

Preceptee Guide to the AHP Preceptorship Portal

To register for the online portal, please visit Oxleas AHP Preceptorship

Preceptee Video Portal Tour:

https://us02web.zoom.us/rec/share/DQP5E09pGpK2Fa3sR01TlYmLqZ0JADHe-3WrvOkFZjJtP8VDx1UI0p7Wd6vINeo.CdKnYdhtWZgLKbld?startTime=1661264726000

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Minute 1 - How to register Minute 2 - AHP Events Calendar Minute 5-11 - Competencies Minute 12 - News Section

Step 1: How to Register

• Please click on the 'Register' option on the top menu.



• Once you click 'Register' please complete all the field on the page.

First	Last	
Username *	Email *	
Trust *	Region *	
	Pan-London	~
Work Base *	Band *	
Profession *		
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• Please ensure that you select the correct 'Region' where you are based, as well as your AHP Profession from the drop-down menus.

on *	Profession *
in-London 🗸	Dietitian
an-London Molands Partnership Trust ICRG Group Iniversity Hospitals of North Midlands	Detellion Occupational Therapist Physiotherapist Podatrist Speech and Language Therapist Radiographer

• Please also ensure you select Preceptee (if you are a band 5 completing the programme) or Preceptor (if you are supervising a Preceptee through the programme)

Role *	
Preceptor	~
Preceptor Preceptee	

- Please make sure you select the correct programme that you are signing you up for newly qualified for Preceptorship.
- Beyond Preceptorship if you are an experienced Band 5, new to role Band 6, return to practice or international recruit. If you are unsure which programme to sign up for, we can discuss this during your 1:1 meeting.

Preceptorship (for Newly Qualified)	~
Preceptorship (for Newly Qualified)	

- Once you have registered, you will not have immediate access to the online portal. Please allow us a full working day to approve your registration. You will be sent a temporary password which you can change.
- Once you have your portal access please access the portal by logging in.





Step 2: AHP Events Calendar

- You will now have access to the calendar. Through this you can access future meetings and previous meetings. We will add the Zoom link and password for upcoming meetings.
- You will be required to enter a password to access certain events (this is a different password to your log in), will you only be able access meetings you have attended. Please request the password from <u>oxl-tr.ahp.preceptorship@nhs.net</u> or they will be available via a follow up email after the event.

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	22	23	24 Protected: HCRG AHP Preceptorship	25	26	27	28								

• If a meeting has already passed, we will upload the recorded meeting, along with the resources discussed. You can access this to watch it back if you would like something repeated or watch if you missed the meeting. If you do watch a meeting back, please let us know via email so that we can send you your certificate for your portfolio.

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	Date	Time					
	17/08/2022	2:00 pm - 4:00 pm					
	Past Event						
	Presentation - AHR STUDENT SUPPORT SESSION	FINAL					
	Student Feedback Form -	APX 500M					
	Mastine Decention	ALA FURM					
	Meeting Recording: https://usozweb.zoom.us/rec/share/zhhsecapyc	SJPAWELJAH X ZCD GOWFZKTDY GVZI9J2AILNK MU9SLTSZV8G9CW WU3 OFN. GSBRVPG OM0	9KF				
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Step 3 – AHP Preceptorship Competencies (Electronic Portfolio)

• To access the online version of the portfolio, click on 'Competencies' on the top menu bar.



• Once you have loaded the 'competencies' screen, scroll to the bottom and select 'View Course Competencies'

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• This will then load the portfolio. You can access all the supervision and appraisal tracking sessions here as well as the competencies.

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	Introduction						
	Preceptorship Overview						
	Gibbs Reflective Cycle						
	Preceptorship						
	Preceptorship Contract						
	Certificates and Curriculum Vitae						

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• When you select a competency, you can then download the electronic copy to word. You can then add/edit your competency evidence and save it to your local drive.

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	Six Month Portfolio: Personal and People Development 01					
	To be able to manage clinical caseload effectively using guidance and support					
	To be achieved within first six months:					
	HCPC Standard 3 – How have you benefitted from this CPD activity?					
	HCPC Standard 4 – How has your learning benefitted your service users?					
	01 Personal and People Development Shee					
	Please review information you have written or uploaded to ensure there isn't any patient identifiable					Ŧ

• To upload your evidence and competency document, you need to make sure there is no patient identifiable information in the upload. Then select the tick box in the grey prompt box as shown below. This will then load an upload box where you can browse for your files to add to the portal.



- Your upload will appear as 'awaiting review' for your Preceptor to approve. Once it has been reviewed and approved, it will appear as 'approved' and a green tick will appear on the main competency page.
- Any questions, please email <u>oxl-tr.ahp.preceptorship@nhs.net</u>
- Oxleas AHP Preceptorship Portal Privacy Statement available here: <u>Oxleas-Privacy-Notice.pdf</u> (oxleasahppreceptorship.com)