How to create a placement (Student)
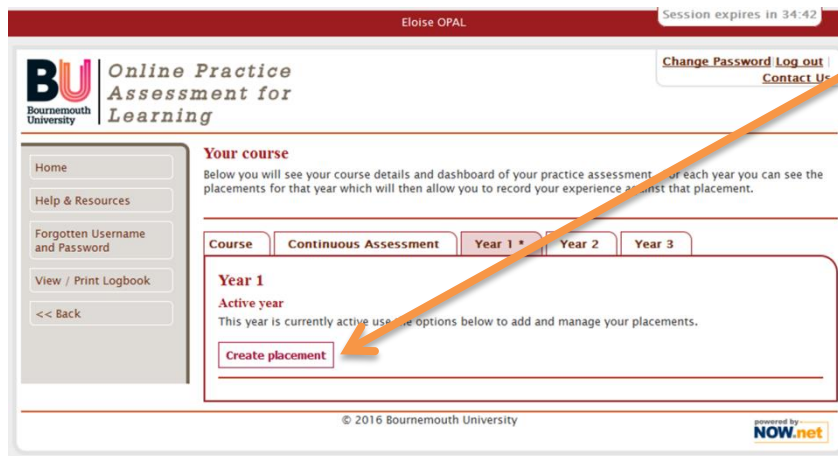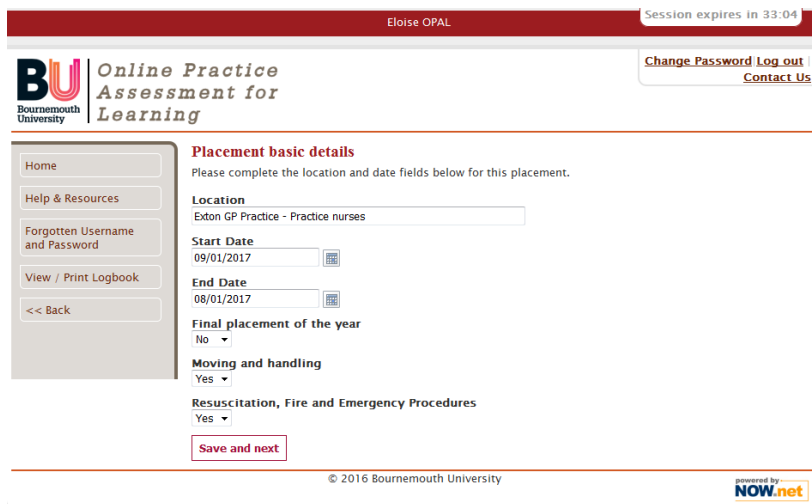
This is the first step you must undertake as a student ideally prior to each placement commencing. When you have completed a placement or are going into a new placement for the first time OPAL gives you the opportunity to 'Create placement'.

By clicking on the create placement button it will open a section to enter details in about your placement.

The fields to be completed are relatively simple and can be completed with the information you receive from placements on the web (POW).

You will be asked to enter the location of the placement, please include the placement area eg Anytown Hospital, and the ward / department name. The start and finish dates are provided on POW and will be Monday starts and Sunday finishes. OPAL provides simple calendar boxes to click on and select dates (OPAL prefers you to use this function rather than typing in the dates yourself).

You are then asked **a very important question**; Is this the 'Final Placement of the year'. The final placement of the year is the progression point placement.

By ticking Yes to the question OPAL system then does two things, it presents the relevant progression points into the OPAL PAT for the Practice Assessor to assess and it then decides if any elements of the OPAL PAT are referrals in which case it allows reassessment to occur (subject to the exam board agreeing for reassessment to occur). **If you are in doubt whether to tick yes or no leave it as no and check with your academic assessor**.
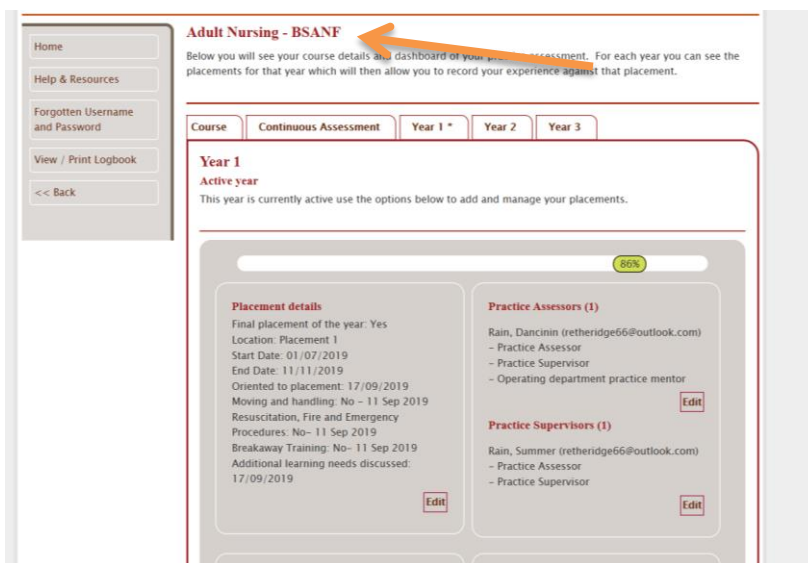
Finally, you are asked to confirm you have undertaken mandatory training and any annual updates provided through the simulation lab team. Check the details and if correct click 'Save and Next' to go to the next stage.

At this point OPAL will now require you to add a link to your practice assessors/supervisors. If you do not know their names at this point log out and when you log back in you can then add their names later.

If you know their names use the search function (OPAL searches on surname only) to select your practice Assessor/supervisors. There are currently (Dec 2016) over 5,000 practice assessor/supervisors listed on OPAL so you will need also to know their first name and email address to select the correct one! By clicking on select it means when the practice assessor/supervisor logs in to their account in their 'My Students' box they will see a link to access your OPAL PAT.

Once you have added your practice assessors/supervisors click finish and OPAL will return to the student dashboard view as below with the placement details and practice assessor/supervisor added.

From this what we call the student dashboard you and your practice assessor will be able to record interviews and assessment for the placement.

In some cases, you may need to adjust the details of the placement or add new practice assessors/supervisors. Technical guide number three takes you through the steps of how to do this.

By following the simple steps in this guide, you can create your placement and link to your practice assessor. What is important to note is that it is the student responsibility to create the placement and link their practice assessors/supervisors to their OPAL PAT as if it is not done, they will not be able to complete any interviews or assessment.

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OPAL Technical Guide 1 (Student)

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