

# Practice Assessment Record & Evaluation: Online PARE Tool

## Learner Guide

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# **Practice Assessment Record & Evaluation: Online PARE Tool**

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# Introduction

## What is PARE?

Online Practice Assessment Record and Evaluation (PARE) has been funded by Health Education England (North) since 2013 as a way of providing you, your clinical assessor, and your university tutors with 24/7 access to your practice assessment documentation that can not be lost or damaged. Designed by a team hosted within the University of Chester, PARE is the result of a substantial collaboration of Northwest universities and healthcare provider organisations.

Online PARE can be accessed from any web browser on any device, via the PARE website address: <https://onlinepare.net>, which will take you to the PARE Home Page:



## The Purpose of this Guide

This Learner User Guide has been developed, as part of a range of PARE User Guides, to support the collaboration process of online practice record assessment and evaluation, and to ensure the full use of the features that PARE has to offer. The Guide focuses on the features available to all PARE users who have a Learner type of PARE account within an education provider or placement provider setting.

Learners on PARE are usually students from HEI education providers (Higher Education Institutes, i.e. universities) including those following an Apprentice route, or increasingly, staff following a preceptorship programme within the placement provider organisation. Placements details are set up on PARE for each learner, according to the placement schedule undertaken by the learner during the course of their programme.

Within the placement provider setting, learners are supported by placement educators, whose role is to liaise with their learners whilst on placement and, depending on the programme being followed, to work with the learner to complete and sign parts of the learner's assessment documentation.

As well as online practice assessment documentation, another core feature of PARE is the online evaluation facility, to support the timely online submission of learner evaluations at the end of each learner's placement experience. Within some regions, the evaluation is the NET Survey (National

Education and Training Survey). Evaluation feedback is an integral part of the process of placement quality monitoring and enhancement.

PARE is also utilised by most education provider programmes for the recording of practice hours. The online PARE timesheet offers many features to support the recording of different types of activity on placement, depending on the programme being followed.

This Guide sets out in detail the use of these core features, as well as general PARE account management features. To summarise the main features for learners on PARE, one or more of which may be of relevance to a learner's educational programme, these are:

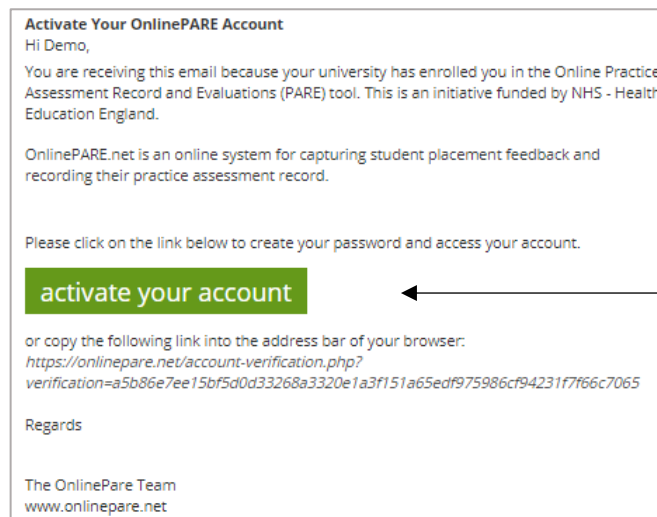
- Online PARE placements details
- Online PARE practice assessment documents
- Online PARE or NETS practice learning experience evaluations
- Online PARE timesheets

If you are a learner reading this Guide, then your education provider will normally have provided you with general guidance on the use of PARE for your placement(s) and documentation. This will have included the features on PARE that are of relevance for your programme. If you are at all unsure, then your university's placement office or module lead will be able to advise you further, or if you are on a preceptorship programme, a Senior Placements Admin (or PEF/Placement Education Provider) for your organisation. If your education provider is neither a university nor a healthcare provider organisation, then you will need to contact the person or department responsible for placements, within your education provider's organisation.

## Account Activation

Education providers are responsible for setting up and managing learner accounts on PARE. If you are not sure if you are registered, you will need to let your education provider know as soon as possible. When a new account is created on PARE, the system generates a PARE account activation email, which is sent to your PARE account email address. If your education provider is a university, then your PARE account email address will be your university email address. If your education provider is another type of organisation, then your PARE account email address should be an email address for that organisation. When you receive confirmation that an account has been set up for you on PARE, it is advisable to save the PARE website to the favourites on your browser, or as a shortcut on your desktop.

As part of your new PARE account set up process, you will receive a PARE account activation email, to set up a new password and to activate your new account. If you do not receive the account activation email in your email inbox, then you should check your spam/junk, in case the email is redirected there. Please advise your education provider if you have not received your account activation email, so that your education provider can check that your PARE account email ID has been entered correctly on your PARE account. If it needs to be corrected, then your education provider can send you another account activation email after correcting your account email address. If this is not the issue, then your education provider has the option to send you an activation link directly, in the event that the issue is due to your IT network blocking auto-emails from third party sites.



Account Activation  
Email –  
Activation Button/Link

When you receive your account activation email, click on the activation link to complete the account activation process, which will take you to the following screens:

- **Verify Account Details:** to verify your PARE account name and contact details, set up your password for the new account, and agree the Terms and Conditions. After clicking the Save button, you will be invited to log in to your account.
- **PARE Dashboard:** on logging on to your new PARE account, the first screen that you will see is the PARE Dashboard. From this screen you can familiarise yourself with navigation around the PARE website. You may also wish to view your PARE profile screen, accessed from the PARE Dashboard, to check that the contact details entered for your new account are correct.

## The PARE Dashboard

When you log in to your online PARE account, you will be presented with the Dashboard area of the site. From your PARE Dashboard you will be able to navigate to other areas of the website and return to the Dashboard at any time. The Dashboard contains certain key sections and links to many features. The following screenshots of the top and bottom sections of the PARE Dashboard demonstrate the features and links and are followed by a more detailed description of the main features.

Please note that, depending on your PARE account setup, and whether or not learner documentation has been set up for you on PARE, your PARE Dashboard may not display all the sections shown in the screenshots, specifically the PAR Documents and Practice Record of Attendance sections. If you are a learner in the York & Humber region, your PARE Dashboard will not display these sections, but will display a couple of additional features, as detailed in the Dashboard – York & Humber section.



## Dashboard Top Section

The screenshot shows the top section of the PARE dashboard. At the top right, there are links for 'Resource Materials', 'Notifications', and 'Account ID – Log In / Out'. The main navigation bar includes 'Home Page Link' pointing to the PARE logo, 'DASHBOARD', 'PAR', 'EVALUATION', 'NEWS', 'HELP', and 'CONTACT US'. The dashboard content is divided into several sections: 'My Profile' (with 'View Profile' button), 'OnlinePARE Newsletter' (with 'View/Download' button), 'Placement Details' (with 'View My Placements' button), and 'Raising Concerns'. The 'PAR Documents' section displays a document titled 'Nursing Practice Assessment Document (PAD) HEI - Nursing Part 1' for 'Placement 1 Test Hospital - Ward 1', with a 'Download/View PDF' button. The 'Practice Record of Attendance' section shows a table for 'Test Hospital - Ward 1' with columns for Start, End, and Total Hours, and a 'View Timesheet' button.

- **View Profile:** Click on this button to view and update your PARE account details. You can also access your account details, including your PARE profile, via your account ID link at the top right corner of the website.
- **Notifications:** Click on this link to access any messages the system has sent to your account, such as an evaluation or a timesheet reminder notification (see later section on Notifications, for further details). You can set preferences as to how often you receive reminder emails that you have unread notifications, via the View Profile button on the Dashboard, and selecting the 'My Preferences' (or via your account ID link at the top of the website).
- **PARE Screen Navigation:** Click on these screen navigation items to navigate between the main PARE screens, primarily the PAR Documents, Evaluation and your Dashboard screen, and also to access the PARE newsfeed, help, and contact details screens.
- **Your PAR Documents:** A practice assessment record (PAR) document image will display for each PAR document that has been set up for you on PARE. Click on the image to access the

document. This section displays document images as a carousel feature, so if there are more documents to display than are currently viewable in this section, you will see an arrow to the right of the section, to enable scrolling through the documents. Note that this section does not display if you do not have any PAR documents set up on PARE.

- **Your Timesheets:** Timesheet details are listed here for each timesheet that you have set up on PARE. This section does not display if there are no timesheets set up for you on PARE. The timesheet for the most recent placement displays in the Placement drop-down box, by default, along with the placement details and the total number of signed off hours (if any). As you start to complete a timesheet on PARE, you will notice that this section also displays a graphical representation of your completed hours:

View Placement Timesheet →

View Total Program Hours →

Placement Timesheets Drop-Down List

Hours Completed Graph (per month)

Month	Hours
Jan	24.0
Feb	127.30
Mar	-0.0

Click on the Total Program Hours down arrow to expand the section, and to display the overall completed practice hours totals for your whole programme. Please note that the totals displayed will depend on the type of practice activity recorded on PARE for your particular programme:

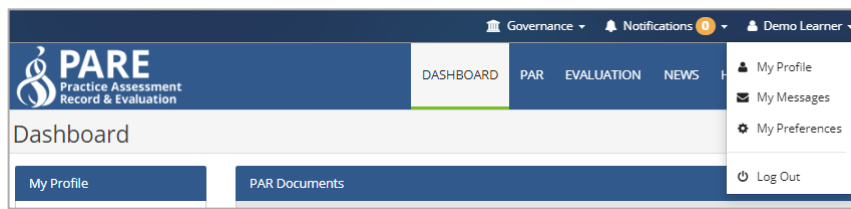
Expanded Total Program Hours section →

Total Program Hours	
Practice Hours:	399H 00M
Night Shift Hours:	23H 00M
Total Hours:	399H 00M

Please Note: Only hours that are verified by a clinical assessor or tutor appear in the totals

- **Placement Details:** click on the green 'View My Placements' button in this section, to open the 'My Placements' screen, from which you can access further details for each placement, including the placement profile, that has been set up for you on PARE. See later section on Placements.
- **Account ID - Log In/Out:** Click on your user account ID at the top right of the website, to log in and out of the website, and to access your account details when logged in. Via this link you can access your PARE profile (My Profile) and notifications (My Messages), and setup preferences regarding how often you wish to receive notifications (My Preferences).

Account ID – Log In / Out



## Dashboard Bottom Section

Placement Details

The screenshot shows the bottom section of the dashboard with several components and annotations:

- Outstanding Evaluations:** A table with columns: Placement, Start Date, End Date, and View. It contains one entry: 'Test Hospital - Ward 1' with start date '2nd Mar 2020' and end date '24th Apr 2020'. An annotation 'Outstanding Evaluations' points to this table.
- Completed Evaluations:** A table with columns: Placement, Start Date, End Date, and Options. It contains one entry: 'PAR Pilot - Test Ward' with start date '6th Jan 2020' and end date '31st Jan 2020'. An annotation 'Completed Evaluations' points to this table.
- Add Spoke Placement:** A section with a heading 'Add Spoke Placement' and a sub-heading 'If you attended a spoke placement for 1 week or more you can add it to the system here'. It features a green '+ Add Spoke Placement' button. An annotation 'Add a Placement' points to this button.
- Useful Downloads:** A section with a heading 'Useful Downloads' and a table with columns: Name and a download icon. It contains one entry: 'Timesheet Guide'. An annotation 'Useful Downloads' points to this section.
- Latest PARE News:** A section with a heading 'Latest PARE News'. It features a blue box with the number '13' and the date 'Feb 2020', followed by the text 'Placement Educator Lead Permission Set Changee' and a 'Read More' link. An annotation 'PARE Newsfeed Items' points to this section.

**Outstanding Evaluations:** If used by your university, this section lists outstanding evaluations, displaying the placement name, start and end date, for current placements and placements due to start up to four weeks into the future. The evaluation is not normally completed until towards the end of the placement or immediately after. It is important that the evaluation is completed within a few weeks of the end of the placement, as it will no longer be displayed on the dashboard after this time (for most programmes). Feedback on a placement experience is required as close to the experience as possible. To open an evaluation from this section, click on the placement name details, or the View icon (document image).

**Completed Evaluations:** If used by your university, the details for all placement evaluations that you have completed and submitted on PARE will be displayed in this section. Completed evaluation records also include options for printing a placement certificate, downloading a PDR of the evaluation,

and the View icon (document image) to open the evaluation for viewing. Hover the cursor over the Options image icons displayed for each completed evaluation record, to open the hint text that describes each of these features.

**Add a Placement:** This section may or may not display, depending on your programme. In addition, depending on your programme, the section may display as **'Add a Spoke Placement'** or **'Add Time Made Up Timesheet'**. The section displays a button to open a window for selecting a PARE placement and entering the placement start and end dates. Depending on the programme, a PARE evaluation and/or timesheet will be set up for the placement, and the details displayed on your PARE Dashboard. See the Add Placement section of this Guide for further details.

**Useful Downloads:** This section contains useful downloads, including User Guides such as this one.

**PARE Newsfeed Items:** This section lists news releases by the PARE team, including information regarding new features on PARE, and news items from across the PARE community.

## Dashboard (York & Humber)

The Dashboard features available to learners in the York & Humber region are mostly the same as the standard PARE Dashboard, as detailed in the previous section, except that the Evaluation sections are referred to as 'NET Surveys', and a green 'Placement Profiles' menu bar and 'Add NET Survey' feature are displayed at the top of the Dashboard. You can also download a list of the NET Survey Questions in the Useful Downloads section of the Dashboard:

The screenshot shows the PARE Dashboard for a user named 'Test Student 10'. The dashboard is divided into several sections:

- My Profile:** Displays the user's name, email, and a 'View Profile' button.
- Placement Profiles:** A green header section with a search bar and a '+ Add NET Survey' button.
- Add NET Survey:** A section with a link to select placement location and dates, and a '+ Add NET Survey' button.
- Outstanding NET Surveys:** A table listing surveys that are not yet completed.
- Completed NET Surveys:** A table listing surveys that have been completed.
- Useful Downloads:** A section with links to download 'NET Survey Questions' and 'Timesheet Guide'.
- Placement Details:** A section with information about placement details and contact information.
- My Placements:** A section with a 'View My Placements' button.

Annotations on the right side of the image point to the following features:

- Search Placement Profiles Link:** Points to the search bar in the Placement Profiles section.
- Add NET Survey:** Points to the '+ Add NET Survey' button in the Add NET Survey section.
- Outstanding NET Surveys:** Points to the table of outstanding surveys.
- Completed NET Surveys:** Points to the table of completed surveys.
- NET Survey Questions:** Points to the download link for 'NET Survey Questions' in the Useful Downloads section.

**Search Placement Profiles Link:** Click on this link to access the 'Search Placement Profiles' screen, to locate the PARE placement name for your placement area. See later section on Placements in this Guide, for further details.

**Add NET Survey:** Click on the green 'Add NET Survey' button to open the Add NET Survey pop-up window, in order to add your placement area details, including start and end dates, for a new NET Survey. See later section on Adding a NET Survey in this Guide, for further details.

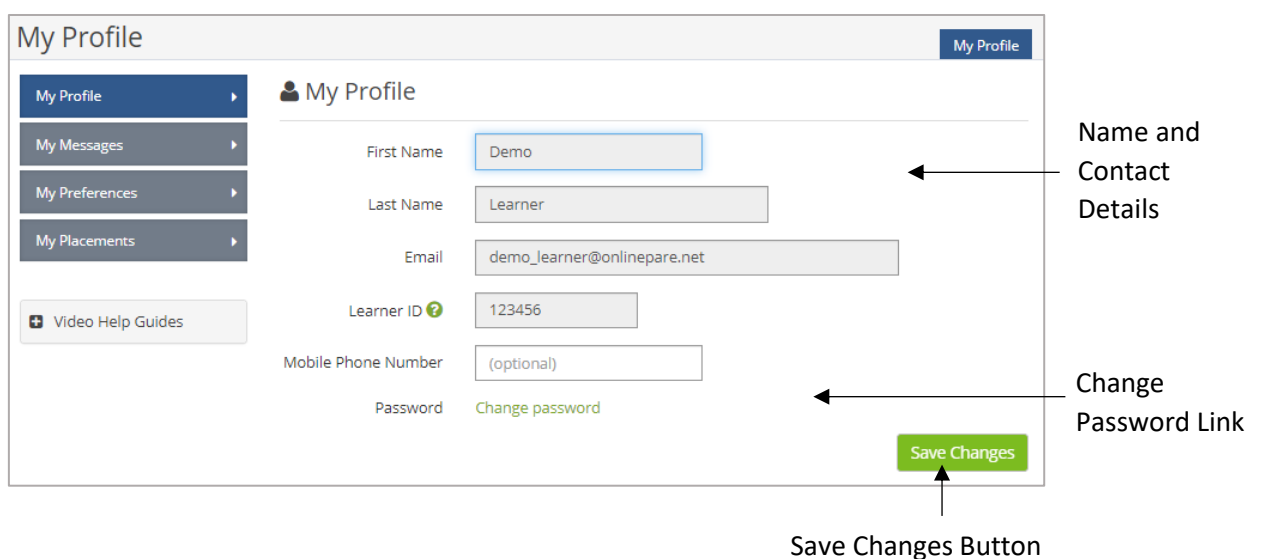
**Outstanding NET Surveys:** This section lists any outstanding NET Surveys, as for Outstanding Evaluations on the standard PARE Dashboard, detailed in the previous section. In addition, a Delete feature is available for NET Surveys, so that NET Surveys added in error (for an incorrect placement area, dates, or as a duplicate for example) can be removed. Click on the red cross Delete icon, to delete the associated NET Survey evaluation.

**Completed NET Surveys:** This section lists any completed NET Surveys, as for Completed Evaluations on the standard PARE Dashboard, detailed in the previous section. The same options are available, for printing the NET Survey placement certificate, downloading the NET Survey document as a PDF, and to view the NET Survey.


**NET Survey Questions:** Click on the download icon, to view and download a list of the NET Survey questions (as a PDF document). This is a useful reference for the evaluation of your placement experience, throughout the duration of the placement.

## My Profile

It is advisable to review your PARE account details on first using your account, in your PARE 'My Profile' screen. This can be accessed via the View Profile button on your PARE Dashboard, or via your account ID link at the top of the website. If any of the details in your profile are incorrect, apart from your Mobile Phone Number which is updateable, you will need to contact your education provider to request that your details are amended. Your profile also contains a link to change your password. Clicking on the link opens the Change Password pop-up window to enter your new password details.

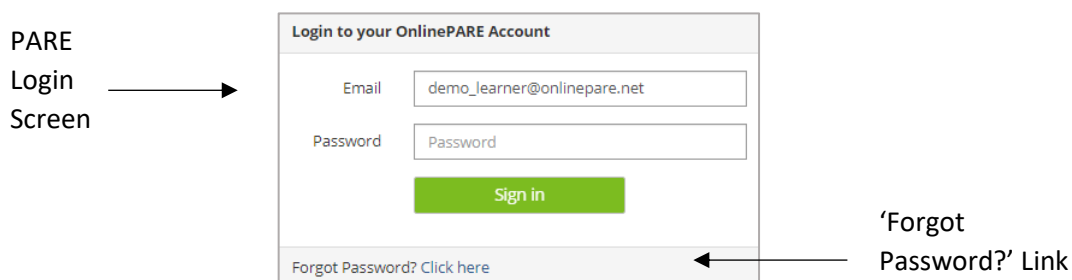


The screenshot shows the 'My Profile' page. On the left is a navigation menu with 'My Profile', 'My Messages', 'My Preferences', 'My Placements', and 'Video Help Guides'. The main content area is titled 'My Profile' and contains the following fields: First Name (Demo), Last Name (Learner), Email (demo\_learner@onlinepare.net), Learner ID (123456), Mobile Phone Number (optional), and Password (Change password). A green 'Save Changes' button is at the bottom right. Annotations include: 'Name and Contact Details' pointing to the First Name, Last Name, and Email fields; 'Change Password Link' pointing to the 'Change password' text; and 'Save Changes Button' pointing to the 'Save Changes' button.

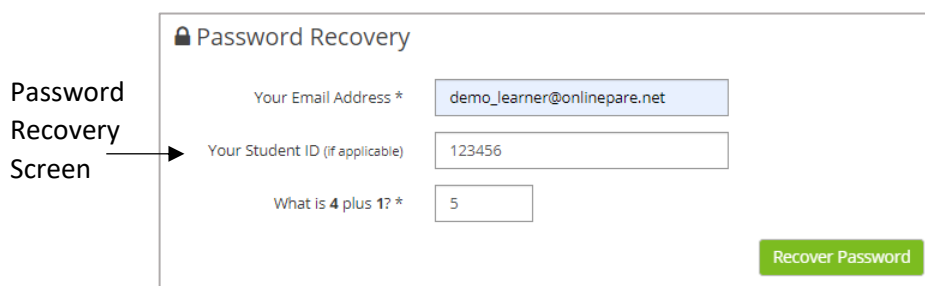
 NB: Any information you add to a data entry screen on PARE has to be saved by clicking on the 'Save' button. Be sure to click the 'Save' button before you leave the screen or you could lose your additions.

