

Quick Start Guide: Nurse Appraisee

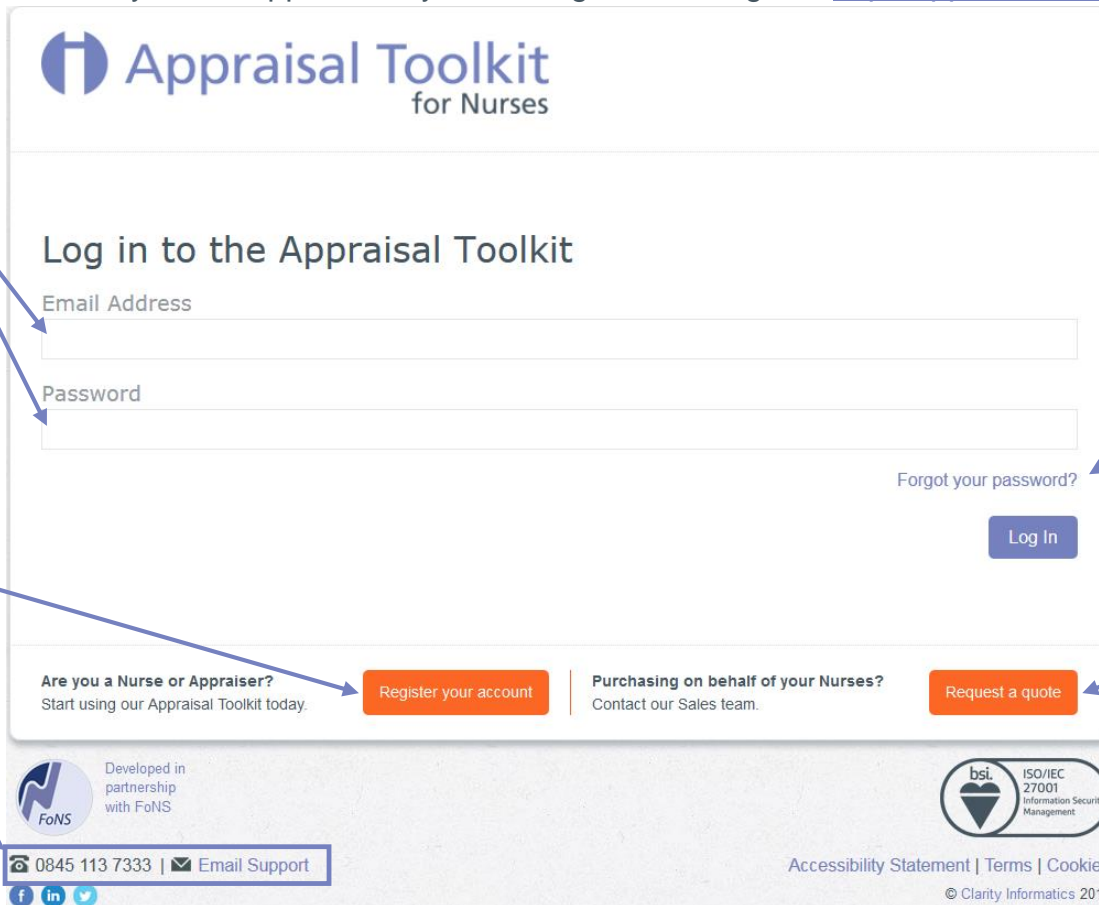
Accessing Appraisal Toolkit for Nurses

Appraisal Toolkit for Nurses is a fully online application; you can register and login at <http://appraisals.clarity.co.uk/nurses/toolkit>

Once registered, enter your registered email address and password here then click the 'Log in' button.

If you are not yet registered, click the 'Register your account' button and complete the registration page.

Need to contact us? Use these details to contact our customer support team.



