Assign Practice Assessors/Educators - Trust/PIVO Staff

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This article explains how Placement Senior Administrators and Placement Educator Leads can assign Practice Assessors/Educators and supporting Practice Supervisors/Educators to learners within OnlinePARE.

It also explains how authorised users can view and manage staff assignments for historic placements by using the **Include Old Records** feature.

i	**Staff Assignments Apply to the Learner's Placement Record**	i

Assigning a Practice Assessor/Educator or supporting Practice Supervisor/Educator gives the selected member of staff direct access to the learner's placement documentation.

Where a timesheet is attached to the placement allocation, the same staff assignment is also applied to the learner's timesheet.

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Overview

Placement Senior Administrators and Placement Educator Leads can assign either themselves or another member of staff as a learner's:

- Practice Assessor/Educator; or
- supporting Practice Supervisor/Educator.

Staff can be assigned to learners who are currently on placement, or whose placement is due to begin within the next four weeks, provided that the placement information has already been uploaded to OnlinePARE.

Assignments are managed through the **Assign Practice Assessors** screen. The selected member of staff is assigned to the learner's PAR document and, where applicable, to the timesheet attached to the same placement allocation.

Staff may also use the **Claim a Learner** feature on their OnlinePARE Dashboard to claim themselves as the learner's main Assessor/Educator. For Nursing and Midwifery learners, the member of staff must have their 2018 NMC permission level set to **Practice Assessor** before they can claim a learner.

In many placement areas, however, assignments are managed centrally by the Placement Educator Lead or Placement Senior Administrator.

i	**Timesheet-only placements**

In this situation, the learner will still appear within the **Assign Practice Assessors** screen, but no document details will be shown.

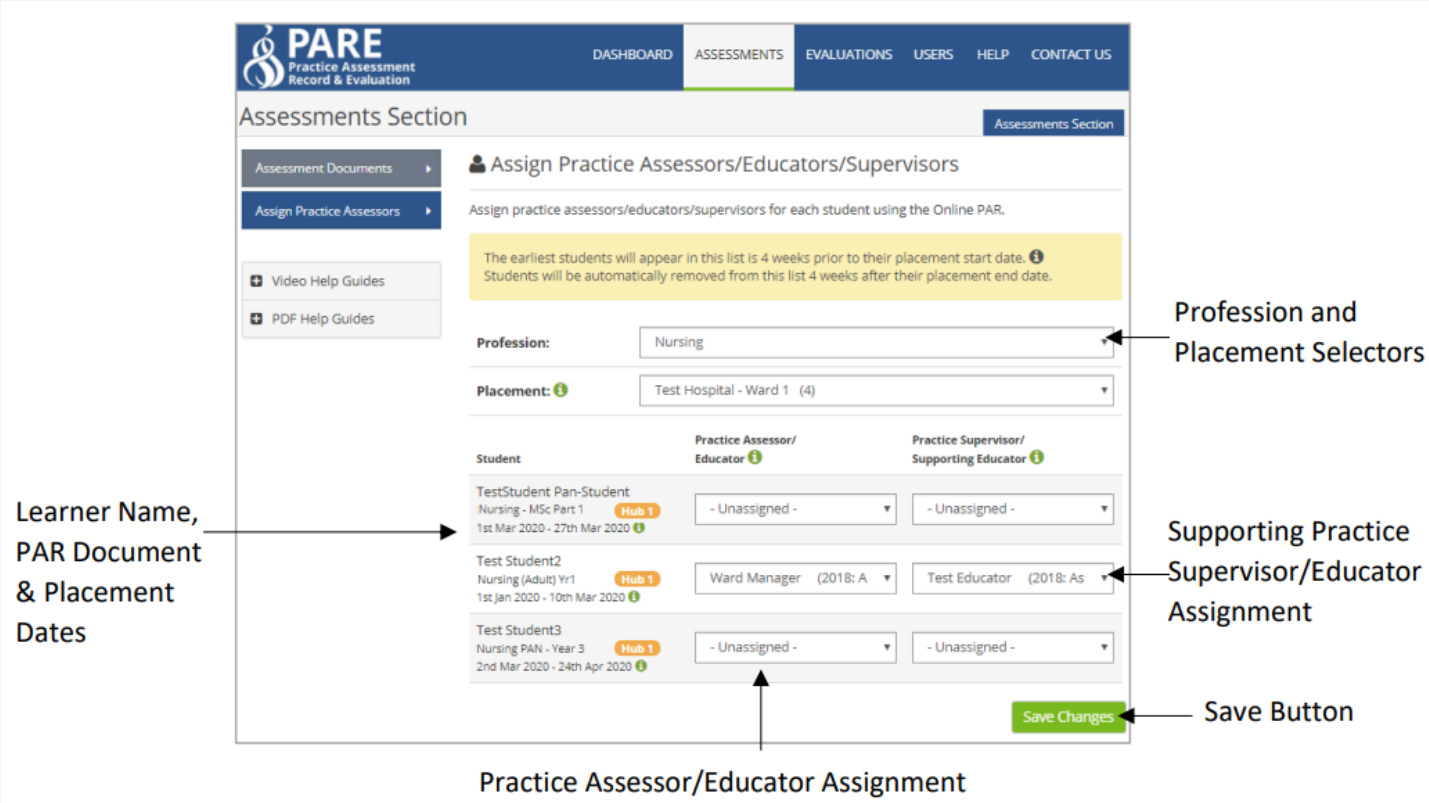
Assigning Practice Assessors, Educators and Supervisors

1: Navigate to the Assign Practice Assessors Screen

From the OnlinePARE navigation menu:

1. Select **Assessments**.
2. Select **Assign Practice Assessors**.
3. Select the relevant learner discipline from the **Profession** drop-down list.
4. Select the appropriate placement area.

The screen will display learners who are currently on placement, recently completed their placement, or are due to begin within the next four weeks.

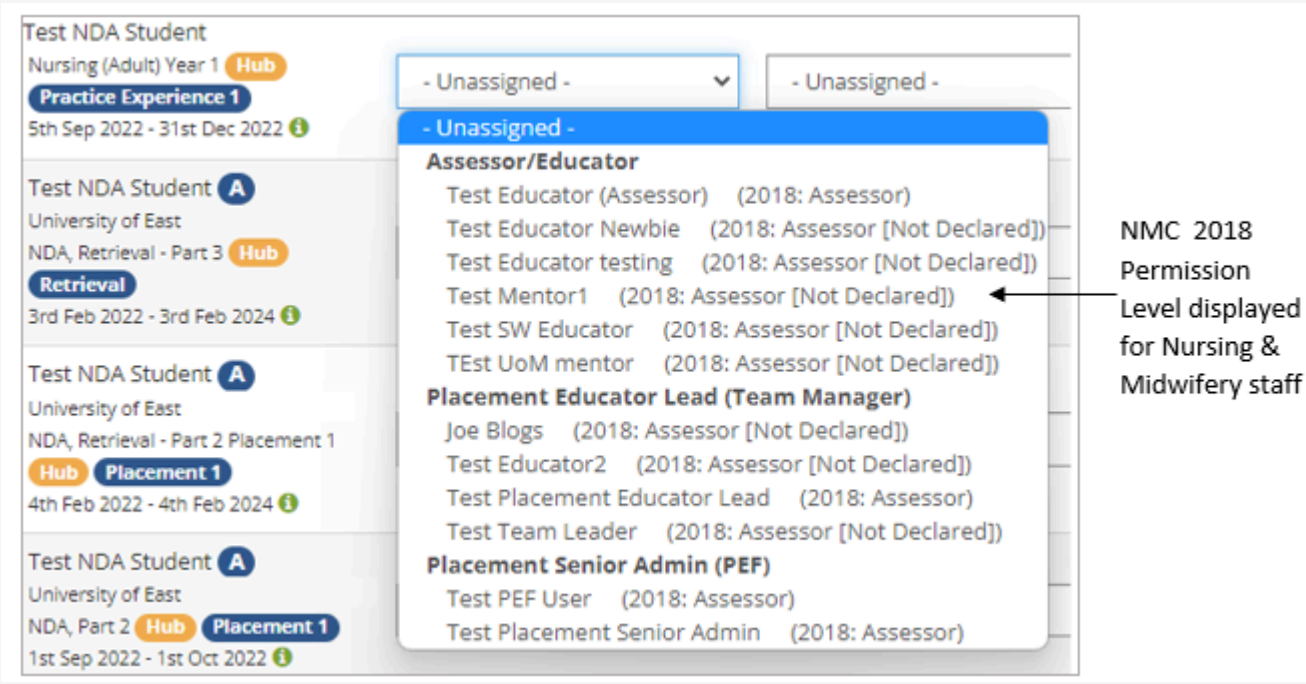


2: Select the Learner and Staff Member

Select the member of staff who should be assigned as the learner's main Practice Assessor/Educator.

The list is grouped in the following order:

- Placement Educators associated with the selected placement area and learner profession;
- Placement Educator Leads associated with the selected placement area and learner profession; and
- Placement Senior Administrators associated with the organisation and learner profession.



3: Nursing and Midwifery Permission Levels

For Nursing and Midwifery programmes, the staff member's 2018 NMC permission level is displayed alongside their name.

Where the staff member has not recorded a 2018 NMC permission level on their OnlinePARE profile, the list will display **Not Declared**.

For assessment documents operating under the 2018 NMC standards, the system does not prevent an administrator from selecting a user whose permission level is shown as **Not Declared**. However, the member of staff acting as the learner's Practice Assessor should have **Practice Assessor** selected as their 2018 NMC permission level on their OnlinePARE profile.

4: Assign a Supporting Practice Supervisor/Educator

To assign a supporting Practice Supervisor/Educator, open the drop-down menu in the corresponding supporting staff column and select the appropriate member of staff.

- Practice Assessor;
- Practice Supervisor; or
- Not Declared.

Placement Senior Administrators associated with the same learner profession may also be available for selection.

5: Save the Assignment

!	**Remember to Save Your Changes**	!

Assignments are not confirmed until you click the green **Save Changes** button.

Navigating away from the page without saving may result in your changes being lost.

6: Notifications and Dashboard Access

When a Practice Assessor/Educator assignment is saved, OnlinePARE sends an internal notification to the selected member of staff.

The notification:

- confirms that they have been assigned as the learner's Practice Assessor/Educator; and
- includes a link to the learner's PAR document.

The learner's document will also appear on the assigned Practice Assessor/Educator's OnlinePARE Dashboard.

Where a supporting Practice Supervisor/Educator has been assigned, the learner's document will similarly be made available through that user's Dashboard and Assessments screen.

Other Staff Access to Learner Documents

Staff do not always need to be assigned directly to the learner's document in order to view it.

A member of staff may also be able to access a learner's document through their **Assessments** screen where they:

- have the appropriate OnlinePARE role and permissions.

However, only a member of staff assigned at the appropriate Practice Assessor/Educator level can complete sections requiring that higher level of sign-off.

Some programmes, including certain Physiotherapy and Speech and Language Therapy programmes, use documentation with only one level of staff sign-off. In these cases, all eligible staff associated with the placement area may be able to access and complete staff sections through their Assessments screen.

A main Educator will nevertheless usually still be assigned directly to the learner's document.

Access After a Placement Has Ended

Practice staff access to a learner's placement documentation normally ends four weeks after the learner's placement has finished. The recorded staff assignment itself remains attached to the placement record.

Placement Senior Administrators can continue to view and manage assignments for historic placements by using the **Include Old Records** feature.

Where a Placement Educator Lead or Placement Educator needs access more than four weeks after the placement has ended, temporary access can be granted by:

- the learner; or
- the learner's Higher Education Institution.

Temporary access is normally granted for a further four-week period to allow missing sections or sign-offs to be completed.

Where the document or timesheet has already been made read-only, the learner's HEI must reactivate it before further changes can be made.

Include Old Records

1: Display Historic Placement Records

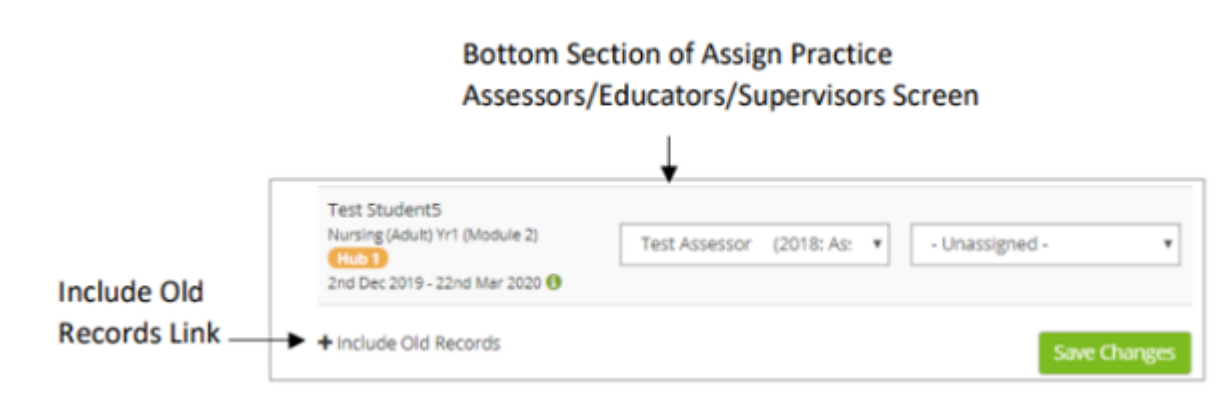
By default, the **Assign Practice Assessors** screen displays learners whose placements:

- are currently active;
- are due to begin within the next four weeks; or
- ended no more than four weeks ago.

Historic records may need to be accessed where:

- the original Practice Assessor or Supervisor is no longer available; or
- the learner's staff assignment needs to be corrected.

To display older placement records, select the **+ Include Old Records** link shown at the bottom of the current learner list.



2: Adjust the Historic Record Time Span

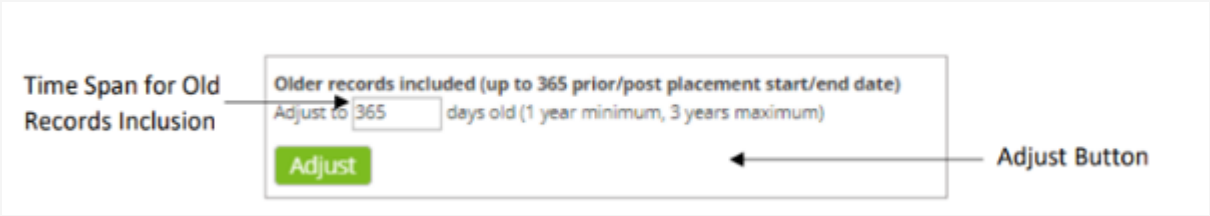
When **Include Old Records** is selected, the list expands to show learners who:

- belong to the selected profession;
- were allocated to the selected placement area;
- had a PAR document or relevant placement record; and
- were on placement within the previous year.

The historic time span can be changed by entering a different number of days into the **Adjust to** field.

The period can be extended up to a maximum of three years.

After entering the required number of days, select the green **Adjust** button to refresh the learner list.



Frequently Asked Questions

Can a member of staff assign themselves to a learner?

Yes. Eligible staff may use the **Claim a Learner** feature on their OnlinePARE Dashboard.

Can staff be assigned where the learner has only a timesheet?

Yes. A Practice Assessor/Educator can be assigned to the learner's timesheet even where no PAR document has been allocated to the placement.

The learner will appear within the assignment screen without any associated document details.

How far back can historic records be displayed?

The **Include Old Records** feature initially displays records from the previous year.

The time span can be adjusted to include records up to a maximum of three years old.

Does assigning someone give permanent access?

No. Practice staff access normally ends four weeks after the learner's placement finishes, although the staff assignment remains recorded against the placement.

Temporary access can subsequently be granted by the learner or their HEI where outstanding work needs to be completed.

Assignment Summary

Action	Who Can Complete It?	Outcome
Assign a Practice Assessor/Educator	Placement Senior Administrator or Placement Educator Lead	The member of staff receives direct access to the learner's document and, where applicable, the associated timesheet.
Assign a supporting Practice Supervisor/Educator	Placement Senior Administrator or Placement Educator Lead	The supporting member of staff receives access to the learner's placement documentation.
Claim a learner	Eligible practice staff	The user assigns themselves as the learner's main Assessor/Educator, subject to the relevant permission requirements.
Include old records	Placement Senior Administrator	Historic placement records can be displayed and staff assignments can be reviewed or

		amended.

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