## Password Recovery

If you ever forget your password and are unable to login, you can click on the 'Forgot Password?' link in the login box:



This link opens the Password Recovery window. You will need to enter your PARE account email address, your student ID if this is specified on your PARE profile (otherwise this can be left blank), and answer a random addition question as a security measure:



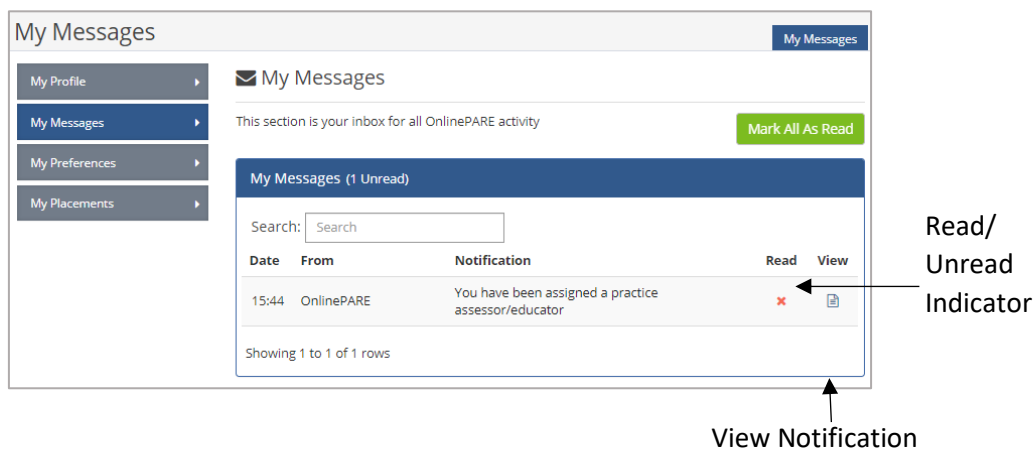
On clicking the green 'Recover Password' button, the system will send you a reset password email containing the link to set up a new password and to log in to your account. If you cannot get past this password screen, then contact your education provider to verify your PARE account Email and Student ID details.

## Notifications

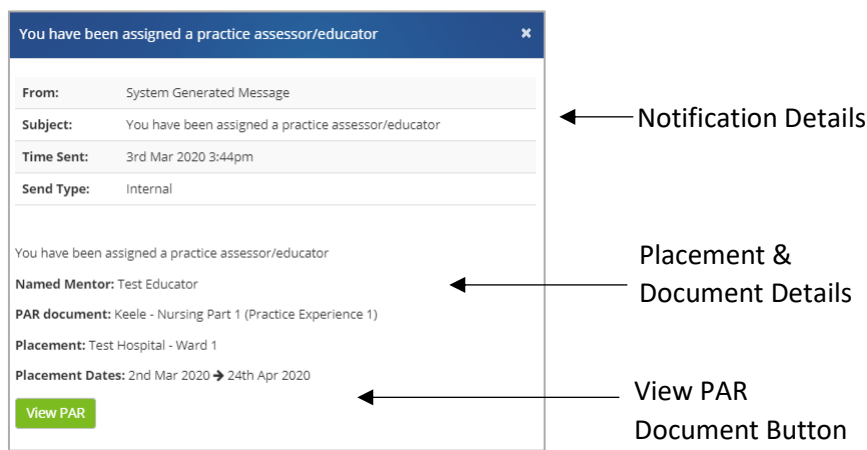
The notification feature on PARE is a core feature to support the communication of all relevant actions regarding learner PARE documentation amongst the appropriate users associated with the documentation. For example, if you have a PAR document set up on PARE, and the Placement Educator Lead (ward/team manager) for the placement assigns you a Practice Assessor/Educator for your PAR document, a notification will be sent to your account informing you of the assignment, and an email sent to your email address informing you that you have an unread notification.

Next time you log on to PARE, you will also see an indicator against the Notifications link on the top bar of the web site, informing you that you have unread notifications. If you click on this link, you can access the 'My Messages' screen, for viewing and managing all your system notifications. The same

screen can also be accessed via the View Profile button on your PARE Dashboard. My Messages displays all your system-generated notifications, with an indication of those that have been read (green tick) and those that remain unread (red cross).



Click on the document icon in the view column, or notification text, to open up the notification associated with the notification. Most notifications will include a button, via which a document or a specific page within a document, can be directly accessed.



Throughout your involvement with the PARE assessment documents and/or timesheets, you will see notifications informing you of activity on the documentation, including document updates, signature additions and removals by others involved with the PAR document, as well as reminder notifications where you have yet to complete certain parts of your documentation. If you are only using PARE for evaluations/NET Surveys, you will also receive notifications, to remind you when evaluations/NET Surveys are due for completion.

For all notifications that remain unread in your My Messages screen, you will receive reminder notifications. You can adjust the frequency that these are sent out, in the My Preferences screen, from the default two email notifications per week, to daily, weekly, or never send. This last option is not recommended unless you are leaving your programme. You also have the option in this screen, to adjust evaluation notification preferences, from the default of 2 days before the closing date to a week before the closing date.

Once your account is activated and you have explored your PARE Dashboard, reviewed your PARE profile, and read any notifications, you are ready to use the PARE system. The main areas of the PARE system that a learner has access to on PARE, are explained in detail throughout the rest of this Guide, namely your Placements, PAR Documents, Evaluations, and Timesheets. In addition, the Guide includes a useful section for FAQ & Further Help. The PARE team always welcomes feedback on the features provided by online PARE, including supporting help materials such as this Guide. New features are being added all the time, in response to feedback and requests from the PARE community of users. Please keep an eye on the PARE newsfeed for further information on new feature releases.

Whilst your education provider is best placed to answer general queries relating to learner documentation assignment and completion, placement staff are available to support and guide you on placement. In most placement provider settings, ward managers/team manager with PARE Placement Educator Lead accounts are available to manage Assessor/Educator assignments for their placement areas, and can also offer additional support for many PARE related queries, alongside your placement educators and education providers. Most organisations also have Placement Senior Admin PARE users, who manage the placements across their organisation, and will also be able to offer you support.

Should you have any technical issues with your use of PARE, then the PARE team can be contacted for further advice and support (please see the PARE team contact details at the end of this Guide).



# Placements

## Placement Access

An essential step for online PARE assessment, evaluation, and/or hours recording, is the setting up of the correct details for your placement area on PARE. Where applicable, education providers manage the uploading of the majority of the placement details on to PARE for all their learners. The PARE placement details will identify the PARE organisation and placement name, as well as your start and end dates for the placement. In addition, many PARE placements have an associated Placement Profile, which may include information such as the location details, the type of healthcare environment that you will be joining, accessibility and learning resources, shift patterns, and placement provider/education provider contact details whilst on placement.

In some regions, PARE learners also have the facility, depending on their programme, to add a placement via the 'Add Spoke Placement' or 'Add Time Made Up Timesheet' features. These features enable selection of a PARE placement, and entry of placement start and end dates in order to set up the placement details at the same time as creating the associated placement evaluation and/or timesheet (see the 'Add Placement' section in this Guide for further details).

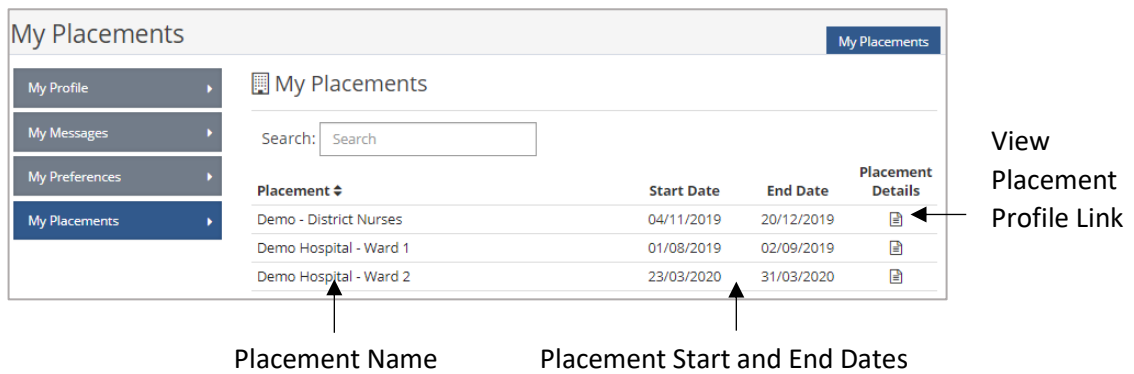
In the York & Humber region, learner placement details may be either uploaded by the education provider, or alternatively, the learner may set up their own placement details, as part of the 'Add NET Survey' feature that can be accessed directly from the learner Dashboard. This adds a PARE placement to the learner PARE profile, at the same time as creating a NET Survey for the placement.

All the placements set up for you on PARE, either by your education provider, or by yourself, may be viewed and accessed from your PARE Dashboard (see earlier section on the PARE Dashboard), and also via the My Placements screen and the Placement Profiles screen as detailed in the following sections. The steps for adding a placement, or a placement for a NET Survey (York & Humber region) are also further outlined in these sections.

## My Placements

When a placement is set up for you on PARE by your education provider, or you add your own placement by using the Add Spoke Placement, Add Time Made Up Timesheet, or the Add NET Survey feature (where applicable), the placement details are available for you to view from your PARE Dashboard. The placement name, and start and end dates will appear in the Evaluations and/or Practice Attendance Dashboard sections, and further placement details can be accessed by clicking on the green 'View My Placement' button.

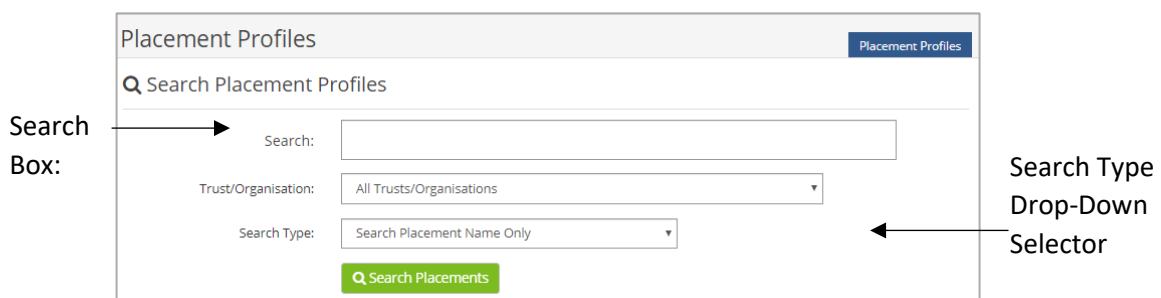
This opens the 'My Placements' screen which displays the placement details for all placements linked to your PARE profile, including placements about to start, as well as any current placements and completed placements. Click on the placement name or the Placement Details view icon for a selected placement in this screen, to open the Placement Profile for the placement.



### Search Placement Profiles (Dependent on region)

If you are a learner in the York & Humber region for example, you can access the Placement Profile for any PARE placement in your region from the green Placement Profiles menu bar at the top of your Dashboard. This may be useful prior to adding a NET Survey, to help you to identify the correct PARE placement name for the placement area you are to be evaluating, as well as providing information about the placement location and environment itself.

Click on the 'Search Placement Profiles' link in this bar, to open the Search Placement Profiles screen. Once you have located the placement via this screen, you can click on the View icon to open the Placement Profile for the selected placement.



In the Search box, enter a text string to help narrow down the resulting placements returned by the search. The Trust/Organisation box defaults to All Trusts/Organisations, but if you know the organisation name, you can select this from the drop-down list. In the Search Type box, you can specify how the search is to match records against the character string entered in the Search box:

Search Type option:

- Search Placement Name Only
- Search Placement Name & Address
- Search Placement Name & Address & Profile

Click on the green 'Search Placements' button, to return the results of the search. In the following example, all placements with 'Ward' in the name are displayed for the specified organisation:

**Placement Profiles**

Search Placement Profiles

Search:

Trust/Organisation:

Search Type:

Placement	Trust/Organisation	View Profile
Demo Hospital - Ward 5	Test Trust	
Dummy Ward A1	Test Trust	
Test Hospital - Ward 1	Test Trust	

The View Profile icons indicate whether the placement profile is available for display:

- Document icon: Placement profile is available to view
- Question Mark icon: Placement profile has not yet been created.

Click on a placement Document icon to open the Placement Profile for a selected placement.

## Placement Profile

The Placement Profile screen accessed either via the My Documents screen, or the Search Placement Profiles screen (where applicable), contains several sections. By default, the first section, Site Details, is displayed in full when you first open the Placement Profile for a selected placement. The other sections initially display just the section title but can be expanded to display the full details for the section, as and when required, by clicking the large '+' icon to the right of the relevant placement section. When a section is expanded, click on the '-' icon to minimize the section again:

**Placement Profile**

Demo Hospital - Ward 5

Test Trust

PARE Placement Code: **PR13786**

Site Details

**Site:** Demo Hospital

**Building Name:** The Firs

**Description:** Ward 5 is situation in the purple zone.

**Phone Number:** 01234 567 890

**Address:** Hospital Street  
New Town  
Demo-shire DS9 9AB

Placement Details

Accessibility & Learning

Spokes & Short Visits

Shift Patterns

Placement Educator Leads/Placement Senior Admins

Academics Assigned To Placement Area

The Placement Profile sections for a standard Placement Profile are:

- **Site Details:** Location details and main contact number
- **Placement Details:** Type of placement, description, client group, and care provision details.
- **Accessibility & Learning:** Additional information, including accessibility at the location, parking/transport, resources available, suggested reading, learner types supported, and learning opportunities/outcomes.
- **Spokes & Short Visits:**
- **Shift Patterns:** Shift type (e.g. Morning Shift, Night Shift), Shift start and end times, and Total Time on shift.
- **Placement Educator Leads/Placement Senior Admins:** The name and email address of Placement Educator Leads for the placement area, and Placement Senior Admin for the organisation, where these staff are for the same profession as the profession specified on your PARE profile.
- **Academics Assigned to Placement Area:** The name and email address of your university staff linked to the placement area on PARE, where these staff are for the same profession as the profession specified on your PARE profile.

Note that some Placement Profiles may only display the Placement Details and the last two contacts sections, if the Placement Profile is currently withdrawn from publication due to a review of the placement details, or the full Placement Profile details have yet to be provided.

The information available for a Placement Profile should help you locate and settle into your placement experience environment. If you find, once you are on your placement experience, that any of the details are no longer correct for the Placement Profile, then please let the Placement Educator Lead/Placement Senior Admin know, or your education provider, so that the Placement Profile can be updated, to support learners on future placements.

## Add Placement

For some learners, your PARE Dashboard may display an 'Add Spoke Placement' or 'Add Time Made Up' section, to set up placement details and attach a placement evaluation and/or timesheet (depending on the programme) automatically at the same time. Learners in the York & Humber region will see the Add NET Survey feature on the PARE Dashboard, in order to add a NET Survey (see the Add NET Survey section of this Guide)

The image shows two screenshots of the PARE Dashboard. The top screenshot is titled 'Add Spoke Placement' and contains the text: 'If you attended a spoke placement for 1 week or more you can add it to the system here' and a green button with a plus sign and the text '+ Add Spoke Placement'. An arrow points from the text 'Add Spoke Placement' on the left to the top of the screenshot. The bottom screenshot is titled 'Add Time Made Up Timesheet' and contains the text: 'If you need to make up hours, please create a new timesheet:' and a green button with a plus sign and the text '+ Add Time Made Up Timesheet'. An arrow points from the text 'Add Time Made Up Timesheet' on the right to the top of the screenshot.

Click on the green 'Add Spoke Placement' button to open the Add Spoke Placement window (or the green 'Add Time Made Up Timesheet' button to open the Add Time Made Up Timesheet window). This window will require you to select the organisation and placement names from the drop-down lists, and the start and end dates from the calendar pop-ups that are displayed on accessing the date items. The start date cannot be more than two weeks in the future, and if entering placement details for a recently completed placement, then the end date must be more than six weeks in the past.

Depending on the programme, there may also be a Timesheet Required? box that defaults to Yes and may or may not be updateable. Click on the Save button to complete the action, and to view the placement details on your PARE Dashboard. You will see the placement name, start and end date displayed in the Outstanding Evaluations section of the PARE Dashboard, if the action created an evaluation for the placement. The Timesheet placement name and dates will be displayed in the Practice Record of Attendance section, if the action created a timesheet for the placement. You may need to select the placement name from the Placement drop-down box to view the timesheet details.

The screenshot shows a window titled "Add Spoke Placement" with a close button (X) in the top right corner. Below the title bar, there is a note: "Only spokes that are 1 week or more should be recorded here". The form contains the following fields:

- Trust/Organisation:** A dropdown menu with "Test Trust" selected.
- Placement:** A dropdown menu with "Test Hospital - Ward 1" selected.
- Start Date:** A date input field containing "02-03-2020".
- End Date:** A date input field containing "20-03-2020".

Below the date fields, there is a message: "You can only add a spoke that finished less than 6 weeks ago". At the bottom right of the form is a green "Save" button. Two annotations with arrows point to the form: "Placement Details Drop-Down Selector" points to the Placement dropdown, and "Placement Start and End Dates" points to the Start and End Date input fields.

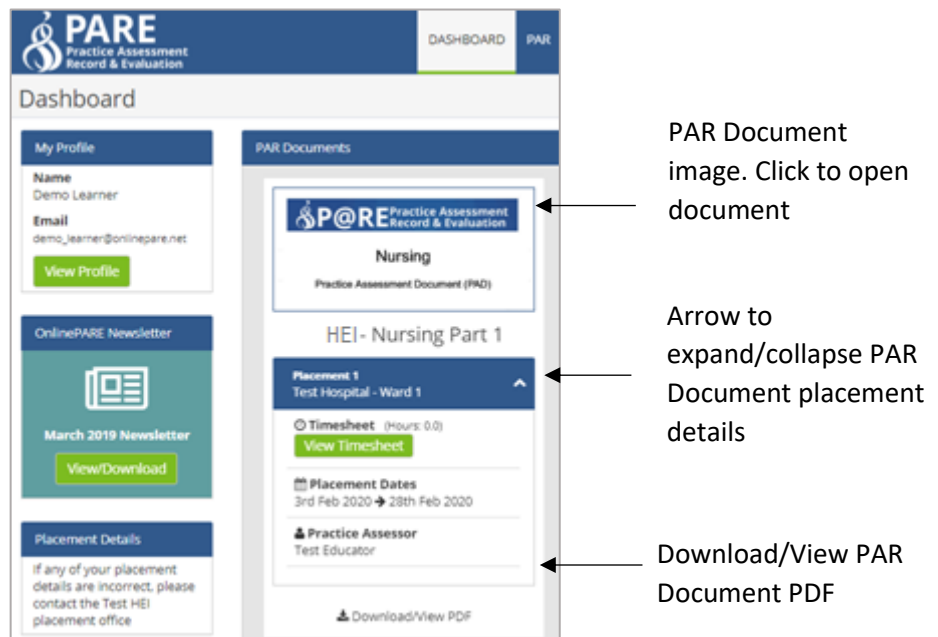
# PAR Documents

## PAR Document Access

If you are using PARE for your practice assessment record (PAR) document, the PAR document should be available for you to access as soon as your placement details have been uploaded on to PARE and the PAR document activated for the placement. This process is managed by whoever is responsible within your educator provider’s organisation for managing the placements, such as your placement office if your education provider is a university, or your Placement Senior Admin if you are on a preceptorship programme. Depending on your university/profession, your education provider may refer to the PAR document by different terminology (e.g. ‘PAD’, ‘PAN’, ‘CAT’ etc.). The term ‘PAR’ in this Guide refers to all these assessment documents.

Please note that your placement details may be displayed on the screen before you see your PAR document displayed. Your education provider may give you an indication of when you should expect to see your PAR document available on PARE, but if in doubt, and your placement start date is approaching, then it is advisable to contact your education provider.

When your PAR document is activated for your placement, you will see the document image icon in the PAR Documents section of your Dashboard. The PAR Document image contains a placement details section that lists all the placements that have been set up for your PAR document (some PAR documents will only contain the one placement).

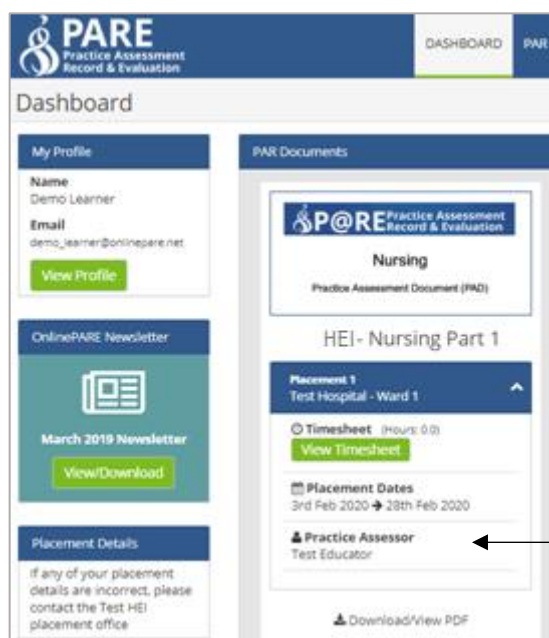


Each listed placement can be expanded (by clicking on the arrow to the right of the placement name) to display more details including the placement dates, a link to the placement timesheet, and the assigned Practice Assessor/Educator for the placement (if applicable). The PAR document itself can be accessed by double-clicking on the PAR Document image.

