PARE Practice Assessment Record & Evaluation

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Practice Assessment Record & Evaluation: Online PARE Tool

Placement Educator Guide

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Introduction

What is PARE?

Online Practice Assessment Record and Evaluation (PARE) has been funded by Health Education England (North) since 2013 as both the definitive healthcare practice placement quality monitoring tool, and as a means of shaping information technology integration and development across healthcare practice learning. Designed by a team hosted within the University of Chester, PARE is the result of a substantial collaboration of Northwest universities and healthcare provider organisations.

Core Features of PARE include:

- Collaboration and standardisation of online practice learning assessment and practice hour monitoring.
- Online portfolio of anonymised evidence for practice assessor / supervisor activities.
- Instant messaging and cross organisation communication aids to support clinical educator / learner / university integrated working.
- Multi professional, and cross organisation 'real time' educator registers.
- Generation of real-time multi professional practice capacity, usage, learner results, and placement quality metrics.

Online PARE can be accessed from any web browser on any device, via the PARE website address: **https://onlinepare.net**, which will take you to the PARE Home Page:



The Purpose of this Guide

The Placement Educator Guide has been developed, as part of a range of PARE User Guides, to support the collaboration process of online practice record assessment and evaluation, and to ensure the full use of the features that PARE has to offer. This Placement Educator Guide focuses on the features available to all PARE users who have a Placement Educator PARE account within a placement provider setting. This may be within a Trust or a PIVO (Private, Voluntary or Independent Organisation).

Learners on PARE are usually students from HEIs (Higher Education Institutes, i.e. Universities) including those following an Apprentice route, or increasingly, staff following a preceptorship programme within the placement provider organisation.

A Placement Educator's role is to liaise with their learners whilst on placement and to work with the learner to complete and sign parts of the learner's PAR documentation, within the placement educator's assigned placement area. Placement Educators use the system to complete online assessment documents, sign-off timesheets and help the learners during their time on placement. The PARE accounts available for users in a placement provider setting, and the main features supported for each type of account are:

- **Placement Educator (Mentor)**: Placement Educators have access to learners' online assessment documentation on PARE and timesheets for learners within their placement area.

- **Placement Educator Lead (Team Manager)**: Placement Educator Leads are responsible for one or more placement areas, so have the same access as placement educators, but in addition, have access to manage all user accounts within their placement areas, and access to view the Educator Register. Placement Educator Leads also assign Placement Educators to learners' PAR documents on PARE and can view learners' placement evaluation comments and ratings, tag comments and create action plans. In some regions, Placement Education Leads also have access to placement capacity data and audits.

- **Placement Educator Support (Student Link)**: This type of account has the same access on PARE as the Placement Educator Lead, except that a Placement Education Support account does not have access to learner evaluation comments and ratings.

- **Placement Senior Admin (PEF)**: Formerly referred to as a PEF account (Placement Educator Facilitator), the Placement Senior Admin account is the top-level account within a placement provider setting (Trust/PIVO). As well as access to learner's online documentation for all placement areas within the organisation, the Placement Senior Admin has the same additional access as Placement Educator Leads but for all placements across the organisation, and also has full access to the reporting features on PARE.

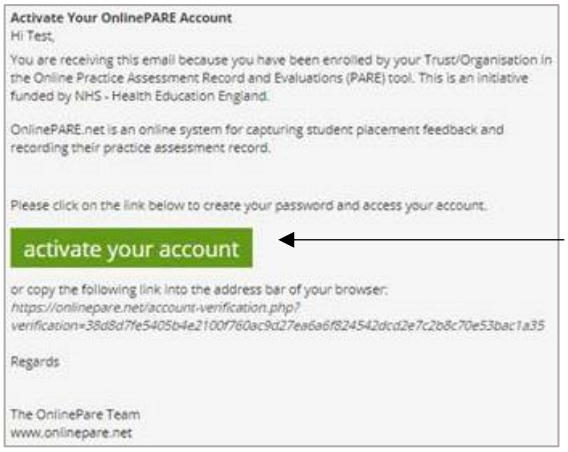
For the efficient management of PARE accounts and assignments within placements, each PARE placement area should have at least one currently active Placement Educator Lead, and where possible, one or more Placement Senior Admin users. Placement Educator Leads play an essential role, managing the successful use of PARE within their placement areas and monitoring and acting upon learner placement feedback. Placement Senior Admin can do this across an organisation with multiple placement areas, and benefit from the PARE reporting features.

If you currently have a Placement Educator account set up for you on PARE, and are aware that there are no Placement Educator Leads currently active for your placement area, then you may wish to liaise with colleagues to establish a candidate for a PARE account upgrade to a Placement Educator Lead. The Senior Placement Admin for your organisation will be able to do the account upgrade for you, or if unavailable, then please email a written request to the PARE team (see contact details at the end of this Guide). Further PARE User Guides for both Placement Educator Leads and Placement Senior Admin will also provide additional information and support.

Account Activation

Placement Educator Leads/Placement Senior Admin are responsible for managing PARE user accounts on PARE, including the creation of new PARE accounts. If you are not sure if you are registered, you will need to let your Placement Educator Lead/Placement Senior Admin know as soon as possible. When a new account is created on PARE, the system generates a PARE account activation email, which is sent to your PARE account email address. This should be your work email address, as all PARE system notifications relating to your learners documentation on PARE will also be sent to this email address. It is also advisable to save the PARE website to the favourites on your browser, or as a shortcut on your desktop.

If you have not received the email to activate your account, please let your Placement Educator Lead/Placement Senior Admin know so that they can re-send the activation email to you. It may be necessary to check your spam/junk folder for the account activation email, in case the email is redirected there. If, after several account activation email requests, you have still not received your account activation email, it is advisable to check with your Placement Educator Lead/Placement Senior Admin that your PARE account email ID has been entered correctly on your PARE account (i.e. it is your current work email address and contains no errors). If this is not the issue, then you may need to contact your IT department so that they can check that the www.onlinepare.net domain and the do_not_reply@onlinepare.net email address are correctly whitelisted for your network.



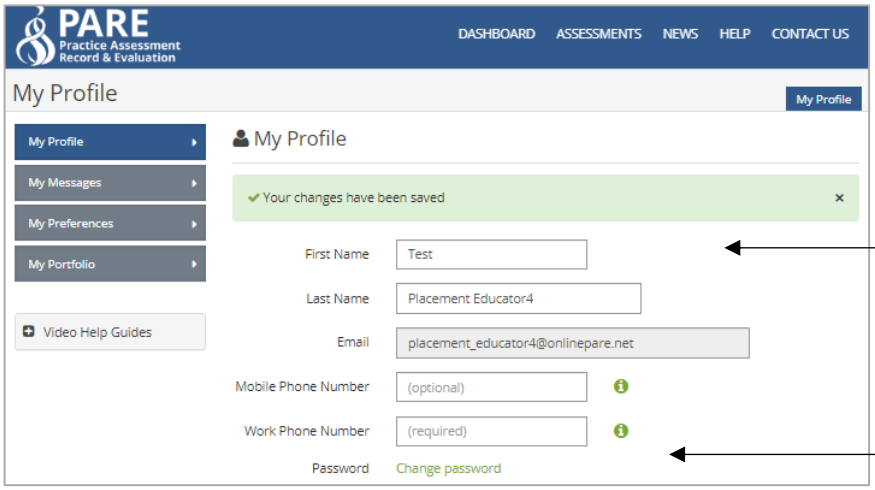
Account Activation Email – Activation Button/link

When you receive your account activation email, click on the activation link to complete the account activation process, which will take you to the following screens:

- **Verify Account Details:** to verify your PARE account name and contact details, set up your password for the new account, and agree the Terms and Conditions. After clicking Save, you will be invited to log in to your account.
- **Profession(s):** This is a list of each learner professional group you wish to ***see and work with*** on PARE (NOT your profession). On logging into your account, this screen will require you to enter at least one profession you wish to work with. The profession(s) selected, will restrict your learner documentation access and notifications on PARE, to those selected. On saving your selected professions, the PARE profile screen will then display for you to review your account details.

My Profile

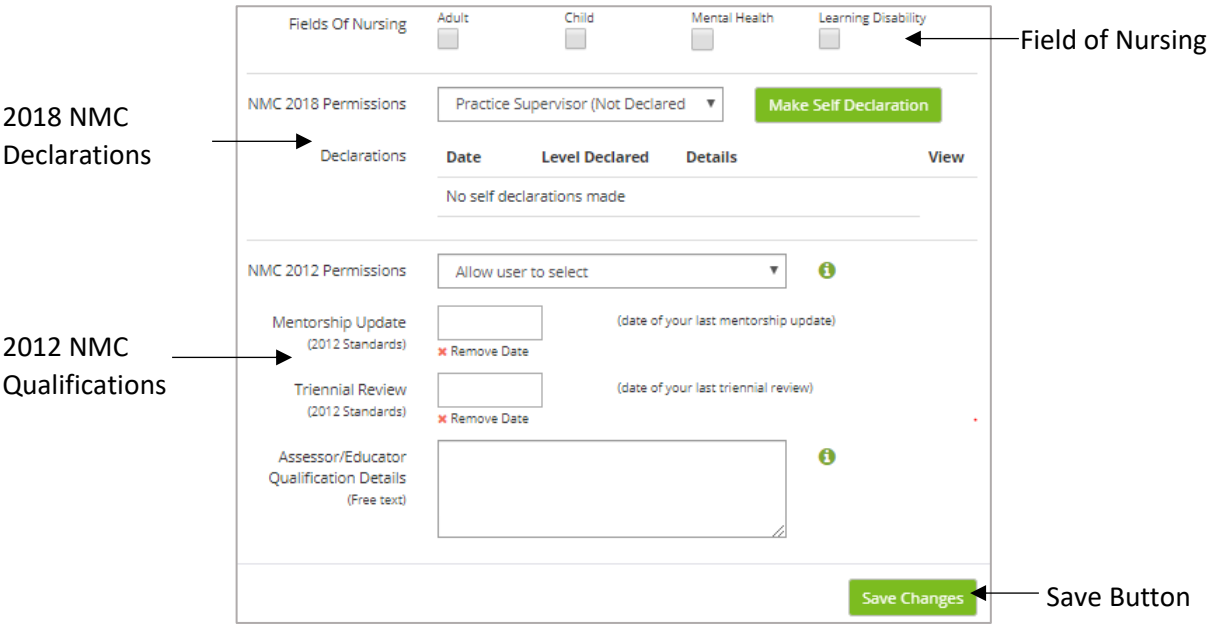
You will be directed to the PARE 'My Profile' screen automatically on first login, if no profession was specified on your initial PARE account set up, otherwise your login will take you to the PARE Dashboard (see next section) but it is advisable to review your PARE account details on first using your PARE account in the My Profile screen. This can be accessed via the View Profile button on your PARE Dashboard, or via your account ID link at the top of the website (see next section). You will be able to amend any of the items on the 'My Profile' screen except for the Email field. This is a unique email ID for your account. If this requires amending, then you will need to notify your Placement Educator Lead/Placement Senior Admin. The top section of your profile screen lists your name and contact details, and the link to change your password. It is recommended that you change your PARE password on a regular basis.



Under the contact details section, you will see the profession list, for you to add or amend your selected professions, as applicable. The profession(s) selected, will restrict your access to the learner documentation and notifications on PARE, to those that are applicable for your profession(s). If your selected profession(s) includes a nursing profession (Nursing, Midwifery, Nursing Associate, SCPHN Nursing and District Nursing), you will also see a declarations section on your PARE profile (otherwise you can skip the next section). When you have reviewed your PARE profile, and updated if required, you will then be ready to explore your PARE Dashboard.

Nursing & Midwifery Council Declarations

If your selected profession(s) includes a nursing profession (Nursing, Midwifery, Nursing Associate, SCPHN Nursing and District Nursing), then your PARE profile screen will display the following section for the management of your NMC declarations.

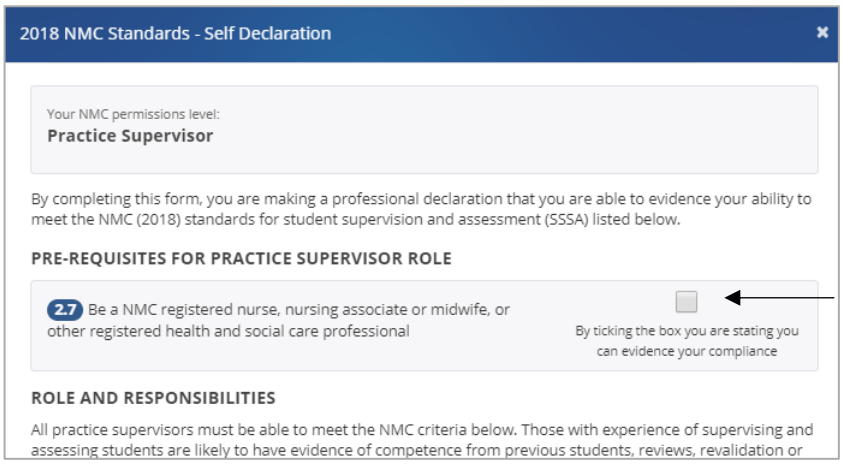


NB: Any information you add to a data entry screen on PARE has to be saved by clicking on the 'Save' button. Be sure to click the 'Save' button before you leave the screen or you could lose your additions.

The additional nursing profession items on the My Profile screen include the Fields of Nursing (Adult, Child, Mental Health, and Learning Disability), for selection of one of these, as applicable. The following declaration sections refer to the NMC 2018 and NMC 2012 standards for defining qualification and supervisory requirements for placement educators in practice. The NMC 2012 mentorship qualifications, which include Slip, Stage 1, Stage 2 or Sign Off mentorship levels (see NMC 2012 Permissions drop-down box), along with the mentorship update and triennial review, are now largely redundant but are still applicable for some HEI programmes and assessment documentation.

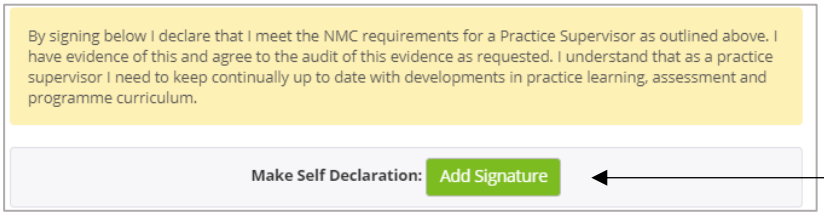
The 2018 NMC Declarations Section enables nursing professionals to specify their 2018 NMC Permission level, whether this is Practice Supervisor (the default), or Practice Assessor. PARE supports both 'self-declaration', for a placement educator to be able to complete their own self-declaration in their PARE profile, or for a Placement Senior Admin to 'declare' the permission level for their placement educators. The approach taken will depend on the organisation. Some organisations may conduct Practice Supervisor/Assessor workshops, and update their staff profiles on completion of one of these. It is advisable to check with your Placement Educator Lead/Placement Senior Admin first.

