

Student: Nursing Progress Log Quick Guide

Introduction

Welcome to the Student 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 Student homepage will appear

What is on the Student Homepage?

On your homepage, you will see a graph which gives you information about your progress. When you first log in, the graph will be grey. As you 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 you have 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 blue 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 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 experience?

Log skill experience by following this procedure:

Step	Action
1	Click on the unit title in the graph
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 the activity occurred in the When did it happen field • Type in a brief description of the activity in the Description of activity field. Include a case identifier if relevant. • 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.

Note:

- Activities can only be backdated 2 weeks from the date that they are being logged.
- You will only be able to log experience items for skills where your Clinical Coach has both demonstrated the skill to you and you have demonstrated it back to him/ her.

Add Note Information:

Select Status:

When did it happen:

Description of activity:

Optional reflective account:

Write your comment within 1024 characters.

Optional
Reflective
Account

How do I claim competence in a 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 the unit title in the graph
2	Scroll to the relevant skill
3	Click on the Add Note button
4	In the Add Note Information section (see image which follows): <ul style="list-style-type: none"> • In the Select Status field, select the Claim Competence option • Select the date on which you are claiming competence in the When did it happen field • Type in a brief description of the activity in the Description of activity field. Include a case identifier if relevant. • Add an Optional Reflective Account if applicable
5	Click on the Save button. The item log will appear in a list beneath the skill and your Clinical Coach will be notified that you have claimed competence for the skill. He/ she will then decide

The screenshot shows a table titled '1) Make appointments for consultation' with a 'Guidance Note' and 'Skill activity items logged: 5' (Average Items Logged by Peers: NULL). The table has columns: Date Logged, Date Occurred, Description, Refl Acc, Logged by, and Additional. The 'Add Note' button is highlighted in yellow. A callout points to the 'Add Note' button. Another callout points to the 'Skill history' table. A third callout points to the 'Refl Acc' column, which contains a blue gear icon and a tooltip that says 'Spot is never keen on coming to see us'.

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	
03/05/2010	20/05/2010	Made appointment for consultation for Fluffy		Student: Kurt Jacobs	
03/05/2010	21/05/2010	Telephonic appointment for Spot		Student: Kurt Jacobs	
03/05/2010	04/06/2010	Student claims competence in the skill			

What happens if your Clinical Coach rejects a competence claim?

A table can be seen on the Student homepage just below the menu bar called **Competence claims that have been rejected**. In this table will appear a list of skills which your Clinical Coach has rejected (if any). The image below will show you what it looks like:

Date Logged	Unit: Skill	Description	Logged by	Additional
11/06/2010	VN2: Skill No. 1	Clinical Coach rejects competence in the skill	Clinical Coach: Andre Pretorius	Open Skill

Make appointments for consultation

Note:

- If you hover your mouse over the Unit: Skill column, the skill description will appear
- Navigate to the skill by clicking on the **Open Skill** link.

If your Clinical Coach rejects a competence claim, you will need to submit more experience items and reclaim competence in the future. Your Clinical Coach should have explained why she/ he rejected your claim to competence.

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