PARE Practice Assessment Record & Evaluation

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Practice Assessment Record & Evaluation: Online PARE Tool

New PARE Timesheet Learner Guide

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Version 1.0
Publication Date: October 2020

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Introduction

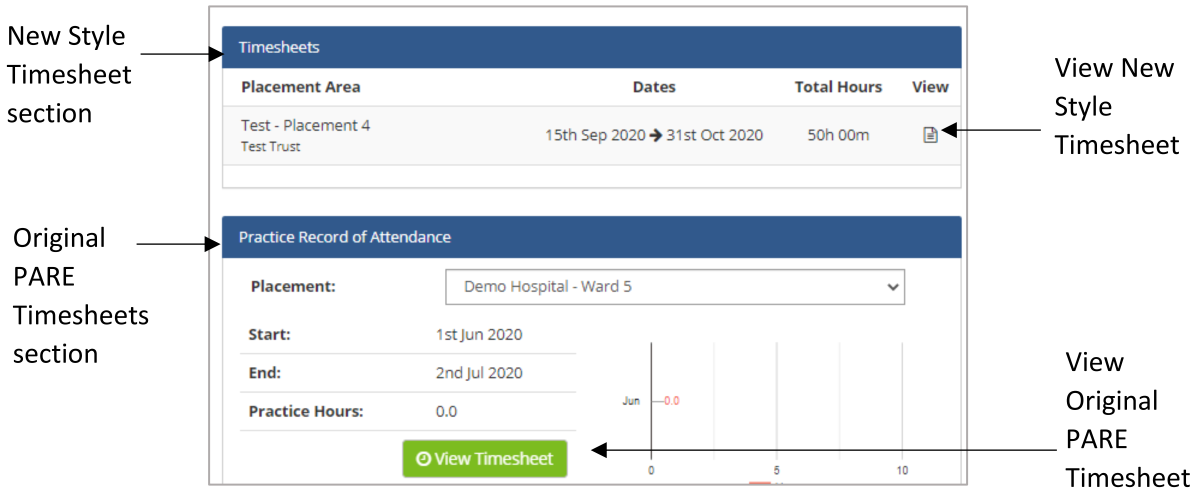
The PARE team have recently launched a new style 'multi-activity' timesheet to incorporate greater flexibility in time recording on placements. One of the main enhancements is the facility to be able to record hours for more than one activity type per shift, which is now a requirement for some University programmes. The design and layout have also been enhanced for clarity of display, and a new auto-save feature saves the data as it is input onto the timesheet. If you have already been using a PARE timesheet, you will find the new timesheets very intuitive to use. The main differences that you will notice are:

- The new timesheet is accessed from a new 'Timesheets' section of your PARE dashboard, whilst the original timesheet version is displayed in the 'Practice Record of Attendance' section.
- The weeks are automatically populated on the new timesheet, according to the placement start and end dates.
- The weeks can be 'expanded' and 'minimised' to arrange the data display more efficiently.
- The days of the week display vertically instead of horizontally.
- More than one type of activity for time-recording can be input for each day if required, and each activity may display a signature for practice or academic staff to sign off the activity.
- The data auto-saves as it is input.

This Guide provides guidance for the use of the new multi-activity timesheets. You can also access further details on the PARE timesheet functionality in general, in the PARE Learner Guide which can be accessed from your PARE dashboard.

Access to the New Timesheets

The new style timesheets are displayed in the 'Timesheets' section of your PARE dashboard, i.e. a separate section to the original PARE timesheets. If you have had the original PARE timesheet in the past, attached to earlier placements, then you will see both sections on your PARE dashboard, with the new timesheet(s) in the top section. If a new style timesheet has yet to be attached to a forthcoming placement for your programme, you will see just the original Practice Record of Attendance section until the new timesheet is made available.

