



Student  
role

Practice  
Supervisor  
role

Practice  
Assessor  
role

Academic  
Assessor  
role

### When to use:

To record and sign off Hours

### Location:

In OPAL2 go to *Continuous Records* tab. Drop down to *Record of Practice Hours*.

### Student:

- In OPAL2 fill in the Hours area click “add new” button and fill in details using the simple form
- Calculate your hours, excluding any breaks taken away from the immediate clinical area (eg in the canteen or a rest room). Time is calculated in quarter of an hour blocks, with 15 minutes documented as 0.25 of an hour
- Ask your Practice Supervisor to sign your hours as you leave the shift. You can do this on a mobile phone. Your PS can do this in YOUR profile page using a unique PIN number.
- They can only sign one entry at a time and the system will then sign them out, as it is important to do it on the day rather than as a bulk signing session.
- Instructions for staff in creating a PIN is found in the next section.
  
- Your PAA can sign Promoting Health hours if you have evidence of attendance on paper
- Complementary Placement Hours need to be logged in this section. The hours noted in the Complementary Placement area of OPAL are just for information only and will not carry over.

### Practice Supervisor:

- ***The first time you do this:*** In OPAL, on the top ribbon, click on the “Change PIN” option. Put in any number you like, of any length, but please do not let any students see or have access to it.

- The student will present you their hours already logged into OPAL2 on their own mobile phone or tablet.
- Press the “Sign as a Practice Assessor/Practice Supervisor” orange button above the hours list.
- A drop down list of names will appear, find yourself in that and press “Select mentor”. This is a deliberately generic term as this may be used by other non NMC professional groups.
- Enter your PIN to sign today’s hours entry.
- Click on the entry you wish to sign and your signature will be attached to it and the student’s record updated.
- As a security measure a Practice Assessor/Practice Supervisor can only sign one entry at a time because you are within the student’s own profile. This is so that you do not have to remember to sign out before handing back the device to the student. It is important to sign daily and not ‘bulk’ sign hours.
- Hours are the only element in OPAL2 that can be signed within the Student’s own profile using this PIN. It has been developed for ease of use for you and your students to facilitate hours being signed off ‘on the day’.