

# Practice Assessment Record & Evaluation: Online PARE Tool

## PARE Timesheet Learner Guide

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

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## Introduction

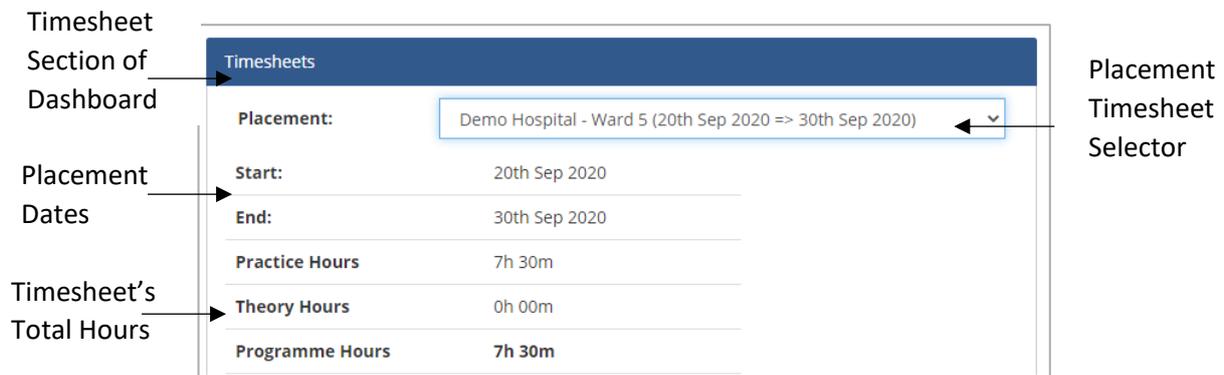
The PARE 'multi-activity' timesheet, launched in 2020, replaces the original PARE timesheet and includes greater flexibility in time recording on placements. One of the main enhancements is the facility to be able to record hours for more than one activity type per shift, which is now a requirement for some University programmes. The design and layout have also been enhanced for clarity of display, and a new auto-save feature saves the data as it is input onto the timesheet. The new timesheets are very intuitive to use, and include the following enhancements:

- All timesheets, both the new multi-activity timesheet and the original PARE timesheets if assigned to earlier placements, are now accessed from the one location on the PARE Dashboard, the Timesheets section.
- The weeks are automatically populated on a newly assigned multi-activity timesheet, according to the placement start and end dates.
- The weeks can be 'expanded' and 'minimised' to arrange the data display more efficiently.
- The days of the week display vertically instead of horizontally.
- More than one type of activity for time-recording can be input for each day if required, and each activity may display a signature for practice or academic staff to sign off the activity.
- Night shift activities can be recorded so that hours are entered for the exact day for which the activity took place - to enable accurate recording of completed practice hours on a daily and weekly basis.
- An Unsigned Activities indicator is displayed against timesheet weeks with activities awaiting sign off. A message is also displayed in the Timesheet section of the Dashboard if the current timesheet has activities awaiting sign off.
- Notes can be recorded against each day of the timesheet.
- The data auto-saves as it is input.
- The new Dashboard Programme Totals section display clearly distinguishable total practice hours, and total theory hours (if applicable), for the whole programme. For some programmes, sub-totals by programme year are also displayed, and additional programme hours if entered on the programme Mark Sheets.

This Guide provides guidance for the use of the new multi-activity timesheets. You can also access further details on PARE functionality in general, in the PARE Learner Guide which can be accessed from your PARE dashboard.