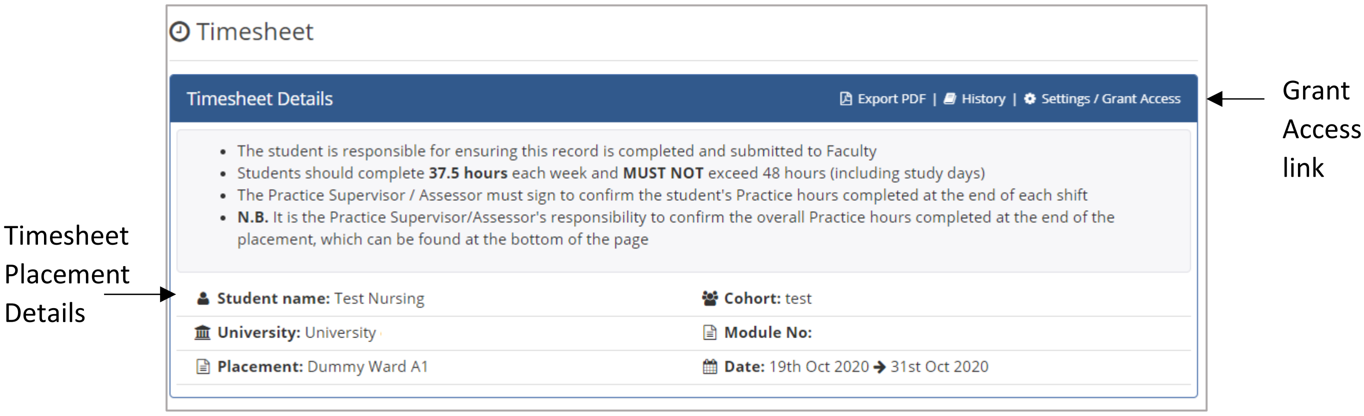


If you have a PAR document on PARE for the placement for which you wish to access the timesheet, you may also access the new timesheet from the open PAR Document, by selecting the Timesheet menu item, as for the original version of the timesheet.

Practice Supervisor/Educator access to the new timesheets works in the same way as for the original version of the PATE timesheet. If the final sign off for your timesheet is restricted to the Practice Assessor/Educator higher level of access, then sign off for the timesheet can only be actioned by a member of staff assigned to your placement at this higher access level. PARE Placement Educator Leads for your placement area, or Placement Senior Administrators for the placement organisation, will be able to assist you with ensuring that staff are assigned to you on PARE with the appropriate level of access.

