

## How to use Pebblepad

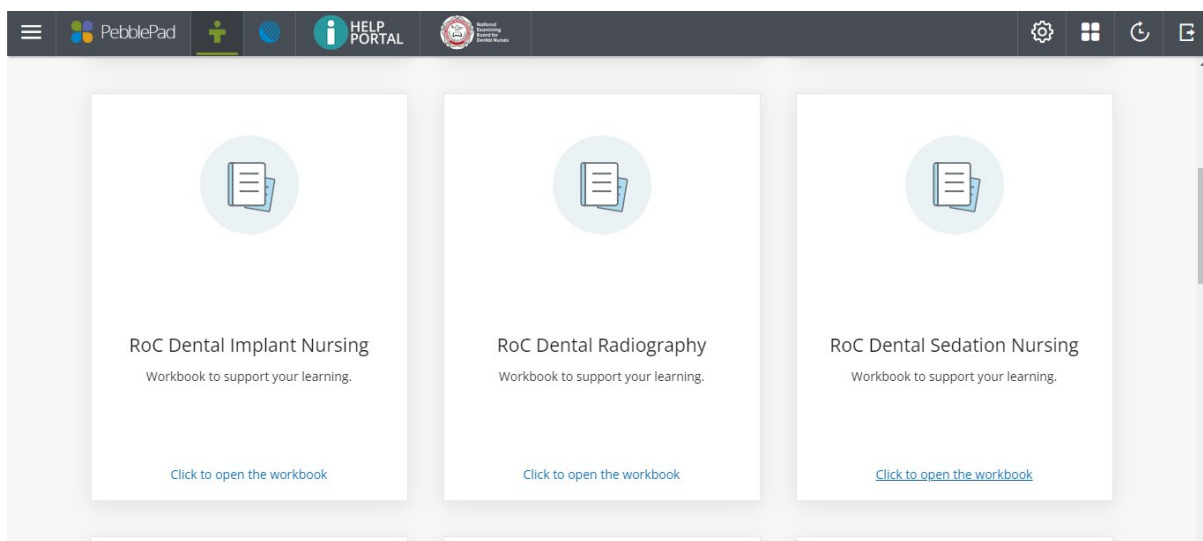
Please note, it may take up to 28 days to receive your login details from Pebblepad. Please check your junk folder routinely in case the email ends up there.

Once you receive your login details from Pebblepad (Pebble learning) please follow below steps.

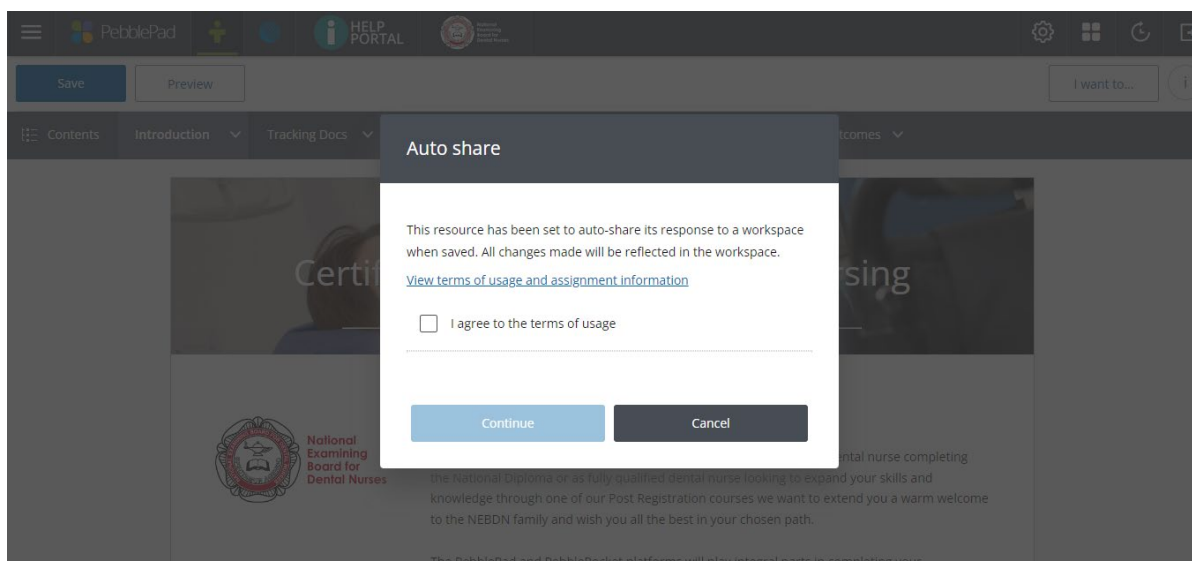
- Log in using the details on your PebblePad welcome email. It is advisable that you change your password at this stage.

