



The University of Manchester

Practice Assessment Record and Evaluation (PARE) Manual

Developed with the support of the Online Pare team – University of Chester and based on an original document developed by Practice Education Facilitators Team at Bridgewater NHS Trust

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The online Practice Assessment Record and Evaluation (PARE) system has been developed by the team at University of Chester. It is a Health Education England North West (HEENW) initiative that is being increasingly utilised by North West Universities for pre-registration healthcare degree courses as the system of choice for both practice placement evaluation and for practice assessment documents (PAD).

The intuitive design of the system allows for secure access and recording of information via any internet enabled device. In the large majority of situations the default for access to PARE should be a computer within the department – desktop or laptop. Access to the PARE tool is controlled by whichever option is available and appropriate across an organisation. PARE can be accessed via hand held mobile devices i.e. tablet or mobile phone – windows or apple; there is guidance for this later on in this guide. The website uses industry leading technology to ensure secure and safe data hosted on a UK based server.

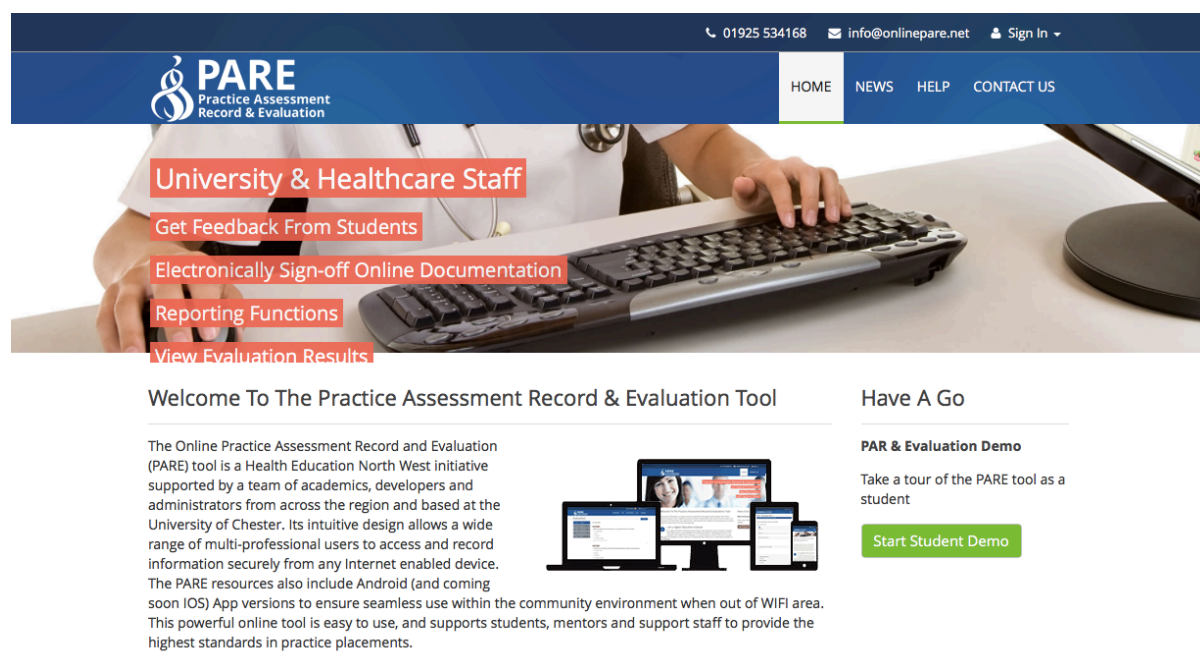
In addition to contributing to the assessment of students in practice, PARE offers the opportunity for online collaboration between the Higher Education Institutes (HEI) and Practice Placement Providers. This facilitates a rapid response to issues and fosters a community of practice. PARE is easy to use and supports all involved in practice learning – students, mentors, educators and the wider team; this means that everyone gets the very best out of the practice learning opportunity.

PARE uses the same process of practice assessment as the previous paper versions, so it is easy to follow and familiar to all who use it. The detail of the document is the same as before and has not been altered. The only difference is that the documents are now accessed online.

Why has the decision been made to move to PARE?

- Instant and secure access to practice assessment documentation by both the student and the mentor in any location.
- No need to carry around paper documents that can be easily lost and misplaced.
- Automatic collation of practice hours – easy to keep track of practice placement hours requirements
- Secure access to a back catalogue of all practice assessment documentation over the entire programme – helpful for the student, mentor, Academic Advisor and the final sign off mentor.
- Speed and ease of use.
- Effective recording of spoke placement opportunities.
- Electronic version of competencies developed to aid CV and portfolio development and evidence for revalidation for students and mentors.