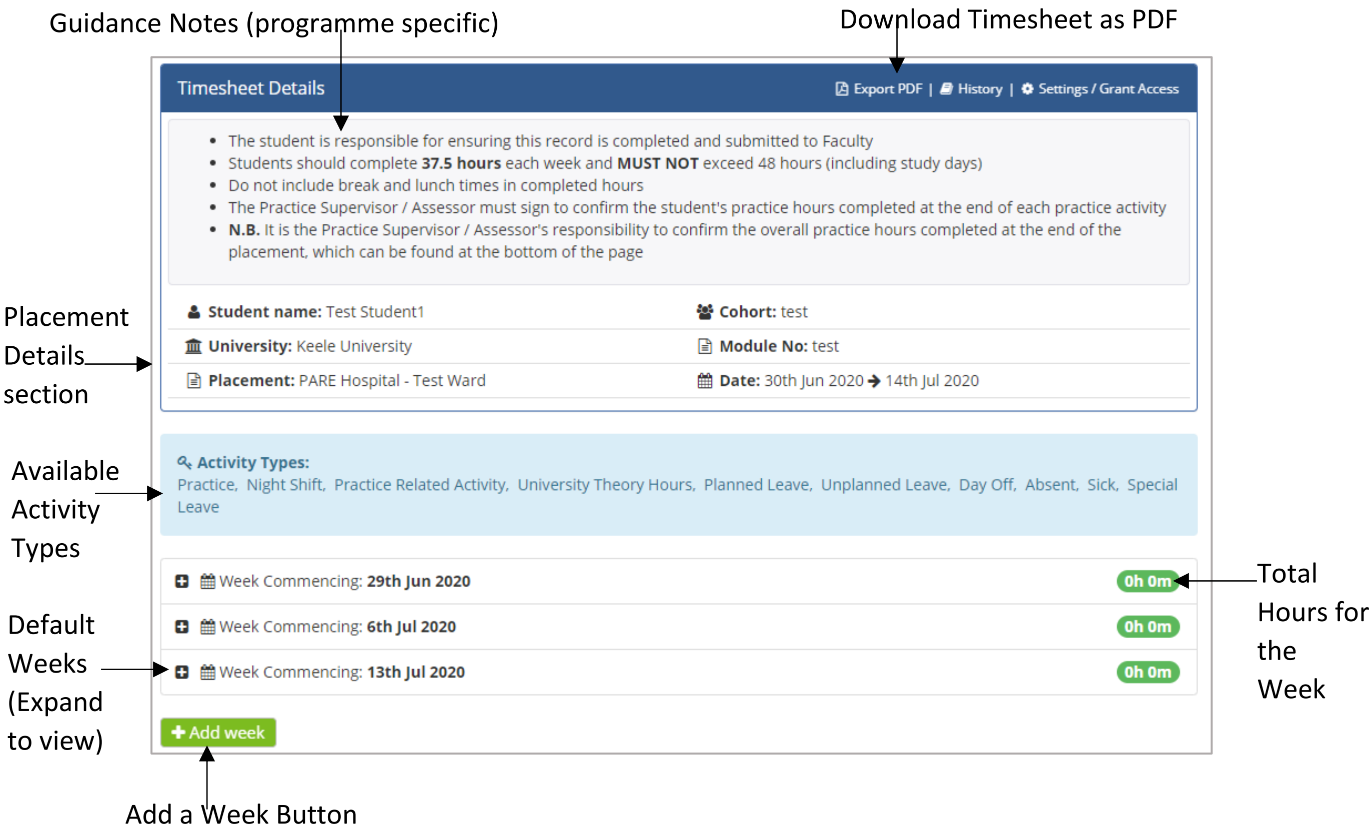
Granting Temporary Access to Staff

As for the original version of the PARE timesheet, your timesheet will no longer display on the PARE Dashboard for practice staff four weeks after the end of your placement. If a member of your placement staff requires access to the timesheet after this period, you may grant them temporary access. Please note that you cannot grant a member of staff access as a Practice Assessor/Educator unless they were previously assigned as a Practice Assessor/Educator for your placement. Granting temporary access to the new timesheets works in the same way as the original version. You can do this via the Grant Access link in the top right corner of the Placement Details section of the timesheet (from your own PARE account login):

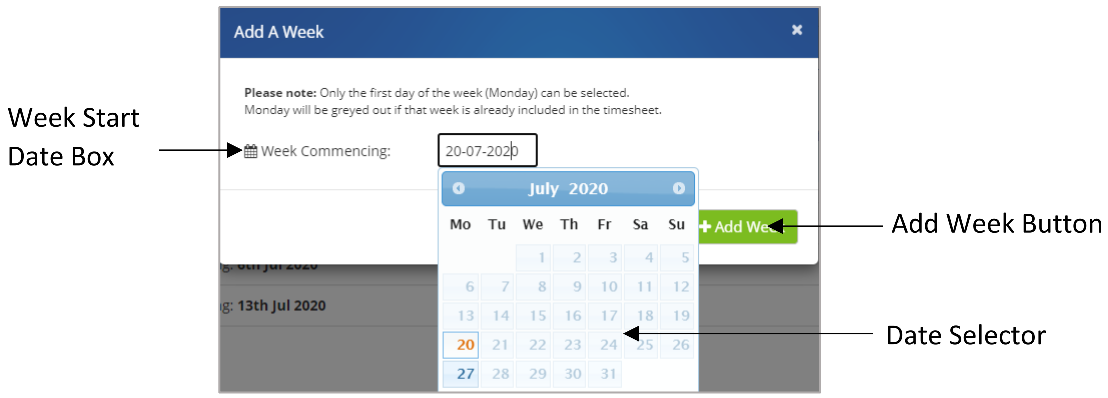


Adding Timesheet Weeks

When a multi-activity timesheet is first set up for your placement on PARE, the weeks are automatically created, defaulting to the weeks between the placement start and end dates. Depending on your programme, it may be possible to add weeks outside of these placement dates, but you should check with your personal tutor or module leader before adding weeks outside of your allocated placement dates.



