

Registering as a Practice Assessor / Supervisor

OPAL (Online Practice Assessment for Learning)

What is OPAL? – OPAL is an innovative online practice assessment tool for Bournemouth University (BU) Health and Social Science students.

Who will use OPAL? The current programmes using OPAL are Nursing, Midwifery, Physiotherapy and Occupational Therapy. The Operating Department Practitioner and the Paramedic programmes will be introducing OPAL in the 2019/2020 year.

Where can I use OPAL? OPAL can be accessed on any computer, tablet device or smart phone that is linked to the Internet. This may be a hospital or clinic based PC, or students may ask to use their tablet devices/phones in the practice area, where this is permitted.

How do I access OPAL? Search for www.opalbu.com in your search engine. You might want to make the site one of your 'favourites' for easy future access. You can then register for OPAL

How does OPAL work? Each student, practice assessor and supervisor must first create their own profile. For a practice assessor and supervisors to assess a student, a 'relationship' (link) must be created by the student, 'inviting' them to see their profile. There is no limit to the number of students that you can have a 'relationship' with in OPALBU.

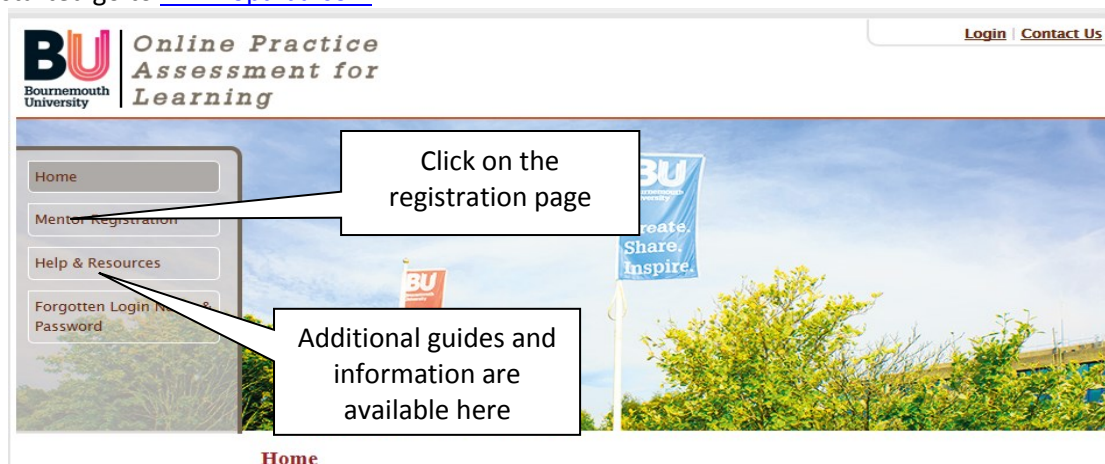
Once the relationship is created, they will have access to all elements of the student's OPAL portfolio, including past comments, as well as current assessments. This ongoing record of achievement is a programme requirement enabling you and the student to review past feedback to help inform their learning whilst on placement with you.

Each action you take will be identified in the system by your username which is created when you first register with OPAL and this becomes your 'digital signature' therefore it is important that your username and password is kept securely and never divulged to anyone else.

What happens if I have a problem with the system? OPAL is designed to be an intuitive system and we suggest you explore the webpages to gain familiarity. Further information and help guides can be found at the OPAL webpage: www.opalBU.com and there is a dedicated helpdesk at: opalsupport@bournemouth.ac.uk

How do I register my details?

To get started go to www.opalbu.com



It is a good idea to save the site address to the 'favourites' tab of your device. You can access the OPAL site from any device that links to the internet.

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Enter Email

Please enter your work email address that you will use to register your account.

Email Address

Please use your work email as it will be visible to all who review the portfolio

Press continue to complete the registration form.

It is suggested that your password should be a minimum of 8 characters with at least one upper/lower case letter and number.

Account details

Username *
Password
First Name *
Last Name *
Email Address *
'This should be your work email and not a personal email account as it will be visible to students whom you mentor / support'

Other information

Type of professional

Midwifery

I am a registered **Midwife** and a sign-off mentor
 I am a registered **Midwife** and am NOT a sign off mentor

Nursing

I am a **Practice Assessor (PA)** and I am a Registered Nurse with current knowledge and expertise and I am appropriately prepared for the role
 I am a **Practice Supervisor (PS)** and I am a registered Professional and I have current knowledge and experience and I am appropriately prepared for the role
 I am a **registered professional (non nurse)** and practice supervisor with current knowledge and expertise and I am appropriately prepared for the role.

