



Student guide to using

OPAL (Online Practice Assessment for Learning)

What is OPAL? A new and innovative online practice assessment tool for Bournemouth University (BU) Health and Social Sciences students. OPAL replaces the current paper practice assessment documents (PAD) for all student midwife cohorts starting in practice from November 2014 onwards.

Who will use OPAL? Student midwives, sign-off mentors, midwives (those working with students but without a mentorship qualification) and BU tutors.

Where can I use OPAL? OPAL can be accessed on any computer, tablet device or smart phone that is linked to the Internet. This may be a hospital or clinic based PC. Students may ask to use their tablet devices/phones in the practice area. It is fine for your mentor to log-on on a student device, because OPAL recognises their sign-in details regardless of what device they are using....but they must remember to sign out at the end of the session.

How do I access OPAL? Search for www.opalbu.com in your search engine. You might want to make the site one of your 'favorites' for easy future access. You can then register for OPAL (more details on next page).

How does OPAL work? Each student, sign-off mentor, midwife and tutor will have a unique profile in OPAL. You can generate a 'relationship' between your profile and your mentor's profile, enabling them to assess you. Although the webpages that you can see when in your own profile may look similar to that of your mentor, your pages have a different level of access. OPAL will allow your mentor to compete or sign particular elements depending on whether they are a sign-off mentor or midwife. You (and other sign-off mentors or midwives attached to your profile) can view all of the comments or marks that sign-off mentors and midwives have created, but you cannot alter them. Likewise they can see the comments that their colleagues have made but cannot amend them. Each action your mentor takes will be identified in the system by their username. Some tasks require one of the individuals in the 'relationship' to take an action (such as you undertaking a self assessment) before the appropriate fields open up for the other person to respond. There is no limit to the number of mentors that you can have a 'relationship' with in OPAL. BU tutors can view your profile at any time.

What happens if I have a problem? OPAL is designed to be an intuitive system and we would suggest you simply explore the webpages to gain familiarity. You will need to be able to show your mentor how to use OPAL. If required you can find further information and assistance from:

OPAL webpages: <http://www.bournemouth.ac.uk/hsc/placements/opal-at-bu.html>

OPAL dedicated helpdesk: opalsupport@bournemouth.ac.uk

It is important to remember that this is a pilot project. The key strength of this is that we can build a system that works for mentors and students by responding to user feedback...as such it will not be 'set in stone' until the pilot project is complete. This is just the start point. However, be assured that the data that you input will keep its integrity even when changes are made to OPAL's software.

THIS LEAFLET WILL GUIDE YOU THROUGH THE STEPS YOU WILL NEED TO TAKE AT EACH POINT IN YOUR JOURNEY THROUGH THE YEAR

What you can do in OPAL...

What	When	Where	Who
Register as a sign-off mentor or midwife Students need to activate their registration and link to tutor	ASAP	Home page	Sign-off mentors and midwives Students
Create a 'relationship' between student and mentor	If working 'ad hoc', not as a named mentor	Level 4, 5 or 6 tab* - The current year is identified by the *	Student
Placement Details	Beginning of placement	Level 4, 5 or 6 tab	Student
Initial Interview	Beginning of placement	Level 4, 5 or 6 tab	Student, Sign-off mentors and midwives
Mid-placement Interview	Mid placement if relevant	Level 4, 5 or 6 tab	Sign-off mentors and midwives
Final Interview	End of placement	Level 4, 5 or 6 tab	Student, Sign-off mentors and midwives
Development Plans	If there is a development need	Level 4, 5 or 6 tab	Sign-off mentors
Assessment of Skills	Throughout placements	Continuous Assessment tab	Sign-off mentors
Verification of EU and other clinical experiences	Throughout programme	Continuous Assessment tab	Sign-off mentors and midwives
Communication with the student/tutor	As required	Continuous Assessment tab	Sign-off mentors and midwives
Formative Assessment of Competence (RAG marking)	End of Semesters 1 and 2	Semester tab	Student and Sign-off mentors
Summative Assessment of Competence (RAG marking)	Before 'hand in' date in Semester 3	Semester tab	Student and Sign-off mentors
Hours	Throughout Semester	Semester tab	Student
Spoke placements	Not used by midwifery		
User feedback	Not currently used by midwifery		
Final Sign Off	Once all elements of the year are completed	Once semester 3 is closed	Student and Sign-off mentor

*Year 1 students are in Level 4, Year 2 students are in Level 5 and Year 3 students are Level 6

When, where and how to do it....