## PAR Document Practice Assessor/Educator Assignment

For the majority of programmes on PARE, the PAR Document supports assignment of a Clinical Educator / Assessor. A Practice Assessor, along with Practice Supervisor, are roles defined by the 2018 NMC standards for nursing and midwifery professions, but may also be known as a Placement Educators / Mentors or Clinical Teachers by other professions. The Placement Educator Leads/ Placement Senior Admin are responsible for managing the assignment of Placement Educators with the appropriate qualifications to assess and sign off the main assessment sections of the PAR Document. PAR Documents for some professions on PARE also make use of further levels of access for sections of the document and may have a higher level role defined as the Sign Off Clinical or Practice Educator.

You can view the Practice Assessor/Educator assignments, for your PAR Document, if applicable, on the PAR Document image on your PARE Dashboard. Your document Access Settings (see the Grant PAR Document Temporary Access section in this Guide) also lists all Practice Assessors/Educators assigned to your PAR Document.



Practice Assessor/Educator  
Assignment for Placement

When a Placement Educator Lead/Placement Senior Admin assigns a Practice Assessor/Educator to your PAR Document, the Practice Assessor/Educator will be able to access your PAR Document directly from their PARE Dashboard when they are logged into PARE via their own PARE account login. In addition, a supporting Practice Supervisor/Educator may also be assigned by a Placement Educator Lead/Placement Senior Admin. Other placement staff for your placement area and profession may also be able to access your placement from their Assessments screen if required.

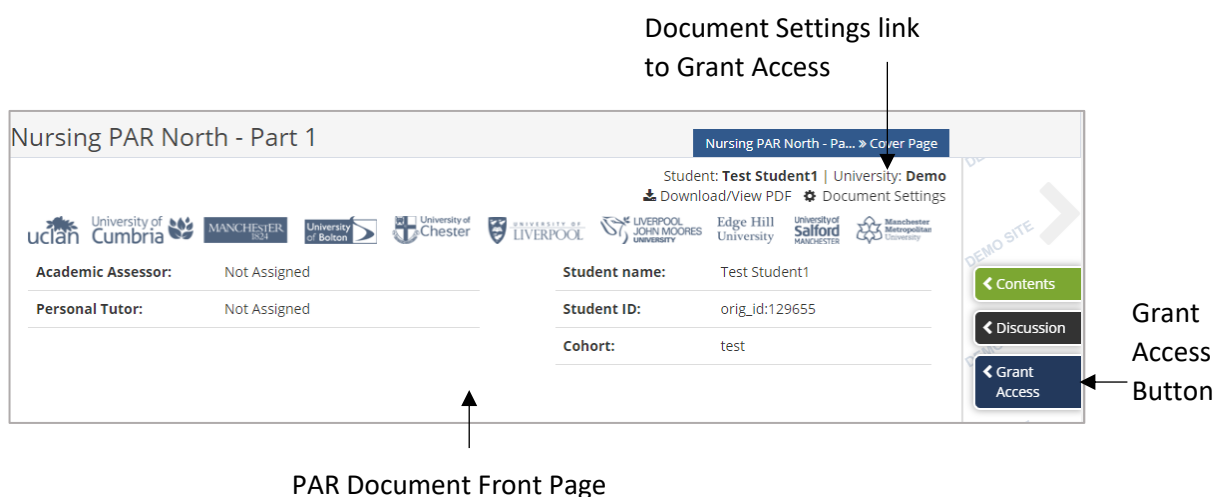
If you have any issues with Practice Assessor/Educator assignment for your PAR Document on placement then you will need to contact the Placement Educator Lead for your placement area, or a Placement Senior Admin for the organisation, to advise you further. If a Practice Assessor/Educator has been assigned but is unable to access your document, or another member of staff on the placement is unable to access your document, then you may need to grant them temporary access (see next section). Also, see the FAQ section at the end of this Guide.

## Grant PAR Document Temporary Access

Your PAR Document is available from your Practice Assessor/Educator's PARE Dashboard for up to four weeks after the end date of your placement, after which, your PAR document is no longer accessible. Should your Practice Assessor still need access, then you can grant temporary access, using the Grant Temporary Access feature that is available from the front page of your PAR Document, or the PAR Document 'Grant Access' menu item. You must be logged in to PARE via your own PARE account login, to access these features. Access is enabled for a two-week period each time it is granted. Please note that for some professions, you cannot grant a placement educator access to your PAR Document as a Practice Assessor/Educator, unless the placement educator has been assigned as a Practice Assessor/Educator for your PAR Document previously.

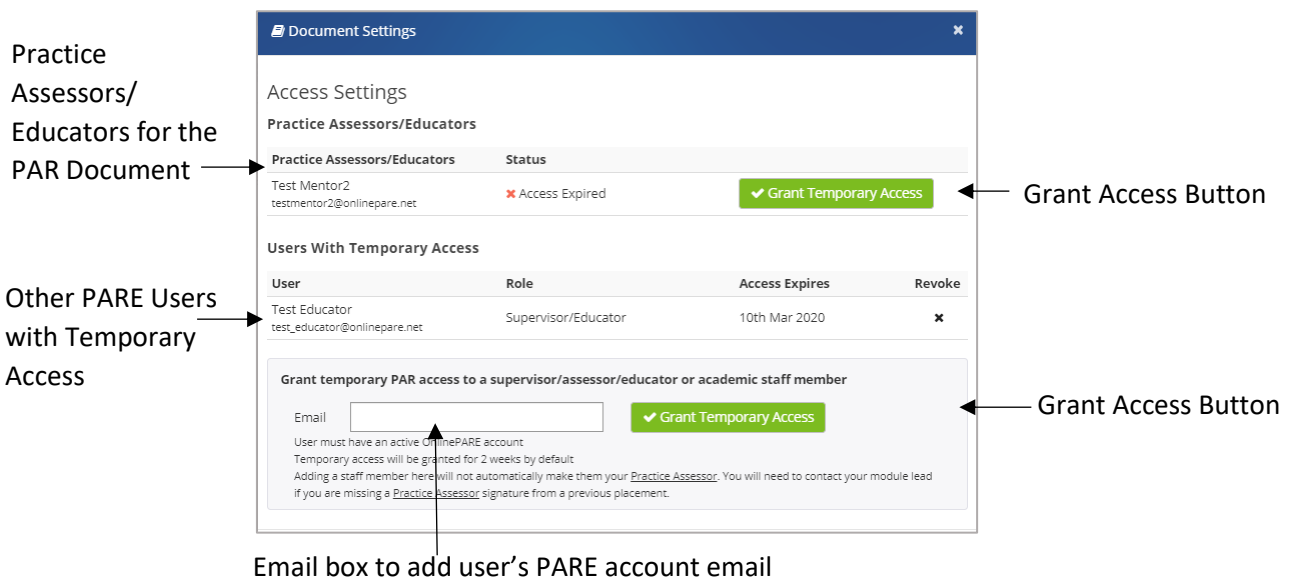
Some professions may also grant temporary Supervisor access to other members of staff on the placement, to complete and sign sections of your PAR Document that do not require the Practice Assessor/Educator higher level of access. You can also use this feature to enable access to your PAR document if your placement has been set up as a spoke placement with no direct PAR Document assigned to it, so that a placement member off staff can access the PAR Document from their own PARE account login. Alternatively, spoke staff with a PARE account will be able to sign relevant sections of your PAR document if you are completing the PARE document sections together on the same device, and you are logged into PARE via your own PARE account login (see section on Signing Via Another User's Login in this Guide).

To grant temporary access, click on the Document Settings link on the front page of your PAR Document, or the 'Grant Access' menu item button, to open the Access Settings window:



In the Access Settings pop-up window, you can select an existing Practice Assessor/Educator for the granting of temporary access, or you can enter the PARE account email address of a placement member of staff to grant temporary access (although for some nursing and midwifery professions, this may not enable access to Practice Assessor/Educator sections of the PAR Document).



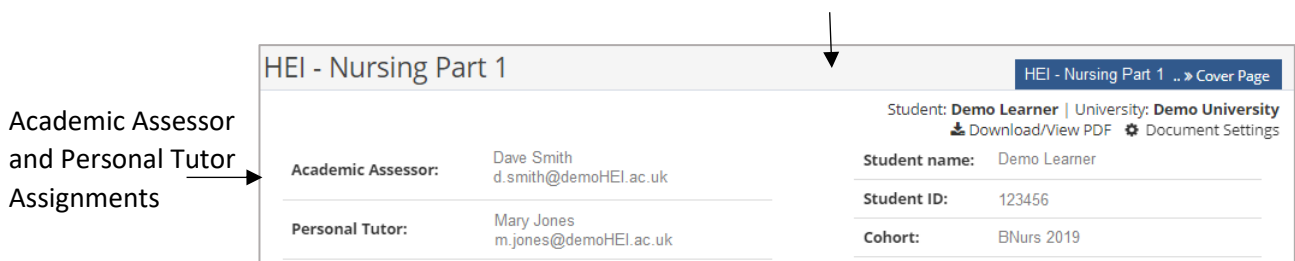


In the Practice Assessors/Educators section of the pop-up, the Status will show as a green tick with the label 'Has Access', if a Practice Assessor/Educator currently has access to the document, else a red cross with 'Access Expired' is displayed and the green 'Grant Temporary Access' button is enabled. For any PARE users that you have granted access to in the 'Users with Temporary Access' section, the access record (name, email address and role) is displayed, along with the access expiry date.

### PAR Document Academic Assessor/Personal Tutor Assignment

Most PAR Documents on PARE support the assignment of university staff to your PAR Document, for both assessment and as contacts for support. For nursing and midwifery PAR documents (NMC 2018 standards), an Academic Assessor and Personal Tutor may both be assigned to your PAR Document, with their names and email addresses displayed at the top of the front page of your PAR Document. The assignment is made by your university, and 'Not assigned' will be displayed until the assignments have been made. If you have any queries regarding the assignments, you will need to contact your university.

Front Page of PAR Document (top section)



Other professions often display the Personal Tutor (also referred to as Academic Advisor) on the front page, and some PAR Documents enable you to select a personal tutor/advisor's name from a drop-down list of university staff for your profession, on the front page of your PAR Document.

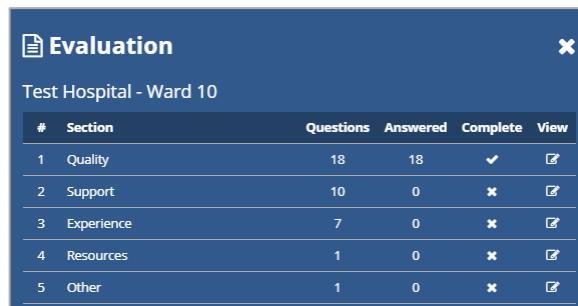
## The Practice Assessment Record (PAR)

Your PAR document has a standard front page with features that appear on the front page of all assessment documents on PARE. All PAR documents display learner detail items and the document title according to the profession and level of assessment. Most documents will also display a university (or other educator provider) specific logo, and university Practice Assessor and/or Personal Tutor information. In addition, there are standard menu and page navigation buttons:

The screenshot displays the PARE interface for a 'Nursing PAR North - Part 1' document. The header includes navigation tabs: DASHBOARD, PAR (selected), EVALUATION, NEWS, HELP, and CONTACT US. The main content area shows student details for 'Test Student1' and 'University: Demo', along with a list of participating universities including uclan, University of Cumbria, MANCHESTER, University of Bolton, University of Chester, UNIVERSITY OF LIVERPOOL, LIVERPOOL JOHN MOORES UNIVERSITY, Edge Hill University, University of Salford, and Manchester Metropolitan University. The document title is 'All North Universities PRACTICE ASSESSMENT DOCUMENT 2.0 Part 1 BSc/PGDip/MSc'. A 'Next >>' button is located at the bottom right. A vertical menu on the right side contains items: Contents, Discussion, Grant Access, Evaluation, Timesheets, and Other Documents. A 'Page Navigation Arrow' is shown on the right side of the document content area.

- **Page Navigation:** All pages of the PAR document display page navigation buttons at the bottom of the screen, to move backwards or forwards through the document (Next and Previous buttons). This is in addition to the arrows displayed to the right and left side of the screen, and in addition to navigating directly to a page via the Contents menu item (see section on PAR Document Contents)
- **Menu items:** The menu items will display either as a vertical bar to the side of the screen, or a horizontal bar along the bottom of the screen, depending on the device that PARE is being accessed from. The items displayed will also be dependent on the assessment document, and the access permissions of the logged in user. Standard menu items for learners include:
  - **Contents:** Displays contents list of pages in the document. Clicking on a page title in the list takes you directly to that page in the PAR document. The list of pages displayed will also include the Contents page for the document, which is a useful page to view the status of page sign off throughout the document (see section on PAR Document Contents).


- **Discussion:** This takes you to the Discussion Board for the PAR document, for posting comments for your placement educator/university staff to read, and vice versa.
- **Grant Access:** Opens the Access Settings screen, to enable you to grant temporary access to a Practice Assessor/Educator for a placement on your PAR Document. You may also grant other members of placement staff access to the PAR document (see earlier section on Granting PAR Document Temporary Access in this Guide).
- **Evaluations:** This opens the Evaluations panel for the PAR Document and displays an Evaluation overview for placements linked to the document, including the number of questions answered for each section, whether the section is complete or not, and a View link (pencil edit icon), to open an Evaluation selected page. Note that evaluations already submitted will not be editable.



#	Section	Questions	Answered	Complete	View
1	Quality	18	18	✓	✎
2	Support	10	0	✗	✎
3	Experience	7	0	✗	✎
4	Resources	1	0	✗	✎
5	Other	1	0	✗	✎

Evaluation Overview for a PAR Document Placement

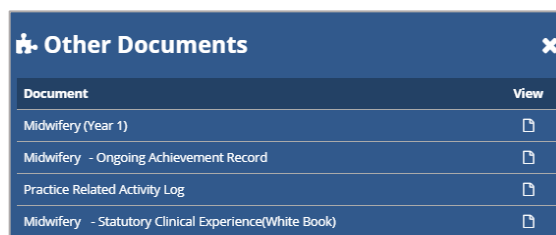
- **Timesheets:** This takes you to the timesheets panel, which lists all timesheets for placements linked to the PAR document. Click on the edit symbol against a timesheet (pencil icon), to open the timesheet.



Placement	Completed	Hours	
Test Hospital - Ward 1	No	37.30	✎
Test Hospital - Ward 10	No	0.0	✎

Timesheets List for a PAR Document

- **Other Documents:** This opens the Other Documents panel, listing any other PAR documents linked to your PAR profile. In addition, some professions have additional documents for you to reference or complete, such as the Ongoing Achievement Record for nursing and midwifery. Click on the View link for a document item in the list to open the document.

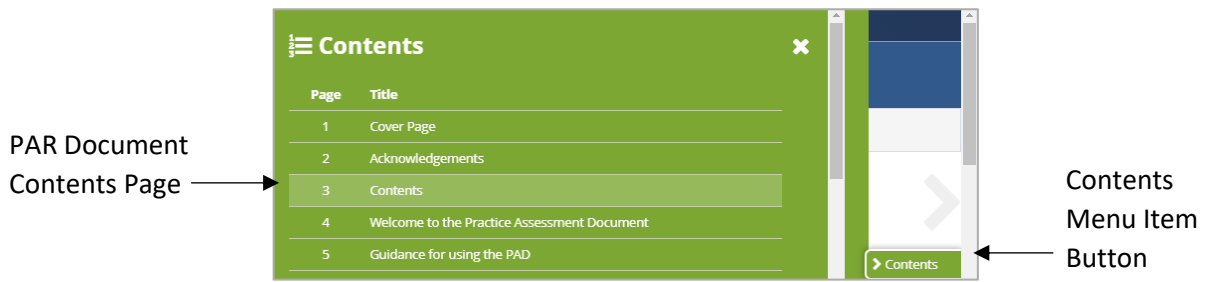


Document	View
Midwifery (Year 1)	✎
Midwifery - Ongoing Achievement Record	✎
Practice Related Activity Log	✎
Midwifery - Statutory Clinical Experience(White Book)	✎

Other Documents list

## PAR Document Contents

Clicking on the Contents menu item opens the Contents list of pages for the document, to enable navigation directly to a specific page of the PAR document. Each PAR document also contains a Contents page to provide an overview of the signed and unsigned pages within the document:



Clicking on the Contents menu item button opens the Contents panel with the list of pages within the PAR document, including the Contents page.

Student: Test Student1 | University: Test HEI

Contents

Page	Preview	Title	Signatories to the Document			
			Student	Practice Assessor	Practice Supervisor	Academic Assessor
1		Cover Page				
2		Acknowledgements				
3		Contents				
4		Welcome to the Practice Assessment Document				
5		Guidance for using the PAD				
6		Guidelines for Assessment and Progression				
7		Document Signatures				
8		Overall Framework Parts				
9		Placement 1: Details				
10		Placement 1: Orientation				
11		Placement 1: Initial Interview		✓	✓	
12		Placement 1: Placement Professional Values in Practice (Part 1)				
13		Placement 1: End point: Student reflection on meeting Professional Values	✗		✗	
14		Placement 1: Mid-Point Interview	✗		✗	

Page Signed/Unsigned Indicators

The Contents page shows, at a glance, page signatures that have been supplied and those that have not. A tick indicates signed, a red cross indicates unsigned. Some assessment documents block later pages from being accessed until earlier pages have been signed off, so the Contents page can be a useful page to view sign off status. In addition to the tick and cross, a no-entry symbol may also be displayed against Contents pages for some PAR documents. This indicates that the page is a multi-record page, for the user to add records if and when required, and that no records have actually been created (pages for recording additional interviews or support visits, for example).

## Editing the PAR Document

Access for data entry and electronic signing within a PAR document is restricted, so that access is only enabled for those users who are authorised to have access. You will therefore have access to data entry items that are applicable for learner data entry, whilst placement staff will only have access to those items applicable for placement staff data entry. University staff, such as academic assessors or personal tutors, also have access to just those PAR document data entry items that are applicable for university staff access. The same access criteria applies to the electronic signatures within the PAR document.

In addition, some PAR documents, including those for the nursing professions, have the additional Practice Assessor/Educator restricted access level. Only placement educators assigned as the Practice

Assessor/Educator will have access to items labelled as such in the PAR document. This includes items that are for data entry, as well as signature items.

Access to data entry items is clearly denoted in the PAR documents. Greyed out boxes indicates access is disabled for the currently logged in user. Hovering the cursor over the item will show a red no-entry sign. White boxes mean that access is enabled and signature items show as green buttons if access is enabled. If you do not have access to a data item or data signature to which you would expect to have access, or your placement educator is unable to access an item, then see the FAQ & Further Help section at the end of this Guide.

The following example of a PAR Document page shows features that appear on all PAR document pages such as the page titles and navigation buttons, as well as those that are applicable for data entry pages:

The screenshot shows a web interface for a PAR document. At the top, there is a header with 'Student: Test Student1 | University: Test HEI' and 'Placement 1 | History'. The main title is 'Placement 1: Record of Working With and Learning From Others/Inter-professional Working'. Below the title is a 'Student Reflection' section with a text area and a 'Practice Supervisor's Comments' section with another text area. There are two signature sections: 'Student Signature' and 'Practice Supervisor/ Assessor Signature', each with an 'Add Signature' button and a 'Date Signed' field. At the bottom, there are navigation buttons: '<< Previous', 'Page 23', 'Save', and 'Next >>'. A green '+ Create New Record' button is also present. Annotations with arrows point to various elements: 'Page Title' points to the main title; 'Student Details' and 'Placement Number' point to the header; 'History Log' points to the 'History' link; 'Learner data entry item' points to the 'Student Reflection' text area; 'Placement Staff data entry item' points to the 'Practice Supervisor's Comments' text area; 'Signature Section' points to the signature fields; 'Page Navigation Buttons' points to the bottom navigation area; 'Create New Record (multiple record pages only)' points to the '+ Create New Record' button; 'PAR Document Page Number' points to 'Page 23'; and 'Save Button' points to the 'Save' button.