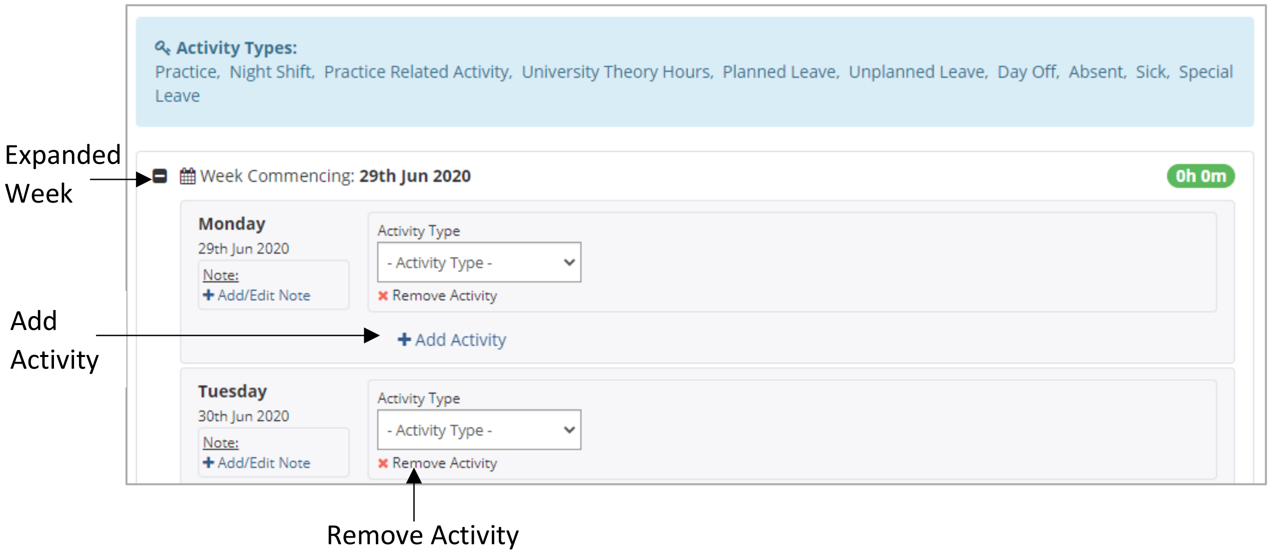
Click on the ‘Add Week’ button to open the Add Week pop-up and click in the Week Commencing box. This opens the date selector. Note: Only the first day of the week (a Monday) can be selected, with the highlighted date defaulting to the nearest Monday. Select whichever Monday date is required (weeks already added to the timesheet will not be selectable) and then click the Add Week button:



The new week will appear on your timesheet and in the correct date order.