PLEASE NOTE: YOU SHOULD NOT TRY TO RUN TWO PROFILES (eg A STUDENT AND MENTOR) IN TWO WINDOWS ON THE SAME COMPUTER OR DEVICE AT THE SAME TIME

As soon as possible:

Register as a user

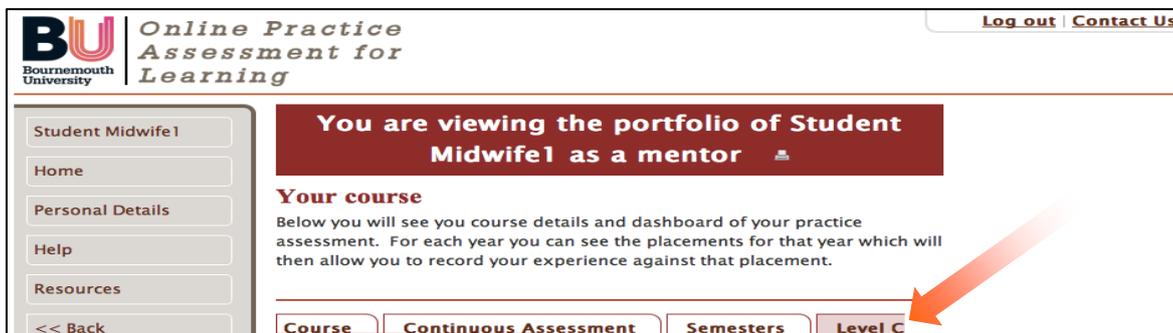
- You will be provided with a log-in by admin
- Search online for www.opalbu.com and click on opalBU.com – Home.
- When you enter OPAL you can log-in in the top right corner of the screen.
- Use your log-in to sign in.
- You will be asked to agree to the terms and conditions of study, ensure you read and understand these please.
- Click through the questions, answering as appropriate.
- To navigate the pages use the back button on the bottom of the left hand list.
- YOU MAY NEED TO SHOW YOUR MENTOR THE WEBPAGE (AND POSSIBLY 'MENTOR GUIDE') IN ORDER TO ASSIST THEM IN REGISTERING THEMSELVES ONTO OPAL. They need to self register using the online form. They will not have been sent usernames or passwords as you have been for yourselves because of the problem of obtaining mentor list from all Trusts, so self registration process has been developed. Their user name is their first/surname and they should register their NHS email address not a personal email if possible.

At the beginning of a placement:

Please note: We recommend that if you want to type a length of text that you/your mentor write it out in a Word document first and copy/paste it into OPAL. This means you will not lose your writing if the Internet connection drops out.

Fill in the placement details page

- PLEASE NOTE...a placement is a block of time in one clinical area that does not include theory blocks or holidays. If there is a theory block/holiday then the placements on either side are separate placements, even if they are in the same clinical area.
- You need to 'populate' the details about your placement first.
- Go to the Level tab. You will see the Placement details box



The screenshot shows the OPAL website interface. At the top left is the BU Bournemouth University logo. The main header reads 'Online Practice Assessment for Learning'. In the top right corner, there are links for 'Log out' and 'Contact Us'. A navigation menu on the left includes 'Student Midwife1', 'Home', 'Personal Details', 'Help', 'Resources', and '<< Back'. The main content area features a red banner with the text 'You are viewing the portfolio of Student Midwife1 as a mentor'. Below this is a section titled 'Your course' with a paragraph of text. At the bottom, there are four tabs: 'Course', 'Continuous Assessment', 'Semesters', and 'Level C'. An orange arrow points to the 'Level C' tab.