## Access to the Timesheets

The new style timesheets are displayed in the 'Timesheets' section of your PARE dashboard. If you have used the original PARE timesheet for previous placements, then these are also accessed in this section. The details for the most recently assigned timesheet display by default when you first login to your PARE account. To select a different timesheet, click on the Placement drop-down list selector, at the top of the Timesheets section:

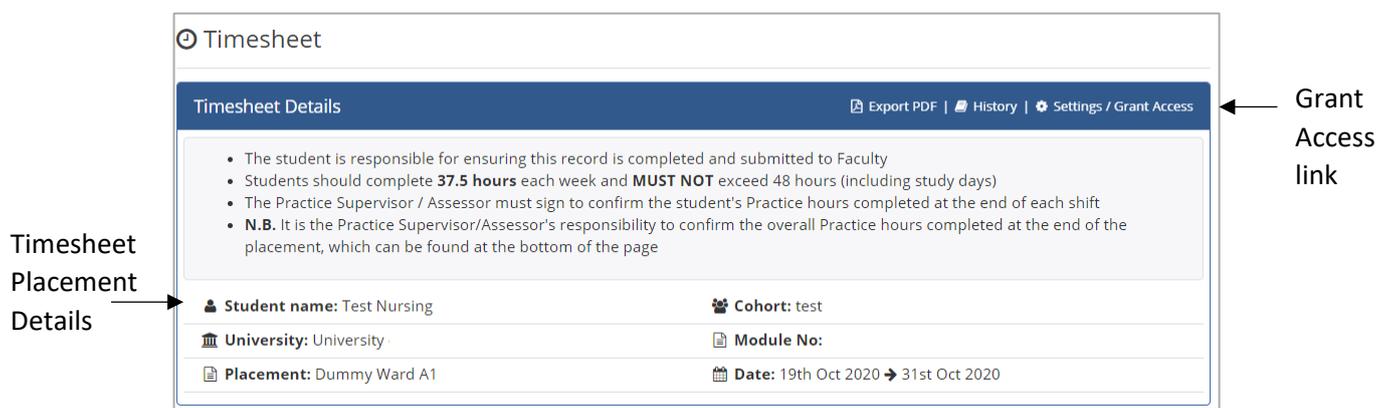


If you have a PAR document on PARE for the placement for which you wish to access the timesheet, you may also access the timesheet from the open PAR Document, by selecting the Timesheet menu item.

Practice Supervisor/Educator access to the new timesheets works in the same way as for the original version of the PARE timesheet. If the final sign off for your timesheet is restricted to the Practice Assessor/Educator higher level of access, then sign off for the timesheet can only be actioned by a member of staff assigned to your placement at this higher access level. However please note that, to support the HEI guidance in response to the Covid19 emergency, there has been a reduction of some higher-level restrictions to open access to additional placement staff with an appropriately validated PARE account. PARE Placement Educator Leads for your placement area, or Placement Senior Administrators for the placement organisation, will be able to assist you with ensuring that staff are assigned to you on PARE with the appropriate level of access.

## Granting Temporary Access to Staff

As for the original version of the PARE timesheet, your timesheet will no longer display on the PARE Dashboard for practice staff four weeks after the end of your placement. 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. Granting temporary access to the new timesheets works in the same way as the original version. 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):



## 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.

Guidance Notes (programme specific)

Download Timesheet as PDF

The screenshot shows the 'Timesheet Details' page. At the top right, there is a 'Download Timesheet as PDF' button. Below the header, there are several sections:

- Guidance Notes:** A list of instructions for students, including a requirement to complete 37.5 hours per week and not exceed 48 hours.
- Placement Details section:** A table with 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).
- Available Activity Types:** A list of activity types such as Practice, Night Shift, Practice Related Activity, University Theory Hours, Planned Leave, Unplanned Leave, Day Off, Absent, Sick, and Special Leave.
- Default Weeks (Expand to view):** A list of weeks with their start dates and total hours (0h 0m). An 'Add week' button is at the bottom.

Annotations on the left side point to the 'Placement Details section', 'Available Activity Types', and 'Default Weeks (Expand to view)'. An annotation on the right side points to the 'Total Hours for the Week' column.

