

OPAL Technical Guide 6 (Mentor)



How to create a Development plan (Action plan) in OPAL (Practice Assessor).

Occasionally you may feel as a Practice Assessor that it is necessary to make a clear and agreed plan with a student. OPAL has the facility to create what are called development plans and these can be accessed from the dashboard in the 'Areas for Assessment' (see arrow).

Simply click on the 'view' link after the heading 'Development plan' and a new page will open. The will allow you to create a new development plan by clicking on the 'Add New' button

Jane Levono Session expires in 34:51

BU Online Practice Assessment for Learning

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Eloise OPAL

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You are viewing the portfolio of Eloise OPAL as a mentor View Logbook

Development Plans

To be completed by mentor/UPLA or AA when specific areas identified for improvement / enhancement.

Please sign and date all plans.

Add new

Signed	Area of development	Action	Review date	Evaluation	Actions
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Session expires in 09:35

Placement details

Final placement of the year: Yes
Location: Placement 1
Start Date: 01/07/2019
End Date: 11/11/2019
Oriented to placement: 17/09/2019
Moving and handling: No - 11 Sep 2019
Resuscitation, Fire and Emergency Procedures: No- 11 Sep 2019
Breakaway Training: No- 11 Sep 2019
Additional learning needs discussed: 17/09/2019

Practice Assessors (1)

Rain, Dancinin (retheridge66@outlook.com)
- Practice Assessor
- Practice Supervisor
- Operating department practice mentor

Practice Supervisors (1)

Rain, Summer (retheridge66@outlook.com)
- Practice Assessor
- Practice Supervisor

Initial interview

Practice Assessor/Practice Supervisor signed on: 19/09/2019 by Dancinin Rain
Student signed on: 19/09/2019

Areas for assessment

Development plans [View](#)
Assessment of skills and knowledge [View](#)
Administration of medicines [View](#)
Administration of medicines essential skills clusters [View](#)
NMC Progression Point Criteria [View](#)

Mid placement interview

Practice Assessor/Practice Supervisor signed on: 19/09/2019 by Dancinin Rain
Student signed on: 19/09/2019

Final interview -



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You will then have several sections which can be completed. You can also copy and paste text which is already written from another document which is sometimes quite helpful as OPAL locks out after 35 minutes so it might be useful to construct the action plan in a word document to simply copy and paste into OPAL. There are four headings:

1. Area of Development
2. Action
3. Review date
4. Evaluation

Complete sections 1-3 and then click **Quick save**. This will save the text but allow you to then complete the 'evaluation' section on or after the due date. The student, their Academic Assessor and

Signed	Area of development	Action	Review date	Evaluation	Actions
No	Example of action plan	Actions can be bullet pointed or numbered using text editor.	14/12/2016		  Sign now

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other practice assessors/supervisors linked to the student will be able to see the development plan. Following the evaluation open up the development plan by clicking on the view link from the dashboard. You will

see you action plan and by clicking on the **'Pen icon'** the development plan will open for you to add the evaluation text (the dustbin icon will permanently delete the action plan!).

Once the evaluation section is completed the option to save the comments will be open and then you will be required to click the **'Sign now'** button which will lock the action plan as completed. If you complete a development plan due to underperformance / misconduct you should follow the BU raising concerns protocol and also notify the academic assessor who will be able to view the progress of the development plan through OPAL.

V1 December 2016

Updated 24/10/2019