MORA User Guide

Date Written	September 2022	**Date Updated**	March 2023

Welcome to the MORA – Student Guide

MORA stands for Midwifery Ongoing Record of Achievement and is the electronic platform for practice assessment documentation for the Midwifery programme.

The table of contents on the previous page contains hyperlinks enabling you to jump to any section on the document by clicking on the appropriate heading.

There are videos available which demonstrate the **student** and Practice Supervisor / Practice Assessor views. These can be accessed here: - UWL MORA GUIDE | Rise 360 (articulate.com)

Any difficulties in accessing or usging the MORA, please contact MORA@uwl.ac.uk

Any queries relating to Assessment Criteria for MORA please contact your Academic Assessor, Link Lecturer, or Andrea Aras-Payne on andrea.aras-payne@uwl.ac.uk

MORA Parts

Access as a student

How to log in to MORA

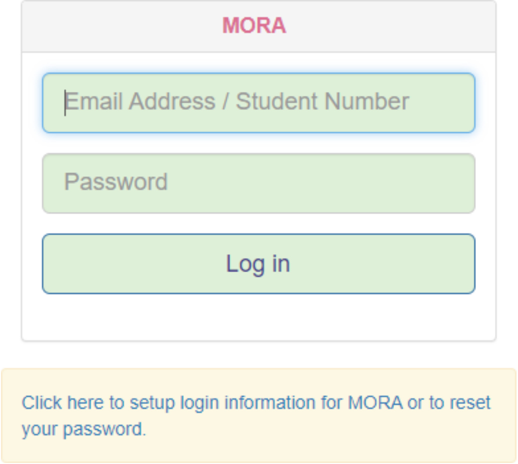
☞ **Now Do This …**

1. **Students** can access MORA by going to the UWL MORA website. The web address is:

   https://uwl.arcwebonline.com/MORA

   Students – you use your username and password that you use to access the PE Portal.

2. Once you have clicked on the log in button. The following page will appear:



Click here to setup login information for MORA or to reset your password.

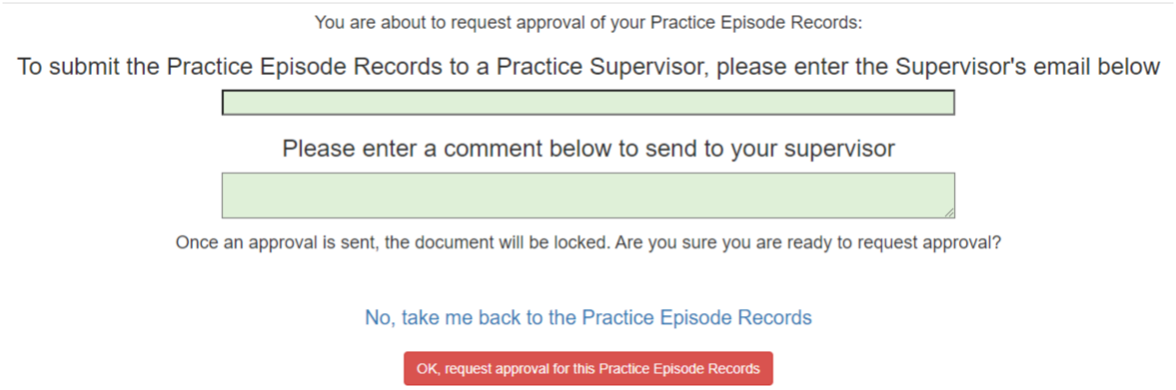
Inviting a Practice Supervisor

☞ **Now Do This …**

1. The **student must** invite a **Practice Supervisor** to access their **Practice Episode Records**, **Proficiencies** and **Supervisor Feedback** sections.

2. To invite a **Practice Supervisor** to their Practice Episode Records, the **student** adds the entries as instructed on **page 9** of this guide and then clicks ‘Submit to Supervisor’. We strongly suggest the student checks the box that asks whether they would like to receive a confirmation email.

3. The following screen will appear:



You are about to request approval of your Practice Episode Records:

To submit the Practice Episode Records to a Practice Supervisor, please enter the Supervisor's email below

Please enter a comment below to send to your supervisor

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

4. Enter the **Practice Supervisor**’s email address into the text box and click ‘OK, request approval for this Practice Episode Record.

   The **student must** write in the free text box to signpost the **Practice Supervisor** to sections in the MORA, they want them to complete. The **Practice Supervisor** can go to any of the sections when they have this access to any part of the MORA.

5. To invite a **Practice Supervisor** to the **Proficiencies** section of MORA, click ‘Invite Supervisor’ at the top of page:

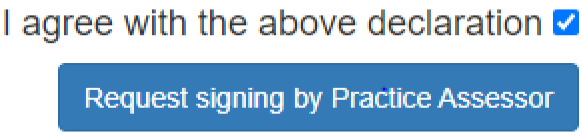
6. Enter the supervisor’s email address into the text box on the next page. Then click ‘OK, send invitation to the Proficiencies’.

   A free text box enables the **student** to signpost the **Practice Supervisor** to sections in the MORA, they want them to complete. **This must be done**..The **Practice Supervisor** can go to any of the sections when they have access to the MORA.

Inviting a Practice Assessor

☞ Now Do This …

1. To invite a **Practice Assessor**, the **student** submits their **Learning Contract** by ticking ‘I agree with the above declaration’ and then clicking ‘Request signing by **Practice Assessor**’. More information about the learning contract can be seen in the learning contract section.



2. The following screen will appear:

You are about to request approval of your learning contract:

Please select your Practice Assessor from the list below by dragging them to the selected box

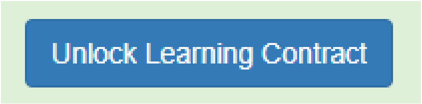
NOTE: Assessors in Red are Practice Development Leads

If your Practice Assessor is not available, provide the missing name and contact information to powsupport@plymouth.ac.uk

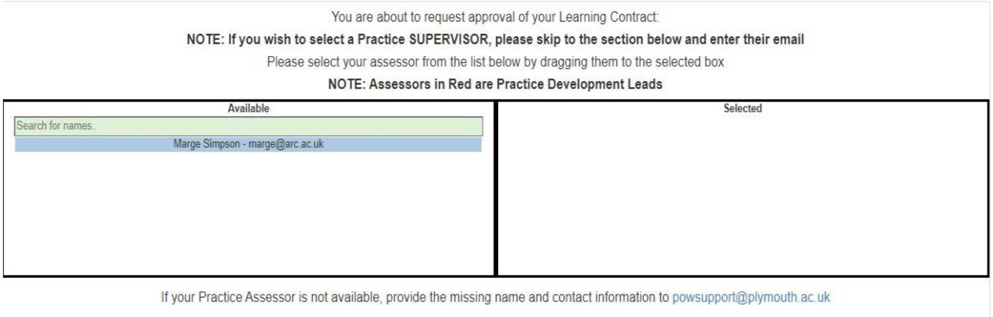
3. Select the appropriate person from the list on the left and drag to the ‘Selected’ window on the right. If the **Practice Assessor**’s name does not appear in the drop-down list, please ask them to contact MORA@uwl.ac.uk to check that they are recorded on the register.

4. After selecting a **Practice Assessor**, click on the ‘OK, request approval for this learning contract’ button:

5. There is the option to change the **Practice Assessor** if this changes throughout the placement. This can be done by **unlocking** the learning contract and **resubmitting** to the new **Practice Assessor**:



6. The following screen will open. The **student** selects the **Practice Assessor** by dragging and dropping the name into the **Selected** section:



You are about to request approval of your Learning Contract:

NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email

Please select your assessor from the list below by dragging them to the selected box

NOTE: Assessors in Red are Practice Development Leads

If your Practice Assessor is not available, provide the missing name and contact information to powsupport@plymouth.ac.uk

7. The learning contract will need to be unlocked and resubmitted each time the **Practice Assessor** changes. If the **Practice Assessor**'s name does not appear in the drop-down list, please ask them to contact MORA@uwl.ac.uk to check that they are recorded on the register.

Practice Assessor/Practice Supervisor - Invite from Student

When a **student** sends an invite to either a **Practice Assessor** or a **Practice Supervisor**, an auto email is generated.

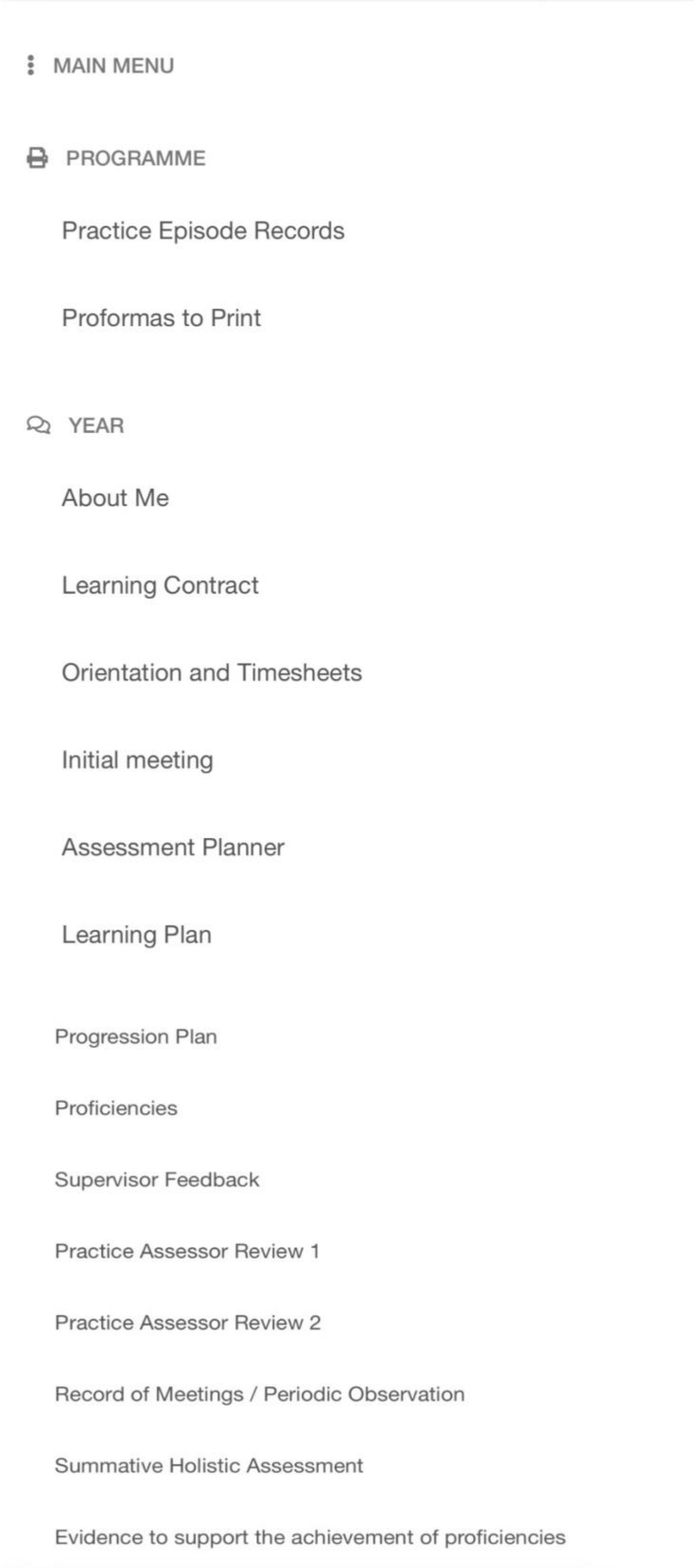
The MORA can be accessed by a link in the email, but this link expires within 14 days. **After 14 days the link will no longer work for the recipient**. If the **Practice Supervisor** still requires access as this is the only means by which they can access MORA, they will need to request the **student** reissues an invite to generate another invite email. After the first email from a **student** the **Practice Assessor** can log onto the MORA with their own credentials and view the **student**'s MORA by selecting them in the **students** tab.

☞ **Now Do This …**

1. When a **student** invites a **Practice Assessor** or **Practice Supervisor** the Assessor or Supervisor will receive an auto email.

The Main Menu

To access the main menu, click on the 3 lines at the top left of the page. The Menu has the following items: This is the Student’s menu.



MAIN MENU

PROGRAMME

- Practice Episode Records
- Proformas to Print

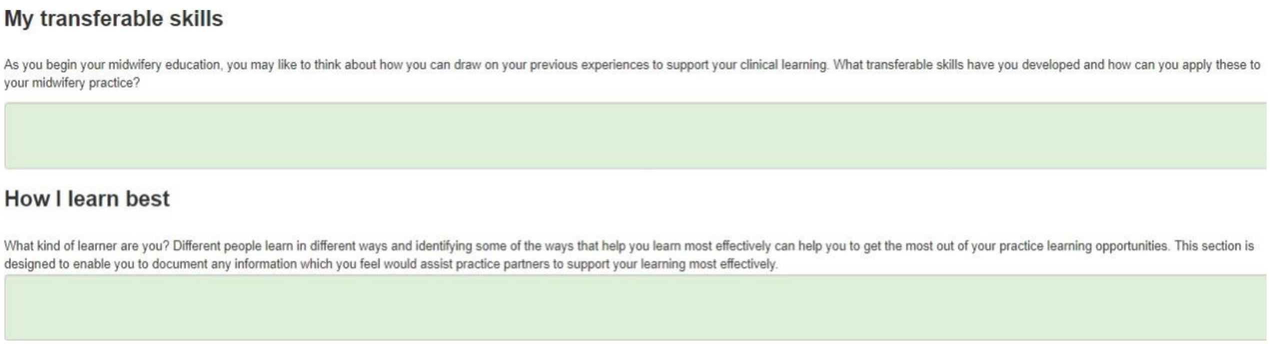
YEAR

- About Me
- Learning Contract
- Orientation and Timesheets
- Initial meeting
- Assessment Planner
- Learning Plan
- Progression Plan
- Proficiencies
- Supervisor Feedback
- Practice Assessor Review 1
- Practice Assessor Review 2
- Record of Meetings / Periodic Observation
- Summative Holistic Assessment
- Evidence to support the achievement of proficiencies

About Me

☞ **Now Do This …**

1. The About Me which can be found in the main menu section is for the **student** to complete and is used to support theirpractice learning. There are two text boxes that the **student** can write in – '**My transferable skills**' and '**How I learn best'**.



My transferable skills

As you begin your midwifery education, you may like to think about how you can draw on your previous experiences to support your clinical learning. What transferable skills have you developed and how can you apply these to your midwifery practice?

How I learn best

What kind of learner are you? Different people learn in different ways and identifying some of the ways that help you learn most effectively can help you to get the most out of your practice learning opportunities. This section is designed to enable you to document any information which you feel would assist practice partners to support your learning most effectively.