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:

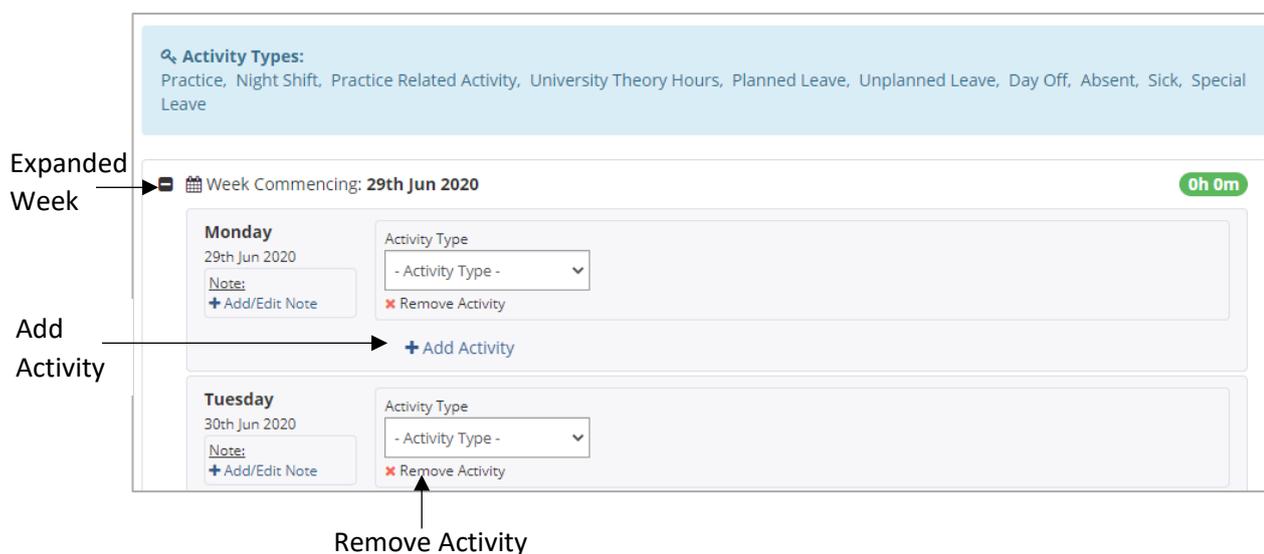
The 'Add A Week' pop-up window shows a 'Week Commencing' field with a date selector. The date '20-07-2020' is selected. A calendar for July 2020 is displayed, with the 20th highlighted. An 'Add Week' button is visible in the bottom right corner.

Annotations on the left side point to the 'Week Start Date Box' and the 'Add Week Button'. An annotation on the right side points to the 'Date Selector'.