If you are self-declaring your 2018 NMC permission level, then on selecting the required level, and clicking the Save button, you will be able to complete the corresponding NMC self-declaration by clicking on the 'Make Self-Declaration' button. This opens up the appropriate online version of the NMC self-assessment form (all of which can be viewed, along with other resource material, via the Governance link at the top of the PARE website – see next section). See top section of the online Practice Assessor Self-Declaration form below:



Tick all required checkboxes on Self-Declaration form

At the bottom of the self-declaration form, click on the green 'Add Signature' button to electronically 'sign' the form (PARE stores your login credentials as signatory to the form)



Self-Declaration Add Signature Button to sign and submit form

This submits the information to the system and you will see the declaration details, including the declaration date, level declared, and whether self-declared or declared by a Placement Senior Admin. A View button (document icon) is also displayed, for opening the declaration form to view and download as a PDF if required. You will also have the option to delete the declaration if incorrectly declared:

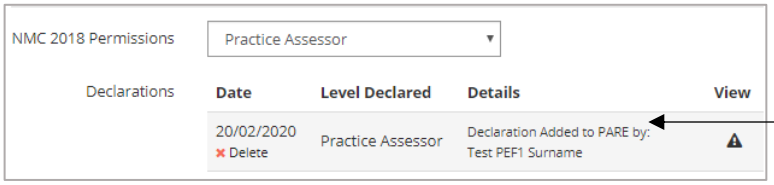
Declaration Details



Remove Declaration Button

View Self-Declaration Form / Download PDF

A declaration added by a Placement Senior Admin will include the Placement Senior Admin name details, and the record will show as non-accessible (greyed out):



Placement Senior Admin Declaration Details

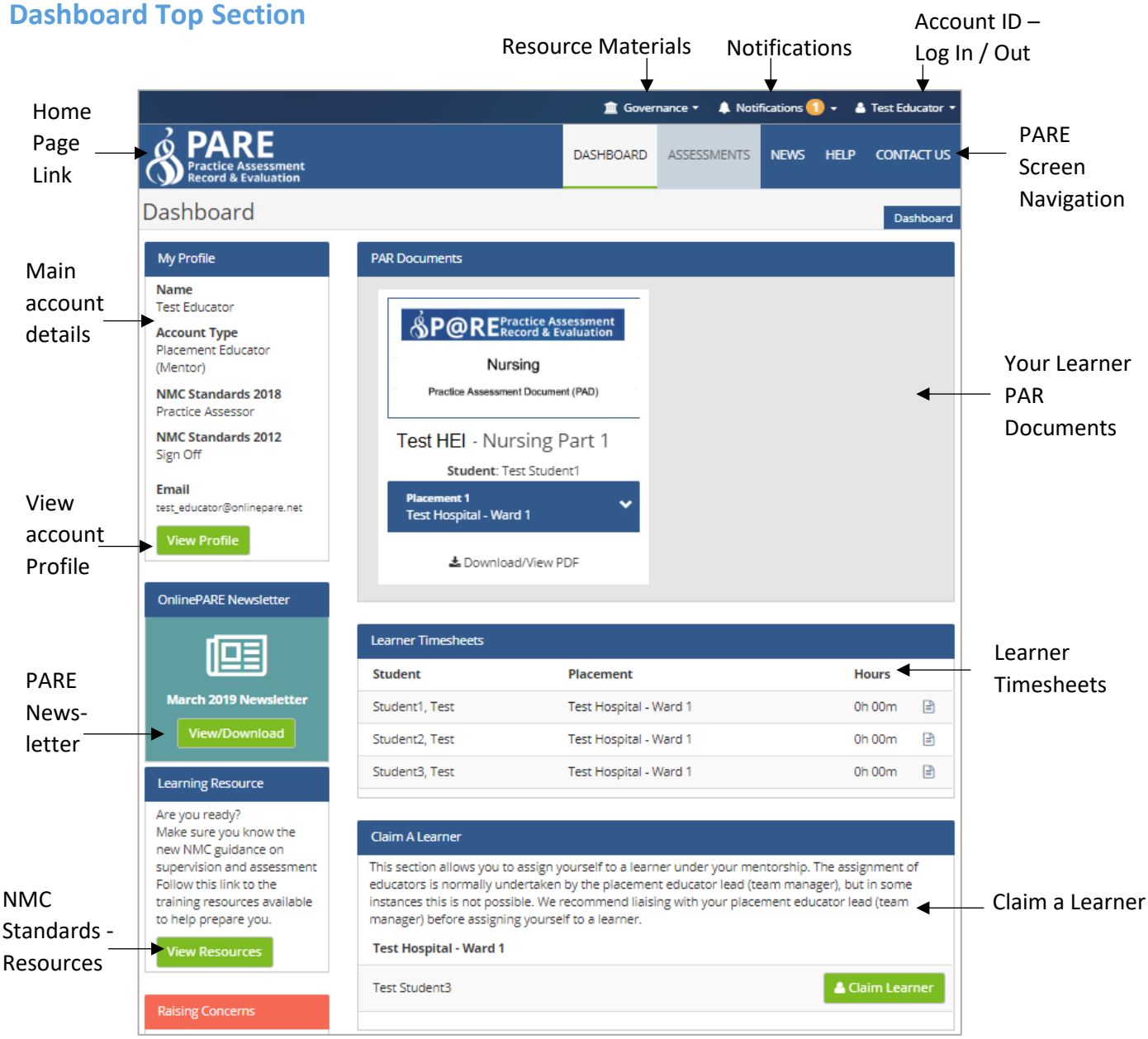
When you have reviewed your PARE profile, and updated if required, you will then be ready to explore your PARE Dashboard.

The PARE Dashboard

When you log in to your online PARE account, you will be presented with the 'Dashboard' area of the site. From your PARE Dashboard you will be able to navigate to other areas of the website, and return back to the Dashboard at any time. The Dashboard contains certain key sections and links to many features. The following screenshots of the top half and bottom sections of the PARE Dashboard demonstrate the features and links, and are followed by a more detailed description of the main features.

Please note that, depending on your PARE account setup, and whether or not learner documentation has been assigned to you on PARE, your PARE Dashboard may not display all the sections shown in the screenshots (specifically the PAR Documents and Learner Timesheets sections).

Dashboard Top Section



- **View Profile:** Click on this button to view and update your PARE account details, including your applicable PARE profession(s), and your mentorship qualifications details including the 2018 NMC practice supervisor and assessor declarations for the nursing professions. You can also access your account details, including your PARE profile, via your account ID link at the top right corner of the website.

- **Notifications:** Click on this link to access any messages the system has sent to your account, such as the notification that you have been assigned as a practice assessor/educator to a learner. See later section on Notifications, for further details. You can set preferences as to how often you receive reminder emails that you have unread notifications, via the View Profile button on the Dashboard, and selecting the 'My Preferences' (or via your account ID link at the top of the website).

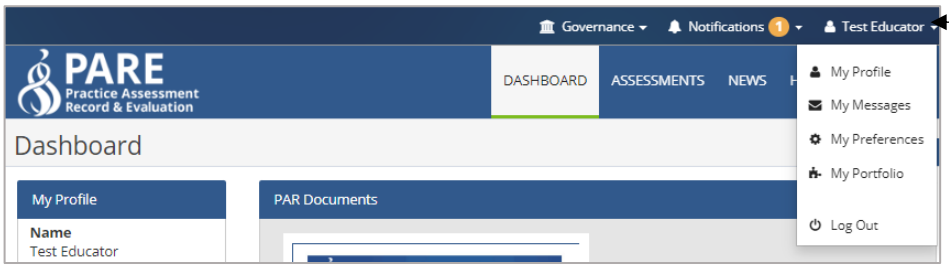
- **PARE Screen Navigation:** Click on these screen navigation items to navigate between the main PARE screens; primarily the Assessments (where applicable) and Dashboard screens, and to access the PARE newsfeed, Help, and PARE contact details screens.

- **Your Learner PAR Documents:** A PAR document image will display for each learner's PAR document to which you are currently assigned. Click on the image to access the document. This section displays document images as a carousel feature, so if there are more documents to display than are currently viewable in this section, you will see an arrow to the right of the section, to enable scrolling through the documents. Note that this section does not display if you are not currently assigned to any current learner PAR documents.

- **Learner Timesheets:** Learner timesheet details are listed here for each learner with a current timesheet for the placement area and for the same profession as a profession that has been selected on your PARE profile. Click on either the placement name or the document icon next to the learner details in this section, to open the timesheet for the learner. Note that this section does not display if there are no current learner timesheets for your profession(s) and placement area.

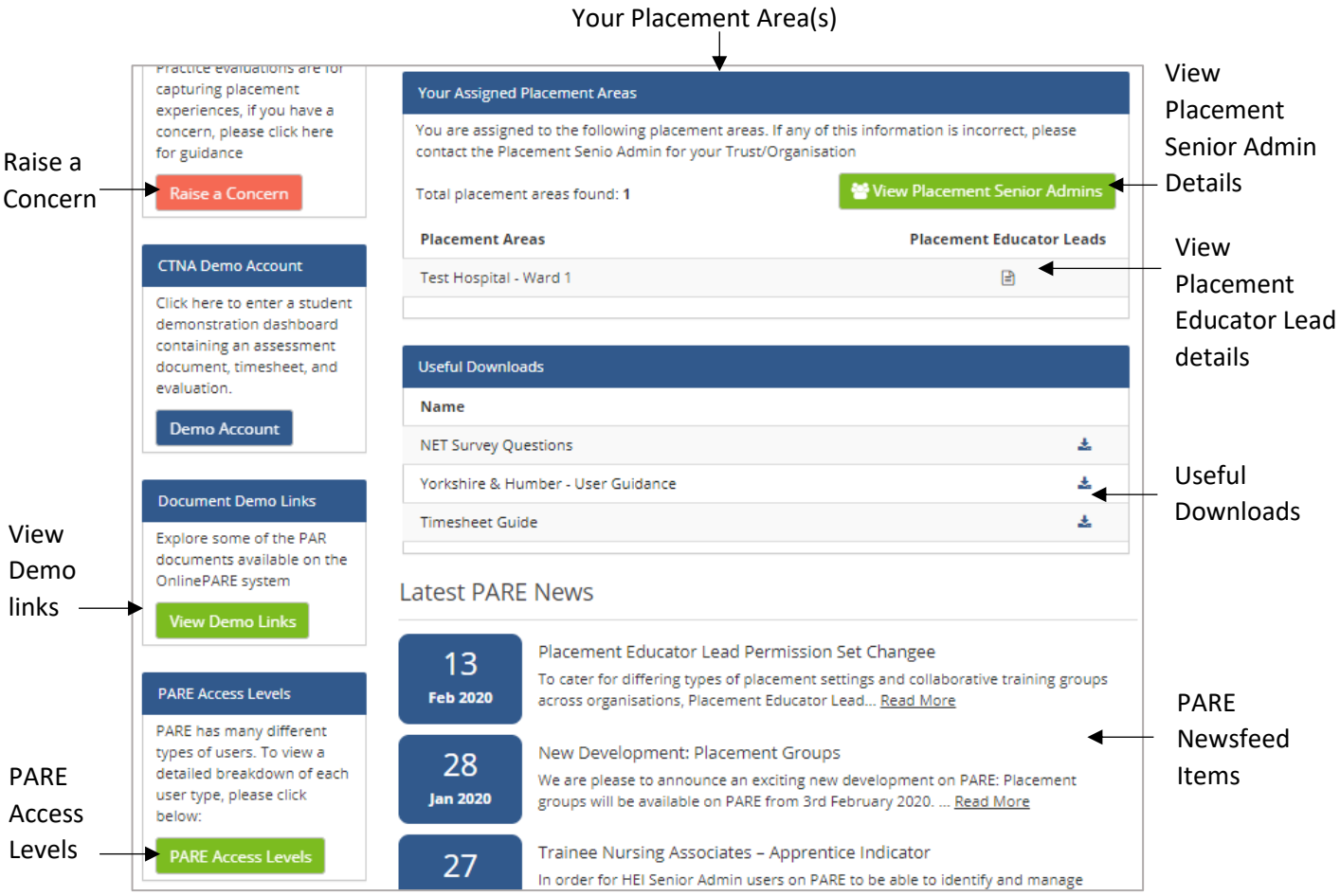
- **Claim a Learner**: Usually, learners will be allocated to placement educators by the Placement Educator Lead/Placement Senior Admin. Where this is not possible, then for any unassigned learners displayed in this section, clicking on the Claim Learner button for the learner will assign you as the practice assessor/main educator for the learner's PAR document. It is recommended that you liaise with your Placement Educator Lead before assigning yourself to a learner.

- **Account ID - Log In/Out:** Click on your user account ID at the top right of the website, to log in and out of the website, and to access your account details when logged in. Via this link you can access your PARE profile (My Profile) and notifications (My Messages), setup preferences regarding how often you wish to receive notifications (My Preferences), and access your PARE portfolio (My Portfolio).



Account ID - Log In / Out

Dashboard Bottom Section



Your Placement Areas: This section lists the placement area(s) to which you have been assigned on PARE. It is important to check if your placement area details are correct. Please contact your Placement Educator Lead/Placement Senior Admin if the placement area details are not correct, or you need to be assigned to a placement area. Click on the Placement Educator Leads button (document icon) or the 'View Placement Senior Admins' button to view their names and emails addresses.

View Demo Links: Click on this link to open a pop-up window with a list of demo documents that are available for you to view and to familiarise yourself with, before a learner arrives on placement with you.

Pare Access Levels: Click on this link to view a description of the different PARE account access levels, including the features available for each type of account. If you are considering an account upgrade, to enable you to manage other PARE users and learner assignments for your placement area for example, you will need to liaise with your Placement Educator Lead/Placement Senior Admin. It is an important feature of PARE, for the efficient operation of PARE placement administration, for all placement areas to have at least one, currently active, Placement Educator Lead.

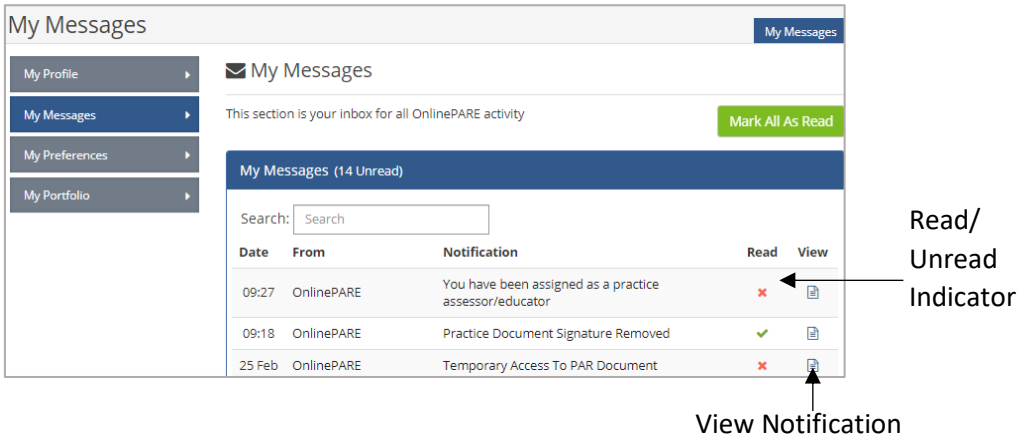
PARE Newsfeed Items: This section lists news releases by the PARE team, including information regarding new features on PARE, and news items from across the PARE community.

Useful Downloads: This section contains useful downloads documentation.

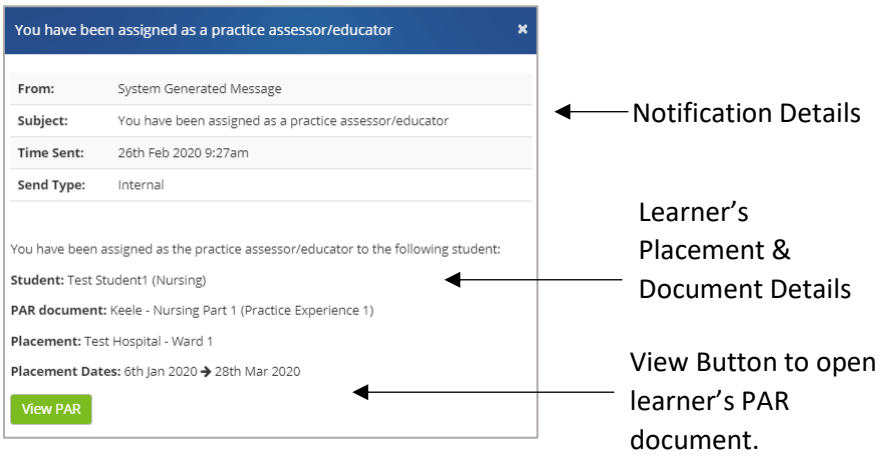
Notifications

The notification feature on PARE is a core feature to support the communication of all relevant actions regarding learner PAR documentation amongst the appropriate users associated with the documentation. When you are assigned to a learner's assessment document on PARE (see next section on Assessments), you will receive a notification informing you of the assignment.

Next time you log on to PARE, you will also see an indicator against the Notifications link on the top bar of the web site, informing you that you have unread notifications. If you click on this link, you can access the 'My Messages' screen, for viewing and managing all your system notifications. The same screen can also be accessed via the View Profile button on your PARE Dashboard. My Messages displays all your system-generated notifications, with an indication of those that have been read (green tick) and those that remain unread (red cross).



Click on the document icon in the view column, or notification text, to open up the notification associated with the notification. Most notifications will include a button, via which a document or a specific page within a document, can be directly accessed.



Throughout your involvement with the learners' documentation, you will see notifications informing you of activity on the documentation, including document updates, signature additions and removals by others involved with the PAR document, as well as reminder notifications where a learner has yet to complete certain parts of their documentation.

