

## OPAL Technical Guide 7 (Mentor)



### How to complete assessment of NMC competencies (Mentor).

During most placements students will be undertaking assessment in the 18 NMC competencies which are in the Knowledge and skills section of OPAL. It is good practice to ascertain from the student when their submission date is and what they are expected to complete in the placement. In

some instances students are expected to complete all assessment in one long placement (normally only in year one) but most placements students will be expected to complete at least four competencies as they will have further placements later in the year.

From the student dashboard click on the term **View** next to the heading '**Knowledge and**

**skills'** in the areas for assessment box on the dashboard (Tip you will need to click on the year tab with the \* to access the student dashboard if it does not appear). You will then see the knowledge and skills section open. The first section is an overview of the 18 competencies. In the screen shot above we can see one competency has been assessed and the others are yet to be completed. This section is merely a record and you need to scroll down to reach the sections to complete.

The first section you see is the assessment criteria which are set out within the competencies to assist the mentor when grading each competency.

Domain 2: Communication and Interpersonal Skills – Knowledge & Skills Grading Grid	
0-19%	<ul style="list-style-type: none"><li>Unable to apply principles of safe and effective practice</li><li>Inadequate application of knowledge even with frequent prompting</li><li>Unable to relate theory to practice</li><li>Unable to perform skill to an acceptable level</li><li>Inappropriate verbal communication</li><li>Unable to demonstrate person-centred compassionate care</li></ul>
20-39%	<ul style="list-style-type: none"><li>Limited ability to apply principles of safe and effective practice</li><li>Inadequate application of knowledge even with frequent prompting</li><li>Unable to perform skills to an acceptable level</li><li>Little evidence of ability to relate theory and practice</li><li>Inconsistent communication skills which demonstrate care and compassion</li></ul>
40-49%	<ul style="list-style-type: none"><li>Basic application of knowledge requiring some prompts</li><li>Some evidence of ability to relate theory to practice</li><li>Needs frequent direct supervision and guidance in application of skills</li><li>Able to communicate clearly demonstrating care and compassion</li></ul>
50-59%	<ul style="list-style-type: none"><li>Is able to apply knowledge to single situations</li><li>Can relate knowledge to patients care</li><li>Needs occasional direct support and guidance in the application of skills</li><li>Able to identify non-verbal cues</li></ul>
60-69%	<ul style="list-style-type: none"><li>Knowledge is usually accurate and can be applied to more than one situation</li><li>Can begin to identify alternatives</li><li>Performs technical skills effectively and safely with minimal supervision</li><li>Uses non-verbal communication effectively</li></ul>
70-79%	<ul style="list-style-type: none"><li>Able to articulate knowledge in relation to individual patients</li><li>Can give a rationale for care given</li><li>Excellent execution of a range of skills</li><li>Able to modify intervention in relation to the client's needs</li><li>Able to communicate clearly in a variety of complex situations</li></ul>
80-100%	<ul style="list-style-type: none"><li>Able to articulate and apply knowledge in relation to individual patients</li><li>Knowledge is demonstrated without prompting</li></ul>

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Each individual competency is set out as per screen shot below the assessment criteria. The competency and indicators are listed and below this and are divided into the four domains set out by

the NMC. Each competency that is still to be assessed the mentor will see that the sections are open and ready to have information added (see arrows).

1. The Location of the assessment is automatically entered and the mentor need only select the date.

2. There is a drop down box to set the % grade awarded using the criteria.

3. The text box allows the mentor to enter the rationale for the grade.

4. By selecting '**Yes confirmed as signed**' and clicking save will **lock** the grade and comments.

5. If you wish to edit comments before

completing the assessment click on '**No this is not complete yet**' and then click save and you will be able to edit the entry later. Remember after completing the editing select '**Yes confirmed as signed**' to lock and complete the assessment.

In some cases a second signature is required and OPAL recognises where this is the case and takes action. Where a grade lower than 40% or higher than 70% is recorded the box for a second mentor to sign is opened.

A frequently asked question is how many competencies a student should complete in their placement. The key question is when is the OPAL PAT to be submitted as this placement may be the last one before submission meaning the remaining competencies should be assessed. If however it is the first of two or more placements at the start of a year the student may be required to not undertake all competencies in the placement. It is advisable to discuss with the student at initial interview what is required as they will have been briefed by their academic advisor.