

BePAD Guidance for FCCS Placement Providers

You should already have received a copy of the How to Get Started document which guides you through the practice educator registration on the BePAD pages.

Once you are registered, your student will need to invite you to view their BePAD. Unless he or she does this, you will not have access to any of the documentation you are required to complete.

There are set sections that you need to complete while your student is with you in the placement. Please make sure that you complete everything before the end of the placement as it will be difficult for your student to return to complete it, although this can be done remotely very easily.

1. Hours

Enter the student's BePAD and you will see the student dashboard.

Click on View Attendance Hours (blue tab) or Placement hours beneath Placement Tasks to access the list of shifts the student has worked.

Your student should have recorded the hours s/he worked and you will tick on the box on the left hand side of the page next to each of the shifts you wish to confirm. If the student attended, you then click the green attended button. For any shifts not worked, you will tick the absent button. It is important that we have a record of shifts not attended.

2. Non-ambulance placements

Click on View spoke placement (blue tab) or Non-Ambulance Placements to access the area you need to complete. You need to complete the four boxes - the placement name, confirmation that the student has achieved the learning outcomes, any additional comments about the student and any learning and development points for the students. The student then needs to add their comments and you both need to sign off the placement. Once you have done this, either hit the back button, or click on Go to Student Dashboard.

3. Ensuring placement has been completed

If you want to check that you and the student have completed and signed off the placement, you can go to the student dashboard and click on 'Progression Requirements' under placement tasks. If your student is with you in November, you will see that one achieved out of a required 2 is recorded. If your student is with you in January, you should see 2 achieved out of a required 2. Alternatively you can click on the Non-Ambulance Placements tab and if your name and the date is showing in the Mentor/Practice Educator Signature box, the placement has been signed off.