2. At the bottom of the About Me section is a question asking if the **student** has any reasonable adjustments. The **student** must first select **Yes** or **No** to this question.

Have you required any reasonable adjustments? ● Yes ○ No

3. If **Yes** is selected a new section will appear requesting the **student** upload information regarding reasonable adjustments needed for practice learning.

Reasonable adjustments for practice learning

Reasonable adjustments for practice learning

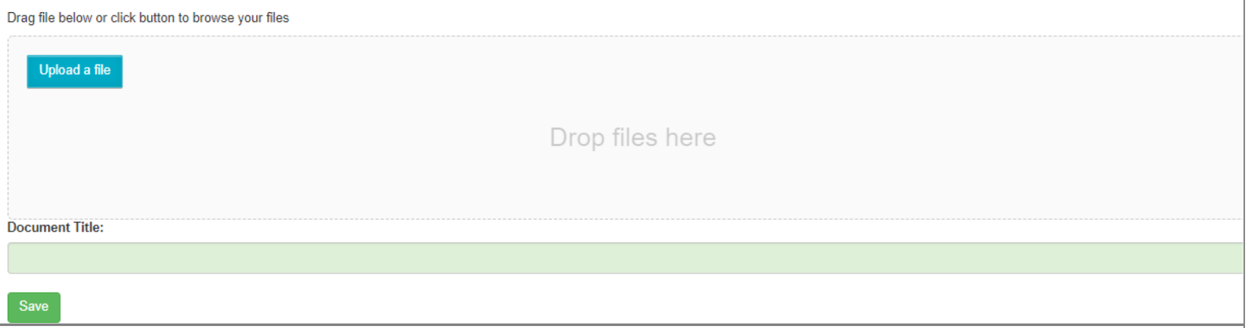
Approved Education Institutions (AEIs) together with practice learning partners must take account of students' individual needs and personal circumstances when allocating their practice learning opportunities, including making reasonable adjustments for students with disabilities. The purpose of reasonable adjustments is to prevent students with disabilities from being at a substantial disadvantage, and requires changes to be made to accommodate disability or learning differences as set out in equalities and human rights legislation (NMC Standards for pre-registration midwifery programmes 2019, p.11-12).

You are able to document any reasonable adjustments that are required to support your practice learning, if you wish to do so. It is up to you to decide whether you want to disclose any information.

Before completing this section please discuss your needs with the appropriate person in the university setting who has access to your personal records where the reasonable adjustments you require will be documented. If you are not sure who to discuss this with, please ask your course leader or Lead Midwife for Education.

No files found

4. To upload a file select the '**Add reasonable adjustments'** button in the right hand corner. This will open a field allowing the **student** to upload a file to this section.



Drag file below or click button to browse your files

Document Title:

5. Click on 'Upload a file' to be able to choose a file stored on the computer or mobile device and press 'Open'.

6. Type in a title for the document in the ‘Document Title’ field and select ‘Save’ to save the file uploaded.

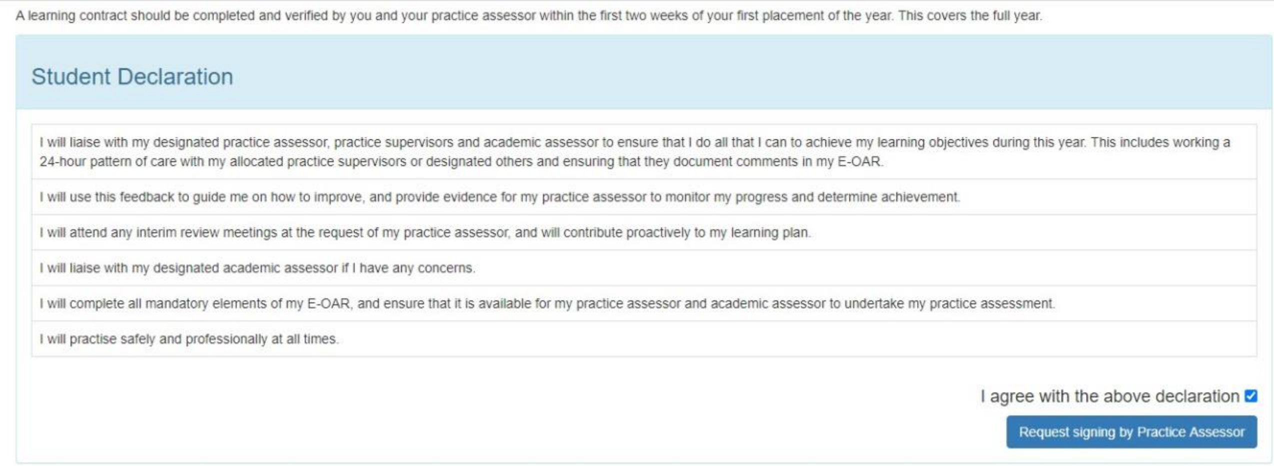
7. Once the About Me section has been completed select the ‘Submit’ button in the bottom right of the page to save and submit all the data.

Learning Contract

☞ Now Do This …

1. The Learning Contract must be completed and verified by the **student** and **Practice Assessor** within the first two weeks of the first placement. The Learning Contract creates the link between the student and Practice Assessor and gives the **Practice Assessor** access to the student's MORA throughout the year/ stage of the programme. The view for both the **student** and the **Practice Assessor** are the same.

2. The **student** reviews the declaration. To agree, tick the box next to the '**I agree with the above declaration'** and select the **Request signing by the Practice Assessor** button.



A learning contract should be completed and verified by you and your practice assessor within the first two weeks of your first placement of the year. This covers the full year.

Student Declaration

I will liaise with my designated practice assessor, practice supervisors and academic assessor to ensure that I do all that I can to achieve my learning objectives during this year. This includes working a 24-hour pattern of care with my allocated practice supervisors or designated others and ensuring that they document comments in my E-OAR.

I will use this feedback to guide me on how to improve, and provide evidence for my practice assessor to monitor my progress and determine achievement.

I will attend any interim review meetings at the request of my practice assessor, and will contribute proactively to my learning plan.

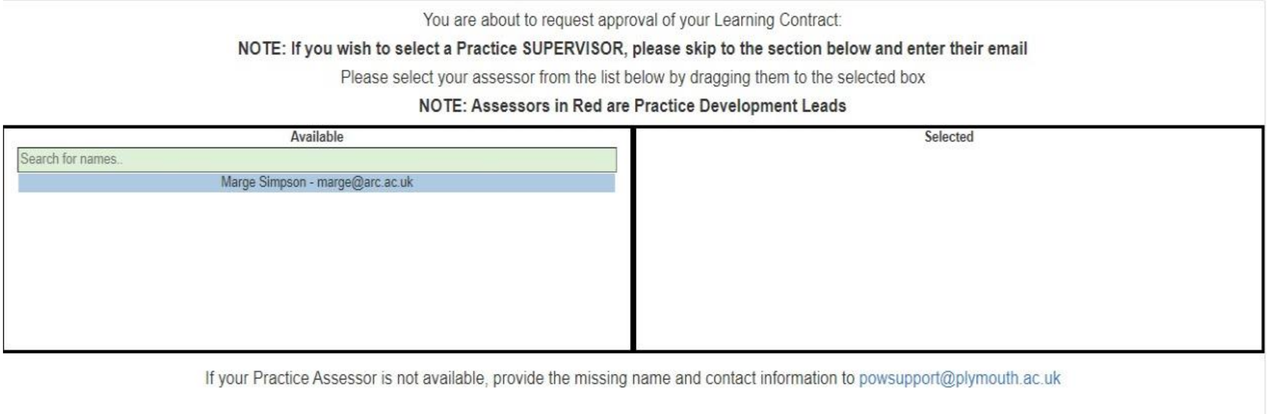
I will liaise with my designated academic assessor if I have any concerns.

I will complete all mandatory elements of my E-OAR, and ensure that it is available for my practice assessor and academic assessor to undertake my practice assessment.

I will practise safely and professionally at all times.

I agree with the above declaration ☑

3. The following screen will open. The **student** selects the **Practice Assessor** by dragging and dropping the name into the **Selected** section:



You are about to request approval of your Learning Contract:

NOTE: If you wish to select a Practice SUPERVISOR, please skip to the section below and enter their email

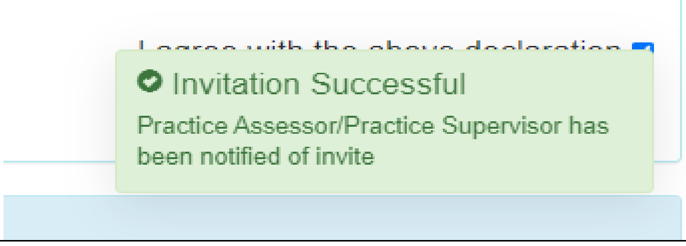
Please select your assessor from the list below by dragging them to the selected box

NOTE: Assessors in Red are Practice Development Leads

If your Practice Assessor is not available, provide the missing name and contact information to powsupport@plymouth.ac.uk

4. If the **Practice Assessor** name is not available, please contact MORA@uwl.ac.uk with the name and email address of the **Practice Assessor**.

5. A message is shown to inform that the invitation was successful.



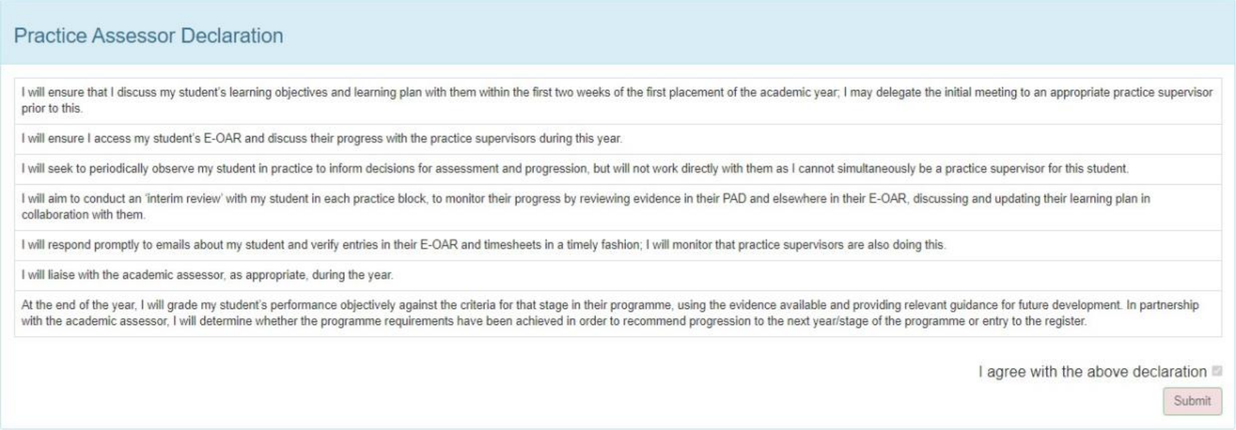
I agree with the above declaration ☑

Invitation Successful

Practice Assessor/Practice Supervisor has been notified of invite

6. The **Practice Assessor** will receive an auto email notifying them they have a declaration to complete. There is a tick box to agree and a **submit** button

   This must be completed within 14 days of the **student** inviting the **Practice Assessor** or the token will expire. It is also essential that the **Practice Assessor** agrees this declaration to enable them to access the **student**'s MORA at any time via the **Practice Assessor'**s MORA log-in and receive editing rights for the relevant sections to monitor the **student**'s progress and undertake their assessments.



Practice Assessor Declaration

I will ensure that I discuss my student's learning objectives and learning plan with them within the first two weeks of the first placement of the academic year; I may delegate the initial meeting to an appropriate practice supervisor prior to this.

I will ensure I access my student's E-OAR and discuss their progress with the practice supervisors during this year.

I will seek to periodically observe my student in practice to inform decisions for assessment and progression, but will not work directly with them as I cannot simultaneously be a practice supervisor for this student.

I will aim to conduct an 'interim review' with my student in each practice block, to monitor their progress by reviewing evidence in their PAD and elsewhere in their E-OAR, discussing and updating their learning plan in collaboration with them.

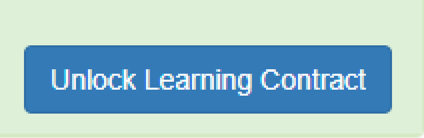
I will respond promptly to emails about my student and verify entries in their E-OAR and timesheets in a timely fashion; I will monitor that practice supervisors are also doing this.

I will liaise with the academic assessor, as appropriate, during the year.

At the end of the year, I will grade my student's performance objectively against the criteria for that stage in their programme, using the evidence available and providing relevant guidance for future development. In partnership with the academic assessor, I will determine whether the programme requirements have been achieved in order to recommend progression to the next year/stage of the programme or entry to the register.

I agree with the above declaration ☐

7. There is the option for the student to change the **Practice Assessor** if this changes within the year. This can be done by unlocking the learning contract and resubmitting to the new **Practice Assessor**:

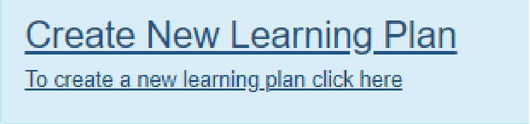


8. The Learning Contract will need to be unlocked and resubmitted each time the **Practice Assessor** changes.

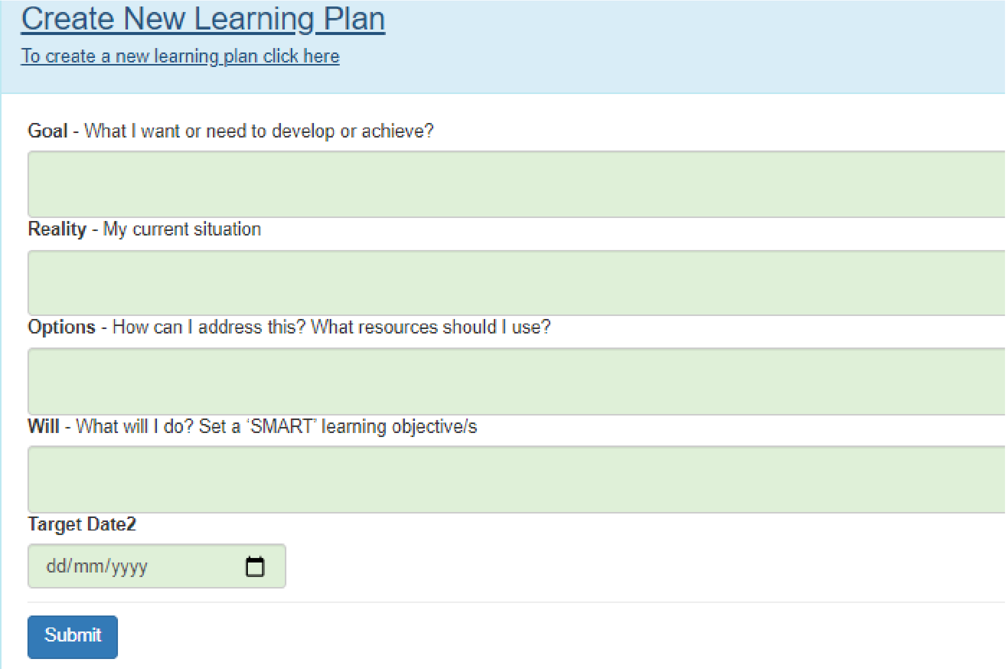
Learning Plan

☞ **Now Do This …**

1. A learning plan is an *optional extra* and is something that can be agreed between the **student** and **Practice Assessor** at the start of the placement. It may be revisited throughout the placement. It is recommended that the ‘GROW’ model is used when creating a learning plan.
2. The **student** clicks on the **Create New Learning Plan** heading.

