

Online Practice Assessment for Learning (OPAL)
user guide for paramedic mentors (Updated 2021)

What is OPAL?

OPAL is an online assessment portfolio. Students will need to gather evidence to help you assess their practice. This evidence is agreed with you and the student is responsible for providing this in a timely manner. Evidence for assessment includes:-

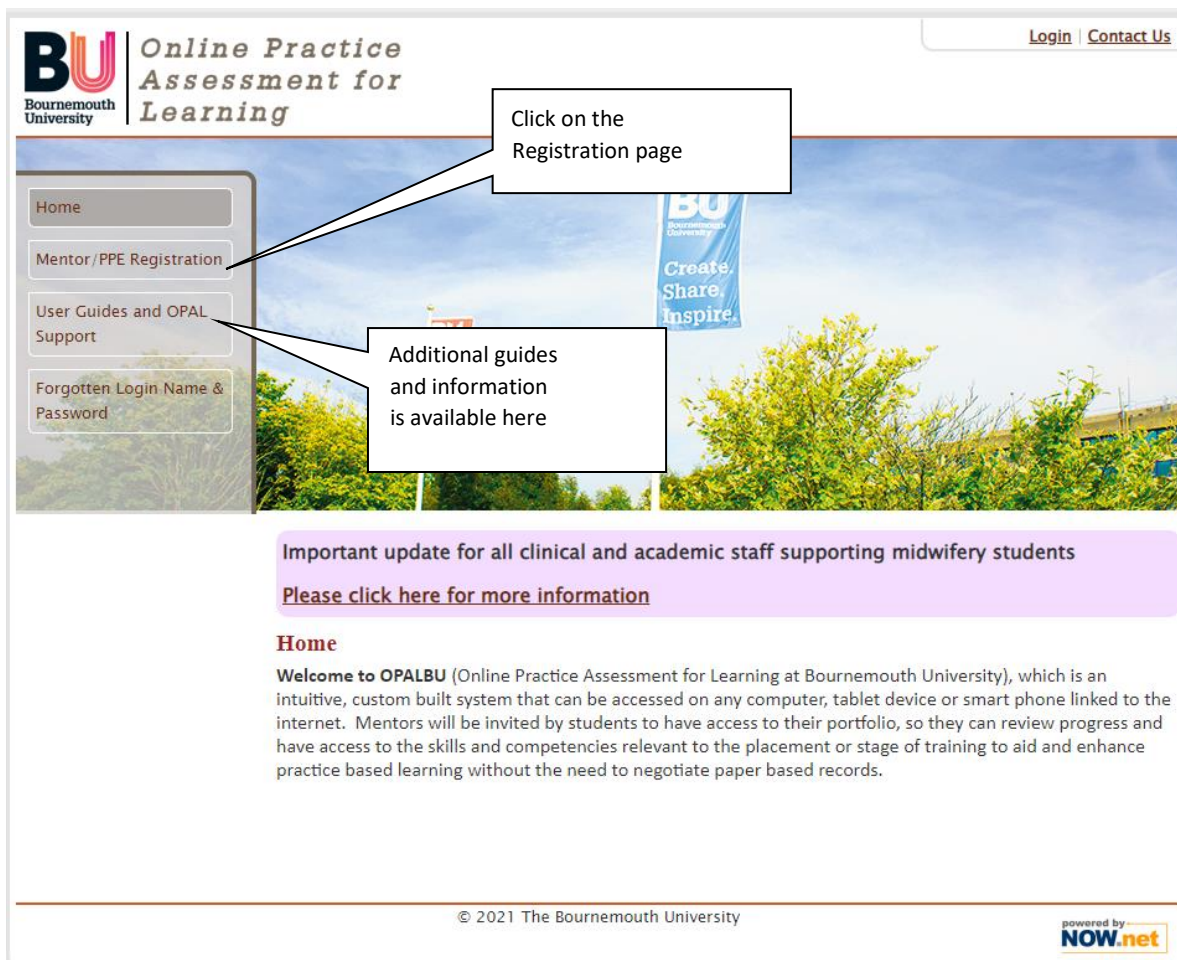
- Direct observation
- Reflections
- Documentation completed during placement
- Feedback from colleagues
- Feedback from spoke visits
- Service user feedback
- Record of attendance

In order to complete the assessment tool, you will need to have registered your contact details. Your student will then create a link, inviting you to have access to their portfolio.

