

## OPAL Technical Guide 3 (STUDENT)



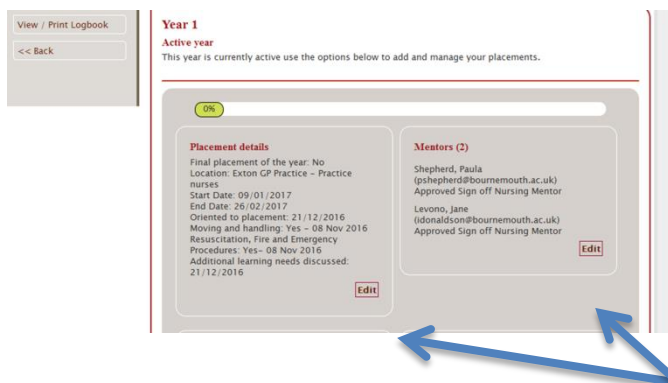
### How to change placement details and add / remove a mentor to an OPAL PAT (Student).

After a placement has been set up there may well be reasons that a student need to change some of the details. This guide covers how to alter placement dates and change / add mentors.

**Changing placement details:** This can only be done by the student. From the student dashboard you will see an 'edit' button (arrow below) in the placement details box. By clicking on this button the

placement details are opened up and can be changed.

The most common change which may need to be made is to change the end date of the placement. This can be done by selecting the new date and clicking save.

A screenshot of the 'Placement basic details' form. The form includes fields for 'Location' (Exton GP Practice - Practice nurses), 'Start Date' (09/01/2017), 'End Date' (26/02/2017), 'Final placement of the year' (No), 'Moving and handling' (Yes), and 'Resuscitation, Fire and Emergency Procedures' (Yes). A green arrow points to the 'Save and exit' button at the bottom of the form.

**Changing mentor details:** This can only be done by the student and as with changing placement details click on the edit button in the mentor box on the student dashboard and this will open up a

page in which you can add new mentors and remove a mentor who is no longer mentoring you.

A screenshot of the 'Placement select mentors' form. The form includes a search box for 'Surname' and buttons for 'Search' and 'Finish'. Below the search box, there are two mentors listed: 'Shepherd, Paula (pshepherd@bournemouth.ac.uk) - Approved Sign off Nursing Mentor' and 'Levano, Jane (jdonaldson@bournemouth.ac.uk) - Approved Sign off Nursing Mentor'. Each mentor has a 'Remove this mentor' button next to their name.

To **add a new mentor** type surname in the search box and click add mentor. The new mentor will now appear in your dashboard.

To **remove a mentor** simply click on the 'remove this mentor'

button next to their name. In doing this action it will mean that mentor will no longer be able to make any entries in your OPAL PAT and their name will be removed from the dashboard. However, any entries made by that mentor will remain in the OPAL PAT.