BePAD Guidance for Second Year Paramedic Students and Trust Placement Providers

Oxford Brookes University

BePAD How to Get Started Guide for FCCS Placement Providers

1. Log into your BePAD account (you only need one account).

For more information about how to create an account click on 1a;

To register and create your account, click on 1b.

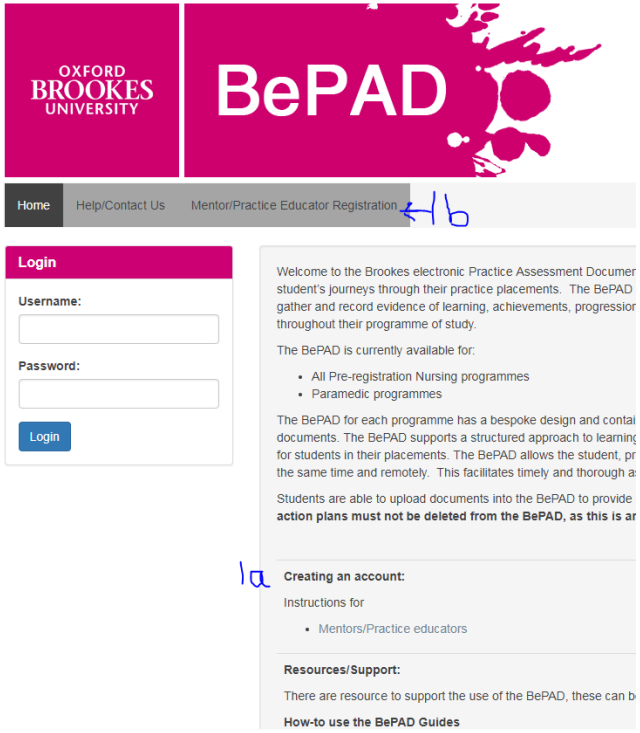
From September 2nd 2019, when existing clinical mentors/practice educators log in they will be presented with the following page:

There is a change to the roles of those that assess student nurses. This does not directly impact on those who assess Paramedic students, however we do need Practice Educators to confirm they are continuing in that role. Please select 'I am a Practice Educator' below.

Paramedics

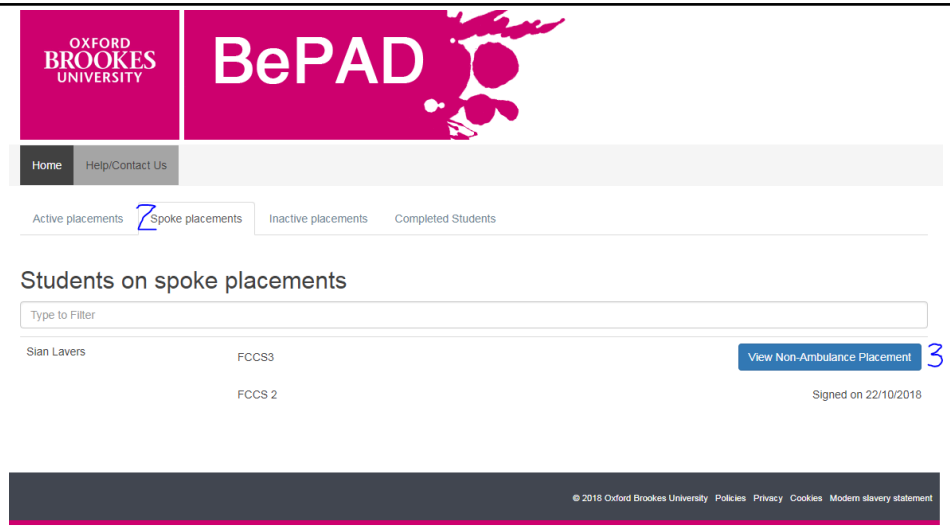
I am a Practice Educator

You can ignore the Nursing section if you do not support student nurses in practice.



2. Click on ‘Spoke Placements’ to find the student who has linked to you as a spoke placement mentor/practice educator (supervisor)

3. Click on view ‘View non-ambulance placement’ to open up the forms section of the students Non-Ambulance BePAD



4. The Student will need to link you as Mentor/Practice Educator to the spoke placement

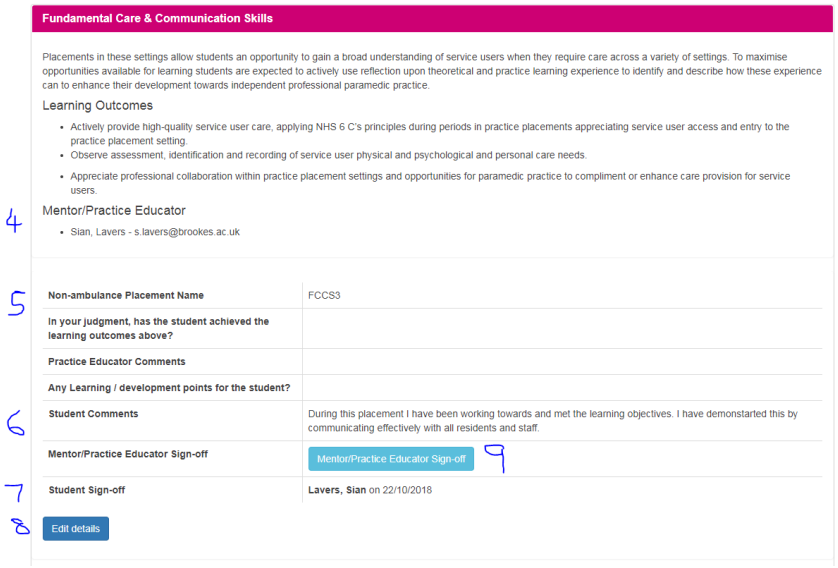
5. The student will have typed in the Non-ambulance Placement Name (please check that this is correct)

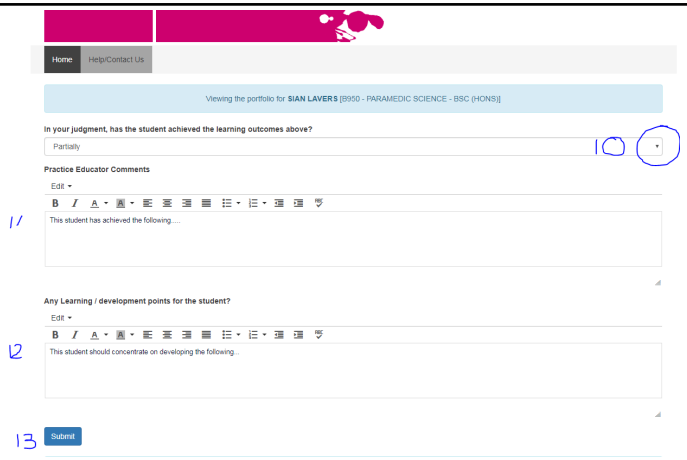
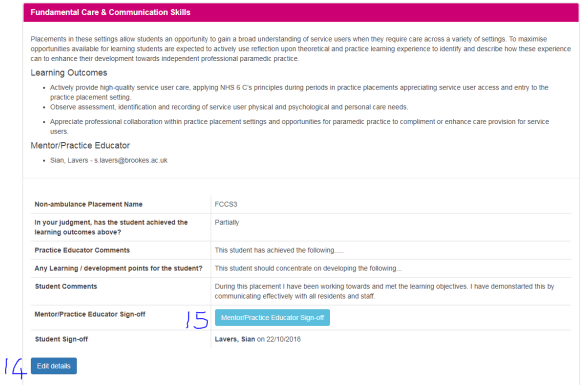
6. The student will have written a brief summary as to how they have met the learning outcomes

7. The student will show they are ready for you to sign off the spoke placement experience by adding their name and the date will automatically appear

8. Click on 'Edit Details' to see the form for you to add in your view of the student's achievement (see the row below in this table)

9. You will click on this box once you have completed everything - you cannot add more once this box is ticked (see more information below)



10. Choose the appropriate response from the drop down menu 11. Add in comments about the student's performance and experiences whilst on placement with you 12. Make suggestions as to how the student could develop in the future. 13. Submit saves what you have written into the form/BePAD - at this stage you can go back in and write more or edit if you want to.	
14. This is where you can click to go back and edit the content you have previously written 15. If you are sure all is completed, click on this box to close this section; this will enter your name and the date automatically - you cannot add more once this box is ticked	

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You will all be guided through the BePAD sign in process during a classroom session. You will then be guided to do the following:

You must all invite Siân Lavers, Matt Catterall and Marie Herd into your BePADs as both Link Lecturer and Mentor.

- you will also need to invite:
- your Link Lecturer
- your CM at your ambulance station
- any other paramedics who will be completing or signing off any part of your BePAD
- your supervisors in your Hospital Trust placements.

Placement Hours

These are signed off by the paramedic you worked with. Please ensure that all absences are recorded and not left out. In the non-ambulance placements they are signed off by your supervisor. You will see that a column has been added to the placement hours where you can add the name of the person you worked each shift with.

Simulation Based Experience

These hours will be pushed (added) by Matt Catterall at the end of the year. They include inductions and other simulation based activities. You do not need to add any of your induction or simulation hours to this.

Non Ambulance Placements

In the second year your non ambulance placements will take place in hospital trust. You will need to include these in the non-ambulance placement section of the BePAD. Please make sure that this is done before you finish your placement as it is difficult to go back to get it done. You must ensure that your supervisor completes and closes the placement in the BePAD before you complete the placement. Your supervisor will need to complete the non-ambulance placement section and sign off the hours you worked in each hospital placement.

Practice Competencies Record

In the second year there are still 24 competencies but you will notice that none of them are red. Although the absolute minimum requirement is to meet the green ones, you should be meeting as many of the yellow/orange ones as possible by the end of the year. You should demonstrate that you are consistently competent in these competencies, so should practice them more than once. You need to provide evidence of how you have met each competency, and discuss them with your clinical mentor (CM). Your CM must sign off on your competencies (not NQP2 or Band 6 paramedics).

Practice Education Reviews

Four reviews must be completed during the year. These are completed by you and your CM/supervisor together following discussion, and focus on a single shift and what you want to achieve. They can be

completed in both ambulance and non-ambulance placements. You need to identify student aims, and negotiate a learning plan with your CM/supervisor. Your CM/supervisor then needs to provide feedback and identify areas for development. You then complete student comments and your CM/supervisor will identify your level of overall attainment. Once this is done, you both sign off each review. It has to be done by you first, then your CM/supervisor. You cannot open another review before you have finished the previous one.

You will need to complete one review in placement block 1, one in placement block 2 and one in placement block 3. **The fourth review can be done in any of the blocks so in one block you will need to complete two reviews.**

You will be required to submit your BePADs via Turnitin for checking at specified deadlines during the year. Please see the information on Moodle for the specific dates.

Initial Practice Education Review

This takes place at the beginning of your placement in your ambulance station. You will identify your learning and development needs and how and when you aim to meet them. Your CM then needs to complete the agreed learning and development objectives including dates for a midway and final review dates. Once all the fields have been filled, you and then your CM go in and close it. Again, it must be your CM who signs this off.

Midway Practice Education Review

This will only be completed in Years 2 and 3, and is an opportunity for you to discuss your progress with your Clinical Mentor and identify further learning needs. It is completed in the same way as the initial and final reviews.

Final Practice Education Review

This is completed and signed off at the end of your placement. Again all fields must be completed or you and your CM will not be able to sign it off as complete. Again, this must be done in order – you first, and then your CM – the completion buttons will not allow your CM to close each bit until you have closed it. In this section, your CM also has to confirm that you have met all of the core (green) competencies. As with the initial review, it must be your CM who signs this off.

Action Plan

An Action Plan will only be completed if there are concerns about your performance or attitude. As long as you are performing and achieving, this will not need to be completed.

Self-Evaluation and Reflective Learning

You need to complete 38 reflections during the year which broadly equates to two reflections per week when in placement. You need to complete 12 in placement block 1, 14 in placement block 2 and a further 12 in placement block 3. You need to make sure that what you write demonstrates that you are reflecting on what you are doing, so it must be more than a line or two. NQP2s, Band 6 paramedics and CMs can all sign these off. All 34 must be approved and you must make sure that the reflections you write in your FCCS placements are signed off before you leave.

Scope of Practice Skills Verification Log

Like the competencies, these are signed with a traffic light system. At the top of this section you can view the guidance by opening the pink banner. You must as a minimum complete all of the green sections. These can be signed off by NQP2, Band 6 Paramedics or CMs. There are several skills that you may not be able to practice in placement; these can be signed off following a professional discussion. BLS is done as mandatory fitness to practice elements, so you can also discuss these with your CM/supervising paramedic.

Non-ambulance placements

You will need to complete records of the six non-ambulance placements you undertake in Year 2. You should have a supervisor who will take responsibility for your learning when at the placement. You may find that you are moving about during the placement, or that you may be working with different members of staff. When you complete your records of what you have done or practised, please make sure you include the name of the clinician you worked with and the date and time of the event. You can then ask your supervisor to sign them off at the end of the placement rather than having several people registering with BePAD for a half-day session. If you work with someone who wishes to record what you have done, then they can write a short list or statement which can be uploaded into the general upload on BePAD.

Airway Management and Intravenous Access Record

In the second year you need to complete the Airway Management and Intravenous Access Record. You must record the skill performed and then have this signed off by the health care professional who has observed the skill being undertaken. These can be signed off in non-SCAS placements by an appropriate professional. **You can cannulate in any of the hospital areas you are working in, provided you are supervised by an appropriately qualified professional.**

Completing the BePAD at the end of the year

If at any time you want to see your progress and what has been signed off, scroll down to Placement Details and click on the blue Placement Completion tab. This will take you to a checklist, where you can see what has been completed and what is outstanding. Under “Progression” you can see who has indicated that the placement is ready to be closed. However, this has to be completed in order – student first, then CM, then Link Lecturer.

Once everything has been completed and signed off by you and your CM, you can then complete the placement. Your Link Lecturer will then be able to close the BePAD for the year.

Even if you think everything is finished, you may have things to do after submitting your BePAD, so please make sure that you are checking your emails regularly. Failure to complete everything by the deadline may result in a failed placement. This could mean that you will have to retake the module in September which will push you back a year.

If you have any questions relating to the BePAD and how to complete it, please contact the help desk at bepad_paramedic@brookes.ac.uk