How do I register my details?

Each student, practice assessor and supervisor must first create their own profile. For a practice assessor and supervisors to assess a student, a 'relationship' (link) has to be created by the student, 'inviting' them to see their profile. Once the relationship is created, they will have access to all elements of the student's OPAL PAT, including past comments, as well as current assessments.

To get started go to www.opalbu.com



The screenshot shows the OPALBU website interface. At the top left is the Bournemouth University logo and the text "Online Practice Assessment for Learning". At the top right are links for "Login" and "Contact Us". A navigation menu on the left includes "Home", "Mentor/PPE Registration", "User Guides and OPAL Support", and "Forgotten Login Name & Password". A callout box points to "Mentor/PPE Registration" with the text "Click on the Registration page". Another callout box points to "User Guides and OPAL Support" with the text "Additional guides and information is available here". Below the navigation menu is a banner image with a blue sky and trees, featuring a blue banner that says "BU Bournemouth University Create. Share. Inspire.". Below the banner is a purple box with the text "Important update for all clinical and academic staff supporting midwifery students" and a link "Please click here for more information". Below this is a "Home" section with a "Welcome to OPALBU" message. At the bottom, there is a copyright notice "© 2021 The Bournemouth University" and a "powered by NOW.net" logo.

It is a good idea to save the site address to the 'favourites' tab of your device. You can access the OPAL site from any device that links to the internet.

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Enter Email

Please enter your work email address that you will use to register your account.

Email Address

Please use your work email as it will be visible to all who review the portfolio

Mentor/PPE Registration

Please complete the form below to create a mentor account for OPALBU:

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Account details

Username *
Password
First Name *
Last Name *
Email Address *
This should be your work email and not a personal email account as it will be visible to students whom you mentor / support

Username: It is best to use your full name e.g Sue Smith
Password: Don't worry if you forget it – email opalsupport@bournemouth.ac.uk to ask for a reset

Other information

Type of professional

Midwifery

I am a Registered Midwife. I am a **Practice Assessor (PA)** with current knowledge and expertise and I am appropriately prepared for this role. I am also a **Practice Supervisor (PS)**. I recognise that I may work in either role but cannot perform both roles simultaneously for the same student.

I am a Registered Midwife. I am a **Practice Supervisor (PS)** with current knowledge and experience and I am appropriately prepared for the role

I am a **registered health or social care professional (non midwife)** and Practice Supervisor (PS) with current knowledge and expertise and I am appropriately prepared for the role.

Nursing

I am a **Practice Assessor (PA)** and I am a Registered Nurse with current knowledge and expertise and I am appropriately prepared for the role

I am a **Practice Supervisor (PS)** and I am a registered Professional and I have current knowledge and experience and I am appropriately prepared for the role

I am a **registered professional (non nurse)** and practice supervisor with current knowledge and expertise and I am appropriately prepared for the role.

Advanced Practice

I am an **ACP Supervisor/Assessor**

Social Work

I am a registered social work **practice educator**

I am a registered social work **placement supervisor**

Allied Health Professionals

I am an occupational therapy **practice placement educator**

I am a physiotherapy **practice placement educator**

Operating Department Practice

I am an Operating Department Practitioner **supervisor/assessor**

Paramedic

I am a registered paramedic **mentor**

NMC/HCPC/Professional Registration Number

Place of Work (e.g. Name of Hospital) *

Department (e.g. Ward name/number)

Register

Identify your professional role

- Only those who have created logins can access OPAL
- Keep your logins secure
- We ask for limited personal information in order to identify who you are and where you work: An email address – preferably work email, place of work and NMC / HCPC number (this will not be visible to any student or other users)

Students ONLY see your name, work email address and place of work.