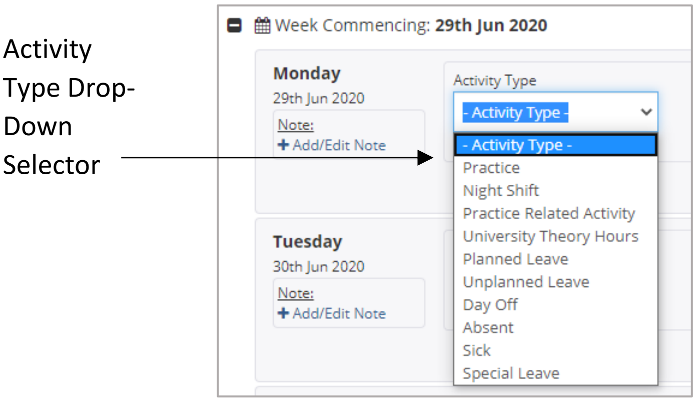
Adding Activity Types & Hours

Click on the expand icon (the plus symbol) to the left of the required week on the timesheet to open the week to show the days. One ‘Activity Type’ box is displayed for the day by default. If you need to add another activity type for the same day (i.e. if you are recording hours for more than one activity for your shift), then click on the ‘Add Activity’ link and you will see another Activity Type box displayed for that day. You can add activity types up to the maximum number set for your programme (the default limit for most programmes is five). If you need to record more activities than the maximum, you will need to contact your education provider.

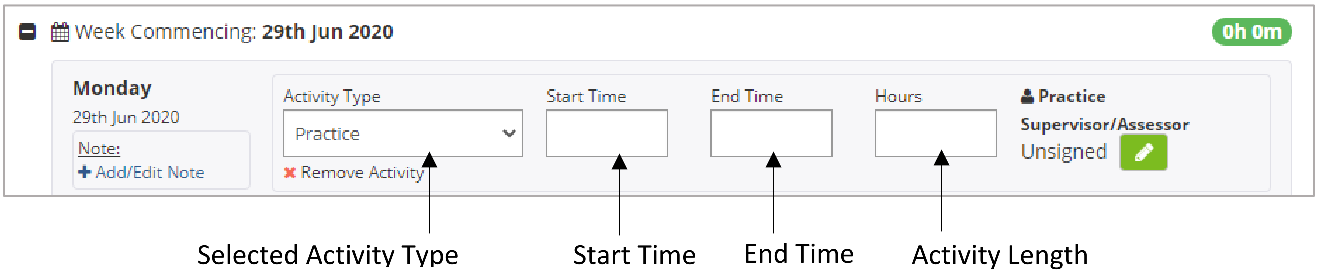


To select the activity type for which you wish to record hours, click on the Activity Type box and select the required activity from the drop-down selector. Note that you do not need to click a ‘Save’ button for changes to the multi-activity timesheet for the changes to be saved. To remove an activity type entered in error, and that has not been signed, just click on the ‘Remove Activity’ link. If the activity is an activity that has been entered previously, and has since been signed off, you will need to unlock the signature for the activity first (see later section on signing off the timesheet in this Guide).

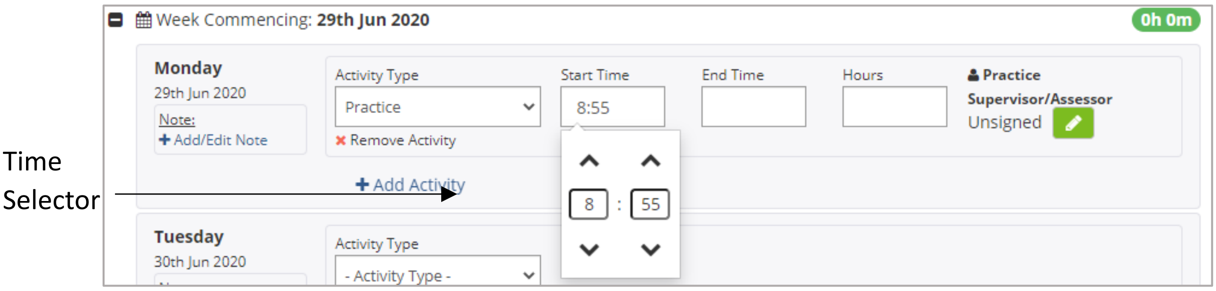
NB: Any information you add to the multi-activity timesheet is auto-saved. You do not need to click a ‘Save’ button.