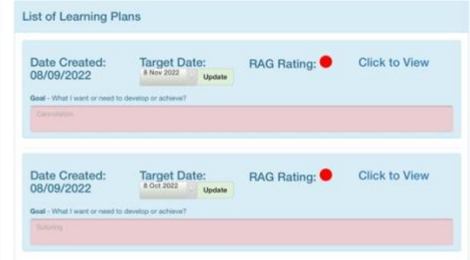


3. The following screen will open:



4. The **student** completes the boxes and submits using the **Submit** button.

5. A list of the learning plans will be displayed as below:

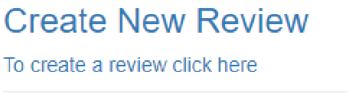


Date Created: 08/09/2022
Target Date: 8 Nov 2022
RAG Rating: ●

Date Created: 08/09/2022
Target Date: 8 Oct 2022
RAG Rating: ●

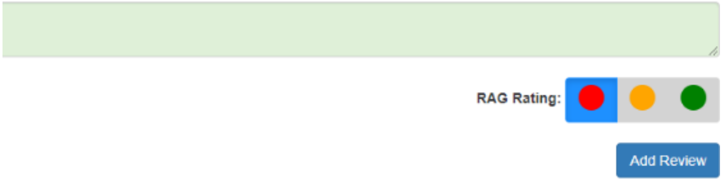
This displays all the information that the **student** has entered and displays a RAG rating. This will automatically show as red to indicate that the **student** has not yet achieved the goal. The RAG rating can be amended when the **student** makes progress and marks a new progression status via the **review** option.

6. There is an option to review a learning plan. To add a review, the **student, Practice Supervisor** or **Practice Assessor** can go to the relevant learning plan and underneath there is the **‘Create New Review’** link:



NB. Review of the learning plan should always be done in consultation with the **student** as it is primarily their document.

7. They can then add any relevant comments and information in the text box and update the RAG rating to reflect whether the goal is in progress (amber) or achieved (green).



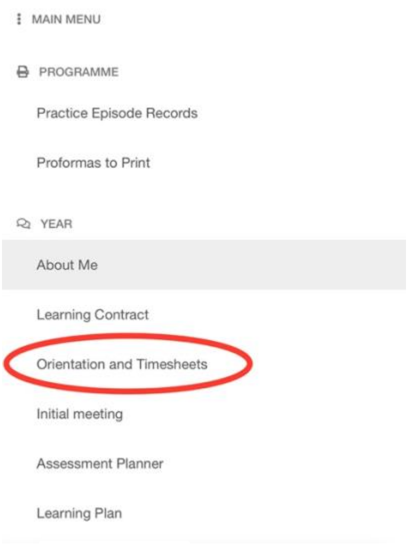
8. Then click **‘Add Review’**

Orientation

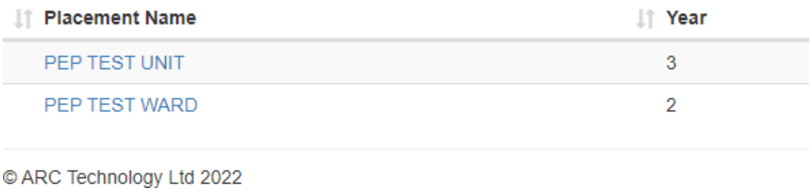
Completing the Orientation

☞ **Now Do This …**

1. To access the Orientation, open the main menu by clicking on the three horizontallines in the top left corner of the screen and click on ‘Orientation and Timesheets’.



2. Click on the placement to add an orientation for. This opens the orientation page for this placement.



Placement Name	Year
PEP TEST UNIT	3
PEP TEST WARD	2

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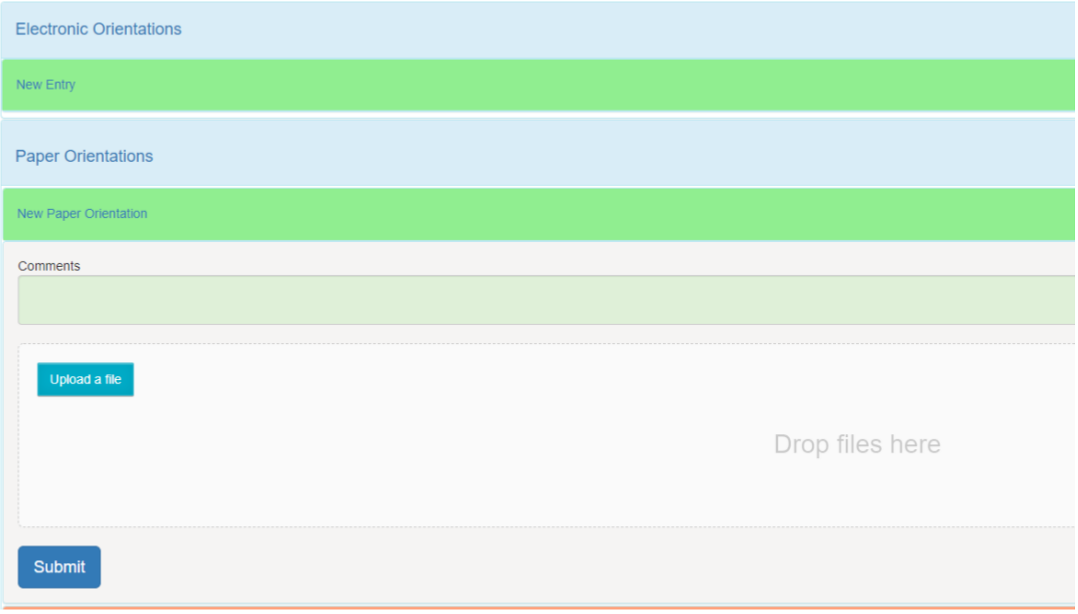
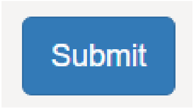
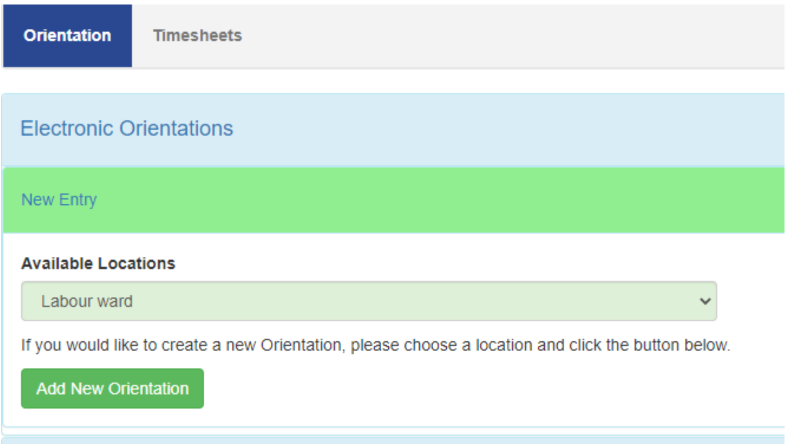
3. The orientation can be completed via paper or electronically. It is recommended that they are completed electronically. If completed on paper, you can use the template in the ‘Proformas to print’ section and upload it here. This is done by clicking ‘Paper Orientations’ and then ‘New Paper Orientation’. Comments can be added, and files can be uploaded.



Once complete, click ‘Submit’



4. To complete electronic orientations, click on ‘**Electronic Orientations**’ and click ‘**New Entry**’

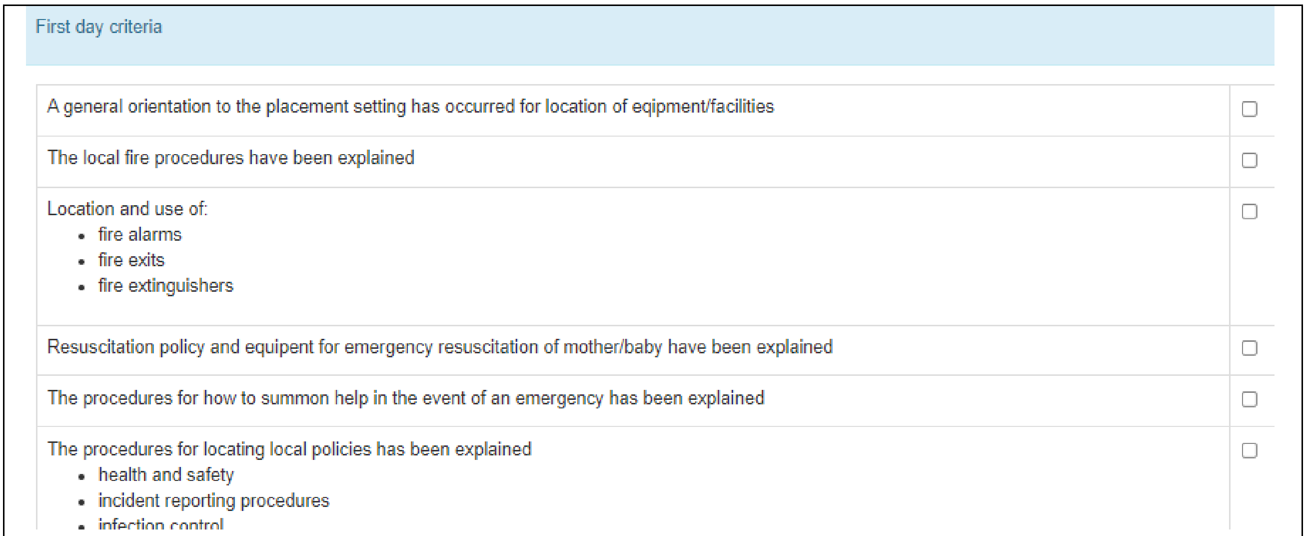


Available Locations: Labour ward

If you would like to create a new Orientation, please choose a location and click the button below.

5. Select the location from the drop-down box to reflect the type of placement experience / location. Click ‘**Add New Orientation**’.

6. This opens the orientation. It is split into two sections; one should be completed on the first day of placement and the other should be completed within the first week of placement. Tick all the items that have been completed.



First day criteria

A general orientation to the placement setting has occurred for location of eqipment/facilities ☐

The local fire procedures have been explained ☐

Location and use of: ☐
- fire alarms
- fire exits
- fire extinguishers

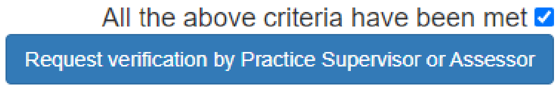
Resuscitation policy and equipent for emergency resuscitation of mother/baby have been explained ☐

The procedures for how to summon help in the event of an emergency has been explained ☐

The procedures for locating local policies has been explained ☐
- health and safety
- incident reporting procedures
- infection control

You can choose to tick ‘Save for later’ if you need to come back to it later.

Once all complete, tick ‘**All the above criteria have been met**’. This will turn the ‘**Request verification by Practice Supervisor or Assessor**’ button blue and allow it to be selected.



All the above criteria have been met ☑

7. It will likely be your **Practice Supervisor** not your **Practice Assessor** verifying this, although your **Practice Assessor** is able to verify this too. Type the **Practice Supervisor** or **Practice Assessor**’s email address into the green box and click ‘**OK request approval for this Orientation**’ button.

To submit the orientation to a Practice Supervisor, please enter the supervisor's email below

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

This will send an auto email to the **Practice Supervisor** or **Practice Assessor** providing them with access to the **student**’s MORA for 14 days. The link will expire after this time and will need to be resent if the **Practice Supervisor** has not approved the orientation in this time.

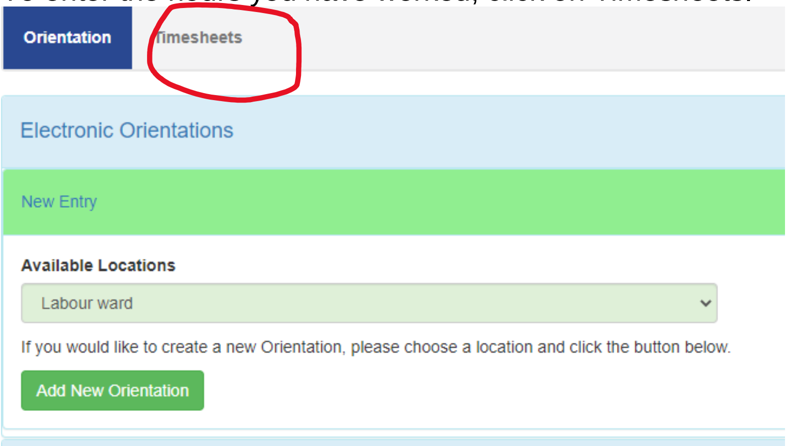
8. Complete the orientation for the first week in the same way as in steps 6 and 7. The **Practice Supervisor** for this section can be different to the one that signs off the first day orientation.

Signing off an Orientation

1. The **student** will invite a **Practice Supervisor** (or **Practice Assessor**) to verify their orientation which will send an auto email with a link to access the **student**’s MORA.

Timesheets

To enter the hours you have worked, click on Timesheets.



Electronic Orientations

New Entry

Available Locations

Labour ward

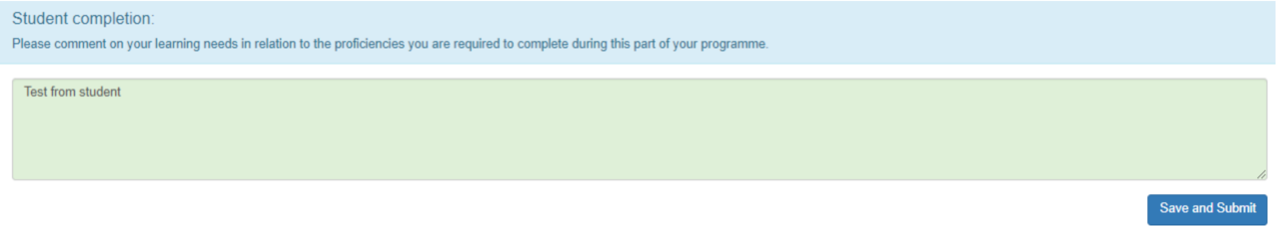
If you would like to create a new Orientation, please choose a location and click the button below.

