

ePortfolio Training Notes – **Peer appraiser** (assessing the practice of another nurse) *cheat sheet for peer appraisers/reviewers*

A guide for providing the practice assessment of a nurse's ePortfolio: [1-hour Face to face education](#)

Assessment Quick Reference Guide



> Mahara in the green ribbon at the top of the page will take you back to the 'welcome' page
You can search for your applicant from this box

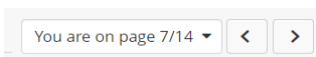
My Groups: your group is where you find pages and collections/ **submissions to this group**



Means 'Click on'

Pages 1 and 3 of the collection are for assessment and feedback use

Portfolio page navigation Menu is at the **top** of each of the portfolio pages



Comments Box: This is at the bottom of every page in the portfolio, it can be used for communication between you the applicant remembering to make the comment public (it will be only you and the applicant that sees this)

Please note: Let the applicant know you have completed your sections and they will cancel the 'sharing' to you

Preceptors / Peer Reviewers / Managers Remember to provide your details in the relevant sections (role and area of work)

PDRP@cdhb.health.nz

Pre-requisite:

- healthLearn: complete **ePortfolio RGIT003**. This gives access rights to log into the Mahara ePortfolio site
- It would help to understand the platform if you have attended a 'Creating an ePortfolio' session

Manawa Computer Rooms: 101 and 104

- User ID for CDHB staff: **CDHB**
- Password: **Healthy!!**
- **Then further log in details will be supplied at the time**
- Google Chrome recommended when using Mahara

Objectives covered in this guide

- Log in to the Mahara Site
- Find and join a group: e.g. 'Te Waipounamu' > 'PDRP Canterbury' (*you only need to do this once*)
- Accessing the portfolio
- Text box
- Save to draft


- Publishing your comments
- Verification of sections
- Communication to the applicant via the 'comments box
- Informing the applicant, you have finished your relevant sections

Information:

These **ePortfolio** templates are pre-formatted from the Aotearoa Collaborative (national) PDRP template, which has been developed by the national nurse coordinator PDRP group

- **Log into Mahara:** Google Chrome: HealthLearn: log into own account
 - Mahara Link: healthLearn dashboard, left side 'ePortfolio'. ePortfolio transferable across Mahara nationally. (appears after completion of ePortfolio intro course on healthLearn)
 - > this link to access Mahara ePortfolio site
 - The green menu ribbon will always be at the top of the screen whilst you are in 'Mahara'
 - On the left is the word 'Mahara' on the right is the 'hamburger menu' (3 horizontal lines) referred to in this document
- **Trash bin** Icon – will delete that work, once deleted it **cannot** be retrieved, be sure you do not need it in the document

Topic	Description
Log into Mahara	<ul style="list-style-type: none"> ○ Google Chrome: HealthLearn: log into own account ○ Mahara Link: healthLearn dashboard, left side 'ePortfolio'. ePortfolio transferable across Mahara nationally. (appears after completion of ePortfolio intro course on healthLearn) ○ > this link to access Mahara ePortfolio site ○ NOTE: Return to 'Mahara' at any time to re-centre: returns you to 'Welcome page' ○ Discuss: Hamburger menu/Discs at bottom of page: and small triangle (expands info) Create: used most to populate collection (portfolio) Engage: to join a group Share: for sharing
Locate and Join: a PDRP programme group	<p>Hamburger menu /Mahara disc > engage > Groups (Only need to do this once)</p> <p>Groups page</p> <ul style="list-style-type: none"> ○ 'Search' V > 'All Groups' ○ 'Group category' > 'Te Waipounamu' > 'Search' ○ Locate the Geographical region e.g. 'PDRP Canterbury' ○ >'+Join this group' you only need to join the group once ○ <u>What is on this groups page:</u> ○ Think of the groups page as the forms and templates page on the PDRP website
Accessing the applicant's collection	<ul style="list-style-type: none"> ○ Hamburger menu > Share > shared with me ○ The portfolio/s that have been shared with you will appear listed <i>The applicant owns the portfolio and they need to give you access</i> ○ <i>It is not possible for anyone else to see another person's portfolio without it being shared</i> ○ <i>As the appraiser/peer reviewer you can read the applicants side of the assessment but not edit it. The applicant cannot edit your side of the assessment.</i> <i>(For the face to face training...</i> ○ > Margaret Houlihan's portfolio will be shared with you) <p>If you cannot see the applicant's portfolio OR you cannot see any information the applicant has written OR you cannot access the + Peer assessment section</p> <ul style="list-style-type: none"> ○ The nurse may not have given you access or the correct 'peer and manager' access to fix this you will need to ask them to give you the correct access.
Providing your evidence as an appraiser/peer reviewer	<p>NB: at the end of every competency is a V > this and the indicators will appear for each level.</p> <ul style="list-style-type: none"> ○ To add to the assessment > +Add peer assessment, a text box will appear for you to write in

	<ul style="list-style-type: none"> ○ To make the text box bigger > the V on the left of the word paragraph, this will expand some options for you and at the end of the 2nd row >  will expand the text box and > again to decrease. ○ Once you have finished your evidence/practice example you can 'Save draft' or 'Publish' ○ 'Save draft' - what you have written is only saved as a draft and you can continue to edit without the applicant getting an email every time you access the competency. ○ 'Publish' when you have finished the competency, the applicant will get an email with what you have written. This will happen for each competency you publish. If you edit your published version, then publish the applicant gets and other email. ○ Once you have finished writing all the competencies go through and change all competencies to publish (<i>the applicant still gets an email for each competency</i>).
Verification of sections / electronic signature 'Education verification' 'Complete with Manager at time of appraisal' and 'Manager endorsement' pages	<p><i>Each assessment you complete will create an electronic signature and time/date stamp.</i></p> <p><i>For each Peer reviewer/appraiser/manager that provides anything in a nurse's portfolio ...</i></p> <ul style="list-style-type: none"> ○ add your designation and position into the required areas (this is a requirement from NCNZ) <p><i>If you need to verify...</i></p> <ul style="list-style-type: none"> ○ an attached document ○ professional development record ○ validation that you support the submission of the portfolio ○ any other specific content ○ For clarity please state ○ 'I support this application at ... level'. ○ I verify educational hours are..... ○ If you are not the manager and you verify the hours you need to put your role and work area
General comments	<ul style="list-style-type: none"> ○ <i>At the bottom of every page is a 'comments box'</i> ○ <i>This is where you can communicate with the nurse applicant regarding the portfolio</i> ○ Put your comment in the box, > yes to making the comment public and > 'comment' underneath, the applicant will get the email and then respond. <p><i>The comments in this section can be deleted by the applicant or yourself</i></p>
Finished your section/s?	<ul style="list-style-type: none"> ○ Once you have finished the requirements in the portfolio you just need to email the applicant to inform them. They will then cancel the access you have and prepare the portfolio for submission.

If you have any further questions, please do not hesitate to contact the PDRP office

PDRP@cdhb.health.nz