On selecting the activity type, the name will display in the Activity Type box, and if the activity is a type of activity for which hours must be recorded, then the Start Time, End Time and Hours boxes (the Hours box is to record the activity length) boxes will display next to the activity. Some activity types, such as ‘Day Off’ will not require hours to be recorded and will therefore display no additional boxes next to the Activity Type. Some activities may just display the Hour box as they will always be for the same number of hours (a ‘Study Day’ activity for example). This will depend on the activity recording requirements of your programme.

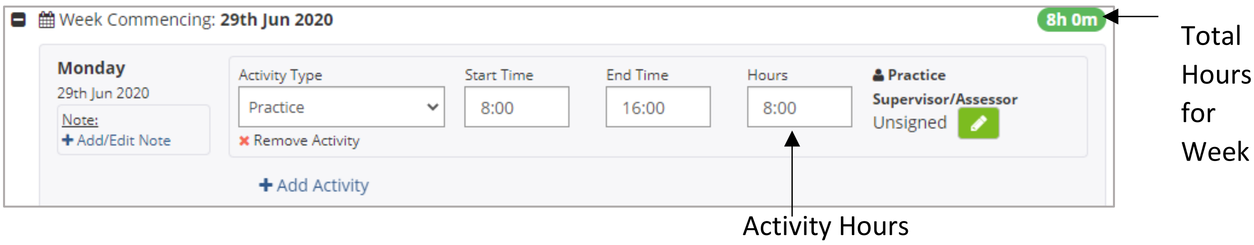


For activity types displaying a Start Time and End Time, click on the box in each case, to open the time selector. The time may be incremented or decremented from the default start and end times as required. The minutes part of the time may be incremented or decremented in 5 minute intervals (the original version of the PARE timesheet increments/decrements in 15 minute intervals). Click on the Hours box to enter the total number of hours for the activity, again using the time selector.



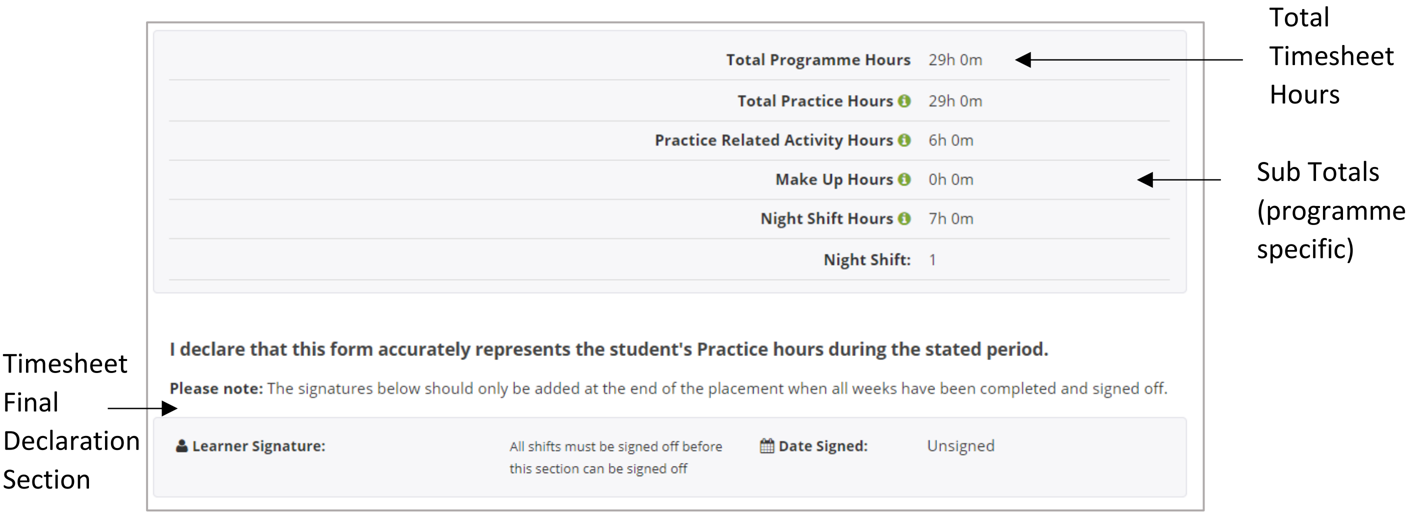
The Hours value initially defaults to the activity length, i.e. the length of time between the entered start and end times for the activity, unless the timesheet for your programme has been set up to auto-deduct breaks in which case the appropriate break duration will automatically be deducted. You will be able to enter the Hours box to amend the defaulted value if required. If a minimum or maximum activity length has been set by your education provider for an activity type, then it will not be possible to enter less (for a minimum limit) or more (for a maximum limit) than the specified limits. If the activity length for an activity type must always be the same, then the minimum and maximum settings will be the same to require entry of a fixed activity length.