### Name, workbook:

- Please select and open your RoC workbook.



### Auto share:



- Select confirm to auto sharing. This will let your tutor view and mark your work.
- Please note, PebblePad will not inform your tutor there is work to mark.

## Introduction:

On the bar at the top, please select the Introduction tab.

- Read through the RoC overview in full.
- Read through the Registration Statement in full.

## Witness Status Sheet:

- Complete the ROC witness status sheet (WSS). You can keep adding to this list throughout the course duration.

Your Witness Status Sheet must include everyone who is signing off your RoC, by completing witness assessment sheets. If you are using a dental nurse with the relevant qualification, please upload their qualification certificate as an asset. If you are unsure if their qualification is appropriate, please contact your tutor before they witness any work.

The course tutor is required to sign off this page to confirm they have been checked against the relevant register and that they are current registrants. Where registration cannot be confirmed online the learner must include a copy of a current registration certificate for that witness. This can be added in the evidence field beneath the table below.


Please ensure that all the details below are completed.

#### Witness Status List

On completing this table you are declaring that you have read and understand your obligations relating to the professional registration statement within this workbook. Your professional registration may be at risk if you knowingly make a false declaration.

A new row will appear automatically when text is entered in the current blank row.

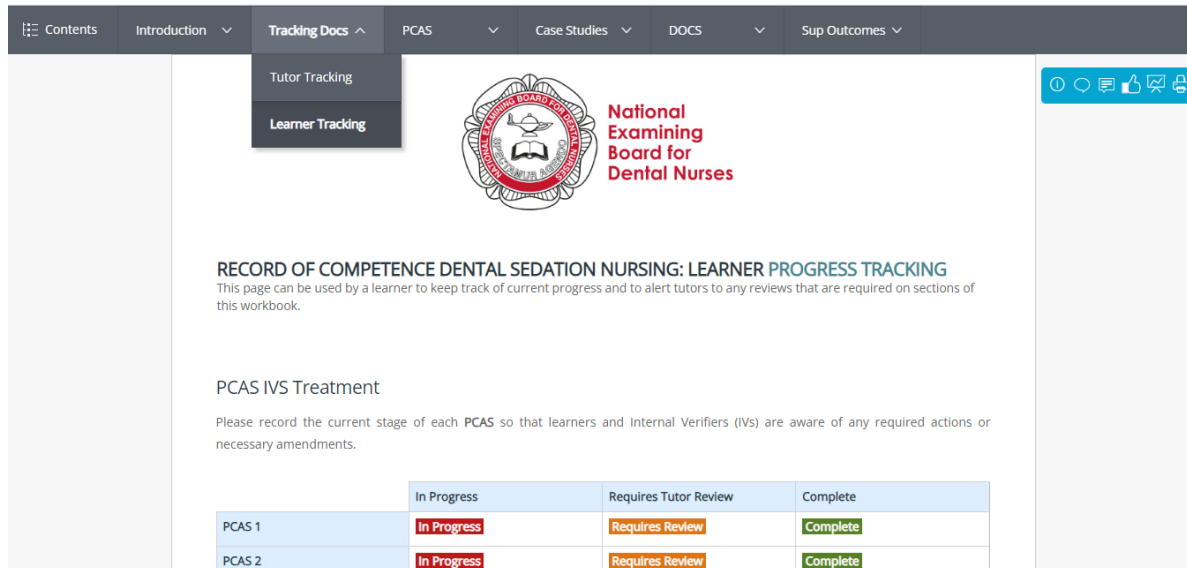
Name & Contact Address	Qualification (s)	Registering Body	Reg No.	Status	Date

 This has not been evidenced

### Tracking Documents:

The next tab along is the Tracking Document.

