Midwifery Clinical Facilitator User Guide - PebblePad

Thank you for working with our students on clinical placement.

We have made a commitment to change to a paperless online portfolio system for our students to use to complete their clinical documentation records in line with our accreditation requirements.

Each student undertaking the Bachelor of Midwifery will be given a PebblePad account to use for the completion of their clinical documentation of experiences. This account can then be used by the students going forward with their studies and into their midwifery careers to record their CPD.

As a Clinical Facilitator working with our students you will require access to the students' PebblePad workbooks to view their progress.

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

Contents

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. What they use will depend on the clinical area and the staff wishes.

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 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. 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. 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.
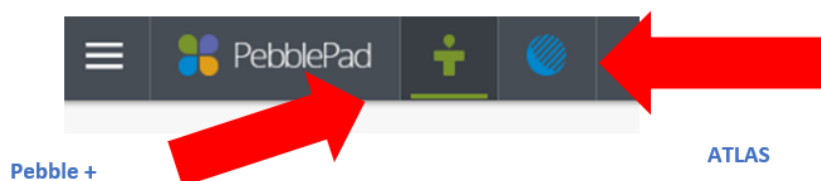
Devices for PebblePad access

PebblePad is accessible on any smart device (e.g. smart phone or tablet), laptop or desktop. 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.
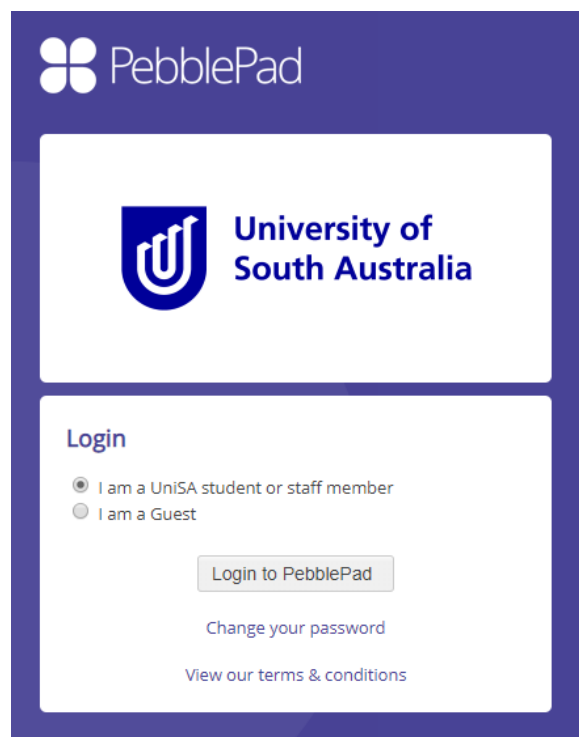
UniSA Clinical Facilitator access

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:

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.

Any ELA workbooks and Portfolio collections 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:

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 selection.
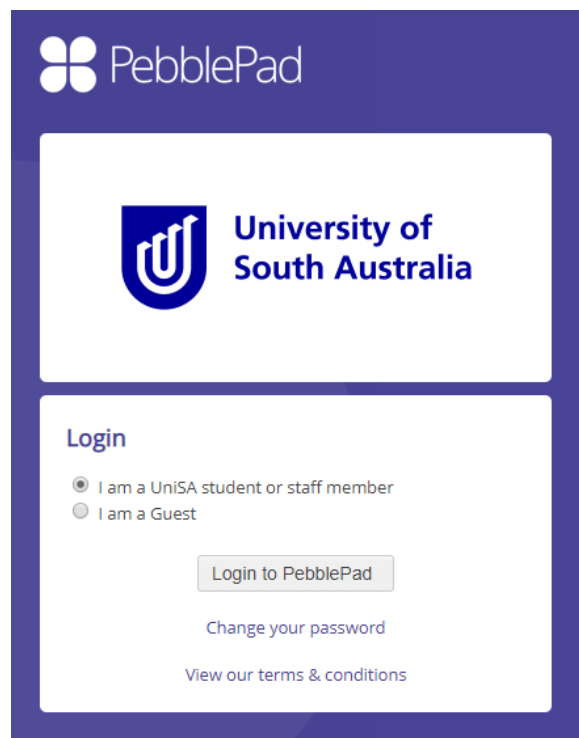
After you receive your login details you will receive another email advising of the ELA workspace you have been assigned access to. There will also be a direct link in this email that will provide you with easy access to workspace you have been assigned to. Please note that under this type of access 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:

University of
South Australia

External user: ppadtester@outlook.com

Workspaces you have access to

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

Completing the Standards Assessment

To complete the student's Standards Assessment document, you will need to access the students PebblePad account on their login and on their device or computer that the student has logged into. 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.