Help and Resources

In the grey column under the help tab you will find resources to help explain the OPAL process. This area includes guides for each of the programmes. If you have any queries please contact opalsupport@bournemouth.ac.uk

Test site

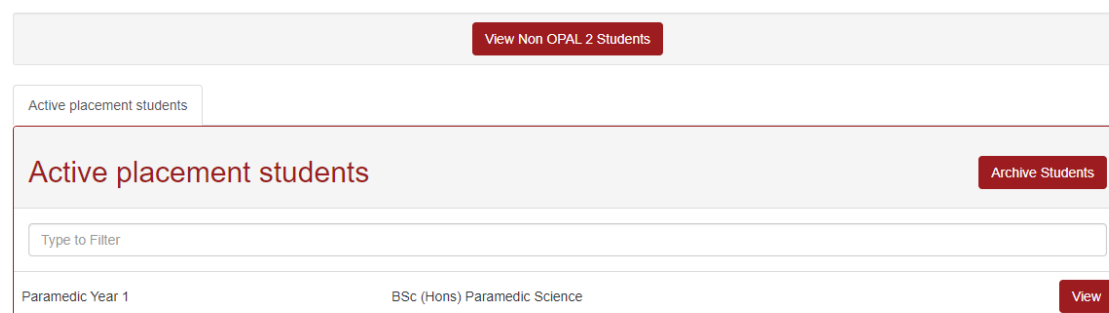
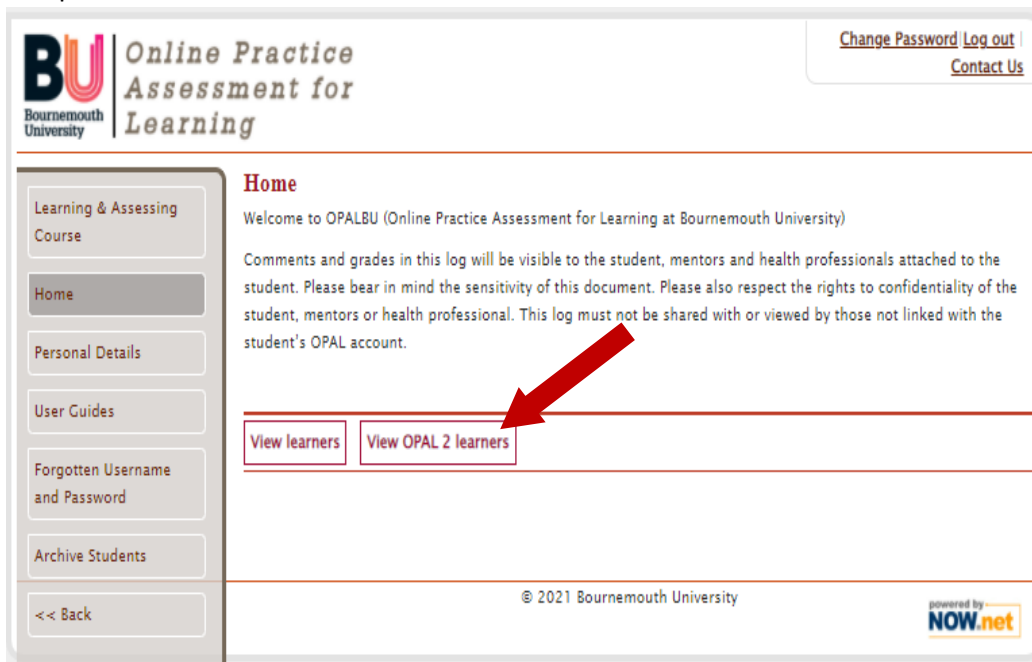
There is a test site available for mentors to login and view the OPAL site. To access this site, the following username and password will be required.