- Tutor Tracking will be updated by your tutor, with either 'requires amendments' or 'complete'. – please do not edit this page.
- There is a section titled 'Sampled by IM'. This is for our Internal Moderator (IM) who will be sampling your work and checking our marking throughout the duration.
- Learner Tracking is for you to complete. Once you have fully completed a piece of work you will need to mark this work as 'requires review' on your learner tracking document.
- The NEBDN and the IM will monitor this document, please ensure you keep it updated.
- You will need to email your tutor and let them know that you have work ready for marking. PebblePad will not notify your tutor.
- You can work through your PCAS/DOCS/Case studies and SO's in any order but keep them in chronological (start on PCAS 1 / DOCS 1, rather than starting on PCAS 7 / DOCS 7).

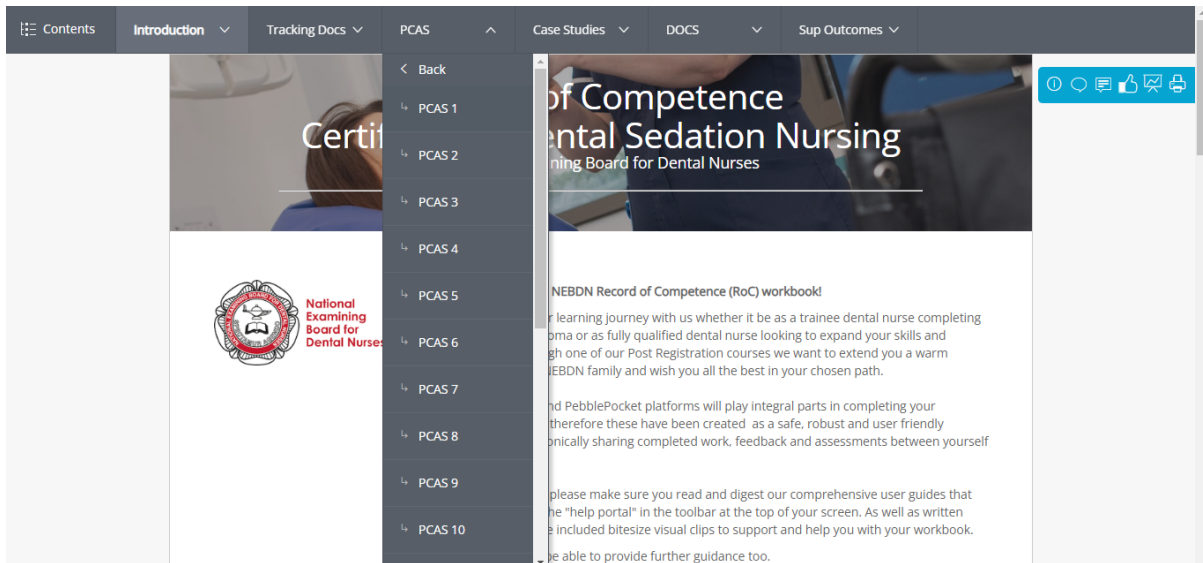


The screenshot shows a web interface for the National Examining Board for Dental Nurses. The top navigation bar includes 'Contents', 'Introduction', 'Tracking Docs', 'PCAS', 'Case Studies', 'DOCS', and 'Sup Outcomes'. Under 'Tracking Docs', there are sub-options for 'Tutor Tracking' and 'Learner Tracking'. The main content area features the board's logo and the title 'RECORD OF COMPETENCE DENTAL SEDATION NURSING: LEARNER PROGRESS TRACKING'. Below this, there is a section for 'PCAS IVS Treatment' with a table showing the progress of two PCAS entries.