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

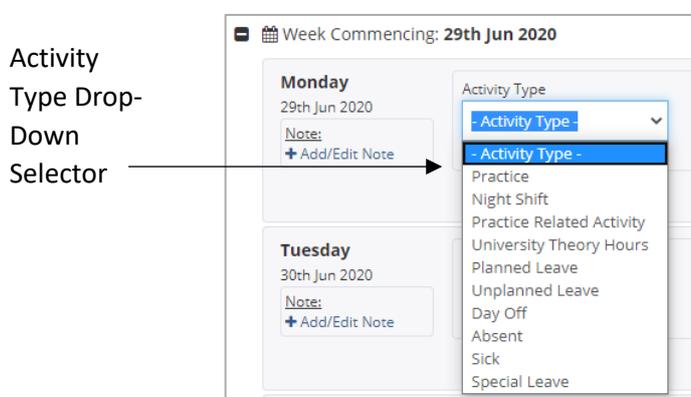
## Adding Activity Types & Hours

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



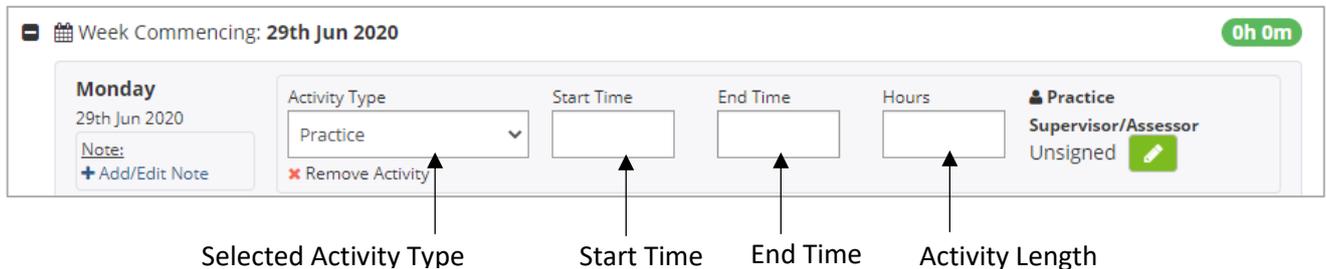
To select the activity type for which you wish to record hours, click on the Activity Type box and select the required activity from the drop-down selector. Note that you do not need to click a 'Save' button for changes to the multi-activity timesheet for the changes to be saved. To remove an activity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

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

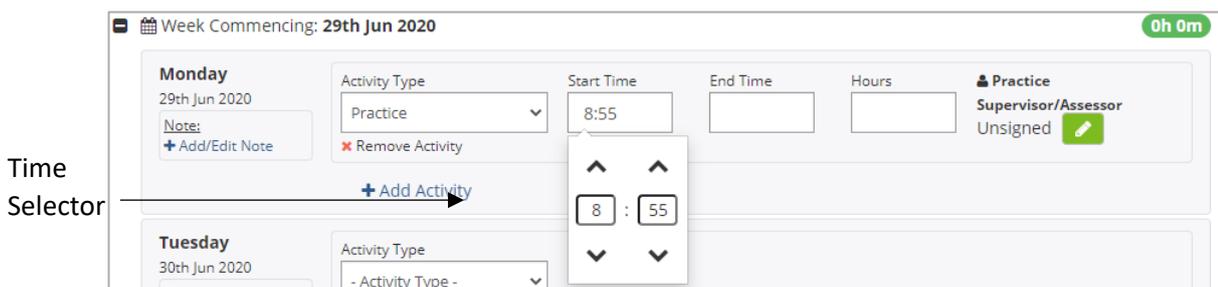


On selecting the activity type, the name will display in the Activity Type box, and if the activity is a type of activity for which hours must be recorded, then the Start Time, End Time and Hours boxes (the Hours box is to record the activity length) boxes will display next to the activity. Some activity

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.



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 (the original version of the PARE timesheet increments/decrements in 15-minute intervals).



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, unless the timesheet for your programme has been set up to auto-deduct breaks in which case the appropriate break duration will automatically be deducted. You will be able to enter the Hours box to amend the defaulted value if required. 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.

## Adding Night Shift Activities

The recording of nightshift activities can now be recorded so that the hours are entered for the exact day for which the activity took place. This will enable accurate recording of completed practice hours on a daily and weekly basis, where these hours include night shift hours.

To record a nightshift which spans two days (for example 19:30 to 00:00 on Monday and 00:00 to 07:30 on the Tuesday), the shift will therefore be entered as a separate entry for each of the days. The hours up until midnight are entered as an activity for the first day that the night shift falls on, whilst the hours that are completed after midnight, are entered as an activity for the following day. See an example of a 10-hour night shift spanning across two days, in the following screenshot:

Activity hours for the first day of the Night Shift

End Time cannot span midnight

Day	Activity Type	Start Time	End Time	Hours
Monday 4th Jan 2021	Night Shift	20:00	0:00	4:00
Tuesday 5th Jan 2021	Night Shift	0:00	6:00	6:00

Activity hours for the second day of the Night Shift

On entering the first part of the night shift for the hours up until midnight, if you try and enter a shift End Time that is past midnight (i.e. past 00:00), a pop-up message will remind you that you need to record the remainder of the activity in the next day of the timesheet.

