

Online Practice Assessment for Learning (OPAL)

User Guide for ODP Assessors/Supervisors

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 bespoke 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 to register as an Assessor/Supervisor on OPAL

To get started go to www.opalbu.com

Each student, practice assessor and supervisor must first create their own profile. For a practice assessor or supervisor to assess a student, a 'relationship' (link) has to be created by the student, 'inviting' the assessor/supervisor to see their profile. Once the relationship is created, they will have access to all elements of the student's OPAL portfolio.

Click on 'Mentor/PPE Registration' tab

BU | Online Practice Assessment for Learning
Bournemouth University

Login | Contact Us

Home
Mentor/PPE Registration
User Guides and OPAL Support
Forgotten Login Name & Password

Important update for all clinical and academic staff supporting midwifery students
[Please click here for more information](#)

Home
Welcome to OPALBU (Online Practice Assessment for Learning at Bournemouth University), which is an intuitive, custom built system that can be accessed on any computer, tablet device or smart phone linked to the internet. Mentors will be invited by students to have access to their portfolio, so they can review progress and have access to the skills and competencies relevant to the placement or stage of training to aid and enhance practice based learning without the need to negotiate paper based records.

© 2021 The Bournemouth University

powered by **NOW.net**

Please use your work email only, as it will be visible to all users

BU Bournemouth University | *Online Practice Assessment for Learning*

[Login](#) | [Contact Us](#)

- Home
- Mentor/PPE Registration
- User Guides and OPAL Support
- Forgotten Login Name & Password

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.

Enter Email

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

Email Address

© 2021 The Bournemouth University

powered by **NOW.net**

Username – use your full name

If you forget your password, email opalsupport@bournemouth.ac.uk



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 *	<input type="text"/>
Password	<input type="password"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text" value="tesrod73@yahoo.co.uk"/>
'This should be your work email and not a personal email account as it will be visible to students whom you mentor / support'	
Other information	
Type of professional	Midwifery
	<input type="checkbox"/> I am a Registered Midwife. I am a Practice Assessor (PA) with current knowledge and expertise and I am appropriately

Select your profession and role. ●ODPs must also select 3rd option in the nursing section
'...registered professional (non nurse)' – you can't access nursing OPAL without this

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](#)

Only those who have created logins can access OPAL

Keep your login details secure

We ask for limited personal information in order to identify who you are and where you work

Your NMC/HCPC number 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:

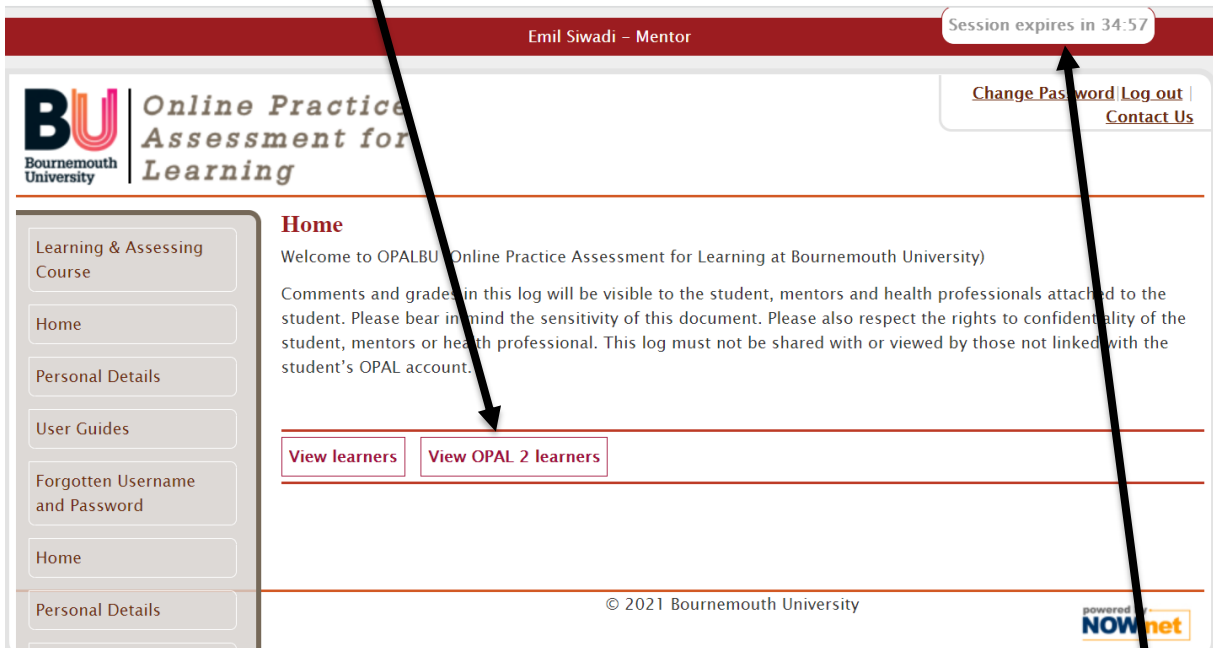
opalsupport@bournemouth.ac.uk

Accessing the student's portfolio

To get started go to www.opalbu.com and log in using your username & password



Select 'View OPAL 2 learners'



Remember that the session will time out after 35 minutes and any unsaved work will be lost

All learner accounts you have access to will be listed

View Non OPAL 2 Students

Active placement students Active sign off students Inactive placement students Inactive sign off students

Active placement students

Archive Students

Type to Filter

Amy ██████████	Practice Assessor	BSc (Hons) Operating Department Practice	View
Christine ██████████	Practice Assessor	BSc (Hons) Operating Department Practice	View

The dashboard will show all sections of the portfolio and give an overview of what has been completed so far

Learning

[Home](#) [ODP Year 1](#) [Learning & Assessing Course](#) [Help/Contact Us](#) [Logout](#) Emil Siwadi - Mentor

Leave new comments

View editing comments

Course: Year 1 Year 2 Year 3 View Portfolio

Year 1

Surgical Placement

Areas for assessment

Additional Comments

Surgical Clinical Skills

Interpersonal/Professional Skills

Clinical Activity Record

Assessment

Surgical Placement Skills [Add](#)

Surgical Proficiencies [Add](#)

Final Skills Practice Assessments [Add](#)

Development Plan [Add](#)

Signature sheets

Summary of theory content delivered at University

Interim/Start of Placement [Add](#)

Interim/End of Placement [Add](#)

Record of Academic/Adviser meetings to placement [Add](#)

Final Grade - 35 %

Student Signed ODP Year 1 on 15/06/2019

1st Marker Signed Deborah Rain on 15/06/2019

[Sign](#)

Time Sheets

26 hours linked to this placement

0 hours linked to other placements

[View](#)

Placement details

Final placement of the year Yes

Location Hospital

Start Date 17/07/2018

End Date 17/03/2020

Oriented to placement

Working and handling Yes - 17 Jul 2019

Resuscitation, First Aid and Emergency Procedures Yes - 17 Jul 2019

Additional learning needs discussed

Practice Assessors (0)

Practice Supervisors (0)

Existing comments can be viewed and new comments added
This is useful for leaving general feedback on a particular activity/event or for sharing information that will be helpful to other staff working with the student

Bournemouth University | Assessment for Learning

Home ODP Year 1 Learning & Assessing Course Help/Contact Us Logout Emil Siwadi - Mentor

Leave new comment View existing comments

Course Year 1 * Year 2 Year 3 View/Print

Year 1

Surgical Placement

Areas for assessment

- Additional Comments
- Surgical Clinical Skills
- Interpersonal/Professional Skills

Concerns over a learner's progress/conduct must be recorded as a development plan. Please raise concerns early with PPE – we suggest UPLA/AA input for advice or to implement an action plan

