

OPAL Technical Guide 2 (Student and mentor)

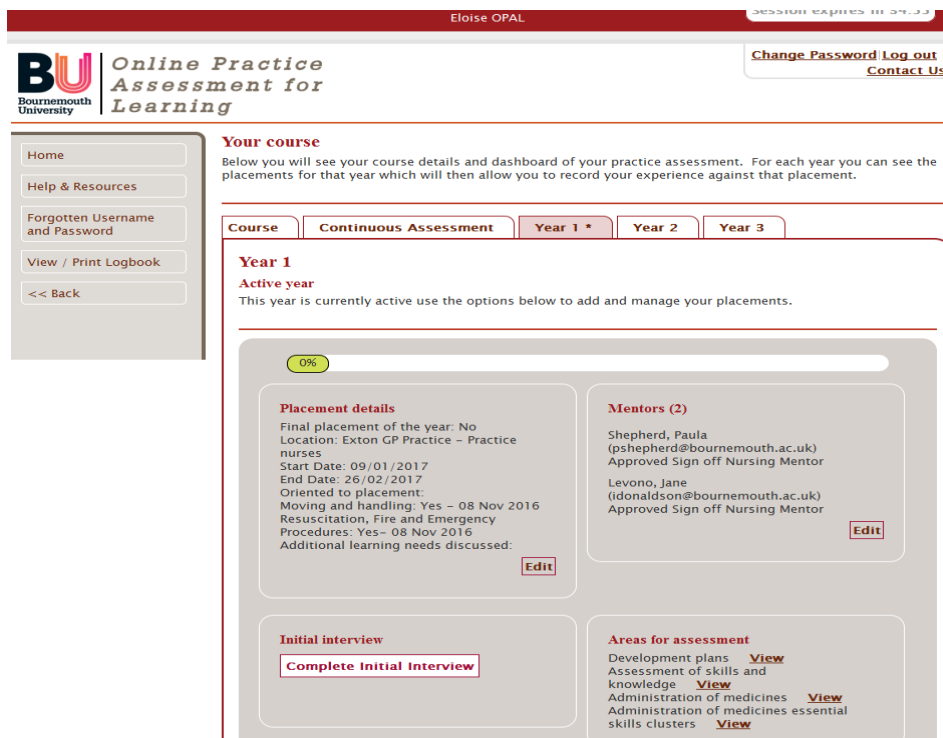


Initial, Mid-term and Final interviews (Practice Assessor/Supervisor and Student).

In each placement students are required to have an initial interview within the first week, a mid-term interview half way through the placement and a Final interview in the last week. In some shorter placements of 4 weeks or less the practice assessor/supervisor may omit the mid-term interview. The final interview should be carried out in the final week or in the week after the placement has completed.

The picture shows the students view of the OPAL PAT dashboard and shows that the initial interview is ready to be completed.

NB- Mentor here should be Practice Assessor/Practice Supervisors in the below screen shot



The screenshot shows the OPAL PAT dashboard for a student named Eloise. The page title is "Eloise OPAL" and the date is "Wednesday, 14th February 2018, 11:29:33". The Bournemouth University logo and "Online Practice Assessment for Learning" are visible. A navigation menu on the left includes Home, Help & Resources, Forgotten Username and Password, View / Print Logbook, and << Back. The main content area is titled "Your course" and includes a description: "Below you will see your course details and dashboard of your practice assessment. For each year you can see the placements for that year which will then allow you to record your experience against that placement." There are tabs for "Course", "Continuous Assessment", "Year 1 *", "Year 2", and "Year 3". The "Year 1" tab is active, showing "Active year" and "This year is currently active use the options below to add and manage your placements." A progress bar at the top of the main content area shows "0%". Below the progress bar, there are four sections: "Placement details" (Final placement of the year: No, Location: Exton GP Practice - Practice nurses, Start Date: 09/01/2017, End Date: 26/02/2017, Oriented to placement, Moving and handling: Yes - 08 Nov 2016, Resuscitation, Fire and Emergency Procedures: Yes - 08 Nov 2016, Additional learning needs discussed:), "Mentors (2)" (Shepherd, Paula (pshepherd@bournemouth.ac.uk) Approved Sign off Nursing Mentor, Levono, Jane (jdonaldson@bournemouth.ac.uk) Approved Sign off Nursing Mentor), "Initial interview" (with a button "Complete Initial Interview"), and "Areas for assessment" (Development plans View, Assessment of skills and knowledge View, Administration of medicines View, Administration of medicines essential skills clusters View).

The **practice assessor/supervisor** should complete the interview first and then sign to say completed. The dashboard will then indicate that the Interview is ready for the **student** to complete and sign. By clicking on the button a text box will open for the student to enter their comments and then sign by clicking '**quick save**' (saves entry but allows you to edit later) or '**save and complete**' which saves the comments and then locks the interview record. The date is automatically added when the save button is clicked. The text box has a spell checker.

On the Dashboard once this is done there is an indication of practice assessor/supervisor's name and date and date student signed the interview.

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The process is the same for the **mid-term interview**, unless the practice assessor/supervisor decides that due to the placement being a short placement the mid-term interview can be omitted. OPAL PAT requires initial interview to be completed before the mid-term interview opens and similarly the mid-term interview must be completed or omitted by the practice assessor/supervisor before the final interview option is open. This includes the student signing the interviews; if they have not been signed by the student the practice assessor/supervisor will not be able to complete the next interview stage.

The **final interview** should be undertaken in the final week of the placement. The process is outlined over the page. A further important element for the final interview is **once the practice assessor and the student complete and sign the final interview that locks the placement** meaning no further changes can be made to any part of the OPAL PAT for that placement. Therefore, it is essential that the practice assessor and student complete all elements of the OPAL PAT for that placement **BEFORE** completing and signing the final interview.

The process for completing the final interview is like initial and mid-term interviews with one exception. At the final interview the **practice assessor will award a grade for professionalism** using the grading criteria as well as leaving feedback on the students' performance during the placement. The Professionalism grade contributes to the overall mark for the OPAL PAT.

NB- Mentor here should be Practice Assessor in the below screen shot.

Click on the link to 'display professionalism grid' and that will reveal the professionalism criteria to use to give a professionalism grade for the placement.

Add professionalism grade using drop down box

Enter text here for final interview.
Check you have added grade above before signing as complete.

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It is good practice to plan dates when to hold the interviews as they are essential part way for students obtaining feedback on how they are performing.

See technical guide 5 on how to view an OPAL PAT so that you can look back at past interviews and comments left by mentor and student.

Further guidance on good practice at interviews is contained in the student practice assessor/supervisor guide which can be found on the practice assessors website (<http://practiceassessor.bournemouth.ac.uk/>) and students can find in the IKP unit materials on Brightspace.

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