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

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

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	✓				

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	✓				

Please note each student must reach the minimum level required for the ELA or they will fail the clincal course. Please liasie wit the Academic Liasion if this occurs for a management plan.

	ELA 1	ELA 2 & 3	ELA 4	ELA 5
Independent (I)	Pass grade	Pass grade	Pass grade	Pass grade
Proficient (P)	Pass grade	Pass grade	Pass grade	Pass grade
Assisted (A)	Pass grade	Fail grade	Fail grade	Fail grade
Supported (S)	Fail grade	Fail grade	Fail grade	Fail grade
Dependent (D)	Fail grade	Fail grade	Fail grade	Fail grade

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

The student's Standards Assessment is tagged to appear in the corresponding workbook. Once you have worked through all of the requirements of the assessment you will be able to select a level and provide a comment.

ASSESSOR TO COMPLETE THE REST OF THE DOCUMENT

Overall grading
The Clinical Facilitator completing this assessment must assign an overall score

Independent

Feedback/comments
Please record written feedback here

Student performing independent care at second year level. Anticipates care needs, is woman centered. Well done

Was this form not completed electronically?
If not please explain why and provide a digital copy here:

This has not been evidenced

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

Add Signature

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

Clinician signature
Please sign the record digitally (by the supervising midwife/doctor) - this will lock the document from further changes
Warning: By adding a signature, this asset will become locked with no editing permissions

Add Signature

A prompt will appear asking you print your name in the box and then to sign the document with your finger or mouse (depending on device). Once you have completed your signature and pressed **Confirm Signature** a box will appear displaying a warning (see below). Once you sign the document it will be locked from further editing.
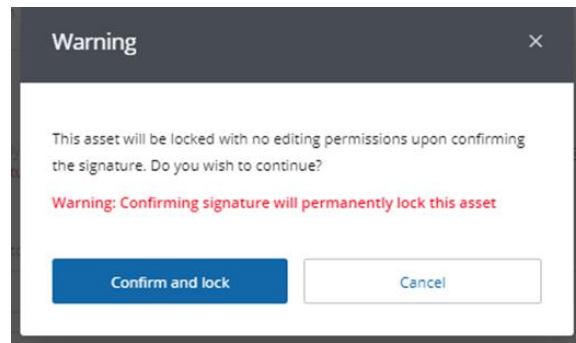
ELA workbooks

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 can not 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.
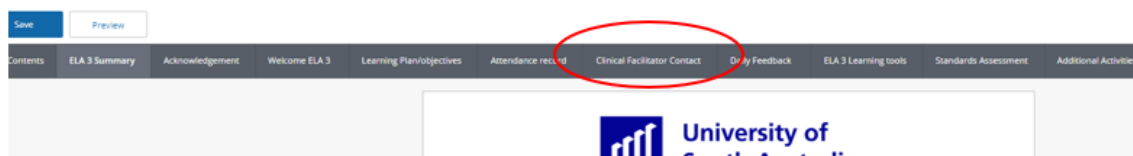
Please use the space below to record all interactions with your Clinical Facilitator

Please record the facilitator's name, date of visit/contact and identified learning needs and plan of action.

| Date		CF name	Contact method - phone, email, face to face	Identified learning needs and plan of action
Select ...	📅			