- Click the 'edit' button.
- Fill in the placement details. You have received Moving and Handling training, but ensure you discuss any particular issues around this in the clinical area, and understand where equipment is kept and what the procedures are for resuscitation, fire and emergencies in the area.
- The dates of the placement are from the first day of the week that you start in the particular area (eg community or postnatal ward or whatever) to the last day of the last week in that

location. This is really important because it affects how the system records your placements and lets you set up new placements.

- You can then add your mentor's name by searching for their surname, clicking 'add' and then clicking 'finish'. Your mentor will need to be registered in OPAL before you can do this. To add more mentors just go back to the Level tab later and use the edit button to add them.
- If you work with other mentors on an 'ad hoc' basis, or you need to add a sign-off mentor to enable you to have items signed then you can just add them using the edit mentors button again.

Initial Interview

- You and your mentor need to have an Initial Interview to agree the aims and objectives.
- You need to input the Initial Interview yourself. We recommend you do write this in a Word document and copy it into OPAL for ease. After you have discussed this and agreed or amended it your mentor can sign it. Remember that she will need to go into OPAL on her own profile/password in order to sign it off.
- You can view your plan at any time by clicking on the View/Print Logbook option in the left hand tabs.

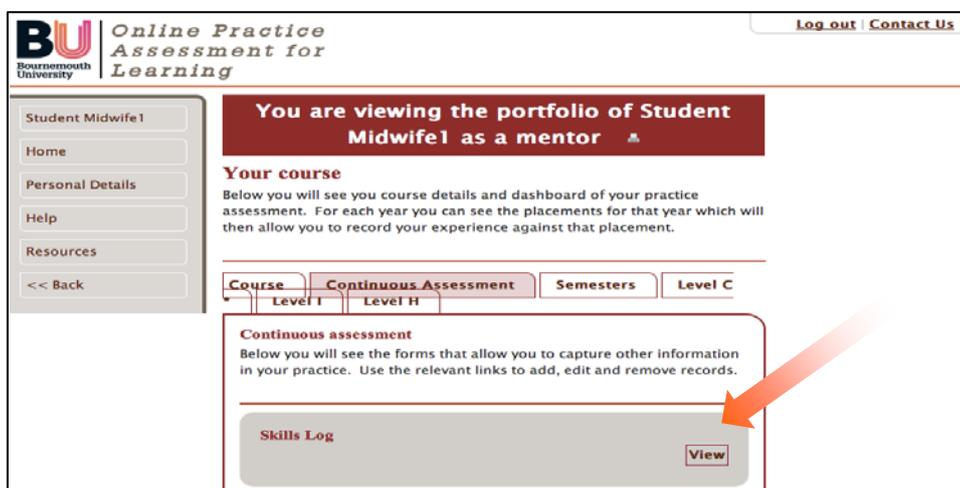
During the placement:

If you start working with a new sign-off mentor or midwife:

- This is for 'instant access' for mentors whom you are working with on an 'ad hoc' basis.
- You need to create a 'relationship' with an ad hoc sign-off mentor/midwife in the same way that you did when you set up your placement details.
- Go to the Level tab
- In the Mentors box click 'edit'
- Search for your mentor by surname...they will have to be registered for OPAL. Identify the correct option and select and finish.
- The mentor will now be able to access your profile.