For all notifications that remain unread in your My Messages screen, you will receive reminder notifications. You can adjust the frequency that these are sent out, in the My Preferences screen, from the default two email notifications per week, to daily, weekly, or never send. This last option is only recommended if you are not going to be supervising learners for a while; otherwise notifications remain an integral part of keeping you up-to-date with important communications regarding your learner(s).

Once your account is activated and you have reviewed your PARE profile, explored your PARE Dashboard and read any notifications, you are ready to use the PARE system. The main areas of the PARE system that a Placement Educator has access to on PARE, are explained in detail throughout the rest of this Guide, namely Assessments and Timesheets. In addition, the Guide includes a useful section for FAQ & Further Help. The PARE team always welcomes feedback on the features provided by online PARE, including supporting help materials such as this Guide. New features are being added all the time, in response to feedback and requests from the PARE community of users. Please keep an eye on the PARE newsfeed for further information on new feature releases.

Whilst your Placement Educator Leads/ Placement Senior Admin (along with your learner's HEI placement office and HEI staff) are best placed to answer general queries relating to learner documentation assignment and completion, the PARE team are available to advise on any technical issues you may have (please see the PARE team contact details at the end of this Guide).

Assessments

PAR Document Access

For HEIs and professions that are using online PARE for their learner's assessment documentation, the learner's details and PAR document should be available for you to access before the learner starts on their placement. The learner's HEI manages the learner placement data upload on to PARE, or in the case of the preceptoring programmes, a Placement Senior Admin with additional education provider access, manages the upload of the learner placements.

The PAR document may be accessible up to 4 weeks before the learner's placement start date on PARE, but not before, to avoid displaying PAR documents that are not due for assessment until sometime in the future. In order to access the learner's PAR document, you will need to be assigned the same placement area as the learner's placement area, and have the same profession selected on your PARE profile as the learner.

There are two main ways to access a learner's PAR document on PARE; directly via a shortcut from your PARE Dashboard, or via the Assessments screen, as follows:

Dashboard PAR Document Access

If you are directly assigned to a learner's current PAR document as a Practice Assessor/Educator, or a supporting Practice Supervisor/Educator, then the learner's assessment document will show directly on your PARE dashboard. If you are assigned as a Practice Assessors/Educator, you will also have been sent a notification to inform you that you have been allocated to the learner. The PAR Document image on the Dashboard can be expanded (by clicking on the arrow indicated in the screenshot below), to show more details including the placement dates for the learner and a link to the learner's timesheet, and the PAR document itself can be accessed by double-clicking on the PAR Document image:



PAR Document image

Arrow to expand/collapse PAR Document placement details

Double-click on image to open PAR Document

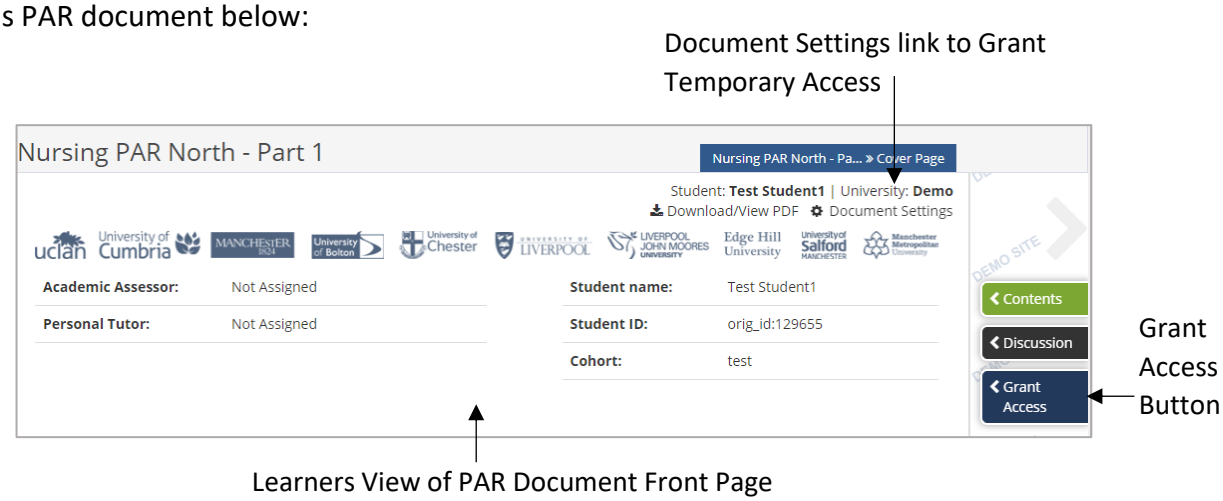
If you do not see a learner's PAR document on your Dashboard, for a learner that you will be directly supervising as a Practice Assessor/Educator, then you will need to liaise with your Placement Educator Lead or Placement Senior Admin, in order for them to assign you to the learner. Alternatively, the Claim a Learner feature can be used on your PARE dashboard for all 'unclaimed' (i.e. unassigned) learners, although it is recommended that you liaise with your Placement Educator Lead/Placement Senior Admin first. For the nursing professions, you will need to be declared as a Practice Assessor (or a Stage 2 or above for the 2012 NMC Permissions level), in order to see the details of unclaimed learners in this section.

PAR Document Temporary Access

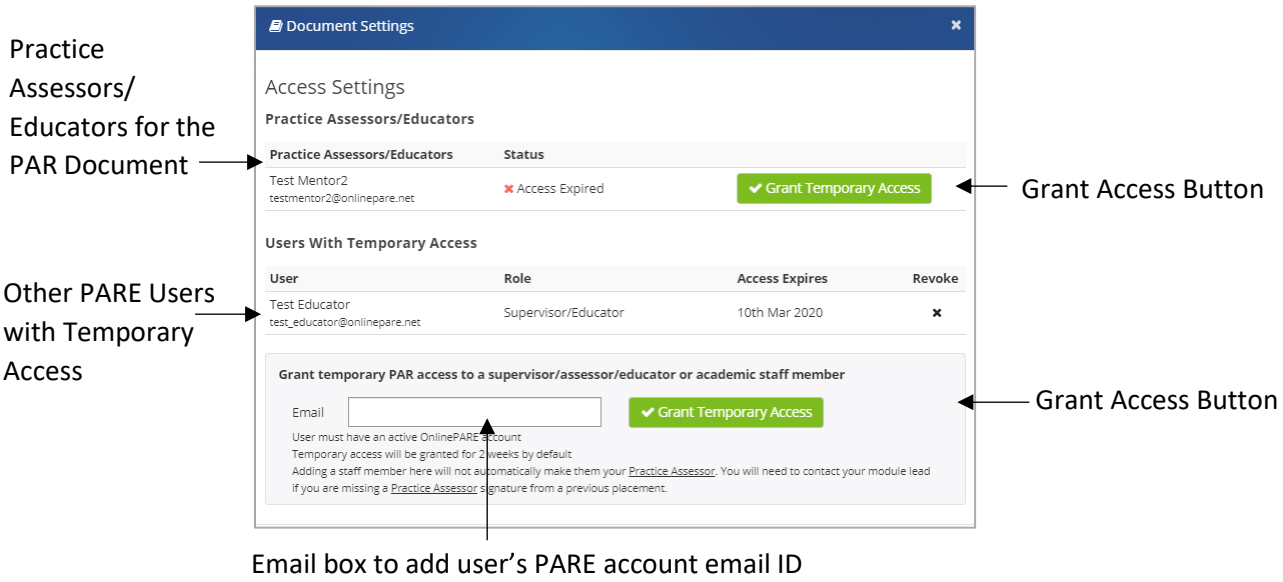
You will also see a learner's assessment document on your Dashboard, if you have not already been directly assigned, if the learner grants you temporary access. Access is enabled for a two week period each time it is granted. This feature is also useful where a learner has been on placement with you in the past, but access to the assessment documentation has since expired (access expires 4 weeks after the placement end date), and the learner needs to grant you access again. Please note that learners cannot grant you access as a Practice Assessor/Educator, unless you were assigned as a Practice Assessor/Educator for the learner's placement previously.

Learners can also use this feature to enable access to their PAR document from your PARE Dashboard, if their placement has been set up as a spoke placement with no direct PAR Document assigned to it, so that you can access the PAR Document from your own PARE account login. Alternatively, you will be able to sign relevant sections of the learner's PAR document, when they logged into PARE via their own PARE account login.

If a learner requires advice on how to grant you access to their PAR document, then they can do this via their PAR Document 'Grant Access' menu bar item button (when they are logged in via their PARE account login). Alternatively, they can access the Grant Temporary Access pop-up via the Document Settings link on the front page of their PAR Document. See the top section of the front page of a learner's PAR document below:



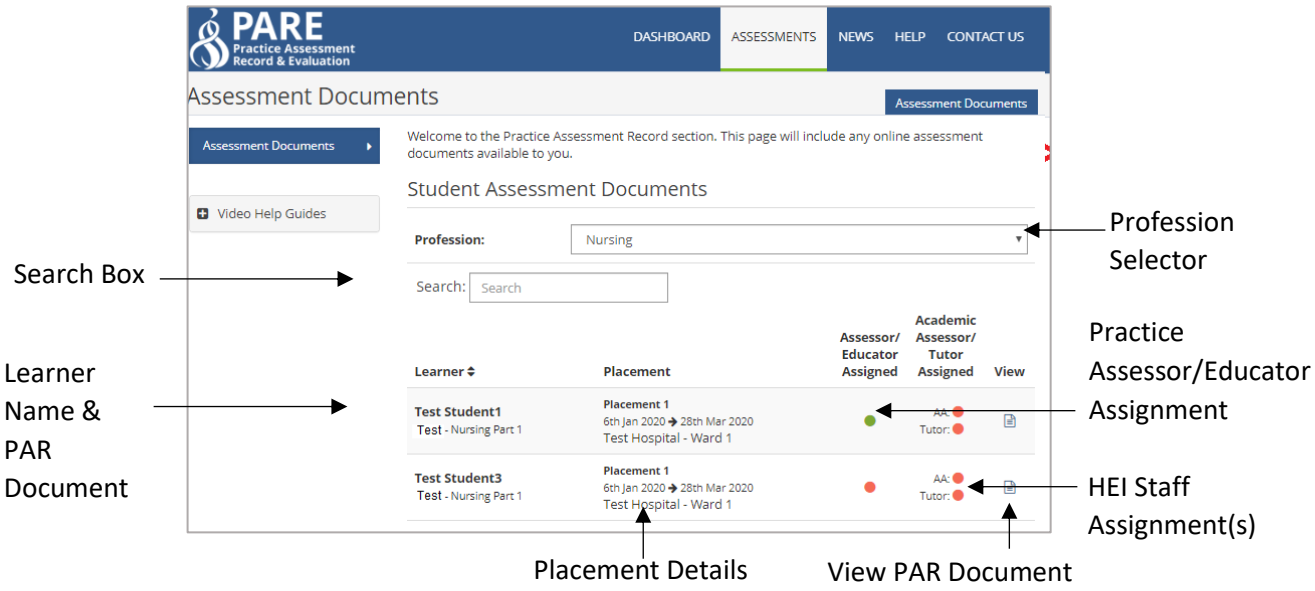
Clicking on the Grant Access button, or the Document Settings link, opens the Access Settings pop-up:



A learner can grant you two week's access to their PAR document by either clicking on the Grant Temporary Access button, if you have been a Practice Assessor/Educator for their PAR document in the past, or by entering your PARE account email ID in the Email box. The status will show as a green tick with the label 'Has Access', if a Practice Assessor/Educator currently has access to the document, else a red cross with 'Access Expired'. For other PARE users granted access, their access record is displayed in the 'Users with Temporary Access' section.

Assessment Documents Screen

Whether or not you have been assigned to a learner's PAR document (and can therefore access it directly via your PARE Dashboard), you can also access the PAR documents for all learners with current placements for your placement area via the Assessment Documents Screen, as long as the learner's profession is a profession selected on your PARE profile. Your Assessment Documents screen displays the learner's HEI, PAR document name, placement name and dates, details of the existing Practice Assessor/Educator (if assigned), HEI staff assignments, and a link to open the PAR Document. You will need to select the profession and you may also enter a search string to narrow down the search results to those learners whose name contains the text string entered in the Search box.

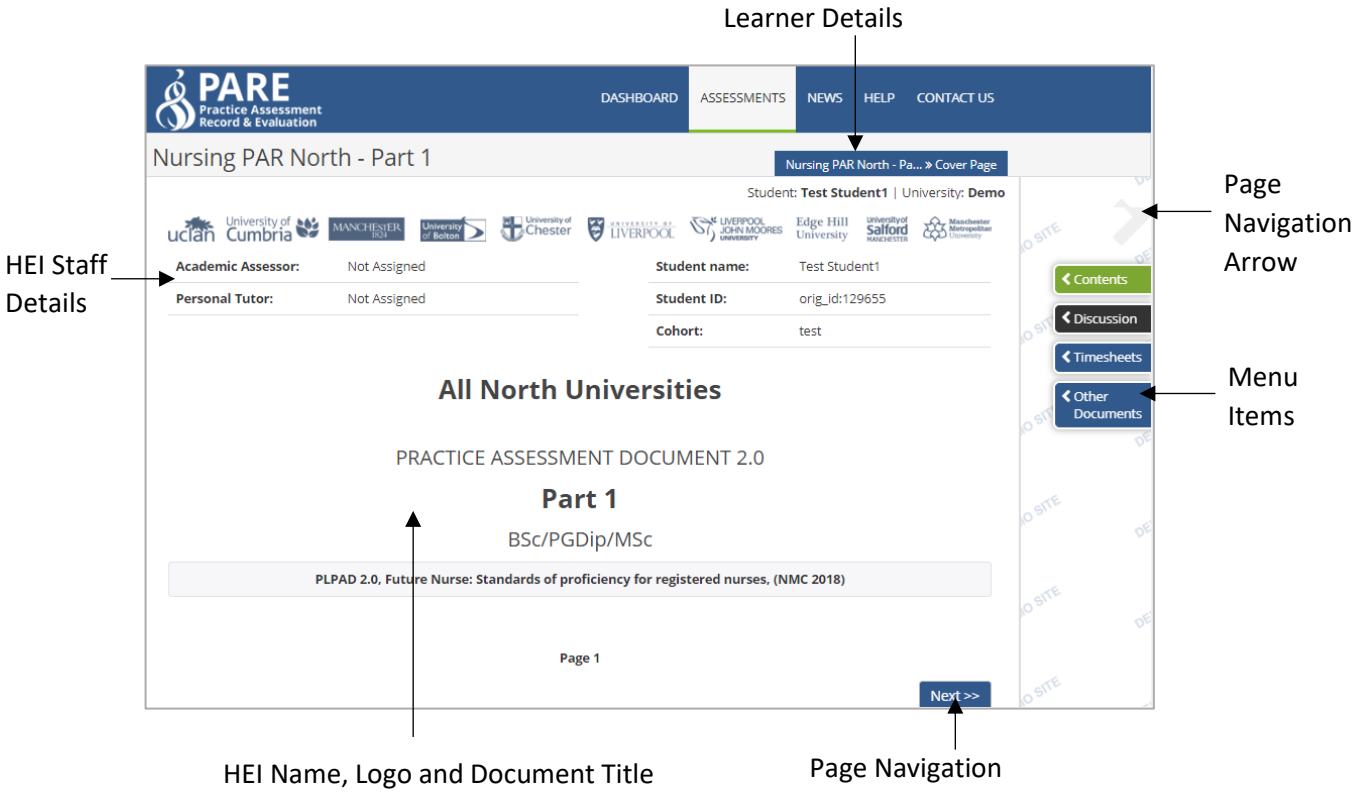


Hover the cursor over a green dot under the assignment columns (green indicates an assignment has been made), to open the hint text for the display of the user's name (and email address if an HEI staff assignment). A red dot indicates that no assignment has been made.

If, for any reason, a learner's PAR document is not accessible from either your PARE dashboard, or the Assessments screen, you will need to liaise with your Placement Educator Lead/Senior Placement Admin, in order for them to verify the learner's placement set up details against your PARE profile details. The learner's HEI placement office may also need to be contacted to review the learner's placement set up details. See also the FAQs & Further Help section of this Guide for a list of possible causes for a learner's PAR document not showing on PARE.