	In Progress	Requires Tutor Review	Complete
PCAS 1	In Progress	Requires Review	Complete
PCAS 2	In Progress	Requires Review	Complete

### Completing a Practical Competence Assessment Sheet (PCAS):

- Select the relevant tab.
- You will need to read the Guidance Notes, located at the top of the drop-down tab.
- You should complete the PCAS in date order.
- You must complete a PCAS within 14 days of date of activity. Failure to comply with this timeframe will result in the PCAS being invalid.
- To ensure you complete the work fully please follow the guidance located at the top of the PCAS template. You should use this guidance as subheadings to ensure you fully meet the requirements.
- Once completed you will need to add the witness assessment sheet (WS) to your completed PCAS. Guidance on the WS is detailed below.
- Remember to select the tick box confirming that this is your own work.
- And please also remember to select the tick box to confirm you have the pts consent.
- You must save your work before navigating to another screen to prevent work being lost.
- Once fully complete, please complete the learner tracking document as already detailed above.



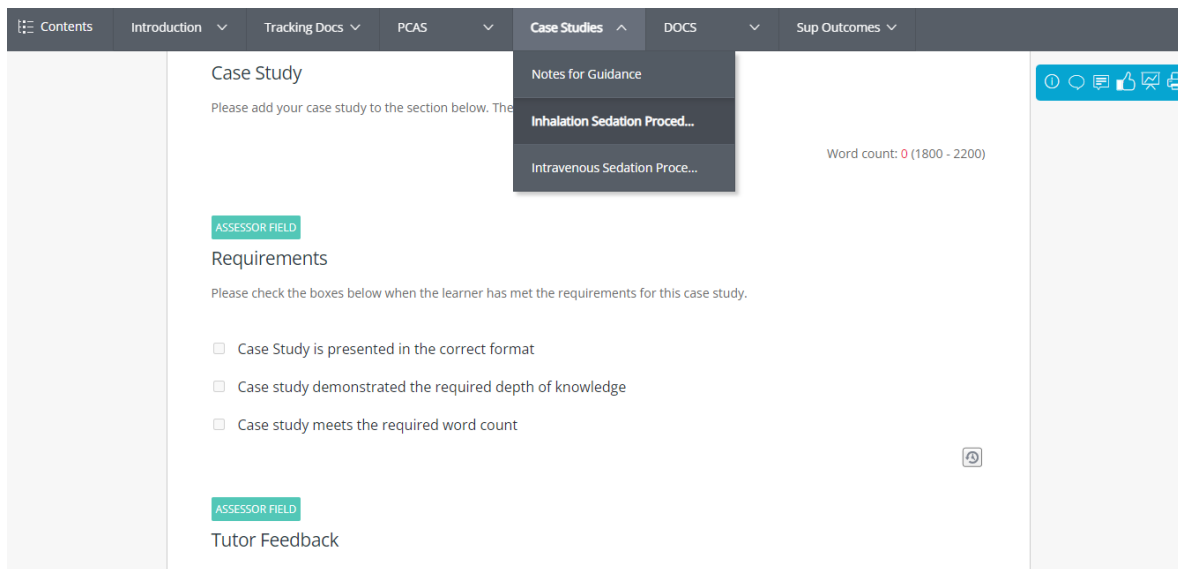
### Completing a Directly Observed Clinical skill (DOCS):

- Select the relevant tab.
- You will need to read the Guidance Notes, located at the top of the drop-down tab.
- You should complete the DOCS in date order.
- You must complete a DOCS within 14 days of date of activity. Failure to comply with this timeframe will result in the DOCS being invalid.
- Once you have completed the activity you simply upload the relevant and completed DOCS WS. There is no log sheet for you to complete.
- Remember to select the tick box confirming that you have gained the pts consent.
- You must save your work before navigating to another screen to prevent work being lost.
- Once fully complete, please complete the learner tracking document as already detailed above.



### Case studies:

- Select the relevant tab.
- You will need to read the Guidance Notes, located at the top of the drop-down tab.
- Now select the Case Study and read through the template guidance shown at the top of the Case Study template. You must use this guidance as subheadings.
- Subheadings must be used in the case study to fully meet the requirements.
- The mandatory required word count is noted at the bottom of the case study.
- Mandatory photographs/radiographs along with the consent forms must be added as an asset.