This will take you directly to the UWL timesheet system where you can enter your clinical hours. See separate guidance from PESU (James Lane).

Initial Meeting

☞ **Now Do This …**

1. The initial meeting should be completed during the first two weeks of the first placement of the academic year or part of the programme. It is a record of the meeting between the **Practice Assessor** and **Student**.
2. The first section of the initial meeting is to be completed by the **Student**. The **student** can write their comments in the '**Student Completion**' box. Once complete select the **Save and Submit** button to commit the data.



Student completion:

Please comment on your learning needs in relation to the proficiencies you are required to complete during this part of your programme.

Test from student

Assessment Planner

☞ **Now Do This …**

1. The Assessment Planner is a tool that can be used to plan dates for key assessments and meetings of the MORA.

2. To add a planned assessment date, you can either type a date in the date fields or select the small calendar symbol to the right in the field to open a date picker tool.

Add Assessment Planner

BUGS BUNNY

Initial Meeting Date: 13/08/2021

Practice Assessor Review 1 Date: 13/08/2021

Practice Assessor Review 2 Date: 13/08/2021

Summative holistic assessment Date: 13/08/2021

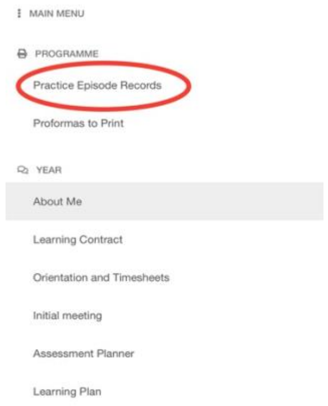
3. Once filled in select **Save** to commit the dates to the assessment planner table.

4. Once the planned assessments have been completed the table will record the name of the **Practice Assessor** and **Academic Assessor** involved. There is also a file symbol button next to the name of the meeting which when selected will take you to that section of the MORA. Dates can be altered if this plan needs to be amended.

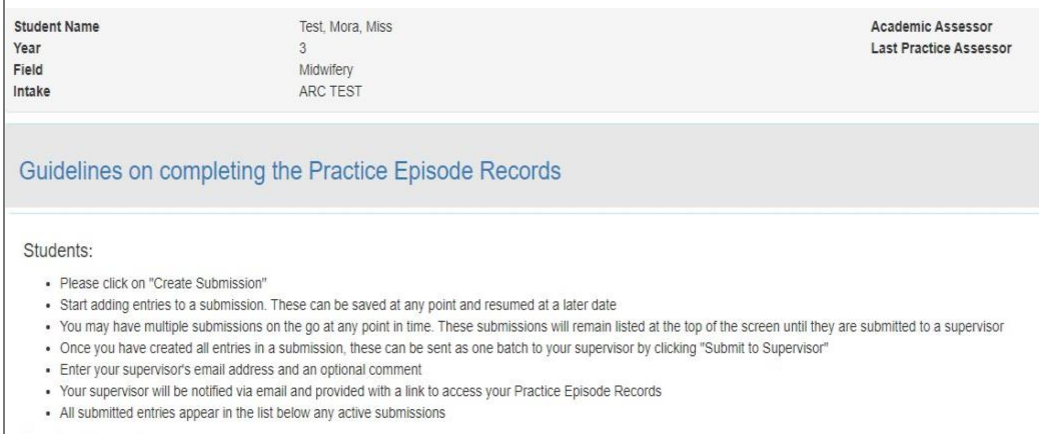
Practice Episode Records

☞ **Now Do This …**

1. To access the Practice Episode Records, open the main menu by clicking on the three horizontal lines in the top left corner of the screen and click on **Practice Episode Records.**



2. Clicking on 'Guidelines on completing the Practice Episode Records' will open a drop-down box giving guidance for **students.**



Student Name Test, Mora, Miss
Year 3
Field Midwifery
Intake ARC TEST

Academic Assessor
Last Practice Assessor

Guidelines on completing the Practice Episode Records

Students:

- Please click on "Create Submission"
- Start adding entries to a submission. These can be saved at any point and resumed at a later date
- You may have multiple submissions on the go at any point in time. These submissions will remain listed at the top of the screen until they are submitted to a supervisor
- Once you have created all entries in a submission, these can be sent as one batch to your supervisor by clicking "Submit to Supervisor"
- Enter your supervisor's email address and an optional comment
- Your supervisor will be notified via email and provided with a link to access your Practice Episode Records
- All submitted entries appear in the list below any active submissions

3. Clicking on the 'Practice Episode Records requirements' or 'Practice Episode Records examples' will open documents in a new window which will give more information about how to complete this section.

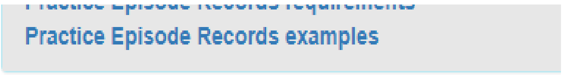
4. On this page you'll see an overview of the Practice Episode Records and a counter totalling how many entries have been logged for each section.

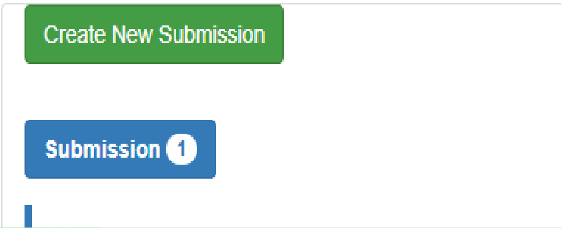
Adding entries to Practice Episode Records

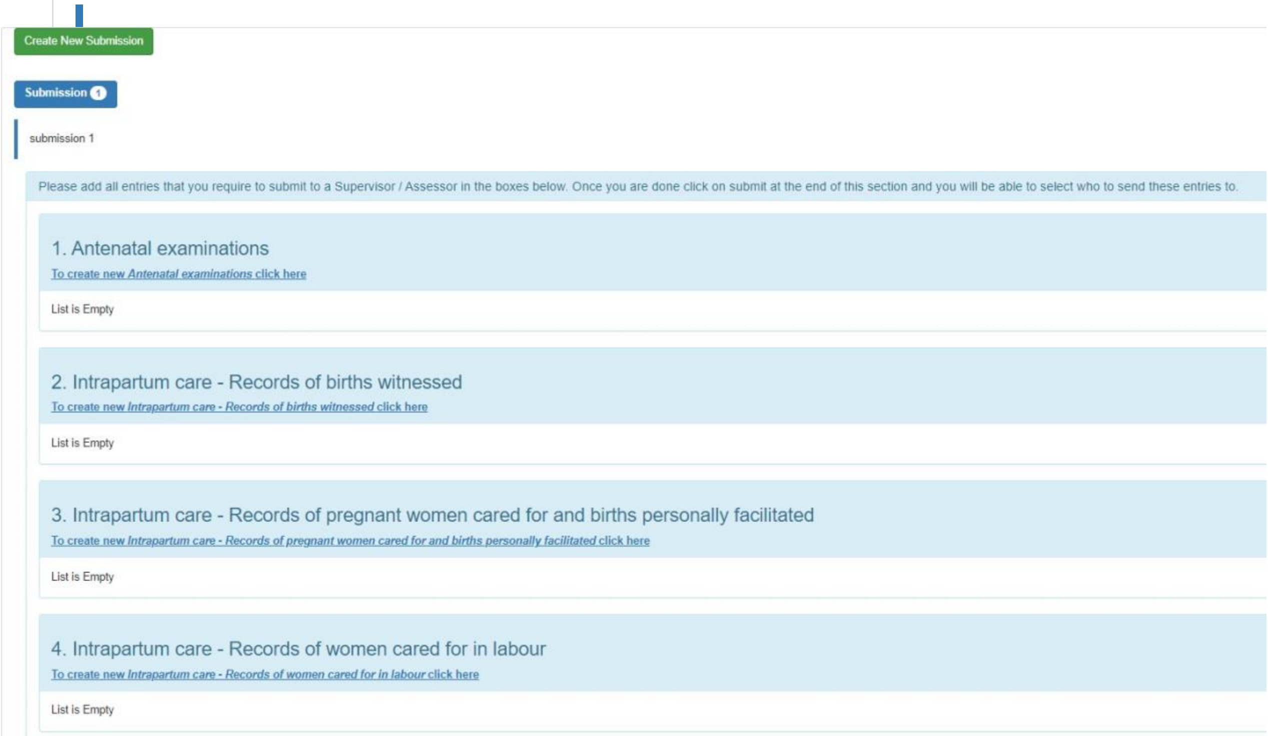
☞ Now Do This …

1. To add an entry, **students** need to click the green ‘Create New Submission’ button. A new blue button will appear called ‘Submission 1’. Click on the blue submission button.

This will allow the **student** to add an entry to any of the headings below.







Please add all entries that you require to submit to a Supervisor / Assessor in the boxes below. Once you are done click on submit at the end of this section and you will be able to select who to send these entries to.

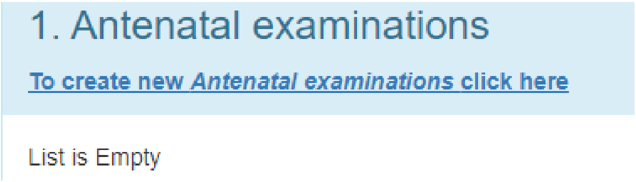
1. Antenatal examinations
To create new Antenatal examinations click here
List is Empty

2. Intrapartum care - Records of births witnessed
To create new Intrapartum care - Records of births witnessed click here
List is Empty

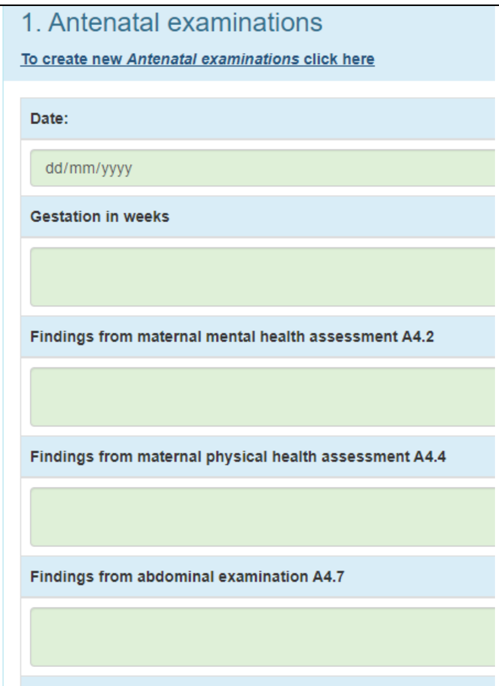
3. Intrapartum care - Records of pregnant women cared for and births personally facilitated
To create new Intrapartum care - Records of pregnant women cared for and births personally facilitated click here
List is Empty

4. Intrapartum care - Records of women cared for in labour
To create new Intrapartum care - Records of women cared for in labour click here
List is Empty

2. To add an entry, click on the action below the relevant heading. For example, to add an entry for Antenatal examinations, click ‘To create new Antenatal examinations click here’ link.



This will open several green text boxes for the **student** to complete as relevant.



1. Antenatal examinations

To create new *Antenatal examinations* click here

Date:

dd/mm/yyyy

Gestation in weeks

Findings from maternal mental health assessment A4.2

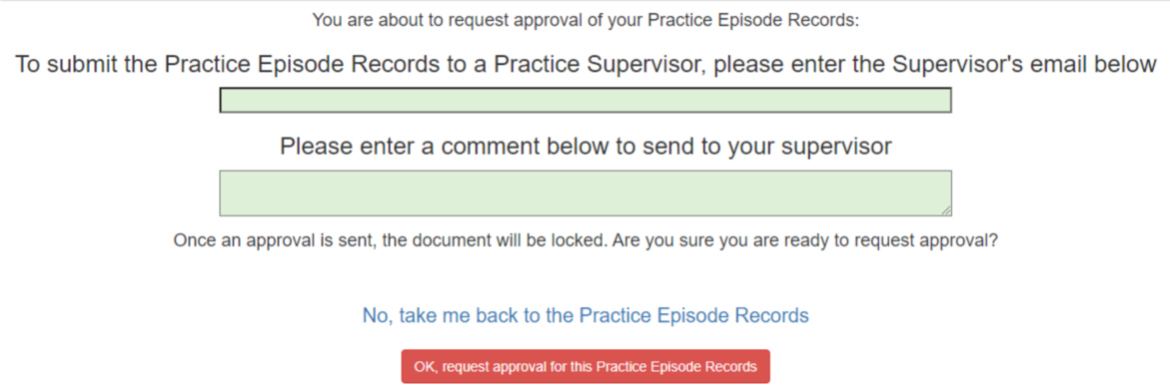
Findings from maternal physical health assessment A4.4

Findings from abdominal examination A4.7

2. Ensure you check the box if the woman had additional complex needs. Once complete click ‘**Add**’

4. Once finished adding entries for that submission, scroll up and click ‘Submit to Supervisor’.

5. Enter the **Practice Supervisor**’s email address and enter any comments to be sent alongside the submission. Click ‘OK, request approval for this Practice Episode Records’



You are about to request approval of your Practice Episode Records:

To submit the Practice Episode Records to a Practice Supervisor, please enter the Supervisor's email below

Please enter a comment below to send to your supervisor

Once an approval is sent, the document will be locked. Are you sure you are ready to request approval?

No, take me back to the Practice Episode Records

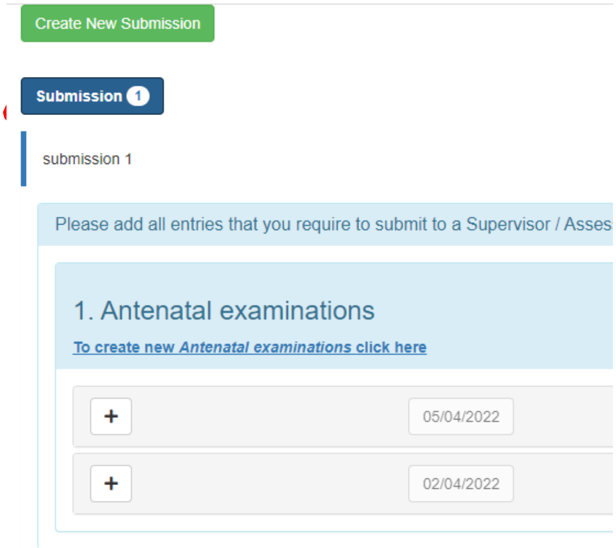
OK, request approval for this Practice Episode Records

This will send an auto email to the **Practice Supervisor** with a link to access to the student’s MORA. This link will be valid for 14 days and will then expire. If a link has expired before the **Practice Supervisor** has completed their part, a new link will need to be created by the **student** by clicking the ‘Reissue Token’ button on the right-hand side of the screen. **Please note**: Students can have multiple submissions to different Practice Supervisors on the go at the same time. A counter recording the total Practice Episode Records will show when they have been verified. Once the submission has been sent to the practice supervisor and approved the submission tab in blue will no longer be shown. You may need to refresh the page.