Assessment of Skills

- Skills can be assessed at any time by a sign-off mentor. We recommend you review the skills pages frequently with your mentor. Try to identify specific skills that you might be able to practice and be assessed on at the beginning of each shift, and ensure you ask your mentor to assess them frequently rather than leaving them to the final shift.
- You can view your progress in the Continuous Assessment tab



The screenshot displays the OPAL system interface. At the top left is the BU logo and 'Online Practice Assessment for Learning'. A navigation menu on the left lists 'Student Midwife 1', 'Home', 'Personal Details', 'Help', 'Resources', and '<< Back'. The main content area has a header 'You are viewing the portfolio of Student Midwife1 as a mentor'. Below this is a 'Your course' section with a description. A tabbed interface shows 'Course', 'Continuous Assessment', 'Semesters', and 'Level C'. The 'Continuous Assessment' tab is selected, showing a 'Continuous assessment' section with a description and a 'Skills Log' section. A red arrow points to the 'View' button in the 'Skills Log' section.

- Go to the Skills Log section and press the 'view' button

- The level you must achieve is 'Achieved'.

Category - student
Below you will see the level that your mentor believes you are operating at and any that have been signed and locked shown by the mentor signature date.

Antenatal Care - ANC (ESC 1 and 2)

	History	Achieved / Not Achieved
A1. Participates in obtaining a booking history using open questions		-
A2. Participates in sharing antenatal screening information		-
A3. Demonstrates understanding of the underpinning physiological adaptations to pregnancy through discussion with women		-
A4. Understands the relevance of blood pressure assessment in antenatal period		-
A5. Calculate the estimated date of delivery (EDD) using a calendar 'wheel' or Naegele's rule		-
A6. Calculate body mass index (BMI) and explain the significance to women		-

- If you have previously Achieved but you mentor feels you have now lost that skill she may reassess it as Not Achieved.
- This level can be changed at any time before the 'hand in' date.
- You can see the most recent assessor in the final column and the history of assessment in the 2nd column

Verifying EU and other Experiences

- You will be keeping paper Experience Logs (little yellow books) as well as inputting data into OPAL. This will enable us to ascertain the most effective way to maintain these records electronically.
- All sign-off mentors and midwives can verify experiences (eg. births) in OPAL.
- To add experiences go to the Continuous Assessment tab go to the Experiences section and click on the 'View' button.
- Add in the type of experience from the drop down list, the date the experience occurred on (not the date you are inputting on) and the woman/infant hospital number.
- Press Save.
- You will see your experience appear in the list below.
- Your sign-off mentor or midwife needs to verify this as soon as possible by clicking on the blue arrows and the Save button when she is in her user profile.

Communication

- All sign-off mentors, midwives and tutors can write communications for the student, colleagues and tutors to read.
- Go to the Continuous Assessment tab.
- Scroll down to the Communication section and click the 'View' button.
- You can view comments by clicking the printer icon. Be aware that this opens a separate window, so when you have read the comment just close the window to return to the main screen...you will not see a 'back' button.
- Your tutorial records will be written up here by your Academic Advisor.

Mid-placement Interview

- These only need to be completed for longer placements (around 4 weeks and above) but your mentor must still go into the tab and tick 'not required' or 'not undertaken' regardless.
- Go to the Level tab.
- Identify the correct placement.
- After your mentor has completed the interview report you will need to view and sign it.
- If a mid-placement interview was 'not required' or 'not undertaken' you still need to sign it.

Development Plans

- This needs to be undertaken if you/your mentor/your tutor identify an issue that needs specific action as identified by your mentor.

At the end of the placement:

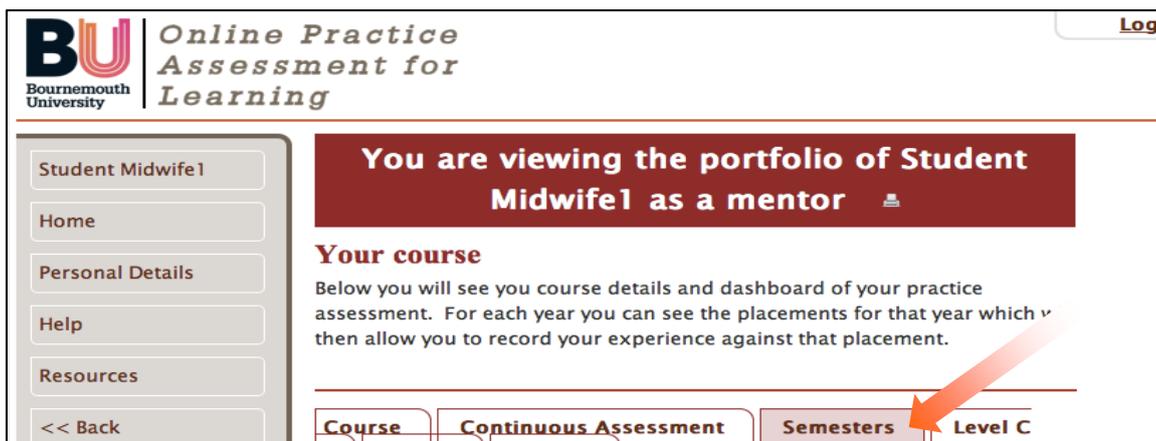
Final Interview

- The fields for this will not open for the mentor until you have completed their own self review of the placement.
- You can complete your personal review of the placement.
- You should consider your skills and think about your development in relation to the five benchmark competences;
 1. Clinical skills
 2. Underpinning knowledge
 3. Communication
 4. Professional behavior and attitude
 5. Professional accountability
- Remember to save your work. We would recommend writing your review in a Word document and copying and pasting this in case you get 'timed out'.
- You will need to sign your mentor's review to acknowledge that you have seen their comments.

At the end of semesters 1 and 2:

Formative Assessment of Competence

- In addition to the Final Interview there is a formal Assessment of Competence.
- There are 5 Benchmark Statements that aim to holistically assess your competence.
- A formative Assessment of Competence is completed by a sign-off mentor at the end of both Semesters 1 and 2.
- You need to self assess yourself *before your sign-off mentor can complete their assessment.*
- To access the Assessment of Competence go to the Semester tab



- Scroll down to the Semester Competence section and click 'View'
- You will see an explanation of the Assessment of Competence and RAG (red/amber/green) marking
- As you scroll further the Semester assessment appears.
- You will find an area to fill in your comments about your work during the semester.

- Remember to save your work. We would recommend writing your review in a Word document and copying and pasting this in case you get 'timed out'.
- You will need to use the comments of all the sign-off mentors from your placements in the semester to help you with your self-assessment. This is available in the Level C tab, by clicking the printer icon at the top of the page.
- Once you have saved your self-assessment your sign-off mentor can undertake her assessment.

Prior to the 'hand in' date:

Summative Assessment of Competence

- This *summative* Assessment of Competence provides the mark for the year that will be taken to the exam board. This is the average of the marks for the five benchmark competencies. If any of the benchmark competencies has been marked at 39 or below then the Assessment of Competence will be a fail.
- The assessment should only be completed if all of the Skills have been assessed. If any Skills have not been Achieved then the Assessment of Competence must still be completed but will result in a fail (because by definition at least one of the Benchmark Statements will be a fail as a result of the required skills not being achieved).
- The summative Assessment of Competence is found in the same area as the previous Assessments of Competence, and is completed in the same way (see above)

On the published 'hand in' date the Skills and Assessment of Competence areas of OPAL will be automatically locked. It is your responsibility to ensure that you and your sign-off mentor have completed all of the required sections prior to the 'hand in' date. If it is incomplete a mark of 0% will be presented to the exam board.

Please ensure you understand the regulations around the submission of this work.

The End Of Year and Final Sign Off

This is final action and will close any access to your records eg EU experiences, clinical hours records or placements attended after the 'hand-in' date.