Assessment	
Surgical Placement Skills	Pass
Surgical Proficiencies	Pass
Final Shift Practice Assessment	Mentor
Development Plan	

PLACEMENT SKILLS & PROFICIENCIES

Learners can tick to identify areas of progress or areas that need further exposure – this does not affect your decision to sign off a skill/proficiency

Surgical Placement Skills

Passed by Emil Siwadi - Mentor on 17/09/2021

		Students to complete as personal record of learning			Practice Assessor/Practice Supervisor to complete when signing off
		Observe in practice	Undertake with direct supervision	Undertake with indirect supervision	
Check and prepare equipment	Operating table and attachments	✓			Discussion (D) by Dancinin Rain on 14/08/2019
	Electro-surgery equipment		✓	✓	Practice (P) by Dancinin Rain on 14/08/2019
	Suction apparatus	✓			Discussion (D) by Dancinin Rain on 14/08/2019
	Warming devices	✓	✓	✓	Discussion (D) by Dancinin Rain on 14/08/2019

Assessors/Supervisors only sign when satisfied the level of learning has been achieved
 Skills may be completed through discussion, simulation or practice – the range of options may change depending on the individual skill – i.e. some must only be completed through practice.
 A single skill left unsigned = overall fail of the placement

Surgical Proficiencies

Passed by Dancinin Rain on 24/07/2019

HCPC Standards of Proficiency	How the SOP can be met	Student		Practice Assessor
		Discussed	Working Towards	
1. be able to practise safely and effectively within their scope of practice	1.1 know the limits of their practice and when to seek advice or refer to another professional	✓		Achieved by Dancinin Rain on 24/07/2019
	1.2 recognise the need to manage their own workload and resources effectively and be able to practise accordingly			Achieved by Dancinin Rain on 24/07/2019
2. be able to practise within the legal and ethical boundaries of their profession	2.1 understand the need to act in the best interests of service users at all times	✓	✓	Achieved by Emil Siwadi - Mentor on 17/07/2019
	2.2 understand what is required of them by the Health and Care Professions Council			Achieved by Dancinin Rain on 24/07/2019
	2.3 understand the need to respect and uphold the rights, dignity, values, and autonomy of service users including their role in the diagnostic and therapeutic process and in maintaining health and wellbeing	✓		Achieved by Dancinin Rain on 24/07/2019

Assessors/Supervisors only sign when satisfied the level of proficiency has been consistently met.
 Proficiencies are either 'achieved' or 'not achieved' – a single proficiency recorded as 'not achieved' = overall fail of the placement

FINAL SHIFT PRACTICE ASSESSMENT

Final Shift Practice Assessment

Within this unit, the student will be evaluated on their ability to:

1. Prepare for a surgical intervention prior to a case that accommodates individual patient needs
2. Ensure the continuity of individualised patient care within surgery
3. Undertake the duties of the scrub and circulating role
4. Demonstrate an understanding of the components of infection control in the operating department

Further Information	
Name of Student: OCP Year 1	Date of assessment: 25/07/2019
Date Academic Advisor notified of One Day Practice Assessment: 25/07/2019	
Practice Assessment	Pass/Fail
1. Prepare the operating room prior to the surgical case that accommodates individual patient needs <ul style="list-style-type: none"> • prepares surgical equipment and environments • interprets key information from operating list in preparation for patient(s) • ensures correct staffing • communicates with staff 	Pass
2. Ensures the continuity of individual patient care within the intraoperative phase <ul style="list-style-type: none"> • receives the patient from the anaesthetic team • participates in safety checking procedures • enables specific care requirements to be met • shares relevant information with others • provides effective handover to subsequent carers 	Pass
3. Undertakes the duties of the scrub role <ul style="list-style-type: none"> • demonstrates consideration of patient's humanness • engages in team work • ably assists surgeon • anticipates basic tasks involved in the care of the patient(s) • undertakes tasks as required 	Pass
4. Recognises the implications & management of infection control in the operating department <ul style="list-style-type: none"> • ensures self and others are appropriately dressed • minimises risk of contamination of patient, staff and equipment • uses good aseptic techniques • decontaminates and removes waste appropriately and safely 	Pass
CONFIRM OVERALL PASS/FAIL	
	Pass
Signature of practice assessor/mentor:	Emil Siwadi - Mentor on 25/07/2019
Signature of moderator:	
Practice Assessor/Mentor feedback	
Further guidance, from the practice assessor/mentor, if the student has not passed this assessment	
Has the Academic Advisor been informed	
Moderator Comments (if applicable)	