The screenshot shows the login page for the Appraisal Toolkit for Nurses. At the top left is the logo and text 'Appraisal Toolkit for Nurses'. The main heading is 'Log in to the Appraisal Toolkit'. Below this are two input fields: 'Email Address' and 'Password'. To the right of the password field is a link 'Forgot your password?'. A blue 'Log In' button is positioned below the password field. At the bottom of the page, there are two orange buttons: 'Register your account' and 'Request a quote'. Below these buttons, there is a partnership logo for 'FoNS' (Developed in partnership with FoNS) and a BSI ISO/IEC 27001 Information Security Management logo. At the very bottom, there is contact information: '0845 113 7333 | Email Support' and a footer with 'Accessibility Statement | Terms | Cookies' and '© Clarity Informatics 2016'. Social media icons for Facebook, LinkedIn, and Twitter are also present.

Forgot your password? Click here to reset.

Click here to request a group or practice quotation.

Your Homepage

Your Homepage shows your current appraisal evidence from, evidence to and due before dates, the appraisal status timeline, your appraisers name (if assigned) and gives quick links to your most recent messages and historic appraisals.



Click here to go to your Appraisal Toolkit messages inbox and view your system messages.

Messages
(1 unread)
An appraisal has been created for you.

Enter your Registration date by clicking 'Enter Dates'.

Registration
No Registration Date Entered
No Expiry of Registration Entered
[Enter Dates](#)

Click here for FAQ's and to contact our Helpdesk.

Additional Resources
Documentation and FAQs
Helpdesk

2017 - **Appraiser: Not set**

Evidence from 01/04/2016 Evidence to 31/03/2017 Meeting Not Booked Due before 31/03/2017

Current Appraisal Status

Open In Progress Submitted Appraising in Progress Awaiting Your Sign Off Complete

[Start your Appraisal](#)

See your appraisal status timeline in real time.

Click 'Start your Appraisal' to view your appraisal dashboard and begin entering appraisal evidence.

Click here to view a full list of current and historic appraisals.

[View all Appraisals](#)

Professional Profile

Your Professional Profile is the career aspect of the Appraisal Toolkit for Nurses. **Note:** Information entered into the Professional Profile which falls within the appraisal period will automatically be populated in your Appraisal and information entered into the Appraisal will automatically populate the Professional Profile. **(Revalidation criteria in your Profile – Role Practice Hours)**

The screenshot shows the 'My Profile' page in the Appraisal Toolkit for Nurses. The page has a navigation menu on the left with options: Qualifications, Extended Skills, Memberships, Roles, Probity, and Download Online CV. The 'Roles' option is highlighted with a red box. The main content area is titled 'My Profile' and has two tabs: 'My Details' and 'My Organisations'. The 'My Details' tab is active and contains the following fields: Email Address, Date of Birth, Telephone (Not set), NMC Pin (NOT SET), Registration Date, and Expiry of Registration. Below these fields is a 'Practice Restrictions' section. At the bottom of the page is a 'Professional Indemnity' section with a confirmation statement and radio buttons for 'Yes' and 'No'. A red box highlights the 'Role Practice Hours' section, which contains the text: 'Your role is an essential part of revalidation and you should accurately enter the information for all of your roles. The required practice hours within your 3 year revalidation period are 450 hours if your registration is as a Nurse or Nurse/SCHPN or a Midwife or Midwife/SCHPN. If you are registered under both Nurse and Midwife sections of the register then 450 practice hours are required for each, a minimum total of 900 hours.'

Use the left navigation menu to move around your Profile

Click here to download a CV version of your Profile information

Select Yes/No for your Professional Indemnity statement

Role Practice Hours
Your role is an essential part of revalidation and you should accurately enter the information for all of your roles.
The required practice hours within your 3 year revalidation period are **450 hours** if your registration is as a Nurse or Nurse/SCHPN or a Midwife or Midwife/SCHPN. If you are registered under **both** Nurse and Midwife sections of the register then **450 practice hours are required for each**, a minimum total of **900 hours**.

Your Portfolio

Your Portfolio is the personal storage area of the Appraisal Toolkit for Nurses, items entered directly into the Portfolio will only be seen by yourself until you later choose to import into an appraisal. **Note:** Items can be imported into an appraisal from the Appraisal Dashboard. Once an item is included in an appraisal it remains in the Portfolio showing the appraisal year in the Appraisal column.

(Revalidation criteria in your Portfolio - CPD Hours, Feedback, Reflective Accounts)

Use the left navigation menu to move around your Portfolio, select the type of portfolio item you wish to add then click 'Add new item'

Items can be edited or deleted by clicking on 'Open' (items included in appraisals past the submitted stage cannot be edited or deleted)

CPD Hours

CPD Hours can be claimed within the CPD events, Quality Improvement Activities and Serious Untoward Incidents sections.

You must have undertaken **35 hours** of Continuing Professional Development (CPD) relevant to your scope of practice as a nurse or midwife in the **3 year** period since your registration was last renewed, or when you joined the register. Of those 35 hours of CPD, at least, **20 must have included participatory learning.**

Reflection

Reflection can be added within the CPD events, Quality Improvement Activities, Serious Untoward Incidents and Feedback sections.

You must have prepared **5** written reflective accounts in the **3 year** period since your registration was last renewed or you joined the register. The reflection **must** be recorded in the format of the approved form as recreated within the Toolkit. You **must** explain what you learnt from the CPD activity, feedback, event or experience, how you changed or improved your practice as a result, and how this is relevant to the Code.

Feedback

You must obtain **5** pieces of practice-related feedback in the **3 year** period since your registration was last renewed or you joined the register.

Feedback can be about your individual practice or about your team, ward, unit or organisation's practice (**you should be clear about the impact the feedback had on your practice**).

Entering Evidence

After selecting the type of evidence you wish to add complete the blank fields on the Details tab then click on 'Save' at the bottom of the page


Click on the Calendar icon to select a date, you can also type the date in the format DD/MM/YYYY


Enter the CPD hours and select whether the CPD method is Individual or Participatory

Details **Six Cs** NMC Code Documents Reflection

Title

Select a CPD Type
Please Select...

Date
 

End Date
 

Description and Learning ⓘ

CPD

CPD Hours ⓘ

CPD Method
 Individual
 Participatory

Planning Hours ⓘ

Once the Details tab is complete and saved, click on each of the other tabs along the top to map to Six Cs/Trust Values (if applicable), NMC Code, upload documents and enter Reflection

Click save at the bottom of each page you have completed

Save

Appraisal Dashboard

Your Appraisal Dashboard contains the information you will be submitting to your appraiser. Information entered into section 3 of your appraisal should be new and relevant for the appraisal period you are working on. **Note:** You are able to import items from your portfolio into your appraisal and also submit your appraisal using the buttons at the bottom of the dashboard.

Use the left navigation menu to move around your appraisal. You can add evidence directly to all sections of the appraisal

Choose your appraiser, book an appraisal meeting, change your appraisal dates or submit your appraisal here

View all documents within the appraisal, import from your Portfolio, Grant your appraiser early access to your appraisal evidence, download and print your appraisal here

The screenshot shows the 'Appraisal Toolkit for Nurses' dashboard. At the top, there's a navigation bar with links: Home, Messages, Professional Profile, Portfolio, Appraisals, Revalidation, and Help. The main content area is titled 'Your Appraisal for 2017'. It features a progress bar with stages: Open, In Progress, Submitted, Appraising in Progress, Awaiting Your Sign Off, and Complete. The current status is 'In Progress'. Key dates are shown: Evidence from 01/04/2016, Evidence to 31/03/2017, Meeting Book Now, and Due before 31/03/2017. The appraiser is listed as 'Not set' with a 'Select Appraiser' button. The organisation is 'NHS NORTH TYNESIDE CCG'. Below the progress bar, there's a 'Current Appraisal Status' section with a 'Show history' link. The 'Last Year's PDP' section shows 'Last Years PDP (0)'. The 'Appraisal Information' section includes a table for CPD Hours Total:

	Individual	Participatory	Total
CPD (0)	0	0	0
Quality Improvement (0)	0	0	0
Serious Untoward Incidents (0)	0	0	0
Feedback (0)	0	0	0

At the bottom of the dashboard, there are two buttons: 'Import From Portfolio' and 'Submit Appraisal'.