Check the statements that apply to you. For example, A midwife may be a sign-off mentor for midwifery and a practice supervisor for nursing ODP – assessor for the ODP programme and a practice supervisor for Nursing A nurse who was previously a mentor will be a Practice Assessor and Practice Supervisor

User name: It is best to use your full name
Password: Don't worry if you forget it – email opalsupport@bournemouth.ac.uk to ask for a reset.

Username -this should be your first and last name together. For example, *Jane Lenovo* could be *janelenovo* or *jlenovo* whatever you would prefer as long as it is easy for you to remember. It is not upper or lower case specific.

Password - choose whatever password you would like, providing it is not easily guessable! A minimum of 8 characters to include upper and lower case as well as a number is suggested. If you forget your password please email opalsupport@bournemouth.ac.uk.

What if my details change? You can edit your details at any time if your status changes.

Why are you asking me for my professional registration number? We are asking for you to include this (which is currently an option) to assist us in confirming all assessors are registered nurses (a requirement of the NMC) and as an alternative to help identifying professionals with similar sounding names. It is also a unique number known to you and not your date of birth or a memorable question. Your registration number is kept secure and not viewable by students or any other users of OPAL.

Why do we require your place of work and department? This helps us to verify that you are working in the area where the student assessment is undertaken and can be changed if and when you move departments or hospitals / employers.

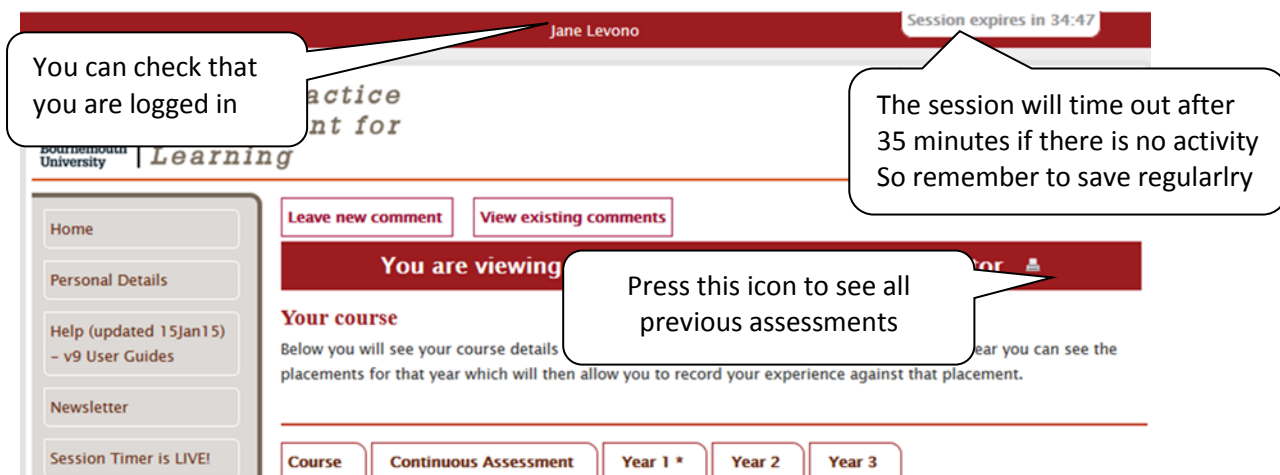
Once you click register your account is created.

- You can now work with any student nurse who creates a 'relationship' with you so you will not need to register again.
- Next time you enter OPAL you can log-in in the top right corner of the screen.

In order to start completing the students OPAL PAT, the student needs to create a link to you. Students do this by using a search function in their profile to search for your name. Once the relationship is created, when you log in you click on the button 'View learners' and select the student by clicking on their name.



The screen shot below shows you what the initial view is when the supervisor/ assessor accesses the student's OPAL PAT



Features in the screen shot above

- In the top banner you will see your name, in this case Jane Levono is logged in and viewing the OPAL of student nurse Katy Opal.
- To the right of Jane Levono's name is a session counter. This is important, as like with any other secure site, if there is no activity (i.e. you are not entering in any data) the session will automatically log out after a defined period of time.
- Next to the heading which tells you that you are 'viewing the portfolio of Katy Opal' is a small button (arrowed). By clicking on this you will expand the whole of the students OPAL PAT allowing you to view previous grades and interviews that have been undertaken.

It is important to remember is if you are working on any part of the student portfolio, you must click save before leaving the PC / Tablet, otherwise any work will be lost.

It is the student who first creates the placement, including the dates. The system then requires interviews to be carried out in order. A green % button moves across the screen to show how the placement time is progressing to remind when mid-term and final interviews are due.

The **course** tab contains guidance about practice assessment and other information about assessment of practice. It will also tell you who the student's academic advisor is.