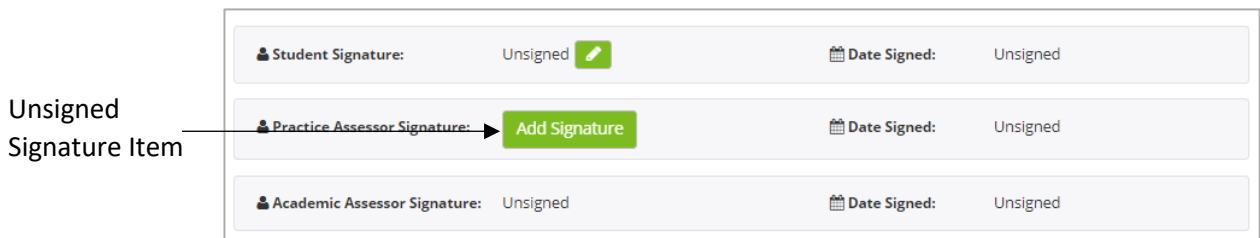
**NB: Any information you type in a PAR document has to be saved by clicking on the 'Save' button. Be sure to click the button before you leave a page or you could lose your text.**

## Electronic Signatures

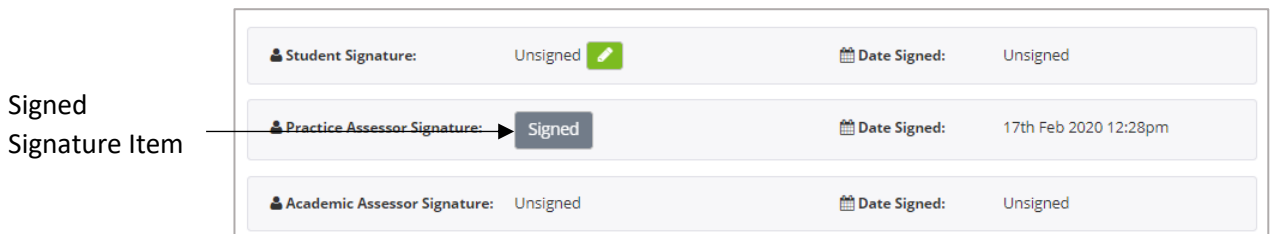
The information entered by a learner, placement educator, or university assessor/tutor on a PARE page or section of a page, may be verified by digitally 'signing'. This may be achieved via two methods, depending on whether the user who needs to verify the page content and electronically sign, is currently logged in via their own account, or wishes to do this via another user's login, as follows:

### Signing Via Own Login

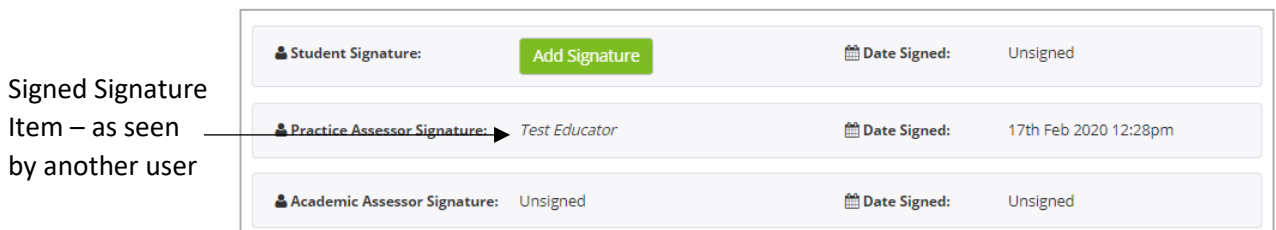
When the user has access to electronically sign a a page or section of a page, they will see a green 'Add Signature' button against the applicable signature label. Clicking on the green 'Add Signature' that is displayed next to the signature label for the logged in user, followed by the 'Save' button, creates the electronic signature. The logged in user's identity has already been confirmed during the online login process, and the 'signed' signature will display the text 'Signed' next to the signature label, along with the Date Signed (date and time). Other logged in users that have access to the page will see your name (as entered on your PARE profile) displayed for this signature. In the example below a logged-in practice assessor has not signed their signature item in this signature section yet:



The logged-in practice assessor then 'signs' their signature item and 'Signed' is displayed:



The learner, logged into PARE via their own account login, will see the practice assessor's name details for the signed practice assessor signature item, and the 'Add Signature' button enabled for their own signature item:



### Signing via Another User's Login

Where a signature edit button (pencil icon) is displayed against a signature item in a signature section, this indicates that the user indicated by the signature label, may electronically 'sign' via your login, i.e. without you having to log out, and the other user then having to login in separately in order to

sign their signature item. This is very useful for when a placement educator and learner, or learner and university assessor/tutor, may be completing a page/section of a PAR document together on the same device via just the one account login. In the example below, a logged in practice assessor's signature is showing as enabled with the green 'Add Signature' button. In addition, the green signature edit button (pencil icon) is displayed against the Learner's signature item:

Edit button for  
Learner to sign via  
Practice  
Assessor's login

Student Signature:	Unsigned	Date Signed:	Unsigned
Practice Assessor Signature:	Add Signature	Date Signed:	Unsigned
Academic Assessor Signature:	Unsigned	Date Signed:	Unsigned

Clicking on the signature edit button opens up the following signature pop-up for the learner to enter their PARE account email ID and password, and click the 'Add Signature' to electronically sign via their practice assessors's PARE login:

Boxes for  
entering PARE  
account login  
details

**Student Electronic Signature**

This section allows a student to sign part of the PAR document while the mentor is logged into the system.

Please enter your login details here to sign this section

Student Email:

Password:

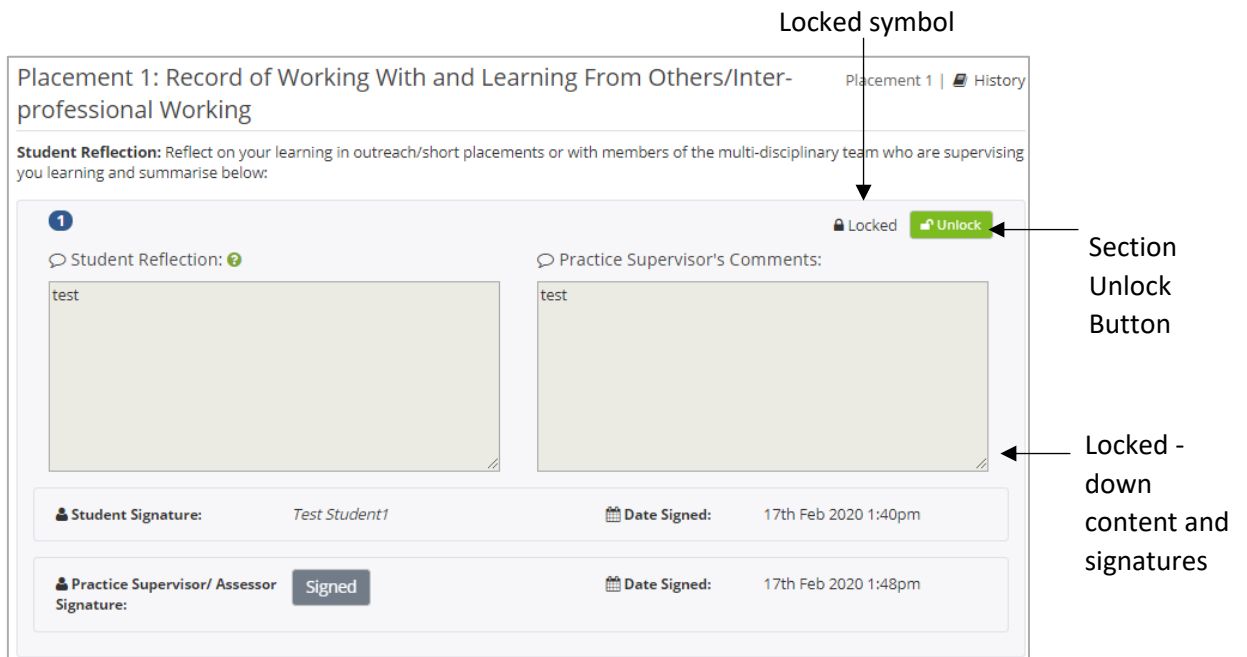
**Add Signature**

Similarly, the practice assessor can sign via the learner's PARE account login, by clicking the signature edit button that is displayed against the practice assessor signature, to access the signature pop-up, enter their PAR account login details, and electronically sign.

Once a page or page section has been electronically 'signed', and the 'Save' button clicked, the associated content becomes read-only to ensure that no further changes can be made without removing (or 'unlocking') the signature. In effect, the page 'locks' down. The data entry items will show as greyed out. Any alterations can therefore only be submitted by unlocking the page, and verifying the new content by re-signing the page or section. This maintains the validity of submitted work and removes the chance of unauthorised changes being possible.

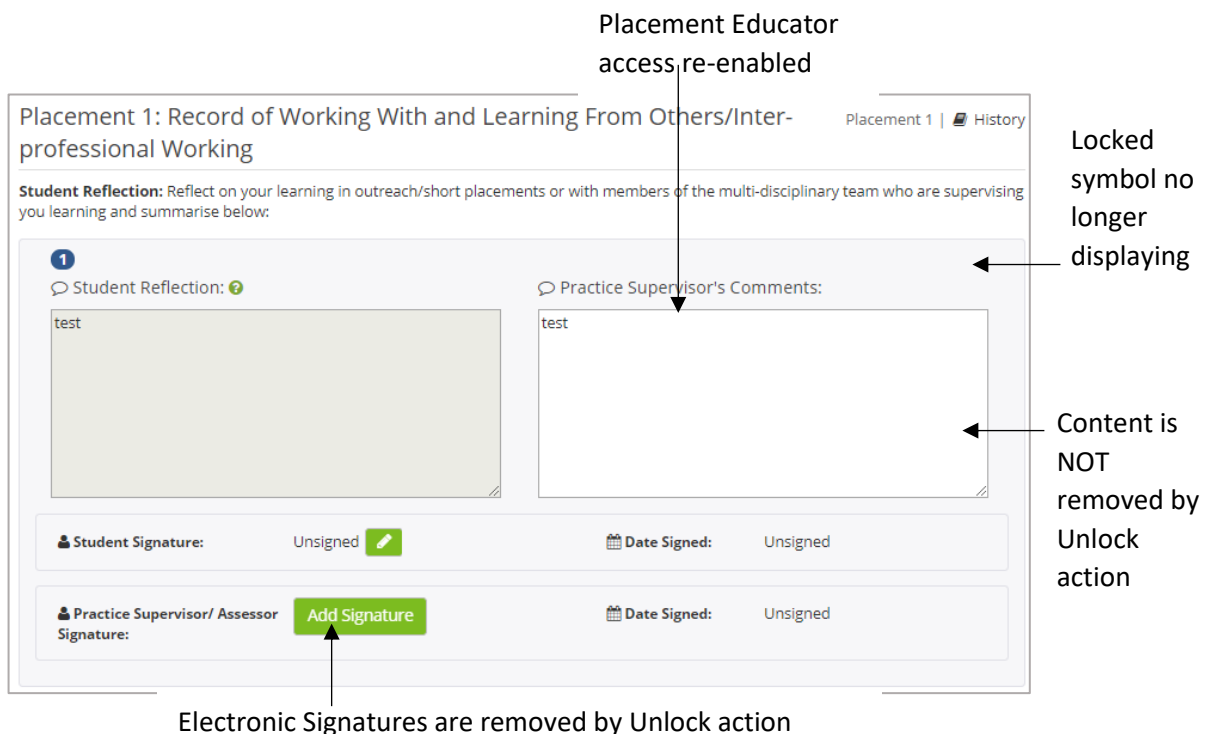
### Page/Section Lock Down

A page that has been signed and therefore locked down, displays 'Page Locked' next to a padlocked icon at the top of the page. Similarly, sections of a page with section signatures also lock down on signing and display the locked symbol to the top right of the section.



## Unlocking a Page/Section

Where a user sees an Unlock button against a locked page or section of a page (see previous section), then if alterations are required to that page/section, the user can click on the Unlock button to unlock the contents. This action also removes the associated signatures, so that any amendments have to be verified by being re-signed.

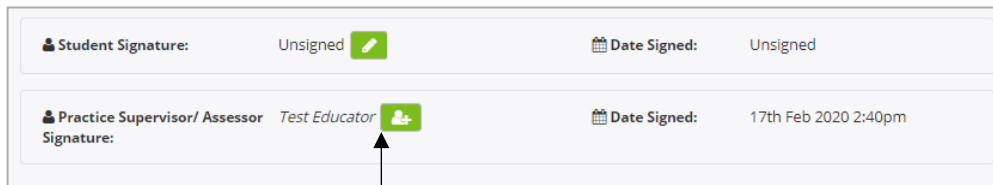


## Counter-Signing

A counter-signature facility is available on PARE for all signatures that have been electronically 'signed' by placement staff, to be counter-signed by another member of staff. This facility is usually

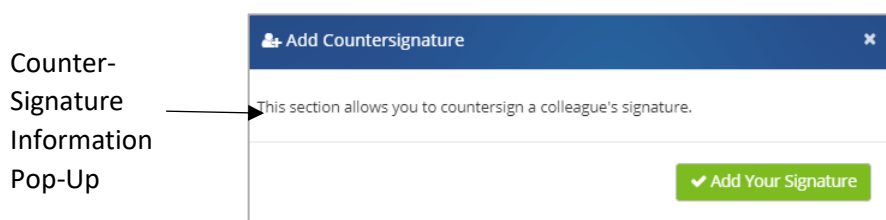


used to provide a fully qualified signature against a practice supervisor/educator in training. The counter signature option is displayed as a green counter-signature button (a person icon with a plus sign), alongside the signed placement educator’s signature, and is available to other placement staff within the same placement area, as well as Placement Senior Admin for the organisation, when they are logged in via their own PARE accounts.



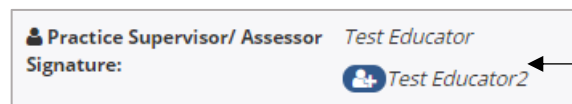
Counter-Signature Button

Clicking on the counter-signature button (add person icon) opens an ‘Add Counter Signature’ pop-up window inviting the counter signee to continue.



Counter-Signature Information Pop-Up

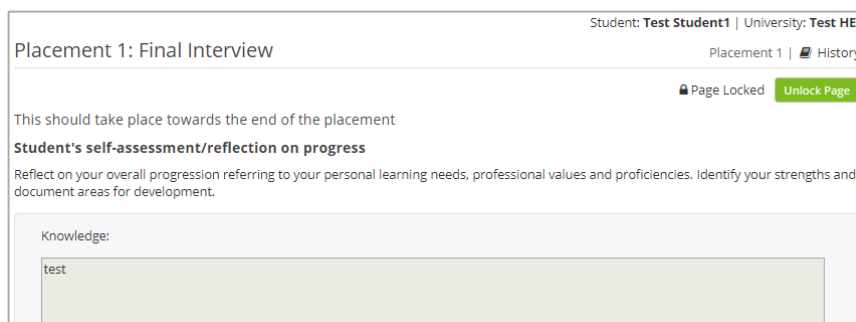
Clicking on the ‘Add Your Signature’ button opens the ‘Add Countersignature’ pop-up that validates the counter signee’s login against their login credentials, and if valid, will show that the counter signature has been successfully added. The counter signature name will be displayed underneath the original placement educator’s signature:



Counter Signature

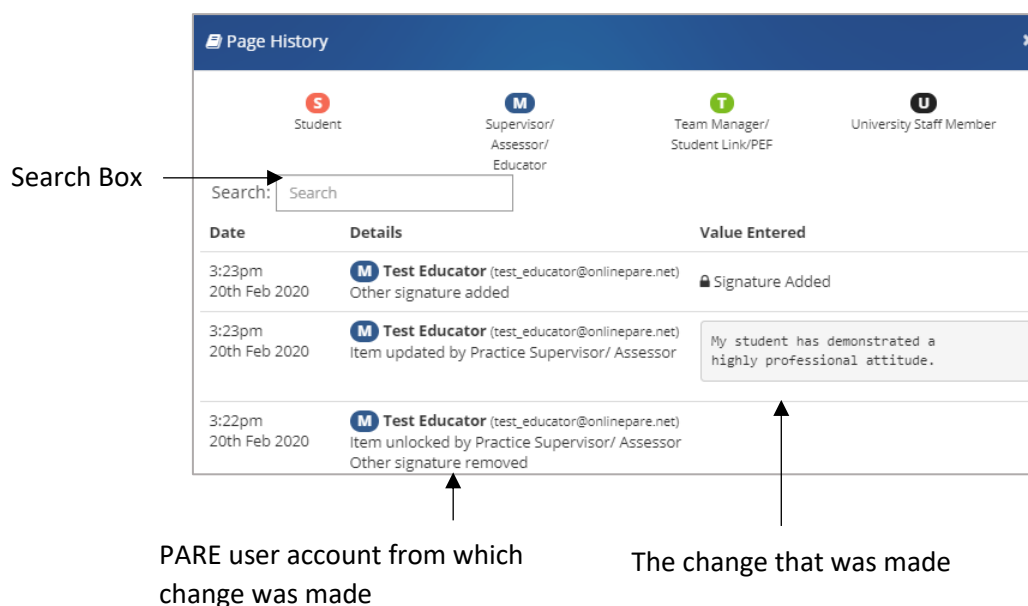
## History Logging

PAR documents incorporate a History logging feature that records all changes made to the PAR document. Every time a placement educator, learner, or HEI user adds information to a PAR document page, or updates or removes existing information, the text being amended is logged, along with the name of the PARE user who made the update and the date and time of the action. Every time a signature is added, or removed via an Unlock action, this information is also recorded in the history logging. The History Log can be viewed for each page of the PAR document. Click on the History link displayed at the top right-hand corner of the page to view the logs.



History Log link

The History Log pop-up contains a Search box, to narrow down the displayed entries to those that match the text string entered in the box. This can be useful to narrow down entries to just those relating to signature additions or removals for instance.



## PAR Document Notifications

If you have PAR Documentation on PARE, you may receive notifications throughout the duration of your placement experience. Notifications are sent to your PARE account each time a placement member of staff updates your PAR document, and vice versa; the placement member of staff is notified each time you make updates to your documentation. The notifications can be viewed and managed through the 'My Messages' screen on PARE (see the Notifications section in the Introduction to this Guide for further details) and each notification will contain a link to your PAR document, and if applicable, a particular page of the document.

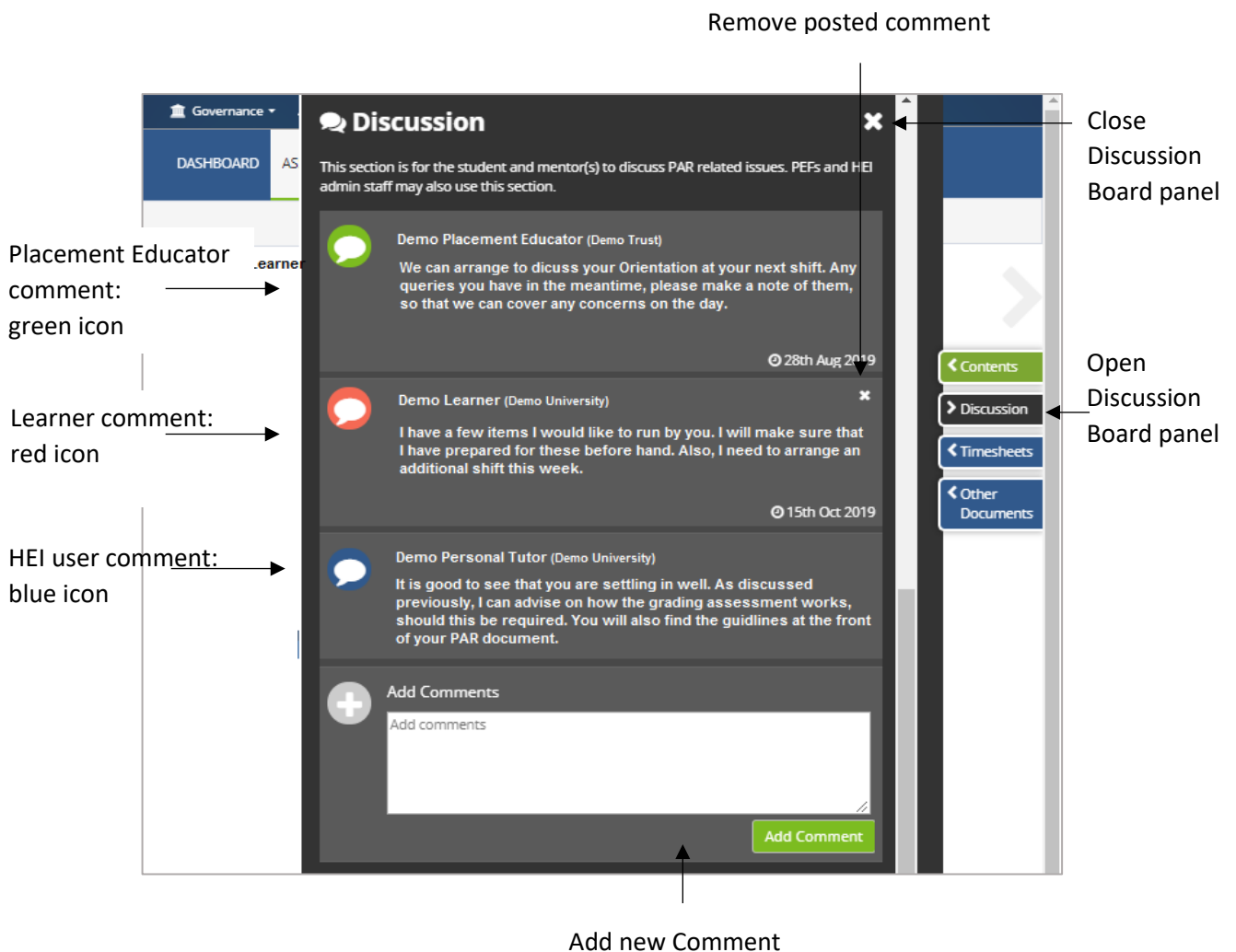
Reminder notifications may also be sent out, to remind users associated with your PAR document that certain milestone pages have still to be completed. Using the nursing assessment documentation as an example, reminder notifications are sent out to you, as well as to the practice assessor, academic assessor and personal tutor assigned to your PAR document, for the following nursing document placement milestones:

- **Initial Interview reminders:** sent to learner and practice assessor, a week after the placement start date, if the Initial Interview page is not completed. The reminder is sent again after 2 weeks, if the Initial Interview page is still not completed, but this time it is also sent to the academic assessor and personal tutor.
- **Mid-Point Interview reminders:** As for the Initial Placement Interview reminders, but sent out from a week after the mid point of the placement (the date that falls mid way between the placement start and end dates) if the Mid-Point Placement Interview page has not been completed.
- **Final Interview reminders:** As for the Initial Placement Interview reminders, but sent out from a week after the end date of the placement, if the Final Interview page has not been completed.

## Discussion Board

As well as communication via notifications, PARE also incorporates a Discussion Board feature, which can be accessed via the Discussion menu bar item for an open PAR document. Clicking on the Discussion menu item opens the Discussion Board panel, which includes a scroll bar facility to scroll through the discussion thread for all previous comments that may have been posted to the Board. The Add Comments section at the bottom of the Board panel, is the area for posting new comments. Once a comment is submitted, by pressing the 'Add Comment' button, other users assigned to the PAR document will be notified that the comment has been posted. If there are any unread posts, this will also be indicated on the Discussion menu item button (as '2 unread' for example) when you next open the document.

Details of the author of each comment are displayed at the top of the comment. The comment icons displayed at the top of each post are also colour-coded to aid identification of comments. Green indicates a comment posted by placement staff, red indicates a comment posted by the learner, and blue indicates a comment posted by a university assessor/tutor). Once submitted, a posted comment cannot be amended, although it can be deleted if it is a comment that you posted via your own PARE account login, and you are currently logged in under your own PARE account login. You will see the cross icon at the top-right of the comment. Notifications are not sent out for Discussion Board comment deletion actions.



## PAR Document Read-Only Status

Your PAR document will be set to read-only two weeks after the placement has ended, if the document has been fully signed off. If required sections remain incomplete, then the document will remain open for up to six weeks after the placement has ended, at which point it will automatically be set to read-only, and all items in the document will become non-enterable, and no Unlock buttons will be displayed.

This is to ensure that the PAR documents are completed as close to the practice experience as possible, and that once the final placement has been completed, along with the required sections on all the previous placements (if a multi-placement document), the document cannot then be amended as it goes through the examining board process.

If you, or a member of your placement staff, need access to a PAR document that has been set to read-only, then you will need to contact your education provider who will be able to assess if the document can be reactivated.

On completing the PAR document for a placement, the evaluation should also be completed at the same time, to ensure that the submission date for the evaluation is not missed (see next section on Evaluations in this Guide).

## Evaluations

Online evaluations are a core feature of PARE, to support the timely online submission of your placement experience, as close to the placement experience as possible. By default, evaluations are not anonymous. The Placement Senior Admin for your placement organisation, Placement Education Lead (ward/team manager) and certain university staff related to your placement will see your feedback. The evaluation tool will allow you to have a voice to be heard providing feedback to your higher education institute and the trusts. Universities do have an option for student anonymity; however, few consider this a requirement. If your evaluation is anonymous, you will see a message on your evaluation.

Placement education providers work continuously towards improving the quality of the student learning experience. The most effective way of identifying methods to achieve this is to listen to the views and opinions of students like you. The information you provide on your evaluation will contribute hugely to positive change. By default, all the information you provide here is identifiable to you. It is imperative to uphold professional values, to be open, honest and to act with integrity when submitting anything to the system. Action plans may be raised as a result of feedback from your evaluation, and the outcomes of the action plan will be made available for you to view on PARE.

### Evaluation Access

Your education provider is usually responsible for setting up your placement details on PARE, and this includes the placement evaluation, if your programme is using the online PARE evaluation. For some placements such as spoke placements, you may have the facility to add a placement to your PARE profile (see the Add Placement section of this Guide), and this action may automatically create the evaluation for the placement, depending on your programme. The new evaluation details are displayed in the Outstanding Evaluations section of your PARE Dashboard, as soon as the placement details are added to your account on PARE, unless the placement details are added far in advance of the placement starting. The placement evaluation details will be displayed from four weeks prior to the start of the placement and not before.

Within some regions, the evaluation is the NET Survey (National Education and Training Survey). The screens and features for both PARE Evaluations and NET Surveys are the same, except that the NET Survey has a different question set from the PARE Evaluation question set. If you are a learner within the York & Humber region for example, your PARE Dashboard will have an additional feature to enable you to add your own NET Survey. You may also remove an outstanding NET Survey that may have been added in error. A PARE Evaluation or NET Survey may be accessed from either your PARE Dashboard, or the Evaluations screen (see next section).

### PARE Evaluation/NET Survey Dashboard Access

To open an outstanding evaluation for completion from your PARE Dashboard, click on the placement name, or the View icon for the evaluation on your PARE Dashboard. Once the evaluation has been submitted, the evaluation details appear in the Completed Evaluations section of your PARE Dashboard, and are no longer accessible for updates, although you can view and download the evaluation document and print the placement evaluation certificate. See below for an example of the PARE Evaluations sections on a learner Dashboard:

**Outstanding Evaluations**

Placement	Start Date	End Date	View
Test Hospital - Ward 1	2nd Mar 2020	24th Apr 2020	

**Completed Evaluations**

Placement	Start Date	End Date	Options
PAR Pilot - Test Ward	6th Jan 2020	31st Jan 2020	

The NET Survey Sections (York & Humber region) display the same information as the PARE evaluations on the Dashboard, and access may work in the same way if your HEI auto-allocate your placements; otherwise you may be asked to select your placement from a dropdown list on your dashboard. Outstanding NET Surveys, therefore, also include a facility for you to remove a NET Survey that they may have added in error:

**Outstanding NET Surveys**

Placement	Start Date	End Date	View	Delete
Demo Hospital - Ward 2	23rd Mar 2020	31st Mar 2020		

**Completed NET Surveys**

Placement	Start Date	End Date	Options
Demo Hospital - Ward 1	1st Aug 2019	2nd Sep 2019	
Demo - District Nurses	4th Nov 2019	20th Dec 2019	

## Evaluation Screen

As well as accessing a PARE evaluation or NET Survey from the PARE Dashboard, you can view and manage evaluations from the Evaluation screen. The screen includes access to the Outstanding Evaluations and Completed Evaluations screens which display the same information and features as displayed on your PARE Dashboard. In addition, Action Plan summaries, for any Action Plans relating to feedback you may have submitted in your completed Evaluation/NET Survey feedback, may be accessed from the Evaluations screen. The Add Placement feature may also be accessed from the Add Evaluation screen's Add Spoke Placement menu item (see the Add Placement section of this Guide).

**Evaluations Screen**

Welcome to the placement evaluations of the Practice Assessment Records and Evaluations tool. As a learner you will be able to complete an evaluation for each placement area you are placed. The evaluation tool will allow you to have a voice to be heard providing feedback to your higher education institute and the trusts.

The feedback provided will be used to further improve the quality of learning in the placement areas.

Three tabs are provided below, the first shows pending evaluations that need to be completed, the second section displays completed evaluations and the third section lists any action plans that have been created using your feedback.

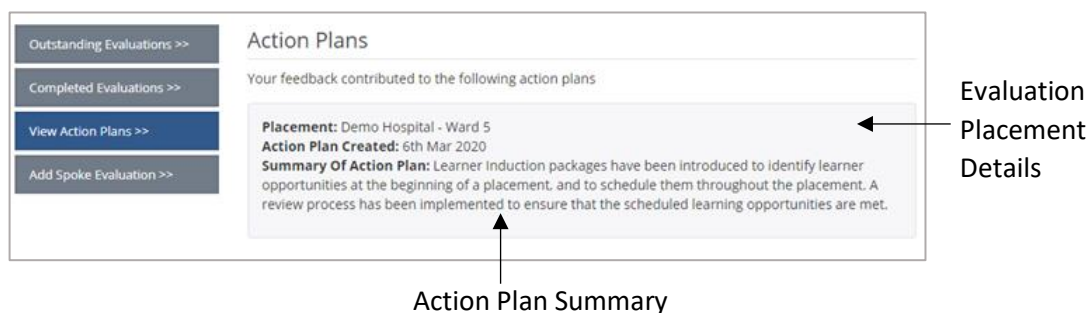
**Outstanding Evaluations**

#	Placement Name	Start Date	End Date	
1	Test Hospital - Ward 10	2nd Mar 2020	27th Mar 2020	

**Outstanding Evaluation Placement Details**

## View Action Plan Summaries

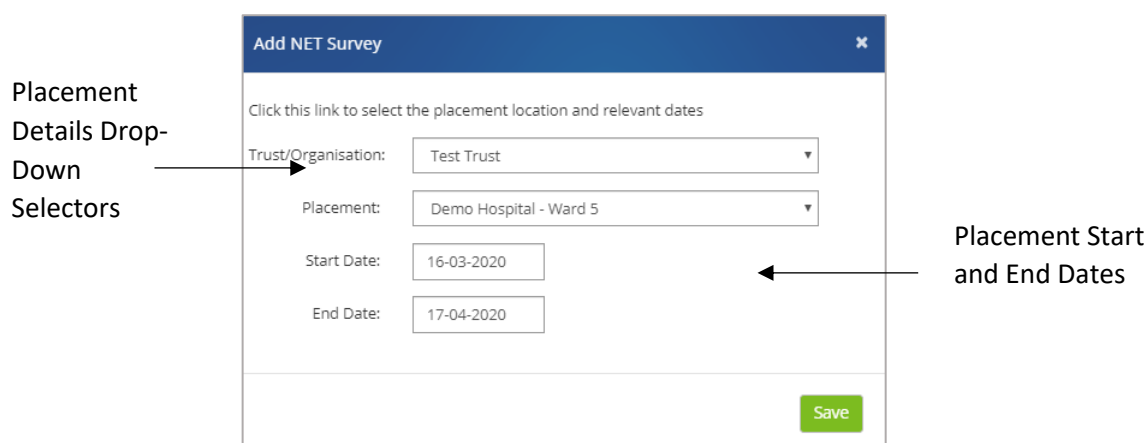
If Action Plans have been completed as a result of any feedback in a placement evaluation that you have submitted, a summary of the results of the Action Plan may be viewed in the Action Plans screen. You can access this screen from your Evaluations screen navigation item, and then by clicking on the View Action Plans menu item to open the Action Plans screen.



Each Action Plan displays the placement details, the date the Action Plan was created for the placement (by your placement educators), and the summary of the action take in response to the evaluation feedback.

## Add NET Survey

If you are responsible for adding your own NET Survey on PARE (i.e. the NET Survey is not set up for you in advance by your education provider), you can do this by clicking on the 'Add NET Survey' button near the top of your PARE Dashboard, to open the Add NET Survey pop-up. If you are unsure of the organisation and/or placement name that you will need to specify as part of setting up a new NET Survey, then you can identify the correct placement via the Search Placement Profiles screen (see Placement Profiles section of this Guide). In the Add NET Survey pop-up window, you will need to select the organisation name, and placement name from the drop-down lists, and enter the Start Date and End Date for the placement. Clicking in the date boxes opens the calendar selector, for entry of the dates. The calendar will not support selection of a Start Date more than four weeks in the future, or an End Date that is in the past if the closing date for submission of the NET Survey has passed.



When all the boxes have the required information entered, click on the Save button to create the placement details and associated NET Survey. You will see the NET Survey placement details displayed in the Outstanding NET Surveys section of your PARE Dashboard. If you have made a mistake (i.e. if you have entered the incorrect placement name, dates, or have duplicated the placement details)

you can remove the placement details for the NET Survey by clicking on the Delete icon (red cross) that is displayed to the right of the record on the Dashboard.

## Completing the Evaluation/NET Survey

The actual completion of the PARE Evaluation/NET Survey is not normally completed until towards the end of the placement or immediately after, when you have had the full placement experience on which to evaluate the placement. It is important that the evaluation/NET Survey is completed within a few weeks after the end date of the placement, after which time the evaluation/NET Survey is no longer displayed (you can check the closing date for submission by viewing the Submission Date on the Evaluation Overview page). This is to ensure that feedback is as close to the placement experience as possible, so that the feedback does not become skewed with the passing of time. A notification reminder is sent to your PARE account one week before the submission closing date (or two days before the closing date if you have specified this preference in My Preferences (see the Notifications section of this Guide)).

To complete an evaluation/NET Survey, open the evaluation/NET Survey from your PARE Dashboard. The Evaluation/NET Evaluation Overview page opens. This displays the overview for the evaluation, including the placement dates, the earliest Submission Date (which will be one week prior to the placement end date) and the Submission Deadline. A list of the main evaluation/survey sections (themes) are displayed underneath. Each section displays as a separate page/screen and can be accessed by clicking on the View icon for the section. The example below shows the Evaluation Overview page for a PARE Evaluation. The NET Evaluation Overview page displays the same information, but for a different question set.

Annotations in the image:

- Placement Details
- Evaluation Submission Date
- Question Sections (Themes)
- View link to Theme section
- Complete Indicator
- Number of Questions Answered

#	Section	Questions	Answered	Complete	View
1	Quality	18	18	✓	<a href="#">View</a>
2	Support	10	10	✓	<a href="#">View</a>
3	Experience	7	7	✓	<a href="#">View</a>
4	Resources	1	0	✗	<a href="#">View</a>
5	Other	1	1	✓	<a href="#">View</a>

Continue

Each section listed in the Evaluation Overview displays data relating to the number of questions per section, the number of questions answered and a Complete indicator (green tick for page completed, red cross for incomplete). On first opening an evaluation/NET Survey, red crosses will display for all the sections. Click on the green 'Continue' button to navigate to the first incomplete page.



Each page will present you with a series of questions, all of which will need to be answered before saving the information for the page. The questions may require you to select your answer from a list, and if your selection indicates a negative response (Disagree, Strongly Disagree) you will be prompted to add comments in the comments box for the question. This is so that Placement Senior Admin can gather comments that will help assist the organisation in improving the placement area and to demonstrate that your voice is valued. If you select a positive response, i.e. Strongly Agree or Agree, comments are also welcomed so that your placement provider organisation can share the good practice with others and to say thank you to the staff who have supported you in practice.

The screenshot shows the PARE (Practice Assessment Record & Evaluation) web application. The top navigation bar includes 'Governance', 'Notifications', and 'Demo Learner'. The main header contains 'PARE Practice Assessment Record & Evaluation' and navigation links for 'DASHBOARD', 'PAR', 'EVALUATION', 'NEWS', 'HELP', and 'CONTACT US'. The 'Evaluation' section is active, showing a sidebar with five sections: 'Section 1 - Quality', 'Section 2 - Support', 'Section 3 - Experience', 'Section 4 - Resources', and 'Section 5 - Other'. The main content area displays 'Placement Area: Test Hospital - Ward 1' and 'Placement Dates: 2nd Mar 2020 - 24th Apr 2020'. Below this, there are two informational messages. The 'Quality' section is expanded, showing 'Question 1' with the text 'Sufficient preparatory information prior to my placement(s) was available?'. The response options are radio buttons for 'Strongly Agree', 'Agree', 'Disagree', 'Strongly Disagree', and 'Not Applicable'. At the bottom of the question area is a text input field labeled 'Type your comments here...'. Annotations with arrows point to the 'Section 1 - Quality' sidebar item, the list of radio button options, and the comments text box.

Click on the green Save & Next button at the bottom of the screen to save your data, and to move on to the next page. If you have missed any questions on a page of the evaluation, or comments for a negative response, then on attempting to save the page a message at the top of the page will inform you that you have incomplete questions, listing the question(s) that still need to be completed. Work your way through completion of the pages, revisiting pages if you wish by clicking on the menu page navigation items, until you get to the final page. If any of your pages have not been completed, you can return to the evaluation at any point, prior to the submission closing date, to complete the page.

**⚠ NB: Any information you type in an evaluation has to be saved by clicking on the ‘Save’ button. Be sure to click the button before you leave a page or you could lose your text.**

## Submitting the PARE Evaluation/NET Survey

It is important to remember to submit an evaluation, as well as saving the completed pages, and to submit the evaluation before the closing date, which is usually a few weeks after the placement end date for most programmes. Ideally, submit the evaluation as soon as you have completed it, so that this action is not forgotten (non-submitted evaluations no longer display from your Dashboard after the submission closing date). If you are not able to complete and submit the evaluation in the one session, but need to return to it for completion, then after completing any remaining pages, go to the final page, and click on the green ‘Save & Submit’ button to submit the evaluation.

The screenshot shows the 'Evaluation' form. On the left, there is a sidebar with five sections: 'Section 1 - Quality >>', 'Section 2 - Support >>', 'Section 3 - Experience >>', 'Section 4 - Resources >>', and 'Section 5 - Other >>'. An arrow points to 'Section 5 - Other >>' with the label 'Final Page of Evaluation'. The main content area shows 'Placement Area: Test Hospital - Ward 1' and 'Placement Dates: 3rd Feb 2020 → 28th Feb 2020'. Below this, there are two asterisked notes: '\* If any of your placement details are incorrect please contact your university placement office' and '\* Your evaluation is not anonymous, your feedback will be made available to certain academic staff at your University and senior staff at this placement.' Underneath is a section titled 'Other' with a 'Question 1' asking 'Is there any further constructive feedback or comments you would like to add?'. There are radio buttons for 'Yes' and 'No', with 'No' selected. A text input field is labeled 'Type your comments here...'. At the bottom left is a 'Return To Overview' button, and at the bottom right is a green 'Save & Submit Evaluation' button. An arrow points to this button with the label 'Save & Submit Evaluation Button'.

Note that if you try to submit an evaluation more than a week before the placement end date, then you will see a message displayed informing you that your feedback has been saved but you cannot submit the evaluation yet. The message will also specify the date that is seven days before your placement end date, i.e. the date from which you will be able to submit the evaluation.

When you click on the Save & Submit button, you will receive a message thanking you for your feedback and informing you that once you have submitted your evaluation it cannot be edited. To continue, click the green 'Submit Evaluation' button. Your PARE evaluation has now been submitted.

The screenshot shows a 'Submit Evaluation' pop-up window. The title bar says 'Submit Evaluation'. The main text reads: 'Thank you for your feedback. Please note, once you have submitted your evaluation it cannot be edited.' At the bottom right of the pop-up is a green 'Submit Evaluation' button. An arrow points to this button with the label 'Submit Evaluation Button'. Another arrow points to the top left of the pop-up with the label 'Submit Evaluation Pop-Up'.

All your completed NET Surveys can be viewed at any time (although not amended) in the Completed NET Surveys section of your PARE Dashboard. The Options icons enable you to print the placement certificate, download the evaluation as a PDF, or open the evaluation to view. The front page of a completed evaluation/NET Survey, the Evaluation Overview, also displays links to download a PDF version, and the placement certificate (in the Placement Details box). The front page of a completed NET Survey also displayed a reference number against the Submitted Date.

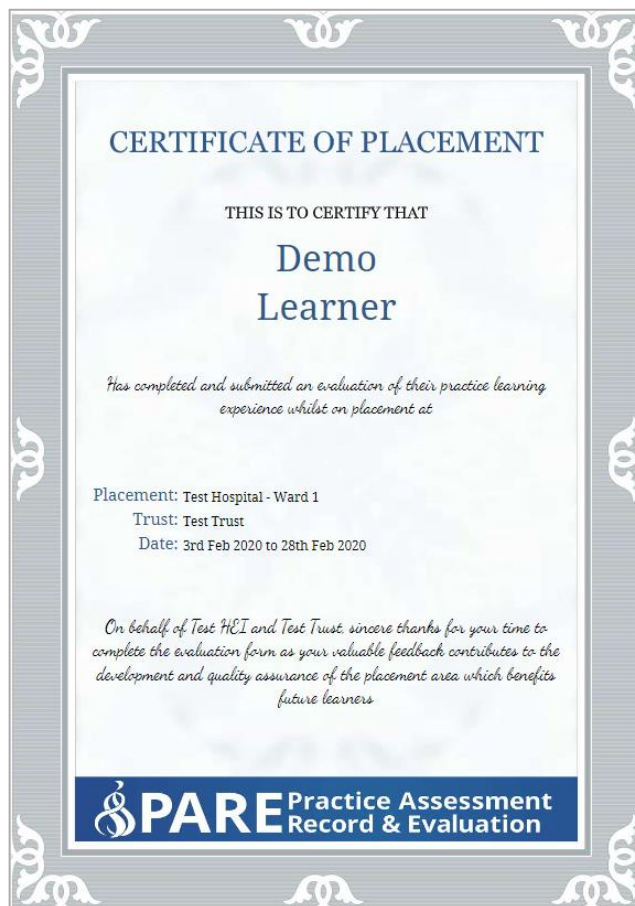
The screenshot shows the 'Placement Evaluation Overview' page. It features a table with the following details:

Placement Details	
Title:	Test Hospital - Ward 1
Start Date:	3rd Feb 2020
End Date:	28th Feb 2020
Submitted Date:	4th Mar 2020
Save PDF Copy:	<a href="#">Download your evaluation</a>
Certificate:	<a href="#">Download your certificate of placement</a>

Annotations include: 'Submitted Evaluation: Placement Details Section' pointing to the table header, 'Submitted Date' pointing to the 'Submitted Date' row, 'Download Placement Certificate' pointing to the 'Certificate' row, and 'Download Evaluation as PDF' pointing to the 'Save PDF Copy' row.

See an example PARE placement certificate download:

PARE  
Placement  
Certificate →



If you have not submitted an evaluation in time, it can be disappointing to discover that the deadline for evaluation/NET Survey submission date has passed and that the evaluation/NET Survey is no longer available for completion. Please note, although submission of the evaluations/NET Surveys is not always a course requirement for education provider programmes, it is a valuable part of the placement quality monitoring process. For all evaluations/NET Surveys that you have completed and successfully submitted, you will be able to download a certificate.

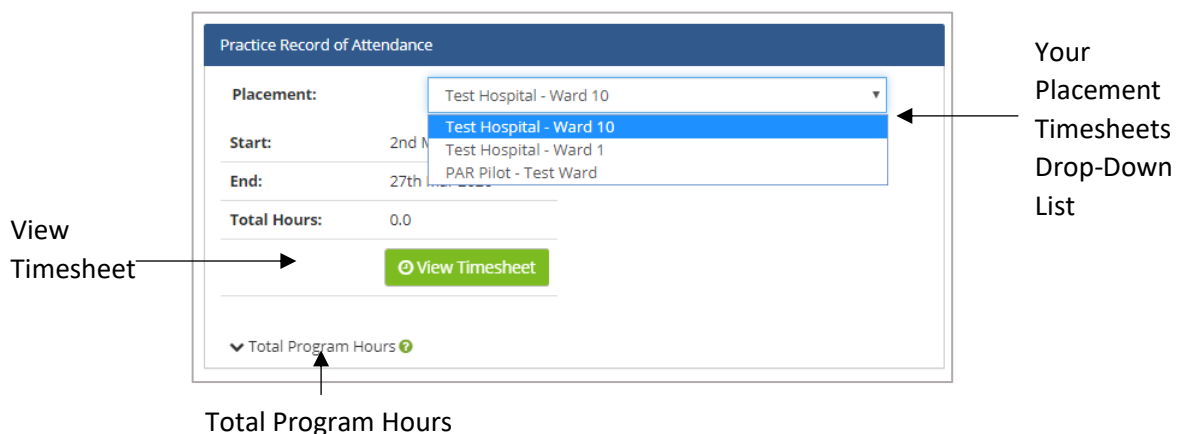
# Timesheets

## Timesheet Access

If your education and profession is using online PARE for the recording of your placement practice hours, you will have access to the PARE timesheet as soon as your education provider has uploaded the learner placement details on to PARE. You will see the timesheet details displayed in the Practice Record of Attendance section of your PARE Dashboard. PARE has recently implemented (August 2020) a new style timesheet to incorporate greater flexibility in time recording including the facility to be able to record hours for more than one activity type per shift. This timesheet is displayed in a new Timesheets section of your PARE dashboard. Your education provider should inform you when your programme is to take up the new timesheet on PARE if you have not already done so. The differences between the two timesheets will be immediately obvious, if you have already been using the original PARE timesheet. The original timesheet displays the days of the week across the screen, the new style timesheet displays the days of the week vertically. Guidance for the new style timesheet is detailed in the 'Editing Multi-Activity Timesheets' section of this Guide.

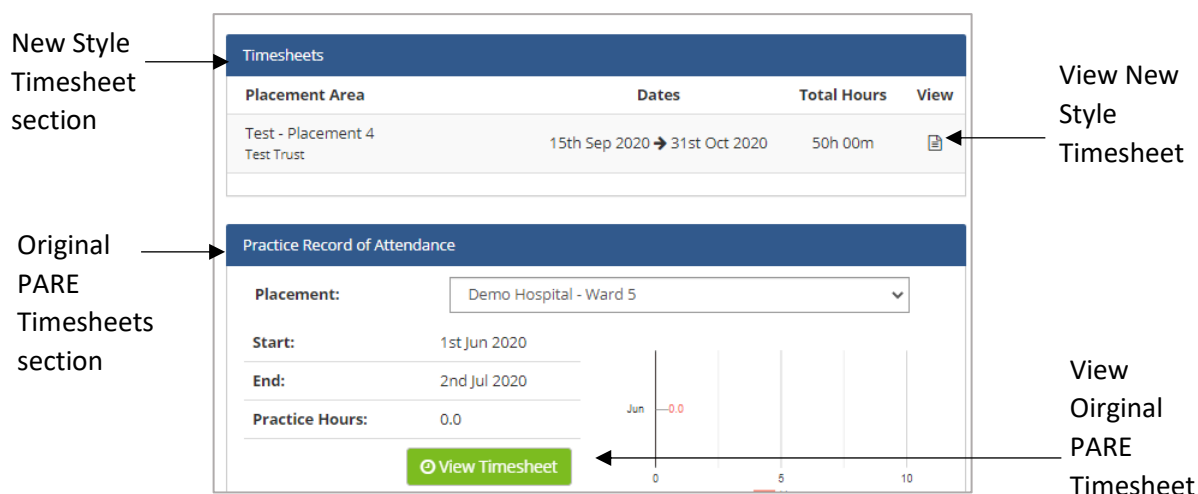
Your education provider may give you an indication of when you should expect to see your timesheet available on PARE, so if you do not see your timesheet details on your PARE Dashboard and your placement start date is approaching, then it is advisable to contact your education provider. If your placement is a spoke placement, or a placement to make up hours on your programme, then some programmes require you to add the placement details yourself, using the 'Add Spoke Placement' or 'Add Time Made Up Timesheet' feature that may be displayed on your PARE Dashboard (see the Add Placement section in this Guide for further information). If in doubt, contact your educator provider. See also the FAQs & Further Help section of this Guide.

To access the original PARE timesheet, you will see the timesheet placement details in the 'Practice Record of Attendance' section of your PARE dashboard. If the correct placement name is not currently displayed in the Placement box, then select the correct placement name from the Placement timesheets drop-down list. Click on the green View Timesheet button to open the timesheet. This section also has an expandable Total Program Hours to view all your accrued practice hours for your programme, i.e. across all your PARE timesheets (see the Dashboard section of this Guide).



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 your programme has yet to take up the new style timesheets, you will see just the original Practice Record of Attendance section.



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

### Practice Assessor/Educator Timesheet Access

All placement staff on your placement, and for your profession, will have access to your timesheet from their PARE Dashboard. They will be able to view the hours that you have entered, sign off weeks, and add notes to weeks if required, although only placement staff who have been supervising you on your placement and can verify your hours, should be signing off your timesheet weeks. In addition, timesheets for many professions on PARE also require a final timesheet sign off, which may be restricted to the Practice Assessor/Educator higher level of access for some programmes.

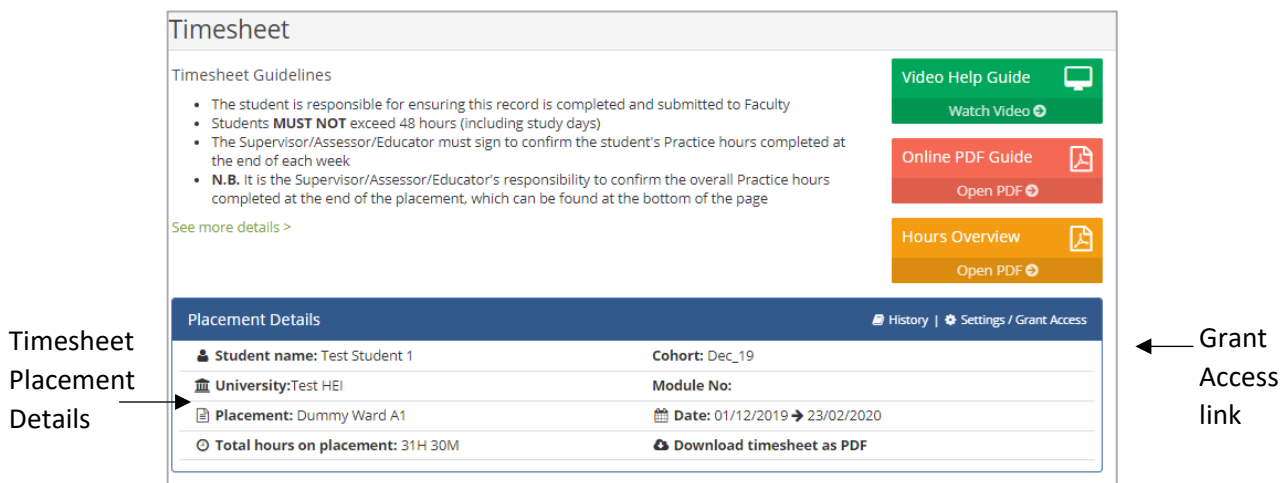
The Practice Assessor, along with Practice Supervisor, are roles defined by the 2018 NMC standards for nursing and midwifery professions, and Placement Educator Leads (ward/team managers) and Placement Senior Admin are responsible for managing the assignment of placement educators with the appropriate qualifications to assess and sign off the main sections of the PARE assessment document (PAR Document). PAR Documents for other professions on PARE also make use of differing levels of access to different sections of the document and may have the higher-level role defined as the Sign Off Clinical or Practice Educator. If you have a PAR Document set up for your placement, then a Practice Assessor/Educator will be assigned to your PAR Document, if applicable, and this member of staff will also have access as the Practice Assessor/Educator for your placement timesheet.

If your profession is not using PAR Documents on PARE, then your timesheet should not require sign off by a Practice Assessor/Educator, and any member of the placement staff, for your profession will be able to sign off the timesheet. If you normally have a PAR document for your placements on PARE, but your current placement is a spoke placement, then the final timesheet sign off will need to be actioned by a Placement Senior Admin for your base placement organisation, or by a member of staff within your university (or your education provider organisation, if not a university).

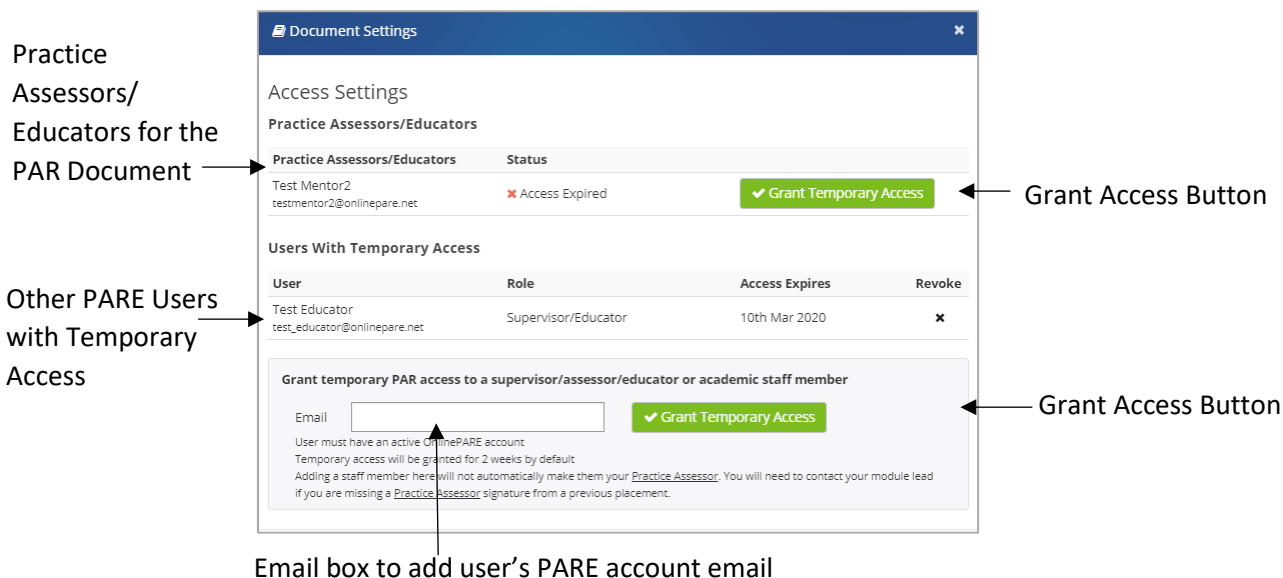
Four weeks after the end of your placement, your timesheet will no longer display on the PARE Dashboard for your placement staff. If a member of your placement staff requires access to the timesheet after this period, you may grant them temporary access. Please note that you cannot grant a member of staff access as a Practice Assessor/Educator, unless they were previously assigned as a Practice Assessor/Educator for your placement.

### Grant Timesheet Temporary Access

To grant a member of your placement staff access to your timesheet, 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):



Clicking on the Grant Access link opens the Access Settings pop-up window:



In the Access Settings pop-up window, you can select an existing Practice Assessor/Educator for the granting of temporary access, or you can enter the PARE account email address of a placement member of staff to grant temporary access at supervisor level (although this will not enable access to Practice Assessor/Educator sections of the PAR Document). In the Practice Assessors/Educators section of the pop-up, the Status will show as a green tick with the label 'Has Access', if a Practice

Assessor/Educator currently has access to the document, else a red cross with 'Access Expired' is displayed and the green 'Grant Temporary Access' button is enabled. For any PARE users that you have granted access to in the 'Users with Temporary Access' section, the access record (name, email address and role) is displayed, along with the access expiry date.

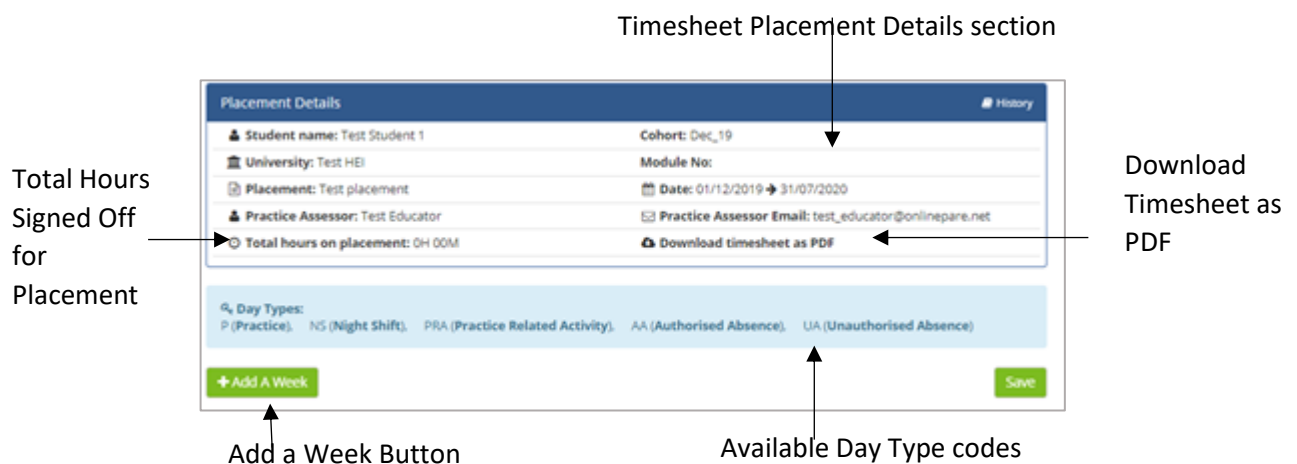
## Editing Timesheets

The PARE timesheets enable you to record hours for different types of activity whilst you are on placement, and for these hours to be automatically totalled, and verified by electronic 'signing'. If the timesheet you have been assigned for your placement is the original PARE timesheet, the different types of hours that are applicable for your profession are differentiated by 'Day Type' codes. The list of Day Types codes is displayed, along with their descriptors, in the Placement Details section of the timesheet. If you have been assigned the 'multi-activity' timesheet (i.e. the timesheet that supports multi-activities per shift, first implemented August 2020 for some programmes) the different types of activity that are applicable for your profession are differentiated by 'Activity Types'. Hours for more than one type of activity may be recorded for the same day on the multi-activity timesheet.

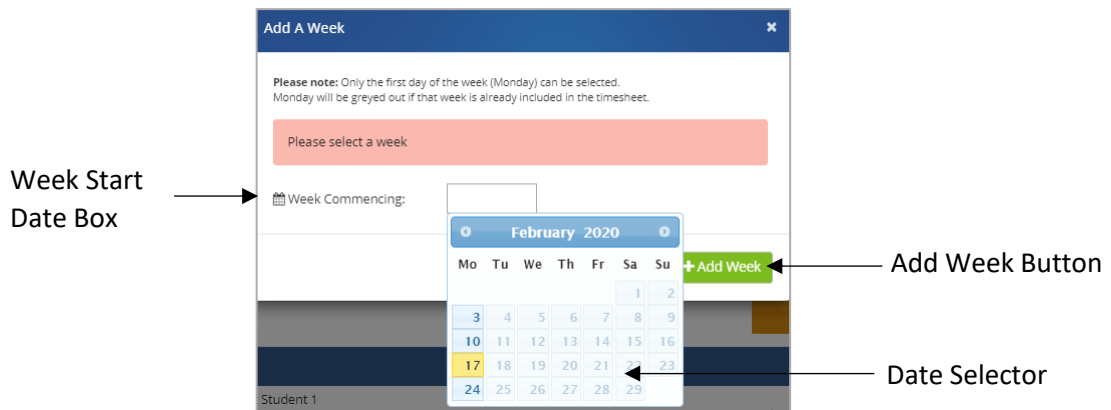
The following section sets out guidance for editing the original PARE timesheets, and includes the addition of timesheet weeks, adding day codes and hours to a week, and adding notes. The guidance is then set out for the multi-activity timesheets. If you have not yet been informed that your programme will be switching over to the multi-activity timesheets, then you will be continuing on the original timesheets and will be notified by your education provider if and when you will be using the new timesheets on placement.

## Adding Timesheet Weeks

When a timesheet is first set up for your placement on PARE, no weeks will be displayed on the timesheet. You will need to add the required weeks, according to the start and end dates specified for the placement. Timesheets do not have any time-frame restrictions, but you should check with your personal tutor or module leader before adding weeks outside of your allocated placement dates. For most profession timesheets, you may also enter the Day Codes and Start and End times in advance of your actual shifts, if you know your shift patterns, although the hours for future weeks cannot be signed off until the week becomes the current week in each case.



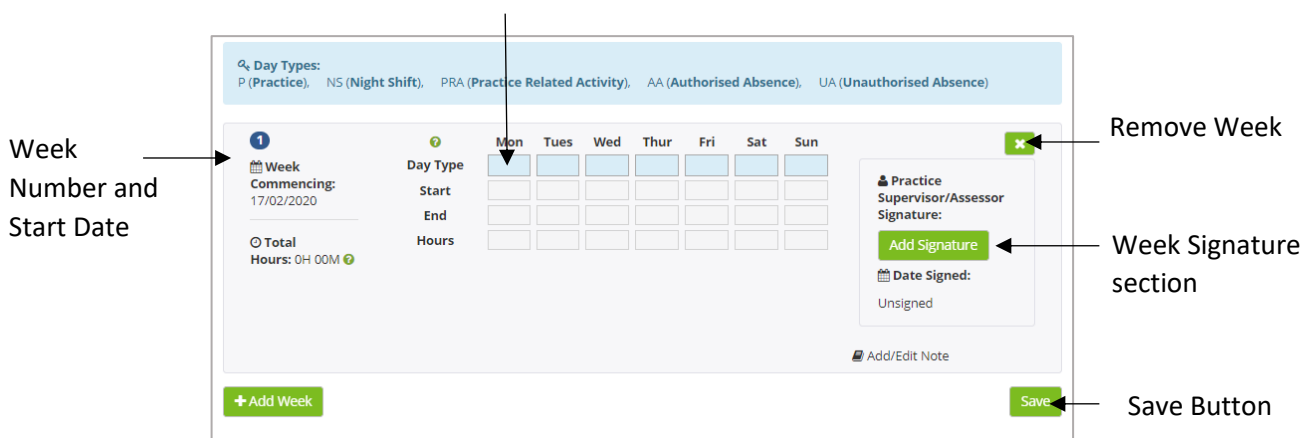
Click on the Add Week button to open the Add Week pop-up and click in the Week Commencing box. This opens the date selector. Note: Only the first day of the week (a Monday) can be selected, with the highlighted date defaulting to the nearest Monday. Select whichever Monday date is required and then click the Add Week button:



The new week will appear on your timesheet and in the correct date order if there are any existing weeks on the timesheet. Click the 'Save' button to save the week to the timesheet. It is important that any additions and updates to a timesheet are saved by clicking the 'Save' button, before leaving the timesheet, otherwise changes may be lost. If the week has been incorrectly added, it can easily be removed by clicking on the cross that is displayed in the top-right corner for the week. Note: the system will not allow you to enter weeks with a duplicate start date. You will see a message displayed 'Week already exists' if you select a week start date that is already in use.

## Adding Day Codes & Hours

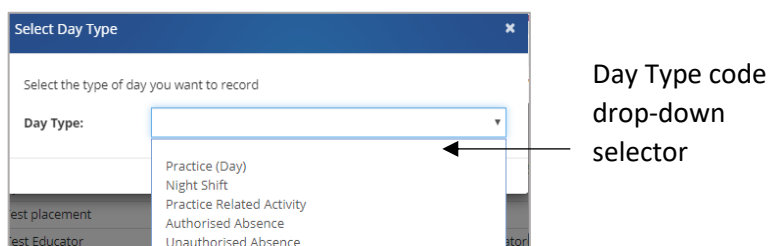
Day Type code box for each day of the Week



**⚠ NB: Any information you add to a timesheet has to be saved by clicking on the 'Save' button. Be sure to click the 'Save' button before you leave the timesheet or you could lose your additions.**

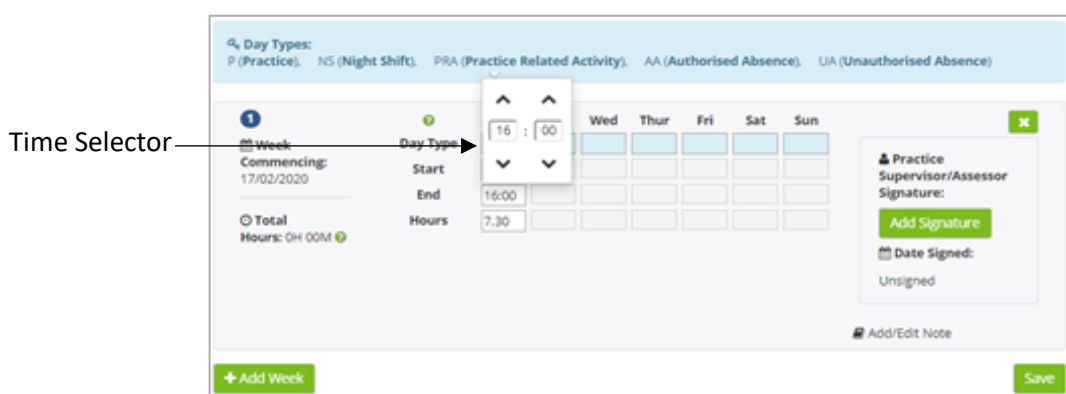


Click in a Day Type box, for a selected day, to open the Select Day Type pop-up. Select the required Day Type code from the drop-down list:



If the selected Day Type codes requires Start and End times, and the total Hours for the day to be entered, these boxes will be displayed as white. If values are not required, these boxes will appear grey and data entry for them is disabled. Where values are required, click in the Start and End boxes to select the Start and End hours for the shift. Practice related day type codes will almost always require Start and End times to be specified against them, whilst other Day Type codes, such as 'A' (Absence) may disable entry of hours for the days that it is selected as the day code. Other Day Type codes, such as 'UTH' (University Theory Hours) may require entry of Start and End times, but the hours will not be included in the total practice hours and will be totalled separately at the bottom of the timesheet.

The Hours box for the day defaults to a default calculation based on the time span between the start and end times, with a deduction of a set amount of time as a lunch break. This is generally a 30-minute deduction for shifts up to 9-hour time span from start to finish times. From 9 hours plus, 1 hour is deducted. This may differ, however, according to different professions. Hours selected/defaulted into the Start, End and Hours boxes can all be changed by amending the time in the time selector, using the up and down arrows (increments and decrements of 15 minute intervals).



If your programme requires the activity to be signed off first (see the 'Signing off Timesheets' section of this Guide) 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. The actual Sub Totals that are displayed on your timesheet will depend on your programme. Typical Sub Totals for a nursing timesheet may look like the following:

Timesheet Declaration Section →

**Declaration** ⓘ

Total number of Practice Related Activity hours completed: **6H**  
 Total number of Practice hours completed: **52H 0M** ⓘ

---

Total hours: **58H 00M** ⓘ

Total number of night shifts completed: **2** ⓘ  
 Total number of night shift hours completed: **20H 00M** ⓘ

**I declare that this form accurately represents the student's Practice hours during the stated period.**

**Please note:** The signatures below should only be added at the end of the placement when all weeks have been completed and signed off.

**Student Signature:** Add Signature **Date Signed:** Unsigned

**Practice Assessor Signature:** Weeks must be signed off first **Date Signed:** Unsigned

← Sub Totals (programme specific)

Click on the question icons to right of the sub totals to open the hint text which displays the day codes that are included in each sub-total. In the nursing timesheet example above, the Total hours includes the Practice, Practice Related Activity, and Night Shift activity hours. The Practice, Practice Related Activity 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 Weeks

PARE timesheet weeks includes an Add/Edit Note feature, to enable you add notes to a week if required. 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 by your placement staff. Only one Note can be added per week.

🔍 Day Types: P (Practice), NS (Night Shift), PRA (Practice Related Activity), AA (Authorised Absence), UA (Unauthorised Absence)

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
<b>Day Type</b>	P	P	NS	AA	P		
<b>Start</b>	8:00	8:00	20:00		8:00		
<b>End</b>	16:00	16:00	6:00		16:00		
<b>Hours</b>	7.30	7.30	9.00		7.30		

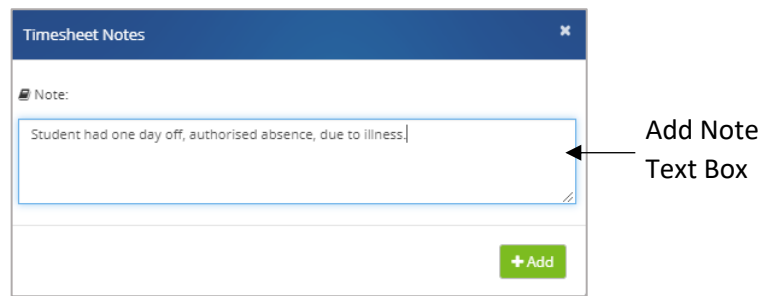
**Practice Supervisor/Assessor Signature:**  
 Unsigned ✍️

**Date Signed:**  
 Unsigned

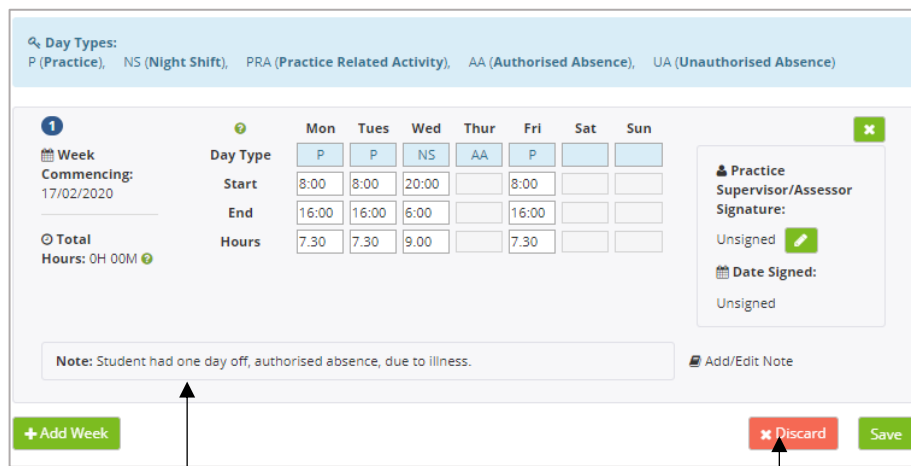
[Add/Edit Note](#) ← Add/Edit Note

+ Add Week Save

Clicking on the Add/Edit Note link opens the Timesheet Notes pop-up, to which text can be added, to be recorded as a note against the week:



Text added via the Timesheet Notes pop-up is displayed under the timesheet week. On first adding the note, a Discard button is available to remove the note if required. After clicking 'Save' to submit the note to the system, a note can be amended for unsigned weeks if required. If the note is amended by removing the text altogether, via the same Add/Edit Note, then on saving the changes, the note is no longer displayed for the week.



Note added to the week

Discard Note Button  
(on first adding a new Note)

## Editing Multi-Activity Timesheets

The new style 'multi-activity' timesheet supports the time recording for more than one activity type for the same shift (i.e. timesheet day). Practice hours can therefore be recorded independently of other practice related activity or theory hours for example and signed off by the appropriate person in each case (practice staff and/or HEI staff). The apprentice trainee nursing associate timesheets can support the recording of protected learning time activity as well as non-programme hours and theory hours within the same shift. The new style timesheets are very intuitive to use and continue the existing functionality, as well supporting new features. The main changes that you will notice, if you have been using the original PARE timesheets, are:

- The weeks display on the timesheet when it is first created, and do not have to be added individually. The weeks fall between the placement start and end dates.
- The days of the week display vertically instead of horizontally in order to allow for the addition of more than one activity type per shift.
- You can expand and collapse the display of the weeks (via the plus icon to the left of a week) for more efficient display and navigation

The features of the multi-activity timesheet are further detailed in the following sections.

## 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.

The screenshot shows the 'Timesheet Details' page. At the top right, there are links for 'Export PDF', 'History', and 'Settings / Grant Access'. Below this is a section for 'Guidance Notes (programme specific)' containing instructions for students. The 'Placement Details section' includes fields for Student name (Test Student1), Cohort (test), University (Keele University), Module No (test), Placement (PARE Hospital - Test Ward), and Date (30th Jun 2020 to 14th Jul 2020). Under 'Available Activity Types', there is a search bar and a list of activity types. The 'Default Weeks (Expand to view)' section shows three weeks with their start dates and 'Total Hours for the Week' (0h 0m). An 'Add a Week Button' is located at the bottom of this section.

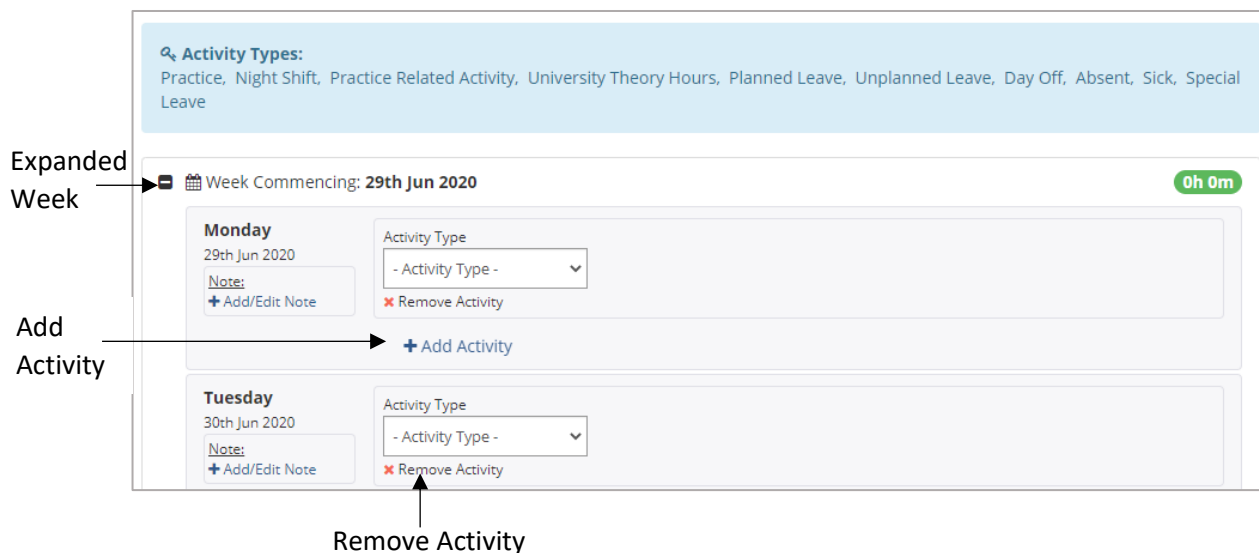
Click on the 'Add Week' button to open the Add Week pop-up and click in the Week Commencing box. This opens the date selector. Note: Only the first day of the week (a Monday) can be selected, with the highlighted date defaulting to the nearest Monday. Select whichever Monday date is required (weeks already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

The 'Add A Week' pop-up window contains a note: 'Please note: Only the first day of the week (Monday) can be selected. Monday will be greyed out if that week is already included in the timesheet.' Below the note is a 'Week Commencing:' field with a date selector. A calendar for July 2020 is displayed, with the 20th highlighted. An 'Add Week Button' is visible in the bottom right corner of the pop-up.

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

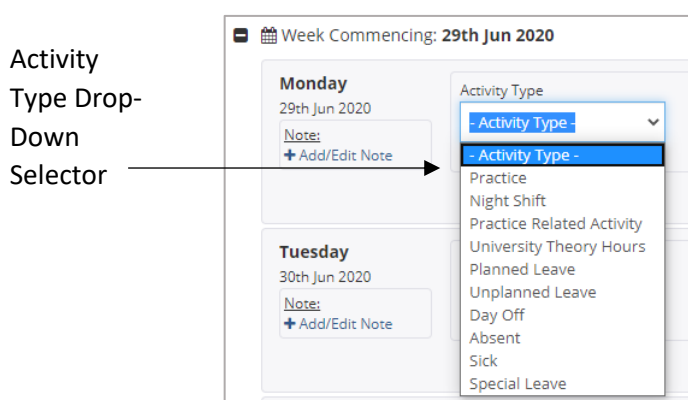
## Adding Activity Types & Hours

Click on the expand icon (the plus symbol) to the left of the required week on the timesheet to open up 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 three). If you need to record more activities than the maximum, you will need to contact your education provider.



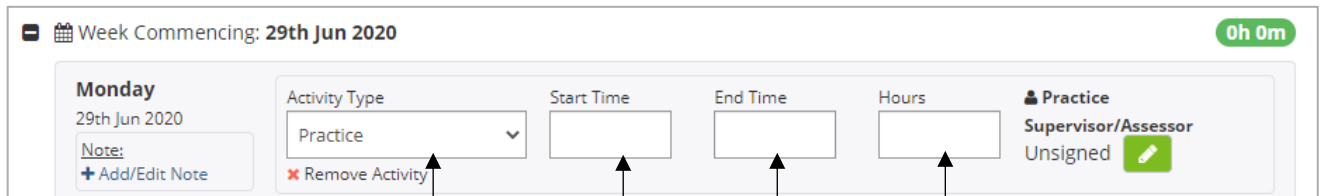
To select the activity type for which you wish to record hours, click on the Activity Type box and select the required activity from the drop-down selector. Note that you do not need to click a 'Save' button for changes to the multi-activity timesheet for the changes to be saved. To remove an activity 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 the 'Unlocking Timesheets' section of this Guide).

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



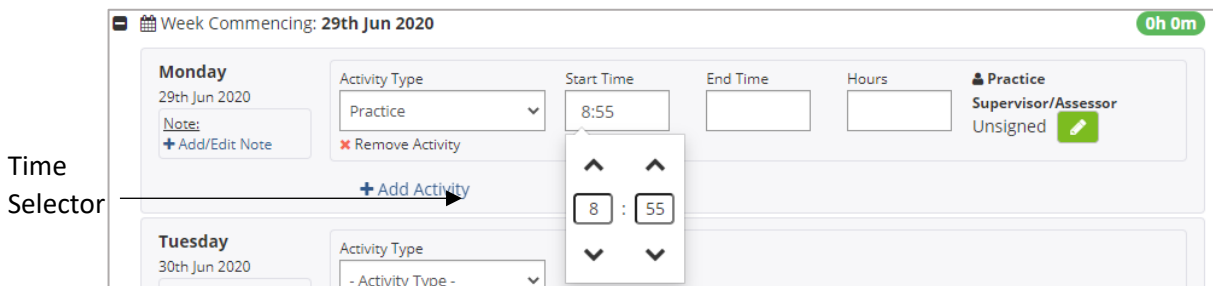
On selecting the activity type, the name will display in the Activity Type box, and if the activity is a type of activity for which hours must be recorded, then the Start Time, End Time and Hours boxes (the Hours box is to record the activity length) boxes will display next to the activity. Some activity

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.



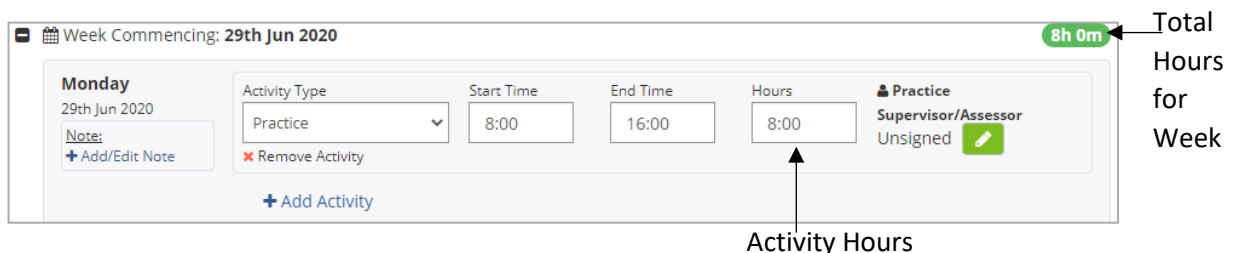
Selected Activity Type      Start Time      End Time      Activity Length

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. 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. 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 (see the 'Signing off Timesheets' section of this Guide) 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. The actual Sub Totals that are displayed on your timesheet will depend on your programme. Typical Sub Totals for a nursing timesheet may look like the following:

The screenshot shows a summary of hours for a nursing timesheet. On the right side, there are two annotations with arrows pointing to specific rows: 'Total Timesheet Hours' points to the 'Total Hours' row (22h 0m), and 'Sub Totals (programme specific)' points to the 'Night Shift Hours' row (10h 0m). The summary table is as follows:

Total Hours	22h 0m
Total Practice Hours ⓘ	18h 0m
Practice Related Activity Hours ⓘ	2h 0m
Night Shift Hours ⓘ	10h 0m
Total Theory Hours ⓘ	4h 0m
Night Shift Shifts	1

Below the summary is the 'Timesheet Declaration Section'. It contains a declaration statement: 'I declare that this form accurately represents the student's Practice hours during the stated period.' and a note: 'Please note: The signatures below should only be added at the end of the placement when all weeks have been completed and signed off.' There are two signature rows: 'Learner Signature' with an 'Add Signature' button and 'Date Signed: Unsigned', and 'Practice Assessor Signature' with 'Unsigned' and 'Date Signed: Unsigned'.

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, and Night Shift activity hours. The Practice Related Activity 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 by your placement staff.

The screenshot shows a form for adding or editing a note for a specific day. The header indicates 'Week Commencing: 29th Jun 2020' and a total of '8h 0m'. The day selected is 'Monday, 29th Jun 2020'. There is a 'Note:' field with an 'Add/Edit Note' link. Below this is an activity entry form with fields for 'Activity Type' (Practice), 'Start Time' (8:00), 'End Time' (16:00), and 'Hours' (8:00). There is also a 'Practice Supervisor/Assessor' field with 'Unsigned' and a green edit icon. A '+ Add Activity' button is at the bottom.

Clicking on the Add/Edit Note link opens the Timesheet Notes pop-up, to which text can be added, to be recorded as a note against the week:

Text added via the Timesheet Notes pop-up is displayed under the timesheet day. A note can be amended for unsigned weeks if required by clicking on the same Add/Edit Note link. If the note is amended by removing the text altogether, then the note is no longer displayed for the day.

## Signing Off Timesheets

PARE timesheets weeks (or activities for the multi-activity timesheet) are signed off by placement staff and/or academic staff, whilst you will be required to sign the final declaration section of the timesheet in addition to the placement staff and/or academic staff.

Access to the signature sections of the timesheets and the method for adding a signature may vary depending on who needs to sign, and the user who is logged in at the time. In addition, signed off weeks or activities can also be counter-signed if required. Adding a signature to a week or activity locks down that section and if changes are required, this will require the section to be unlocked. After a period of time, a timesheet will be set to read-only where no further changes can be made, even by unlocking, unless the whole timesheet is re-activated. These features are further outlined in the following sections.

## Signature Access

Placement staff with access to your timesheet will be able to sign off the weeks for the timesheet, although this should only be done by members of staff who have been supervising you on placement and can verify your hours. 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. If the user who is logged in has direct access to sign via their own account login, then the green 'Add Signature' button is displayed.

See a nursing timesheet example below for the original PARE timesheet. This is a practice supervisor/assessor's view of the timesheet when they are logged in via their own account (rather than viewing the timesheet from the student's login):

Original PARE timesheet →

Placement Staff Signature Enabled

Example of the nursing multi-activity per shift timesheet (practice supervisor/assessor's view of the timesheet when they are logged in via their own account):

Multi-Activity PARE timesheet →

Placement Staff Signatures Enabled

Signed off weeks will display the PARE user name for the member of staff who has signed the week. Once a week is signed off, the week locks down, and boxes for the week are greyed out and become non-enterable. This is so that changes cannot be subsequently made unless the week is unlocked (see later section) and the changes must then be verified by re-signing.

Your timesheet can also be electronically signed by a placement member of staff when you are logged into PARE (as for the signing of PAR Documents, described in the earlier Assessments section). This is useful if you are both completing your timesheet together, on the one device. You will see a signature edit button (pencil icon) displayed against the placement staff signature label. The signature section, including the edit signature button, appears on the timesheet when logged in via the student account, as follows.

Edit Signature Button

The example above is from the original PARE nursing timesheet, but the edit signature feature for the multi-activity timesheet works in the same way.

Clicking on the signature edit button opens the Electronic Signature pop-up. This requires the placement member of staff to enter their PARE account login credentials, for PARE to validate their account and create the electronic signature. For most timesheets, this pop-up also allows entry of sign off credentials for healthcare professionals that do not have a current PARE account. This is useful for placements outside of the usual placement circuit, where the placement staff are not PARE users. This setting is determined by your education programmer for your programme.

**Supervisor/Assessor/Educator Electronic Signature**

This section allows a Supervisor/Assessor/Educator to sign off a timesheet week while the student is logged into the system. Adding a signature will lock the current timesheet week, preventing any further changes to the week.

Supervisor Email:

Password:

Or

To be completed by the Supervisor/Assessor/Educator only if they **do not** have an OnlinePARE account.

Supervisor Name (& Prof Reg No.):

Supervisor Phone:

\* If you are a Supervisor/Assessor/Educator and need an OnlinePARE account, please contact your supervisor.

**Add Your Signature**

PARE account login details for PARE placement educator

Contact details for non-PARE user placement staff

As for PARE assessment documentation, electronic signatures on timesheets can be counter-signed. This facility is normally used to provide a fully qualified signature against a practice supervisor/educator in training. See Counter-Signing in the Assessments section of this Guide for further information on counter-signing electronic signatures on PARE. The following example shows this for the original PARE timesheet (the multi-activity timesheet works the same way).

Day Types: P (Practice), NS (Night Shift), PRA (Practice Related Activity), AA (Authorised Absence), UA (Unauthorised Absence)

Day Type	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start	8:00	8:00	20:00		8:00		
End	16:00	16:00	6:00		16:00		
Hours	7.30	7.30	9.00		7.30		

Total Hours: 31H 30M

Practice Supervisor/Assessor Signature:

Test Educator

Date Signed: 18th Feb 2020 3:05pm

Counter-Signature Button

When all timesheet weeks have been signed off, you will need to sign off the timesheet in the Declaration section at the bottom, along with a placement member of staff with the appropriate level of access (as detailed in the earlier section on Practice Assessor/Educator Timesheet Access). The new, multi-activity timesheets may also require sign off by an academic member of staff, depending on the programme and the timesheet settings. Please note that the final sign off signature will only be enabled if all the timesheet weeks have been signed off, if you are using the original PARE timesheet. The multi-activity timesheet may or may not have this restriction in place, depending on

the timesheet settings determined for your programme. Signing off the timesheet locks the whole timesheet down and subsequent changes can only be made by unlocking the timesheet, and any required weeks first.

**Total Hours for Week** →

**Signed Off Week** ←

**Declaration section** →

**Timesheet Totals** ←

**Learner Signature** →

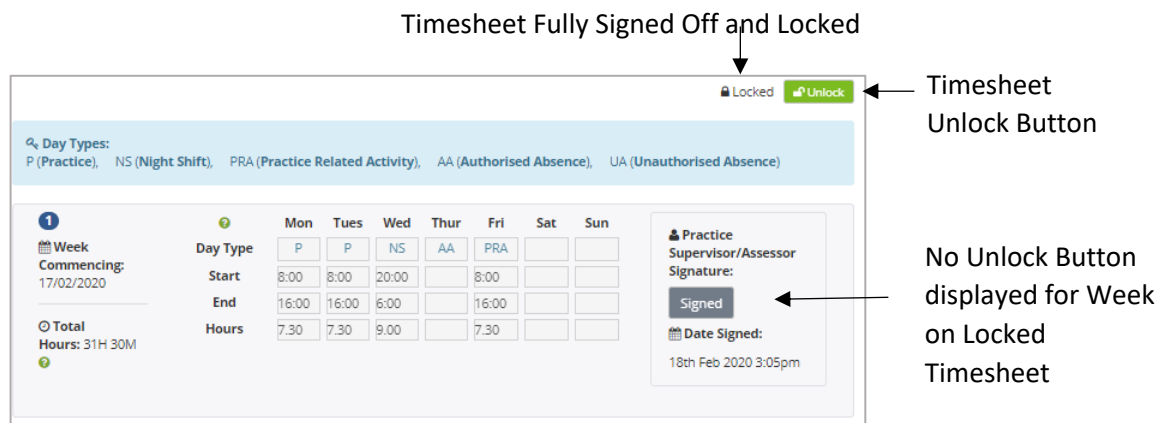
**Timesheet Final Sign Off Signature** →

## Unlocking Timesheets

If the whole timesheet has been signed off at the bottom and has **Locked Week** locked down, then the whole timesheet needs to be unlocked first, before unlocking any of the required weeks separately. Unlocking either a timesheet or weeks within a timesheet, does not remove the content of any of the weeks, but just the corresponding signatures. After making any required changes, the weeks affected will need to be re-signed, before the timesheet can then be signed off at the bottom. The same applied for the multi-activity timesheet. The timesheet will need to be unlocked prior to the unlocking of individual activities that have been recorded for a shift. Any unlocked activities may then need re-signing (depending on the timesheet settings for your programme) before the timesheet final sign off.

**Week Unlock Button** ←

A timesheet may also need to be unlocked to add additional weeks, in which case, the existing weeks will not require unlocking. After changes are made, they need to be saved by clicking the Save button (for the original PARE timesheet only) and the week(s) and timesheet re-signed as required. The multi-activity timesheet may also be unlocked to have weeks added if required. The ability to add weeks outside of the placement dates is dependent on the timesheet settings for your programme (for the multi-activity timesheet). You should check with your education provider first, before adding weeks outside of the placement dates.



### Timesheet Read-Only Status

Your timesheet will be set to read-only one year after it has been fully signed off, otherwise it will remain open. On being set to read-only, all items will become non-enterable; timesheets set to read-only should never require amending. If you want access to a timesheet that has been set to read-only, you will need to contact your education provider who will be able to assess if the timesheet can be reactivated.

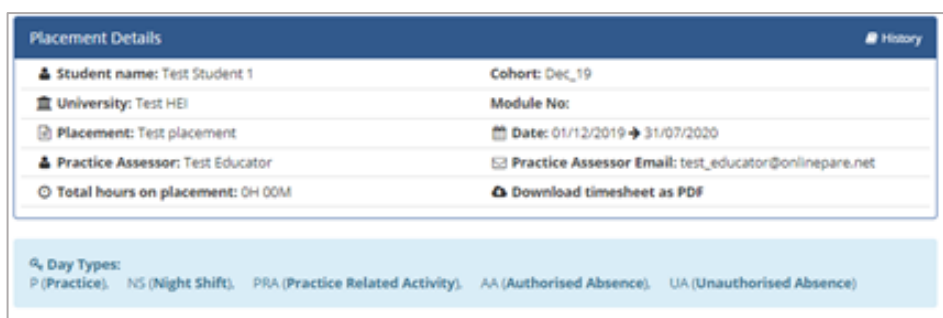
Timesheet hours should be signed off as close to the week dates as possible, and hours will only be added to the total practice hours for a timesheet and programme, for signed off weeks (for most universities and professions). It is important to ensure that your timesheet is fully signed off on completing your placement, as trying to contact placement staff to sign off your timesheet after you have left your placement can be difficult. Members of staff may have left the placement area since your placement ended, or if they are still available, it may become difficult for them to verify the hours that you have since recorded.

Also, it is important to note that If you have a timesheet for a past placement that requires sign off by a Practice Assessor/Educator, you can only grant temporary access to the member of staff who was previously assigned as your Practice Assessor/Educator for the placement, to sign off the Practice Assessor/Educator section. You will also need to ensure that you have added your own signature to the bottom of the timesheets Declaration section.

## History Logging

As for the PARE assessment documents, the PARE timesheets include a History logging feature that records all changes made to the timesheet. These changes can be displayed in the History Log pop-up, along with the name of the PARE user who made the update and the date/time of the update. Every time a signature is added, or removed via an Unlock action, this information is also recorded in the history logging. Click on the History link at the top right of the Placement Details section of the timesheet to view the History log for the timesheet. See History Logging under the Assessments section of this Guide for further information.

History Log link



Placement Details		History
Student name: Test Student 1	Cohort: Dec_19	
University: Test HEI	Module No:	
Placement: Test placement	Date: 01/12/2019 → 31/07/2020	
Practice Assessor: Test Educator	Practice Assessor Email: test_educator@onlinepare.net	
Total hours on placement: 0H 00M	Download timesheet as PDF	

Day Types:  
P (Practice), NS (Night Shift), PRA (Practice Related Activity), AA (Authorised Absence), UA (Unauthorised Absence)

## Timesheet Notifications

Timesheet reminder notifications are automatically sent out on PARE to notify certain users linked to your placement, when the week sign off has become overdue (or the final declaration signature if all the weeks have been signed off) according to the following rules:

- 3 days overdue: a notification is sent to your account.
- 5 days overdue: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- 8 days overdue: a notification is sent to your account.
- 13 days overdue: a notification is sent to your account.
- 15 days overdue: a notification is sent an appropriate university member of staff (associated with your PAR document for the placement, if there is one, else associated with the placement area).
- 20 days overdue: a notification is sent to the Placement Senior Admin for the organisation.

See the Notifications section in this Guide for viewing your notifications.

## FAQs & Further Help

Your placement educator will be your main contact for support during your placement. You may refer to your placement educator as your practice assessor, practice supervisor, clinical educator, practice educator etc., depending on your profession, programme, and your placement educator's role.

In addition, most placements have Placement Educator Leads (ward/team managers) who manage staff PARE accounts for their placement area(s), as well as the assignment of staff to learners on placement, and will be able to offer you further advice and support. Larger organisations also have Placement Senior Admin who manage the placements across the organisation, including staff assignment to learners, and will be able to advise you on any issues you may have.

Alternatively, some queries, such as those relating to your assessment commentary, may be more appropriately dealt with by your education provider staff, whether this is your academic assessor, personal tutor, placement office staff or other staff member.

There is also further help available on the PARE website, including FAQ's, videos and training resources.

See the following links:

- Frequently Asked Questions (FAQ) resource: <http://demo.onlinepare.net/faqs.php>
- Training Demo videos: <http://demo.onlinepare.net/training-resources.php>

The FAQs most applicable to learners are also included in the next section.

### Learner FAQs

The following FAQs are those most raised by learners. Each FAQ lists the possible reasons for the query arising. In most cases, your Practice Assessor/Supervisor/Educator, Placement Education Lead or Placement Senior Admin, or your university placement office will be able to resolve the situation once the underlying cause has been identified:

#### General

##### Why haven't I received my PARE account activation email?

- The account activation email may have been sent to your spam/junk folder. You will need to check this folder in case the activation email is redirected there.
- Your account may not have been set up yet on PARE, or your PARE account may have been set up under an incorrect email address. Check with your education provider
- Your device/IT network may be blocking emails from third party sites. Check your browser/network security set up. If necessary, your education provider can re-send you the activation link directly from their organisation email address.

##### How do I log in to PARE?

- Go to <https://onlinepare.net> to open the PARE website home page.

- Click on the Sign In link at the top-right of the home page.
- On the login details box, enter your PARE account email ID. This should be the email address provided by your education provider.
- Enter the PARE account password that you entered on setting up your PARE account (or your last password entered on your account profile if you have since changed your password).

### **Why does the PARE login not recognise my login details?**

If you receive the 'Incorrect login details' message on attempting to login, the error is almost always down to entering your PARE account email address or password incorrectly.

- Check that the Email you are entering is the email exactly as specified by your education provider, with no typos, additional spaces or full stops. If your browser defaults the Email and/password data, then remove the defaults and enter afresh.
- If you have checked that your Email data is correct with no typos, additional spaces or full stops, then the password you are entering may be incorrect. If in doubt, click on the Forgot Password? Link at the bottom of the login box, in order to recover your password.

### **How do I recover my password?**

- If you have forgotten your PARE account login password, then click on the Forgot Password? Link at the bottom of the login box, to open the Password Recovery screen.
- Enter your PARE account email address (i.e. the email address provided to you by your education provider), your Student ID if this was specified when your PARE account was set up, and the answer to a simple sum, and click on the Recover Password button to be sent a reset password email. If you receive the 'Invalid email or organisation ID' message after checking the data entered in this screen, then contact your education provider to verify your account details. If necessary, your education provider can send you a reset password email to your PARE account email address.
- When you receive the reset password email, click on the reset password link in the email to set up a new password and to login into your account. If you do not receive the reset password email, having checked your spam/junk folder, then contact your education provider.

### **Why haven't I received my reset password email?**

- A reset password email is automatically sent to your PARE account email address. You may need to check this folder in case the reset password email is redirected there.

- Your device/IT network may be blocking emails from third party sites. Check your browser/network security set up. If necessary, your education provider can re-send you the reset password link directly from their organisation email address.

### **Why do I get the 'Invalid reset code' on resetting my password?**

- If you click on a reset password link in a reset password email and see the message 'Invalid reset code'. Your reset code may have expired', then you may be clicking on a reset password link that has since been superseded by a more recent reset password link. Check your inbox/spam folder for the most recent reset password email and use the link in this email to reset your password.

### **Why can't I see my placement details?**

- If you can't see your placement details on PAR (see 'My Placements' screen, accessed from the 'View My Placements button' on your PARE Dashboard), contact your educator provider to advise you further.

## **PAR Documents**

### **Why can't I see my PAR document?**

- If your placement is due to start shortly, and your education provider has informed you that you should have a PAR document available for access, and you are not able to see your PAR document on PARE, then contact your education provider. The placement details may be displaying on PARE, but the PAR document itself has not been activated, or the placement details may also be waiting upload on to PARE.

### **Why can't my Practice Assessor/Supervisor/Educator see my PAR document from their PARE login?**

- Your Practice Assessor/Educator assignment may not yet have been set up for you, (or supporting Practice Supervisor/Educator) in which case you will need to contact your Placement Educator Lead or Placement Senior Admin for this to be actioned. Alternatively, your Practice Assessor/Educator may be able to 'claim' you as a learner from their PARE Dashboard. Further guidance is available for your Practice Assessor/Educator in the PARE Placement Educator Guide. You may also be able to grant access to a supervisor for some programmes (such as Nursing and Midwifery).
- Depending on the level of access required, a Placement Supervisor/Educator can access your PAR document form their Assessments screen if their PARE profile has the same placement area and profession selected on their PARE profile, as your own PARE profile.

If your Placement Educator is not able to access your PAR document from their Dashboard or Assessments screen, then



- You may have a different placement area assigned on PARE to the placement area assigned to your placement educator, and/or a different profession. You may need to contact your education provider to verify the correct placement set up, or your placement educator may need to be assigned to your placement area on PARE or update their PARE profile profession selection.
- Your placement may be set up as a spoke placement, in which case the PAR document is not directly assigned to the placement. Your placement educator can either access the relevant sections and signatures via your PARE login (see the section in this Guide on Signing Via Another User's login), or you can grant the placement educator temporary access in order for the PAR document to appear on your placement educator's PARE dashboard.
- Your placement educator's link to the PAR document may have expired, if they have been able to see the PAR document in the past, but it is no longer displaying. Access to learner's PAR documents expires 4 weeks after the end date of the placement. You can grant temporary access, if required (see the section on Grant PAR Document Temporary Access in this Guide).

#### **Why can't I access boxes on a PAR document page or see the green 'Add Signature' button?**

- You must be logged into PARE via your account to see your learner boxes as enabled, and to see your green Add Signature button. You may be able to edit some learner boxes via your placement educator's PARE account login (if you are both working together on the same device), where the boxes show as enabled (white and enterable) and the signatures display a signature edit button (pencil icon). See section on Signing Via Another User's login in this Guide.
- The page you are trying to access may be for a different placement section within the PAR document, if the PAR document contains more than one placement.
- The page may require completion of previous pages to be completed before access to the page and the page signature becomes enabled. A message is usually displayed on the message to this effect. You can check the Contents page to assess pages that may still require completion.
- Your PAR Document may have been set to Read Only, if the final placement of the document has ended and the document has been fully signed off, or the end date of the final placement is more than six weeks in the past, in which case you will see no Unlock buttons.

#### **Why can't my Practice Assessor/Supervisor/Educator access boxes on the PAR document page or see the green 'Add Signature' button?**

- Your practice educator will need to be logged into PARE via their own PARE account login to see their PAR document signatures enabled, and to enter most placement educator boxes. They may still be able to enter certain boxes and signature via your own account login (if you are both completing your PARE documentation on the one device) where the boxes show as enabled (white and enterable) and the signatures display a signature edit button (pencil icon). See section on Signing Via Another User's login in this Guide.

- A Practise Supervisor/Educator will not be able to access sections of a PAR document that have a higher level of restriction added, for sign off by a Practice Assessor or main Educator. You will need your placement educator to be assigned as the Practice Assessor/main Educator to access these sections/signatures. Your Placement Educator Lead/Placement Senior Admin for your placement area/organisation will be able to advise you further and make any necessary assignments.
- The page your placement educator is trying to access may be for a different placement section within the PAR document, if the PAR document contains more than one placement.
- The page may require completion of previous pages to be completed before access to the page and the page signature becomes enabled. A message is usually displayed on the message to this effect. You can check the Contents page to assess pages that may still require completion.

## Evaluations

### Why can't I see my Evaluation/NET Survey?

- Your programme may not require an evaluation to be completed on PARE for your programme. Most programmes using PARE also use the PARE evaluations (or NET Surveys for York & Humber learners), but one or two professions make use of their own evaluations instead. Check with your education provider if in doubt.
- If your placement is due to start shortly, and your education provider has informed you that you should have an evaluation available for access, and you are not able to see evaluation details on PARE, then contact your education provider. Evaluations are displayed in the Outstanding Evaluations section on PARE (Outstanding NET Surveys for the York & Humber region).
- For programmes in the York & Humber region, you may be responsible for adding the evaluations (NET Surveys) for placements yourself on PARE, in which case, you will need to use the Add NET Survey feature that is available on your PARE Dashboard. If in doubt, contact your education provider.
- Your placement may be for a spoke placement that is not uploaded by your education provider, in which case you will need to use the Add Spoke Placement feature in order to create an evaluation and associated placement details.
- Your evaluation may be an outstanding evaluation that was not submitted in time, before the submission deadline. After this deadline, which is usually a few weeks after the end date of the placement, the evaluations no longer appear on your dashboard for completion. Even if you completed your evaluation, an evaluation must still be submitted by clicking the submit button on the final page of the evaluation, before the deadline. It is not possible to submit evaluations after this date.

### **When is the closing date for submitting my evaluation/NET Survey?**

- You can view the closing date for submission of your placement evaluation, by opening the evaluation, and viewing the Submission Deadline on the Evaluation Overview page. This page will also display the earliest date for submission of your evaluation, which is normally a week before the placement end date.

### **Can I change comments on my evaluation/NET Survey after I have submitted it?**

- In most cases, you will not be able to amend the selections and data in a submitted evaluation/NET Survey. If you have a concern relating to a submitted evaluation, then you should discuss this with your Placement Educator Lead/Placement Senior Admin.

## **Timesheets**

### **Why can't I see my Timesheet?**

- If your placement is due to start shortly, and your education provider has informed you that you should have a timesheet available for access, and you are not able to see your timesheet on PARE, then contact your education provider. Note that timesheets are displayed in the Practice Record of Attendance section of the PARE Dashboard, and to view all available timesheets you may need to click on the Placement box drop-down selector in this section.
- Your placement may be for a spoke placement that is not uploaded by your education provider, or a placement to add made up hours to your programme, in which case you will need to use the Add Spoke Placement or Add Time Made Up Timesheet feature, depending on our programme, in order to create the timesheet and associated placement details. If in doubt, contact your education provider.

### **Why can't my Practice Assessor/Supervisor/Educator see my timesheet from their PARE login?**

- You may have a different placement area assigned on PARE to the placement area assigned to your placement educator, and/or a different profession. You may need to contact your education provider to verify the correct placement set up, or your placement educator may need to be assigned to your placement area on PARE or update their PARE profile profession selection.
- Your placement educator's link to the timesheet may have expired, if they have been able to see the timesheet in the past, but it is no longer displaying. Placement educator access to your timesheet expires four weeks after the end date of the placement. You can grant temporary access to a placement educator for them to be able to view your timesheet (see the Grant Timesheet Temporary Access section in this Guide).

### **Why can't I access boxes on my Timesheet or see the green 'Add Signature' button?**

- You may be trying to access weeks on your timesheet that have been signed off, or the timesheet itself may have been signed off. You will need to unlock the timesheet and/or weeks to enable access to edit existing weeks or add weeks. If you are using the multi-activity timesheet, then the same applies but you will need to unlock the timesheet and/or activities to enable access to edit existing activities or to add activities.
- You will not see the green Add Signature button for your timesheet sign off, if you are viewing the timesheet from your placement educator's own PARE account login (if you are completing your timesheet together from the same device). You can add your signature by clicking on the signature edit button (pencil icon) that is displayed next to your signature label. See section on Signing Via Another User's login in this Guide.
- The timesheet may have been set to read-only, in which case no Unlock buttons will be displayed. You will need to contact your education provider, if you wish to have a timesheet reactivated.

### **Why can't my Placement Educator Sign Off the final Declaration section of the Timesheet**

- Your timesheet may require final sign off by a Practice Assessor/Educator, who has been assigned as the Practice Assessor/Educator for the assessment document for the placement. The placement educator attempting to sign off your timesheet may not be the assigned Practice Assessor/Educator, in which case you will need to contact your Placement Educator Lead/Placement Senior Admin to review the assignment set up.
- Your timesheet may require final sign off by a Practice Assessor/Educator, but your placement may be for a spoke placement with no directly associated PAR Document. In this case, you will need a Placement Senior Admin for the organisation to sign off the timesheet, or a university member of staff.

### **Why are my timesheet hours not being included in the Practice Total?**

- For most professions, the timesheets require the weeks to be signed off, before the hours for the week are included in the practice totals.

### **I am moving to a new university/education provider, can I transfer my PARE documentation over?**

It is not currently possible to transfer PARE documentation (PAR documents, evaluations or timesheets) to a new education provider organisation. You will need a new PARE account set up by your new education provider, and only documentation completed as a learner for the new organisation can be attached to the PARE account for the new organisation.

## The PARE Team

The PARE team, based at the University of Chester, are available to advise on any technical issues relating to your use of PARE. Please note that the PARE team cannot advise on assessment commentary or specific student issues. This should be addressed in the usual manner using the usual support networks (Placement Educator Lead/Placement Senior Admin, university placement office, practice assessor or personal tutor).

Please email your issue details to the PARE team (see email address below) from your PARE account email address, and making sure to include all the details the team will need to investigate and resolve your issue (your placement educator name, placement details, and PAR document pages numbers and titles for example).

PARE email: [info@onlinepare.net](mailto:info@onlinepare.net)