The assessment needs to be pre-planned and carried out over one shift – it does not need to be a full day assessment. There are 4 elements to the assessment and ALL must be met to pass. Any one failed element = an overall fail for the placement.

Every skill, proficiency and all elements of the final shift assessment must be passed in order to pass the placement. A single 'not achieved' or fail = failing placement

FINAL GRADE

An overall final grade must be recorded. This grade reflects the overall level of ability as a learner at this level of study – not in comparison to a registered practitioner. This is the only section that asks for a percentage grade

Final Grade - 35 %	
Student Signed	ODP Year 1 on 15/08/2019
1 st Marker Signed	Dancinin Rain on 15/08/2019
Sign	

INTERVIEWS

Initial interview should set out ground rules, preferred learning styles, shifts, essential contact details, absence reporting, etc. – week one of placement

Midway should address any areas that need further support/focus and confirm areas developing well. – at midpoint of placement

End of placement should summarise key areas to help guide future learning – in final week

Signature sheets	
Summary of theory content delivered at University	
Interview - Start of Placement	
Interview - Midway of Placement	Student
Interview - End of Placement	
Record of Academic Advisor meetings in placement	Student

TIME SHEETS

Learners are responsible for keeping an accurate and honest account of hours worked. PPEs are not obliged to sign off any hours recorded more than 3 weeks after the date they took place – we suggest hours are signed off weekly

Time Sheets	
38 hours linked to this placement	
0 hours linked to other placements	
View	

SUMMARY

It is important to remember if you are working on any part of the student portfolio, you must click SAVE before leaving the section you are on – any unsaved work will be lost

OPAL sessions automatically time out after 35 minutes – any unsaved work will be lost

Please raise concerns early to your Placement Practice Educator – who will inform the Academic Advisor – students must be informed of concerns and given the opportunity to respond and put right. Concerns must be documented on OPAL – Development Plan

Each element of the practice skills, proficiencies and final shift assessment must be passed/achieved – a single element not passed/achieved will result in an overall FAIL of the placement

Any issues with accessing OPAL, such as lost password or technical issues, must be directed to opalsupport@bournemouth.ac.uk

ROLES

AA – Academic Advisor. ODP Lecturer who oversees students whilst on placement:

- Pastoral support
- Monitors progress
- Supports learner to manage their study

Bmth Nuffield & UHS: Emil Siwadi esiwadi@bournemouth.ac.uk

RBH & Yeovil: Phillip McConnell prmccconnell@bournemouth.ac.uk

Poole & Dorchester: Debora Almeida almeidad@bournemouth.ac.uk

Musgrove Park: James Meachin jmeachin@bournemouth.ac.uk

Salisbury: John Tarrant tarrantj@bournemouth.ac.uk

PPE – Placement Practice Educator. Registered theatre practitioner who facilitates learning for students on theatre placements:

- **First point of contact for concerns/advice from Assessors/Supervisors**
- **Organise induction/orientation**
- **Organise off duty for learners**

UPLA – University Practice Learning Advisors. For advice and guidance about placement such as:

- **Guidance about placement assessment**
- **A concern about placement support**
- **Clarification about placement provision**
- **Support to manage a concern**

UPLA@bournemouth.ac.uk

OPAL SUPPORT - For OPAL 2 related queries such as:

- **Forgotten password/username**
- **Unlocking portfolios**
- **Practice Supervisor/Assessor access**

This version updated September 2021