What does PARE look like?



PARE can be accessed at the following address:

<https://onlinepare.net>

Getting Started – some useful information for mentors

If you are a mentor and your area takes students from one of the Higher Education Institutes (HEI) in Manchester, you should already be registered within the PARE online system. Your Practice Education Facilitator (PEF) or team Leader will have added you to the system. If you are unsure if you have been added to the system, please contact your PEF as soon as possible.

After your profile was added to PARE, you will have received an email requesting that you activate your PARE account. If you have not yet received an email requesting that you activate your account, please inform your PEF or Team Leader know and they can arrange for the activation email to be resent to your email account.

It is important that you use only your trust or NHS.net email address to register your account. You will use this email address and your registered password to sign into PARE.

It would be useful to save the PARE website link to favourites on your web browser. After you have activated your account, you will be able to login for each student when you are allocated to you.

Mentor Dashboard

When you have logged into your online PARE account, you will see a 'dashboard' area. Here you can access several different items at once.

You can update your profile here e.g. mentor update attendance, telephone number, email address etc.

By clicking on notifications, you will be able to access any messages that have been forwarded to you by the system. You will also receive an email to make you aware of any notifications e.g. assigned as a named mentor and reminders of the need to undertake different elements of each student assessment.

Student Allocation of Mentor

It is usual that students will be allocated to mentors on the PARE system by the Team Leader or by the Education Lead for the area, in the same way that students were allocated a mentor prior to the introduction of PARE, when paper based assessment documents were used. When allocated, the mentor will receive notification via email. At this point, you can log into the PARE system; here you can access the student name, placement area, PAR document and placement dates.

If you click on the view PAR link, you will be taken to the online PAR for the student.

Practice Assessment Record – Online Documentation

To facilitate ease of use, the Practice Assessment Record for students from The University of Manchester mirrors the paper version previously utilised.

The benefits of using the online version of the PAR is the ease of accessing different elements of the PAR. Rather than having to go through the whole document to identify the relevant pages, the necessary sections can be easily identified via the contents page or by clicking on the next tab.

The screenshot displays the PARE online documentation interface. At the top, it identifies the user as 'Student: UoM Nursing Student | University: University of Manchester'. Below this, there are two columns of information: 'Student name: UoM Nursing Student', 'Academic Advisor: Not assigned', and 'Clinical Educator: Not set' on the left; and 'Level of Study: Adult', 'Student ID No: 123456789', and 'Cohort: APR_14' on the right. The central area features the University of Manchester logo and the text 'The University of Manchester'. Below the logo, it specifies 'Bachelor of Nursing (Hons)' and 'Assessment of Practice Year 1'. The main title of the document is 'Introduction to Nursing Practice Adult, Children's & Mental Health Nursing'. At the bottom, it indicates 'Page 1' and a 'Next >>' button. On the right side, there is a vertical navigation menu with buttons for 'Help', 'Contents', 'Discussion', 'Evaluation', and 'Timesheet'.

The contents page allows you to clearly identify the relevant sections that you require. It will also alert you to sections of the PAR that require completion via crosses and ticks in the columns.

Student: **UoM Nursing Student** | University: **University of Manchester**

Practice Experience 1 |

Contents

Page	Preview	Title	Signatures		
			Student	Mentor	HEI AA
1		Cover Page			
2		Contents			
3		Assessment of Practice			
4		Introduction to Nursing Practice Placement 1			
5		Checklist of Responsibilities		x	
6		Mentor Signature Sheet			
7		Student Mentor and Health Care Professionals Contact Sheet			
8		Student Self-Assessment	x		x
9		Placement 1 Induction	x		
10		Initial Meeting With Mentor	x	x	
11		Record of Practice Learning Opportunities			
12		Learning Outcome - Knowledge and Understanding	x	x	
13		Learning Outcome - Intellectual Skills	x	x	
14		Learning Outcome - Practical Skills	x	x	
15		Learning Outcome - Transferable Skills and Personal Qualities	x	x	
16		Checklist of Responsibilities			
17		Mentor Signature Sheet			

[Help](#)
[Contents](#)
[Discussion](#)

[Evaluation](#)
[Timesheet](#)

As with the paper document, you will be required to complete the checklist of responsibilities and induction at the start of the placement. This will complement your initial meeting with the student. Following this you will complete the initial meeting with mentor section along with the student and will sign to acknowledge that this has been completed.

Future assessment points with the student will be exactly as they would with the paper PAR. If for any reason, a period of time goes by without completion of assessment points (Initial, interim and final), an auto-notification is sent to remind you and the students that this needs to be completed. It is important that all relevant sections are completed appropriately.