Amending Practice Episode Record Entries

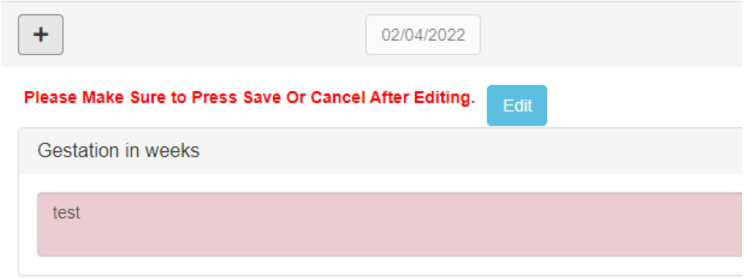
☞ **Now Do This …**

1. Entries can only be amended before they have been approved by the **Practice Supervisor**. To amend an entry, click on the submission (in this example ‘Submission 1’) this will open all the entries linked to this submission.



Please add all entries that you require to submit to a Supervisor / Asses

2. Click on the + button next to the entry to amend. This will expand the entry.

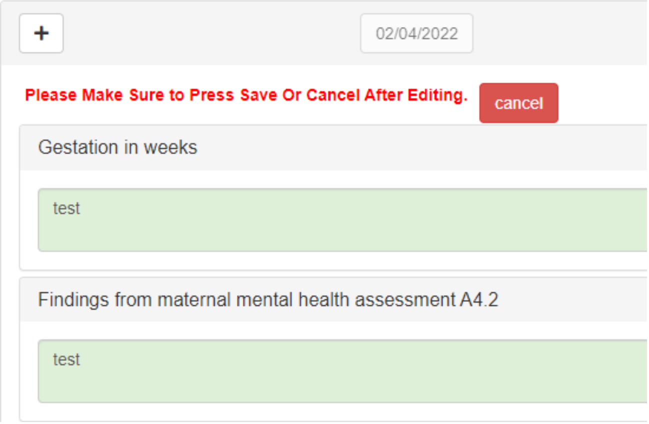


Please Make Sure to Press Save Or Cancel After Editing.

Gestation in weeks

test

3. Click on ‘Edit’ to turn all the text boxes green and enable amendments. Clicking ‘Cancel’ will remove any amendments made.



Please Make Sure to Press Save Or Cancel After Editing.

Gestation in weeks

test

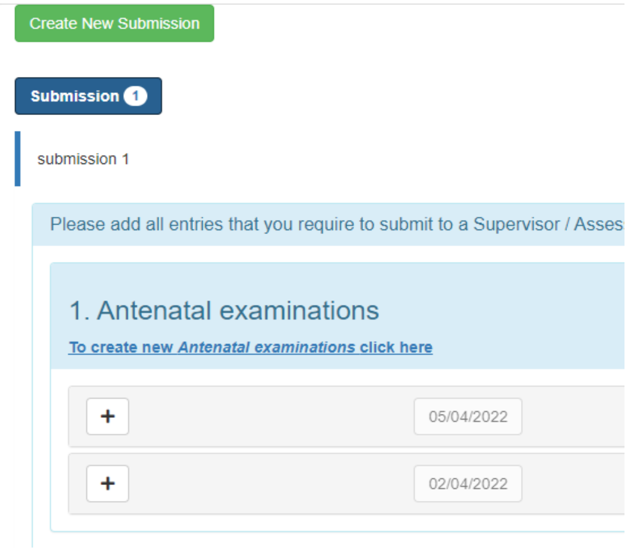
Findings from maternal mental health assessment A4.2

test

4. Once amendments have been made click the Save button.

Deleting Practice Episode Record Entries

☞ **Now Do This …**
1. To delete an entry before it has been submitted, click on the submission (in this example ‘Submission 1’) this will open all the entries linked to this submission.
2. Click ‘Delete Entry’. On some browsers it will ask for confirmation to delete the entry. Click ‘OK’. The entry has now been deleted



Please add all entries that you require to submit to a Supervisor / Asses

Are you sure you want to delete?

Signing Off Practice Episode Record Entries

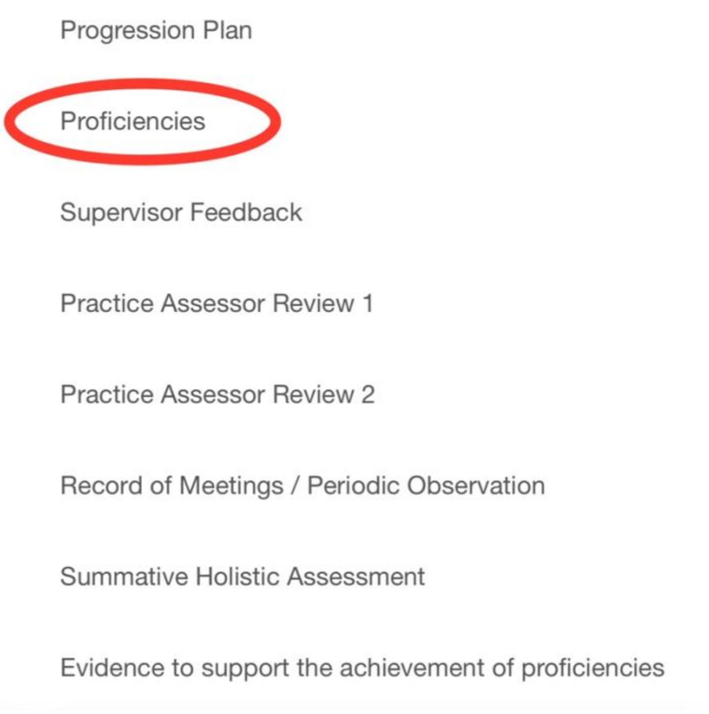
The **Practice Supervisor** will receive an auto email with a token link to access the **student**’s PER for approval

Proficiencies – Students

Students need to record their achieved proficiencies and map evidence towards the proficiencies and add relevant comments. Once the proficiency is complete, the student needs to invite the Practice Supervisor to sign this off.

☞ Now Do This …

1. Go to the main menu and click on ‘Proficiencies’



Progression Plan

Proficiencies

Supervisor Feedback

Practice Assessor Review 1

Practice Assessor Review 2

Record of Meetings / Periodic Observation

Summative Holistic Assessment

Evidence to support the achievement of proficiencies

2. The proficiencies are grouped into five sections. Clicking on each of the coloured headings will open each proficiency within that section.

Antenatal Care

Intrapartum Care

IP1 The student midwife is able to promote and provide continuity of care and carer in the intrapartum period. Demonst

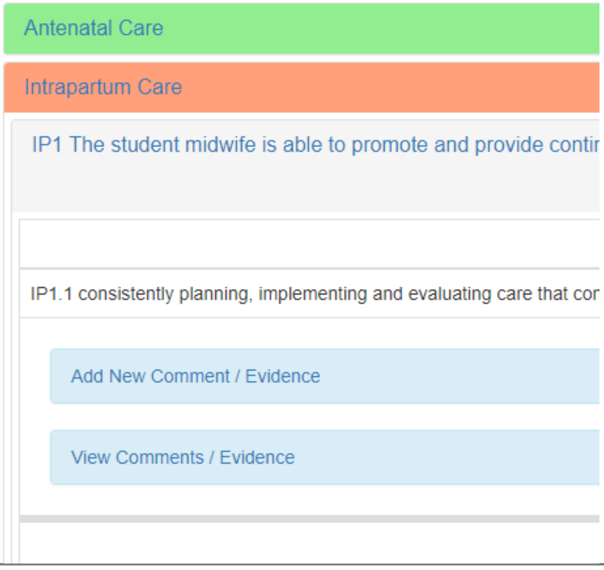
IP2 The student midwife demonstrates the ability to build kind, respectful relationships with women, partners and famili intrapartum period. Demonstrated by:

IP3 The student midwife is able to communicate and share information with women and their families with respect, kinc period. Demonstrated by:

IP4 The student midwife demonstrates the skills of effective assessment, planning, implementation and evaluation to pi prevent complications. Demonstrated by:

IP5 The student midwife is able to demonstrate skills of effective assessment, planning, implementation and evaluation

3. Click on a proficiency to add comments and evidence to it. You can also view existingcomments and evidence here.



Antenatal Care

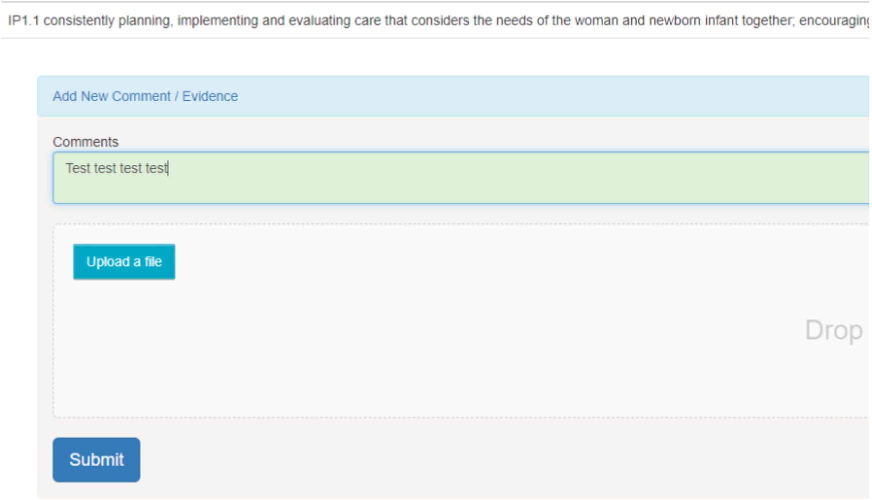
Intrapartum Care

IP1 The student midwife is able to promote and provide contir

IP1.1 consistently planning, implementing and evaluating care that cor

4. Type in the comments in the green text box and upload any files by clicking ‘Upload a file’ or drag and drop the file into the white space. Once complete, click ‘Submit’.

This can be valuable to aid **practice assessors** to assess the **student.** (uploading files are optional).



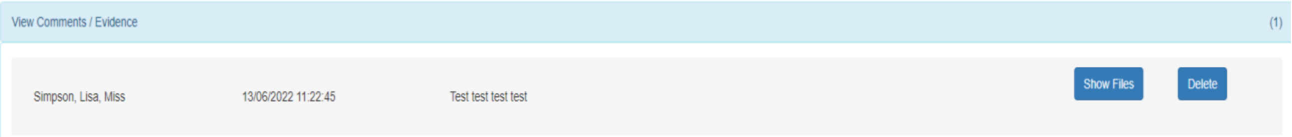
IP1.1 consistently planning, implementing and evaluating care that considers the needs of the woman and newborn infant together; encouragin

Add New Comment / Evidence

Comments: Test test test test

The proficiency is now saved.

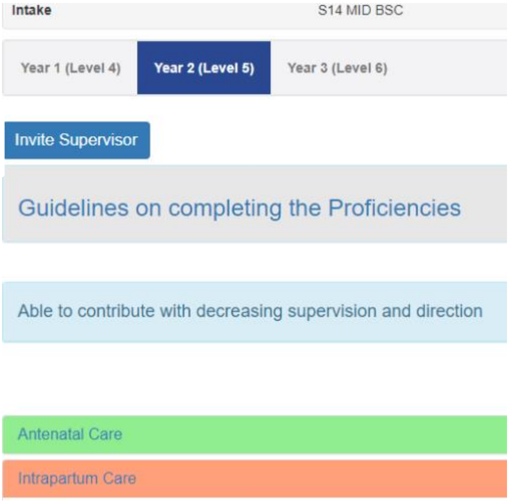
You can see a counter showing the number of comments / evidence have been recorded against each proficiency.



View Comments / Evidence (1)

Simpson, Lisa, Miss	13/06/2022 11:22:45	Test test test test	Show Files Delete

5. Each proficiency needs to be signed off by a Practice Supervisor. To do this, click‘Invite Supervisor’



Intake S14 MID BSC

Year 1 (Level 4) | Year 2 (Level 5) | Year 3 (Level 6)

Invite Supervisor

Guidelines on completing the Proficiencies

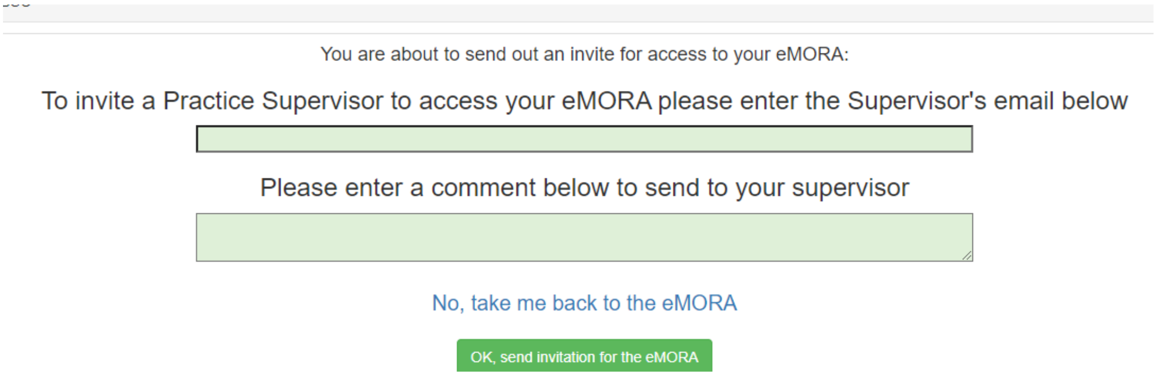
Able to contribute with decreasing supervision and direction

Antenatal Care

Intrapartum Care

You will then need to type your Practice Supervisor’s email address into the green text box. Please add a comment here to guide your Practice Supervisor to the correct section. Examples would include reference to a specific Practice Episode Record (seesection X), a comment from a Practice Supervisor (see section Y) or additional evidence such as feedback from a woman/ family/ another staff member or a reflection(see ‘Evidence to support the achievement of proficiencies’ section).

Once complete, click ‘OK, send invitation for the eMORA’. This will send an email to your Practice Supervisor. The email will include any comments that you submitted, thiswill let them know which sections they need to review.



