

Clinical Coach: Nursing Progress Log Quick Guide

Introduction

Welcome to the Clinical Coach quick guide for NPL. This will provide you with the information that you need to log into the system and start logging student progress.

How do I log on to NPL?

In order to log in to NPL, follow this procedure:

Step	Action
1	Type the following URL into a browser: <p style="text-align: center;">http://training.nursingprogresslog.co.uk</p> <p>Note:</p> <ul style="list-style-type: none"> • Ensure that the computer you are working on has access to the internet • Ensure you type the address into the web browser and not the search engine box. • The URL for the production system is www.nursingprogresslog.co.uk
2	A login screen will appear. Type in the following information which you will receive from your Centre Administrator: <ul style="list-style-type: none"> • Username • Password
3	Click on the 'Login' button. Your personal Clinical Coach homepage will appear

What is on the Clinical Coach Homepage?

On your homepage, you will see a graph for each of the students that has been assigned to you. When the student is new, the graph will be grey. As they make progress through each unit, the graph will change and show colour depending on the situation. Note that the units that are displayed are based on the path to which the student has been assigned.

How do I change my personal details?

Change your personal details by following this procedure:

Step	Action
1	Click on the My Account link at the top of the screen.
2	Change the information as required. Note: <ul style="list-style-type: none"> You will not be able to see the password which your centre manager has assigned to you. In order to change your password, type your new password into the Password and Repeat Password fields. Fields with a red asterisk next to them are mandatory and must be completed before you continue.
3	Click on Save button.
4	Click on the Return to your home page here link to return to your homepage.

Student progress through a skill

Each unit is made up from a number of skills. In order to complete skill and be marked as competent, the following process must be followed:

Step	Action	Who logs this on NPL?
1	The Clinical Coach demonstrates the skill to the Student	Clinical Coach
2	The Student demonstrates the skill back to the Clinical Coach	Clinical Coach
3	The Student logs examples of times when they have performed the skill	Student
4	The Student claims competence in the skill	Student
5	The Clinical Coach either: <ul style="list-style-type: none"> Agrees that the Student is competent in which case the skill is complete Disagrees that the Student is competent and the process goes back to step 3 	Clinical Coach

Important Note:

- The Student can't begin to log experience items until steps 1 and 2 have been logged by the Clinical Coach.

What do the Student graphs mean?

The Student graphs give you information on the Student's progress through each unit assigned to them. An example of one can be seen below:

Student Name: Kurt Jacobs

Unit Description	Total	Peer	Progress
VN1 Understanding the operational requirements of a vete...	8	0	
VN2 Professional relationships and communication for vet...	1	0	
VN4 Applied animal welfare, health and husbandry for vet...	1	0	
VN5 Infection control in veterinary practice	1	0	
VN7 Essentials of practical veterinary nursing care for ...	1	0	
VN8 Supporting the supply of veterinary medicines	3	0	
VN9 Veterinary Nursing Support of Diagnostic Imaging	1	0	
VN10 Veterinary nursing support of laboratory diagnostic ...	3	0	
VN11 Supporting veterinary operating theatre practice	2	0	
SAVN13 Practical monitoring of small animal veterinary a...	1	0	
SAVN15 Practical peri-operative veterinary nursing suppo...	1	0	
SAVN17 Practical veterinary nursing support of small ani...	1	0	
SAVN18 Principles of small animal veterinary nursing eme...	1	0	
EQVN21 Practical peri-operative veterinary nursing suppo...	1	0	
EQVN23 Practical veterinary nursing support of horse pat...	1	0	
EQVN24 Principles of equine veterinary nursing emergency...	1	0	

The colours in the graph represent the following:

Colour	Meaning
	Skill not commenced. This represents the skills in the unit which haven't started yet
	Skill demonstrated by Clinical Coach to the Student
	Skill demonstrated by the Student to the Clinical Coach
	Skills in which the Student has claimed competence
	Skills in which the Clinical Coach has agreed that the Student is competent

Note that some units have a lot more skills in them than others.