You can select your appraiser (if they have registered) and view their contact information here

This shows your appraisal timeline. Click 'Show History' to see your entire appraisal history

Keep track of your total CPD hours and your Individual and Participatory CPD hours for this appraisal

Click here to import portfolio items or submit your appraisal

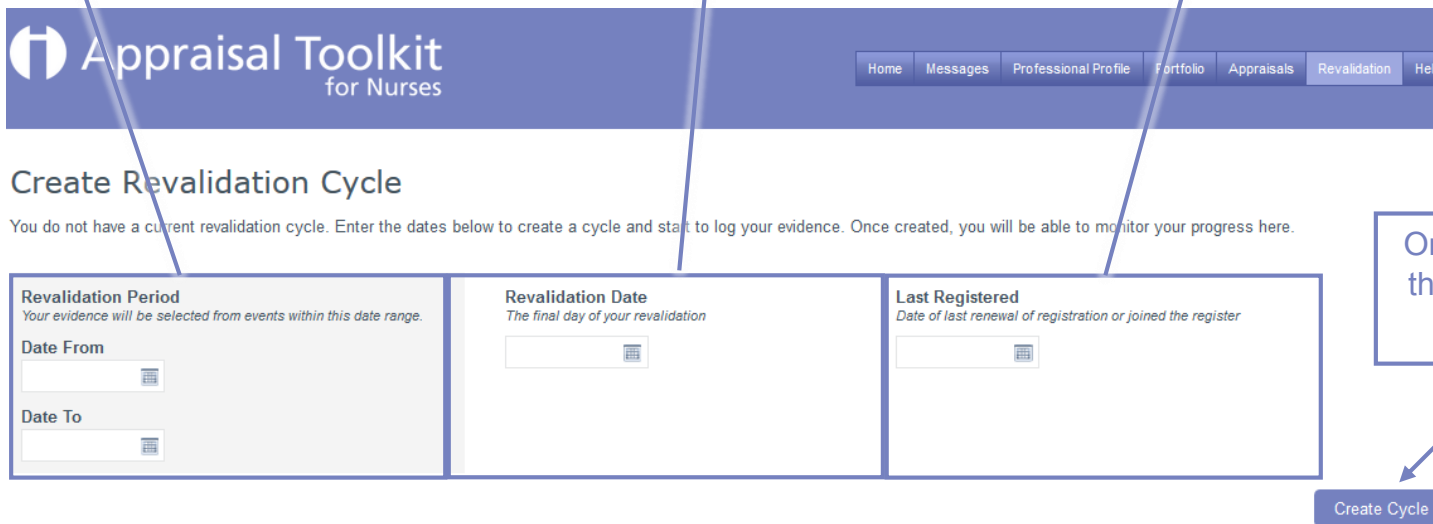
Create your Revalidation Cycle


The Revalidation page allows you to keep track on where you are up to with your Revalidation. **Note:** When you first start using Appraisal Toolkit you will need to create a revalidation cycle, and will have to first enter some key dates.

Revalidation Period: the date range from which your Practice Hours, CPD, Feedback and Reflective Accounts will be selected. This date range cannot overlap with any other revalidation cycles already created.

Revalidation Date: the date communicated to you by the NMC as your revalidation date. By the first day of that month you should have completed your Reflective Discussion and Confirmation. You should also have logged in to NMC Online to complete your Health and Character and Professional Indemnity declarations.

Last Registered: the date of your last renewal of registration or joined the register.



 Appraisal Toolkit
for Nurses

Home Messages Professional Profile Portfolio Appraisals Revalidation Help

Create Revalidation Cycle

You do not have a current revalidation cycle. Enter the dates below to create a cycle and start to log your evidence. Once created, you will be able to monitor your progress here.

