

## OPAL Technical Guide 9 (Student and mentor)

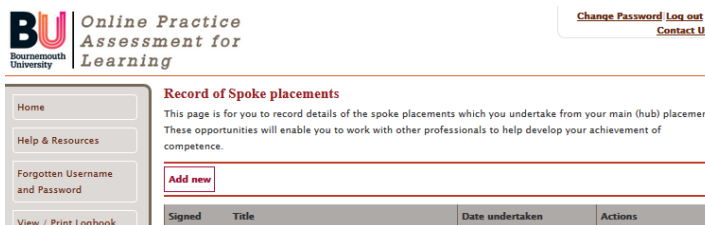
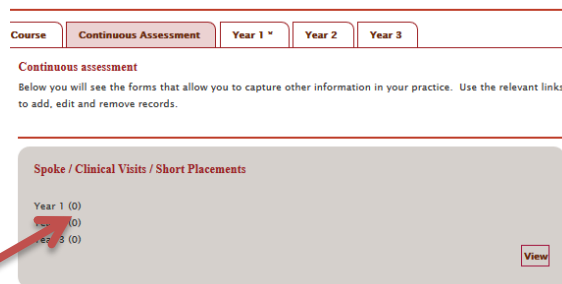


### Creating a record of Spoke placement / clinical visit and uploading a file (student) signing a record of placement / visit as complete (practice assessor/supervisor)

#### NB mentor on the below screen shots relates to practice assessor/supervisors

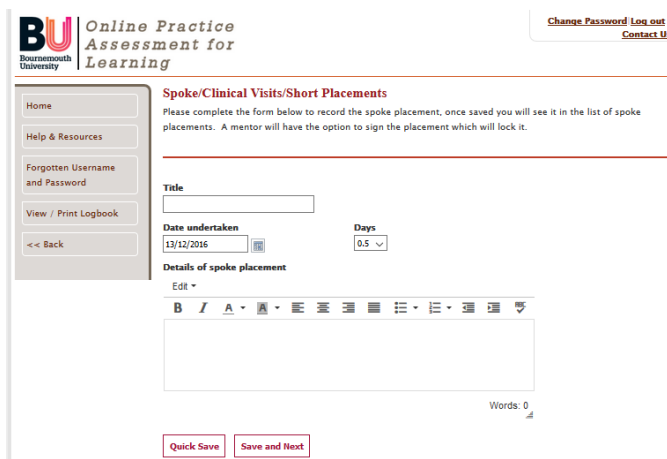
During any placement you may undertake spoke placements or clinical visits to another clinical area or team. There is a facility in OPAL to record the visit and to upload a file which could be either your own reflection on the visit or feedback from a member of staff who has supported you on that visit / spoke placement.

To enter a record in OPAL is quite simple. First of all from the student dashboard click on the 'Continuous Assessment tab'. You will then see the link for the Spoke / Clinical visits / Short placements.



By clicking on the 'View' box this will open up a page in OPAL which you can click on 'Add New'.

This will open a window where you can enter details of the spoke placement / clinical visit by completing the form (see below). There is a place for details of the placement, the date the placement occurred or started and a drop-down box to indicate from 0.5 /day to 14 days the length of the placement or visit. A text box is open to type details of the placement which may include learning objectives and activities undertaken. You can cut and paste already prepared text into the text box.

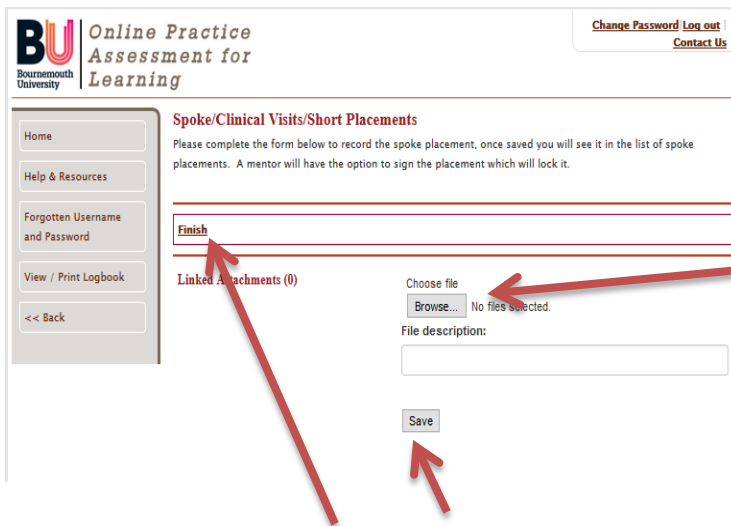


## OPAL Technical Guide 9 (Student and mentor)



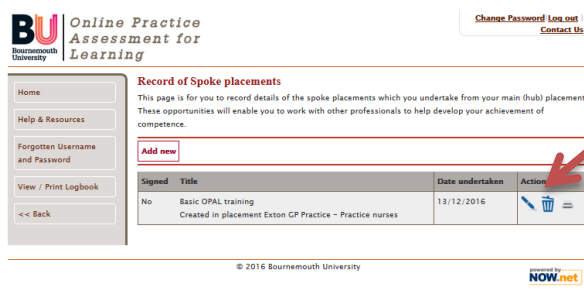
Once the details are entered you can click quick save (if there is more to add later) or save and next (if the details are correct).

OPAL then gives you the opportunity to upload a file. This can be a word document, a pdf, a scanned copy of a note or letter or a picture of a document / record of the placement.











When adding information about placement please bear in mind confidentiality and do not include pictures of individuals or video clips as these are too large to add to your OPAL PAT. To upload a file click on 'Browse' locate the file on your device and then click save. If at this point you do not have a file to upload click on finish and this guide will explain how to upload a file later.

Once you have clicked finish or saved a file OPAL will show the record added in the record of spoke placements. If you later wish to upload a file you can do this by clicking on the blue pen icon (arrowed) and you will then be able to upload the file. To do this at a later date you will need to click on view in the Spoke / Clinical visits / Short placements from the continuous assessment tab.



Click on 'Blue Pen' icon to open up entry to upload file at later

When completed advise your **practice assessor** the spoke placement or clinical visit has been recorded so they can review the entry and sign the entry as completed. The practice assessor can see the record by clicking on Continuous assessment tab and the 'View' button in the Spoke / Clinical visits / Short placements box. The placement record will open and they will be able to read the entry and sign the placement as completed.

Signed	Title	Date undertaken	Actions
No	Visit to CCG quality assurance team Created in placement Exton GP Practice - Practice nurses	13/12/2016	   
No	Basic OPAL training Created in placement Exton GP Practice - Practice nurses	13/12/2016	   

Click on Blue Pen icon to open up the record to view  
Practice assessor to click on 'sign now' to sign off record as complete

## OPAL Technical Guide 9 (Student and mentor)



December 2016 v1

Updated 14.10.2019