

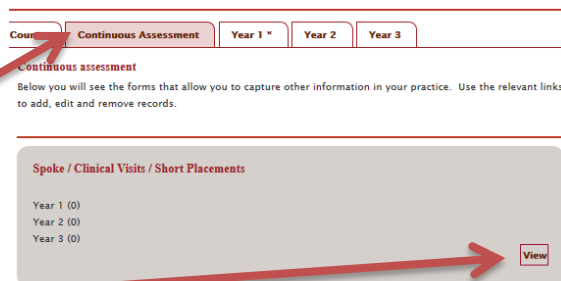
OPAL Technical Guide 9 (Student and mentor)



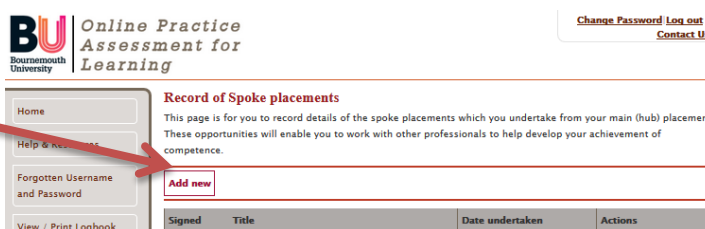
Creating a record of Spoke placement / clinical visit and uploading a file (student) signing a record of placement / visit as complete (mentor)

During any placement you may undertake spoke placements or clinical visits to another clinical area or team. There is a facility in OPAL to record the visit and to upload a file which could be either your own reflection on the visit or feedback from a member of staff who has supported you on that visit / spoke placement.

To enter a record in OPAL is quite simple. First of all from the student dashboard click on the 'Continuous Assessment tab'. You will then see the link for the Spoke / Clinical visits / Short placements.



By clicking on the 'View' box' this will open up a page in OPAL which you can click on 'Add New'.



This will open a window where you can enter details of the spoke placement / clinical visit by completing the form (see below) . There is a place for details of the placement, the date the placement occurred or started and a drop down box to indicate from 0.5 /day to 14 days the length of the placement or visit. A text box is open to type details of the placement which may include learning objectives and activities undertaken. You can cut and paste already prepared text into the text box.

Once the details are entered you can click quick save (if there is more to add later) or save and next (if the details are correct).

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OPAL then gives you the opportunity to upload a file. This can be a word document, a pdf, a scanned copy of a note or letter or a picture of a document / record of the placement.

Spoke/Clinical Visits/Short Placements
Please complete the form below to record the spoke placement, once saved you will see it in the list of spoke placements. A mentor will have the option to sign the placement which will lock it.

Finish

Linked Attachments (0)

Choose file
Browse... No files selected.

File description:



Save

When adding information about placement please bear in mind confidentiality and do not include pictures of individuals or video clips as these are too large to add to your OPAL PAT. To upload a file click on 'Browse' locate the file on your device and then click save. If at this point you do not have a file to upload click on finish and this guide will explain how to upload a file later.

Once you have clicked finish or saved a file OPAL will show the record added in the record of spoke placements. If you later wish to upload a file you can do this by clicking on the blue pen icon (arrowed) and you will then be able to upload the file. To do this at a later date you will need to click on view in the Spoke / Clinical visits / Short placements from the continuous assessment tab.

Record of Spoke placements
This page is for you to record details of the spoke placements which you undertake from your main (hub) placement. These opportunities will enable you to work with other professionals to help develop your achievement of competence.





Add new

Signed	Title	Date undertaken	Actions
No	Basic OPAL training Created in placement Exton GP Practice - Practice nurses	13/12/2016	 

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Click on 'Blue Pen' icon to open up entry to upload file at later

When completed advise your **mentor** the spoke placement or clinical visit has been recorded so the mentor can review the entry and sign the entry as completed. The mentor can see the record by clicking on Continuous assessment tab and the 'View' button in the Spoke / Clinical visits / Short placements box. The placement record will open and they will be able to read the entry and sign the placement as completed.

Signed	Title	Date undertaken	Actions
No	Visit to CCG quality assurance team Created in placement Exton GP Practice - Practice nurses	13/12/2016	  Sign now
No	Basic OPAL training Created in placement Exton GP Practice - Practice nurses	13/12/2016	  Sign now

Click on Blue Pen icon to open up the record to view

Mentor to click on 'sign now' to sign off record as complete