

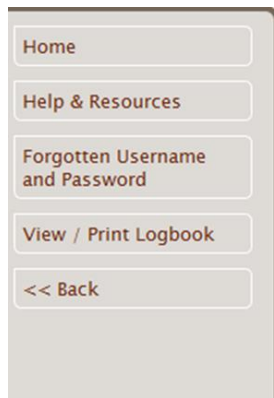
OPAL Technical Guide 5 (STUDENT and MENTOR)



How to view OPAL PAT (student and mentor).

A common question both students and mentors ask is how can I view the OPAL PAT to look at what has been completed and to review comments and grades. There is a simple way to open up the OPAL PAT and this guide describes the different way for student and mentor to do this.

Student – when logged into OPAL PAT from the dashboard the menu on the left hand side has a button which says **'View / Print logbook'**.

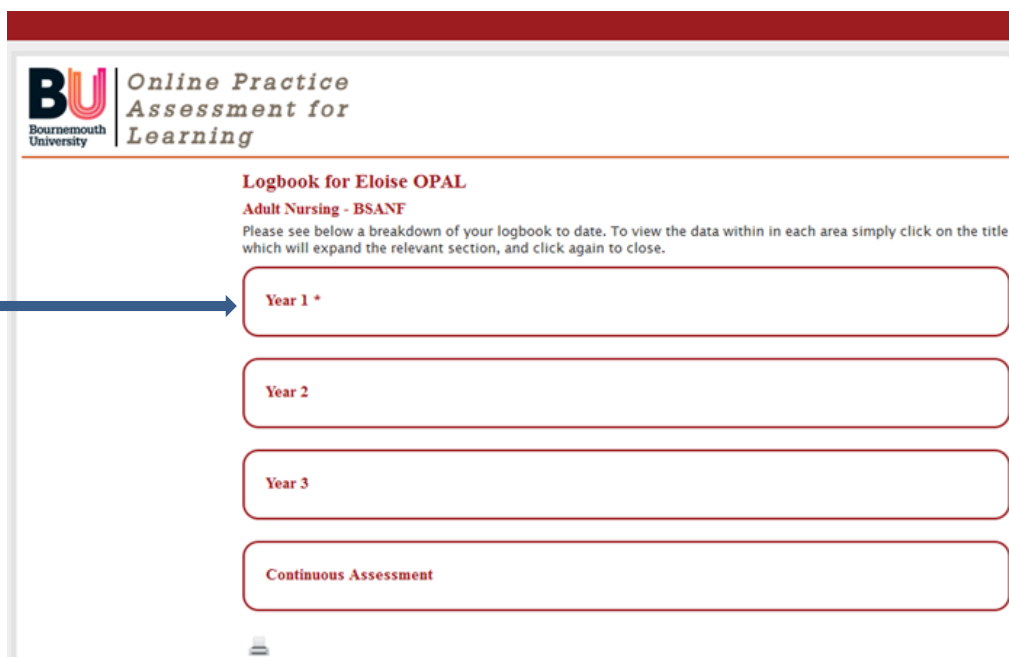


Mentor – when logged into OPAL open up the students OPAL PAT.



Where the red banner says 'You are viewing the portfolio of [Students name] as a mentor' you will see a small printer icon and the phrase **'view logbook'**. Click on this icon to open up the OPAL PAT to view.

Whether as student or mentor when you click on the 'view logbook' button a new browser window will open. This will look like the picture below and by following the instructions to click on the title in bold red, click on the actual word 'Year 1 *' as these are links and the OPAL PAT will open.



The current year is indicated by an * next to the year

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In the case below by clicking on the title 'Placement – Exton GP Practice – Practice Nurses' you will be able to read the interviews and open up the list of NMC competencies assessed under Knowledge and skills.

Logbook for Eloise OPAL
Adult Nursing - BSANF

Please see below a breakdown of your logbook by date. To view the data within in each area simply click on the title which will expand the relevant section, and click again to close.

Year 1 *

Placement - Exton GP Practice - Practice nurses

Final placement of the year	No
Start Date	09/01/2017
End Date	26/02/2017
Oriented to placement	21/12/2016
Moving and handling	Yes
Resuscitation, Fire and Emergency Procedures	Yes
Additional learning needs discussed	21/12/2016

At the start of year one there will be little to see but by the end of year one opening up the OPAL PAT like this will show all the entries made and can be printed out if required.

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Mentors

Shepherd, Paula (pshepherd@bournemouth.ac.uk)
Approved Sign off Nursing Mentor

Levano, Jane (jdonaldson@bournemouth.ac.uk)
Approved Sign off Nursing Mentor

Initial interview

Mentor Signed Initial Interview: 08/11/2016
by Jane Levono

Initial Goals - Mentor Comments
Eloise called in to see me to discuss her forthcoming placement. We discussed how best to prepare for the placement and the times the clinics start.

Student Signed Initial Interview: 08/11/2016

Initial Goals - Student Comments
I am looking forward to the placement and will undertake the reading Jane has suggested so I am prepared. I am really excited as I did not realise the wide age range of patients that the practice nurse sees.

It is important to stress that in the view print logbook mode you cannot change or add any information but this also means you can click and explore without worrying that you will delete or change anything by accident!

V1 December 2016