As you enter your hours, then depending on your programme (and the timesheet default settings), you may notice the hours incrementing for the week, according to the hours entered for each activity.



If your programme requires the activity to be signed off first, then the hours will not be included in the total for the week until the activity has been signed by the appropriate member of staff. The display of the Total Hours and Sub Totals for the timesheet works in the same way. Entered hours will not be included in the totals for all activities that have not been signed if your programme requires the activities to be signed off first. Please note that whilst most activities for which hours are recorded are also include the hours in the weekly totals and overall timesheet totals, not all activity hours may be included. Nursing associate programmes, for example, do not include NPH activity hours (Non-Programme Hours) in the weekly totals and Total Programme Hours total and some programmes do not include theory activity hours in the totals.

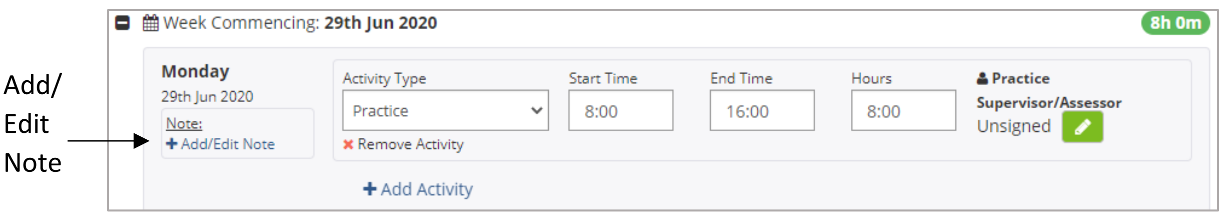
In addition to the weekly and overall timesheet total, the timesheet will usually display additional sub-totals. The sub-totals displayed will depend on your programme. Typical Sub Totals for a nursing timesheet may look like the following:



Click on the information icons (the 'i' symbol next to right of the Sub Total labels) to open the hint text which displays the activity types that are included in each sub-total. In the nursing timesheet example above, the Total Practice Hours includes the Practice, Practice Related Activity, Night Shift and Make Up activity hours. The Practice Related Activity, Make Up Hours and Night Shift activities also have their own sub totals, and a count of the total number of Night Shift activities is displayed.

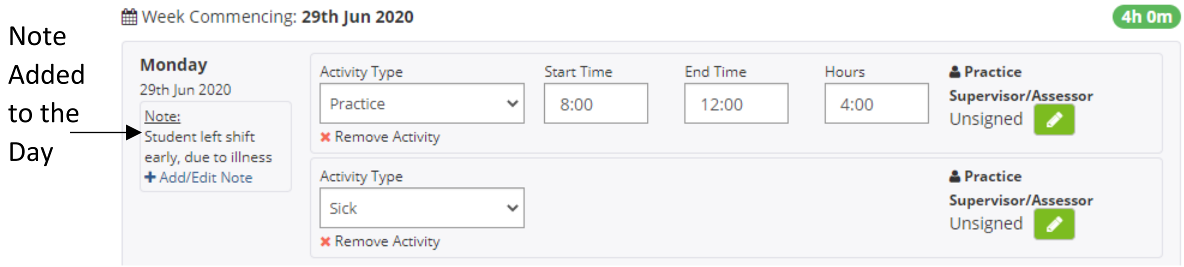
Adding Notes to Timesheet Days

The multi activity timesheet includes an Add/Edit Note feature, to enable you add a note to any day of the week if required (the original PARE timesheets support the Add/Edit Note feature at the week level only). This feature can be used to add further information to a timesheet, including details such as reasons for absence, and is also a feature that is also accessible to staff.



