



PebblePad

**Midwifery**

**Clinical Facilitator User Guide**



UniSA

Clinical &  
Health Sciences

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Students undertaking the Bachelor of Midwifery are expected to provide evidence of a minimum number of relevant clinical experiences as determined by the Australian Nursing and Midwifery Accreditation Council (ANMAC).

In addition, to meeting the minimum requirements of registration as a midwife, students use this documentation as a tool for their learning, by including clinical details, linking theory to practice to develop skills around clinical reasoning. Students use an online platform, PebblePad, to complete their clinical documentation of experiences.

Their PebblePad account can then be used by the students going forward with their studies and into their midwifery careers to record their CPD.

Clinical Facilitators working with our students, are required to access the students' PebblePad workbooks to view their progress and provide feedback if needed.

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

We thank you for your commitment to educating our midwifery students.



Clinical &  
Health Sciences

University of South Australia  
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## Responsibilities of the Clinical Facilitator

As you would be aware students are required to meet minimum portfolio requirements across the Bachelor of Midwifery. We have mapped where we think the students should be sitting in terms of their clinical experiences at each ELA point.

The responsibility for completing the experiences lies with the student. These experiences including the Standards Assessment need to be completed under the student's individual login and on either a device supplied by them (e.g., smart phone or tablet or an available laptop or desktop in the clinical environment. .

There are certain components 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.

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

## Access to PebblePad

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.

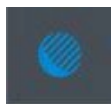
External venue based Clinical Facilitators and other nominated external staff will be assigned an external assessor login as needed. Either access type will provide you with the ability to access the student's work and view their progress.

## Pebble+ and ATLAS

There are two components to PebblePad, the Pebble+ account is where the student will access their assigned workbooks and maintain a professional portfolio.



PebblePad +



ATLAS

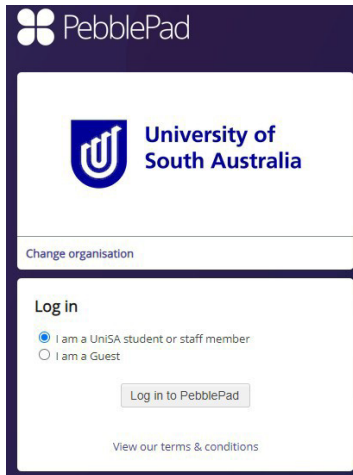
The ATLAS account is the administrative workspace where UniSA staff will administer and grade assessments, assign access to Clinical Facilitators and where the Clinical Facilitator and external assessors can access the student's workbooks.

In ATLAS Clinical Facilitators and external assessors can access student names, email addresses, and communicate with students.

## Devices for PebblePad access

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

## UniSA Clinical Facilitator Access



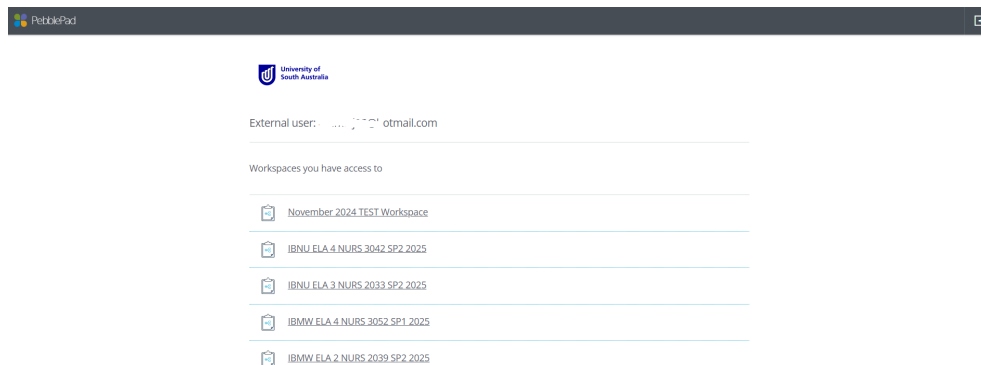
The image shows the PebblePad login page for UniSA. At the top is the PebblePad logo. Below it is the University of South Australia logo and name. There is a 'Change organisation' link. The 'Log in' section has two radio buttons: 'I am a UniSA student or staff member' (selected) and 'I am a Guest'. Below these is a 'Log in to PebblePad' button and a 'View our terms & conditions' link.

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.

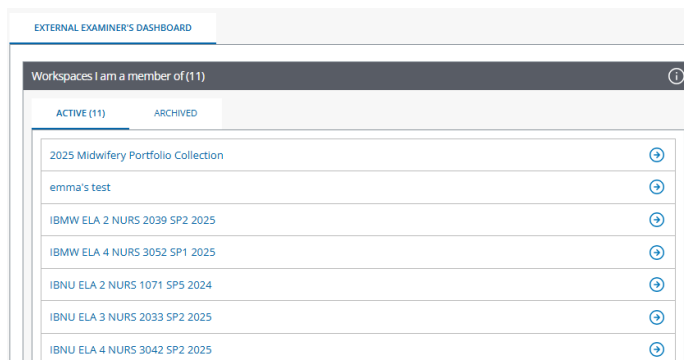
You can also access the PebblePad site for UniSA by entering the following into your internet search engine:  
<https://v3.pebblepad.com.au/login/unisa>

Your login is your UniSA username and password.

Click on the workspace you want to open.



The image shows the PebblePad workspace selection page. At the top is the PebblePad logo and the University of South Australia logo. Below this is the 'External user:' field with an email address. Underneath is a list of 'Workspaces you have access to' with five items: 'November 2024 TEST Workspace', 'IBNU ELA 4 NURS 3042 SP2 2025', 'IBNU ELA 3 NURS 2033 SP2 2025', 'IBMW ELA 4 NURS 3052 SP1 2025', and 'IBMW ELA 2 NURS 2039 SP2 2025'. Each item has a folder icon and a link.



The image shows the 'EXTERNAL EXAMINER'S DASHBOARD' workspace list. It has a header 'EXTERNAL EXAMINER'S DASHBOARD' and a sub-header 'Workspaces I am a member of (11)'. Below this is a table with two tabs: 'ACTIVE (11)' and 'ARCHIVED'. The table lists several workspaces, including '2025 Midwifery Portfolio Collection', 'emma's test', and several 'IBMW ELA' and 'IBNU ELA' workspaces. Each row has a blue circular icon with a right-pointing arrow.

Any PebblePad workspaces, Portfolio collections, etc you have been assigned to will show in ATLAS under the workspaces I am a member of.

## External Assessor Access



The image shows the PebblePad login page for External Assessor Access. At the top is the PebblePad logo. Below it is the University of South Australia logo and name. There is a 'Change organisation' link. The 'Log in' section has two radio buttons: 'I am a UniSA student or staff member' and 'I am a Guest' (selected). Below these are fields for 'Username:' and 'Password:', each with a 'Forgot' link. There is a 'Log in to PebblePad' button, a 'Change your password' link, and a 'View our terms & conditions' link.

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:  
<https://v3.pebblepad.com.au/login/unisa>

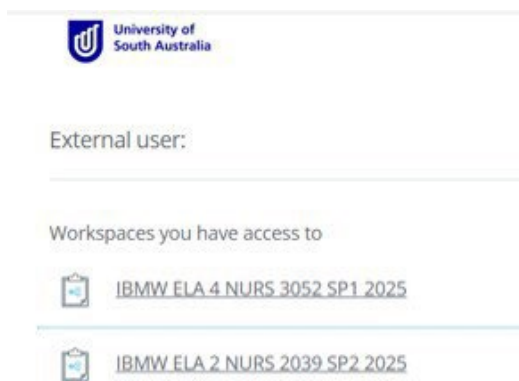
You will be greeted by the login page. On this page you can change your password from the one you were advised of in your welcome email.

As an external assessor you will need to login using the I am a guest.

Your username is your work email and password you created.

After you receive your login details you will receive another email advising of the workspace/s 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 or you can log into PebblePad using the link above.

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. It will show you all the workspaces you have access to

If you cannot access the student's workbook please contact the PebblePad coordinator.

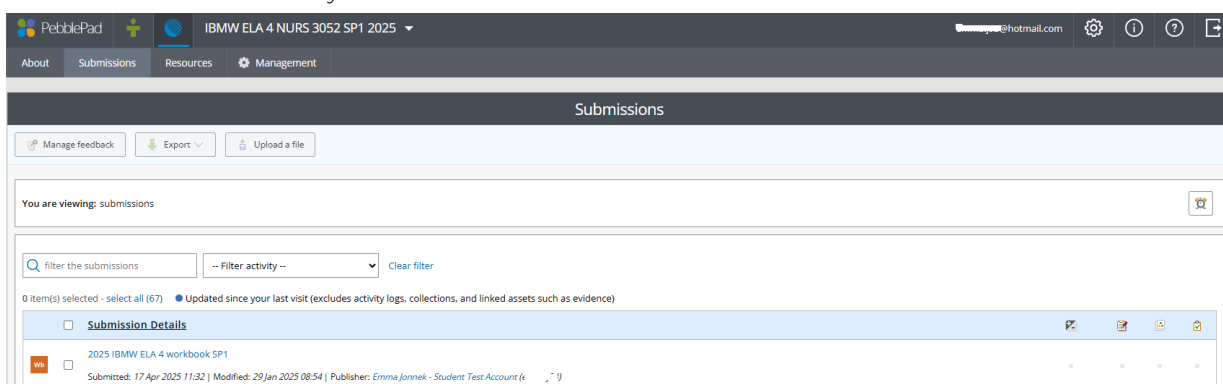
Do not ask the student for their PebblePad credentials as this could lead to an UniSA security breach.

The workspaces you have access to will be listed below. Please contact the PebblePad Coordinator if you have not been added to the correct workspace as this can easily be rectified.

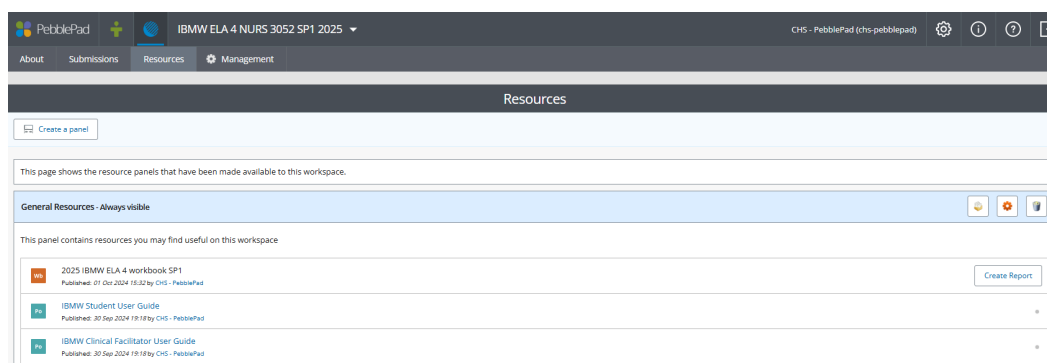
## ATLAS workspace

Students cannot complete their workbook if they are in the ATLAS area. This area is for assessors to have access to the student workbooks.

Submission tab this is where you will find the student workbooks



Resource tab to view all available resources to you and students.

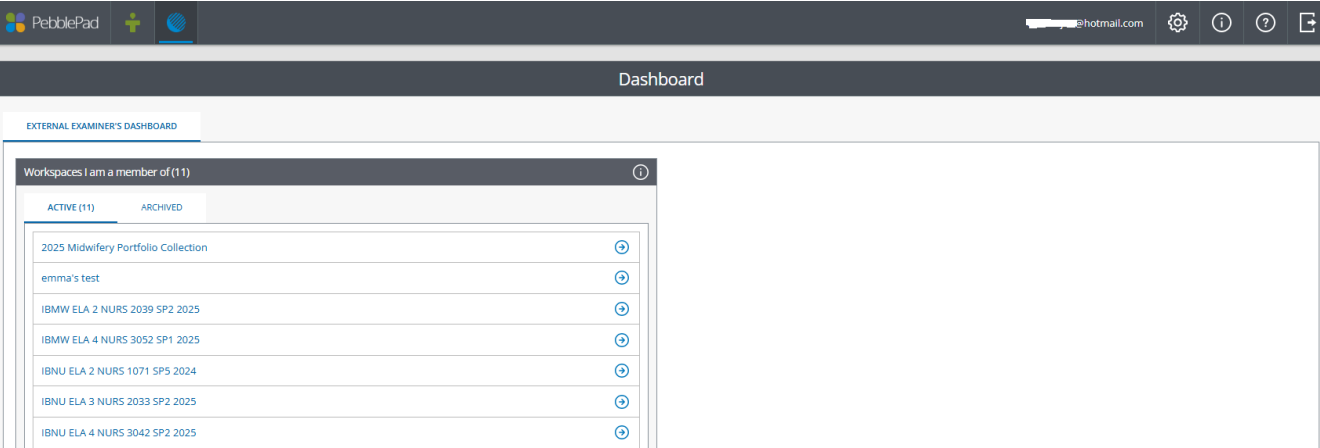


ATLAS Home Page

Click on ATLAS

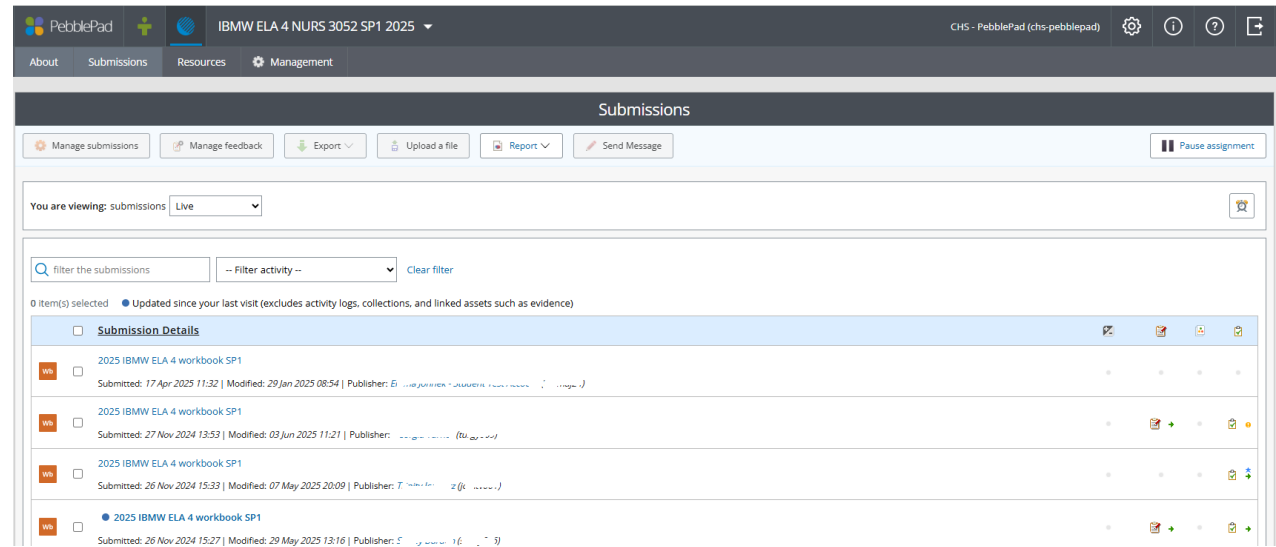
Will take you to the ATLAS home page which shows you what workspaces you have access too.

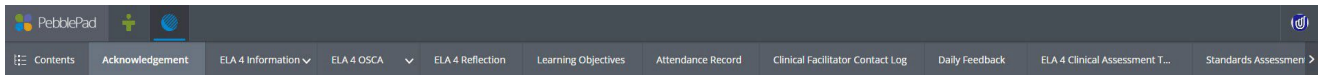
Click on the workspace you require.



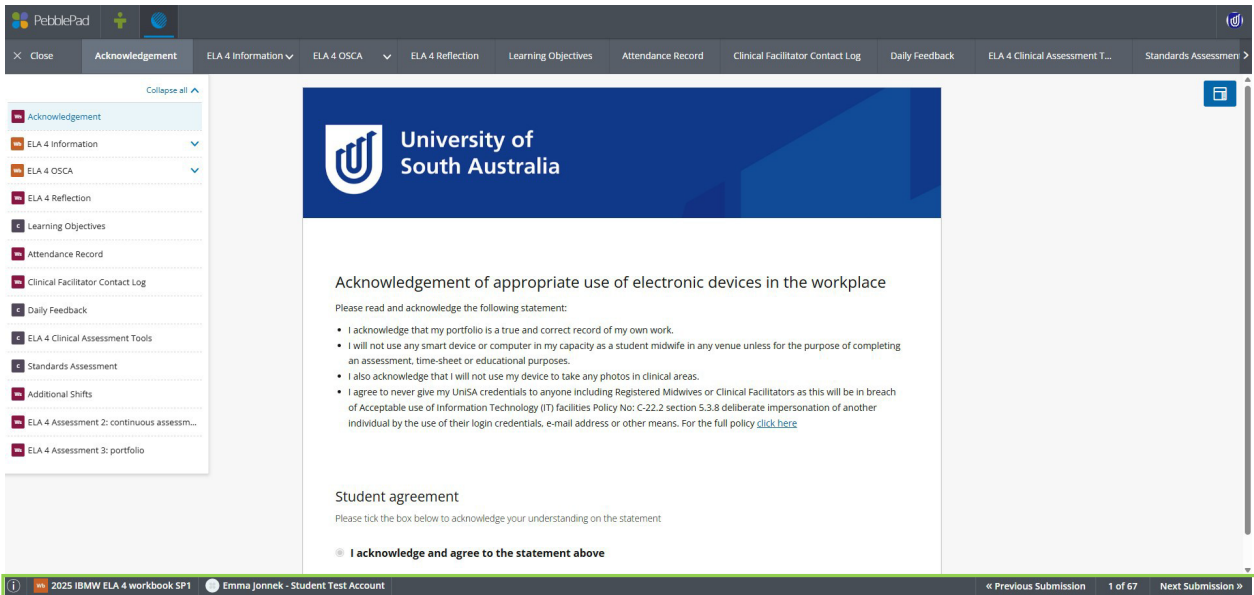
To find your students workbooks click the 'submission' tab.

To open the student's workbook, click on the workbook name.





You can navigate through the workbook by clicking the contents tab or clicking >



The bottom of the screen displays the name of the workbook along with the students name to help identify whose workbook you are currently in.

You can press next submission and it will open the next students workbook to view



## Completing the Standards Assessment

To complete the Standards Assessment document, you will need to be with the student. The student needs to log into their PebblePad workbook on their device or computer. The Standards Assessment has space for the student to self-assess and we encourage them to create the document and self-assess prior to meeting with you to finalise the assessment. Each standard will have a Clinical Facilitator section and a student section.

An example of a completed Student section.

### Standard 1: Promotes health and well-being through evidence-based midwifery practice

Key: **I** = Independent, **P** = Proficient, **A** = Assisted, **S** = Supported, **D** = Dependent

Student to complete this section

	I	P	A	S	D
1.1 identifies what is important to the woman as the foundation for using evidence to promote informed decision-making, participation in care, and self-determination	✓				
1.2 accesses, analyses, and uses the best available evidence, that includes research findings, for safe, quality midwifery practice	✓				
1.3 uses health assessment and health education to support birth and reproductive health, and minimises the potential for complications	✓				
1.4 undertakes ongoing processes of reflection to ensure professional judgements acknowledge how personal culture impacts on practice	✓				
1.5 supports access to maternity care for the woman	✓				
1.6 supports the development, implementation and evaluation of evidence-based health initiatives and programs, and	✓				
1.7 identifies and promotes the role of midwifery practice and the midwifery profession in influencing better health outcomes for women	✓				

An example of a completed Clinical Facilitator (assessor) section.

### Standard 1: Promotes health and well-being through evidence-based midwifery practice

Independent (I) Proficient (P) Assisted (A) Supported (S) Dependent (D)

Assessor to complete this section

	I	P	A	S	D
1.1 identifies what is important to the woman as the foundation for using evidence to promote informed decision-making, participation in care, and self-determination		✓			
1.2 accesses, analyses, and uses the best available evidence, that includes research findings, for safe, quality midwifery practice		✓			
1.3 uses health assessment and health education to support birth and reproductive health, and minimises the potential for complications		✓			
1.4 undertakes ongoing processes of reflection to ensure professional judgements acknowledge how personal culture impacts on practice	✓				
1.5 supports access to maternity care for the woman	✓				
1.6 supports the development, implementation and evaluation of evidence-based health initiatives and programs, and	✓				
1.7 identifies and promotes the role of midwifery practice and the midwifery profession in influencing better health outcomes for women	✓				

At the bottom of the document assessor's, will complete the overall grading and give feedback/comments for the student.

TO BE COMPLETED BY: ANY ASSESSOR

#### Overall grading

Assessor to complete this section

The Clinical Facilitator completing this assessment must assign an overall score

Please select

Please select

Independent

Proficient

Assisted

Supported

Dependent

TO BE COMPLETED BY: ANY ASSESSOR

#### Feedback/comments

Assessor to complete this section

Please record written feedback here

Save & Release

Once you have completed the feedback/comments and level of assessment you can sign the document to prevent any changes. You will be prompted to provide your name/designation and then sign the document with your finger/mouse.

### Assessor Signature

Sign here when the assessment is complete and an overall score has been allocated - this locks the submission and prevents any further changes.

**Warning: By adding a signature, this asset will become locked with no editing permissions**

Add Signature

Please check that you are ready to sign & lock the page as once it is locked it will not be accessible again. Once you are sure the page is complete select Confirm & lock.

Warning

×

Once this has been selected a warning will appear on screen.

This asset will be locked with no editing permissions upon confirming the signature. Do you wish to continue?

**Warning: Confirming signature will permanently lock this asset**

NO EDITING can be made once Confirm & lock is clicked.

Cancel

Confirm and lock

At no point are students to complete this section with their name and signature.

Each student must reach the minimum level required for the ELA or they will fail the clinical course. Please liaise with the Academic Liaison if this occurs for a management plan.

	ELA 1	ELA 2	ELA 3	ELA 4	ELA 5
INDEPENDENT	Pass Grade	Pass Grade	Pass Grade	Pass Grade	Pass Grade
PROFICIENT	Pass Grade	Pass Grade	Pass Grade	Pass Grade	Pass Grade
ASSISTED	Pass Grade	Fail Grade	Fail Grade	Fail Grade	Fail Grade
SUPPORTED	Fail Grade	Fail Grade	Fail Grade	Fail Grade	Fail Grade
DEPENDENT	Fail Grade	Fail Grade	Fail Grade	Fail Grade	Fail Grade

This table demonstrates the expected level for students to pass the Standards Assessment.

### ELA workbooks

Students will be provided with access to an ELA workspace for each ELA. In this space you will find all information required for your role. This includes the student's learning plan, attendance record, facilitator contact, daily feedback, learning tools and the standards assessment. You will be able to view these documents in real time. Please let us know if you cannot see your student's work.

### 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.

## Clinical Facilitator Contact 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.

We have asked students to record interactions in this space and in particular identified learning needs and plans. You can find this table on the Clinical Facilitator Contact page.



### Clinical Facilitator Contact Learning Plans

Use this space to record your interactions with your Clinical Facilitator and your subsequent learning plans.

Please record comprehensive details of all interactions you have with your clinical facilitators. This helps us to know that you are being well supported on your placement.

Date	CF name	Contact method - phone, email, face to face	Items discussed and plan of action
Select date			

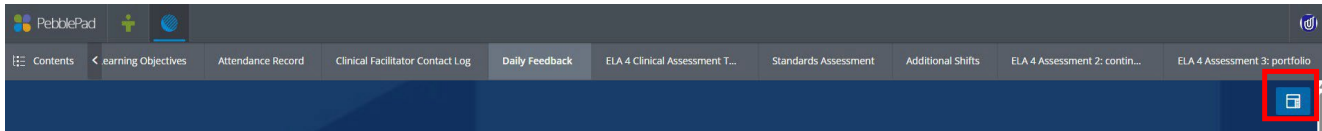
## Providing Feedback & Comments in Workbook

You may send your students feedback directly into their documents. You may wish to provide feedback on their learning objectives, daily feedback, or something else. 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.

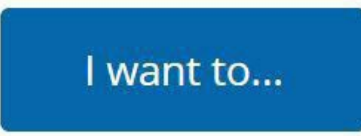
You will find the student workbooks in the Submissions tab. Click on the workbook name to open.

A screenshot of the PebblePad software interface. The top bar shows "PebblePad" and "IBM ELA 4 NURS 3052 SP1 2025". Below this is a navigation bar with "About", "Submissions", "Resources", and "Management". The main area is titled "Submissions" and contains a toolbar with "Manage submissions", "Manage feedback", "Export", "Upload a file", "Report", and "Send Message". A "Pause assignment" button is on the right. Below the toolbar, there's a filter section with "You are viewing: submissions" and a dropdown menu set to "Live". A search bar and a "Filter activity" dropdown are also present. The main list shows four submission entries for "2025 IBM ELA 4 workbook SP1", each with a checkbox, a status icon, and submission details like "Submitted: 17 Apr 2025 11:32" and "Modified: 29 Jan 2025 08:54".

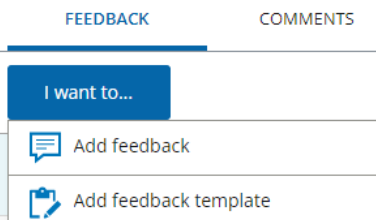
## How to Add Feedback



1. Select the sidebar icon



2. Select I want to....



3. Select Add feedback

Add feedback

Rich text editor for adding feedback. It includes a toolbar with bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, background color, and a link icon. Below the toolbar is a text area with the placeholder 'Write your feedback in the box'. At the bottom, there is a section for 'Insert statement'.

4. Add your feedback in the box.

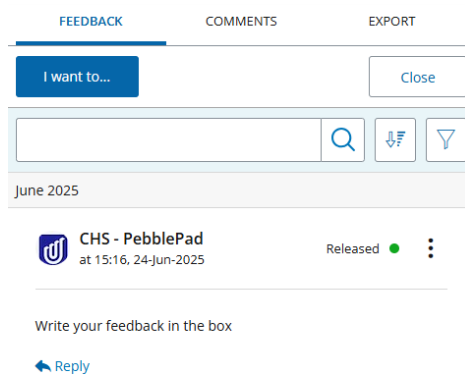
Add attachments

Then click Save & Release

☐ Save on **this page**  
(Standards Assessment)

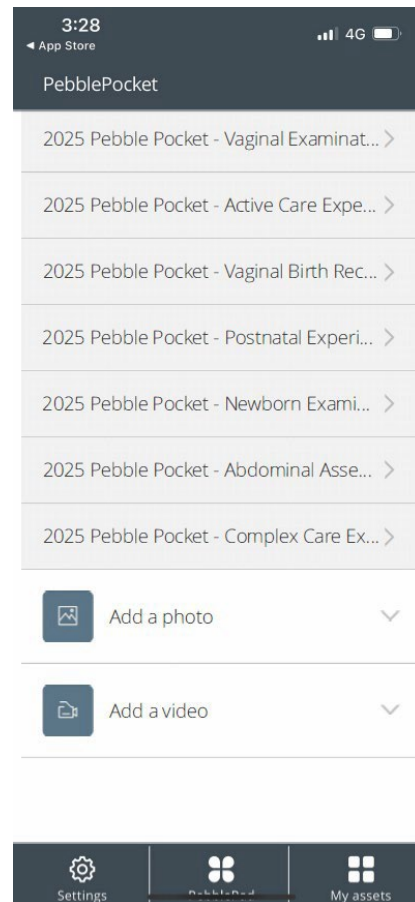
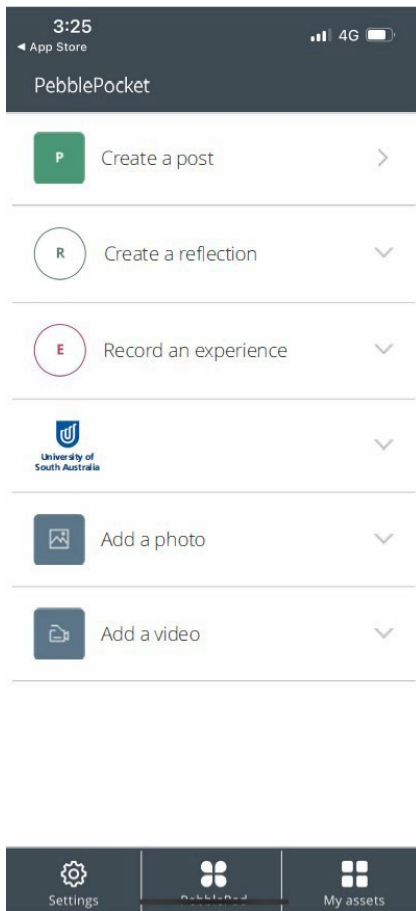
Save & Release

Cancel



5. Feedback is complete and student will get an email advising they have been provided feedback which they can then view

PebblePocket is an app powered by PebblePad that lets students quickly create assets on the go while online and offline. It allows students to edit and save the assets they create on their mobile and send them to their Pebble+ Assets store. Students can link PebblePocket to their PebblePad account so they can also use the app to launch PebblePad on their mobile browser.



The PebblePocket templates currently available for students to complete which will be saved in their Midwifery Portfolio Collection workbook are below:

- Antenatal Experience
- Abdominal Assessment
- Complex Care Experiences which are all on the same form when completing Complex Antenatal, Complex Intrapartum, Complex Postnatal and Complex Neonatal
- Vaginal Birth Record
- Active Care Experience
- Vaginal Examination
- Newborn Examination
- Postnatal Experience

Once the student has filled out their template on their device, they will pass it over to their supervising clinician to sign

The screenshot shows the top of the app interface with a back arrow, the title '2025 Pebble Pocket - Active C...', and a 'Send' button. Below the title is a date input field with the value '10/02/2025'. The section 'Supervising clinician's signature' contains a warning message: 'Please ensure that the date of the experience as recorded above, matches the date that the record is signed. Retrospectively signed records will not be approved. Students may refer to UniSA processes to gain approval for retrospective signatures in extenuating circumstances.' Below this is a red warning: 'Rotating your device during signing may result in signature disappearing. Please make sure signature is displayed before confirming and locking page.' At the bottom of this section is a button labeled 'Add signature' with a plus icon. Below the signature section are two large buttons: 'Save to device' and 'Cancel'.

1. Supervising Clinician needs to press add signature

The screenshot shows the 'Add signature' screen. It has a 'Name' field with the value 'Emma' and a 'Sign' field with a handwritten signature. A modal dialog box is displayed in the center with the title 'Lock with digital signature?' and the text 'Are you sure you want to lock this asset? It will not be editable after locking.' The dialog has 'Lock' and 'Cancel' buttons. Below the signature field is a 'Clear signature' button. At the bottom of the screen are two large buttons: 'Save & Lock' and 'Cancel'.

2. Need to enter their name and sign  
Then press save and lock  
Message will appear confirming want to lock template with digital signature  
Press lock

The screenshot shows the 'Supervising clinician's signature' section. It has a date input field with the value '10/02/2025'. Below this is a warning message: 'This form has been digitally signed and locked to prevent editing.' The section 'Supervising clinician's signature' contains a warning message: 'Please ensure that the date of the experience as recorded above, matches the date that the record is signed. Retrospectively signed records will not be approved. Students may refer to UniSA processes to gain approval for retrospective signatures in extenuating circumstances.' Below this is a red warning: 'Rotating your device during signing may result in signature disappearing. Please make sure signature is displayed before confirming and locking page.' At the bottom of this section is a button labeled 'Add signature' with a plus icon. Below the signature section are two large buttons: 'Save to device' and 'Cancel'.

3. Form is now locked, Press save to device and hand device back to student so they can template to their PebblePad workbook

## **Achievements & 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 or a photo can be taken.

Students will need to add any documents and/or photos to their asset store and then upload them to their workbook.

## **Clinical Facilitator Contact**

We encourage students to keep track of any meetings with their Clinical Facilitators and any education sessions they might attend. This section is in the attendance record area that the student completes.

## **Resources & Support**

Additional resources for Clinical Facilitators and external assessors are available via the Midwifery Clinical Facilitator Resource Website - <https://lo.unisa.edu.au/course/view.php?id=4342>.

Have a PebblePad question please email - [CHS-PebblePad@unisa.edu.au](mailto:CHS-PebblePad@unisa.edu.au)

There is a drop-in session every Wednesday 9.00am - 10.00am (SA time): you can attend <https://unisa.zoom.us/j/82565029554?pwd=ejEyZGVZNlprZS9aSGVSVU9XR1RiQT09>