## Timesheet Totals & Sub Totals

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.

Day	Activity Type	Start Time	End Time	Hours
Monday 29th Jun 2020	Practice	8:00	16:00	8:00

8h 0m

Total Hours for Week

Activity Hours

In addition, if your programme requires the activity to be signed off first, 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. Please note that whilst most activities for which hours are recorded are also include the hours in the weekly totals and overall timesheet totals, not all activity hours may be included. Nursing associate programmes, for example, do not include NPH activity hours (Non-Programme Hours) in the weekly totals and Total Programme Hours total and some programmes do not include theory activity hours in the totals.

In addition to the weekly and overall timesheet total, the timesheet will usually display additional Sub Totals. The Sub Totals displayed will depend on your programme. Typical Sub Totals for a nursing timesheet may look like the following example:

The screenshot shows a declaration section for a timesheet. At the top, there is a summary of hours: Total Programme Hours (29h 0m), Total Practice Hours (29h 0m), Practice Related Activity Hours (6h 0m), Make Up Hours (0h 0m), and Night Shift Hours (7h 0m). Below this is a declaration statement: "I declare that this form accurately represents the student's Practice hours during the stated period." A note follows: "Please note: The signatures below should only be added at the end of the placement when all weeks have been completed and signed off." At the bottom, there is a signature section for the learner, with a date signed field currently showing "Unsigned".

Annotations with arrows point to:

- Total Programme Hours** (29h 0m)
- Sub Totals (programme specific)** (pointing to Make Up Hours and Night Shift Hours)
- Timesheet Final Declaration Section** (pointing to the declaration text)

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, Night Shift and Make Up activity hours. The Practice Related Activity, Make Up Hours and Night Shift activities also have their own sub-total, 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 to staff.

The screenshot shows a timesheet entry for Monday, 29th Jun 2020. The total hours for the day are 8h 0m. The entry includes a table with columns for Activity Type, Start Time, End Time, and Hours. The current entry is for "Practice" from 8:00 to 16:00, totaling 8:00 hours. There is a "Practice Supervisor/Assessor" field which is currently "Unsigned". A note section is visible on the left, with an "Add/Edit Note" link.

Annotation: **Add/Edit Note** (pointing to the "Add/Edit Note" link)

Click on the Add/Edit Note link to open the standard Timesheet Notes pop-up, to add the note text.

Text added via the Timesheet Notes pop-up is displayed under the timesheet day. A note can be amended 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.

The screenshot shows the same timesheet entry for Monday, 29th Jun 2020, but now with a note added: "Student left shift early, due to illness". The total hours for the day are now 4h 0m. The "Practice" activity entry is still present, but the "Hours" field now shows 4:00. A new "Sick" activity entry is also visible below the "Practice" entry.

Annotation: **Note Added to the Day** (pointing to the note text)

## Signing Off the Timesheets

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. For most programme timesheets, signatures with a practice staff label can also be signed off by academic staff if required. It is important to ensure that your recorded hours are signed off regularly, to ensure that the hours are properly validated and as close to the completion of the shifts as possible, for which the hours are recorded.

The other signature features that are available on the original version of the PARE timesheet are also available on the new version. The 'Add Signature' green button displays against an activity for staff with appropriate access to electronically sign the activity via their own PARE account login. When you are logged in to PARE via your own PARE account login, staff can sign via the 'edit signature' feature (pencil icon next to the staff signature label). Staff signatures can also be counter-signed if required. The timesheets also include a Learner signature in the final declaration section, for you to sign off the timesheet after all the activities have been signed off. The PARE Learner Guide contains further details regarding the use of these features.