Revalidation Period <i>Your evidence will be selected from events within this date range.</i>	Revalidation Date <i>The final day of your revalidation</i>	Last Registered <i>Date of last renewal of registration or joined the register</i>
Date From <input type="text"/>	<input type="text"/>	<input type="text"/>
Date To <input type="text"/>		

Create Cycle

Once you have entered the dates, click 'Create Cycle'

Your Revalidation Dashboard

The revalidation dashboard allows you to see a summary of your progress and open the screens where you pick the evidence you would like to include in your Reflective Discussion and Confirmation. It presents a running summary of the evidence and once the NMC targets are reached the relevant sections will turn green. The evidence can be printed or access to the selected evidence can be granted to the nurse or midwife's Reflective Discussion Partner and Confirmer via email. Further information on how to link your evidence can be found at the following link [User Guide - Revalidation](#)

The Practice Hours Log, CPD Log, Feedback Log and Reflective Accounts screens can be accessed using the top links. If you have met the NMC requirements the sections will be underlined green

The details of your progress towards each of the targets is detailed here. You can click them and be taken to the Practice Hours Log, CPD Log, Feedback Log and Reflective Accounts screens where you can link your evidence. Once you have reached your target the field will be green

You can update your Revalidation Period, Revalidation Date and Last Registered date here

This is where you can select your Discussion Partner and Confirmer. Once selected you can email them a link to your current evidence and the forms to complete following the discussion.

Your Revalidation

REVALIDATION PERIOD: 01/04/2013 - 01/04/2016
 REVALIDATION DATE: 30/04/2016
 LAST REGISTERED: 01/04/2013

Buttons: My Cycles, Print, More Info, Close Cycle

Cycle Progress

Progress bar: Cycle Created (green), Practice Hours (green), CPD Log (yellow), Feedback Log (yellow), Reflective Accounts (yellow)

This section allows you to select evidence to build your Reflective Discussion and Confirmation Documents. Use the sections to select CPD, feedback and reflection from your Portfolio. The sections will be green once you have met the NMC revalidation targets. For more information please refer to the NMC revalidation website <http://revalidation.nmc.org.uk/>.

4958	Nurses Hours 450 required	0	CPD Hours 35 required	0	Feedback Items 5 required
Are you a Midwife?		0	Participatory CPD Hours 20 required	0	Reflective Accounts 5 required

Discussion Progress

Progress bar: Discussion Started (yellow), Complete (yellow)

Reflective Discussion Partner: Not set
 CHOOSE

Confirmation Progress

Progress bar: Confirmation Started (yellow), Complete (yellow)

Confirmer: Not set
 CHOOSE

FAQs

How do I change my email address?

- Please call our Customer Support Team on **0845 113 7333** who will be able to assist in changing your email address over the telephone.

Why is my email address/password not being accepted to log in?

There could be a number of reasons why you may be unable to log in to Appraisal Toolkit for Nurses. The most common issues are listed below:

- **Your email address is incorrect:**
 - Using the wrong email address
 - Typos in the email address
 - Including spaces at the beginning or end of your email address
- **Your password is incorrect:**
 - Using the wrong password
 - Misspelling your password
 - Your password is case sensitive – you may not be including the correct uppercase, lowercase, letters, numbers and characters (your password **must** contain at least seven characters, including at least one number and one special character (? ! £ \$ % & * \ # @ ~)
- **Your account is locked out:**
 - Entering the incorrect password 3 times locks an account. If an account locks an email will be sent to the registered email address containing a link to unlock the account.

If you have been locked out or are having difficulty with your user credentials, please contact the Customer Support Team on **0845 113 7333**. You will be asked to provide your full name, NMC number and the answer to your security question before your password can be reset or account unlocked.

For further guidance please see our online documentation at [Appraisal Toolkit Help](#). Contact our Customer Support Team on **0845 113 7333** or email us at nurses-appraisals-enquiries@clarity.co.uk.