How do I log Skill progress for a Student?

Log skill progress by following this procedure:

Step	Action
1	Click on the unit title in the graph belonging to the relevant Student
2	Scroll to the relevant skill
3	Click on the Add Note button
4	<p>In the Add Note Information section (see image which follows):</p> <ul style="list-style-type: none"> Select the date on which you demonstrated the skill to the Student in the When did it happen field Amend the Description of activity if required Add an Optional Reflective Account if applicable <p>Note:</p> <ul style="list-style-type: none"> The Select Status field will show the correct status for the skill.
5	Click on the Save button. The item log will appear in a list beneath the skill.
6	Click on the Add Note button again
7	<p>In the Add Note Information section:</p> <ul style="list-style-type: none"> Select the date on which the Student demonstrated the skill back to you in the When did it happen field Amend the Description of Activity if required Add an Optional Reflective Account if applicable <p>At this point the Student can then begin to log experience items against the skill.</p>

Note:

- Activities can only be backdated 2 weeks from the date that they are being logged.
- Clinical Coaches *must* log both that the skill has been demonstrated to the student *and* that it was demonstrated by the student before the student can begin to log experience.

Add Note Information:

Select Status: Clinical Coach demonstrated skill to student

When did it happen:

Description of activity: Clinical Coach demonstrated skill to student

Optional reflective account:

Save Cancel

Write your comment within 1024 characters.

Optional
Reflective
Account

How do I mark a Student as being competent/ non-competent in a skill?

Date Logged	Unit: Skill	Description	Logged by	Additional
04/06/2010	VN2: Skill No. 1	Student claims competence in the skill	Student: Kurt Jacobs	Open Skill
08/06/2010	VN5: Skill No. 1	Student claims competence in the skill	Student: Kurt Jacobs	Open Skill
08/06/2010	VN1: Skill No. 3	Student claims competence in the skill	Student: Andre Jacobs	Open Skill
08/06/2010	VN8: Skill No. 2	Student claims competence in the skill	Student: Kurt Jacobs	Open Skill

A table can be seen on the Clinical Coach homepage just below the menu bar called **Claims to competence requiring confirmation**. In this table will appear a list of skills in which your students feel they are competent. Follow this procedure to confirm or deny competence:

Step	Action
1	Click on Open Skill link in the Claims of competence requiring confirmation table.
2	Read through the list of experience items logged against the skill. Note <ul style="list-style-type: none"> any items which contain a reflective account will have a blue asterisk in the Refl Acct column. If you move your mouse over the asterisk, the reflective account can be seen.
3	In the Add Note Information box, do the following: <ul style="list-style-type: none"> decide whether the student is competent or not yet competent using the skill status selector Note: <ul style="list-style-type: none"> If the Student is marked as competent, the skill is complete If the Student is marked as not-competent, the Student will receive notification on their homepage and will need to submit more skill experiences items before claiming competence again in the future
4	Click on the Save button.

Date Logged	Date Occurred	Description	Refl Acc	Logged by	Additional
27/04/2010	29/04/2010	Clinical Coach demonstrated skill to student		Clinical Coach: Andre Pretorius	
27/04/2010	28/04/2010	Skill demonstrated to Clinical Coach		Clinical Coach: Andre Pretorius	
09/05/2010	20/05/2010	Made appointment for consultation for Fluffy		Student: Kurt Jacobs	
09/05/2010	21/05/2010	Telephonic appointment for Spot	*	Student: Kurt Jacobs	
	04/06/2010	Student claims competence in the skill	*		

1) Make appointments for consultation Guidance Note Skill activity items logged: 5
Average Items Logged by Peers: ☆☆☆☆
NULL

Add Note button

Skill history

Reflective Account
Spot is never keen on coming to see us

Signing out of the system

You can sign out of the system by:

- Clicking on the Sign Out link at the top of the page, or
- Closing the browser