Username: aimmen1

Password: letmein

Accessing the student's portfolio

Once you have logged in click on 'view opal 2 learners', next you will see students who have created a link with you. Clicking on the view button will open their portfolio (OPAL) for you to view and make entries / complete the assessment



The paramedic practice assessment document on the OPALBU site has recently been updated along with all the other Health based courses at the University. All the existing content and functionality is still there and unchanged. The primary change is in relation to the way that the sections are now accessed.

The primary benefits of the changes are;

- The site is now built 'mobile first' which means the site automatically resizes itself depending on the size of the screen, on the device from which it is being accessed.
- All sections are available on one page which makes navigation easier and quicker.
- It will make it easier to make further changes to the site should these be required in the future.

The sessions will time out after 35 minutes if there is no activity

Press here to see all previous assessments

Course Year 1 * Year 2 Year 3 View/Print

Year 1

Placement 2

Placements Resources

- Additional Comments
- Skills Passport
- University Taught Mandatory & Core Skills Training Record
- Development plans
- Portfolio Documents

Signature sheets

- safeMedicate
- Learning Contract Student Mentor
- Mid-Placement Interview Student Mentor
- End of Placement Interview Student Mentor

It is important to remember is if you are working on any part of the student portfolio, you must click save before leaving the PC / Tablet, otherwise any work will be lost.

It is the student who first creates the placement, including the dates. The system then requires interviews to be carried out in order.

Tabs

The **course** tab contains guidance about practice assessment and other information about assessment of practice. It will also tell you who the student's academic advisor is.

The * **next to Year 1/2/3** indicates which year the student is in. Clicking on this tab will show placement details already undertaken and is the tab where you complete the following:

- Area for assessment
- Time sheets
- Elements of practice
- Overall Placement Mark

Placements Resources
Additional Comments
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University Taught Mandatory & Core Skills Training Record
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safeMedicate
Learning Contract Student Mentor
Mid-Placement Interview Student Mentor
End of Placement Interview Student Mentor
Anatomy, Physiology and Pharmacology for Paramedics Tutor

Elements of Practice	
1. Legal and Ethical Issues	- 4
2. Communication	- 5
3. Patient Assessment	- 6
4. Paramedic Skills	- 3
5. Professionalism	- Pass
View	

Overall Placement Mark
Sign

Time Sheets	
42 hours linked to this placement	Time sheets is where you will be able to confirm the hours your student has completed
0 hours linked to other placements	
View	

Sections:

- Learning contract, mid-placement interview & end of placement interview

These sections include the interviews to be completed in each placement.

- Anatomy, Physiology and & Pharmacology

Within this section, is the confirmation that the student has completed their pharmacology unit and therefore, is now able to administer certain medications under direct supervision. This will be signed by a member of the academic team, once completed.

- Reflective writing

Students are expected to write reflective pieces of work for each placement block they undertake. This section allows students to upload both reflective writing and any relevant evidence or documents (for example: guidelines, journal articles, book chapters etc). Although this section will be checked and commented on by the teaching team at BU, you are also encouraged to also view this section as your input on student's reflective writing is very welcome.

- Additional comments

This is an area for mentors to place any additional comments regarding the student's placement. Examples include, documenting conversations etc.

- Skills passport

The skills passport provides information to mentors regarding the skills they have successfully completed in simulation. These skills will be signed by a member of the academic team once completed.

- University taught mandatory and core skills training record

Within this section, students will be required to log their mandatory learning undertaken via the elearning for health network. They are required to complete this prior to placement and show evidence of this to BU staff – who will then add to the portfolio. This section reflects all the subjects required by a student on a placement within the NHS.

- Development plans

Should a student not be progressing as expected in placement, then a development plan can be added in this section. When clicking on this tab, a 'add new' button will appear which will populate the development plan template.

- Elements of practice

Here is where you will be grading your student's competencies. At the top of the page is a link to open the grading criteria.

- Overall placement mark

This section allows you to provide an overall mark for the student's placement. This is the only section where a percentage mark is asked for.

It is the student's responsibility to ensure everything is completed in time for submission.

The OPAL system will automatically submit the student's portfolio electronically on the allocated date and time.