Clicking on the **continuous assessment** tab brings up sections entitled:

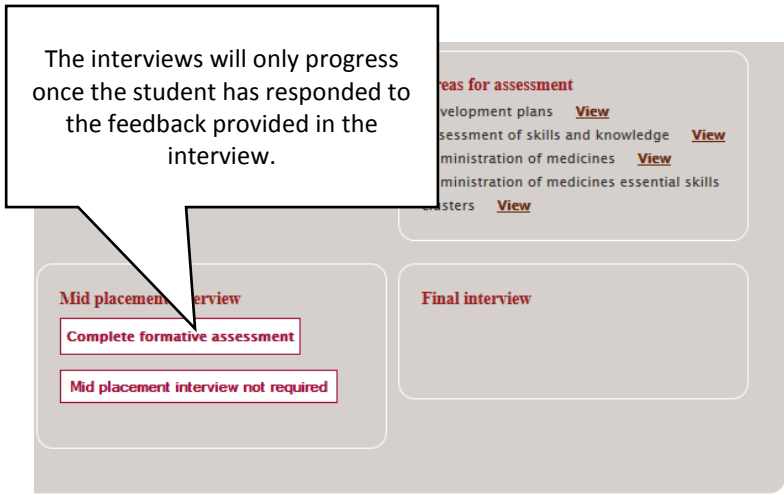
- Spoke / Clinical Visits / Short Placements
 - The student needs to document key learning from these opportunities and can attach documents, such as feedback
- Additional Comments and Tutorial Records
 - Practice assessor, supervisors, academic advisers, academic assessors and education links can use this area to provide feedback
- Service/User Feedback
 - The practice assessor and practice supervisors can provide feedback from service users, being mindful of confidentiality

The screenshot shows a web application interface for a student's portfolio. On the left is a sidebar with navigation links: 'Katy Opal-Adult Nurse', 'Home', 'Personal Details', 'Help / Resources (updated 13Feb15) - Adult Nursing Guides', 'Newsletter / Leaflet', and 'Forgotten your username or password? << Back'. The main content area has a header with 'Leave new comment' and 'View existing comments' buttons. Below this is a red banner that reads 'You are viewing the portfolio of Katy Opal-Adult Nurse'. The section is titled 'Additional Comments and Tutorial Records' with a sub-header 'For use by Mentor, UPLA, academic advisor and other staff involved in student s any tripartite meetings / discussions with the student.' There is an 'Add new' button. Below this is a table with two columns: 'Signed' and 'Title'. The table contains one entry: '14/11/2014' under 'Signed' and 'UPLA visit to Abigail House' under 'Title'. Below the table is a text box containing a paragraph of feedback: 'I met Katy today. She is settled and really enjoying the opportunities at Abigail house as it is much more varied than her previous placement in the OPD. She is also pleased with being able to get her medication administration ESC done as she did not complete any in her last placement. She would like to learn more about how care is organised and I have suggested she asks her mentor if she can get involved in more meetings and discussion around care planning and care packages.'

1. Practice supervisors are able to leave regular feedback in this section to assist the assessment process
2. The academic assessor will leave comments here.
3. Practice Educators / UPLA team / academic advisers can also leave comments.

The *** next to Year 1/2/3** indicates which year the student is in. Clicking on this tab will show placement details already undertaken and is the tab where you complete the following:

- Initial, mid-term and final interviews.
- Development plans – to create an action plan if required.
- Assessment of Skills and Knowledge – the NMC competencies.
- Administration of Medicines – to record examples of drug calculation.
- Administration of medicines essential skills clusters – pass / fail assessment of NMC essential skills cluster medicines administration.



When completing the assessed elements make sure you add a grade and comments before saving as you will not be able to go back and add anything later. If you make a mistake, do not worry, contact OPAL support for assistance.

It is the student’s responsibility to ensure everything is completed in time for submission.

The OPAL system will automatically submit the student’s portfolio electronically on the allocated date and time.

Who can complete the OPAL portfolio?

This table identifies who is able to complete the assessment of practice. Please contact upla@bournemouth.ac.uk for any clarification that may be required.

Role	Practice Assessor	Practice Supervisor
Sign Hours	Yes	Yes
Initial Meeting	Yes	Yes
Midway Review	Yes	Yes (must be in agreement with the practice assessor)
Midway formative Grading	Yes	Yes (must be endorsed by practice assessor)
Final Review	Yes	No
Final Grading	Yes	No
Competencies grading and final feedback	Yes	No
Feedback	Yes	Yes
Approach patients / families for feedback	Yes	Yes
Spokes	Yes	Yes
Development plan	Yes(plans must be reviewed and evaluated)	Yes (can provide formative guidance and feedback)
Administration of Medication	Yes	Yes
Medication Essential Clusters	Yes	No

For additional guidance on how to complete the OPAL assessment please see the relevant guides in the help area of opal or access [The Essential Guide for Supporting Learning in Practice](#)