You are about to send out an invite for access to your eMORA:

To invite a Practice Supervisor to access your eMORA please enter the Supervisor's email below

Please enter a comment below to send to your supervisor

No, take me back to the eMORA

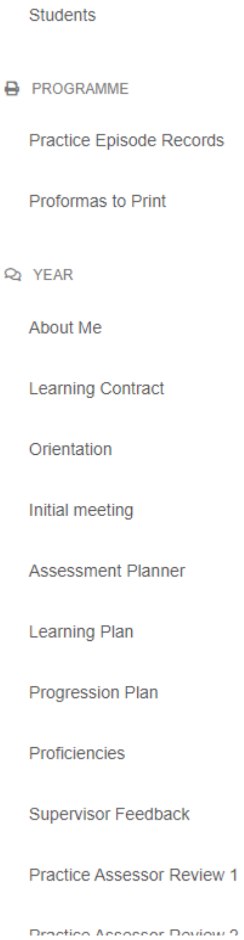
OK, send invitation for the eMORA

Supervisor Feedback

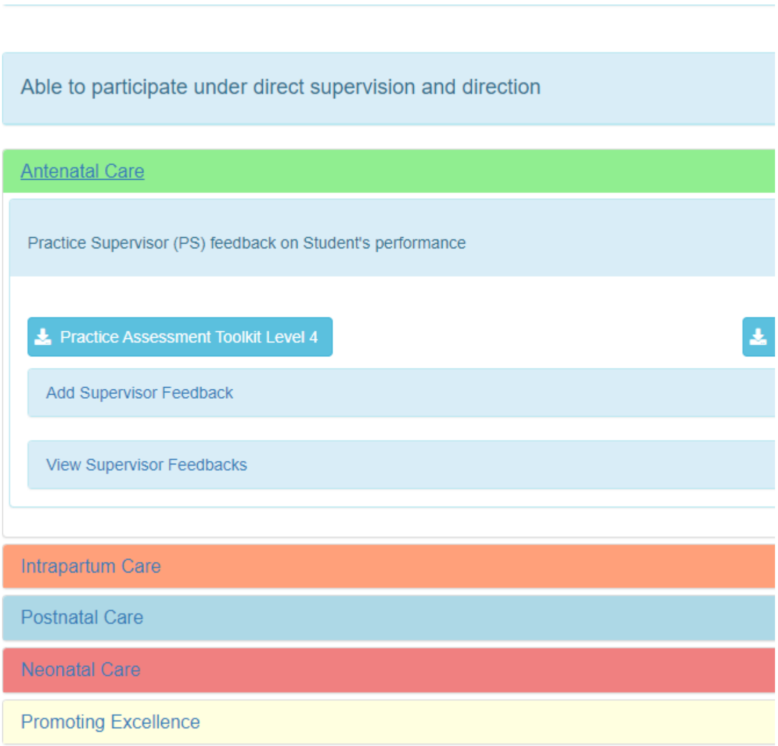
Students and **Practice Assessors** can view Supervisor Feedback by clicking on this section.

☞ **Now Do This …**

1. To view the Supervisor Feedback, go to the Main Menu and click on ‘Supervisor Feedback’



2. **Students** and **Practice Supervisors** need to click on the relevant section which will open more information. This will provide the option to view or add feedback.

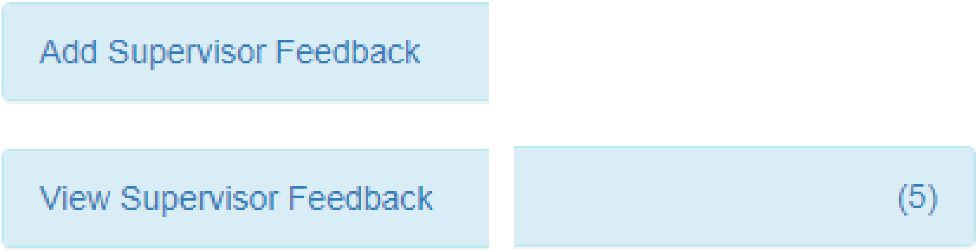


Able to participate under direct supervision and direction

Antenatal Care

Practice Supervisor (PS) feedback on Student's performance

3. **Students** and staff can view feedback by clicking on the 'View Supervisor Feedback' button.



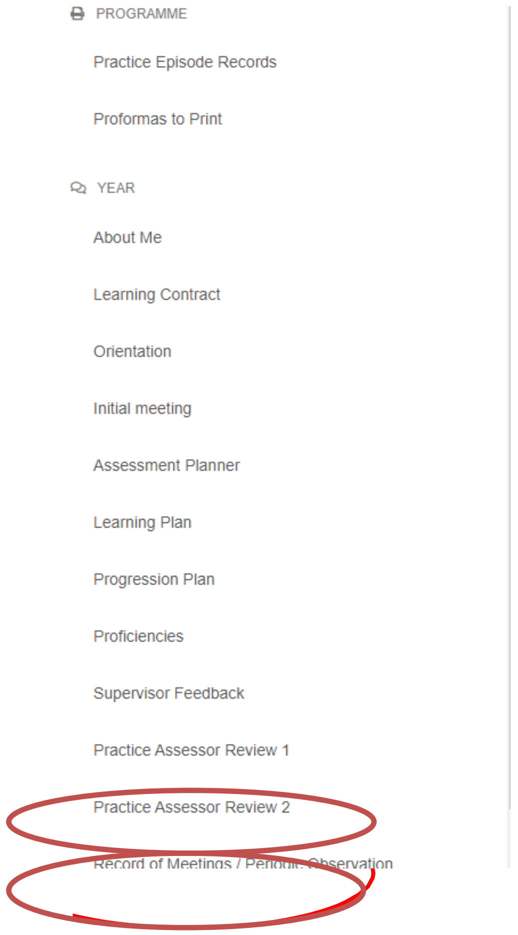
A counter will show when comments are available to view.

Practice Assessor Review 1 and 2

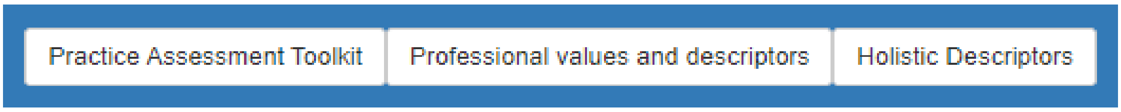
The **Practice Assessor** Review 1 and 2 dates would have been set up in the Initial Meeting and the Assessment Planner. This can be accessed by **students** and **Practice Assessors.**

☞ **Now Do This …**

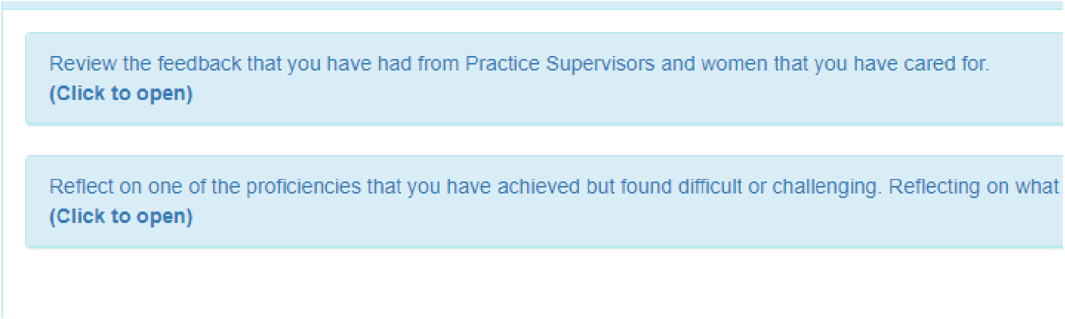
1. The **Practice Assessor** Review 1 and **Practice Assessor** Review 2 can be found in the main menu. Click on the **Practice Assessor** Review you'd like to view / amend.



2. Information about Practice Assessment Toolkit, Professional Values and Descriptors, and Holistic Descriptors can be found in the top right-hand corner.



3. **Students** can complete their part of the Review by clicking on each of the titles which will then expand to show text boxes for the **student** to complete.

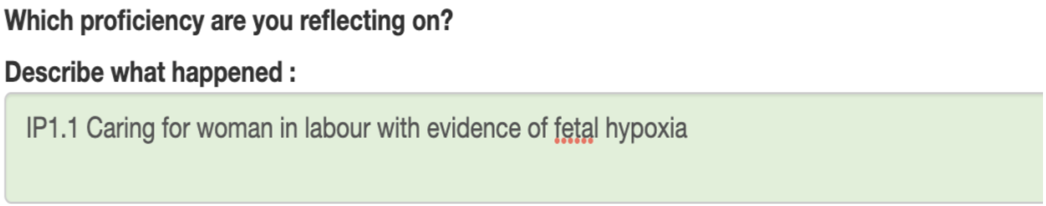


Review the feedback that you have had from Practice Supervisors and women that you have cared for.
(Click to open)

Reflect on one of the proficiencies that you have achieved but found difficult or challenging. Reflecting on what
(Click to open)

Students need to add their reflections in each of the text boxes.

In the box 'Describe what happened' – enter the number of the proficiency as well as the description.

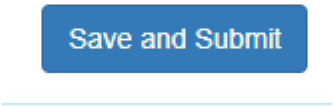


Which proficiency are you reflecting on?

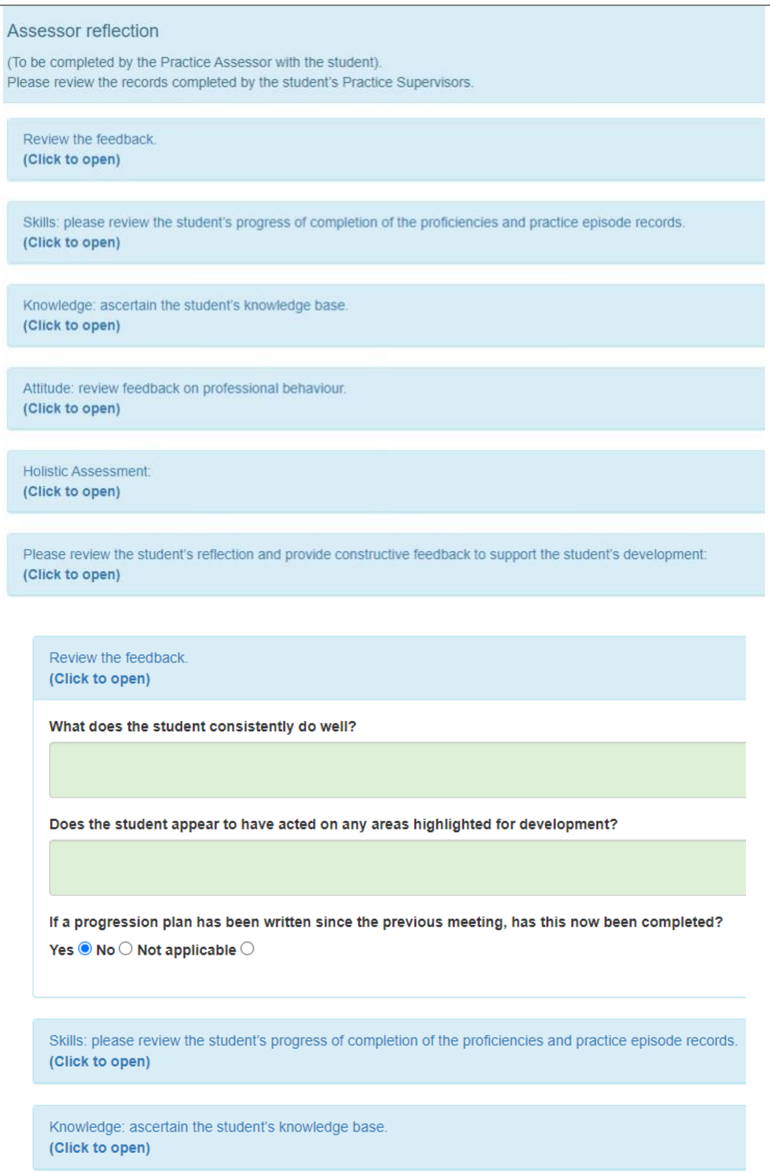
Describe what happened :

IP1.1 Caring for woman in labour with evidence of fetal hypoxia

4. Once complete, the **student** needs to click the 'Save and Submit' button to submit this to their **Practice Assessor**. The **Practice Assessor** will then receive an auto email to let them know that this is complete and ready for them to add their review.



5. The **Practice Assessor** then needs to complete their part of the **Practice Assessor** Review by working their way through all the reflection headings. Click on each heading to complete the review within that heading.



Assessor reflection

(To be completed by the Practice Assessor with the student).
Please review the records completed by the student's Practice Supervisors.

Review the feedback.
(Click to open)

Skills: please review the student's progress of completion of the proficiencies and practice episode records.
(Click to open)

Knowledge: ascertain the student's knowledge base.
(Click to open)

Attitude: review feedback on professional behaviour.
(Click to open)

Holistic Assessment:
(Click to open)

Please review the student's reflection and provide constructive feedback to support the student's development:
(Click to open)

Review the feedback.
(Click to open)

What does the student consistently do well?

Does the student appear to have acted on any areas highlighted for development?

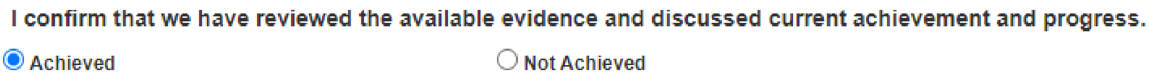
If a progression plan has been written since the previous meeting, has this now been completed?

Yes ● **No** ○ **Not applicable** ○

Skills: please review the student's progress of completion of the proficiencies and practice episode records.
(Click to open)

Knowledge: ascertain the student's knowledge base.
(Click to open)

6. Once the **Practice Assessor** has completed each of the headings, they need to tick 'Achieved' or 'Not Achieved' to the following statement:



I confirm that we have reviewed the available evidence and discussed current achievement and progress.

● Achieved ○ Not Achieved

And then click 'Save and Submit'

If the student has 'Not Achieved' a link to the 'Progression Plan' (see page 29) will trigger the requirement for this to be completed in partnership with the Academic Assessor.