### Completing a Supplementary Outcome (SO):

- Select the relevant tab.
- You will need to read the Guidance Notes, located at the top of the drop-down tab.
- You can complete the SO's in any order.
- To ensure you complete the work fully please use the guidance at the top of the SO template.
- Remember to select the tick box confirming that this is your own work.
- You must save your work before navigating to another screen to prevent work being lost. Once fully complete, please update the learner tracking document, as already detailed above.

Contents Introduction Tracking Docs PCAS Case Studies DOCS Sup Outcomes

### SUPPLEMENTARY OUTCOMES: CERTIFICATE IN DENTAL SEDATION NURSING / AWARD IN INHALATION SEDATION NURSING / AWARD IN INTRAVENOUS SEDATION NURSING / AWARD IN INHALATION SEDATION NURSING

Learners must have completed the required supplementary outcomes in this section. The supplementary outcomes will be assessed by the centre to NEBDN marking guides. The supplementary outcomes will be reviewed regularly by NEBDN but currently include:

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The content of the supplementary outcomes will be reviewed regularly by NEBDN but currently include:

#### Supplementary Outcomes Grid

This grid confirms which supplementary outcome is applicable for which qualification.

Sup Outcome	Outcome Detail	PCAS	DOCS	Sup Outcome
Sup Outcome 1	A witnessed copy of a current certificate of competence in life support skills	YES	YES	Sup Outcome 1
Sup Outcome 2	A list of equipment used for sedation stating maintenance and service history	YES	YES	Sup Outcome 2

### Adding a Witness Assessment Sheet:

Your witness must complete the relevant Witness Assessment of Competency sheet (WS) for every activity, PCAS & DOCS.

- To locate a WS please navigate to the home page > burger menu > start working on > select the relevant WS. ('WS' will show in red.)

PebblePad HELP PORTAL

Asset store

Resource store

Upload a file  
Images, docs, pdfs, videos...

Start working on...  
Templates and workbooks

Get creative  
Portfolios and pages

Help and support  
Learning Centre and in-depth help

Additional settings  
External services and admin settings

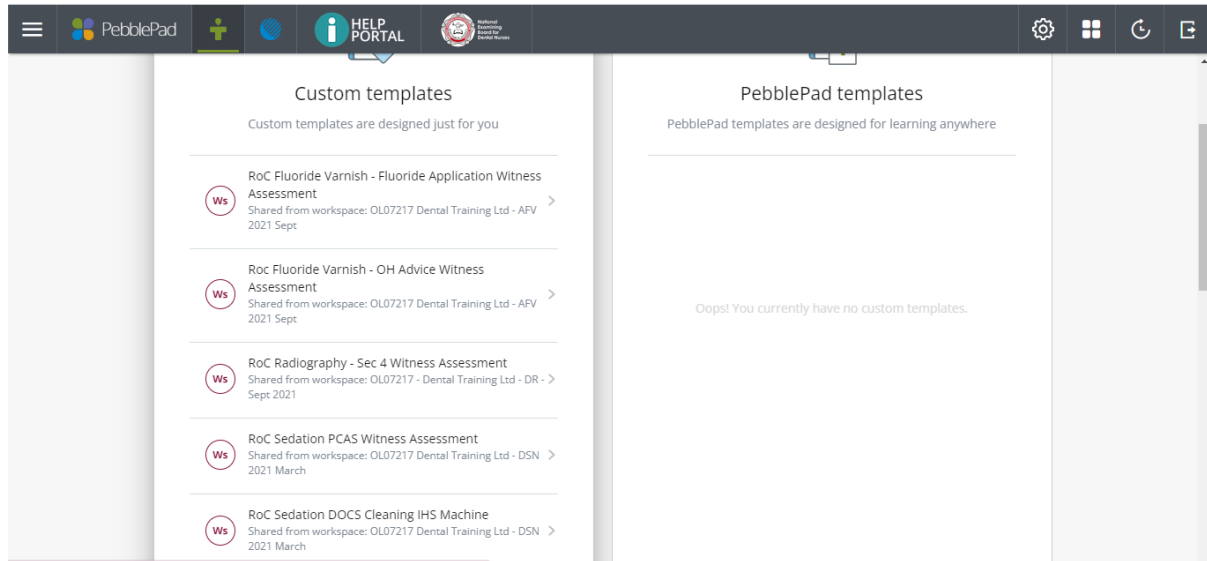
### Start working on ...