Once a section has been signed by the mentor, the student cannot make amendments without notification to the mentor, PEF or AA, as the system will notify of any change made. If the mentor agrees with the change, this can be signed again.

Again, as you would with the paper version, if there are concerns about a student meeting their learning outcomes at the mid-point interview an action plan should be documented in the PAR.

Student: **UoM Nursing Student** | University: **University of Manchester**

Initial Meeting With Mentor

Practice Experience 1 | History

Initial Interview of progress - to be completed within two days of the start of practice experience

Completion of practice induction	<input checked="" type="radio"/> Yes
Review of student self assessment	<input checked="" type="radio"/> Yes
Identification of learning needs based on the competencies	<input checked="" type="radio"/> Yes

Learning needs based on the student self-assessment

Student self-assessment discussed

Specific Learning/Health needs discussed

☐ Yes ☐ No

☐ Yes ☐ No

If YES complete a reasonable adjustments action plan

Student Signature:

Add Signature

Date Signed:

Unsigned

Mentor Signature:

Unsigned

Date Signed:

Unsigned

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At the final assessment point, you will be expected to complete the required elements of the PAR as with the paper version. This includes written feedback and identification of the learning outcomes. Once each section is completed ensure that you click on the signature link to complete the document.

UoM Nursing PAD - Year 1

UoM Nursing PAD - Year 1 > Learning Outcome - Kno...

Student: **UoM Nursing Student** | University: **University of Manchester**

Learning Outcome - Knowledge and Understanding

Practice Experience 1 | History

Final Formative Comments by Mentor

Demonstrate knowledge and understanding of the socio-economic factors that influence health.

Explore the extent to which health beliefs, culture, differing lifestyles and social circumstance impact on health and the provision of health and social services.

Describe the characteristics and processes of health assessment and their application to the holistic assessment of a variety of patient groups.

Please provide short objective statements about the student's performance. These comments will aid you the mentor, to assess the student's strengths and areas for development during the next placement.

Strengths observed:

Areas for development:

Help

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Timesheet

Support available to you

PARE Online – Training

There are training demo videos and the link below with a list of frequently asked questions (FAQ). These are accessed via the 'help' tab at the top right of the homepage screen.

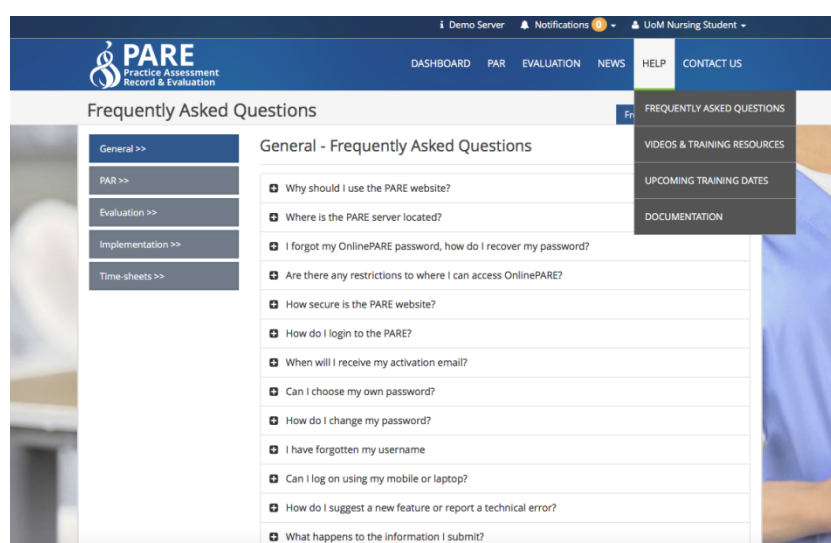
FAQ can be accessed via:

<http://demo.onlinepare.net/faqs.php>

Demo videos can be accessed via:

<http://demo.onlinepare.net/training-resources.php>

The PEF teams in your organisation are able to advise on both student and mentor support. In the first instance have a look at the FAQ page where you may find the information you need.



The PARE team also provide a helpline for support with any technical issues or login/registration problems (Mon – Fri 09:00 -17:00)

The PARE team cannot advise on assessment matters or student specific issues. This should be addressed via the usual support networks – Peers, colleagues, managers, PEF, AA).

Although every effort has been made to ensure that NHS organisations are aware of PARE and the www.onlinepare.net domain name, some sites may still need to 'whitelist' the site in order to prevent your browser from blocking what your organisation security protocols might consider to be a third party site. If you have some concerns about this, please contact your IT department and the Online PARE helpline for further advice.

For concerns about the use of PARE for students from The University of Manchester, please contact:

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