The Practice Assessment Record (PAR)

The learner's PAR document has a standard front page with features that appear on the front page of all assessment documents on PARE. All PAR documents display learner detail items and the document title according to the profession and level of assessment. Most documents will also display an HEI specific logo, and HEI practice assessor and/or personal tutor information. In addition, there are standard menu and page navigation buttons:



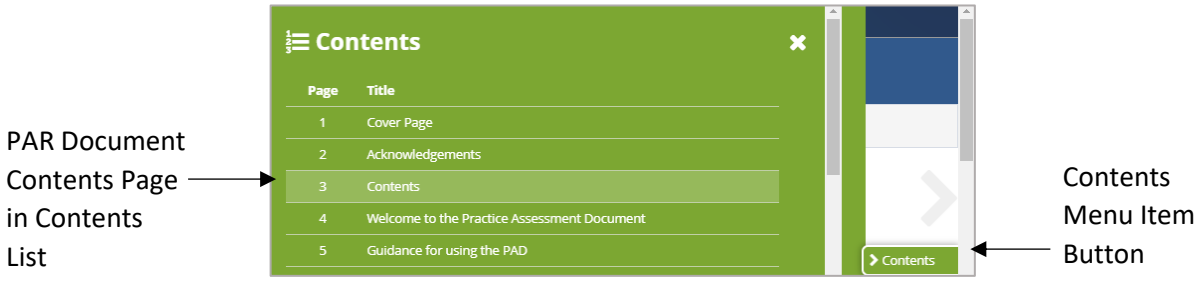
- **Page Navigation:** All pages of the PAR document display page navigation buttons at the bottom of the screen, to move backwards or forwards through the document (Next and Previous buttons). This is in addition to the arrows displayed to the right and left side of the screen, and in addition to navigating directly to a page via the Contents menu item (see section on PAR Document Contents)

- **Menu items:** The menu items will display either as a vertical bar to the side of the screen, or a horizontal bar along the bottom of the screen, depending on the device that PARE is being accessed from. The items displayed will also be dependent on the assessment document, and the access permissions of the logged in user. Standard menu items for all placement staff include:

    - **Contents:** Displays contents list of pages in the document. Clicking on a page title in the list takes you directly to that page in the PAR document. The list of pages displayed will also include the Contents page for the document, which is a useful page to view the status of page sign off throughout the document (see screenshot in next section).
    - **Discussion:** This takes you to the Discussion Board for the PAR document, for posting comments for your learner to read, and vice versa.
    - **Timesheets:** This takes you to the timesheets pop-up, which lists all timesheets for placements linked to the PAR document. Your placement area will display an edit symbol against it (pencil icon), to indicate that you can click on the entry to open the learner's timesheet for the placement.
    - **Other Documents:** Some PAR Documents, including most nursing assessment documents, also have additional documentation linked to them, which can be accessed via this menu item. A pop-up lists all available additional documents. Clicking on a document item in the lists opens that document.

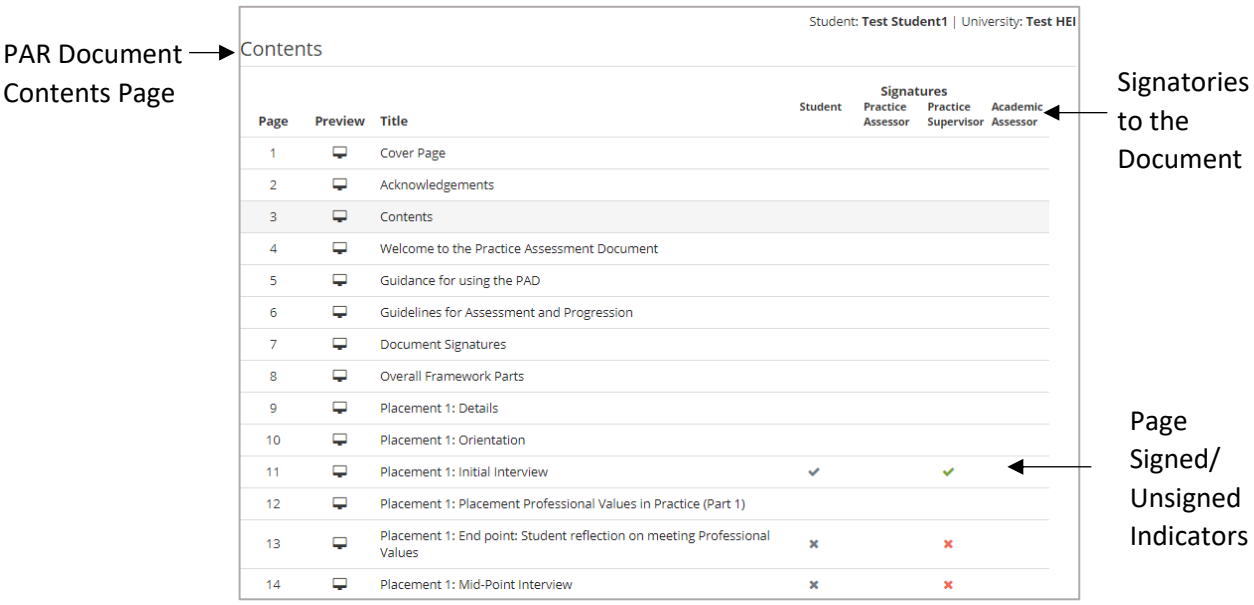
PAR Document Contents

Clicking on the Contents menu item opens the Contents list of pages for the document, to enable navigation directly to a specific page of the PAR document. Each PAR document also contains a Contents page to provide an overview of the signed and unsigned pages within the document:



Clicking on the Contents menu item button opens the Contents panel with list of pages within the PAR document, including the Contents page.

The Contents page shows, at a glance, page signatures that have been supplied and those that have not. A tick indicates signed, a red cross indicates unsigned. Some assessment documents block later pages from being accessed until earlier pages have been signed off, so the Contents page can be a useful page to view sign off status. In addition to the tick and cross, a no-entry symbol may also be displayed against Contents pages for some PAR documents. This indicates that the page is a multi-record page, for the user to add records if and when required, and that no records have actually been created (pages for recording additional interviews or support visits, for example).

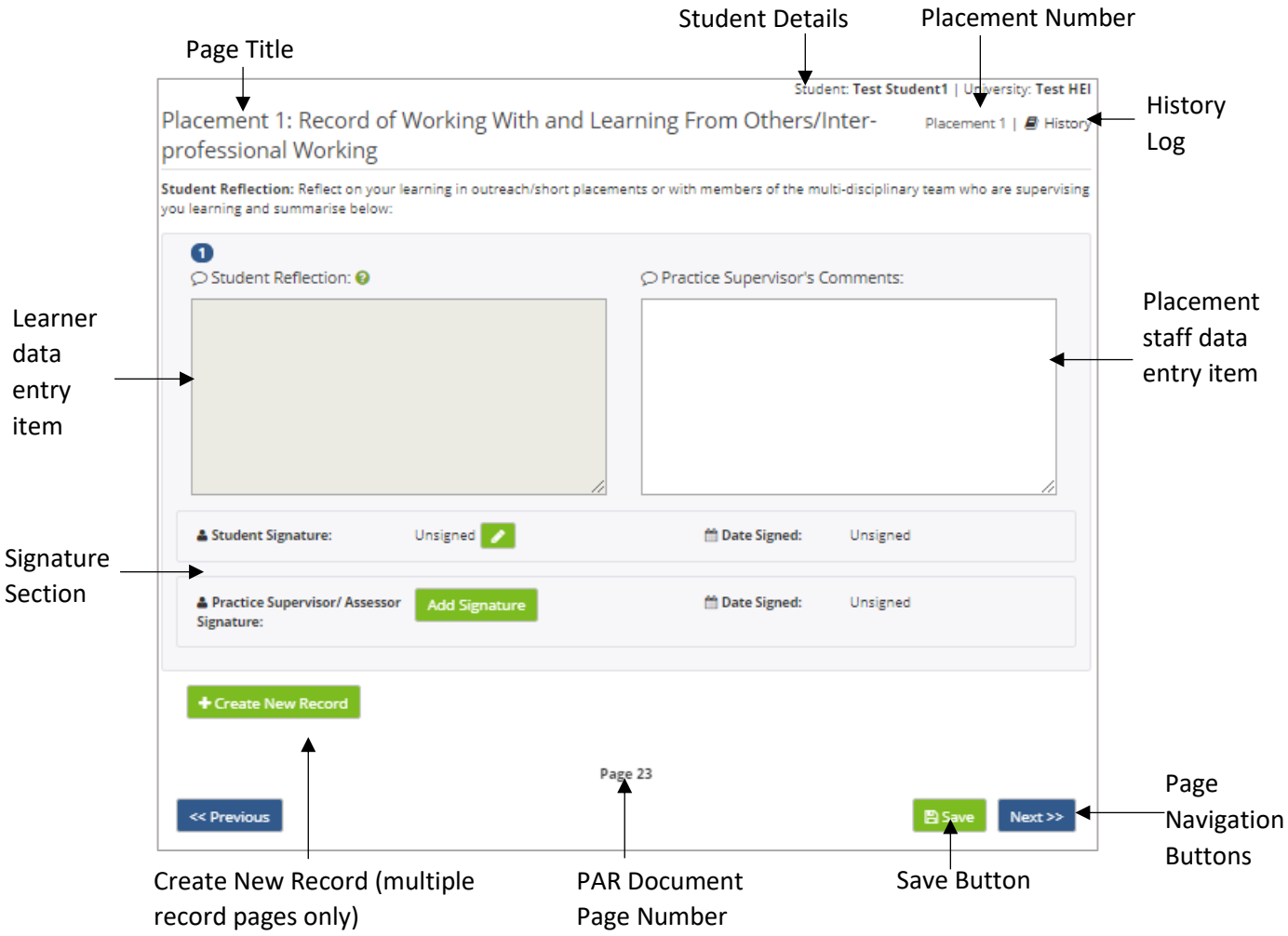


Editing the PAR Document

Access for data entry and electronic signing within a PAR document is restricted, so that access is only enabled for those users who are authorised to have access. The learner will therefore have access to data entry items that are applicable for learner data entry, within their own PAR document, whilst placement educators will only have access to those items applicable for placement staff data entry. HEI staff, such as academic assessors or personal tutors also have access to just those PAR document items that are applicable for HEI staff access. The same access criteria applies to the electronic signatures within the PAR document.

In addition, some PAR documents, including those for the nursing professions, have the additional Practice Assessor/Educator access restricted access level. Only placement educators assigned as the Practice Assessor/Educator will have access to items labelled as such in the learner's document. This includes items that are for data entry, as well as signature items.

Access to data entry items is clearly denoted in the PAR documents. Greyed out boxes indicates access is disabled for the currently logged in user. Hovering the cursor over the item will show a red no-entry sign. White boxes mean that access is enabled and signature items show as green buttons if access is enabled. If you do not have access to a data item or data signature to which you would expect to have access, then please contact your Placement Educator Lead/Senior Placement Admin, to review your access setup to the learner's PAR document. The following example of a PAR Document page shows features that appear all PAR document pages such as the page titles and navigation buttons, as well as those that are applicable for data entry pages:



NB: Any infromation you type in a PAR document has to be saved by clicking on the 'Save' button. Be sure to click the button before you leave a page or you could lose your text.

Electronic Signatures

The information entered by a learner, Placement Educator, or HEI user on a PARE page or section of a page, may be verified by digitally 'signing'. This may be achieved via two methods, depending on whether the user who needs to verify the page content and electronically sign, is currently logged in via their own account, or wishes to do this via another user's login, as follows:

Signing Via Own Login

When the user has access to electronically sign a page, or section of a page, they will see a green 'Add Signature' button against the applicable siganature label. Clicking on the green 'Add Signature' that is displayed next to the signature label for the logged in user, followed by the 'Save' button, creates the electronic signature. The logged in user's identity has already been confirmed during the online login process, and the 'signed' signature will display the text 'Signed' next to the signature label, along with the Date Signed (date and time). Other logged in users that have access to the page will see your

name (as entered on your PARE profile) displayed for this signature. In the example below a logged-in practice assessor has not signed their signature item in this signature section yet:

Unsigned Signature Item



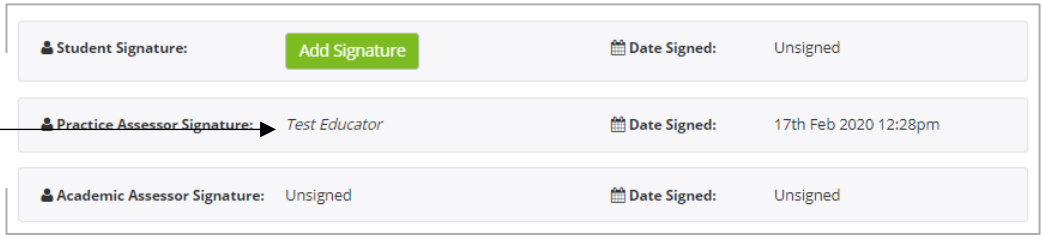
The logged-in practice assessor then 'signed' their signature item and 'Signed' is displayed:

Signed Signature Item



The learner, logged into PARE via their own account login, will see the practice assessor's name details for the signed practice assessor signature item, and the 'Add Signature' button enabled for their own signature item:

Signed Signature Item – as seen by another user



Signing via Another User's Login

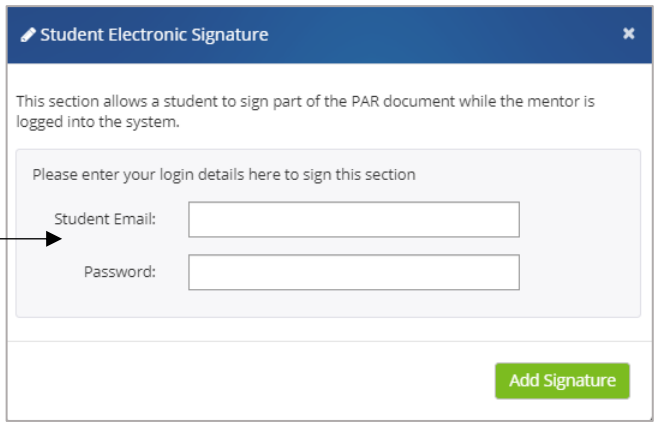
Where a signature edit button (pencil icon) is displayed against a signature item in a signature section, this indicates that the user, indictated by the signature label, may electronically 'sign' via your login, i.e. without you having to log out, and the other user then having to login in separately in order to sign their signature item. This is very useful for when a placement educator and learner, or learner and HEI assessor/tutor, may be completing a page/section of a PAR document together via just the one account login. In the example below, a logged in practice assessor's signature is showing as enabled with the green 'Add Signature' button. In addition, the green signature edit button (pencil icon) is displayed against the Learner's signature item:

Edit button for Learner to sign via Practice Assessor's login



Clicking on the signature edit button opens up the following signature pop-up for the learner to enter their PARE account email ID and password, and click the 'Add Sigature' to electronically sign via their Practice Assessors's PARE login:

Boxes for entering PARE account login details



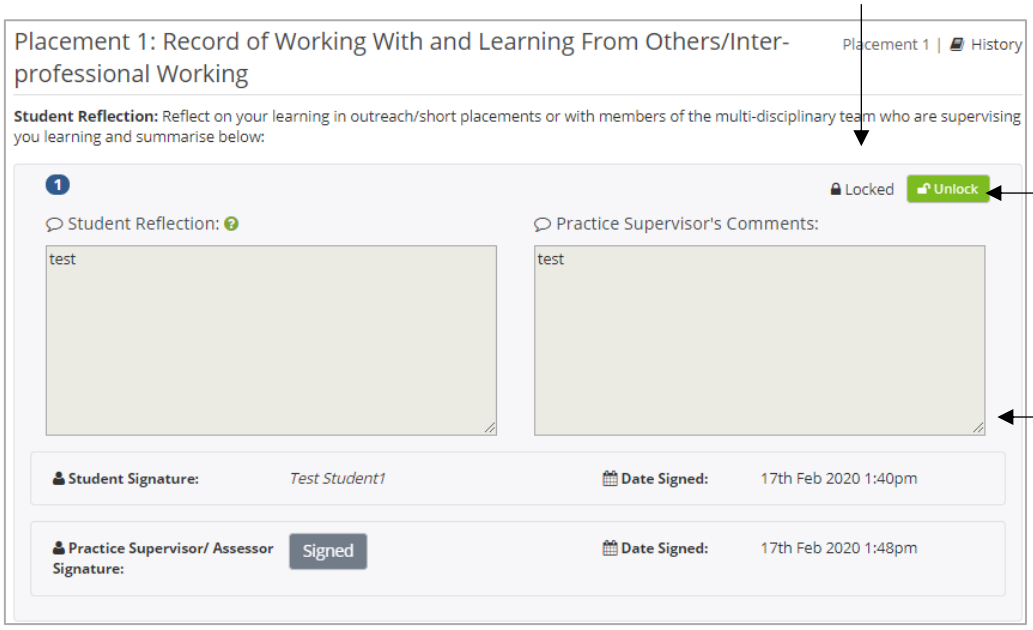
Similarly, the Practice Assessor (in this example), can sign via the learner's PARE account login, by clicking the signature edit button that is displayed against the Practice Assessor signature, to access the signature pop-up, enter their PAR account login details, and electronically sign.