Level 4: Your 'hand in' date will co-inside with the end of your final placement. **Therefore the Final Sign Off should be completed before submission.**

Level 5: Your 'hand in' date will be before you last placement. **Therefore we recommend that you only complete the Final Sign Off after this further placement is completed on the last week of year 2.**

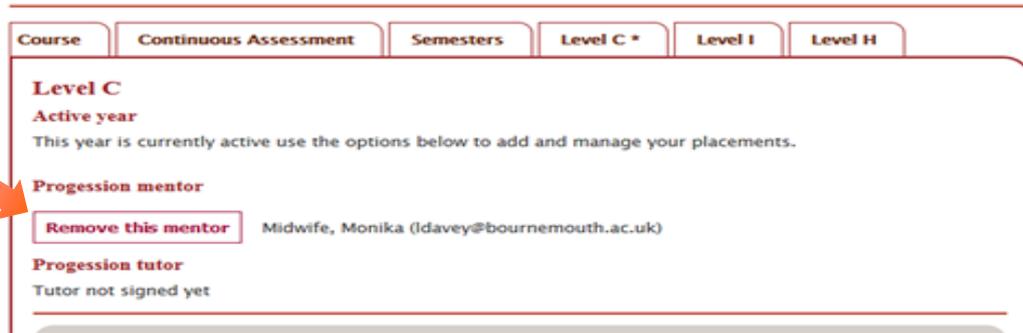
Level 6: Your 'hand in' date will be during the later weeks of your elective placement. **Therefore we recommend that the Final Sign Off should be completed before submission.** EU experiences can continue to be recorded in your Clinical Experience Log if required.

Final Sign Off

- A final sign-off page will appear to confirm that you have achieved the skills and competence to complete the unit
- You will have the opportunity to select a progression mentor

Your course

Below you will see your course details and dashboard of your practice assessment. For each year you can see the placements for that year which will then allow you to record your experience against that placement.



Course Continuous Assessment Semesters Level C* Level I Level H

Level C
Active year
This year is currently active use the options below to add and manage your placements.

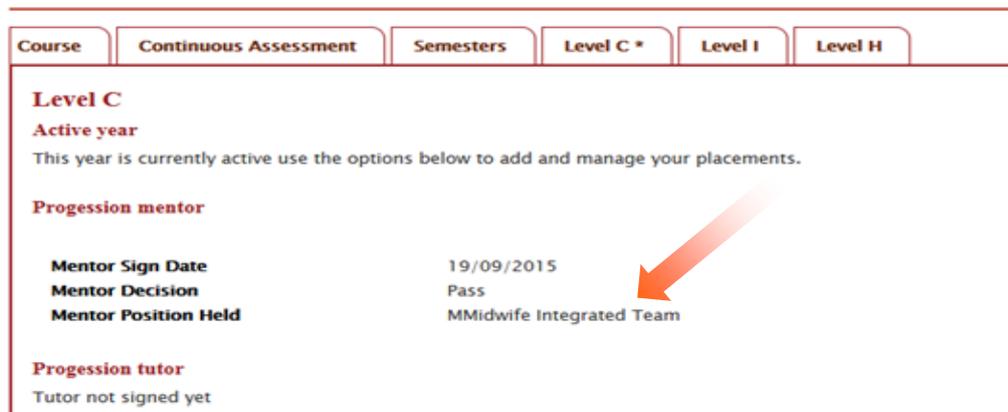
Progression mentor
Remove this mentor Midwife, Monika (ldavey@bournemouth.ac.uk)

Progression tutor
Tutor not signed yet

- Your mentor will then sign that all elements are complete and your record is ready for submission.

Your course

Below you will see your course details and dashboard of your practice assessment. For each year you can see the placements for that year which will then allow you to record your experience against that placement.



Course Continuous Assessment Semesters Level C* Level I Level H

Level C
Active year
This year is currently active use the options below to add and manage your placements.

Progression mentor

Mentor Sign Date	19/09/2015
Mentor Decision	Pass
Mentor Position Held	MMidwife Integrated Team

Progression tutor
Tutor not signed yet

Once your mentor has completed the Final Sign Off, and when all elements of the clinical practice unit have been reviewed and confirmed as complete, your academic advisor or the unit tutor will confirm the year is passed.