See an example of the nursing timesheet signatures below, from a practice staff's view of the timesheet when they are logged in via their own account):

Multi-Activity PARE timesheet

Practice Staff Signatures Enabled

Signed off activities will display the PARE user name for the member of staff who has signed the activity. Once the activity is signed off, the activity locks down, and boxes for the activity are greyed out and become non-enterable. This is so that changes cannot be subsequently made unless the activity is unlocked, and the changes must then be verified by re-signing. The locking and unlocking functionality are essentially the same as on the original timesheet version, but at the activity level instead of the week. Note that weeks that include one or more activities that have yet to be signed off display a red indicator symbol against the week in the list of timesheet weeks. This indicates that there are unsigned activities for the week. If you hover your cursor over this indicator, you will see the associated hint text:

Unsigned Activities Indicator and hint text

Unsigned Activities

Week Commencing: 26th Oct 2020 19h 30m

Week Commencing: 2nd Nov 2020 0h 00m

Week Commencing: 9th Nov 2020 0h 00m

A message also displays on your PARE Dashboard if the timesheet, that is the currently selected timesheet, in the Timesheet section of the Dashboard has unsigned activities:

The screenshot shows the 'Timesheets' section of the dashboard. It includes a dropdown menu for 'Placement' set to 'Dummy Ward A1 (26th Oct 2020 => 27th Nov 2020)'. Below this are fields for 'Start' (26th Oct 2020), 'End' (27th Nov 2020), 'Practice Hours' (19h 30m), 'Theory Hours' (0h 00m), and 'Programme Hours' (19h 30m). A yellow notification box at the bottom states: 'There are Unsigned Activities on this timesheet.' Arrows from the left point to the 'Dashboard Timesheet Section' and the 'Notification of Unsigned Activities'.

Once the final section of the timesheet is electronically signed, then as for the original version, the timesheet locks down, and any subsequent changes will require the timesheet itself to be unlocked before changes can be made to individual activities etc. Unlocking does not remove the data, but just the signatures. Unlocking the timesheet itself (either by clicking the unlock button at the top of the timesheet or the unlock button against the final sign off section) removes only the timesheet final signatures and not the signatures against the individual activities.

## Dashboard Total Programme Hours

The total programme hours that display on your dashboard display your accumulated hours from all your timesheets, including hours from the original versions of the PARE timesheet if you had any assigned for earlier placements.

The screenshot shows the 'Timesheets' section of the dashboard. It includes a dropdown menu for 'Placement' set to 'Demo Placement (4th May 2020 => 30th Aug 2020)'. Below this are fields for 'Start' (4th May 2020), 'End' (30th Aug 2020), 'Practice Hours' (410h 30m), 'Theory Hours' (0h 00m), and 'Programme Hours' (410h 30m). A green button labeled 'View Timesheet' is visible. Below the main section are four grey bars representing 'Year 1 Totals', 'Year 2 Totals', 'Year 3 Totals', and 'Programme Totals', each with a downward arrow. Arrows from the left point to the 'Dashboard Timesheet Section' and 'Total Programme Hours, including Yearly totals'. An arrow from the right points to the grey bars with the label 'Expandable sections'.

Depending on your programme on PARE, the total programme hours display may also display totals for each year of the programme. Each section indicated in the grey bars, the Year Totals and the Programme Totals, can be expanded by clicking on the arrow to the right of the grey bar, to display

the total practice hours subtotal, and total theory hours total (if applicable), for the year or programme as a whole. Some programmes may also include additional hours for each year, that are additional hours entered on the Mark Sheets by tutors. See an expanded Programme Totals section below, with additional hours totals, as an example:

Expanded Programme Totals section – Total Practice and Theory Hours

Programme Totals	
Practice Hours	1959h 00m
Theory Hours	45h 30m
Reflective Hours*	150h 00m
PS Week Hours*	75h 00m
Extra Hours*	142h 00m
<b>Programme Hours</b>	<b>2371h 30m</b>

Additional Programme Hours (Programme Specific)