<u>Contacting students via PebblePad</u>

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 <u>Community </u>tab.
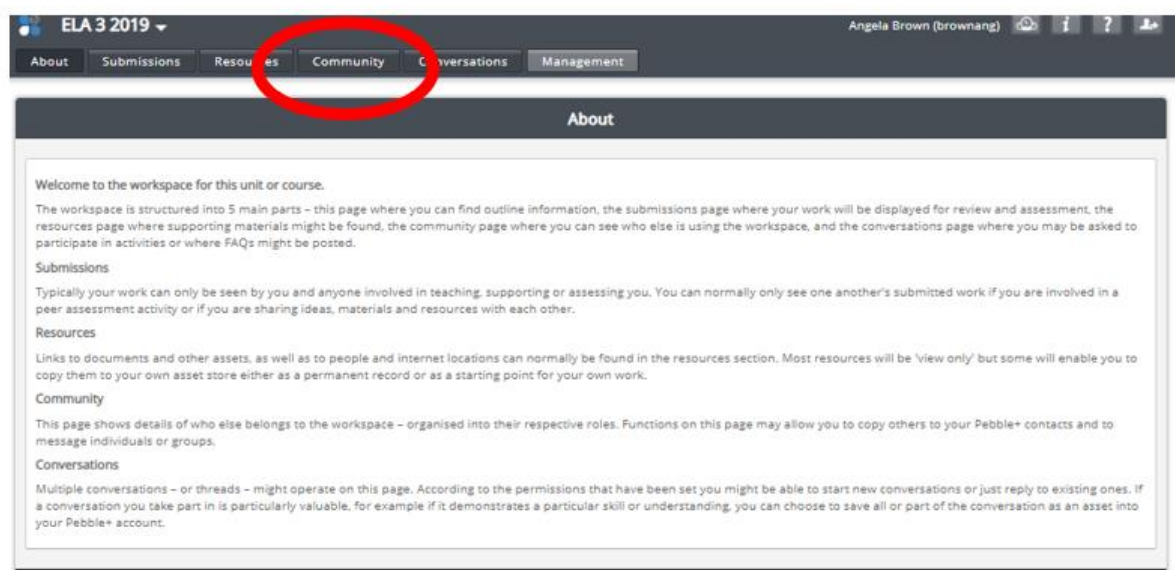
Select the individual or group of students you wish to contact. Then select <u>Send a message</u>.
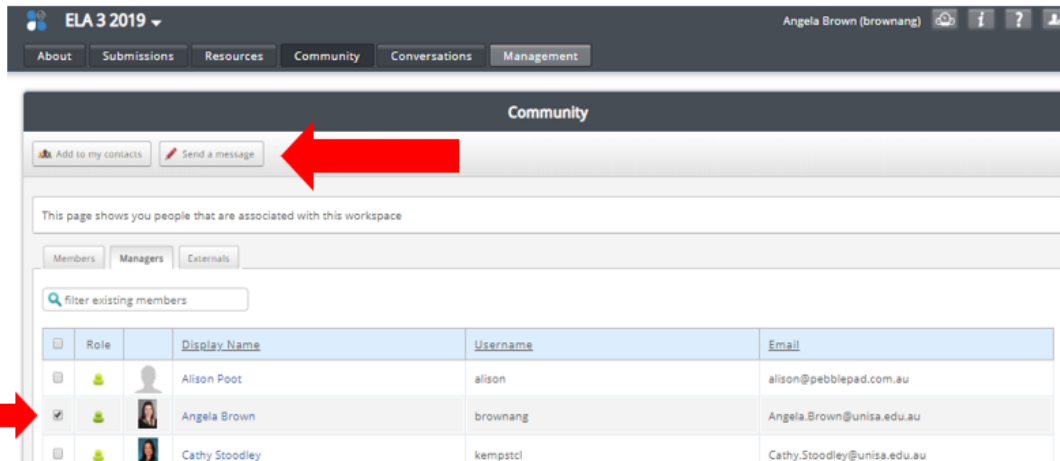
Enter your message as required. You can also include links to external documentation in your message. On the message page you have the option to send a copy to yourself as well, this may be a good option in creating a paper trail of your documentation.
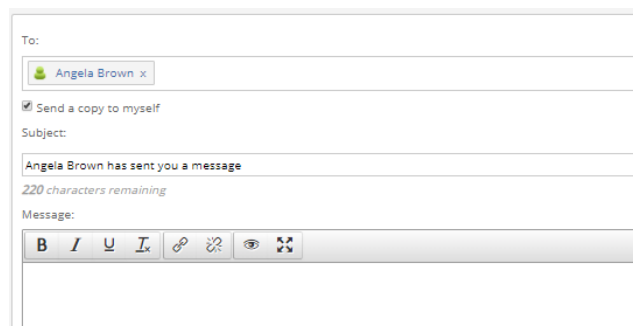
From your access under community you can also access student email account details, message other Clinical Facilitators or contact your Course Coordinator whose details will be available under the Managers tab.

Providing Feedback in PebblePad

You may send your students feedback 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.
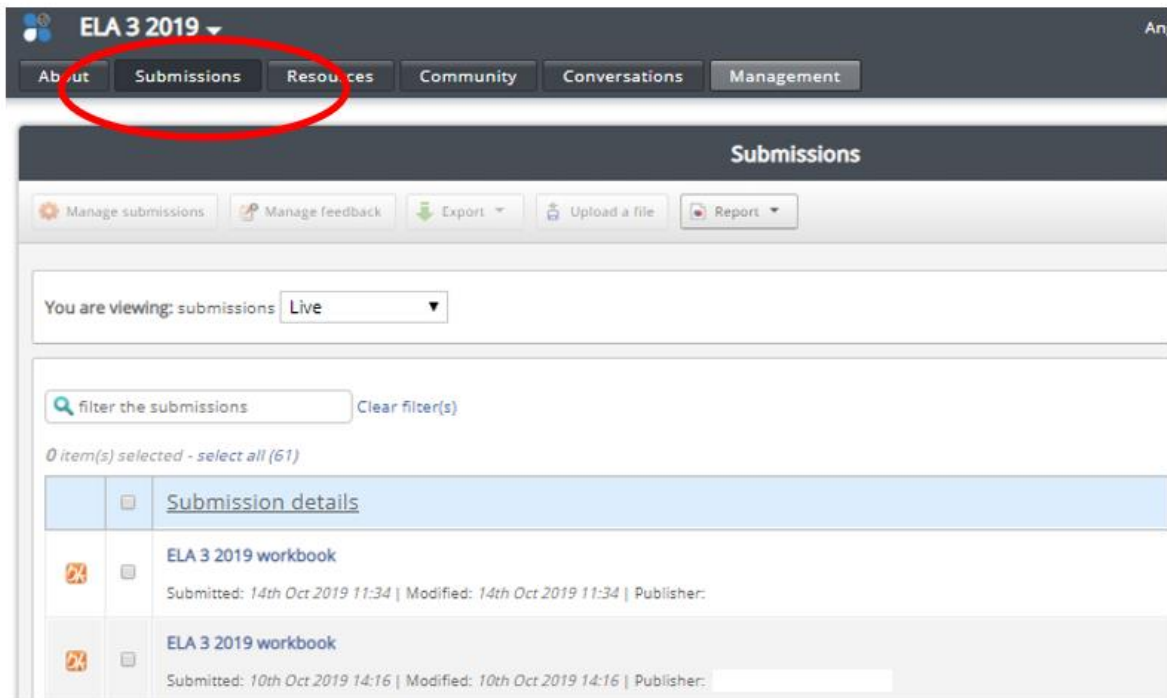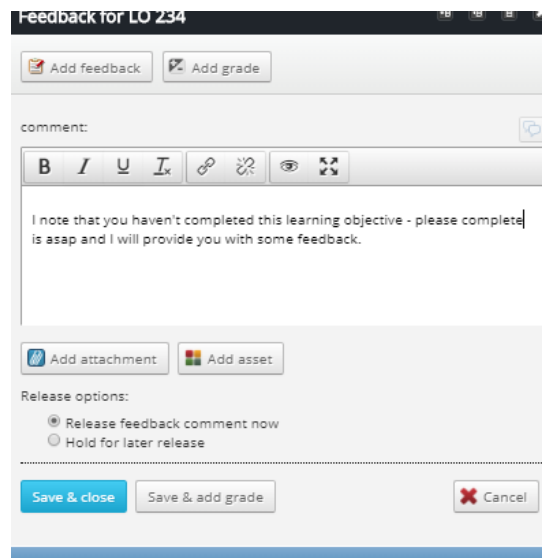
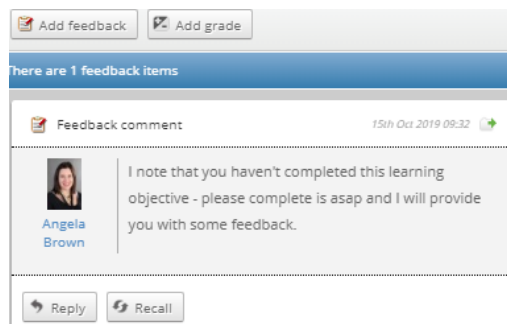Select the student's submission you wish to review by clicking on the blue writing which will become a link.

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 the comments box, you may leave individual feedback for the student.

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 the student.

Resources and Support

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

On this page you will find further PebblePad resources, ELA information and a user guide for students.

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.