Click on the Add/Edit Note link to open the standard Timesheet Notes pop-up, to add the note text.

Text added via the Timesheet Notes pop-up is displayed under the timesheet day. A note can be amended if required by clicking on the same Add/Edit Not link. If the note is amended by removing the text altogether, then the note is no longer displayed for the day.

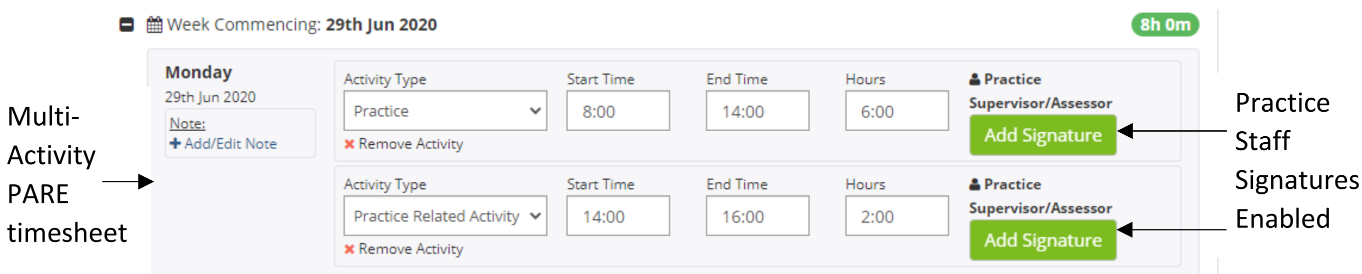


Signing Off the New Timesheets

The multi-activity timesheet displays the signature button for each activity type recorded for the shift. Whilst the original PARE timesheet displays the one signature label for weekly sign off, the multi-activity timesheet may potentially display a different signature label depending on whether the activity should be signed off by placement staff or academic staff. The settings for your programme will determine the signature label that you see, indicating who should sign. For most programme timesheets, signatures with a practice staff label can also be signed off by academic staff if required. It is important to ensure that your recorded hours are signed off regularly, to ensure that the hours are properly validated and as close to the completion of the shifts as possible, for which the hours are recorded.

The other signature features that are available on the original version of the PARE timesheet are also available on the new version. The 'Add Signature' green button displays against an activity for staff with appropriate access to electronically sign the activity via their own PARE account login. When you are logged in to PARE via your own PARE account login, staff can sign via the 'edit signature' feature (pencil icon next to the staff signature label). Staff signatures can also be counter-signed if required. The timesheets also include a Leaner signature in the final declaration section, in order for you to sign off the timesheet after all the activities have been signed off. The PARE Learner Guide contains further details regarding the use of these features.

See an example of the nursing timesheet signatures below, from a practice staff's view of the timesheet when they are logged in via their own account):



Signed off activities will display the PARE user name for the member of staff who has signed the activity. Once the activity is signed off, the activity locks down, and boxes for the activity are greyed out and become non-enterable. This is so that changes cannot be subsequently made unless the activity is unlocked, and the changes must then be verified by re-signing. The locking and unlocking functionality are essentially the same as on the original timesheet version, but at the activity level instead of the week.

Once the final section of the timesheet is electronically signed, then as for the original version, the timesheet locks down, and any subsequent changes will require the timesheet itself to be unlocked before changes can be made to individual activities etc. Unlocking does not remove the data, but just the signatures. Unlocking the timesheet itself (either by clicking the unlock button at the top of the timesheet or the unlock button against the final sign off section) removes only the timesheet final signatures and not the signatures against the individual activities.

Further guidance on the PARE timesheets can be found in the PARE Learner Guide.