Progression Plan

☞ Now Do This …

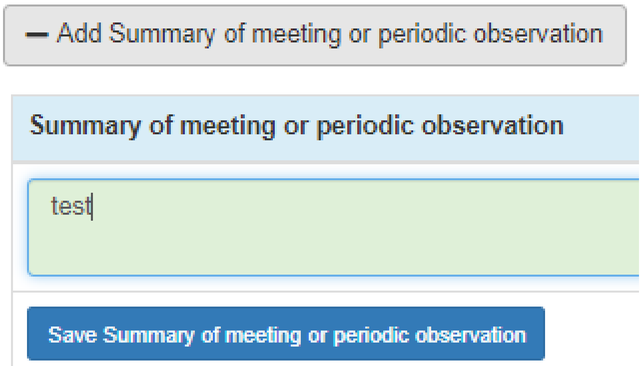
The progression plan is to be completed by the **Practice Assessor** to record any plans or actions needed to address the **student**’s progress or performance. This is only used when concerns have been highlighted. It is essential that the **Practice Assessor** contacts the **Academic Assessor** as a tripartite approach is needed to develop the Progression Plan.

Records of Meetings / Periodic Observation

☞ Now Do This …

1. This section of the MORA is to enable the record keeping of any additional or relevant meetings, discussions, simulations, or observations the **student** has with their assessors or practice placement supervisors. Records can be added by any user – **Student, Practice Supervisor, Practice Assessor** or **Academic Assessor**.

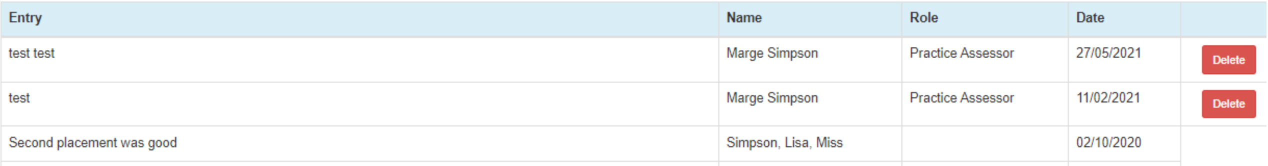
2. To add a record, select **‘Add summary of meeting or periodic observation’** button which will open a free text box to add any comments. Once complete click on the **Save** button to commit the data to the table.



Summary of meeting or periodic observation

test

3. If a record has been added in error the person who completed the entry can delete it by clicking on the red ‘Delete’ button next to the entry in the table.



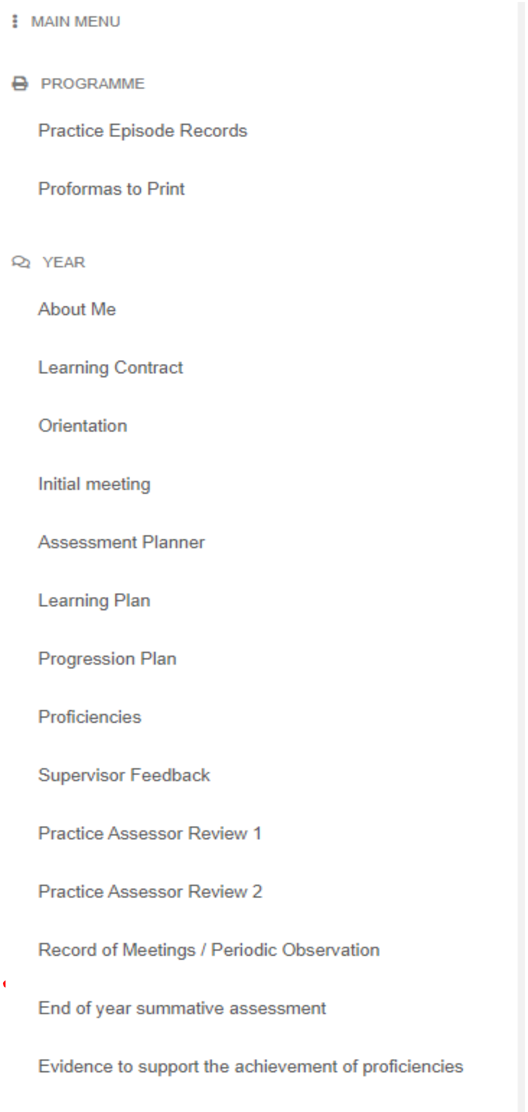
Entry	Name	Role	Date	
test test	Marge Simpson	Practice Assessor	27/05/2021	Delete
test	Marge Simpson	Practice Assessor	11/02/2021	Delete
Second placement was good	Simpson, Lisa, Miss		02/10/2020	

Evidence to support the achievement of proficiencies

This section is where the **student** can demonstrate their learning by uploading documents and evidence to support their practice assessment achievements.

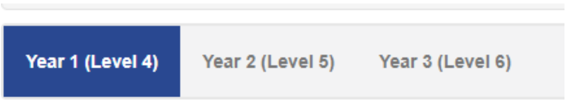
☞ **Now Do This …**

1. This section can be found at the bottom of the main menu.



Completion of this section is the **student's responsibility** and review can be by the practice supervisor/assessor or academic assessor.

2. This section is divided into 3 years, so it is important that the correct year is selected. The system will automatically select the **student**'s current year.



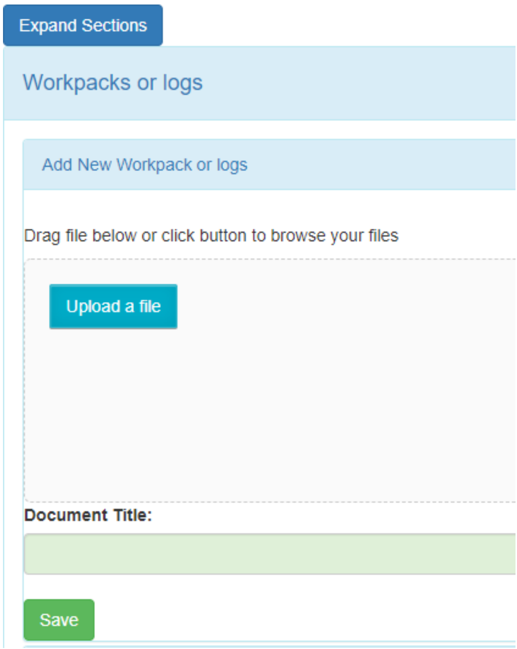
3. Each of these sections have multiple subsections. Click on a heading to expand that section, or by clicking on 'Expand Sections' you'll see all available subsections.

Evidence to support the achievement of proficiencies

This section provides an opportunity for you to demonstrate your wider learning. It is important that all add

Confidentiality must be maintained at all times. No client, staff or placement/ Trust identifiable details may

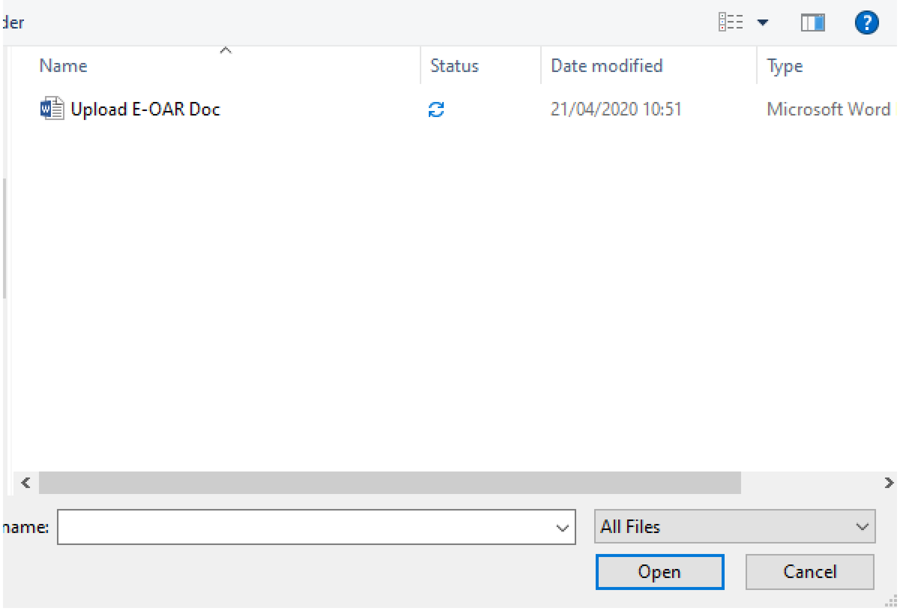
Each expanded section gives the option to add/view/upload.



Drag file below or click button to browse your files

4. To add a file, click on the **Upload File** button.

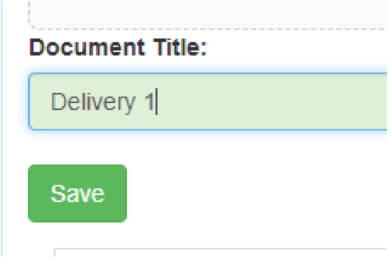
5. This will launch an explorer window enabling you to locate the appropriate file. Select the file and click **Open**.



Name	Status	Date modified	Type
Upload E-OAR Doc		21/04/2020 10:51	Microsoft Word

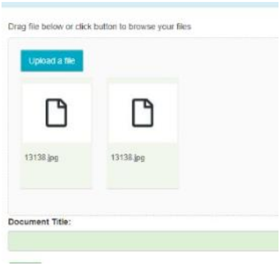
6. **Alternatively,** you can drag and drop the file.

7. Although the description/comment field is optional, it is essential that a brief description/comment is completed to identify the uploaded file and facilitate navigation as there will potentially be several files and will avoid confusion and make it easier to access the correct one.



Document Title: Delivery 1

8. The following screen will open where documents can be uploaded by dragging and dropping or browsing to a file on your device.



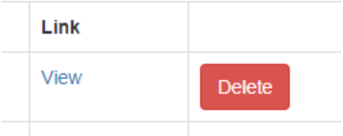
Drag file below or click button to browse your files

9. Click on the **Save** button.

10. The document can then be seen, showing the Title, who uploaded it and date. The link **View** will download the document.

Title	Uploaded By	Date	Link
test	Simpson, Lisa, Miss	07/01/2022	View
this entry should be showing uoload test word document	Marge Simpson	06/09/2021	View
Delivery 1	Simpson, Lisa, Miss	06/10/2020	View

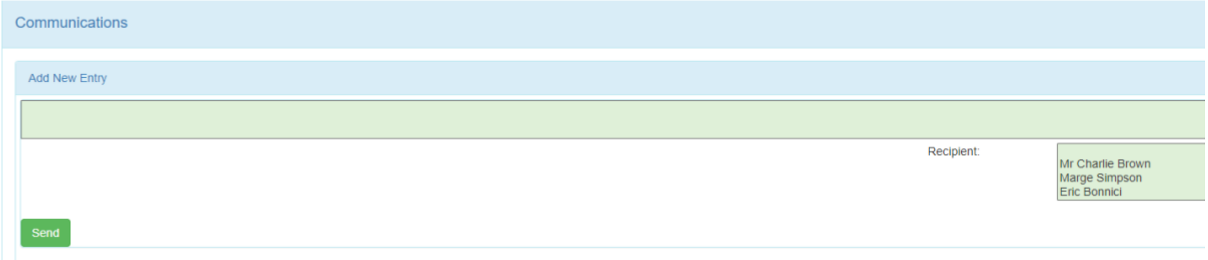
11. There is the option to delete the document, but this can only be done by the person who uploaded it.



12. **Further Evidence** can be added in the same way. This section requires **students** to provide a rationale for including this evidence, demonstrating their learning.

13. To add a new entry the **Communications** section. Click on the **Add New Entry** button. Please note that this field is normally used by the **Academic Assessor** or personal tutor when reviewing this section. It can, however, be used for any direct communication between the **student** and/or any staff supporting them; an email will be sent directly to the recipient(s). Please note that any entries will remain visible to anyone accessing the **student**'s MORA so will form a useful audit trail of communication.

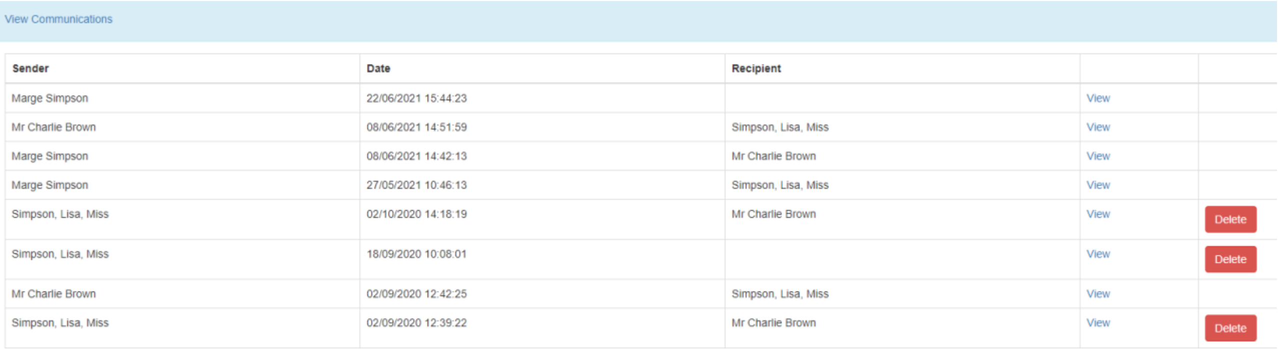
14. This will expand the section. Enter the text for the body of the email in the text box below the New Communication heading. Next select the email recipient from the list displayed after clicking the drop-down arrow.



Recipient:
Mr Charlie Brown
Marge Simpson
Eric Bonnici

15. Click on the **Send** button to send the message, which will be emailed to the recipient.

16. Summary information for each communication will be displayed in a list below this section:

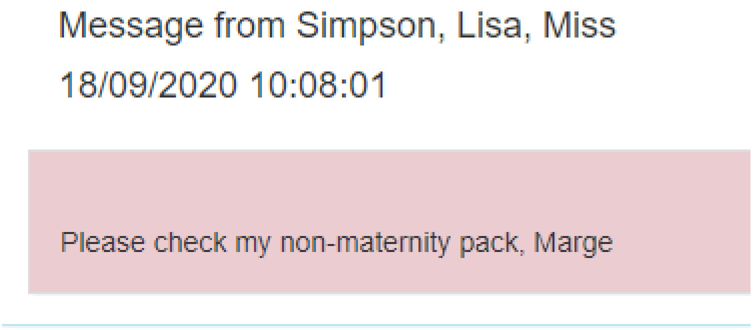


View Communications

Sender	Date	Recipient		
Marge Simpson	22/06/2021 15:44:23		View	
Mr Charlie Brown	08/06/2021 14:51:59	Simpson, Lisa, Miss	View	
Marge Simpson	08/06/2021 14:42:13	Mr Charlie Brown	View	
Marge Simpson	27/05/2021 10:46:13	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/10/2020 14:18:19	Mr Charlie Brown	View	Delete
Simpson, Lisa, Miss	18/09/2020 10:08:01		View	Delete
Mr Charlie Brown	02/09/2020 12:42:25	Simpson, Lisa, Miss	View	
Simpson, Lisa, Miss	02/09/2020 12:39:22	Mr Charlie Brown	View	Delete

17. To view the contents of an email, click on **View** for the appropriate entry.

This will show the message and when it was sent.



