior to commencing your NCAS tool you will need to work through the declaration page and learning objectives. Please read through the declaration carefully and tick that you accept the terms, please note that students will be held accountable to the terms outlined in the declaration.

The declaration will be the first page that shows when you open the document. You can navigate to other pages by using the tabs across the top or the burger menu on the left-hand side.

Sharing your document

After you have accessed the declaration please share your work for assessment. You will need to share the document in order for your Clinical Facilitator to be able to access your work to complete the assessor only fields.

**Please note that failure to complete this step will mean your work cannot be completed and therefore not assessed. Failure to share your work will be considered as non-submission and may result in a Fail grade**

Click on the I want to... tab.
You will now see a menu with four options, click on share.

You should now see the following menu options:

I want to share the following asset

I would like to share this...

With people
For their advice or collaboration on an asset

With the web
For those without a Pebble account to see my work

For assessment
So my assets can receive feedback

Click on the For assessment tab as identified above by the red arrow.

From here you will be asked to confirm which ELA space you would like to share the document with. Ensure that you have selected the appropriate one as per your current enrolment and click on the appropriate tab.
Read through the terms of usage and tick that you agree at the bottom.
Once you have done this click on Share for assessment

Terms of usage

Work submitted to this workspace may be viewed by others involved in teaching, supporting or assessing you. Beyond this your work will not be shared with others without your permission.

Work submitted here might be archived (copied) to maintain a record for the institution’s quality assurance processes.

Any contributions you make to a conversation on this workspace may be copied by others as part of their record of their own engagement. You may do likewise.

☑ To share for assessment I agree to the terms of usage

On you screen you should receive the message that the share has been successful. Your work will now appear in ATLAS where your work can be graded and accessed by any assigned external assessors.

Checking your submission

To check your current submissions and ELA spaces click on the ATLAS icon in the top left of your screen.

You will be taken to a screen that will show for you the workspaces you are a member of and the submissions you have made. From this page you can also access any course relevant resources that may be available to you such as course outline, paper based NCAS tool, clinical information sheets and PebblePad FAQs.

This space is referred to as your ATLAS Dashboard.
Completing your NCAS tool on placement

There are two components that you must complete during your ELA placement. The first one is the Standards for Practice assessment and the other being the eight Employer Competencies.

You can find these by either clicking on the contents tabs or scrolling across the tabs of your NCAS document.

You will need to log in on your own PebblePad account to access your NCAS tool. The majority of your assessment will need to be done on your own personal device (e.g phone or tablet) or on an available laptop or desktop in the clinical area.

After you have completed anything in the workbook make sure to click on the SAVE button, which can be found in the top left of your open workbook.
Standards for practice assessment

Your 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 half way mark of your placement period and the second time is summative to be completed at the conclusion of your placement period.

You can access this assessment through the contents tab or by scrolling across the top of your open workbook.

When you click on the Standards for Practice tab you will see a drop down with the options of formative and summative.

Select the assessment you need to complete.

On opening the page, you will see the assessment overview and the Bondy scale which you are being assessed against.

There are two copies of a grid that is to be used for this assessment. The first one is for you to work through prior to meeting with your Clinical Facilitator. This space is for you to reflect on how you feel that you are going. Click on the corresponding box for each of the standards and the level you think you are performing at.

When you have selected a box, it will turn blue and a tick will be present in the bottom right corner. Repeat for each of the seven standards.

Once you have worked through the grid you can then enter in a written reflection underneath. You may like to reflect back on your learning objectives and course objectives whilst doing this.

Your completed section should look something like the following:
The next section of the Practice Standards assessment will be done by your assigned Clinical Facilitator. Your Clinical Facilitator will access this component via an external assessor account. Please note that they will not be able to complete this section if you have not shared your workbook for assessment.

Your Clinical Facilitator should be discussing your reflection with you and providing feedback ahead of completing the assessor only field. The assessor only fields are identifiable by the following label:

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

There are eight employer competencies that you need to work through during your 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 will need to be completed either by your Clinical Facilitator or assigned Registered Nurse. You will need to log in on your own PebblePad account to access these on your own personal device (e.g. phone or tablet) or on an available laptop or desktop in the clinical area.

To complete the employer competencies your 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 / communication(s) 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

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<tr>
<td>Marginal</td>
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<tr>
<td>Dependant</td>
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Once a level has been selected it will be displayed as follows:

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  4. Dressing pack, required dressing materials;
  5. Appropriate solutions if necessary and if necessary
  6. Other

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 this competency activity?*

For the Clinical Facilitator to provide their final rating

*How would you rate the students overall performance whilst undertaking this clinical activity?*

- Satisfactory
- Unsatisfactory

Once your Clinical Facilitator or Registered Nurse has completed marking the assessment for you, 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.

Your Clinical Facilitator 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.
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.

Your Clinical Facilitator or Registered Nurse will see a warning prior to confirming their signature that the page will lock after confirmation.

Once your Clinical Facilitator has signed your work a warning will show at the top of your workbook advising that the page is now locked.

Should your Clinical Facilitator or Registered Nurse need to access this page again they will need to contact the Course Coordinator in the first instance.

**Saving your work**

Once you have shared your workbook for assessment your work will be automatically updated in the ATLAS space each time you save the workbook. After you action anything in the workbook be sure to click on the SAVE tab to save your work.

You may receive prompts when working on your workbook, click on save each time you receive a prompt to ensure everything is up to date.

**Timestamps and progress**

Through ATLAS your Course Coordinators and external assessors can check your progress in your workbook. It is important for you to note that all work in your workbook is timestamped and your progress indicated as a percentage.
Your Course Coordinator and external assessors may choose to give you feedback within your PebblePad workbook or send you an email or message through the platform as a prompt to complete or review a section of your work.

**Reflection Space**

There is a reflection space for you at the end of your workbook. Please use this space to enter in your reflections for each of your Practice Standard assessments and Employer Competency assessments.

You will need to save this document each time to ensure that it is a working document and your comments show each time you access the workbook.

**Achievements and Feedback**

You have been provided with a space at the end of your workbook to upload any evidence of Continuing Professional Development (CPD) or educational opportunities you might attend.

Documents can be either scanned into your desktop or a photo can be taken. You will need to add these to your PebblePad account as an asset. To do this go to your main PebblePad dashboard page and click on the **Upload New** tab.
You will then be presented with the following options:

Choose which one is appropriate for your platform and follow the instructions for adding the asset. Ensure that your naming convention is something that is appropriate and identifiable as this will be added to your list of assets. You can also add a description of the file for your records going forward.

To add the asset to your page, click on the drop-down menu.
To add the asset, click on the **Add assets** tab and select the appropriate file from your available assets.

**Clinical Facilitator Meeting Log**

We encourage you to keep track of your meetings with your Clinical Facilitators and any education sessions you might go to.

You can find the meeting log either by accessing the **contents tab** or scrolling across the top of your workbook.

Your activity log has 1 search with 1 asset. **Edit your searches**

Logging meetings is also helpful for your Course Coordinator in keeping track of your progress and ensuring adequate facilitation. By clicking on the **Add to your activity log** you can access a page that allows for you enter details of the meeting and reflection. Each logged entry will show up in a list that you can access at any point throughout your placement.

**Printing your workbook**

Your workbook will be available for you through your PebblePad account at any time. Should you wish to have a printed copy for your records or submission as part of a TPPP application you can create a PDF copy.

To do this open the workbook you need and click on the **I want to** tab located in the top right of the page.
Select print.

You will now be able to access a menu of print options. Select those that are appropriate for what you want. For best presentation select portrait mode. Then select the download option.
Additional support

For additional support you can refer to the PebblePad resource tab on your ELA specific course site.

Other assistance can be found by accessing the PebblePad Help and Support Centre available through the PebblePad Burger Menu (upper left-hand side of main dashboard).