Custom templates  
Custom templates are designed just for you

- RoC Fluoride Varnish - Fluoride Application Witness Assessment**  
 Shared from workspace: OL07217 Dental Training Ltd - AFV  
 2021 Sept
- RoC Fluoride Varnish - OH Advice Witness Assessment**  
 Shared from workspace: OL07217 Dental Training Ltd - AFV  
 2021 Sept
- RoC Radiography - Sec 4 Witness Assessment**  
 Shared from workspace: OL07217 - Dental Training Ltd - DR ->

PebblePad templates  
PebblePad templates are designed for learning

Oops! You currently have no custom templates.



- You should select WS – RoC PCAS Witness Assessment for your PCAS logs and WS – RoC DOCS (relevant activity) for your DOCS.
- Your witness must complete the WS in full. Feedback must be given, and the witness must date and sign within the 14 days' timeframe. (Feedback advise is detailed below).
- Save the WS to correspond with the completed PCAS / DOCS (PCAS 1 IV treatment).
- You will now need to go back to the completed PCAS / DOCS and upload/attach the asset (WS). Please make sure the WS has been fully completed as the WS cannot be edited once uploaded.
- Now that you have fully completed the PCAS please save your work.
- Go to the Tracking Document tab and select learner tracking document.
- Select the work that 'Requires Review' and save.
- Email your tutor and inform them that work has been completed. (Please add your course title and exam date as the subject heading on the email e.g. Sedation Sept 2020 – RoC work. We will mark your work within 28 days.

#### Marked work:

- Once your tutor has marked your work you will see their feedback on the relevant log on PebblePad. You will also receive an email from your tutor.
- The 'Tutor Tracking Document' will also be updated by your tutor. Once log is showing as complete, you should update the learner tracking document.



FAO the Witness:

The witness **MUST** give constructive feedback and sign each individual WS (please read the guidance notes below).

### Providing Witness Feedback

To ensure feedback is valid, please share the guidance below with all potential witnesses.

- Witnesses are required to give feedback on each PCAS submitted by the candidate.
- All feedback must be completed using the following guidelines: Include positive comments, as well as negative ones, to affirm that the candidate has done well and is then encouraged to listen further.
- Avoid the use of the word 'but' because this negates the previous comment, however positive it was, and often gives the impression that the candidate should 'expect the worst' (substitute with the word 'and' instead).
- Refer to the relevant assessment criteria so that feedback is specific to that assessment process, and the candidate has an idea of 'what they're aiming for'.
- Give specific information on good performance so that this can be built upon for future assessments.
- Give specific information on poor performance so that improvement is correctly guided and obstacles to better performance can be overcome.
- Raise relevant issues or ask questions to determine the candidate's knowledge and understanding of the assessment content, to help clarify any misunderstandings and / or lack of knowledge.
- Provide feedback within 14 days of the assessment task, so that the candidate's performance is relatively fresh in their mind and they can relate comments effectively. Any PCAS signed outside the 14 days of the activity is deemed invalid (unless accompanied by explanatory statement).
- Provide the opportunity for dialogue so that the candidate can discuss the feedback and any issues, rather than just having to accept it with no comment.

### Additional information:

As previously stated on your enrolment, your RoC must be completed over a minimum of 3 months.

If you are sitting your examination in March, your RoC must be started by the 14<sup>th</sup> of October and must be fully completed by the 15<sup>th</sup> of January.

If you are sitting your examination in September, your RoC must be started by the 14<sup>th</sup> of April and must be fully completed by the 15<sup>th</sup> of July.

Failure to meet these timeframes will result in an £85.00 admin charge and 1/3 of your exam attempts will be removed.

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(Please note each RoC provides the candidate 3 exam attempts. If all 3 attempts have been used your RoC will become invalid and you will be required to redo the full RoC pack again.)

Please contact your tutor or our admin team if you have queries or concerns.