**Digital IV Therapy Passport –**

**Assessor User Guide**

The Digital Learning Solutions (DLS) platform, provided by the Technology Enhanced Learning (TEL) Team within Health Education England (HEE), hosts the Digital IV Therapy Passport.

This user guide is designed to provide first time access guidance to an Assessor.

Overview of practice learning and assessment




Indicates the Assessor steps in the process

**For information:**

* **The learner**: Person completing the self-assessment in the IV Therapy Passport.
* **The Educator / Manager**: the person who is facilitating the passport and will ultimately sign it off when all proficiencies have been assessed.
* **The Assessor**: the person supervising, completing practice assessment and confirming achievement of proficiencies.

**Note:**

The DLS platform uses the term ‘supervise’ or ‘supervisor’ – these terms indicate the assessment, or sign off, process performed by the Assessor or Educator/Manager.

**For support, please contact:** the local educator/manager, clinical centre manager or administrator at your organisation.

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**Essential guidance**

1. **Log in** **procedure**

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| **STEP** | **Visual location** | **Guidance** |
|  | Log in page | For information:  Before you can proceed, you should have a DLS account and your clinical centre manager will have assigned you as a assessor on the system.  Access via the [DLS platform](https://www.dls.nhs.uk/v2/Home/Welcome)  Select: **Log in** |
|  | Log in credentials interface | Log in using your **email address** and the **password** set up at registration  Select: **Log in**  For information:  Assessors may also have a delegate user ID to access the system, this should be disregarded, **always use your email address.**  Forgotten your password? [Follow the guidance](#ForgotPassword) available. |
|  |  | Select: **Switch application** |
|  |  | **Learning Portal:** enables the Learner to complete an assessment  **Supervise**: takes all those acting as educator/manager or assessor to the platform to work in these roles  Select: **Supervise** |

## **Access your staff list**

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| **STEP** | **Visual location** | **Guidance** |
| **1.** | assessor email confirmation | For information:  The **Educator/Manager** will enrol the learner onto the IV Therapy Passport.  The **Learner** will then select an assessor to confirm the activity.  The **Assessor** will receive an email notifying them that they have been identified as an assessor.  Select: the **link** in the email to access your staff list |
| **2.** | accessing supervision list | Select: **My staff** to access your supervision list.  When you’ve finished follow the [Log out](#_Log_out_procedure) procedure |

## **Self-assessment results review and confirm**

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| **STEP** | **Visual location** | **Guidance** |
| **1.** | email notification for self assessments | For information:  As an Assessor, you will receive a notification email when a learner submits self-assessment results for review.  Select: from the email access the link **Click here**  Alternatively, [access DLS](https://www.dls.nhs.uk/v2/Home/Welcome)  Then follow the [Log in procedure](#Access) |
| **2.** | supervisor dashboard | Select: **Dashboard** and then  Select: **View My Staff List** |
| **3.** | view self-assessments | Select: **View self-assessment** for the staff member you are reviewing. |
| **4.** | review options | Select: **Review** |
| **5.** | confirming multiple results | For information:  Guidance notes are visible when proficiencies are confirmed singularly but not when confirming multiple proficiencies.  There is **not** an option to select ‘reject’ and record an action plan when confirming multiple proficiencies – these would need to be confirmed by each proficiency and rejected.  Confirmation requested results are highlighted in yellow.  Select: **Confirm** by each proficiency or  Select: **Confirm multiple results** |
| **6.** | proficiency self assessment results | Select: **Confirm** or **Reject** as appropriate.  For information:  When selecting ‘reject’, you are required to add an action plan.  Select: **Submit** |

## **Log out procedure**

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| **STEP** | **Visual location** | **Guidance** |
|  | Log out option | Select:**My account**  Select: **Log out**  For information:  If you need to change your password before you go  Select: **Change password**  Return to: **My account**  Select: **Log out**  If you need to change any of your registration details, select **Edit details**. Don’t forget to select **Save** when you are finished. |

**Additional guidance**

## **Review and update self-assessment results with an Action Plan**

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| **STEP** | **Visual location** | **Guidance** |
|  |  | To review a proficiency action plan, Select: **View (action plan)** |
|  | Update a rejected result | Select: **Update** |
|  | Submit self-assessment response | Record a response and select: **Submit**  For information:  When selecting ‘reject’, you are required to add an action plan before submitting the assessment. |
|  | Confirmed results turn green on-screen | For information:  The confirmed results are highlighted in green.  When you are finished, follow the [log out procedure](#_Log_out_procedure). |
|  | email confirmation | For information:  As their proficiency results are confirmed, the learner will receive an email. |

## **Remove a member of staff from your supervision list**

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| **STEP** | **Visual location** | **Guidance** |
|  | view staff list | Select: **View My Staff List** |
|  | removing staff member | For information:  You can use the search funtion to find staff on your supervision list  Select: **Expand +** next to the member of staff you want to remove |
|  | removing staff member | Select: **Remove staff member** |
|  | confirming removal of staff member | Confirm remove staff member  Select: **I am sure**  Select: **Remove** |
|  | Confirm that you want to remove a staff member | For information:  There is an on-screen warning about the implications of removing the staff member. If you are sure that you no longer need to review this staff members self-assessment, you can proceed  Select: **Remove**  Alternativly you can **Cancel** the action |

## **Forgotten the password**

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|  | Log in | Access the [DLS landing](https://www.dls.nhs.uk/v2/Home/Welcome) page  Select: **Log in** |
|  | Forgot password | Select: **Forgot password** |
|  | Reset | Enter your **email address**  Select: **Reset** |
|  | Confirmation message | For information:  You will see an onscreen confirmation message |
|  |  | You will receive a email that provides a 2 hour time limited reset link  Select**:** the **link** |
|  | Reset password | Complete the fields  Select: **Reset password** |
|  | Login | Select: **Login** |
|  | Account locked | For information:  If at any time you receive an **Account locked** message, you should follow the [Forgot password](#_Forgot_password) process |

**For support, please contact:** the local Educator/Manager, clinical centre manager or administrator at your organisation.