Message from Simpson, Lisa, Miss

18/09/2020 10:08:01

Please check my non-maternity pack, Marge

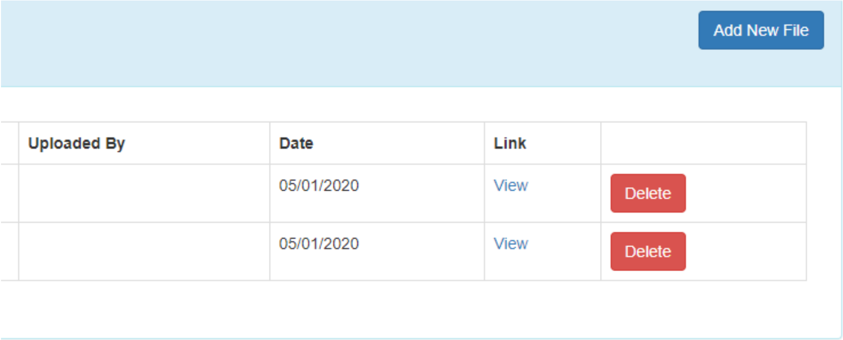
18. If you wish to close this section, click on **Add New Communication** button again.

Deleting Files

☞ **Now Do This …**

1. **Students** can delete files that have been uploaded in error.

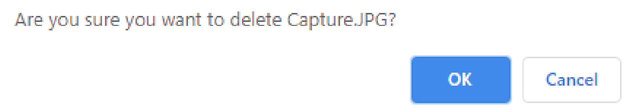
2. There is a delete button next to the view link which is only visible to the users that have uploaded the file.



Uploaded By	Date	Link	
	05/01/2020	View	Delete
	05/01/2020	View	Delete

3. Once you have clicked on the Delete button you will see the following screen.

When you click OK, your file will be deleted.

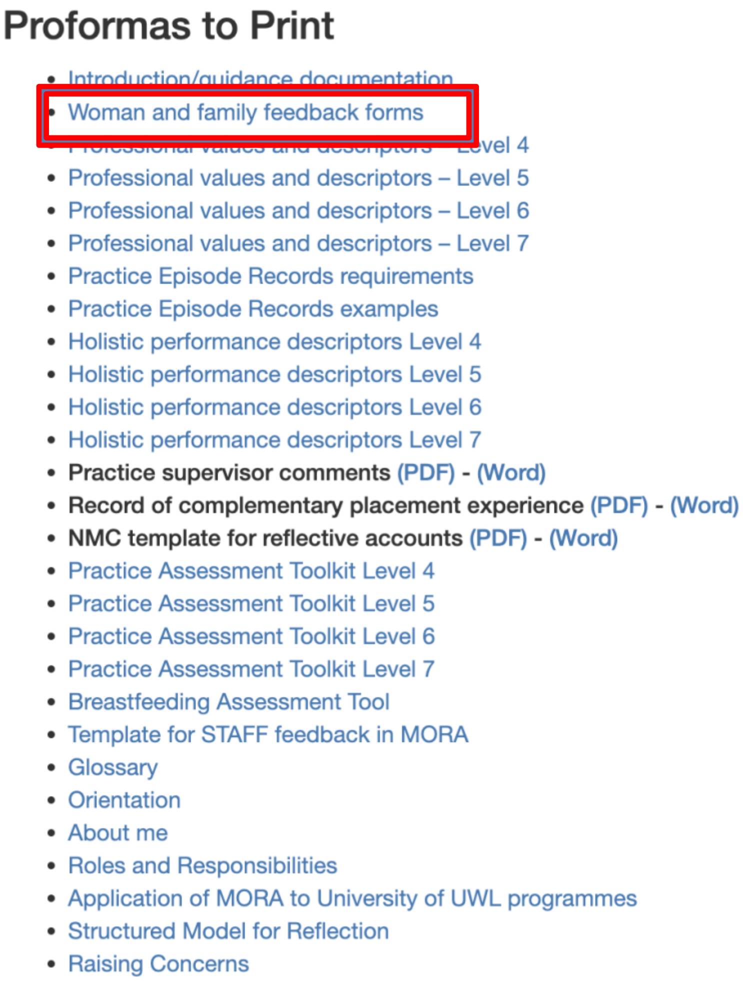

Are you sure you want to delete Capture.JPG?

4. **Please note**: Files can only be deleted by the person who uploaded the file.

Proformas to Print

On this section there are several reference documents to support users of MORA and templates for feedback forms. These can be viewed and / or printed as needed. It also includes evidence to support complementary experience.

The **‘Woman and family feedback forms’** must be printed out and used – your supervisor will help with this. This allows you to record feedback from the families you care for.



Proformas to Print

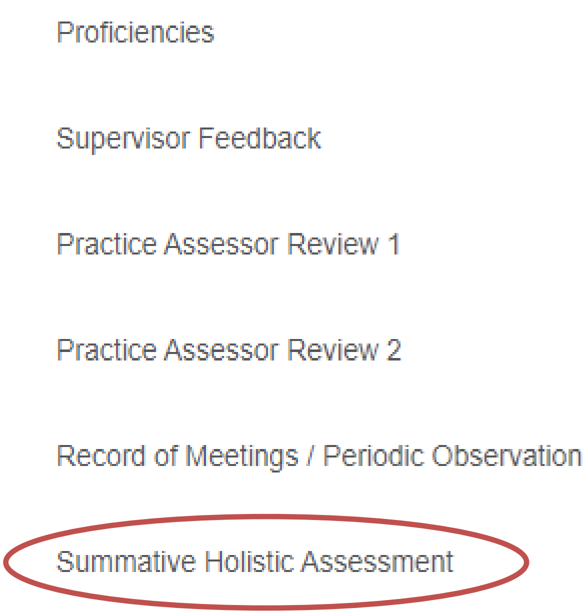
- Introduction/guidance documentation
- Woman and family feedback forms
- Professional values and descriptors – Level 4
- Professional values and descriptors – Level 5
- Professional values and descriptors – Level 6
- Professional values and descriptors – Level 7
- Practice Episode Records requirements
- Practice Episode Records examples
- Holistic performance descriptors Level 4
- Holistic performance descriptors Level 5
- Holistic performance descriptors Level 6
- Holistic performance descriptors Level 7
- **Practice supervisor comments** (PDF) - (Word)
- **Record of complementary placement experience** (PDF) - (Word)
- **NMC template for reflective accounts** (PDF) - (Word)
- Practice Assessment Toolkit Level 4
- Practice Assessment Toolkit Level 5
- Practice Assessment Toolkit Level 6
- Practice Assessment Toolkit Level 7
- Breastfeeding Assessment Tool
- Template for STAFF feedback in MORA
- Glossary
- Orientation
- About me
- Roles and Responsibilities
- Application of MORA to University of UWL programmes
- Structured Model for Reflection
- Raising Concerns

Summative Holistic Assessment

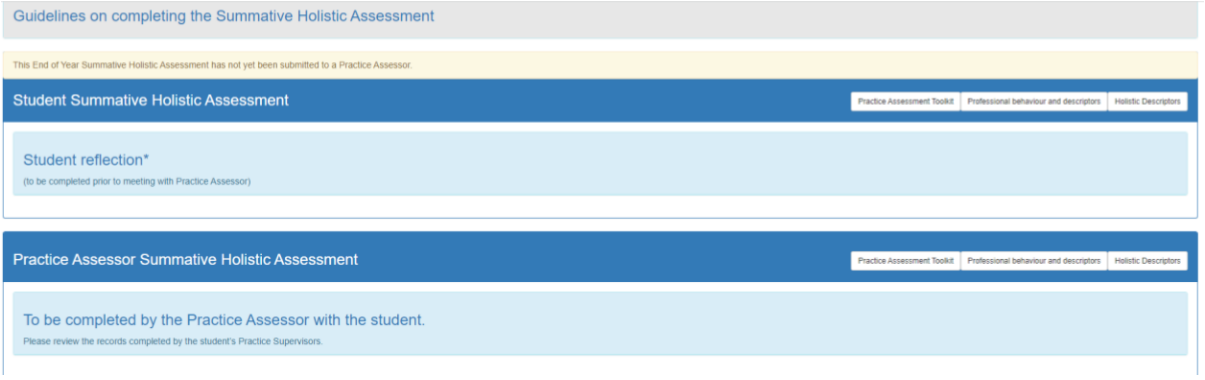
This section needs to be completed at the end of each year.

☞ Now Do This …

1. The Summative Holistic Assessment can be found in the Main Menu:



2. Information on the Practice Assessment Toolkit, Professional Behaviour and Descriptors and the Holistic Descriptors can be found by clicking on the headings in the right-hand corner. It is essential that the **Practice Assessor** refers to the Professional Behaviour and Holistic Descriptors when undertaking their assessment.



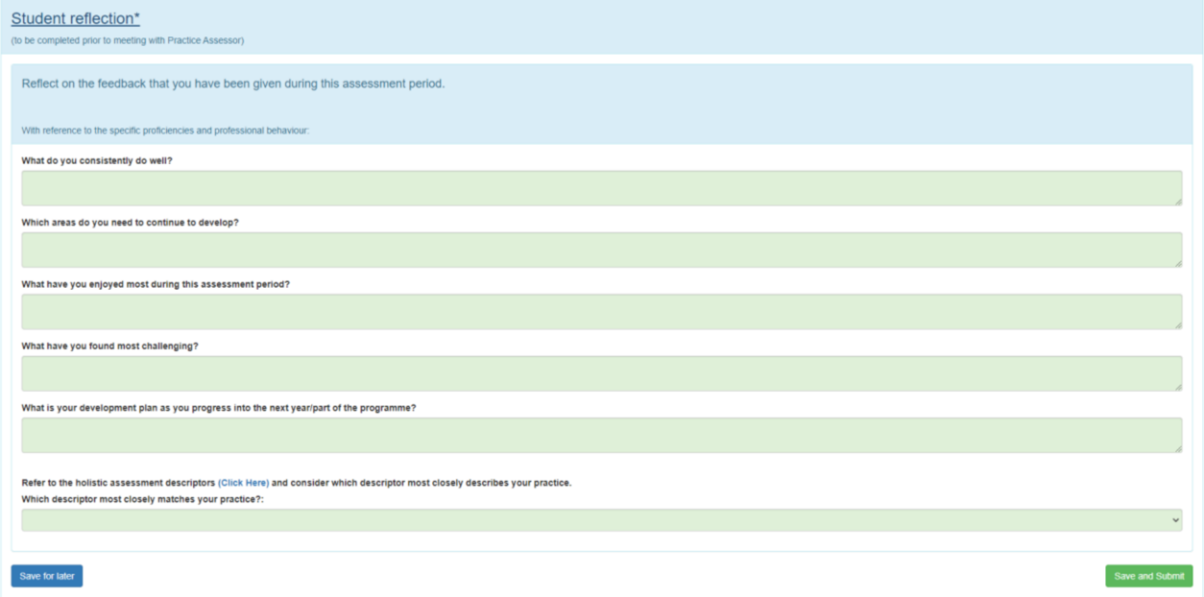
This End of Year Summative Holistic Assessment has not yet been submitted to a Practice Assessor.

(to be completed prior to meeting with Practice Assessor)

To be completed by the Practice Assessor with the student.

Please review the records completed by the student's Practice Supervisors.

3. **Students** need to click on the '**Student** reflection' heading which will open the drop-down section for them to complete. Type in answers for each question:



Student reflection*

(to be completed prior to meeting with Practice Assessor)

Reflect on the feedback that you have been given during this assessment period.

With reference to the specific proficiencies and professional behaviour:

What do you consistently do well?

Which areas do you need to continue to develop?

What have you enjoyed most during this assessment period?

What have you found most challenging?

What is your development plan as you progress into the next year/part of the programme?

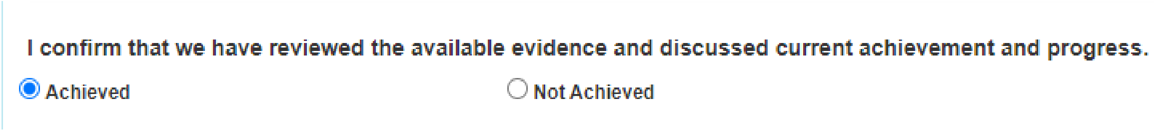
Refer to the holistic assessment descriptors (Click Here) and consider which descriptor most closely describes your practice.

Which descriptor most closely matches your practice?:

Students can either ‘Save for later’ if they want to edit again later, or if ready to submit click ‘Save and Submit’. This will trigger an auto email to the **Practice Assessor**.

4. The **Practice Assessor** can access the End of Year Summative Assessment by clicking on the link in the auto email from the **student**, or by logging into MORA and finding their **student**, and clicking on ‘Summative Holistic Assessment’ from the main menu.

5. The **Practice Assessor** then needs to select whether the statement below was ‘Achieved’ or ‘Not Achieved’ by the **student**.



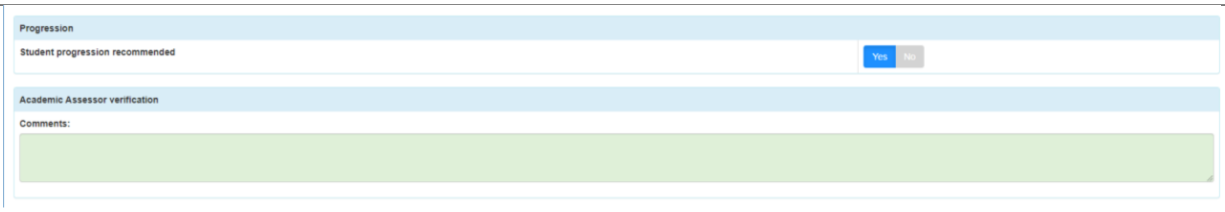
I confirm that we have reviewed the available evidence and discussed current achievement and progress.

● Achieved ○ Not Achieved

And click ‘Save and Submit’. This will trigger an email to the **student** and the **student**’s **Academic Assessor**.

The **Academic Assessor** can access the End of Year Summative Assessment by clicking on the link in the auto email from the **student**, or by logging into MORA and finding their **student**, and clicking on ‘End of year summative assessment’ from the main menu.

The **Academic Assessor** then needs to click ‘Yes’ or ‘No’ to whether the **student** progression is recommended and can add any further comments if they wish.



Then click ‘Save and Submit’

Help and Support

Stuck? Need help or guidance on a section of MORA?

Alongside this user guide we have videos showing the different sections of MORA on XXX

For further support please contact the Placement Systems Compliance Team at PESU@uwl.ac.ukand we will endeavour to help.