Once a page or section of a page has been electronically 'signed', and the 'Save' button clicked, the associated content becomes read-only to ensure that no further changes can be made without removing (or 'unlocking') the signature. In effect, the page 'locks' down. The data entry items will show as greyed out. Any alterations can therefore only be submitted by unlocking the page, and verifying the new content by re-signing the page or section. This maintains the validity of submitted work and removes the chance of anauthorised changes being possible.

Page/Section Lock Down

A page that has been signed and therefore locked down, displays 'Page Locked' next to a padlocked icon at the top of the page. Similarly, sections of a page with section signatures also lock down on signing and display the locked symbol to the top right of the section.

Locked symbol

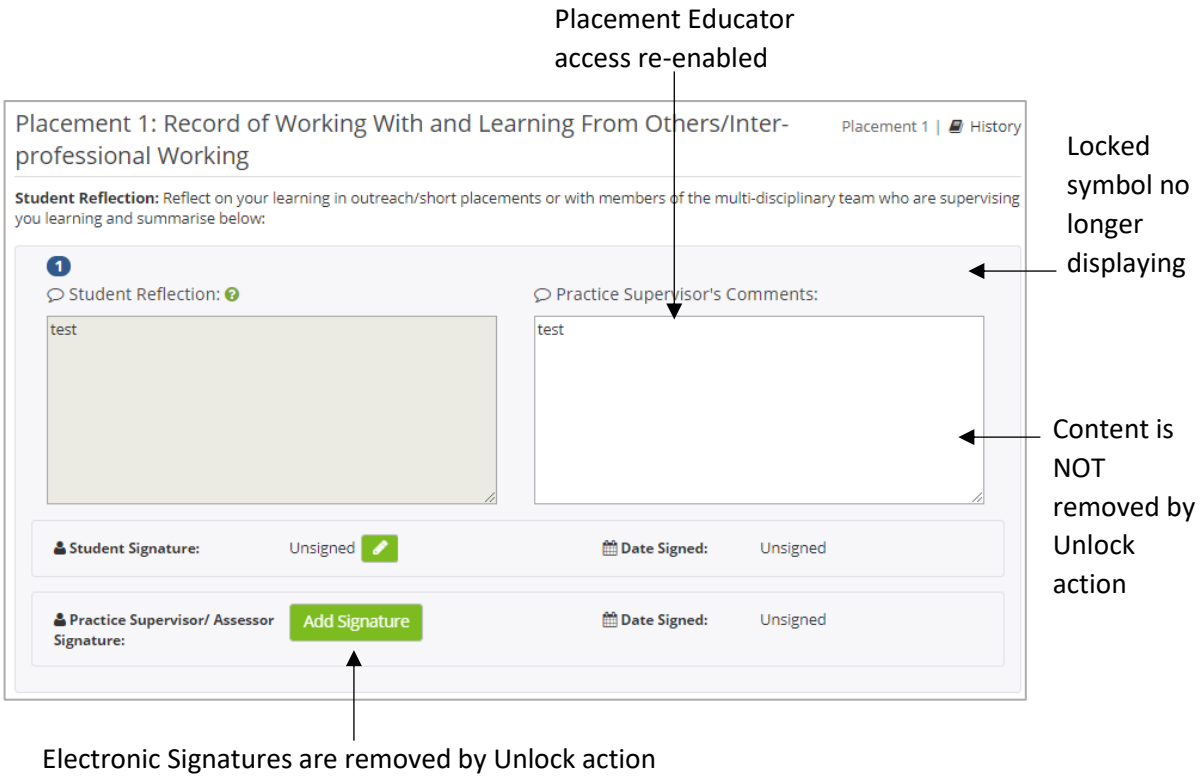


Section Unlock Button

Locked - down content and signatures

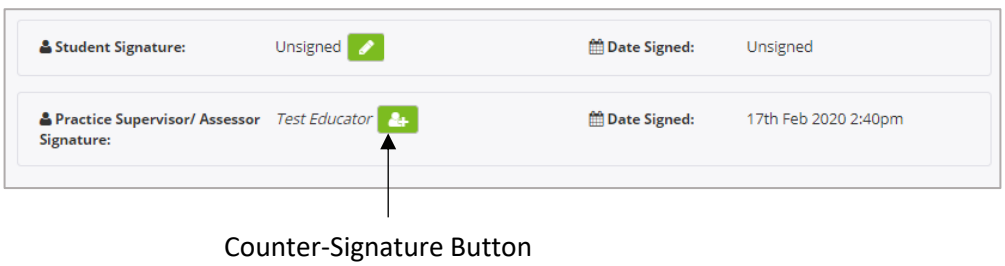
Unlocking a Page/Section

Where a user sees an Unlock button against a locked page or section of a page (see previous section), then if alterations are required to that page/section, the user can click on the Unlock button to unlock the contents. This action also removes the associated signatures, so that any amendments have to be verified by being re-signed.



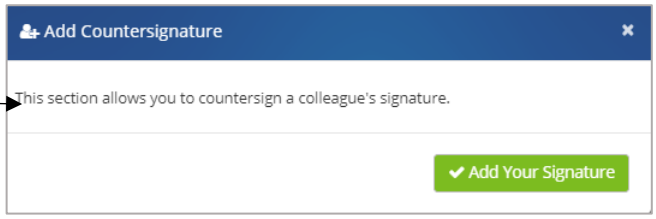
Counter-Signing

A counter-signature facility is available on PARE for all signatures that have been electronically 'signed' by placement staff, to be counter-signed by another member of staff. Ths facility is usually used to provide a fully qualified signature against a Practice Supervisor/Educator in training. The counter signature option is displayed as a green counter-signature button (a person icon with a plus sign), alongside the signed placement educator's signature, and is available to other placement educators/leads within the same placement area, as well as Placement Senior Admin for the organisation, when they are logged in via their own PARE accounts.



Clicking on the counter-signature button (add person icon) opens an 'Add Counter Signature' pop-up window inviting the counter signee to continue.

Counter-Signature Information Pop-Up

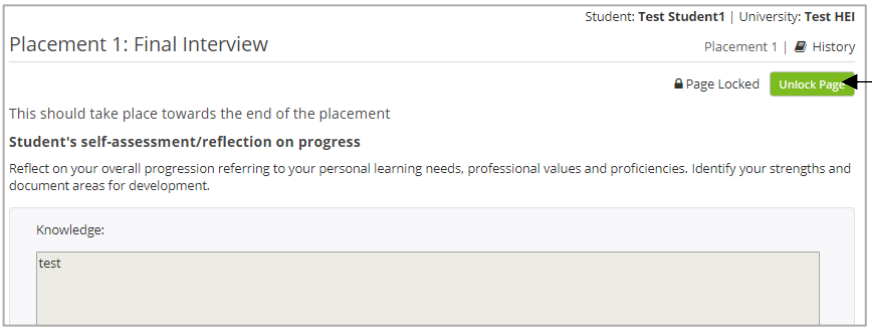


Clicking on the 'Add Your Signature' button opens the validation 'Add Countersignature' pop-up that validates the counter signee's login against their login credentials, and if valid, will show that the counter signature has been successfully added. The counter signature name will be displayed underneath the orginal placement educator's signature:

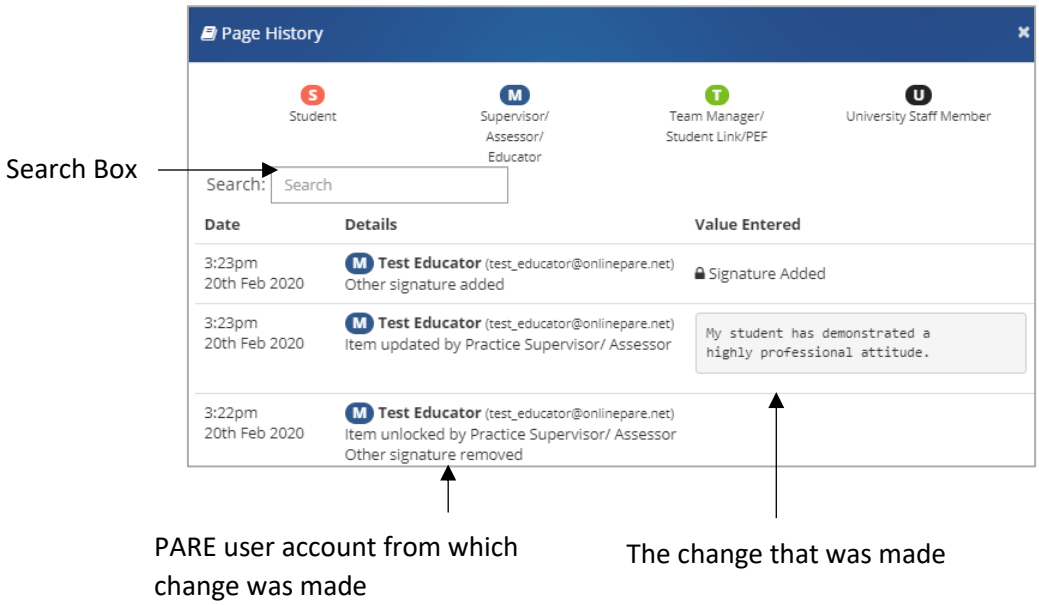


History Logging

PAR documents incorporate a History logging feature that records all changes made to the PAR document. Every time a placement educator, learner, or HEI user adds information to a PAR document page, or updates or removes existing information, the text being amended is logged, along with the name of the PARE user who made the update and the date and time of the action. Every time a signature is added, or removed via an Unlock action, this information is also recorded in the history logging. The History Log can be viewed for each page of the PAR document. Click on the History link displayed at the top right hand corner of the page to view the logs.



The History Log pop-up contains a Search box, to narrow down the displayed entries to those that match the text string entered in the box. This can be useful to narrow down entries to just those relating to signature additions or removals for instance.



PAR Document Notifications

As well as receiving notifications on being assigned to a learner's PAR document as a Practice Assessor/Educator, if applicable, you will receive notifications throughout the duration of the documentation of your learner's placement experience. Notifications are sent to your PARE account each time the learner updates their PAR document, and vice versa; a learner is notified each time you make updates to the learner's documentation. The notifications can be viewed and managed through the 'My Messages' screen on PARE (see the Notifications section in the Introduction to this Guide for further details) and each notification will contain a link to the learner's PAR document, and if applicable, the specific page of the document.

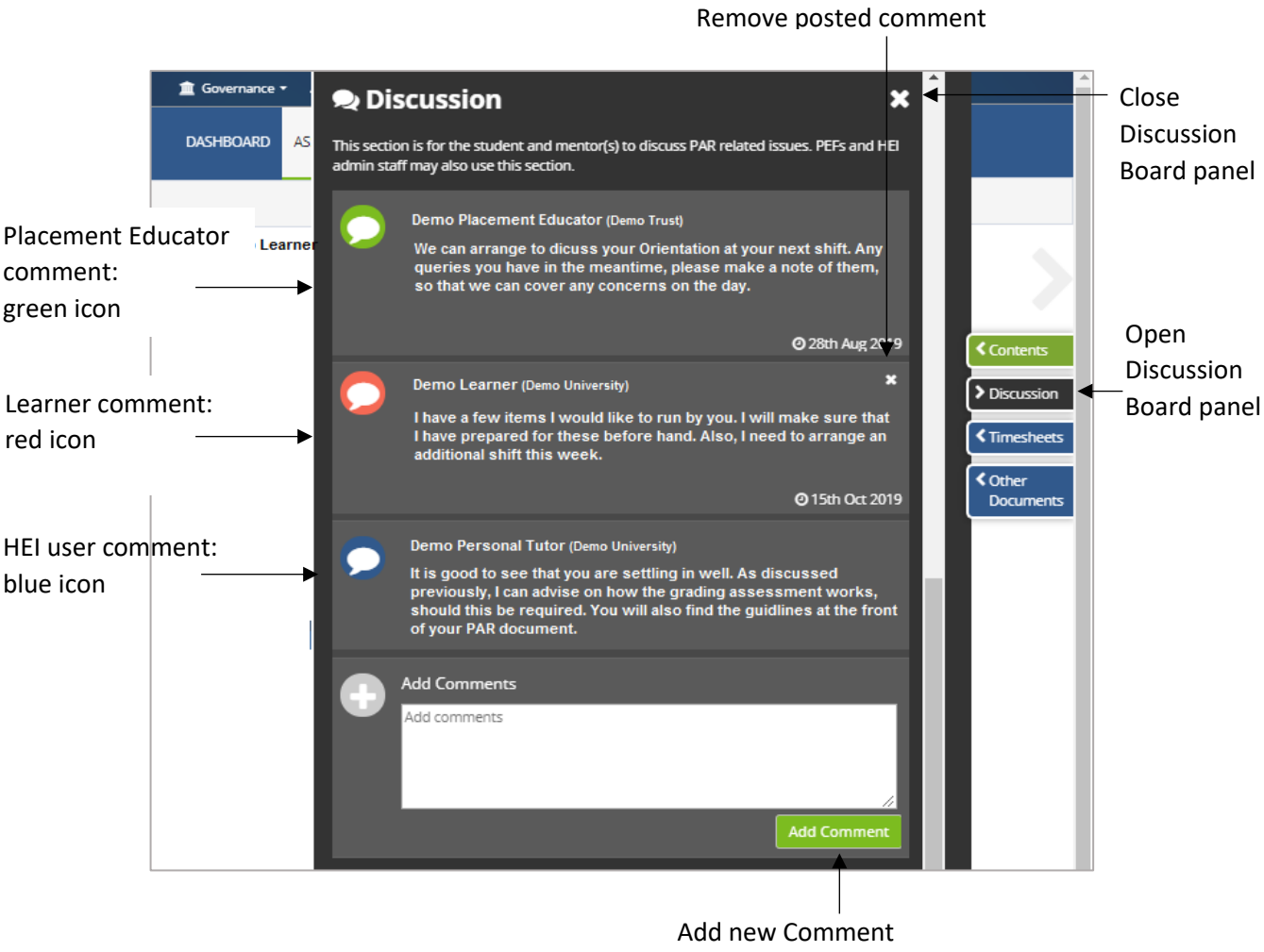
Reminder notifications may also be sent out, to remind users associated with a particular learner's PAR document, that certain milestone pages have still to be completed. Using the Nursing assessment documentation as an example, reminder notifications are sent out to the learner, as well as to the Practice Assessor, Academic Assessor and Personal Tutor assigned to a learner's PAR document, for the following Nursing document placement milestones:

- **Initial Interview reminders:** sent to learner and Practice Assessor, a week after the placement start date, if the Initial Interview page is not completed. The reminder is sent again after 2 weeks, if the Initial Interview page is still not completed, but this time it is also sent to the Academic Assessor and Personal Tutor.
- **Mid-Point Interview reminders:** As for the Intial Placement Interview reminders, but sent out from a week after the mid point of the placement (the date that falls mid way between the placement start and end dates) if the Mid-Point Placement Interview page has not been completed.
- **Final Interview reminders:** As for the Intial Placement Interview reminders, but sent out from a week after the end date of the placement, if the Final Interview page has not been completed.

Discussion Board

As well as communication via notifications, PARE also incorporates a Discussion Board feature, which can be accessed via the Discussion menu bar item for an open assessment document. Clicking on the Discussion menu item opens the Discussion Board panel, which includes a scroll bar facility to scroll through the discussion thread for all previous comments that may have been posted to the Board. The Add Comments section at the bottom of the Board panel, is the area for posting new comments. Once a comment is submitted, by pressing the 'Add Comment' button, other users assigned to the PAR document will be notified that the comment has been posted. If there are any unnread posts, this will also be indicated on the Discussion menu item button (as '2 unread' for example) when you next open the document.

Details of the author of each comment are displayed at the top of the comment. The comment icons displayed at the top of each post are also colour-coded to aid identification of comments. Green indicates a comment posted by placement staff, red indicates a comment posted by the learner, and blue indicates a comment posted by an HEI user (such as the Academic Assessor or Personal Tutor). Once submitted, a posted comment cannot be amended, although it can be deleted, if it is a comment that you posted via your own PARE account login, and you are currently logged in under your own PARE account login. You will see the cross icon at the top-right of the comment. Notifications are not sent out for Discussion Board comment deletion actions.



Evaluations

On completion of a learner's placement with the supervising team, learners will receive PARE notifications from PARE reminding them that their evaluation is due for completion and submission (in some regions the evaluations are known as NET Surveys). The evaluations become unavailable for the learner to complete, in most cases, two weeks after the placement end date. This is to ensure that the evaluation feedback is as close to the evaluation experience as possible, and the feedback does not become skewed with the passing of time.

Placement evaluations are an integral part of PARE, as learner feedback provides the central core of the placement quality management process. Learners can also be very disappointed to discover that their evaluations can no longer be submitted, once the deadline has passed, and they are then unable to download the associated PARE completion certificate (although the certificate is not a course requirement).

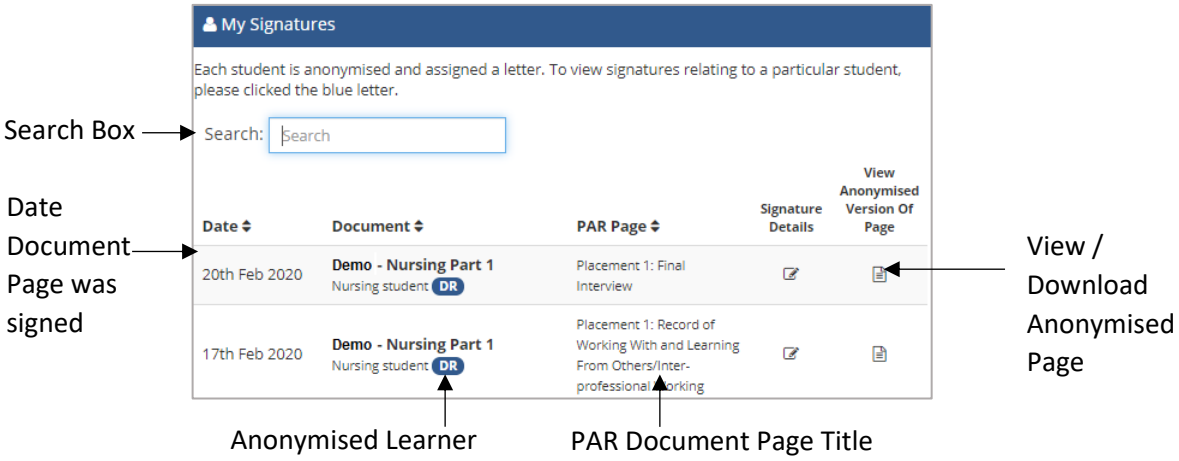
It is recommended that learners are reminded and encouraged to complete their evaluation towards the end of their placement, and to be open, honest and to act with integrity when submitting anything to the system. Placement Educators need not be present for learners to complete the practice learning evaluation, but providing learners the opportunity in placement time is likely to aid compliance. Outcomes of actions raised by Placement Educator Leads/Placement Senior Admin in response to learner feedback, may be communicated back to the learners if this option is selected by the author of an evaluation action plan.

All evaluation, whether positive or highlighting areas of development are valuable, and assist the organisation in reporting student placement experiences to Health Education England.

My Portfolio

This screen, accessed via the View Profile button on your PARE Dashboard, or via the Account ID link on the top bar PARE of the website, is where a record of all your PAR document assessment activity is stored and made available for statistical reporting, as well as for download of anonymised versions of all the PAR document pages to which you have made updates. This information may be very useful to add to your overall professional development portfolio, and for further learner assessment qualifications. The portfolio page contains several sections including:

- **My Signatures Overview:** This contains statistical and graphical reprensentation of your PARE signature activity over the previous 12 months, including the total signatures and total number of documents signed, and also displays the percentages according to signatures per HEI.
- **Students Mentored Per Profession/Field – Previous 12 Months:** This section shows a table of the professions of online PAR documents that you have electronically signed within the previous 12 months, including the number of learners for each profession.
- **Students Mentored Per Profession/Field – All Time:** As above, but all PAR documents you have electronically signed since your PAR account was created.
- **My Signatures:** This is the section that contains the anonymised version of PAR pages that you have signed. Each student is anonymised and assigned a letter. See screenshot below:



Two random selected letters anonymise each learner in your portfolio. Text entered in the Search box will be matched against text in the Document title, PAR Page title, and Date items in order to determine matching records for display.

Timesheets

Timesheet Access

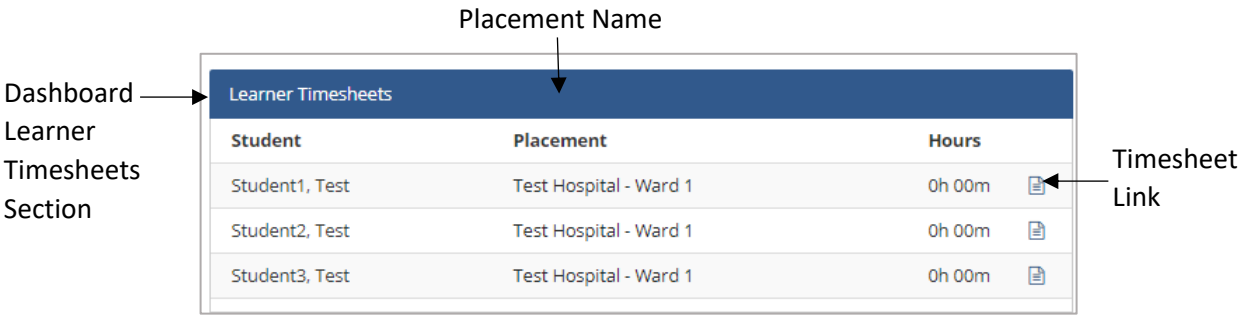
For HEIs and professions that are using online PARE for their practice hours recording, you will have access to learners' PARE timesheets as soon as the HEI has uploaded the learner placement details on to PARE. You will need to be assigned to the same placement area as the learner and have the same profession selected on your PARE profile, in order to have access to the learner's timesheet.

If, for any reason, a learner's timesheet details are not displaying on your PARE dashboard, then you will need to liaise with your Placement Educator Lead/Senior Placement Admin, in order for them to verify the learner's placement set up details against your PARE profile details. The learner's HEI placement office may also need to be contacted to review the learner's placement set up details. Please note that some HEIs and professions may be using PARE for evaluations and/or assessment documentation only, and will not therefore have PARE timesheets displayed on the PARE Dashboard.

See also the FAQs & Further Help section of this Guide for a list of possible causes for a learner's PARE timesheet not showing on PARE.

Dashboard Timesheet Access

The PARE Dashboard section of this User Guide shows you the methods by which you can access a learner's timesheet from your PARE Dashboard. Where there is a long list of learner timesheets, and the Learner Timesheets section is only displaying a portion of these, you will see a down arrow at the bottom of the list, which you can click on to expand the list available for viewing. Open a timesheet by clicking on the timesheet details document icon, or placement name details for the timesheet record. Alternatively, if the learner has a PAR document accessible for the placement, you can access the timesheet by clicking on the View Timesheet button in the expanded view of the learner's PAR document image on your dashboard (if there is one displayed) or by clicking the Timesheet menu item for an open PAR document.

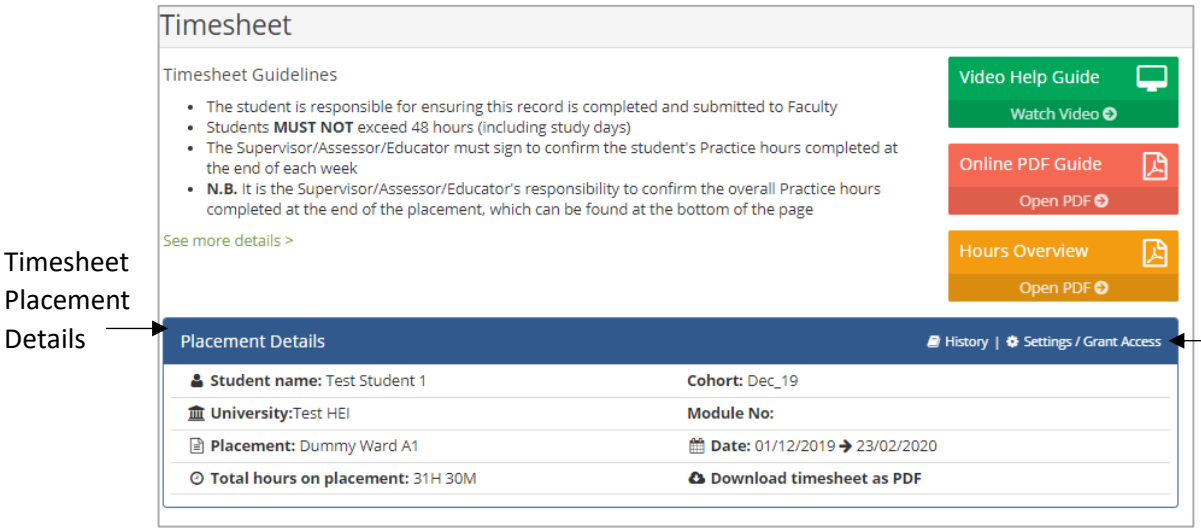


Access to timesheets, unlike for assessment documentation, is available from your PARE Dashboard whether or not the learner has a PAR document and you are assigned to the PAR Document as a Practice Assessor/Educator or supporting Practice Supervisor/Educator. However, access to the final sign off section of some timesheets, such as those for the nursing professions, will only be enabled for staff assigned as the Practice Assessor/Educator. Where this level of access is required, but there is no associated PAR document (such as a timesheet for a spoke placement, for example), then the final sign off will need to be completed by either a Placement Senior Admin for the organisation or by a personal tutor or other HEI staff member.

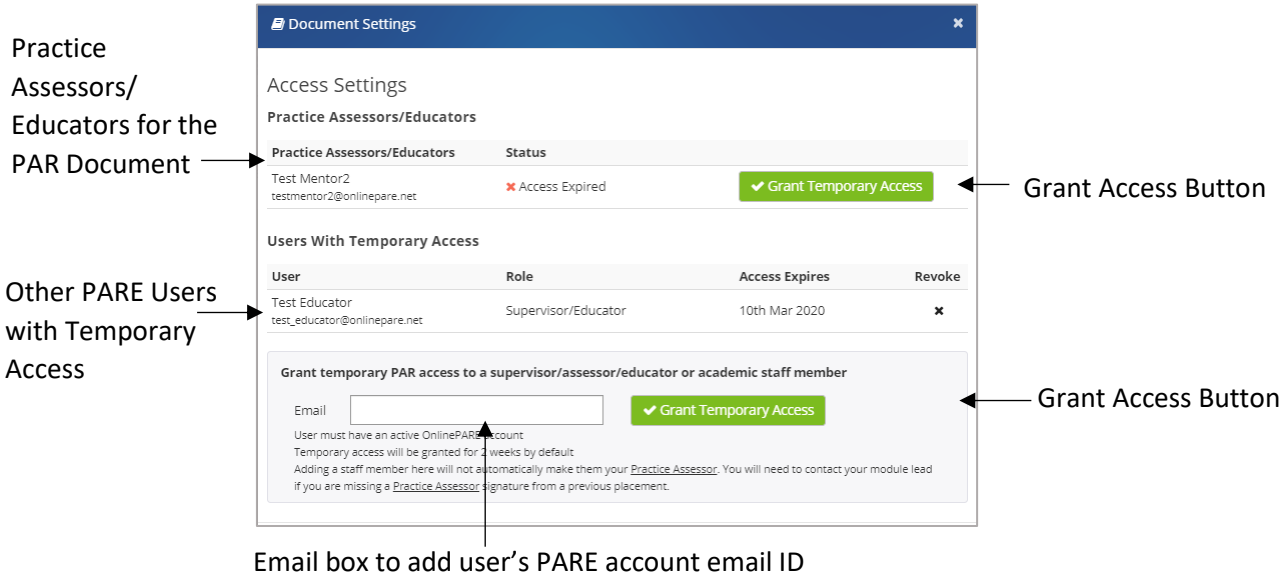
Timesheet Temporary Access

A learner's timesheet will no longer display on your PARE Dashboard after 4 weeks from the end of the learner's placement. If you require access to the timesheet after this period, the learner can grant you temporary access to the timesheet (for a two week period each time temporary access is granted), via their own PARE login. Please note that learners cannot grant you access as a Practice Assessor/Educator, unless you were assigned as a Practice Assessor/Educator for the learner's placement previously.

If a learner requires advice on how to grant you access to their timesheet, then they can do this from their timesheet (when they are logged in from their own PARE account), via the Document Settings link in the top right corner of the Placement Details section of the timesheet. See top section of a timesheet:



Clicking on the Grant Access link opens the Access Settings pop-up:



If you have been assigned as a Practice Assessor/ Educator for the learner's associated PAR document in the past, then your learner can grant you temporary access by clicking on the Grant Temporary

Access button by your name in the Practice Assessors/Educators list, else your learner can add your PAR account email ID to the Email box in the pop-up and click the Grant Temporary Access button for this section.

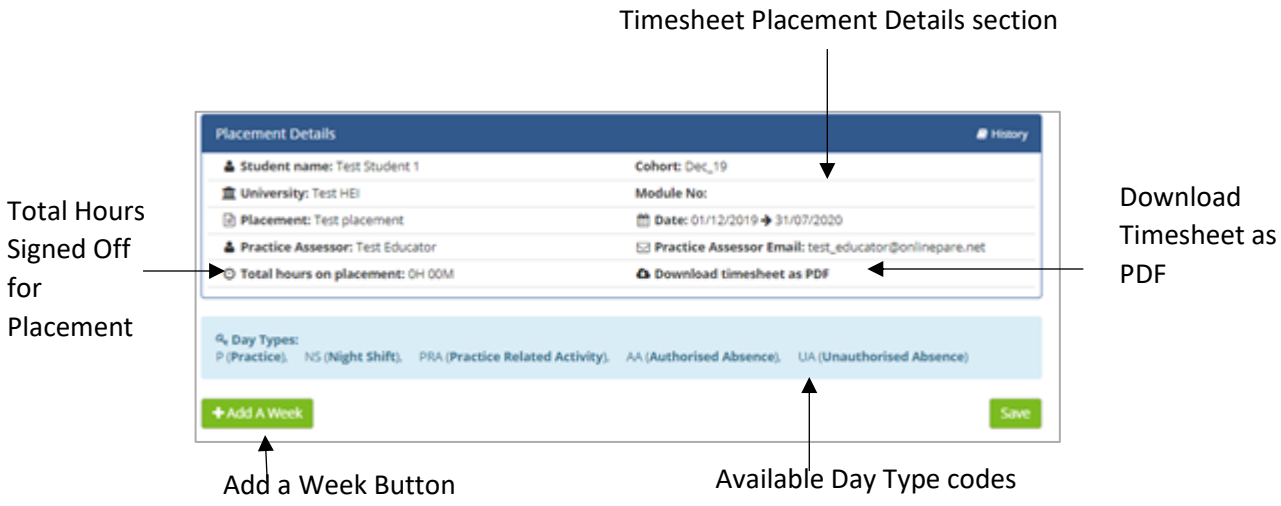
Editing Timesheets

The PARE timesheets enable learners to record hours for different types of activity whilst they are on placement, and for these hours to be automatically totalled, and verified by electronic 'signing'. The different types of hours that are applicable for a learner's placement are differentiated by Day Type codes. Most HEI professions have a timesheet list of Day Types codes that is specific to their programme and these are displayed, along with their descriptors, in the Placement Details section of the timesheet.

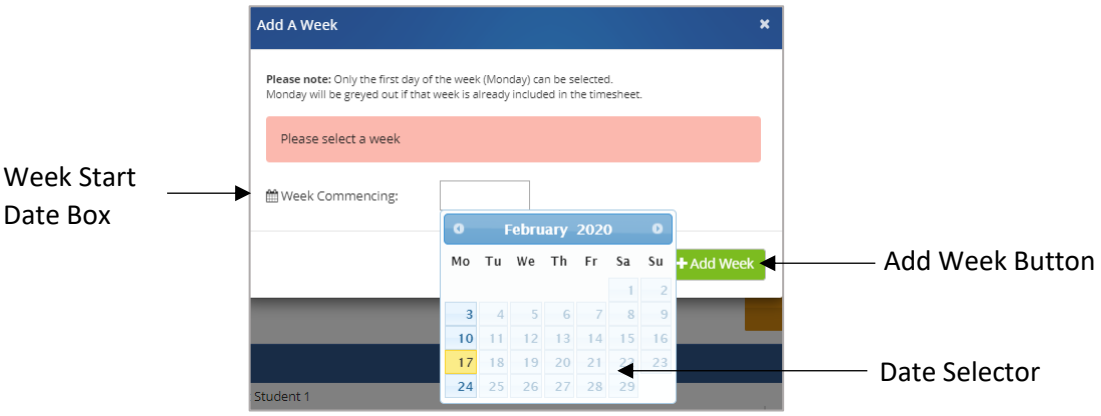
The following guide to editing timesheets is based on the current version of the PARE timesheets, but please note that a new-style timesheets is due to be implemented in the near future, which will allow even greater flexibility for recording different types of hours. It is advisable to check the PARE newsfeed for notification regarding the release of the new timesheet version.

Adding Timesheet Weeks

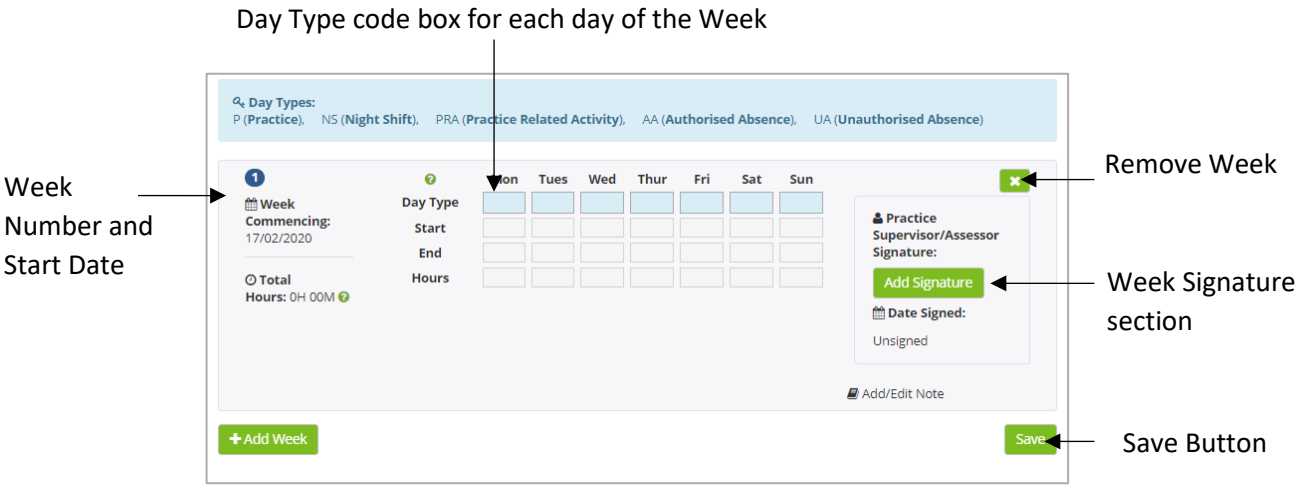
The current timesheets on PARE allow placement educators and learners to add and remove weeks on the timesheets. Usually, the learner will be adding the weeks to their timesheet, along with the entry of the applicable Day Type codes and hours, but the process is included here should a learner require help with these features, or if the learner wishes this to be done whilst you are logged in to PARE via your own PARE account login details.



Click on the Add Week button to open the Add Week pop-up, and click in the Week Commencing box. This opens the date selector. Note: Only the first day of the week (a Monday) can be selected, with the highlighted date defaulting to the nearest Monday. Select whichever Monday date is required and then click the Add Week button:

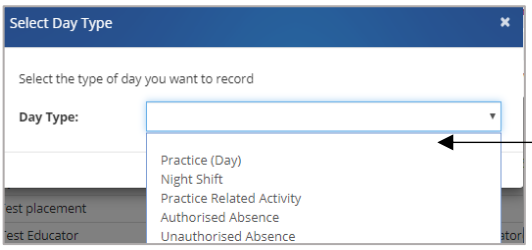


The new week will appear on your timesheet, and in the correct date order if there are any existing weeks on the timesheet. Click the 'Save' button to save the week to the timesheet. It is important that any additions and updates to a timesheets are saved by clicking the 'Save' button, before leaving the timesheet, otherwise changes may be lost. If the week has been incorrectly added, it can easily be removed by clicking on the cross that is displayed in the top-right corner for the week. Note: the system will not allow you to enter weeks with a duplicate start date. You will see a message displayed 'Week already exists' if you select a week start date that is already in use.



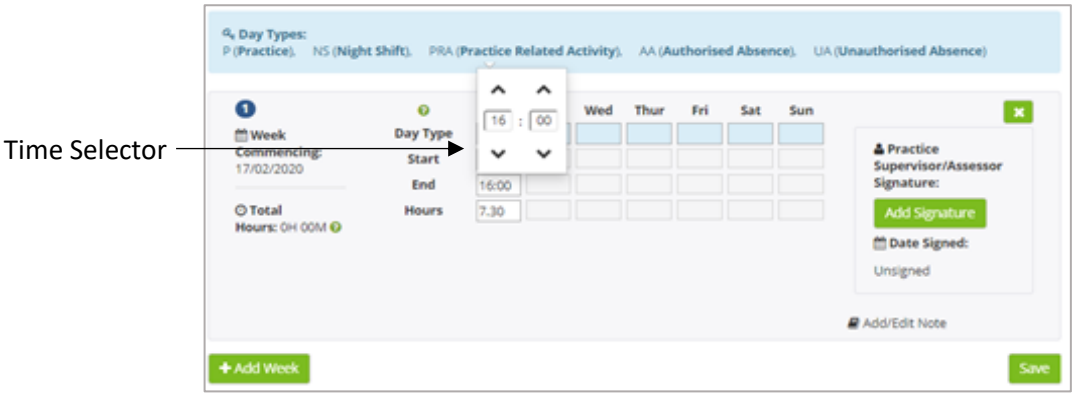
NB: Any information you add to a timesheet has to be saved by clicking on the 'Save' button. Be sure to click the 'Save' button before you leave the timesheet or you could lose your additions.

Click in a Day Type box, for a selected day, to open up the 'Select Date Type' pop-up. Select the required Day Type code from the drop-down list:



If the selected Day Type codes requires Start and End times, and the total Hours for the day to be entered, these boxes will be displayed as white. If values are not required, these boxes will appear grey and data entry for them is disabled. Where values are required, click in the Start and End Date to select the Start and End hours for the shift. Practice related day type codes will almost always require Start and End times to be specified against them, whilst other Day Type codes, such as 'A' (Absence) may disable entry of hours for the days that it is selected as the day code. Other Day Type codes, such as 'UTH' (University Theory Hours) may require entry of Start and End Times, but the hours will not be include in the total practice hours, but are totalled separately at the bottom of the timesheet.

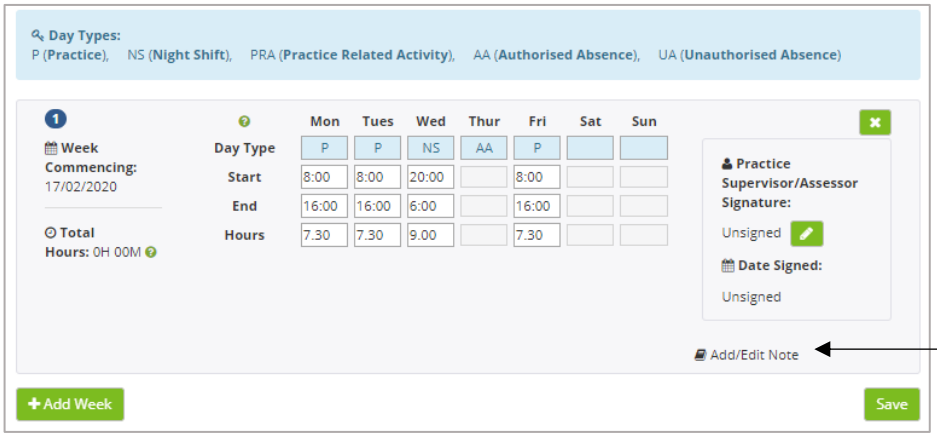
The Hours box for the day defaults to a default calculation based on the time span between the start and end times, with a deduction of a set amount of time as a lunch break. This is generally a 30 minute deduction for shifts up to 9 hour time span from start to finish times. From 9 hours plus, 1 hour is deducted. This may differ, however, according to different professions. Hours selected/defaulted into the Start, End and Hours boxes can all be changed by amending the time in the time selector, using the up and down arrows (increments and decrements of 15 minute intervals).



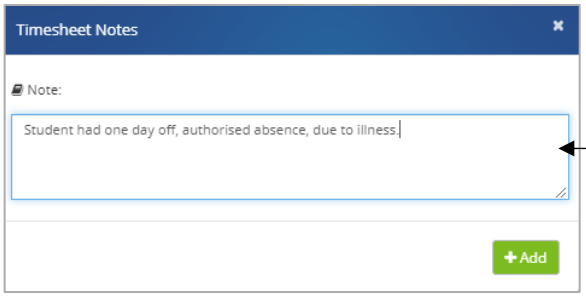
Adding Notes to Timesheet Weeks

All placement educators for the same placement area as the learner's timesheet, will have access to add notes to a week, if required, and to sign off the timesheet weeks, though this should only be done by a placement educator who has been supervising the learner and can verify the hours recorded are the hours undertaken by the learner. Some timesheets may include hours recorded for University activity, and whilst HEI staff also have access to sign off learner timesheet weeks for their learners, where the weeks include a mix of Day Type codes including practice hours, a placement

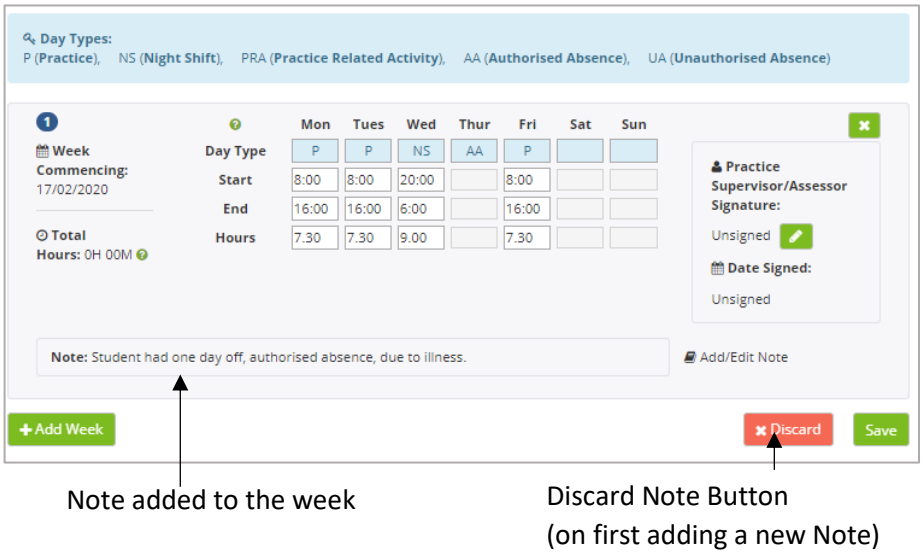
educator normally signs for the week. The Add/Edit Note feature can be used to add further information to a timesheet, including details such as reasons for absence.



Clicking on the Add/Edit Note link opens the Timesheet Notes pop-up, to which text can be added, to be recorded as a note against the week:



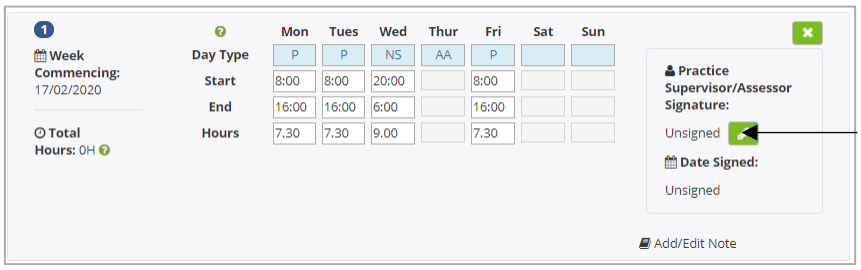
Text added via the Timesheet Notes pop-up is displayed under the timesheet week. On first adding the note, a Discard button is available to remove the note if required. After clicking 'Save' to submit the note to the system, a note can be amended for unsigned weeks if required. If the note is amended by removing the text altogether, via the same Add/Edit Note, then on saving the changes, the note is no longer displayed for the week.



Signing Off Timesheets

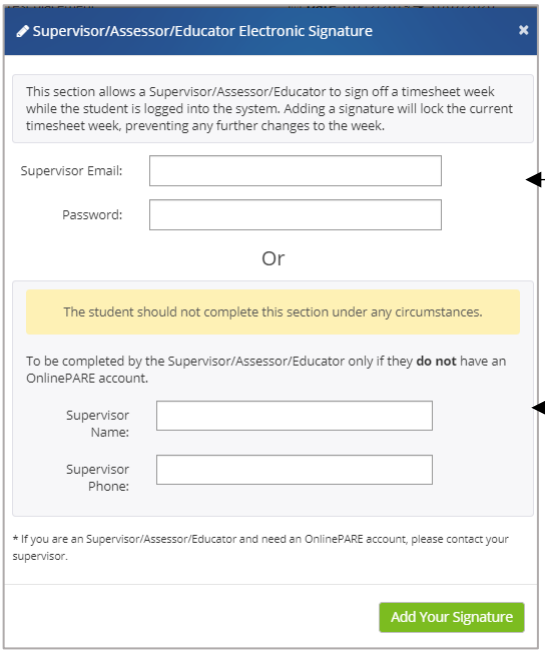
If the placement educator is logged into PARE via their own PARE account login, then the green 'Add Signature' button will be displayed alongside the signature label for the timesheet weeks. For nursing professions the label will be 'Practice Supervisor/Assessor'. Clicking on this button will electronically sign the week, and the logged in Placement Educator will see 'Signed' against the signature label, and the date/time of signing. Other users with access to the timesheet, including the learner, will see the placement educator's name, as entered on their PARE account profile. Once a week is signed off, the week locks down, and boxes for the week are greyed out and become non-enterable. This is so that changes cannot be subsequently made unless the week is unlocked (see later section) and the changes have to then be verified by re-signing.

The timesheet can also be electronically signed by the placement educator, when the learner is logged on to PARE (as for the signing of PAR Documents, described in the earlier Assessments section). This is useful when both the placement educator and learner are working on the learner's PARE timesheet recording together. When the learner is logged into PARE, the signature edit button (pencil icon) is displayed against the placement educator's label instead of the green 'Add Signature' button.



Edit Signature Button

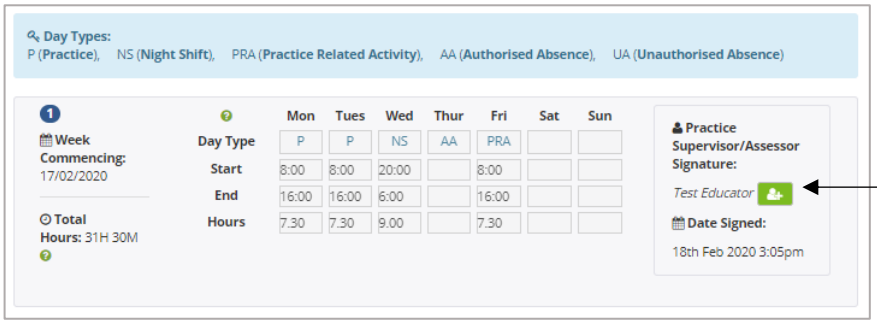
Clicking on the Edit signature button opens the Electronic Signature pop-up. This requires the placement educator to enter the PARE account login credentials, in order for PARE to validate their account and create the electronic signature. For most HEI timesheets, this pop-up also allows entry of sign off credentials for healthcare professionals that do not have a current PARE account. This is useful for placements outside of the usual placement circuit, where the placement staff are not PARE users.



PARE account login details for PARE placement educator

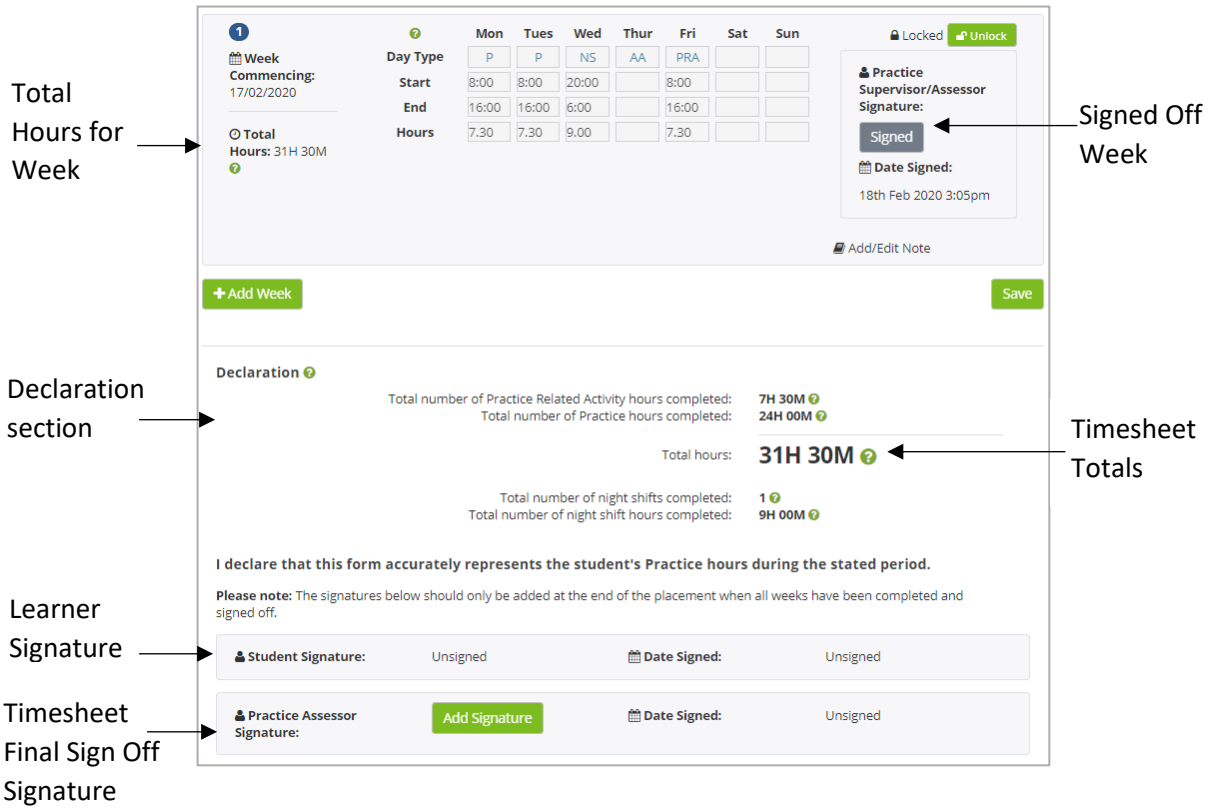
Contact details for non-PARE user placement staff

As with the PARE Assessment documentation, electronic signatures on timesheets can also be counter-signed. This facility is usually used to provide a fully qualified signature against a Practice Supervisor/Educator in training. See Counter-Signing in the Assessments section of this Guide for further information on counter-signing electronic signatures on PARE.



Timesheet Totals

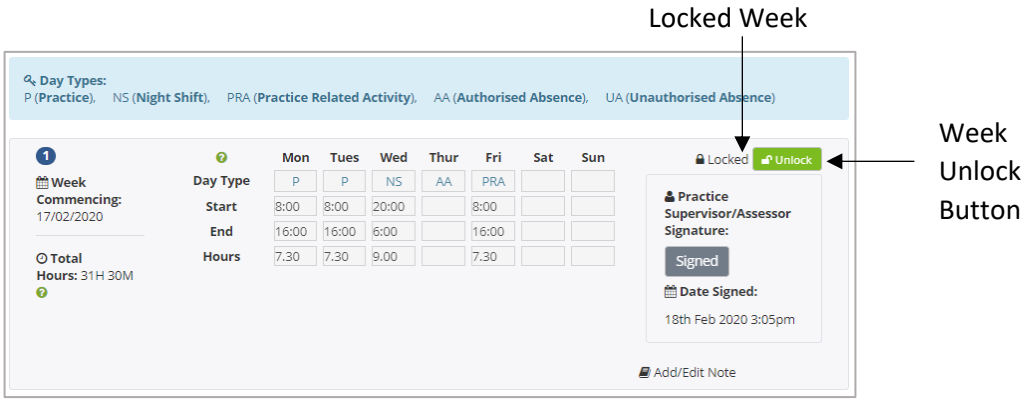
When a timesheet week is signed off, the hours for the week that are counted as practice hours, are displayed next to the Total Hours label, to the left of the timesheet week. In addition, the totals that display at the bottom of the timesheet are re-calculated to include the total hours for the Day Type codes. The particular totals displayed are specific to the type of timesheet and will differ across HEIs and professions. In the example above (a nursing timesheet), the Total Hours displayed in the bottom Declaration section includes the 'P' Day Type code and 'PRA' Day Type code hours entered by the learner, as these are both considered practice hours. The totals section also includes the total number of Night Shifts and Night Shift hours completed.



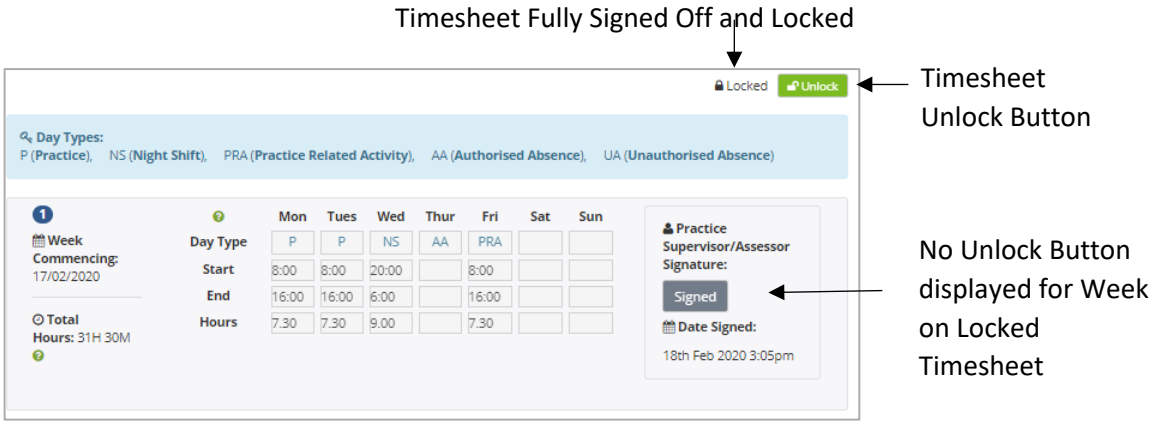
When all timesheet weeks have been signed off, the timesheet itself needs to be signed off by the learner, and by a placement member of staff with the appropriate level of access (as detailed in the earlier section on Accessing PARE Timesheets). Please note that the final sign off signature will only be enabled if all the timesheet weeks have been signed off. Signing off the timesheet locks the whole timesheet down and subsequent changes can only be made by unlocking the timesheet, and any required weeks first.

Unlocking Timesheets

Changes can only be made to signed weeks of a timesheet by unlocking the applicable week first. If the whole timesheet has been signed off at the bottom and has therefore been locked down, then the whole timesheet needs to be unlocked first, before unlocking any of the required weeks separately. Unlocking either a timesheet or weeks within a timesheet, does not remove the content of any of the weeks, but just the corresponding signatures. After making any required changes, the weeks affected will need to be re-signed, before the timesheet can then be signed off at the bottom.

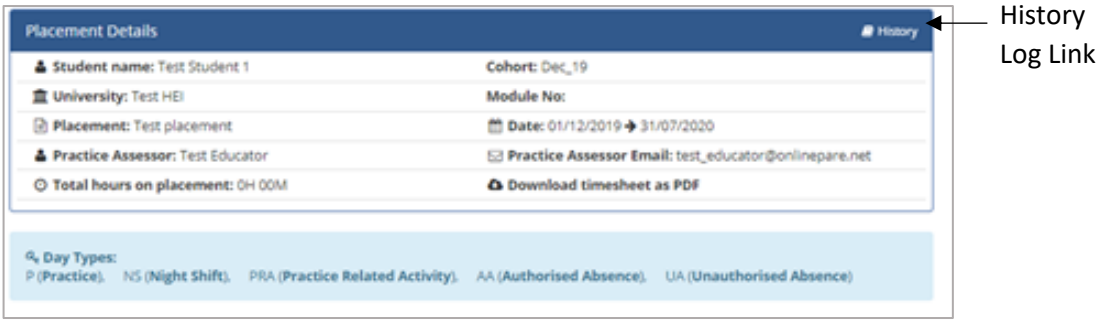


A timesheet may also need to be unlocked to add additional weeks, in which case, the existing weeks will not require unlocking. After changes are made, they need to be saved by clicking the Save button, and the week(s) and timesheet re-signed as required.



History Logging

As for the PARE assessment documents, the PARE timesheets include a History logging feature that records all changes made to the timesheet. These changes can be displayed in the History Log pop-up, along with the name of the PARE user who made the update and the date/time of the update. Every time a signature is added, or removed via an Unlock action, this information is also record in the history logging. Click on the History link at the top right of the Placement Details section of the timesheet to view the History log for the timesheet. See History Logging under the Assessments section of this Guide for further information.



History Log Link

Timesheet Notifications

Timesheet reminder notifications are automatically sent out on PARE to notify certain users linked to the learner's placement, when the week sign off has become overdue (or the final declaration signature if all the weeks have been signed off) according to the following rules:

- **3 days overdue**: a notification is sent to the learner's account.
- **5 days overdue**: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- **8 days overdue**: a notification is sent to the learner's account.
- **13 days overdue**: a notification is sent to the learner's account.
- **15 days overdue**: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- **20 days overdue:** a notification is sent to the Placement Senior Admin for the organisation.

FAQs & Further Help

Your Placement Educator Lead/Placement Senior Admin will be able to advise you on learner and placement educator support issues. If you are unsure who your Placement Educator Lead(s) or Placement Senior Admin are, within your organisation, then the 'My Placement Areas' section of your PARE Dashboard will contain the PARE email addresses for any Placement Educator Lead/Placement Senior Admin users for your placement areas.

In addition, the PARE website has a FAQ section, as well as videos and training resources.
See the following links:

- Frequently Asked Questions (FAQ) resource: http://demo.onlinepare.net/faqs.php
- Training Demo videos: http://demo.onlinepare.net/training-resources.php

The FAQs most applicable to Placement Educators are also included in the next section.

Placement Educator FAQs

The following FAQs are those most raised by Placement Educators. Each FAQ lists the possible reasons for the query arising. In most cases, your Placement Education Lead/Placement Super Admin or the learner's HEI placement office, will be able to resolve the situation once the underlying cause has been identified:

Why can't I see my learner's PAR document?

- Your Practice Assessor/Educator assignment, or supporting Practice Supervisor/Educator assignment (if applicable), may not yet have been set up for you, in which case you will need to liaise with your Placement Educator Lead or Placement Senior Admin for this to be actioned, or you may need to use the Claim a Learner feature on your PARE Dashboard.
- Alternatively, if you only require Practice Supervisor or supporting educator access to the document, the PAR document should be accessible via your PARE Assessments screen.

If the learner's PAR document is not accessible via your PARE Dashboard OR the Assessments screen, then:

- The learner's placement may be due to start more than 4 weeks from the current date. PAR documents become accessible from 4 weeks before a placement start date, and not earlier.
- The learner placement details may not have been uploaded onto PARE yet by the HEI placement office, or the placement details may have been uploaded but the PAR documents have not yet been activated.
- The learner's programme may not be using online PAR documents, but only the PARE timesheets and/or placement evaluations.
- Your PARE profile may not have the same profession selected, as the learner's profession. You may need to review your PARE profile screen.
- The learner's placement may be set up as a spoke placement, in which case the PAR document is not directly assigned to the placement. The learner will need to grant you temporary access to their PAR document, in order for the PAR document to appear on your PARE dashboard. Alternatively, you can complete and sign the appropriate parts of the document via the learner's own PARE account login.
- The learner placement details are for a hub placement but may have been set up under a different placement area than your assigned placement area(s). Your PARE profile may need

to have the learner's placement area assigned, or the HEI's placement office may need to review the placement area set up for the learner.

- Your link to the PAR document may have expired, if you have been able to see the PAR document in the past, but it is no longer displaying. Access to learner's PAR documents expires 4 weeks after the end date of the placement. The learner or HEI staff can grant you temporary access.

Why can't I see my learner's details in the Claim a Learner section?

- If you can see the learner's PAR document in the Assessments screen, then if the learner's PAR document is for a nursing profession, you will need to be declared as a Practice Assessor on PARE (2018 NMC Standards), or have the Stage 2 permission level or above (2012 NMC Standards).
- If the learner's PAR document is not accessible in the Assessments screen, then there may be an issue with the learner's placement set up. See possible underlying causes for this, in the previous FAQ 'Why can't I see my learner's PAR document?'

Why can't I access boxes on a PAR document page or see the green 'Add Signature' button?

- You may be trying to access a box, or add a signature, where you do not have the required access permissions. Nursing PAR documents, and PAR documents for some other professions, restrict access and sign off on certain pages and sections of the PAR document, to members of the placement team who have been assigned as the Practice Assessor/Educator.
- The page you are trying to access may be for a different placement section within the PAR document, if the PAR document contains more than one placement.
- The page may require completion of previous pages to be completed before access to the page and the page signature becomes enabled. A message is usually displayed on the message to this effect. You can check the Contents page to assess pages that may still require completion.

Why can't I see my learner's timesheet?

- The learner's programme may not be using PARE timesheets, but only assessment documentation and/or placement evaluations.
- The learner placement details may not have been uploaded onto PARE yet by the University placement office.
- Your PARE profile may not have the same profession selected, as the learner's profession. You may need to review your PARE profile screen.
- The learner placement details are for a hub placement but may have been set up under a different placement area than your assigned placement area(s). Your PARE profile may need to have the learner's placement area assigned, or the HEI's placement office may need to review the placement area set up for the learner.
- Your link to the PAR timesheet may have expired, if you have been able to see the timesheet in the past, but is no longer displaying. Access to learner's timesheets expires 4 weeks after the end date of the placement. The learner can grant you temporary access via their own PARE login.

I am moving to a new Trust/PIVO. Can I move my PARE account with me?

- Yes, you can continue to use your existing PAR account, with the benefit that you will retain your PARE *My Portfolio* by continuing to use your existing PARE account. You will need to email the PARE team (see next section), specifying:
  - Your current PARE account email address.
  - The Trust/PIVO name that you are moving from.
  - The Trust/PIVO name you are moving to.
  - If you will be using a new work email address for the organisation you are moving to, then your new work email address, as well as your existing PARE account email address.

- If you have already moved to a new Trust/PIVO, but a new PAR account has been created for you, then your original PARE account can be merged into your new account, so that you retain your full PARE portfolio. You will need to email the details to the PARE team, clearly specifying the names of the organisations for both accounts and the email addresses for both accounts, and clearly identifying the account that is to be your current PARE account.

The PARE Team

The PARE team, based at the University of Chester, are available to advise on any technical issues in your use of PARE. Please note that the PARE team cannot advise on assessment commentary or specific student issues. This should be addressed in the usual manner using the usual support networks (Placement Educator Lead/Placement Senior Admin, learner's HEI placement office, Practice Assessor or Personal Tutor).

Please email your issue details to the PARE team, from the same email address that is your PARE account email address, making sure to include all the details the team will need to investigate and resolve your issue (learner name, and PAR document pages numbers and titles for example). For more urgent enquiries, you can contact the PARE technical helpline (see number below), which is available Mon-Thu: 8.30 – 17.00, Fri: 8.30 – 16.00:

