# APPLinkup

**Assessment of Physiotherapy Practice
Online Management System**

**APPLinkup.com**

# User Manual

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# MANUAL INFORMATION

## About this user manual

This manual has been designed to help you use the **APPLinkup** system. The APPLinkup website can be accessed via www.applinkup.com.

## Conventions used in this user manual

**Icons**   The following icons are used throughout this manual. Take some time to familiarise yourself with them before continuing.

                                Topic information

                                Something important to note

                                More information

                                Tips to make life easier

**Colour-coding**   The manual is divided into 4 sections, and each section is colour-coded to reflect the role to which it relates:

- University Clinical Education Managers (UniCEM)
- Facility Clinical Education Co-ordinators (FacCEC)
- Clinical Educators (CE)
- Students (S)

**Moving around this manual**   To navigate quickly to specific sections within this document, use the hyperlinks that have been incorporated into this document. Most of the hyperlinks can be found throughout the Table of Contents, and on the first page of each section.  Selecting any item in the Table of Contents will allow you to jump quickly to that process or instruction. Selecting any of the underlined items on the first page of each section will also allow you to jump to that specific section.

If your cursor changes to an image of a hand, you can use the link to jump quickly to that process or instruction.

# INTRODUCTION

## What is APPLinkup?

**APPLinkup manages & collates assessment outcomes**

APPLinkup:

- is an online system designed to manage and collate assessment outcomes for determining competency to practice physiotherapy in Australia and New Zealand
- is a web-based version of the APP (Assessment of Physiotherapy Practice) instrument which is currently in use throughout Australia and New Zealand
- reduces the burden of paper-based assessment by providing real-time, online management of workplace assessment
- allows data to be saved, protected and backed up as well as made accessible by education partners
- generates reports that meet the needs of educators, students and administrators.

**Benefits of APPLinkup**

Using comparisons to historical data:

- **universities** can evaluate effects on student practice associated with changes to curricula
- **educators** can identify professional development required in relation to workplace based assessment
- **students** can monitor changes in their performance across time
- **all stakeholders** can compare outcomes to de-identified nationwide data.

Identify professional development required in relation to workplace based assessment

Compare outcomes to de-identified nationwide data

Monitor changes in their performance across time

Evaluate effects on student practice associated with changes to curricula
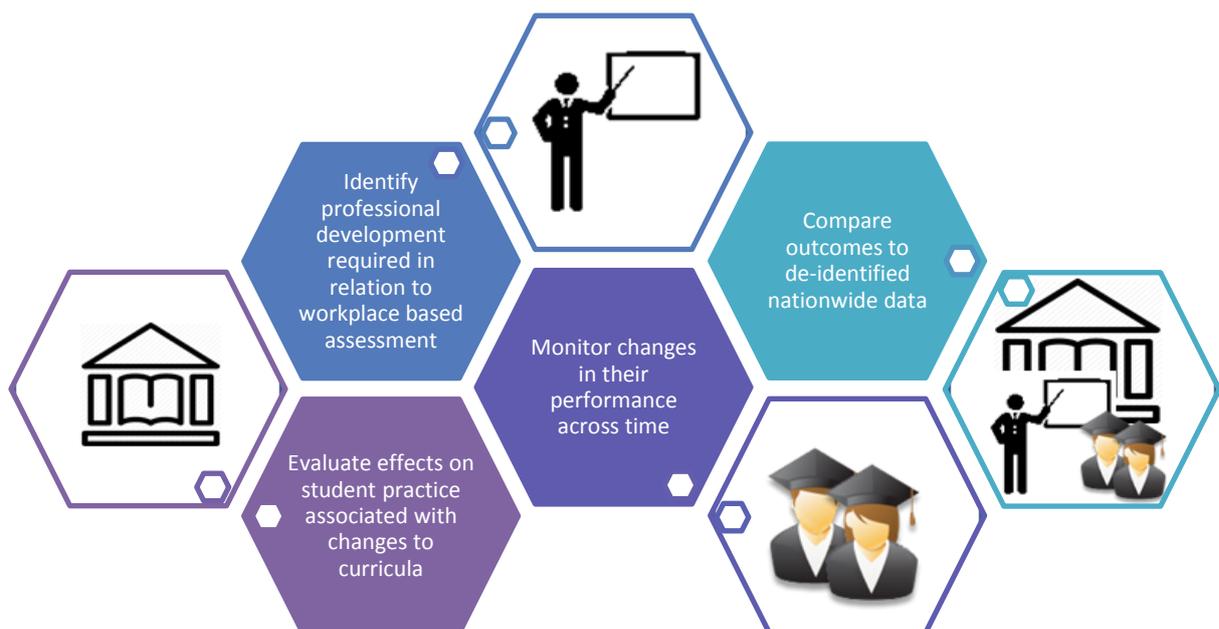
# What does APPLinkup do?

**Connects and links**

APPLinkup allows you to set up and link universities, programs, students, clinical blocks, clinical educators and facilities in a meaningful way.

University

Programs

Bachelor

Masters

Clinical blocks/ placements

Students Yr3    Students Yr4    Students Yr1    Students Yr2

CB1    CB2    CB3    CB4    CB1    CB2    CB3    CB4

Facilities
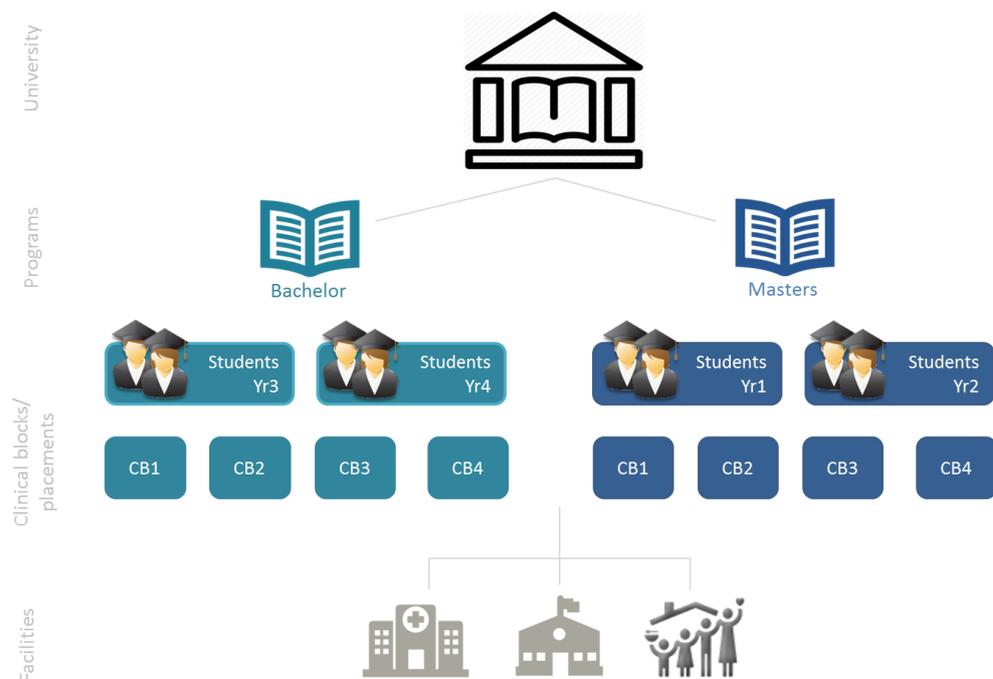
**Specific functionality**

More specifically, APPLinkup:

- allows the collation of individual student results and for whole cohorts across programs and years of study
- provides information for educators on their ratings compared with national data averages
- provides data on the number of students and types of placements provided by individual facilities and health service districts
- generates reports for students, educators, health facilities and universities which enable calibration of individual or organisation scores against national data
- reduces duplication of data entry
- allows for instantaneous transfer of information between universities and education partners
- provides comprehensive data for evaluation and regular review of the measurement properties of the APP instrument
- allows students to improve skills through reflection and self-assessment by self-rating prior to discussing ratings given by Clinical Educator
- provides resources to guide best practice in workplace based assessment.

# Who can use APPLinkup?

**Different User Types**

APPLinkup has been designed for use by:

- University Clinical Education Managers (UniCEM)
- Facility Clinical Education Co-ordinators (FacCEC)
- Clinical Educators (CE)
- Students (S)

A brief description of each user type, and how they might use APPLinkup, is provided below.

**UniCEM**

## University Clinical Education Managers

University Clinical Education Managers are university employed staff (academic or administrative) who are responsible for:

- enrolling and managing students, clinical education facilities, and Facility Clinical Education Co-Ordinators
- establishing dates for clinical blocks for student cohorts
- allocating students to facilities and clinical speciality areas within each clinical block.

UniCEMs can also take on the role, and perform the duties, of the Facility Clinical Education Co-ordinator if requested by a facility. This may happen if the facility co-ordinator is away from work and a clinical educator needs to be changed, and there is no FacCec to do this.

**FacCEC**

## Facility Clinical Education Co-ordinators

Facility Clinical Education Co-ordinators are usually employed by a facility/health service that students will be attending to complete a clinical block/s. A FacCEC may be a health professional or administrative staff member. FacCECs are responsible for:

- assigning students for each clinical block to a Clinical Educator/s
- enrolling Clinical Educators from their facility/health service into the APPLinkup system
- managing any changes to Clinical Educators or students during the clinical block/s.

In a facility with a small number of staff eg., 1 or 2 staff members, it is easier if both staff members are registered as FacCecs and as CEs. This allows for sharing of the FacCec role if one staff member is off sick.

## Clinical Educators

A Clinical Educator is an appropriately qualified and recognised professional who guides students' education and training during clinical placements. CEs are responsible for completing mid and end of unit APP forms for the students they are supervising.

## Students

Students are enrolled in a university physiotherapy program and are undertaking education and training in a clinical placement within the health sector. University Clinical Education Managers will create accounts for students prior to clinical placements.

# FINDING THE RIGHT INFORMATION FOR YOU

This manual is divided into the following sections, based on specific roles. Each section lists the tasks and instructions specific to that role.

**University Clinical Education Managers**

**Facility Clinical Education Co-ordinators**

**Clinical Educators**

**Students**

# University Clinical Education Managers

This section covers the following information and procedures. Select a topic to see more information.

Process Overview: UniCEM

Requesting UniCEM access to APPLinkup

Logging in to APPLinkup

About the UniCEM Dashboard

Using the UniCEM Dashboard

Changing your password

Updating personal details

Processing account requests

Adding a program to your university

Setting up block rotations

Registering a student cohort

Registering an individual student

Allocating a student cohort to a clinical block

Registering a facility

Amending student details

Performing FacCEC tasks

Ratifying student results

Generating reports

# PROCESS OVERVIEW: UNIVERSITY CLINICAL EDUCATION MANAGER

**UniCEM responsibilities**

The University Clinical Education Manager is responsible for completing the following tasks on APPLinkup:

- entering details about the university
- managing facilities and Facility Clinical Education Co-ordinator (FacCec) access to the system
- uploading student details to the system
- defining the block rotations associated with the university
- allocating students to facilities and/or placements in specific clinical areas
- receiving and ratifying student grades on completion of a clinical placement.
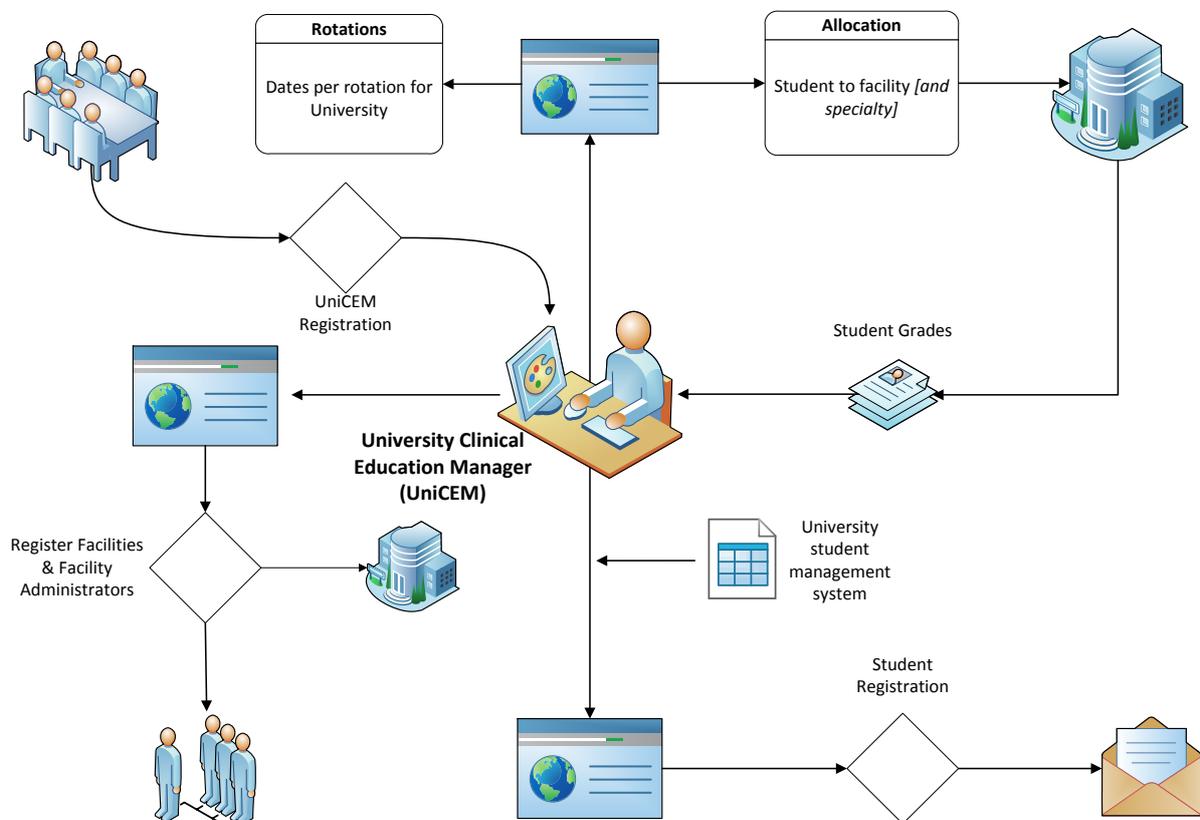
# REQUESTING UNICEM ACCESS TO APPLINKUP

**This procedure outlines how to request UniCEM access to APPLinkup.**

In most cases, this task will have to only be done once unless you move to another university.

**To request access to APPLinkup:**

**Step 1**     Access the **APPLinkup** website by visiting **www.applinkup.com.**

The **APPLinkup** website is displayed.
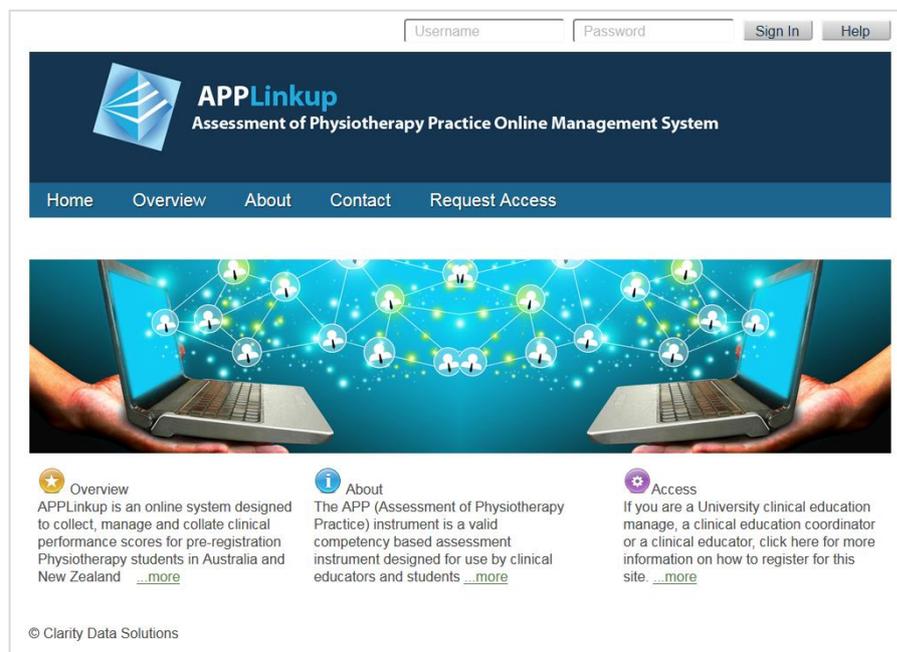


**Step 2**     Select the **Request Access** menu from the menu bar that runs across the website.

The **Request access to APPLinkup** screen is displayed. This screen lists the different roles that require access to APPLinkup, including:

- University Clinical Education Managers (UniCEM)
- Faculty Clinical Education Co-ordinators (FacCEC)
- Clinical Educators (CE) and
- Students (S)

Selecting the applicable link will display the screen you need to request access.

**Step 3**          In this case, select the link associated with **UniCEM.**

The **Request UniCEM Access** screen is displayed, as shown below. This screen provides you with access to two versions of the **UniCEM Access Form**, represented by a Word icon and a PDF icon.

Request UniCEM Access

To request access as a UniCEM please download the **UniCEM Access Form** below (either Word or PDF version) and complete. You will need to gain approval from the head of your discipline before access will be granted. Once you have filled in the form please submit it below.

UniCEM Access Form (Word)          UniCEM Access Form (PDF)

Upload file: Choose file No file chosen
Given Name:
Surname:
Email:
University:

Clear Form     Submit Application

**Step 4**          Download the **UniCEM Access Form** by selecting either the Word or PDF icon.

**Step 5**          Complete the form online and then print it out.

**Step 6**          Ask your head of your discipline to sign your form.

**Step 7**          Scan and save the completed, signed form.

**Step 8**          Return to the **Request UniCEM Access** screen.

**Step 9**          Select the **Browse…** button to display your files.  Locate and select the completed form.

**Step 10**         Complete the following fields with your details:

- Given Name
- Surname
- Email
- University

If at any time you would like to start the form again, select the **Clear Form** button.

**Step 11**         Select the **Submit Application** button.

Your application will be sent to the APPLinkup administrative team for processing. Once approved you will receive an email containing your username (your email address) and a randomly generated password. You will then be able to change your password to one that suits you. For instructions on how to do this, please see **Changing your password.**

## LOGGING IN TO APPLINKUP

> Once you have received your username and password via email, you will be able to log in to APPLinkup.
>
> **This procedure outlines how to log in to APPLinkup.**

**To log in to APPLinkup:**

**Step 1**             Access the APPLinkup website by visiting **www.applinkup.com.**

> The **APPLinkup** website home page is displayed, as shown below.
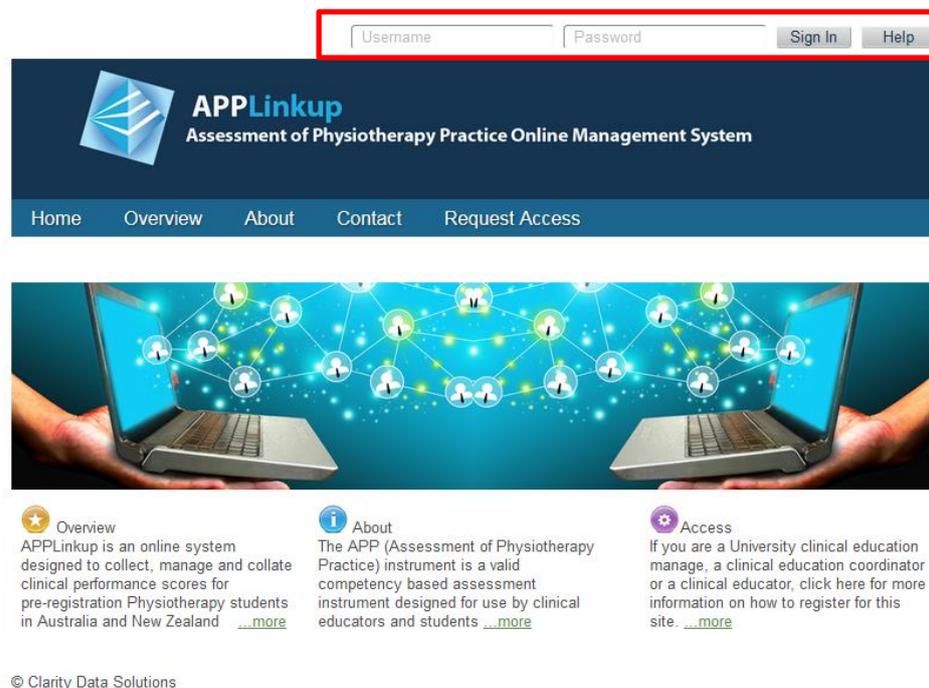


**Step 2**             Enter your username and password into the fields at the top right of the screen.

**Step 3**             Select the **Sign In** button to access APPLinkup.

> The **UniCEM Dashboard**, is displayed.

# ABOUT THE UNICEM DASHBOARD

Once logged in, the first screen displayed is your home page or the 'Dashboard'. This is the hub of activity for your account.

**This topic describes what you will see on your dashboard.**

The **UniCEM Dashboard** shows graphed usage of different events.  You will use the menu items on the side menu bar to navigate around APPLinkup and complete different tasks.
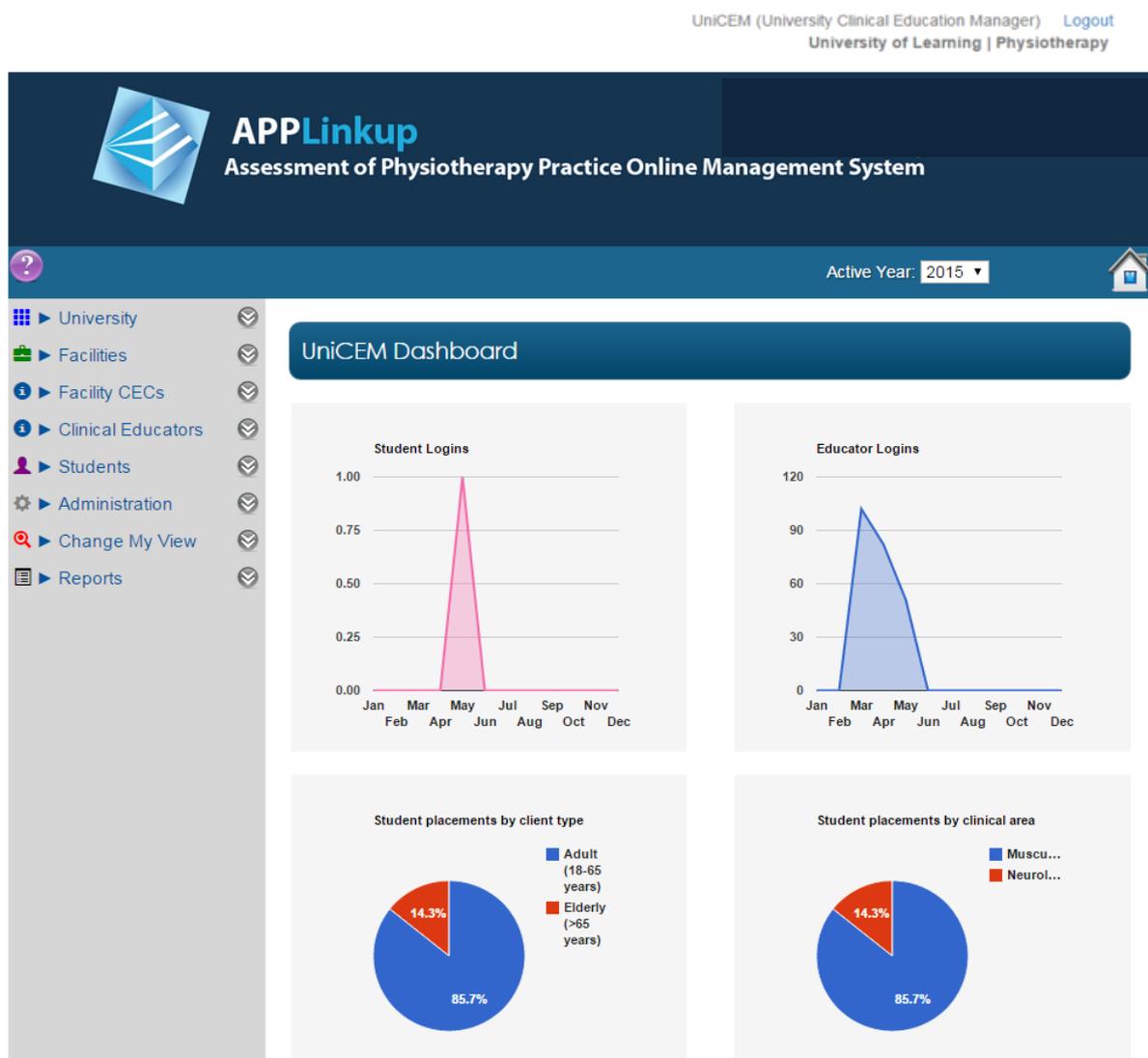
When you log in for the very first time, and there are no students added, your Dashboard might look different to this.

# USING THE UNICEM DASHBOARD

This topic describes how the (L) side menu bar is structured, and how to use it.
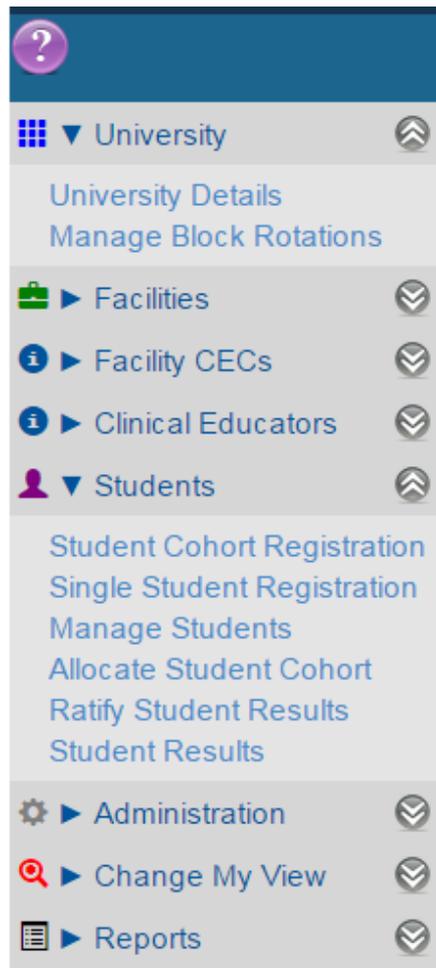


**Side Menu Bar**   The side menu bar consists of main menu items such as University, Facilities, Facility CECs, Clinical Educators, Students, Administration, Change My View and Reports. Each menu item includes sub-menu items (or menu links). These links:

- are displayed in pale blue
- will help you navigate to other areas of the system to complete different tasks
- can be accessed by selecting either the blue arrow to the left of main menu item or the double arrow icon to the right of the main menu item.

You can collapse the menu, (that is, hide the menu links under the main menu item) by selecting the blue arrow to the left of the menu item or the arrow icon to the right of the menu item.



**Red bubbles**    In the screen below, the red bubbles indicate that there is currently 1 set of student results waiting to be ratified.
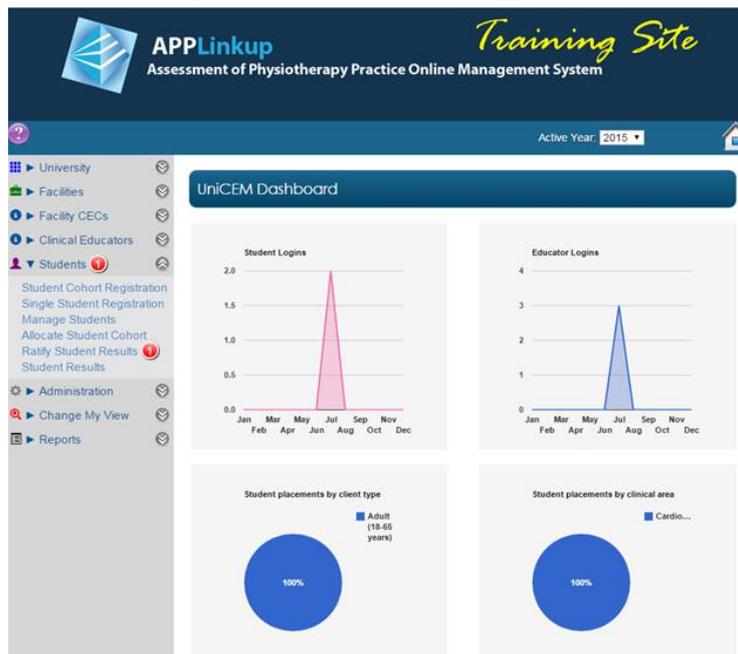
## CHANGING YOUR PASSWORD

It is recommended that when you log in for the first time that you change your password to something that is easy to remember. If you need to change your password at any other time, the process for doing so is the same as the one outlined here.

**This procedure outlines how to change your password.**

**To change your password from your home page**:

**Step 1**   Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**   Select the **Change Password** menu link.

The **Password Management** screen is displayed.



**Step 3**   Complete the following fields:

- Current Password
- New Password
- Confirm Password

**NOTE**: Passwords must:

- be between 6 and 20 characters
- contain at least one letter and one number.

**Step 4**   Select the **Save** button to record and save the change in password.

# UPDATING YOUR PERSONAL DETAILS

If your personal details or email address are incorrect on APPLinkup, or your details change, you will have to update the details in APPLinkup accordingly.

**This procedure outlines how to check or update your personal details.**

**To check or update your details from your home page**:

**Step 1** Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items is displayed.

**Step 2** Select the **Personal Details** menu link.

The **Personal Details** screen is displayed, listing your current details.

| | |
|---|---|
| ▦ ► University | ⊗ |
| 🔖 ► Facilities | ⊗ |
| ❶ ► Facility CECs | ⊗ |
| ❶ ► Clinical Educators | ⊗ |
| 👤 ► Students | ⊗ |
| ⚙ ► Administration | ⊗ |
| 🔍 ► Change My View | ⊗ |
| 🗒 ► Reports | ⊗ |

**Personal Details**

Use this page to change your personal details
Please note that changing your email address will change your APPLinkup username

First Name: Training
Surname: UniCEM
eMail Address: UniCEM@UniLearning.edu.au
Confirm eMail:

Save

**Step 3** Enter or change your details by recording the correct information in the name fields.

**Changing your mail address** If you are changing your email address, you will have to enter it in the **eMail Address** field and again in the **Confirm eMail Address** field.

**NOTE:** Changing your email address will change your APPLinkup username.

**Step 4** Select the **Save Details** button to update and save your new details.

# PROCESSING ACCOUNT REQUESTS

Requests for APPLinkup accounts will come in from Facility Clinical Education Co-Ordinators.

**This procedure outlines how to process a request for an APPLinkup account.**

**To process a request for an APPLinkup account:**

**Step 1**    Select the **FacilityCECs** menu item from the (L) side menu bar to display the sub-menu.

**Step 2**    Select the **Account Requests** menu link. In the screen shot below the red bubble indicates that there is 1 account request pending.

The account requests waiting for approval are displayed.



**Step 3**    To view an application, select the **Select** button next to the applicant's name.

The applicant's details are displayed.

**Step 4**    Once you have reviewed the details, you will be required to accept or reject the application.

You must be sure that the request is from a known/genuine FacCEC. If you have any doubts, ensure you follow up accordingly.

To:

- accept the account request, select the **Accept** button
- reject the account request, enter a reason for the rejection in the **Comments** textbox, and then select the **Reject** button.

# ADDING A PROGRAM TO YOUR UNIVERSITY

In most cases, you will only ever have to add a program once, and this will generally be done when you first start setting up your university details on APPLinkup.

**This procedure outlines how to add a program to the system.**

**To add a program to your University:**

**Step 1**    Select the **University** menu item from the side menu bar to display the sub-menus.

**Step 2**    Select the **University Details** menu link.

The **University Details** screen is displayed, as shown below.

**Step 3**        In the **Name of the program** field, enter the program name. For example, Bachelor of Physiotherapy.

**Step 4**        In the **Duration in years** field, enter the number of years for which the program runs.

**Step 5**        In the **Program Type** field, use the drop-down list to select the program type. For example, Bachelor Degree.

**Step 6**        Select the **Add Program** button.

The bottom portion of the screen shows each year of your program next to a check box.

**Step 7**        Select the applicable year levels.

Only select the box of those year levels which have clinical placements which use the APP instrument to assess student performance.

In the example shown on the previous page, only the second year has been selected, indicating that this is the only year in the Masters of Physiotherapy program that uses APP for assessment.

If the university has more than one physiotherapy program, you will need to enter the programs separately.

**Step 8**        Select the **Finish** button to add the program.

## A note about deleting programs

You can also delete a program by selecting the **Delete Program** button.

NOTE: If you choose to delete a program however, be aware that you will delete not only the program but also all of its contents, including student results.

# SETTING UP BLOCK ROTATIONS

For each University program, you will be required to record the corresponding clinical block rotations. You will only have to set up block rotations once a year.

**This procedure outlines how to set up block rotations.**

**To set up a block rotation:**

**Step 1**        Select the **University** menu item from the side menu bar to display the sub-menus.

**Step 2**        Select the **Manage Block Rotations** menu link.

The **Block Rotations** screen is displayed, as shown below.

**If you have not set up any blocks, the screen will look like this.**



**If you have already set up some blocks, the screen will look like this - with current blocks and their start and end dates displayed.**

**Step 3**    In the blank fields across the bottom, enter the block details, including block name, start date and end date.

**Block Name** - The block name can be anything that suits your program. For example, you can use Block A, B and C, Block 1, 2 and 3 (as on the previous page) or use the clinical area, for example, Orthopaedics, Cardiorespiratory, etc.

**Start and End Dates** - You can select start and end dates for the calendars that display or you can simply type in the applicable dates for that block.

**Step 4**    Select the **Add Block** menu link next to the details you have just entered to save the details.

Another blank row of fields displays across the bottom of the block list. You can add another program by repeating the process above.

If you make a mistake or would like to delete a previously entered block, select the **Delete** menu link next to the applicable block.

**Step 5**    Once you have finished adding the block or blocks, select the **Finish** button.

# REGISTERING A STUDENT COHORT

So that students can be allocated to a facility and to a clinical area for their placement, they must be registered (added to the system). You can register individual students or an entire student cohort.

**This procedure outlines how to register a student cohort.**

**To register a student cohort:**

**Step 1**     Select the **Students** menu item from the side menu bar to display the sub-menus.

**Step 2**     Select the **Student Cohort Registration** menu link.

The **Student Cohort Registration** screen is displayed.



**Step 3**     Identify the program and year into which you would like to enrol the students.

**Step 4**     Select the **Download Excel Template** link to download the file for enrolling students.

**Step 5**     Populate the template with the student details.

You will need to insert Students Number, Surname, First Name and eMail address details into the template**,** and then save the file to your computer.

To make entering a student cohort as easy as possible, make sure your Excel sheets with all student cohorts are entered and saved on your system in the format shown on the previous page.

**Step 6**     Select the **Choose file…** button to locate the file you saved during the previous step and then select the file.

**Step 7**     Select the **Upload File** button.

# REGISTERING AN INDIVIDUAL STUDENT

There will be some occasions where you will have to register an individual student instead of an entire cohort. For example, if a student has failed a clinical unit and will not graduate with their cohort, they will have to be registered in th year below. Another example might be when a student has been unwell and has missed out on completing a clinical unit. They will then be required to complete the unit during another clinical block.

**This procedure outlines how to register an individual student.**

**To register an individual student:**

**Step 1**    Select the **Students** menu item from the side menu bar.

**Step 2**    Select the **Single Student Registration** menu link to display the **Enrol Student** screen.



**Step 3**    Complete the following fields:
- Student Number
- Given Name
- Surname
- eMail Address

**Step 4**    Select the applicable program from the **Program** drop-down list.

**Step 5**    Select the applicable year from the **Course Year** drop-down list.

**Step 6**    Select the **Add Student** button to register the student.

# ALLOCATING A STUDENT COHORT TO A CLINICAL BLOCK

> **This procedure outlines how to allocate a student cohort to a clinical block, including the facility, clinical area/setting and client type.**
>
> In addition to allocating students to specific clinical blocks, some Universities will allocate their students to a specific facility, clinical area/setting and client type. Other Universities (eg., those with a clinical school model) may only allocate their students to a block and to a facility/health service and the Facility Clinical Education Co-ordinator at that facility then allocates the students to the specific clinical area/setting and client type.
>
> Either scenario is covered here in these instructions.

**To allocate a student cohort to a block:**

**Step 1**   Select the **Students** menu item from the side menu bar to display the sub-menus.

**Step 2**   Select the **Allocate Student Cohort** menu link.

The **Allocate Student Cohort** screen is displayed.



**Step 3**   Select the **Allocate Students** button to display a list of possible blocks to which you can allocate students, as shown in the screen on the following page.
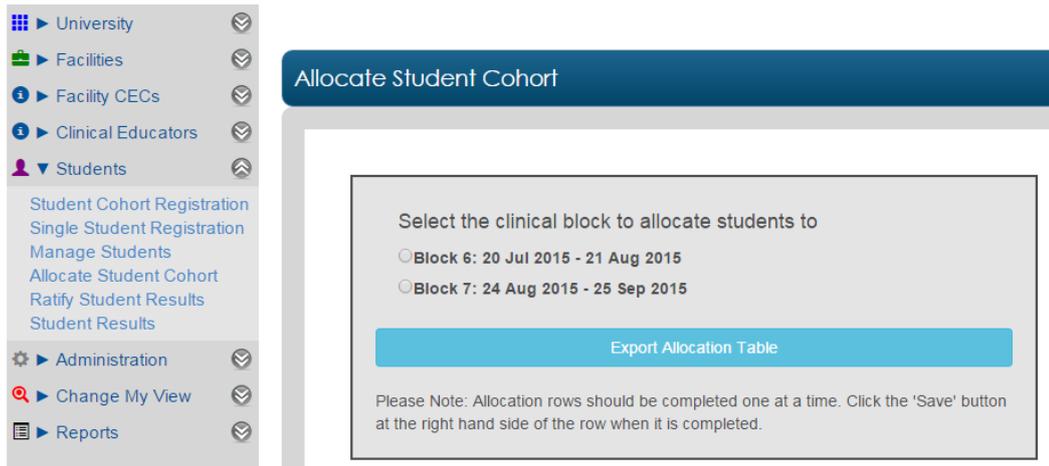
**Step 4**     Select the applicable clinical block to which you wish to allocate the students.

A list of students is displayed beneath the list of blocks.

**Completing the student details**

**Step 1**  In the **Facility** field, enter the first three letters of the facility you wish to record against the student's name.

A list of facilities starting with the three letters you entered is displayed.



**Step 2**  Select the applicable facility.

If the facility you are searching for is not displayed, you will have to register it.

For instuctions on how to register a facility, see **Registering a single facility**.

**Step 3**  From the **Clinical Area** drop-down list, select the clinical area that best represents the **main/primary** clinical area that you expect the students to be seeing clients.

Only select the:

- **Combination** option if you are sure that this is the best description of the unit
- **Unallocated** option if the Facility Clinical Education co-ordinator will be allocating the student to the clinical area.

**Step 4**  In the **Placement Notes** field, write any notes about the clinical placement that you would like the facility co-ord and clinical educators to be aware of.

> **Notes:**   Include experience in ICU

For example you may choose Cardiorespiratory in the clinical area section and in the placement notes you may write "Please make sure the student spends some time in ICU."

**Step 5**  Using the Placement Setting drop-down list, select the placement setting that represents where the student will be spending the **majority** of their time on placement.

> Hospital - Inpatient ▼
> -Select-
> Disability Organisation
> Educational
> Hospital - Inpatient
> Hospital - Outpatient
> Primary Health and Community Care
> Private Practice
> Residential Aged Care
> Unallocated

Only select the:
- **Combination** option if you are sure that this is the best description of the unit, ie., students will be assessing and treating patients across multiple facilities
- **Unallocated** option if the Facility co-ordinator is going to be allocating the student to the placement setting.

**Step 6**  Using the Client Type drop-down list, select the client type grouping representative of the **majority** of clients the student is most likely to see.

\*\*Picking between adult and elderley may be problematic, choose the age group that will form the majority of clients the student will experience. Exact percentages on what the student actually saw on placement will be collected at the end of the unit in a survey.\*\*

> -Select- ▼
> -Select-
> Paediatrics (under 18 years)
> Adult (18-65 years)
> Elderly (>65 years)
> Unallocated

Only select the:
- **Combination** option if you are sure that this is the best description of the unit, ie., students will be assessing and treating **both** paediatric and adult/elderley clients.
- **Unallocated** option if the Facility co-ordinator is going to be allocating the student to the placement setting.

**Step 7**    Once you have entered all details, select the **Save** button at the end of the line.


## Editing details

Once you have entered student details the completed details will look like the screen below.



You can then edit each line of details by:

- selecting the **Edit** button to the far right of the student's name 
- amending the details
- selecting the **Save** button.


**NOTE:** Editing allocation rows should be completed one at a time.


## Allocating a group of students to the same facility

**Step1**    Select the check box next to each student's name you wish to add to the facility.

As soon as you select two or more students, the **Allocate Selected** bar is displayed above the list of students.

**Step 2**    Select the **Allocate Selected** bar to allocate the student/s you have ticked.

The **Allocate a Group of Students** screen is displayed.

Allocate a Group of Students

Select allocation for 3 students:

Facility:

Area:        -Select-

Setting:     -Select-

Client       -Select-
Type:

Notes:

Cancel    Save

Complete the details on this screen and then select save.

The information entered will automatically be listed against all of the students in the group.

## Viewing/Saving a list of students in a block

**Step 1**    To view and/or save a list of the students in the block, select the **Export Allocation Table** button.

An Excel Spreadsheet dialog box may be displayed. You can choose to open or save the spreadsheet.

Select the clinical block to allocate students to

Block 1: 01 Jul 2015 - 30 Jul 2015

Export Allocation Table

Please Note: Allocation rows should be completed one at a time. Click the 'Save' button at the right hand side of the row when it is completed.

**Step 2**    Select **OK** to open or save the spreadsheet.

# REGISTERING A SINGLE FACILITY

Once you have added your program/s, and clinical block rotations, you can register corresponding facilities.

**This procedure outlines how to register a single facility.**

**To register a single facility:**

**Step 1**    Select the **Facilities** menu item from the side menu bar to display the sub-menus.

**Step 2**    Select the **Facility Registration** menu link to check if the facility already exists in the database.

The **Search/Add Facility** screen is displayed, as shown below.
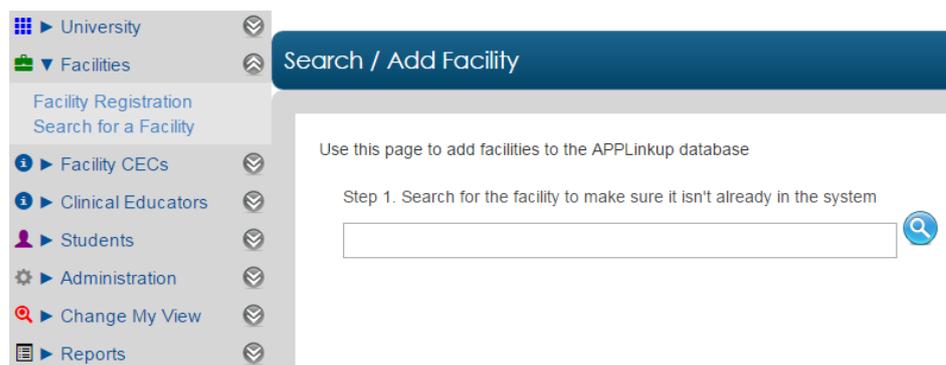


**Step 3**    Enter the facility name and select the **magnifying glass** icon to start the search.

If the facility you have entered:

- **is displayed**, it means that it is already in the database and there is no need to add it again
- **is not in the database**, a message will be displayed stating 'No facilities which include your search term were found', and you can continue with the process of adding the new facility by selecting the **Add a new Facility** button. (See step 4 on the next page)
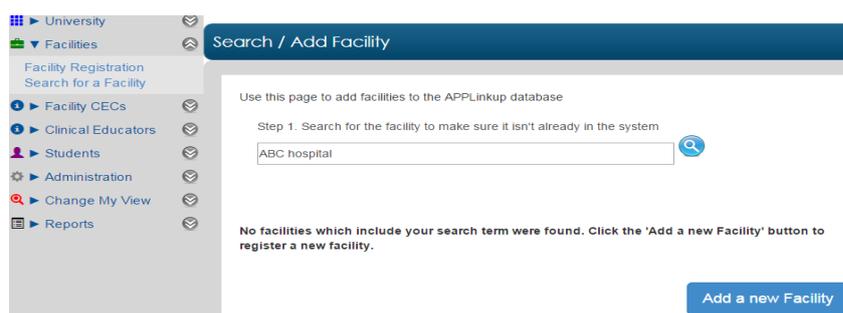
**Step 4**       Select the **Add a new Facility** button to display the **Add Facility** screen, as shown below.



**Step 5**       Use the drop-down list to select the **Facility Type.**

**Step 6**       Complete the remaining fields:

- Facility Name
- Street Address
- Suburb
- State
- Post Code
- Country
- Phone Number
- Postal Address
- Website

Fields marked with an asterisk (*) are mandatory.

**Step 7**       Select the **Add Facility** button to register the facility and save the details you have entered.

# AMENDING STUDENT DETAILS

If a student changes their name or email address, you will have to update their details or reset their password on APPLinkup accordingly. In most cases you will receive requests for amending details directly from the student.

**This procedure outlines how to amend student details.**

**To amend a student's details:**

**Step 1**    Select the **Students** menu item from the side menu bar to display the sub-menus.

**Step 2**    Select the **Manage Students** menu link.

The **Manage Student** screen is displayed, as shown below.
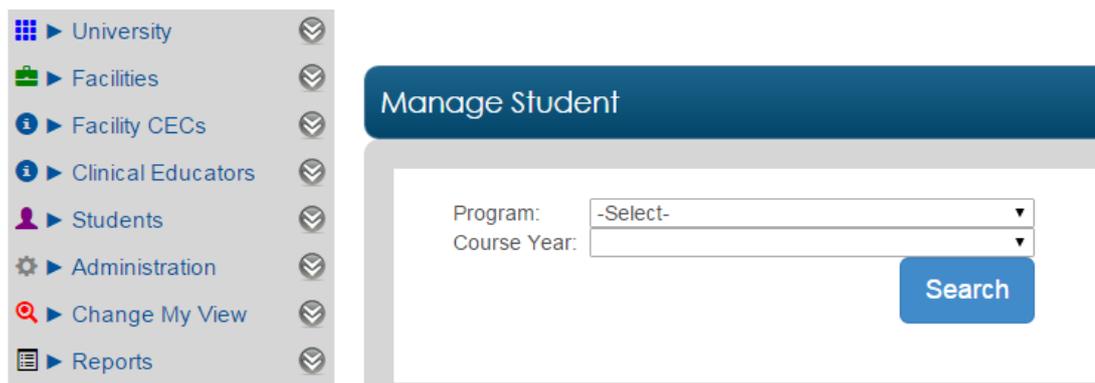


**Step 3**    Select the applicable program from the **Program** drop-down list.

**Step 4**    Select the relevant year from the **Course Year** drop-down list.

**Step 5**    Select the **Search** button to display a list of students from the selected program and course year, similar to the one shown below.

From this screen you can:

- **delete a student record** by selecting the **Delete** link next to their name.
  Be aware that deleting the student record from this screen will permanently remove the student record from the system, and the action **cannot be undone.**

- **perform another search** by selecting the **Another Search** button.
- **display the student's details** so that you can amend them by selecting the **Edit** link. This will display a screen like the one shown below.



**To change a student's name or their email address:**

**Step 1**        Enter the correct or new details and select the **Update Details** button.

**To reset a student's password:**

**Step 1**        Select the **Reset Password** button.

          The student will receive a new password via email.

## PERFORMING FACCEC TASKS

> There may be occasions where you need to take on the role of one of your Facility Co-ordinators and perform some their tasks.
>
> This may be as the result of a Facility Co-ordinator being off work from their facility and the clinical educator for one of your student's requires another staff member to be added as an additional educator.
>
> You can change your view from UniCEM to that of a particular FacCEC which allows you to perform any of the tasks for which the facility co-ordinator would normally be responsible.
>
> **This procedure outlines how to do this.**

**To check the progress of one of your  Facility Clinical Education Co-ordinators**:

**Step 1**    Select the **Change My View** menu item from the side menu bar.

   The **FacCEC View** menu link is displayed.

**Step 2**    Select the **FacCEC View** menu link to display the **Select a FacCEC to view** screen.

Select a FacCEC to view

Search for a FacCEC by their name OR their facility:

[                                        ] X  Select

**Step 3**    In the search box, enter the name of the FacCEC.

**Step 4**     Select the **Select** button to display the corresponding FacCEC's Dashboard.

The screen will look something like the one below.
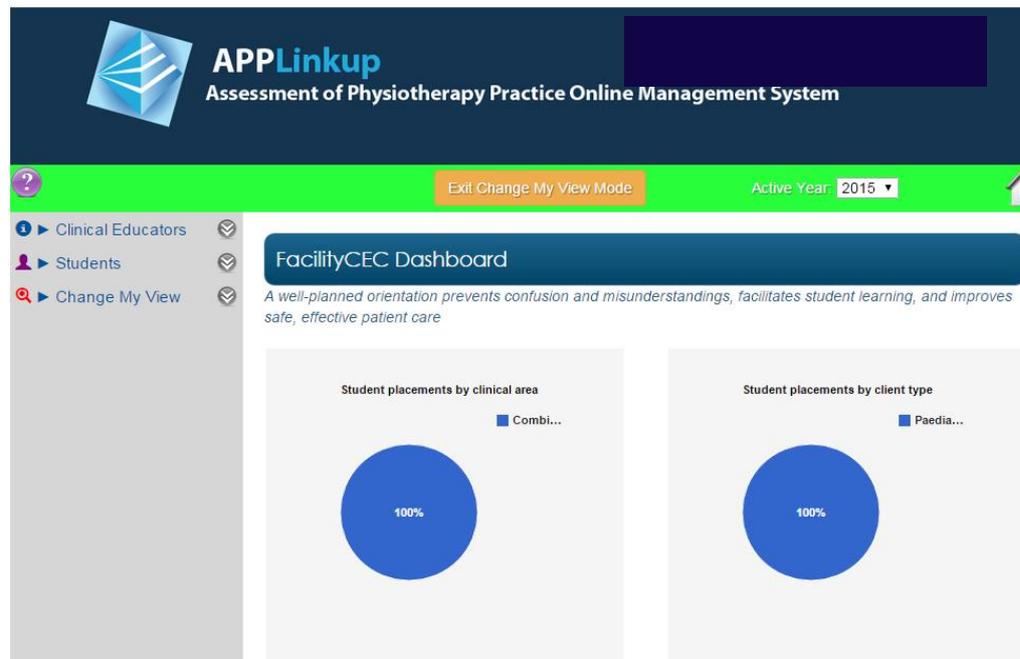


**Operating in the role of FacCEC**

You can now operate in the role of the FacCEC. This means you can:

- allocate students to a clinical educator/s
- change or add clinical educator/s allocated to a student
- view student assessment forms.

# RATIFYING STUDENT RESULTS

**This procedure outlines how to view and ratify student results.**

You will know that there are assessments waiting confirmation by the fact that a number in a red circle is displayed next to the **Students** menu. The number will indicate how many assessments are awaiting confirmation.

**Assessments awaiting confirmation**

In the example below, there is one assessment waiting confirmation.
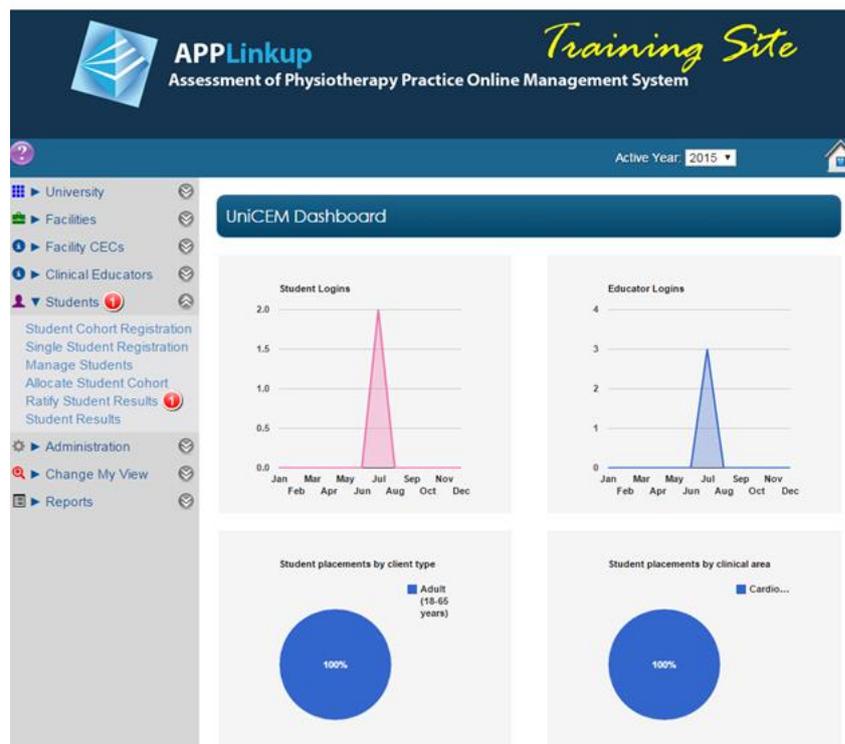


**To ratify a student's results:**

**Step 1**      Select the **Students** menu item from the side menu bar to display the sub-menus.

**Step 2**      Select the **Ratify Student Results** menu link.

The **Ratify Results** screen is displayed, as shown on the next page.

On this screen, you will see a list of students, their overall APP score and a number to indicate how many low scoring items they have received.

You can then **view**, **change** or **ratify** the student results.

**Viewing results**

**Step 1**    Select the **View APP** button to the far right of the student's name to display a student's assessment. An example what you will see is shown below.

**Results**



**Blue and**    The blue boxes indicate CE assessments and the orange boxes indicate student
**orange boxes**    assessments.

**Step 2**        If you are happy with the results, select the **Ratify Result** button next to the student's name. A confirmation message displays.

**Step 3**        Select **OK** if you are sure you want to ratify the results.

## Amending results

If changes to the APP form are required or you have any concerns, arrange to discuss these with the relevant Clinical Educator before you amend any results.

**Step 1**        Select the **Change** button to the far right of the student's name and enter the reason for the changes.



## Downloading and saving results

**Step 1**        To download and save the results to your computer for future reference, select the **Student Results** menu link.
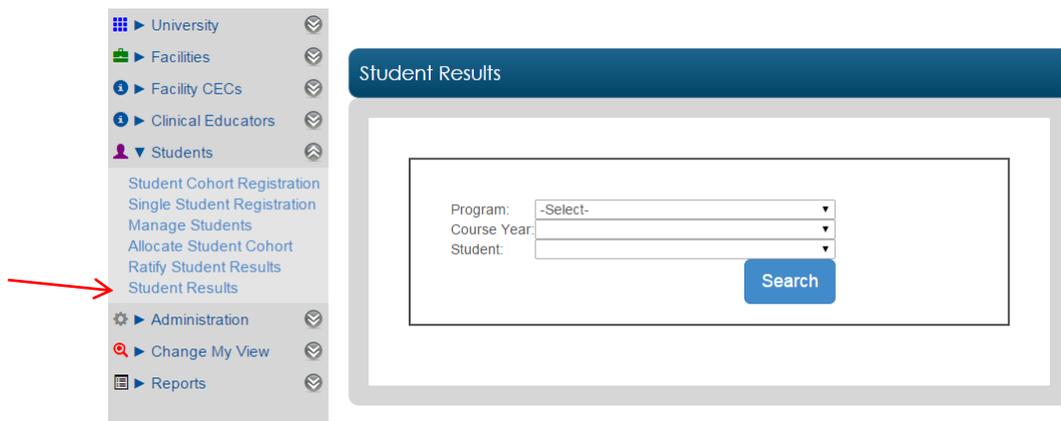
## Downloading and saving results

**Step 2**    Complete the form for either an individual student's results or for all students



**Step 3**    Click on the Export Student Results button to download all results into an excel file which can then be saved.

## Student results excel file

The excel file contains all the individual item ratings, global rating and overall score /80 for both the mid and end of unit APP results.

## GENERATING REPORTS

There are a number of UniCEM reports, including exit survey, University APP Items VS National Average and Student APP Items VS National Average.

**This procedure outlines how to generate these reports.**

**To generate a report from your home page:**

**Step 1**          Select the **Reports** menu item from the side menu bar.

The **Reports** menu link is displayed.

**Step 2**          Select the **Reports** menu link to display the **APPLinkup Reports** screen, on which the various reports and corresponding descriptions are listed. The screen will look similar to the one shown below.

**APPLinkup Reports**



**Step 3**          Select the report name link to display the parameters for generating the report.

Different screens are displayed depending on the report you have selected. However, in all instances, you will need to enter a number of parameters to generate the report you want.

The following page shows an example of the screen that displays if you select the **APP Items Vs National Average Parameters** report.

**Report parameters example**

## APP Items Vs National Average Parameters

Please provide the following parameters for the report

Program:            -Select-                              ▼
Program Year:                                             ▼
Start Date:         [                    ]
End Date:           [                    ]
Compare to:         All available national data ▼

Cancel    Submit

**Step 4**          Complete the fields with the specific parameters you require.

**Step 5**          Select the **Submit** button to generate and download the report.

# Facility Clinical Education Co-ordinators

This section covers the following information and procedures. Select a topic to see more information.

[Process overview: FacCEC](#)

[Requesting FacCEC access to APPLinkup](#)

[Logging in to APPLinkup](#)

[About the FacCEC Dashboard](#)

[Changing your password](#)

[Updating your personal details](#)

[Managing account requests](#)

[Allocating students to a Clinical Educator](#)

[Viewing student allocation and student progress](#)

# PROCESS OVERVIEW: FACILITY CLINICAL EDUCATION CO-ORDINATOR

**FacCEC responsibilities**

The FacCEC is responsible for completing the following tasks on APPLinkup:

- registering Clinical Educators within the system
- assigning students to a Clinical Educator for a given rotation
- managing educators during placement
- allocating students to clinical areas for their placement, where required.

# REQUESTING FacCEC ACCESS TO APPLINKUP

---
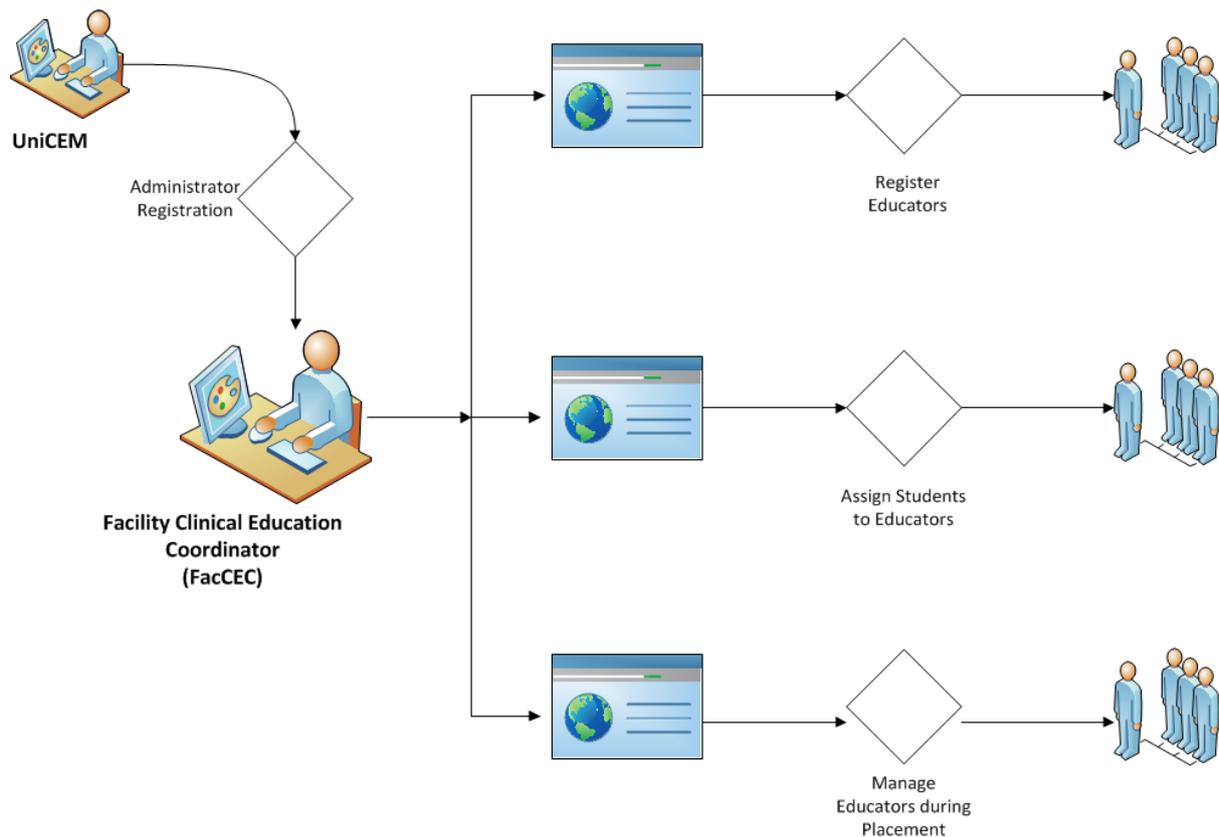
 **This procedure outlines how to request FacCEC access to APPLinkup.**

---

**To request access to APPLinkup:**

**Step 1**     Access the **APPLinkup** website by visiting **www.applinkup.com**.

 The **APPLinkup** website is displayed.
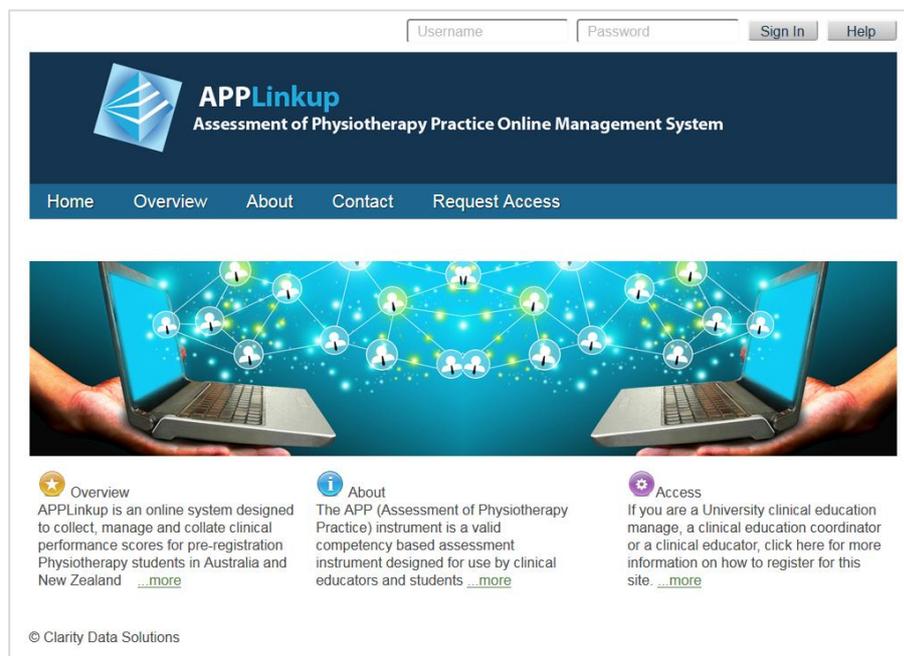


**Step 2**     Select the **Request Access** menu from the menu bar that runs across the website.

 The **Request access to APPLinkup** screen is displayed. This screen lists the different roles that access to APPLinkup, including:

- University Clinical Education Managers (UniCEM)
- Faculty Clinical Education Co-ordinators (FacCEC)
- Clinical Educators (CE) and
- Students (S).

Selecting the applicable link will display the screen you need to apply for access.

---

**Step 3**     In this case, select the link associated with **FacCEC.**

The **Request FacCEC Access** screen is displayed, as shown below.

Request FacCEC Access

To request access as a FacCEC please complete this form

Given Name:
Surname:
Email:
                --Select--
Add Facility:
                Add Facility

Selected
Facilities:

University:    --Select--

Clear Form    Submit Application

**Step 4**     On the **Request FacCEC Access** screen, complete the following fields with your contact details:

- Given Name
- Surname
- Email

**Step 5**     Use the drop-down list to select your facility and then select the **Add** button below the **Add Facility** field.

**NOTE:** To ensure efficiency in your role as FacCec it is recommended that you list all facilities where you work as a FacCEC or as a CE.

The facility you have chosen is added to the **Selected Facilities** box.

**Step 6**     Select your University from the **University** drop-down list.

The following message is displayed:

*"Please select the University that you would like to see your application. This does not preclude you from taking students from other Universities."*

If at any time, you would like to clear what you have entered or start the form again, select the **Clear Form** button.

**Step 7**     Select the **Submit Application** button to submit your details for approval.

Once approved you will receive an email containing your username (your email address), and a randomly generated password.

# LOGGING IN TO APPLINKUP

> Once you receive your username and password via email, you will be able to log in to APPLinkup.
>
> **This procedure outlines how to log in to APPLinkup.**

**To log in to APPLinkup:**

**Step 1**      Access the APPLinkup website by visiting **www.applinkup.com**.

     The **APPLinkup** website home page is displayed, as shown below.
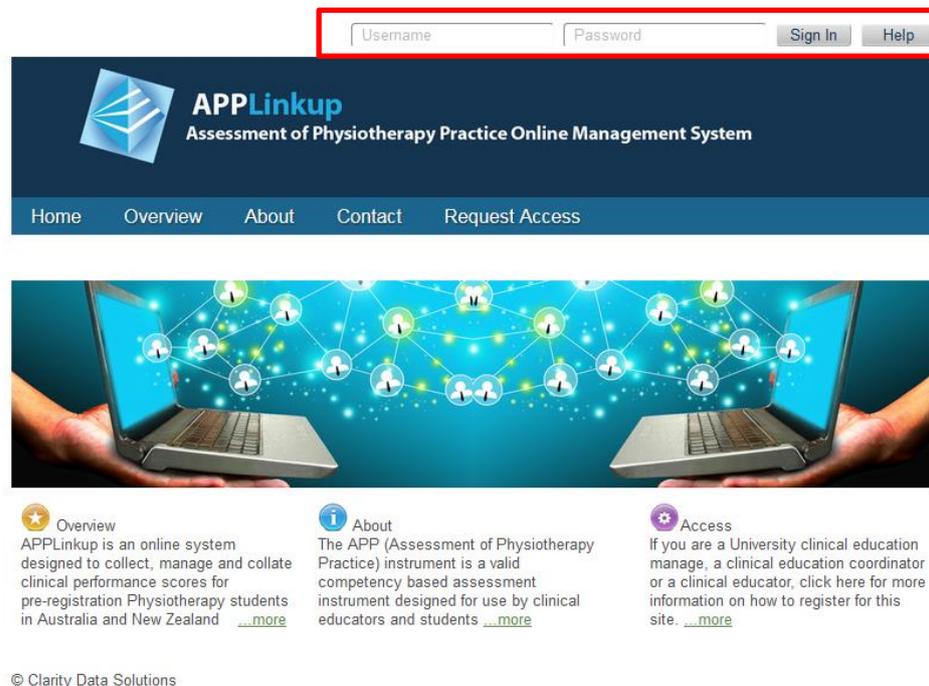


**Step 2**      Enter your username and password into the fields at the top right of the screen.

**Step 3**      Select the **Sign In** button to access APPLinkup.

     The **FacilityCEC Dashboard** is displayed.

# ABOUT THE FACCEC DASHBOARD

**This topic describes what you will see on the FacilityCEC Dashboard.**

## What you will see

**When you log in as an FacCEC you will see a screen, similar to the one shown below:**
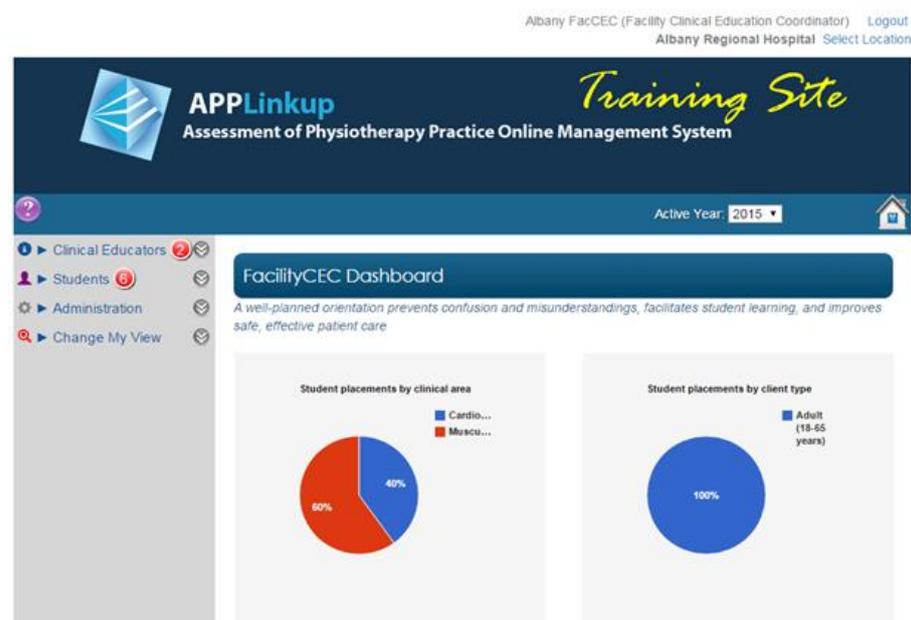


**On your dashboard**

The Dashboard shows graphed usage of different information. In the example shown above, the Dashboard shows student placements by area and student placements by client type.

**Side menu bar**

The side menu bar consists of main menu items such as Clinical Educators, Students, Administration and Change My View.

Each menu item includes sub-menu items (or menu links). These links:

- are displayed in pale blue
- will help you navigate to other areas of the system to complete different tasks
- can be accessed by selecting either the blue arrow to the left of main menu item or the double arrow icon to the right of the main menu item.

You can collapse the menu, (that is, hide the menu links under the main menu item) by selecting the blue arrow to the left of the menu item or the arrow icon to the right of the menu item.

**More about the FacilityCEC Dashboard**
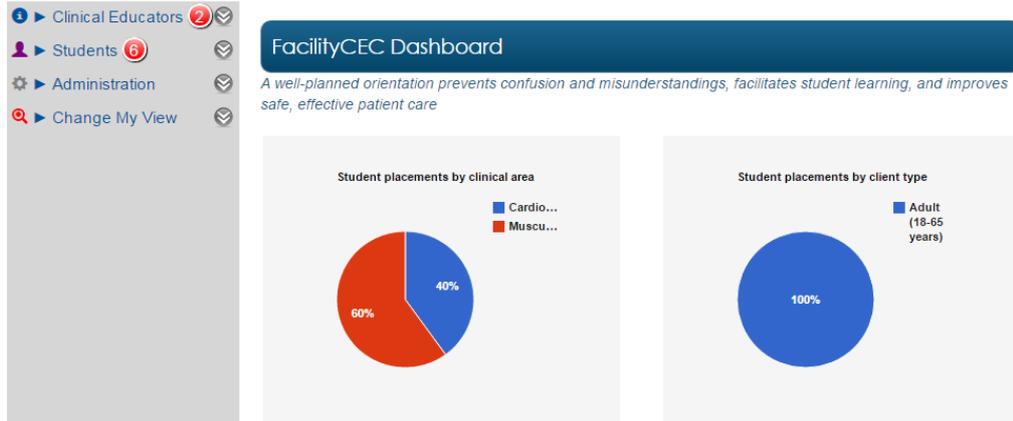


**Red bubbles**

Here the red bubbles show that:

- there are currently 2 account requests from CEs that need to be accepted or rejected.
- there are currently 6 students needing to be allocated to a clinical educator.

# CHANGING YOUR PASSWORD

It is recommended that when you log in for the first time you change your password to something that is easy to remember. If you need to change your password at any other stage, the process for doing so will be the same as the one outlined here.

**This procedure outlines how to change your password.**

**To change your password from your home page**:

**Step 1**     Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**     Select the **Change Password** menu link.

The **Password Management** screen is displayed.



**Step 3**     Complete the following fields:

- Current Password
- New Password
- Confirm Password

**NOTE:** Passwords must:

- be between 6 and 20 characters
- contain at least one letter and one number.

**Step 4**     Select the **Save** button to record and save the change in password.

## UPDATING YOUR PERSONAL DETAILS

This procedure outlines how to update your personal details.

**To check or update your details from your home page**:

**Step 1**   Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**   Select the **Personal Details** menu link.

The **Personal Details** screen is displayed, as shown below, listing your current details.



**Step 3**   Enter or change your details by recording the correct information in the name fields.

**Changing your mail address**   If you are changing your email address, you will have to enter it in the **eMail Address** field and again in the **Confirm eMail Address** field.

**NOTE:** Changing your email address will change your APPLinkup username.

**Step 4**   Select the **Save** button to update and save your new details.

# MANAGING ACCOUNT REQUESTS

As a FacCEC you will receive requests for APPLinkup accounts from the Clinical Educator supervising your students.

**This procedure outlines how to view an account request, as well as how to accept or reject a request**.

**Step 1**  Select the **Clinical Educators** menu item.

The **Account Requests** menu link is displayed

**Step 2**  Select the **Account Requests** menu link.

The **CE Applications** screen is displayed, as shown in the image below.



**Step 3**  Select the **Select** button next to the applicant's name to display their details.

**Step 4**  To accept or reject the application for an account request, select the **Accept** or **Reject** button accordingly.

To return to the **Account Requests** list without accepting or rejecting an application, simply select the **Cancel** button.

A useful thing to do is to ask all of your staff who are likely to be involved in clinical education to submit a request at the beginning of the year. That way, all possible clinical educators are registered in the system ready to be allocated to students as needed.

# ALLOCATING STUDENTS TO A CLINICAL EDUCATOR/S

As an FacCEC you will need to allocate students to a Clinical Educator for the duration of their placement. This will enable the CE to assess students using the APP. You can allocate an individual student or multiple students to a Clinical Educator. You can allocate an individual student or multiple students to one Clinical Educator or to several CEs.

**This procedure outlines how to allocate both individual and muliple students to a Clinical Educator.**

## Individual student allocations

**To allocate a student to a Clinical Educator:**

**Step 1**          Select the **Students** menu item from the side menu bar.

The associated menu links are displayed.

**Step 2**          Select the **Allocate Students to CE** menu link.

The **Allocate Students to Clinical Educators** screen is displayed, listing the predefined blocks and the students who are allocated to that block. The image below shows an example of this screen.

Selecting the arrow next to a block displays or hides the students within that block.

**Step 3**     Select the **Allocate** link next to the student's name you are assigning.

The **Assign Student to Clinical Educators** screen is displayed. See the image below for an example of this screen.
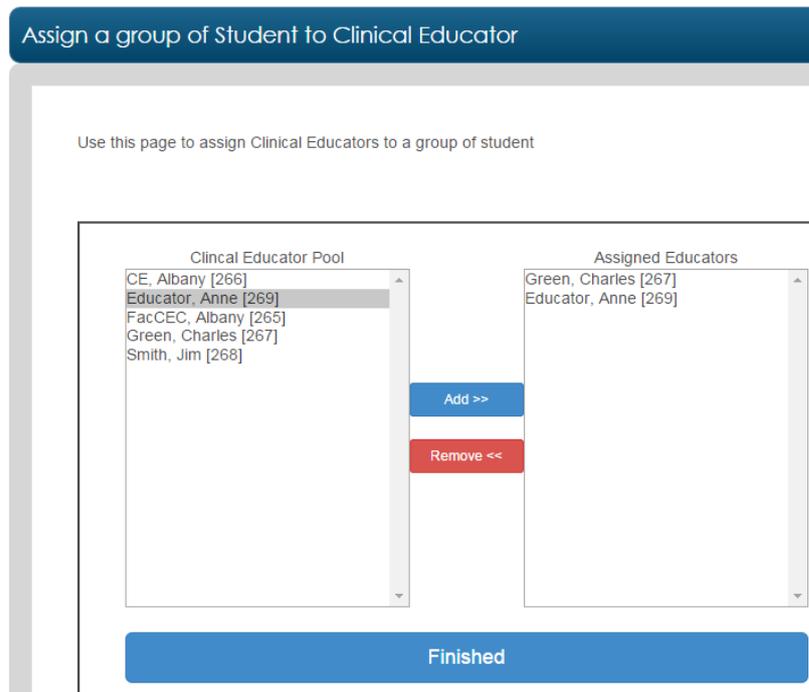


**Step 4**     Select the applicable Clinical Educator from the **Clinical Educator Pool** box.

**Step 5**     Select the **Add>>** button in between the boxes.

The Clinical Educator's name is then listed in the **Assigned Educators** box.

**Step 6**     Select the **Finished** button at the bottom of the screen to complete the allocation.

## Changing the Clinical Educator during a placement

**Step 1**    To change the Clinical Educator during the placement, select the assigned CE from the **Assigned Educators** box.

**Step 2**    Select the **Remove<<** button in between the boxes.

> The Clinical Educator's name is moved back in the **Clinical Educator Pool** box again. You can then choose a new Clinical Educator.

## Multiple student allocations

**To allocate multiple students to a Clinical Educator:**

**Step 1**    On the **Allocate Students to Clinical Educators** screen, select the check box next to each student you wish to allocate.

> As soon as you select one box, the **Allocate Selected** button is displayed, as shown in the image below.



**Step 2**    Select the **Allocate Selected** button to continue.

> The **Assign a group of Students to Clinical Educators** screen is displayed.

**Step 3**    Select a Clinical Educator from the **Clinical Educator Pool** box and transfer it to the **Assigned Educators** box using the **Add>>** button between the two boxes.

**Step 4**    Select the **Finished** button to record the allocation.

# ALLOCATING STUDENTS TO A CLINICAL AREA, SETTING & CLIENT AGE GROUP

As an FacCEC you may be required to allocate students to a clinical area, clinical setting and/or specify the client age group for the placement. This may occur in a clinical schools model of clinical education.

If the University has allocated the students to a clinical area, setting and client group, then this section is not applicable.

**This procedure outlines how to allocate both individual and multiple students to a clinical area, setting and/or client age group.**

## To allocate unallocated students

Students allocated to your facility but not allocated to a specific clinical area, setting or client age group will appear with a red flag beside their name as shown in the screen shot below.

**Step 1**     Select the **Student** to be allocated by clicking on **Allocate**. The screen below will appear.



## Completing the student allocation details

**Step 1**     Using the **Placement Setting** drop-down list, select the placement setting that represents where the student will be spending the **majority** of their time on placement.



**Step 2**     From the **Clinical Area** drop-down list, select the clinical area that best represents the **main/primary** clinical area that you expect the students to be seeing clients.

Only select the:

- **Combination** option if you are sure that this is the best description of the unit

**Step 3**     Using the Client Type drop-down list, select the client type grouping representative of the **majority** of clients the student is most likely to see.

\*\*Picking between adult and elderley may be problematic, choose the age group that will form the **majority** of clients the student is likely to experience. Exact percentages on what the student actually saw on placement will be collected at the end of the unit in a survey.\*\*

Only select the:
- **Combination** option if you are sure that this is the best description of the unit, ie., students will be assessing and treating patients both paediatric and adult/elderley clients.

-Select-  ▼
-Select-
Paediatrics (under 18 years)
Adult (18-65 years)
Elderly (>65 years)
Unallocated
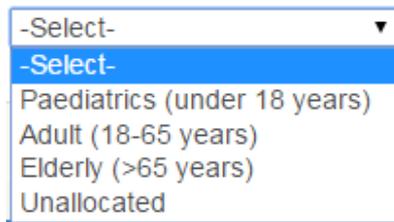
**Step 4**     Once you have entered all details, select the **Saave Allocation** button.

**Step 3**

# VIEWING STUDENT ALLOCATION AND STUDENT PROGRESS

As a FacCEC you have access to view student allocation to different Clinical Educators and the progress of students assessments.

**This procedure outlines how to access these details by using the Change My View function.**

**Step 1**     Select the **Change My View** menu item from side menu bar.

The **View My Students** menu link is displayed.

**Step 2**     Select the **View My Students** menu link to display the **Clinical Educator Home** page. This screen lists the students allocated to the CE, and the progress of student assessments. An example of this screen is shown below.



For more information about the CE role, refer to the **Clinical Educators** section of this manual.

# Clinical Educators

This section covers the following information and procedures. Select a topic to see more information.

[Process Overview: Clinical Educator](#)

[Requesting CE access to APPLinkup](#)

[Logging in to APPLinkup](#)

[About the Clinical Educator homepage](#)

[Changing your password](#)

[Updating your personal details](#)

[Viewing student allocations](#)

[Viewing and adding notes to a student record](#)

[Completing mid-unit assessment forms](#)

[Completing end of unit assessment forms](#)

# PROCESS OVERVIEW: CLINICAL EDUCATOR

**CE responsibilities**    The Clinical Educator is responsible for performing the following tasks on APPLinkup:

- completing the mid unit APP form and using this to provide feedback to students
- completing the end of unit summative APP form and submitting it to the University for ratification.
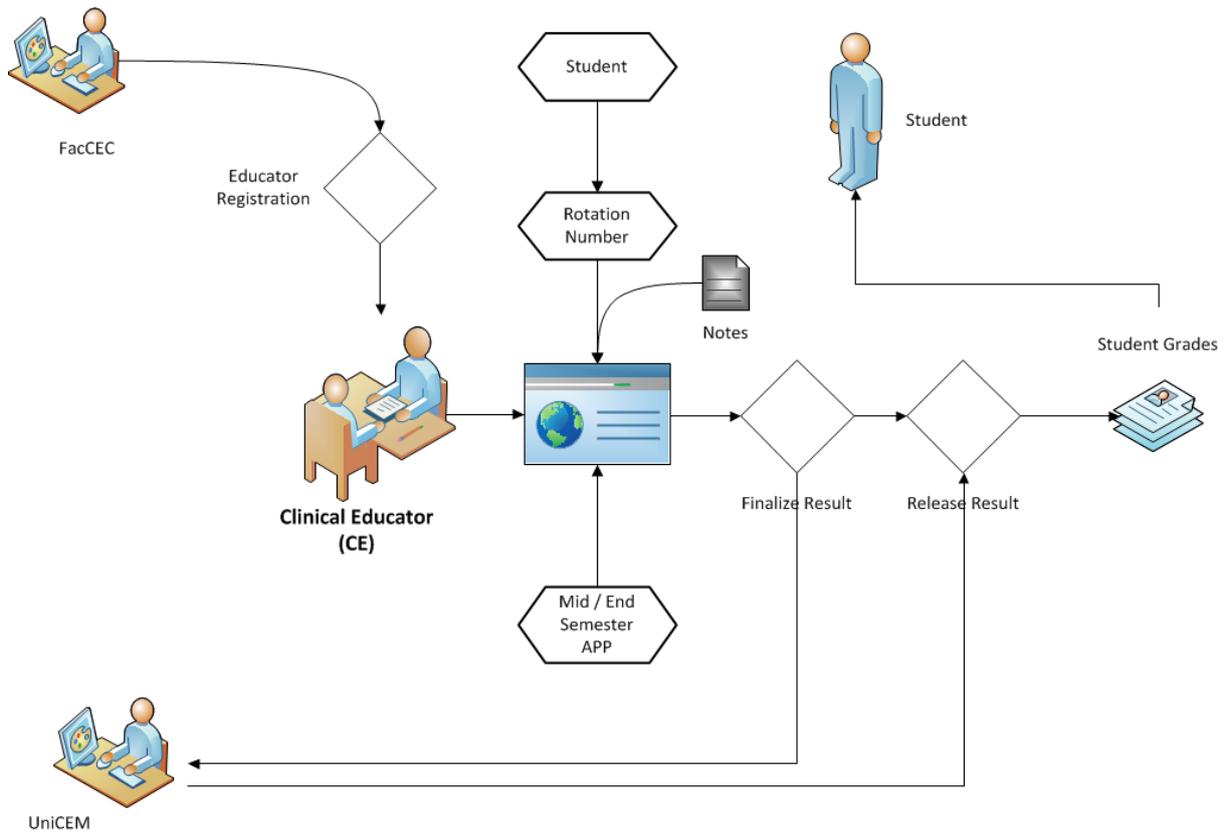
# REQUESTING ACCESS TO APPLINKUP

**This procedure outlines how a CE requests access to APPLinkup.**

**To request access to APPLinkup:**

**Step 1**    Access the **APPLinkup** website by visiting **www.applinkup.com**.

> The **APPLinkup** website is displayed.
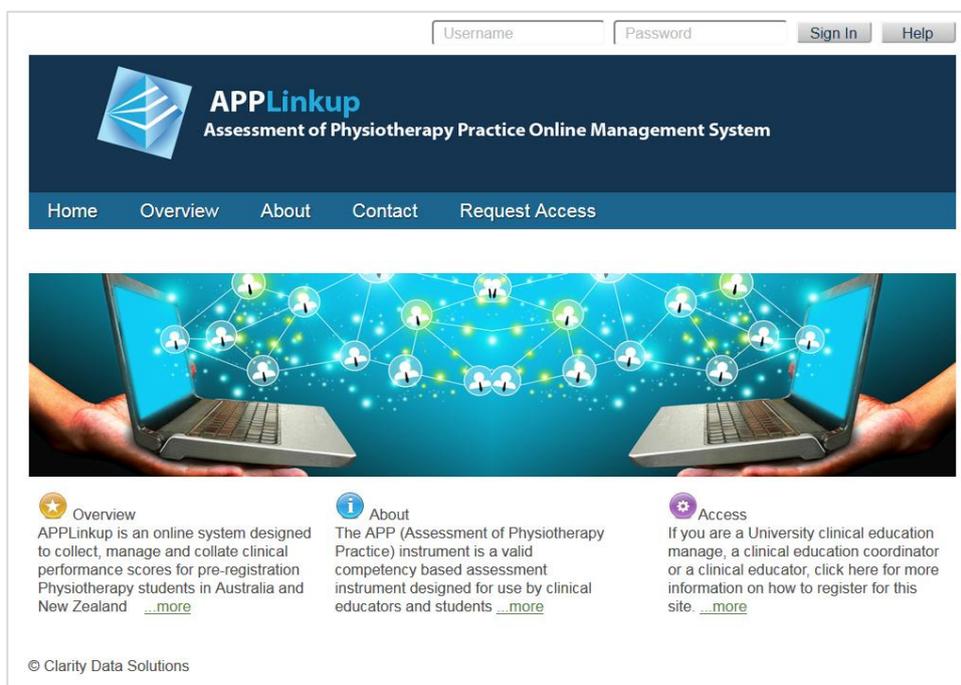


**Step 2**    Select the **Request Access** menu from the menu bar that runs across the top of the website.

> The **Request access to APPLinkup** screen is displayed. This screen lists the different roles that can access APPLinkup, including:
>
> - University Clinical Education Managers (UniCEM)
> - Faculty Clinical Education Co-ordinators (FacCEC)
> - Clinical Educators (CE) and
> - Students (S).

**Step 3**          In this case, select the link associated with **CE** access

The **Request CE Access** screen is displayed, as shown below.

Request CE Access

To request access as a CE please complete this form
Given Name: [                    ]
Surname: [                    ]
Email: [                    ]
Facility: --Select--                              ▼

Clear Form          Submit Application

**Step 4**          On the **Request CE Access** screen, complete the following fields with your contact details:

- Given Name
- Surname
- Email

**Step 5**          Use the **Facility** drop-down list to select a facility.

**Step 6**          Select the **Submit Application** button to submit your details for approval.

Your application is sent to your **Facility co-ordinator** for approval.  Once approved, you will receive an email with your password.

If at any time you would like to start the form again, select the **Clear Form** button.

## LOGGING IN TO APPLINKUP

Once you have received your username and password via email, you will be able to log in to APPLinkup.

**This procedure outlines how to log in to APPLinkup.**

**To log in to APPLinkup:**

**Step 1**      Access the APPLinkup website by visiting **www.applinkup.com**.

The **APPLinkup** website home page is displayed, as shown below.
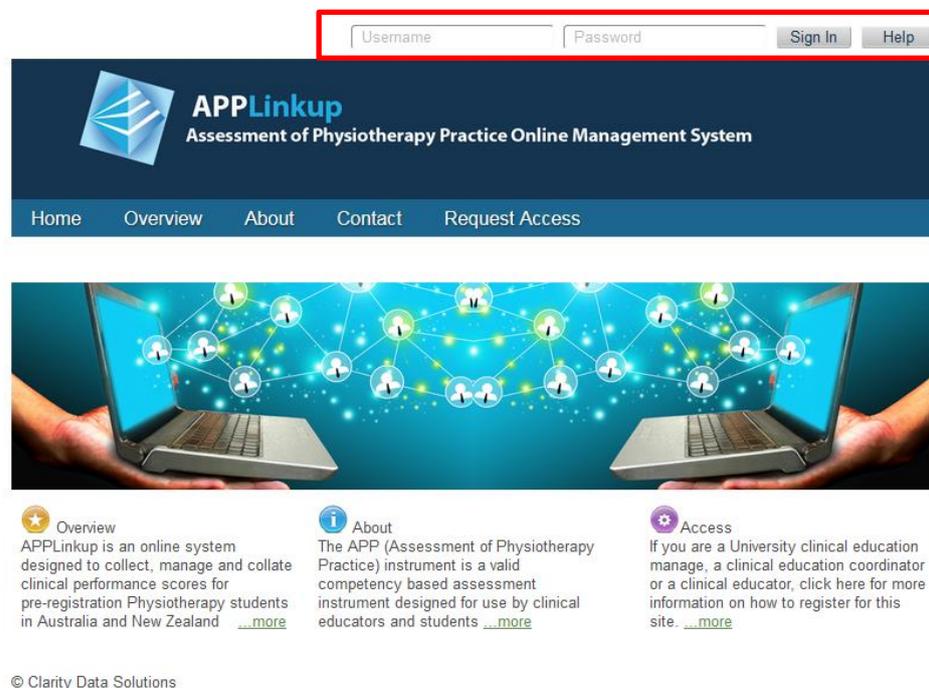


**Step 2**      Enter your username and password into the fields at the top right of the screen.

**Step 3**      Select the **Sign In** button to access APPLinkup.

The **Clinical Educator Home** page is displayed.

## ABOUT THE CLINICAL EDUCATOR HOME PAGE

**This topic describes what you will see on your home page.**

## What you will see

**When you log in as a Clinical Educator, you will see a screen similar to the one shown below.**

**Your home page**     Your home page lists the block rotation, of each year, of each program, for each university.

**Viewing students within each block**     Selecting the arrow icon next to the block name will display the students within the block, as shown below. Each student record is made up of a section for notes as well as mid-unit and end of unit assessment forms.
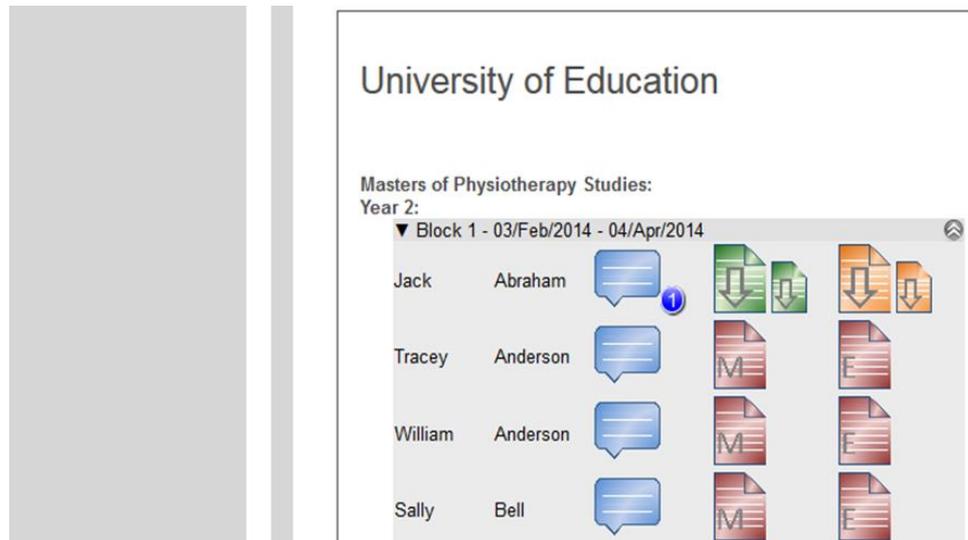


**NOTE 1**: Both the mid-unit and end of unit assessment icons appear in red until the assessment has been completed, at which point the icon becomes green.

**NOTE 2:** The end of unit assessment cannot be edited until the mid-unit assessment has been completed.

**Side menu bar**     The side menu bar displays an Administration menu which contains two sub menus – Personal Details and Change Password.

These  menu links:

- Are displayed in pale blue
- will help you navigate to other areas of the system to complete different tasks
- can be accessed by selecting either the blue arrow to the left of main menu item or the double arrow icon to the right of the **Administration** menu.

You can collapse the menu, (that is, hide the menu links under the main menu item) by selecting the blue arrow to the left of the menu item or the arrow icon to the right of the menu item.

## CHANGING YOUR PASSWORD

It is recommended that when you first log in that you change your password to something that is easy to remember. If you need to change your password at any other stage, the process for doing so will be the same as the one outlined here.

**This procedure outlines how to change your password.**

**To change your password**:

**Step 1**    Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**    Select the **Change Password** menu item.

The **Password Management** screen is displayed.



**Step 3**    Complete the following fields:
- Current Password
- New Password
- Confirm Password

**NOTE**: Passwords must:
- be between 6 and 20 characters
- contain at least one letter and one number.

**Step 4**    Select the **Save** button to record and save the change in password.

# UPDATING YOUR PERSONAL DETAILS

This procedure outlines how to update your personal details.

**To check or update your details from your home page**:

**Step 1**      Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**      Select the **Personal Details** menu link.

The **Personal Details** screen is displayed, as shown below, listing your current details.



**Step 3**      Enter or change your details by recording the correct information in the name fields.

**Changing your mail address**      If you are changing your email address, you will have to enter it in the **eMail Address** field and again in the **Confirm eMail Address** field.

NOTE: Changing your email address will change your APPLinkup username.

**Step 4**      Select the **Save Details** button to update and save your new details.

# VIEWING STUDENT ALLOCATIONS

As the Clinical Educator, you will be assigned students by your Facility Clinical Education Co-ordinator (FacCEC) or by the University Clinical Education Manager (UniCEM).

**This procedure outlines how to view your student allocations.**

**To view a specific list of students:**

**Step 1**        Choose the block you want to view by selecting the small black arrow next to the block name.

This displays the students in that block, as shown in the screen below.

Each student will have three icons next to their name, denoting:

- notes (a blue speech bubble)
- mid-unit assessment (document icon with the letter M on it)
- end of unit assessment (document icon with the letter E on it)



**NOTE:** Assessment icons with arrows on them indicate that these have been completed by both the Clinical Educator and the Student, and are available for viewing by both parties.

# VIEWING AND ADDING NOTES TO A STUDENT RECORD

**This procedure outlines how to view and/or add notes to a student record.**

## Viewing notes

**Blue notes icon**



**NOTE:** In the example above, the only student who has notes on their record is Jack Abraham. The number 1 in the blue circle indicates that there is one set of notes for Jack.

**To view notes**:

**Step 1**    Select the **Notes** icon next to the student's name where a note has been entered.

The following screen will be displayed.

Use this page to enter a note about: Margaret Elliott

Add Note

06/07/2015 07:18:01          Albany CE          Auscultation          View

**Step 2**    To view any existing notes, select the **View** button next to the notes you wish to read. The screen below shows the most recent set of notes, entitled 'Auscultation'..

Notes

Could you review Margaret auscultating a patient to ensure she is positioning the stethoscope correctly

Finished

## Adding notes

**Effective use of notes**

You can use this section to record notes about student performance on a day to day basis. This notes section can be useful in a number of ways. It can:

- act as a record of student performance across the unit, which can assist when deciding on the final rating of the student's performance
- provide a central place where any/all Clinical Educators working with a student can record information on the student's performance so that other educators can see the notes and be kept up to date with how the student is progressing
- act as a method of passing information from one educator to another. This is very useful if two educators are sharing the supervision of a student and work part time where their work hours do not overlap. They can leave messages and information for each other about the student.

**NOTE 1:** Students cannot see these notes.

**NOTE 2:** All notes are removed at the end of the clinical block so that future Educators cannot read old notes about a student in relation to a previous block.

**To add notes to a student's record**:

**Step 1**     Select the **Blue Notes** icon and then click **Add Note** button.

Use this page to enter a note about: Sonja Glover

Add Note

The following screen is displayed.

## Add a Note

Use this page to enter a note about a student

Note Title

Note Contents

Save     Cancel

**Step 2**     In the **Note Title** field, enter a title or short description of the purpose of the notes.

**Step 3**     In the **Note Contents** field, record the relevant notes.

**Step 4**     Once you have finished entering notes, select the **Save** button.

# COMPLETING MID-UNIT ASSESSMENT FORMS

**This procedure outlines how to open and complete a mid-unit formative assessment form.**

## Opening the mid-unit assessment form

**To access and open the mid-unit assessment form**:

**Step 1**    Select the **mid-unit assessment** icon next to the student's name. In the screen shot below this is the green form with the M on it.

University of Learning

Bachelor of Physiotherapy:
Year 4:
▼ Block 1 - 03/Feb/2014 - 04/Apr/2014

Donna        Abraham

Ruth         Allan

The selected assessment form is displayed, similar to the one shown on the next page.

# Assessment of Physiotherapy Practice (APP) Mid Unit

0 = Infrequently / rarely demonstrates performance indicators
1 = Demonstrates few performance indicators to an adequate / pass standard
2 = Demonstrates most performance indicators to an adequate / pass standard
3 = Demonstrates most performance indicators to a good / above pass standard
4 = Demonstrates most performance indicators to an excellent standard
**Not Assessed (n/a)** = item was not assessed
*Note.* a rating of 0 or 1 indicates that minumum acceptable competency has <u>not</u> been achieved

## Professional Behaviour

| | 0 | 1 | 2 | 3 | 4 | n/a |
|---|---|---|---|---|---|---|
| 1. Demonstrates an understanding of patient/client rights and consent | ○ | ○ | ○ | ○ | ○ | ○ |
| 2. Demonstrates commitment to learning | ○ | ○ | ○ | ○ | ○ | ○ |
| 3. Demonstrates ethical, legal & culturally sensitive practice | ○ | ○ | ○ | ○ | ○ | ○ |
| 4. Demonstrates teamwork | ○ | ○ | ○ | ○ | ○ | ○ |

► Please Add Feedback - Professional Behaviour

## Communication

| | 0 | 1 | 2 | 3 | 4 | n/a |
|---|---|---|---|---|---|---|
| 5. Communicates effectively and appropriately - Verbal/non-verbal | ○ | ○ | ○ | ○ | ○ | ○ |
| 6. Demonstrates clear and accurate documentation | ○ | ○ | ○ | ○ | ○ | ○ |

► Please Add Feedback - Communication

## Moving around the assessment form

**Some things to note about using this form**

Please note that:
- each of the 20 items must be rated from 0-4 or n/a (not assessed).
- hovering over rating options will show a descriptor of that option.
- hovering over an item will show performance indicators for that item (as shown below).
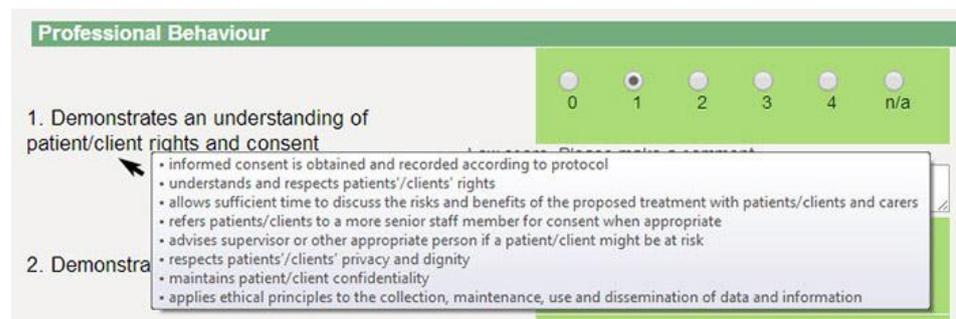


**Adding comments at the end of each assessment section**

At the end of each assessment section, you can comment on the student's strengths and any areas that need improvement.
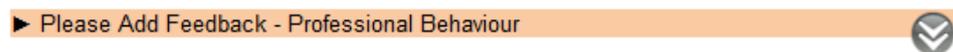


Selecting the down arrow icon will expand the section and provide you with space to record your comments, as is shown below.

# Completing an online assessment form

**To complete the online assessment form:**

**Step 1**      For each item, select a rating.

> **NOTE**: If you select:
> - n/a, a warning will be displayed
> - a score of 0 or 1, you will be asked to record a comment about why you have given a low score. It is recommended that you record comments as you go.

**Step 2**      Where necessary, record comments about the student's strengths and any areas that need improvement at the end of each section.

To add this feedback, select the down arrow icon to the far right of the **Please Add Feedback** sections.

> Selecting the down arrow icon will expand the feedback option section so that you can record your feedback.

**The expanded feedback section**



The right side of the form lists the performance indicators for that section.

**Step 3**      Highlight the desired performance indicator and drag it to the **Comments** box to assist in providing feedback.

> **NOTE:** You can also type in any additional comments.

> Specific feedback targeted at behaviours requiring improvement is essential if the student is to improve their performance. Regular verbal feedback is excellent, and written feedback is even better. The student can print this and spend time reflecting on your comments.

**Providing overall comments**

At the bottom of the assessment form, there is space to provide:

- overall feedback on progression in the clinical placement to date
- strategies to assist the student with changing their performance.

**An example of what this looks like is shown here.**

**Overall Comments**

Please provide strategies to assist change in performance

| Skip Mid Unit Form | Save and Submit Later | Submit APP Form |

**Step 4**

To provide overall comments:

- record your comments in the **Overall Comments** text box
- select the **Submit APP Form** button.

Once you have completed and submitted the mid-unit APP form:

- the form will become available to the student for them to review
- the end of unit APP icon will turn green, indicating that it is available for completion.

**NOTE:** It is important to ensure that both you as the CE and the student complete their mid-unit APP form and submit these prior to the formal mid-unit feedback meeting.

This is important as it assists the student to engage in reflective practice on their performance in the first half of the unit and allows you as the CE to provide specific feedback on areas of strength and areas requiring improvement and strategies to achieve this.

**NOTE:** It is important to note that the student cannot view your mid-unit feedback form until they have completed and submitted their own mid-unit form. Once both parties have submitted the forms each can then view the others.

A **combined form** with ratings and comments from both the student and the CE is available for use during the mid-unit feedback meeting.

**A combined form is shown here within the box**
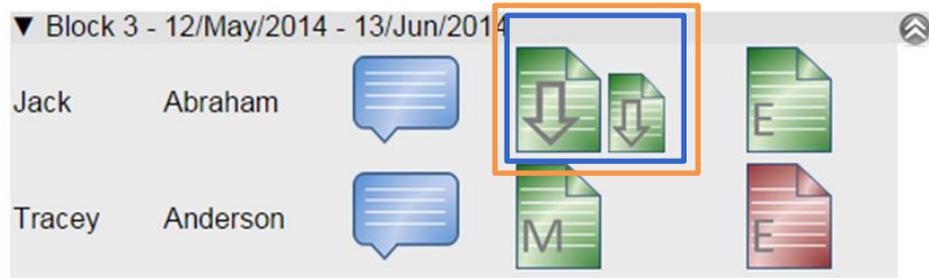


NOTE 1: If you have not had time to complete the whole form, and you need to return to it at a later time, select the **Save and Submit Later** button so that you do not lose the information you have already recorded.

NOTE 2: If you do not wish to complete a mid-unit assessment, you can select the **Skip Mid Unit Form** button. This is not recommended as feedback is the key to assisting students to achieve improvement in their performance.

For detailed information about how to complete an APP form, please refer to the **Assessment of Physiotherapy Practice Instrument Clinical Educator Resource Manual.**

# COMPLETING END OF UNIT SUMMATIVE APP ASSESSMENT FORMS

This procedure outlines how to complete an end of unit summative APP assessment form.

**To complete the end of unit assessment form:**

**Step 1**          Follow the same steps as completing the mid-unit assessment.

See the **Completing a mid-unit assessment form** instructions for details on how to do this.

**NOTE**: There is no option to SKIP this assessment; you must complete it.

**Once you have completed and submitted the end if unit APP form**

Once you have completed the end of unit APP form and submitted it to the University, no changes can be made to the form unless you make contact with the UniCEM.

When the university receives the end of unit APP form they will review it and if necessary make contact with you as the CE.

During this stage of ratification by the University the end unit APP form will appear orange on your CE dashboard (as below).



Once ratified by the University the end of unit form icon will turn red indicating the student results have been finalised.

# Students

This section covers the following information and procedures. Select a topic to see more information.

# PROCESS OVERVIEW: STUDENTS

**Student responsibilities**

Students are responsible for completing the following task on APPLinkup:

- completing a mid and end of unit APP form.
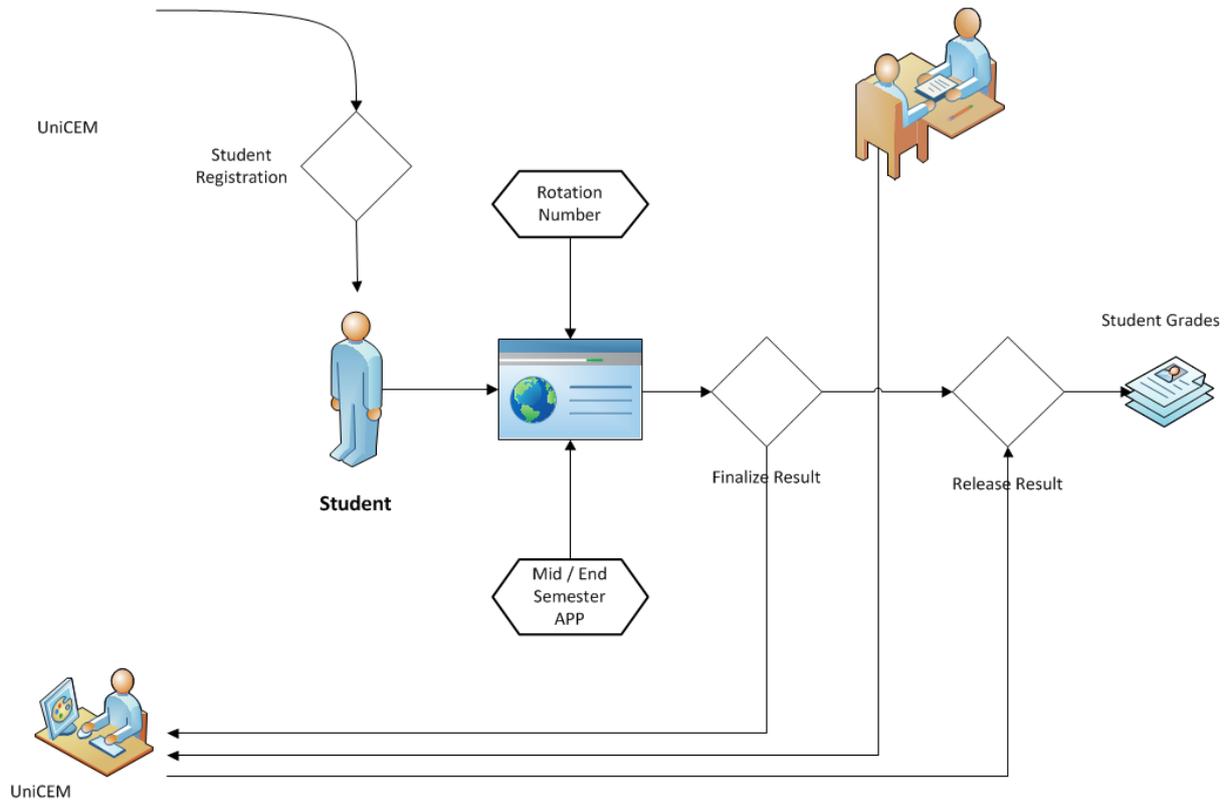
# A NOTE ABOUT STUDENT ACCESS

> ! There is no need for you to request access to APPLinkup.
>
> The University Clinical Education Managers will create an account for you prior to clinical placements.
>
> **You will be advised of your login details via email.**

# LOGGING IN TO APPLINKUP

Once you have received the email containing your username and password, you will be able to log in to APPLinkup.

**This procedure outlines how to log in to APPLinkup.**

**To log in to APPLinkup:**

**Step 1**          Access the APPLinkup website by visiting **www.applinkup.com**.

The **APPLinkup** website home page is displayed, as shown below.
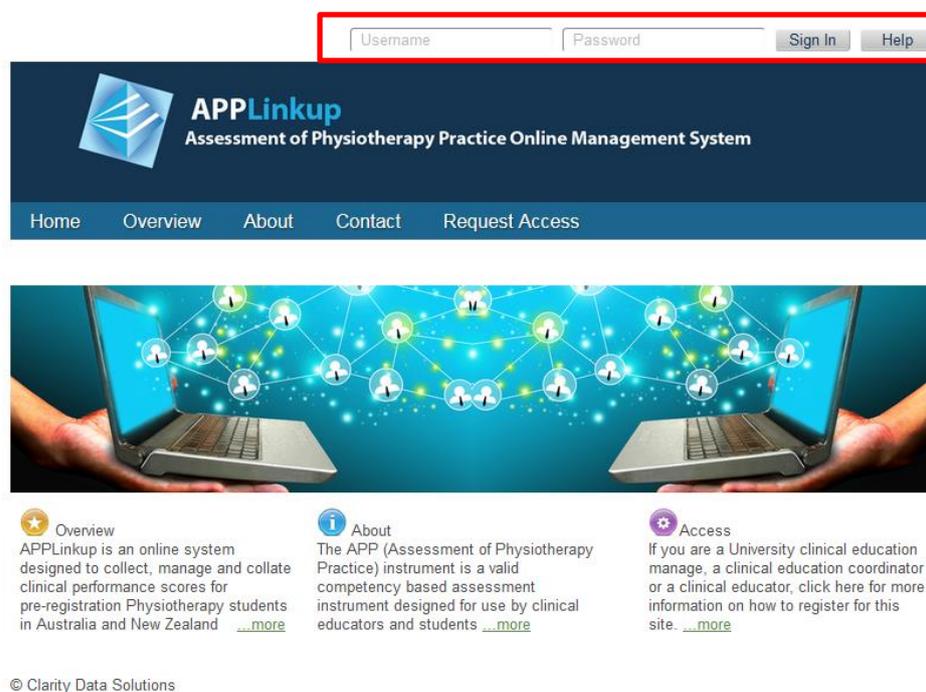


**Step 2**          Enter your username and password into the fields at the top right of the screen.

**Step 3**          Select the **Sign In** button to access APPLinkup.

The **Student** home page is displayed.

# ABOUT THE STUDENT HOME PAGE

**This topic describes the various features of the Student Home Page.**

## What you will see

**Assigned blocks**

When you log in to APPLinkup, your home page will display the clinical blocks to which you are allocated.
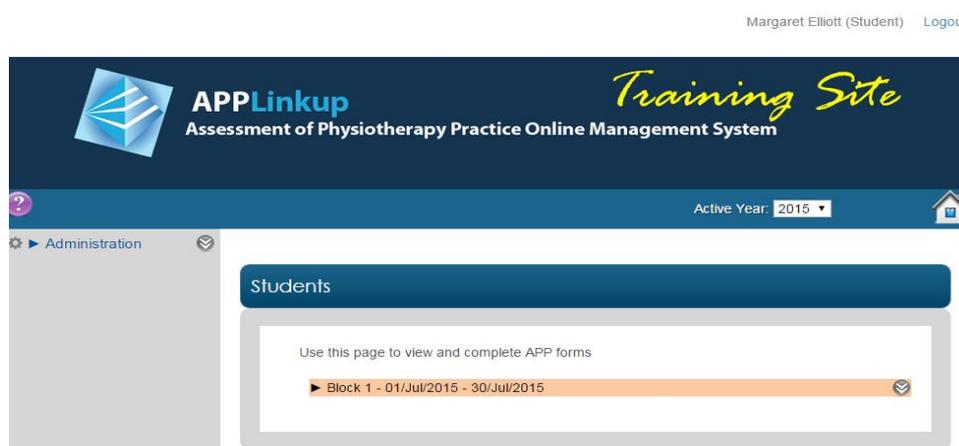


**Facility and assessment forms**

Selecting the arrow icons next to the block name displays more information about the block, such as the corresponding facility and assessment forms.
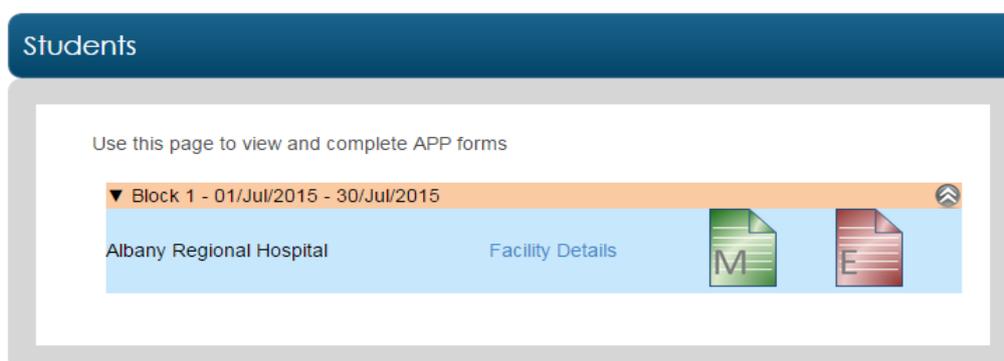
**You can display details about the facility**

You can obtain more information about the facility to which the block relates by selecting the **Facility Details** link next to the facility name.

Selecting this link will display the facility and allocation details, as shown in the image below.
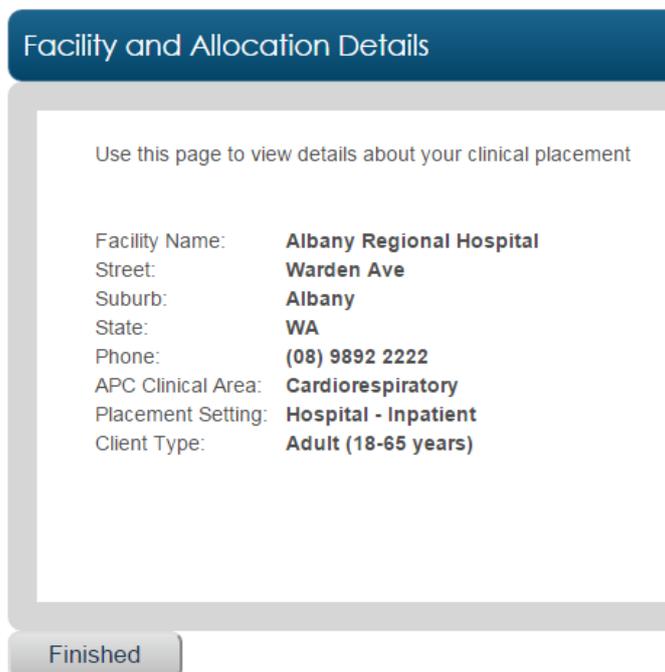


**Close the window**

Select the **Finished** button to close the window.

**Side menu bar**

The side menu bar displays an **Administration** menu which contains two sub menus – Personal Details and Change Password.

These menu links:

- are displayed in pale blue
- will help you navigate to other areas of the system to complete different tasks
- can be accessed by selecting either the blue arrow to the left of main menu item or the double arrow icon to the right of the **Administration** menu.

You can collapse the menu, (that is, hide the menu links under the main menu item) by selecting the blue arrow to the left of the menu item or the arrow icon to the right of the menu item.

## A note about assessment forms

**Assessment forms**

For each block, the system will display two assessment forms. The image below shows two document icons, each of which represent an assessment form.

The document icon with the M on it is the mid-unit form, and the document icon with the E on it is the end of unit form.
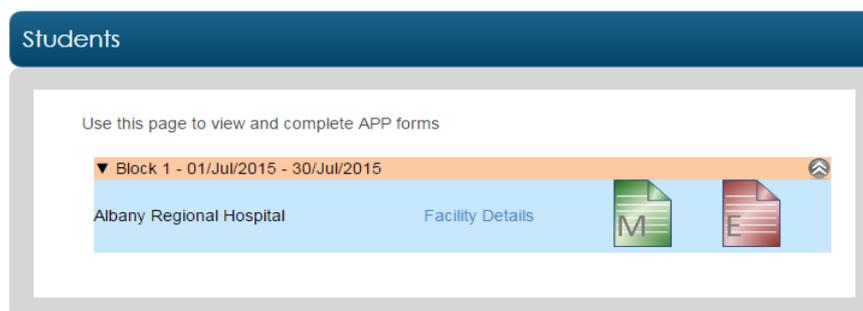


**Colour coding**

You will notice in the example above that one of the forms is green, and the other is red. Put very simply a green icon means go, and a red icon means stop.

In another words, green means that the form is available for you to complete and red means that the form is unavailable and that you will not be able to complete the form while it is red.

In most cases, both you and your Cinical Educator will have to complete the mid-unit form and submit it before the end of unit form is available for completion.

## Completing assessment forms

**Mid-unit assessment**

You will be required to complete the mid-unit form around 3 weeks into a 5 week placement block. The mid-unit feedback is formative and should be used to help you to identify areas requiring improvement and areas that are progressing well.

**End of unit assessment**

You will be required to complete the end of unit form at the end of the 5 weeks.

**How the process works**

The mid-unit form is important as both you and the educator complete it independently of each other and then sit down together to discuss any discrepancies etc.

The system is set so that once both student and educator have completed the form and submitted it, both can see the other's completed form.

Once both of you have submitted your form, the two independent forms are amalgamated into one form with both your comments (in orange) and the educator's comments (in blue).

See the following page for an example.

# Assessment of Physiotherapy Practice (APP)
# Mid Unit

**0** = Infrequently / rarely demonstrates performance indicators
**1** = Demonstrates few performance indicators to an adequate / pass standard
**2** = Demonstrates most performance indicators to an adequate / pass standard
**3** = Demonstrates most performance indicators to a good / above pass standard
**4** = Demonstrates most performance indicators to an excellent standard
**Not Assessed (n/a)** = item was not assessed
*Note.* a rating of 0 or 1 indicates that minumum acceptable competency has <u>not</u> been achieved

|  | Student | | Educator |
|---|---|---|---|

### Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent

Student: 0 1 2 **3** 4
Educator: 0 1 2 **3** 4

2. Demonstrates commitment to learning

Student: 0 1 **2** 3 4
Educator: 0 1 2 3 **4**

3. Demonstrates ethical, legal & culturally sensitive practice

Student: 0 **1** 2 3 4
Educator: N/A

4. Demonstrates teamwork

Student: 0 1 **2** 3 4
Educator: 0 1 **2** 3 4

**Strengths:**
**Areas for improvement:**

### Communication

5. Communicates effectively and appropriately - Verbal/non-verbal

**I didnt know how to do this**

Student: 0 **1** 2 3 4
Educator: 0 1 2 3 **4**

6. Demonstrates clear and accurate documentation

Student: 0 1 **2** 3 4
Educator: 0 1 2 **3** 4

# CHANGING YOUR PASSWORD

> It is recommended that you change your password the first time you log in to something that is easy to remember.
>
> **This procedure outlines how to change your password.**

**To change your password from the Student home page**:

**Step 1**    Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2**    Select the **Change Password** menu item.

The **Password Management** screen is displayed.



**Step 3**    Complete the following fields:

- Current Password
- New Password
- Confirm Password

**NOTE**: Passwords must:

- be between 6 and 20 characters
- contain at least one letter and one number.

**Step 4**    Select the **Save** button to record and save the change in password.

# UPDATING YOUR PERSONAL DETAILS

**This procedure outlines how to check or update your personal details.**

**To check or update your details from the Student home page**:

**Step 1** Select the **Administration** menu item from the side menu bar.

A set of **Administration** related menu items are displayed.

**Step 2** Select the **Personal Details** menu link.

The **Personal Details** screen is displayed, as shown below, listing your current details.

## Personal Details

Use this page to change your personal details
Please note that changing your email address will change your APPLinkup username

| First Name: | Sonja |
| Surname: | Glover |
| eMail Address: | Glover.Sonja@unilearning.edu.au |
| Confirm eMail: | |

Save

**Step 3** Enter or change your details by recording the correct information in the name fields.

**Changing your mail address** If you are changing your email address, you will have to enter it in the **eMail Address** field and again in the **Confirm eMail Address** field.

**NOTE:** Changing your email address will change your APPLinkup username.

**Step 4** Select the **Save Details** button to update and save your new details.

# COMPLETING A SELF-ASSESSMENT

You will be required to complete both a mid-unit and an end of unit self-assessment for each of your clinical blocks.

**This procedure outlines how to complete a self-assessment.**

## Accessing the assessment forms

**To access an assessment form from your home page:**

**Step 1**    Select the **block** for which you wish to complete the assessment.

The associated facility, facility link and assessment forms are displayed, as shown in the image below.



**Step 2**    Select the applicable assessment form. In the example shown above, only the mid-unit assessment form is available for completion.

The **assessment form** is displayed, and will be similar to the example on the following page.

# Assessment of Physiotherapy Practice (APP)
# Mid Unit

**0** = Infrequently / rarely demonstrates performance indicators
**1** = Demonstrates few performance indicators to an adequate / pass standard
**2** = Demonstrates most performance indicators to an adequate / pass standard
**3** = Demonstrates most performance indicators to a good / above pass standard
**4** = Demonstrates most performance indicators to an excellent standard
**Not Assessed (n/a)** = item was not assessed
*Note.* a rating of 0 or 1 indicates that minumum acceptable competency has <u>not</u> been achieved

## Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent

| 0 | 1 | 2 | 3 | 4 | n/a |

2. Demonstrates commitment to learning

| 0 | 1 | 2 | 3 | 4 | n/a |

3. Demonstrates ethical, legal & culturally sensitive practice

| 0 | 1 | 2 | 3 | 4 | n/a |

4. Demonstrates teamwork

| 0 | 1 | 2 | 3 | 4 | n/a |

► Please Add Feedback - Professional Behaviour

## Communication

5. Communicates effectively and appropriately - Verbal/non-verbal

| 0 | 1 | 2 | 3 | 4 | n/a |

6. Demonstrates clear and accurate documentation

| 0 | 1 | 2 | 3 | 4 | n/a |

► Please Add Feedback - Communication

## Moving around the assessment form

- Please note that: Rating descriptions are listed at the top of the assessment form.
- Hovering over rating options will show a descriptor of that option
- Hovering over an assessment criteria item will show performance indicators for that item  (as demonstrated below)

**Professional Behaviour**

| | 0 | 1 | 2 | 3 | 4 | n/a |

1. Demonstrates an understanding of patient/client rights and consent

- informed consent is obtained and recorded according to protocol
- understands and respects patients'/clients' rights
- allows sufficient time to discuss the risks and benefits of the proposed treatment with patients/clients and carers
- refers patients/clients to a more senior staff member for consent when appropriate
- advises supervisor or other appropriate person if a patient/client might be at risk
- respects patients'/clients' privacy and dignity
- maintains patient/client confidentiality
- applies ethical principles to the collection, maintenance, use and dissemination of data and information

2. Demonstra

**Adding comments at the end of each assessment section**

At the end of each assessment section, you can record comment about your strengths and any areas you feel need improvement.

► Please Add Feedback - Professional Behaviour ⌄

Selecting the down arrow icon will expand the section and provide you with space to record your comments, as is shown below.

▼ Please Add Feedback - Professional Behaviour ⌃

**Strengths:**

**Areas for improvement:**

You may highlight individual performance indicators and drag them into the comment boxs. You can also type your own feedback

**1. Demonstrates an understanding of patient/client rights and consent**

- informed consent is obtained and recorded according to protocol
- understands and respects patients'/clients' rights
- allows sufficient time to discuss the risks and benefits of the proposed treatment with patients/clients and carers
- refers patients/clients to a more senior staff member for consent when appropriate

## Completing an online assessment form

**To complete the online assessment form:**

**Step 1**     For each performance indicator related to an assessment area, select a rating.

**NOTE:** If you select:

- n/a, a warning will be displayed
- a score of 0 or 1, you will be asked to record a comment about why you have given a low score. It is recommended that you record comments as you go.

**Step 2**     Where necessary, record comments about your strengths and any areas that need improvement at the end of each section.

To add this feedback, select the down arrow icon to the far right of the **Please Add Feedback** sections.

Selecting the down arrow icon will expand the feedback option section so that you can record your feedback.

**The expanded feedback section**



The right side of the form lists the performance indicators for that section.

**Step 3**     Highlight the desired performance indicator and drag it to the **Comments** box to assist in providing feedback.

**NOTE:** You can also type in any additional comments.

**Providing overall comments**

At the bottom of the assessment form, there is space to provide:

- overall feedback
- strategies you think might help improve your performance.

An example of what this looks like is shown below.
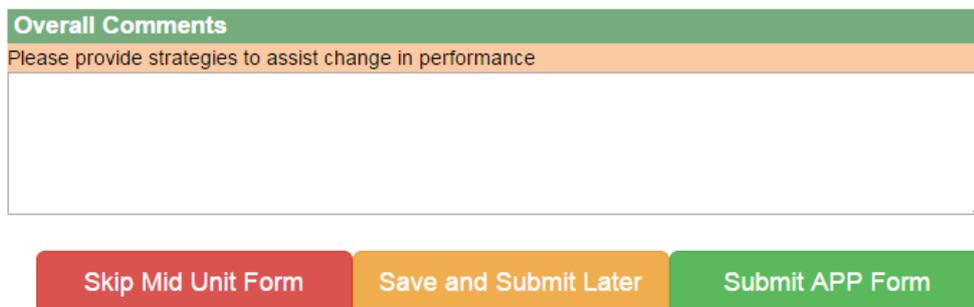
**Overall Comments**

Please provide strategies to assist change in performance

| Skip Mid Unit Form | Save and Submit Later | Submit APP Form |

**Step 4**

To provide overall comments:

- record your comments in the **Overall Comments** text box
- select the **Submit APP Form** button.

> Once both you and your Clinical Educator have completed the assessment form, you will be able to access the amalgamated version of the form that shows both your ratings and those of your Clinical Educator.

**NOTE**: If you have not had time to complete the whole form, and you need to return to it at a later time, select the **Save and Submit Later** button so that you do not lose the information you have already recorded.

# VIEWING YOUR ASSESSMENT

APP has been designed so that once both the student and educator have completed the form and submitted it, both can see the other's ratings.

Once both of you have submitted your form, the two independent forms are amalgamated into one form showing your ratings in orange and the educator's ratings in blue.

**This procedure outlines how to view your assessments**.

**To view your assessments from the Student home page**:

**Step 1**    Select the **block** for which you wish to complete the assessment.

The associated facility, facility link and assessment forms are displayed, as shown in the image below.



**Step 2**    Select the assessment you wish to view.

Only assessment form icons that display a down arrow will be available for you to view.

The assessment that contains your ratings and comments as well as the ratings and comments of your Clinical Educator will look something like the form on the following page.

# Assessment of Physiotherapy Practice (APP)
## Mid Unit

0 = Infrequently / rarely demonstrates performance indicators
1 = Demonstrates few performance indicators to an adequate / pass standard
2 = Demonstrates most performance indicators to an adequate / pass standard
3 = Demonstrates most performance indicators to a good / above pass standard
4 = Demonstrates most performance indicators to an excellent standard
Not Assessed (n/a) = item was not assessed
*Note.* a rating of 0 or 1 indicates that minumum acceptable competency has <u>not</u> been achieved

| | Student | Educator |
|---|---|---|

### Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent
Student: 0 1 2 **3** 4
Educator: 0 1 2 **3** 4

2. Demonstrates commitment to learning
Student: 0 1 **2** 3 4
Educator: 0 1 2 3 **4**

3. Demonstrates ethical, legal & culturally sensitive practice
Student: 0 **1** 2 3 4
Educator: N/A

4. Demonstrates teamwork
Student: 0 1 **2** 3 4
Educator: 0 1 **2** 3 4

Strengths:
Areas for improvement:

### Communication

5. Communicates effectively and appropriately - Verbal/non-verbal
I didnt know how to do this
Student: 0 **1** 2 3 4
Educator: 0 1 2 3 **4**

**Step 3**    You will have the opportunity to discuss discrepancies or similarities of your assessment and that of the Clinical Educator when you meet with them.

Observation of differences provides opportunities for discussion and a path towards consensus about specific expectations and strategies for achieving this.

Once the APP forms are completed and submitted to the University. The University the reviews the form.

During this stage of ratification by the University the end of unit APP form will appear orange (as below).



**Red form icons incidate results have been finalised**

Once ratified by the University the end of unit form icon will turn red (as shown in the image below) indicating your results have been finalised.



**Downloading your end of unit APP form**

If you wish to download a copy of your ratified end of unit APP form, click on the Save as PDF link at the bottom of your end of unit form.

# FREQUENTLY ASKED QUESTIONS - FAQS

**Q1:** What do I do if I get a screen telling me "OOPs" there is an error?

**A:** Before contacting anyone there are several steps you can do

- Refer to the relevant section in the APPLinkup User Guide. Information in this guide will provide answers to the majority of questions
- Make sure you have not used any invalid characters eg., #*&/ or a space where it is not meant to be
- Close down the APPLinkup website and re-open. As there are some inbuilt screen usage cut-out times, often just refreshing the website is all that is required
- Finally if the above steps do not resolve your problem click on the Question Mark Icon on the top right hand side of your screen and complete the email request. Your question will be answered within 48 hours.

**Q2:** I have been doing some training using the APPLinkup training site. The data I entered a couple of days ago appears to have gone. What happened?

**A:** In order to allow the large number of physiotherapists involved in developing skills using the training site, the site is refreshed twice/week on Tuesday and Sunday nights. This means all data is removed at these times and so you may have been caught by this.

**Q3:** I want to run some training for my staff, am I allowed to use the training site for this?

**A:** Definitely! Just keep in mind when the site is refreshed so that data entered by your staff is still there the following day!

Q4: My staff are struggling knowing what a student's passing performance looks like. Can I use the link to the video vignettes for staff training?

A: Definitely Yes! The link to the videos is…….. Regular calibration of assessors is essential for maintaining assessment standards.

Q5: I was in the middle of completing a student's end of unit APP summative assessment and was called to the ward. When I came back I had lost all of the ratings and comments I had entered. Is there any way I can avoid this in future?

A: Yes. At the bottom of both the mid and end of unit APP forms there is a button which says **Save and Submit Later**. Click this before leaving for the ward next time.

Q6:

A: