

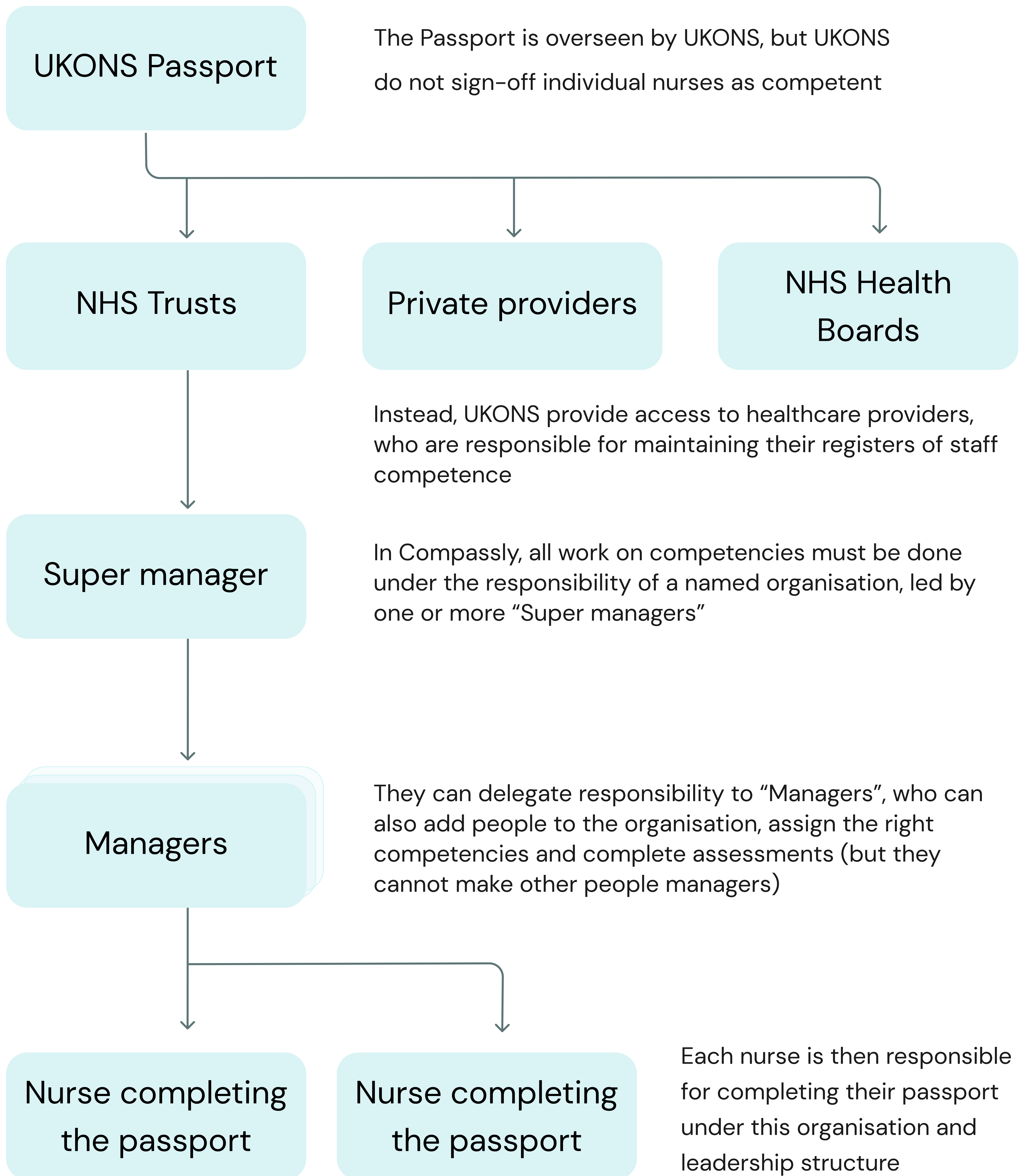
Supervisor

Getting started guide



Overall context

Before starting, it's useful to understand the wider context of how the Digital SACT Competency Passport works.



When a nurse moves organisation, they can digitally bring their passport with them freely – but it must be maintained under an authorised organisation

Getting setup

1

Download the Compassly app



2

Tap "Register", fill in your details and submit

Register

If you are the first "Super Manager"
in your organisation

Contact UKONS@compassly.com to get setup on your organisation

If you already have a supervisor setup in your organisation:

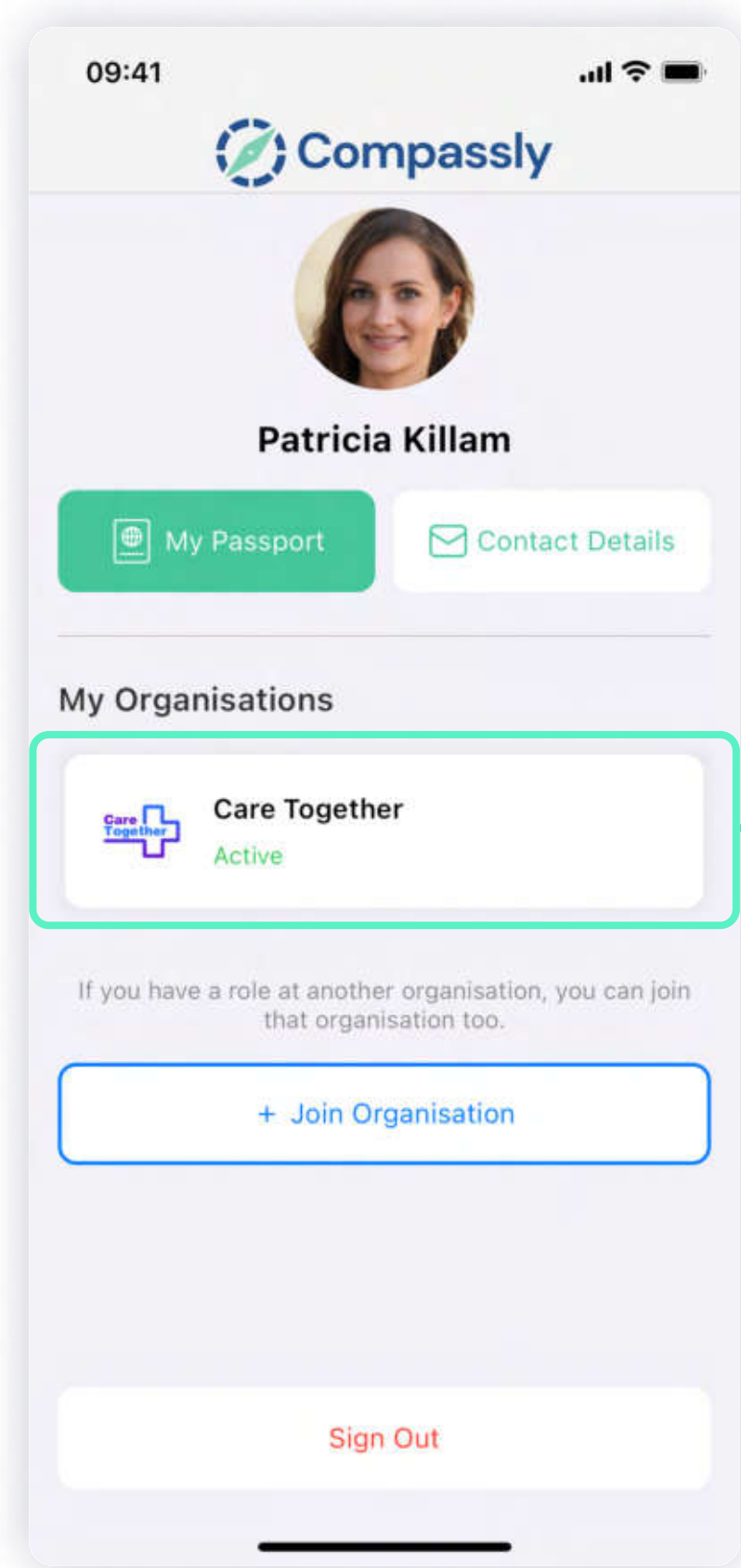
3

Tap "+ Join Organisation", select your contact details
and ask your supervisor to scan your QR code
from their app

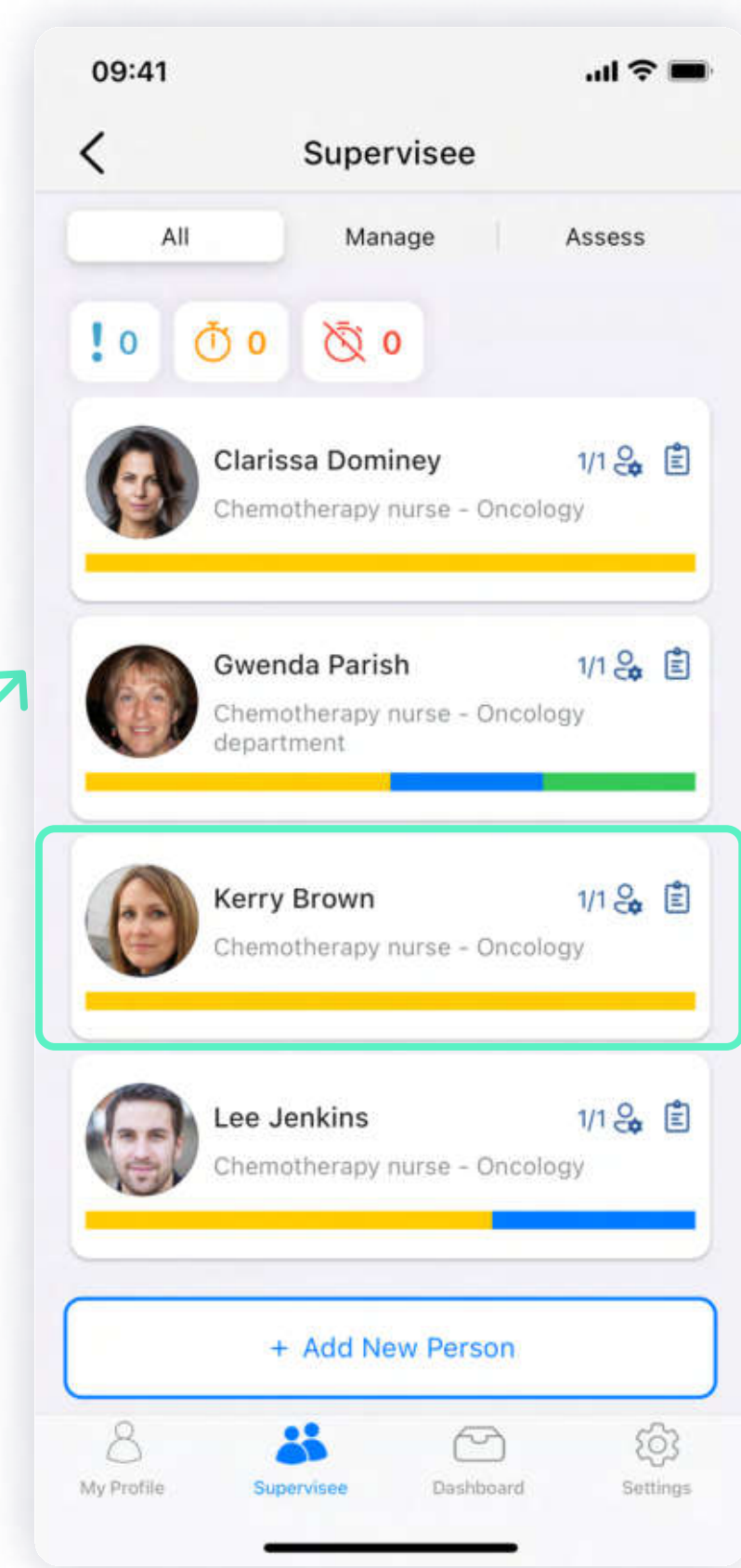
+ Join Organisation

Overall navigation

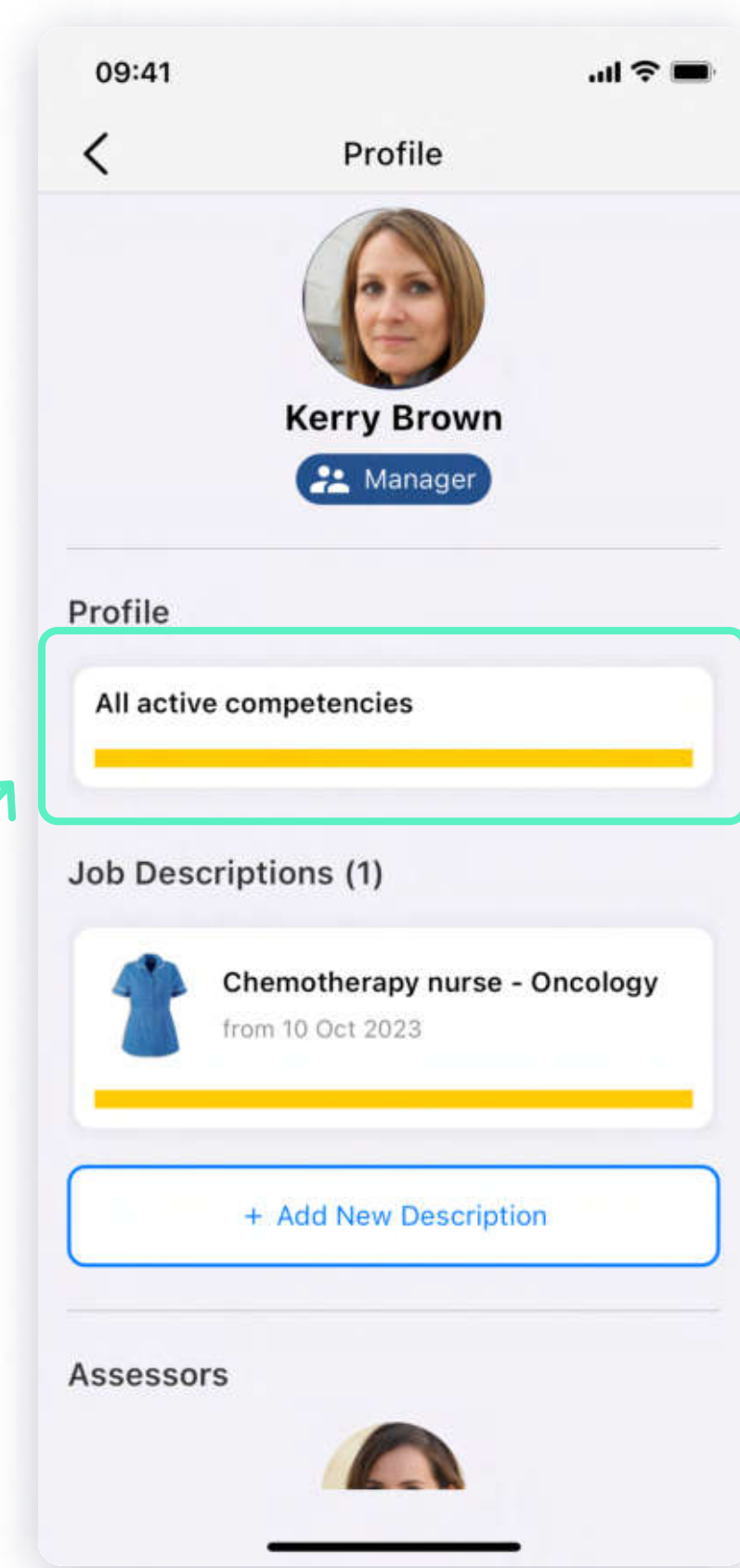
Finding supervisee competencies



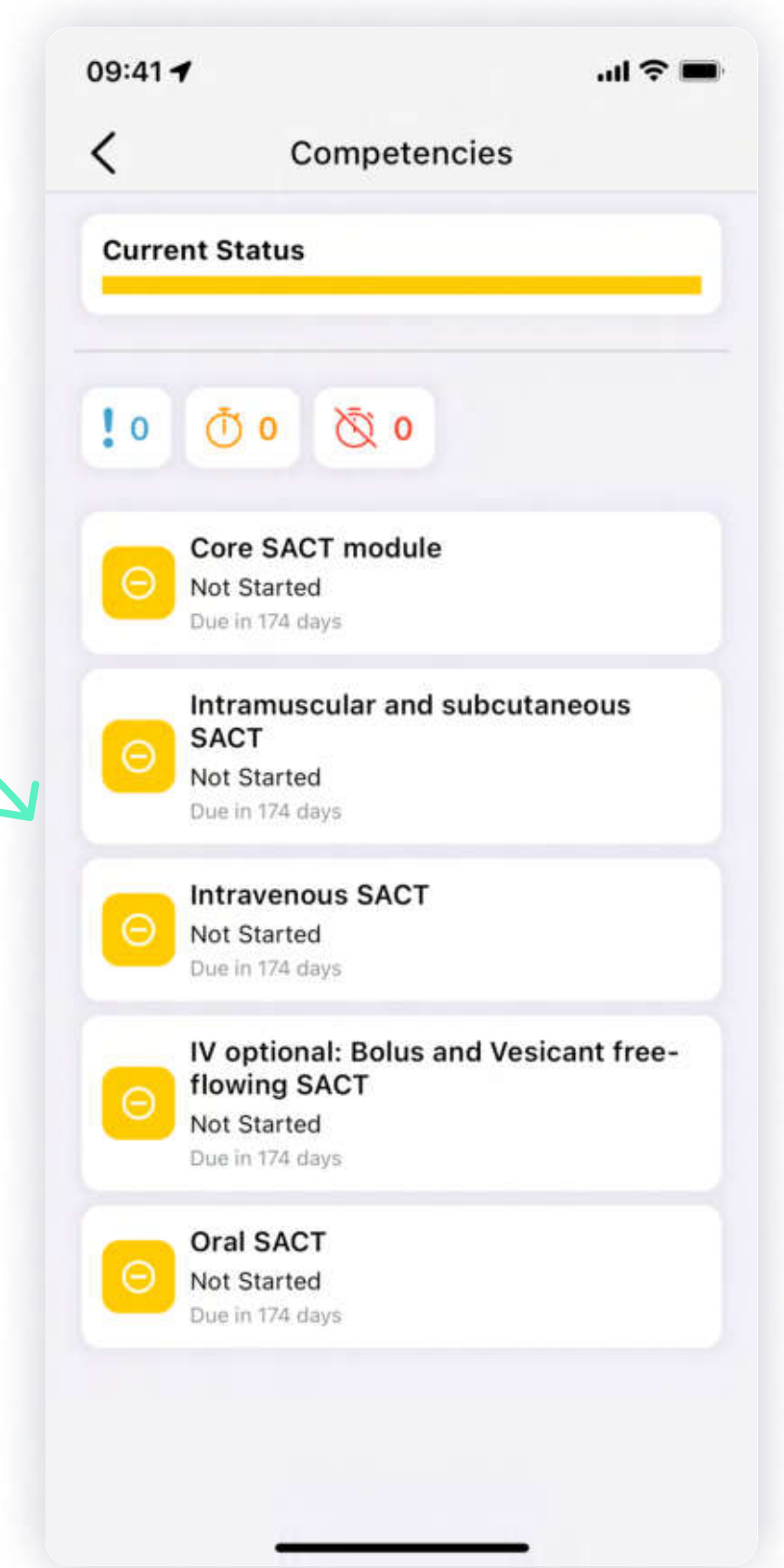
Tap on your organisation



Select a supervisee

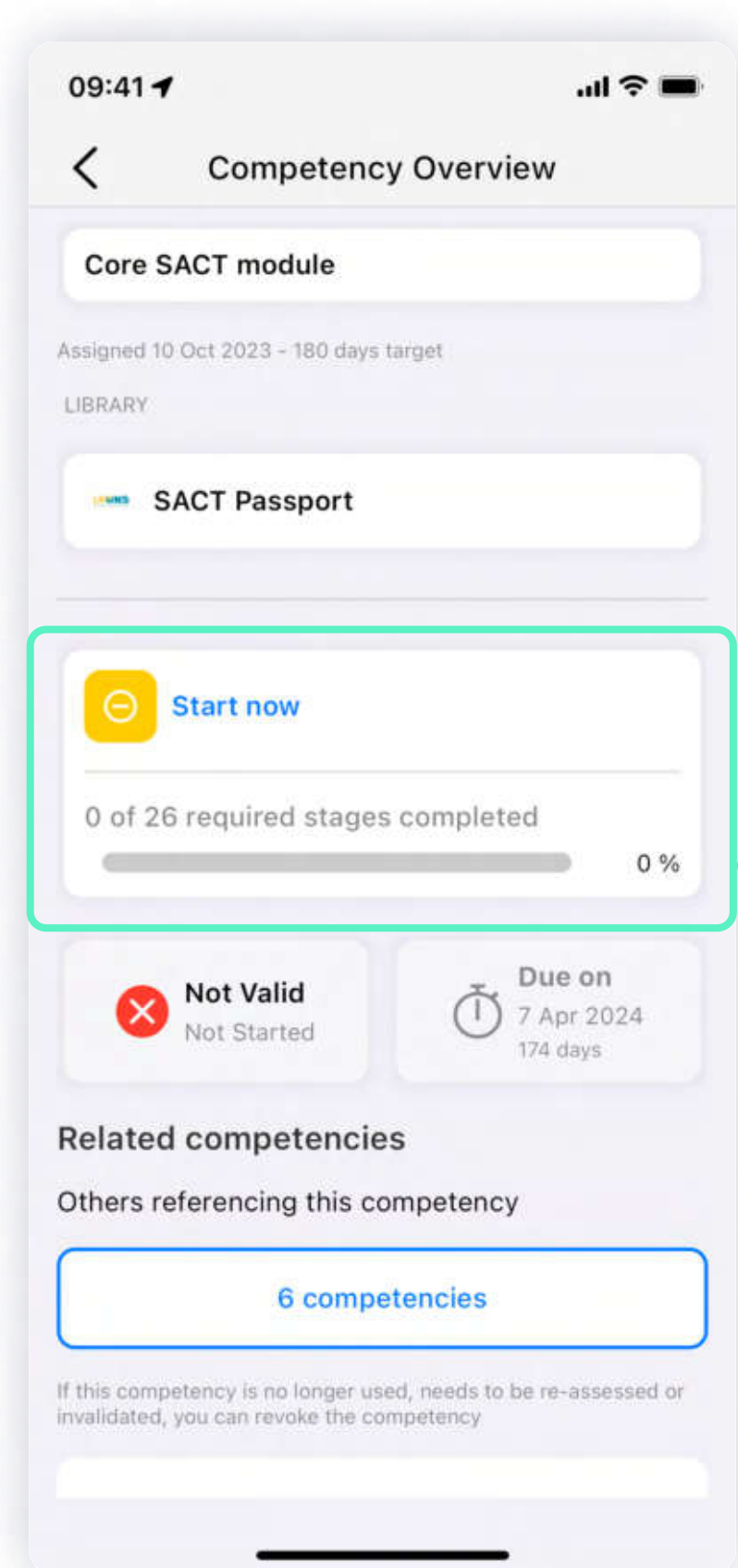


Tap "All active competencies"

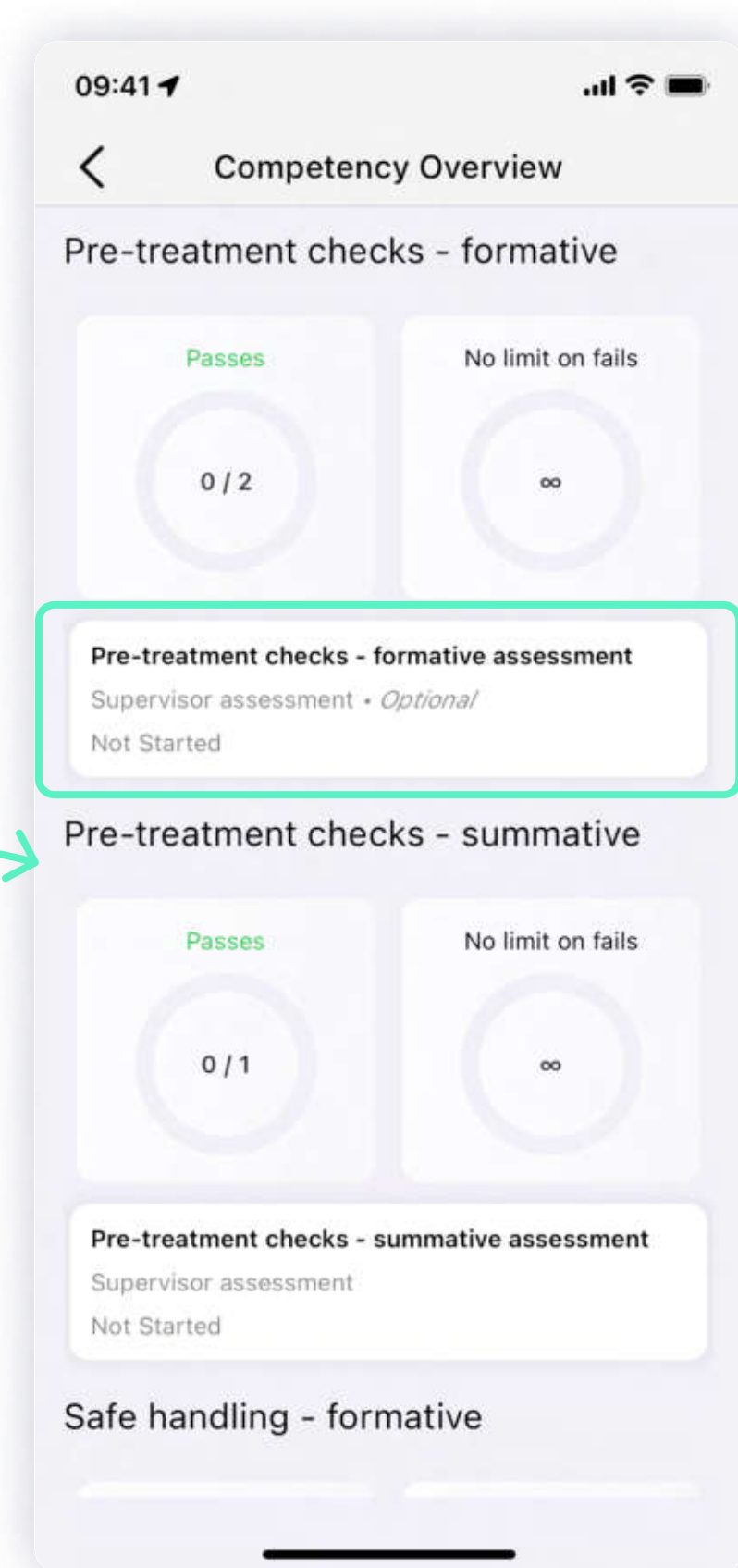


Select a competency

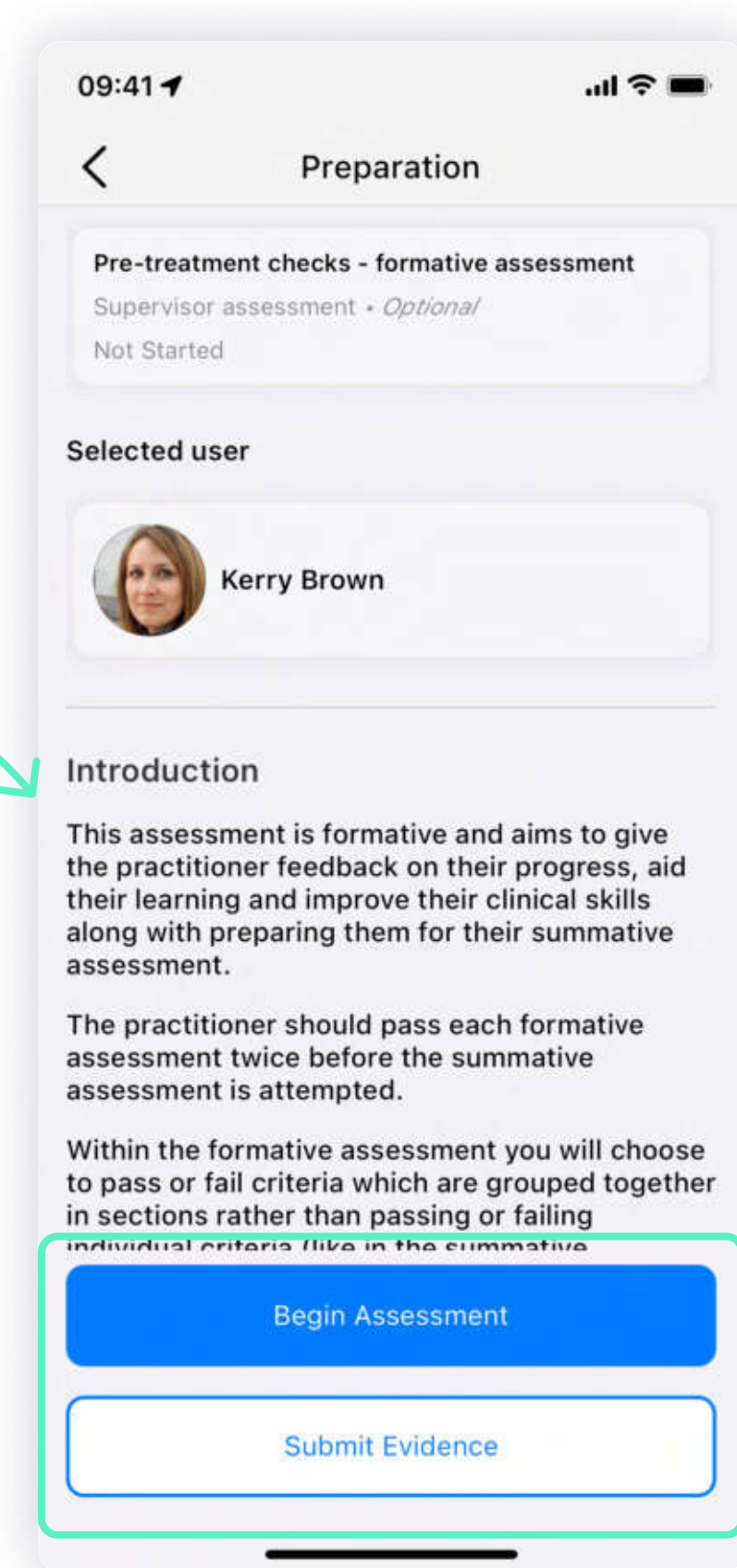
Completing their competencies



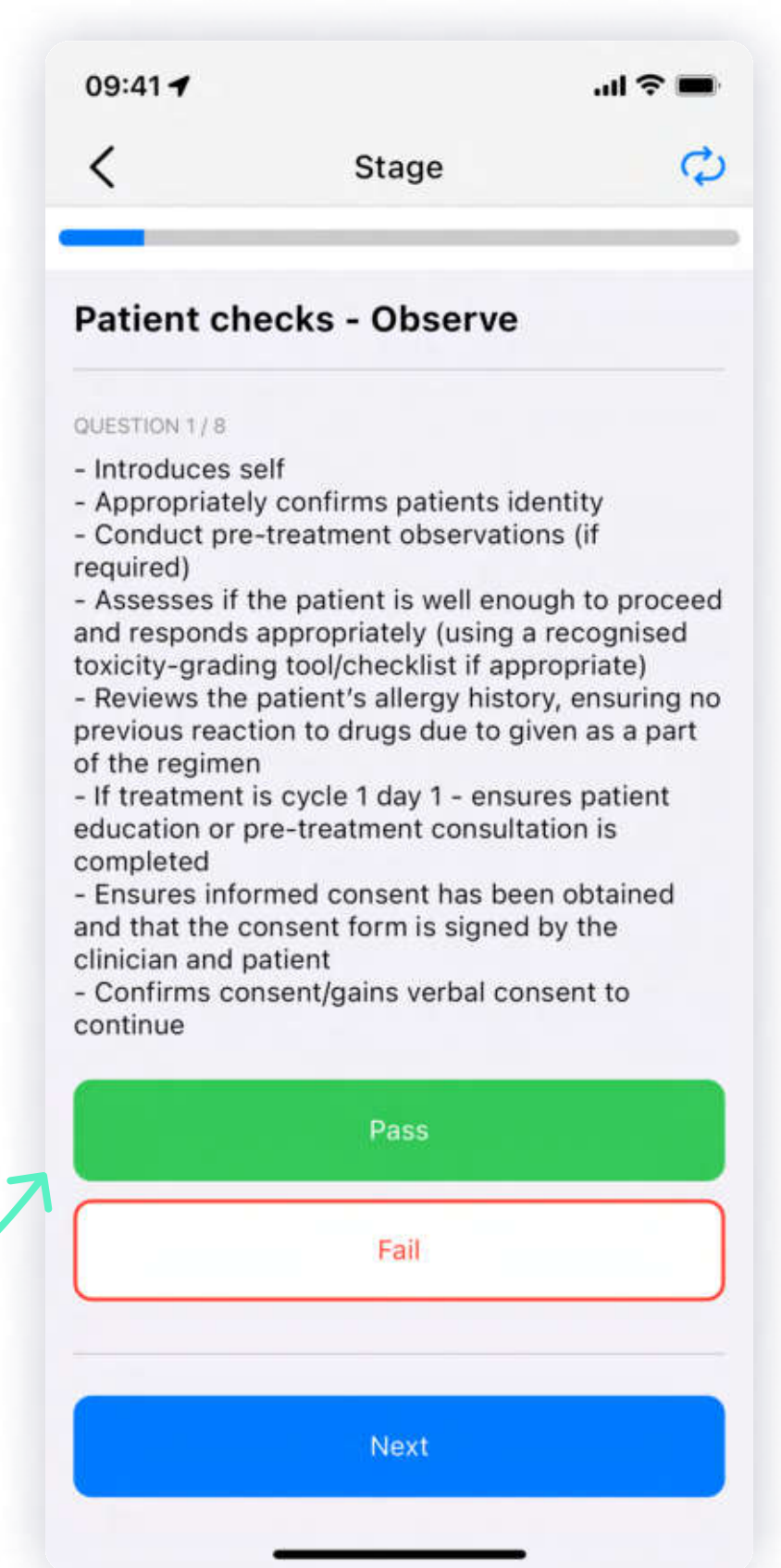
Tap "Start now"



Choose a stage



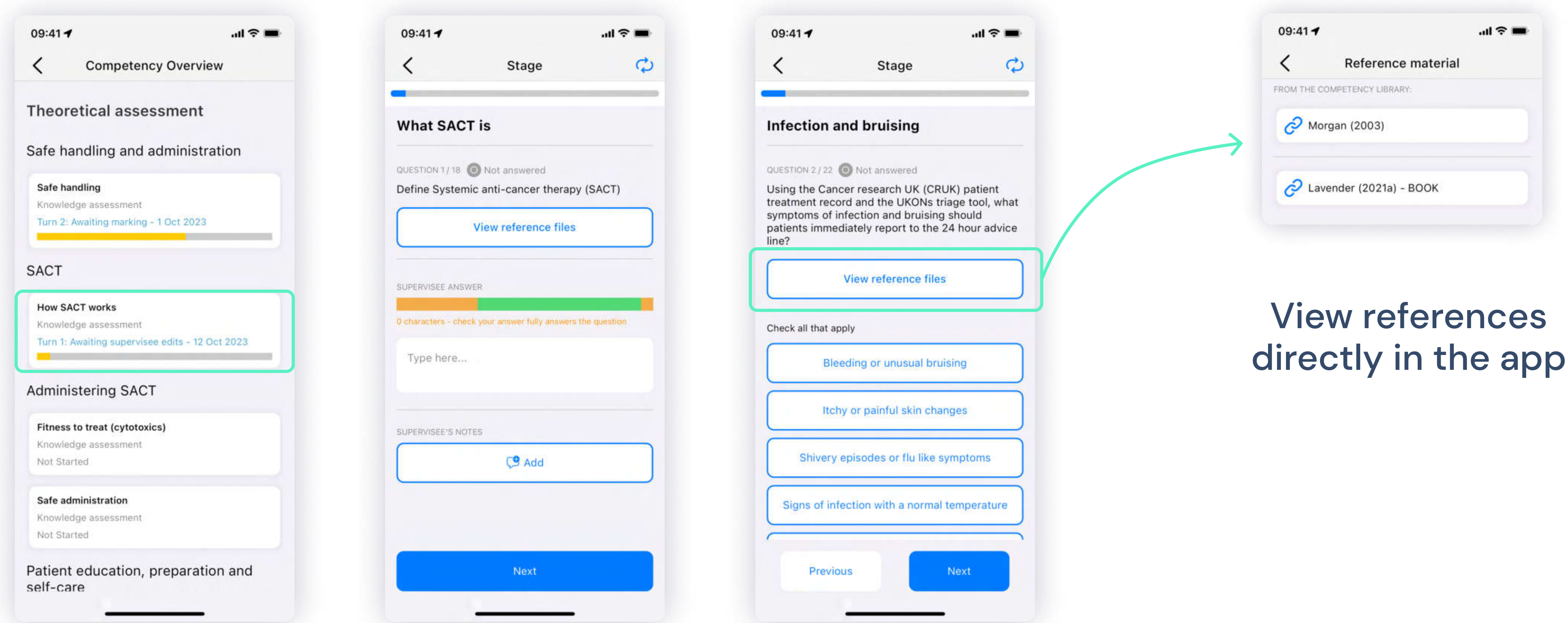
Begin



Complete

Completing the theory sections

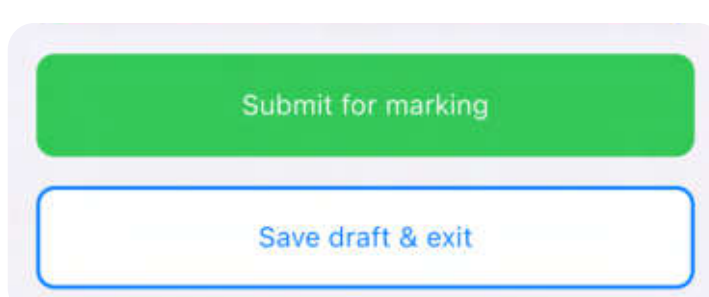
1. Nurse answers the questions



Select a stage

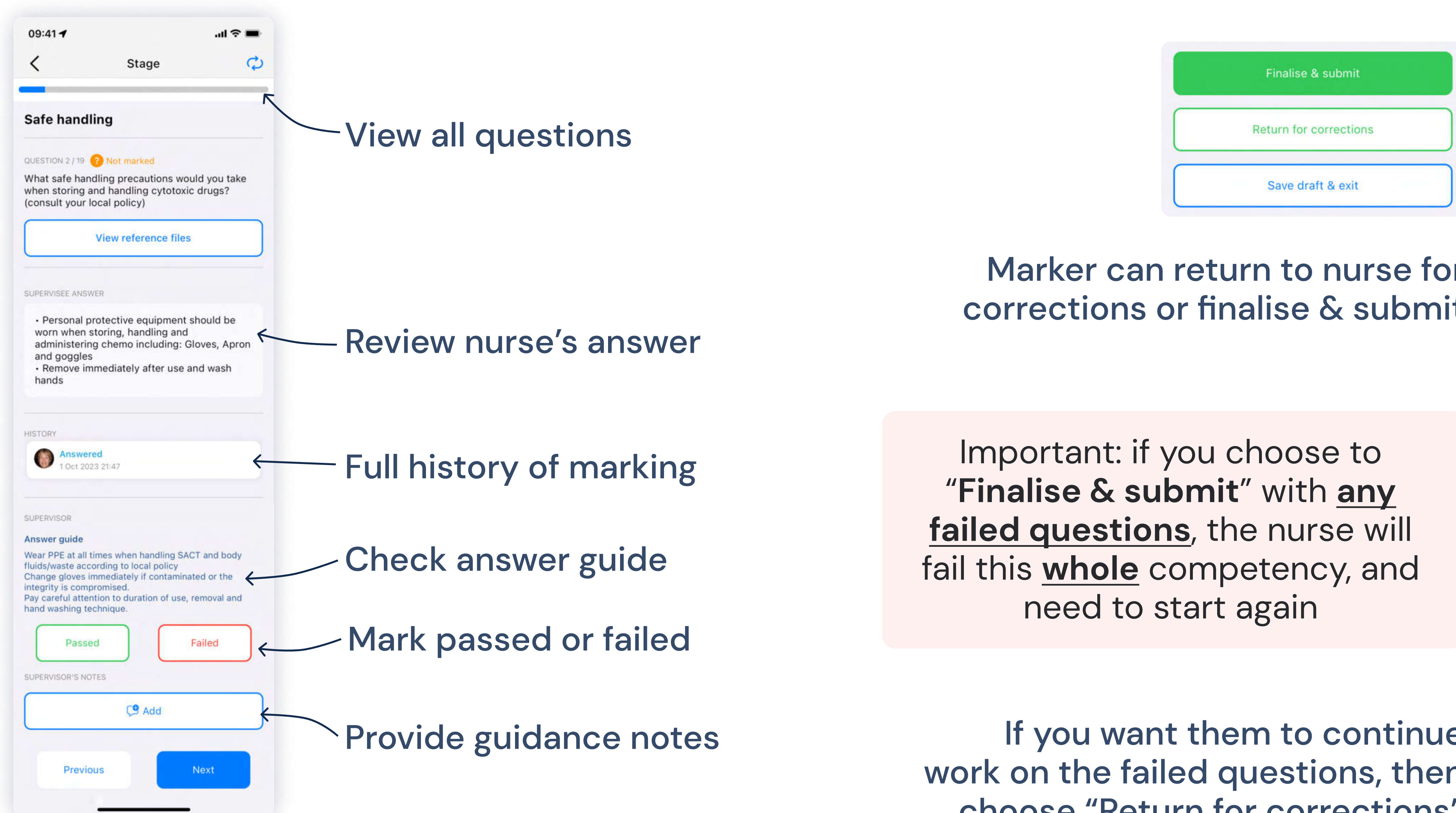
Questions may be:
Written MCQ

View references directly in the app



Nurse can save or submit answers for marking; they do not have to complete all the answers

2. Assessor then marks their answers



View all questions

Review nurse's answer

Full history of marking

Check answer guide

Mark passed or failed

Provide guidance notes

Marker can return to nurse for corrections or finalise & submit

Important: if you choose to "Finalise & submit" with any failed questions, the nurse will fail this whole competency, and need to start again

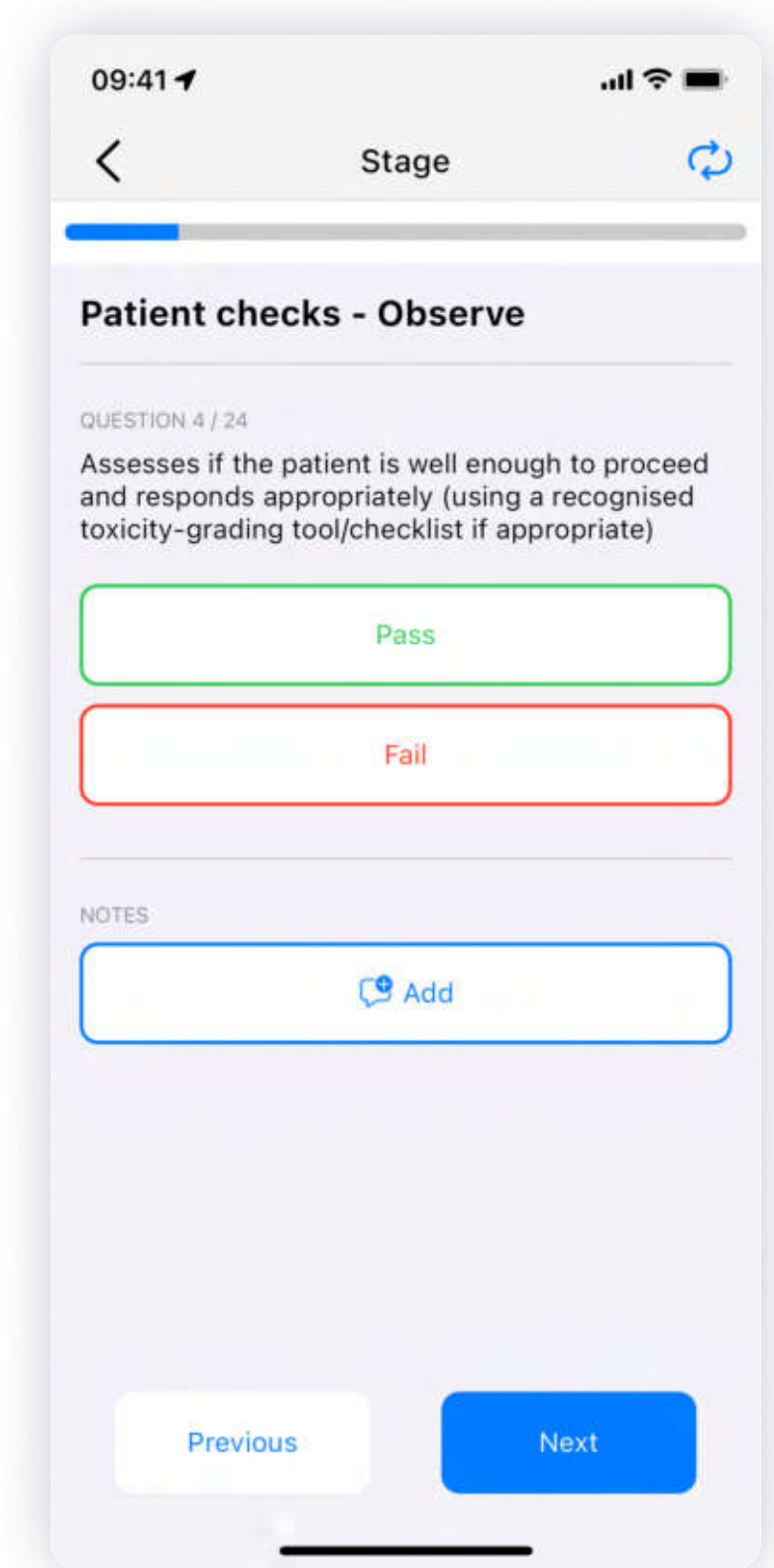
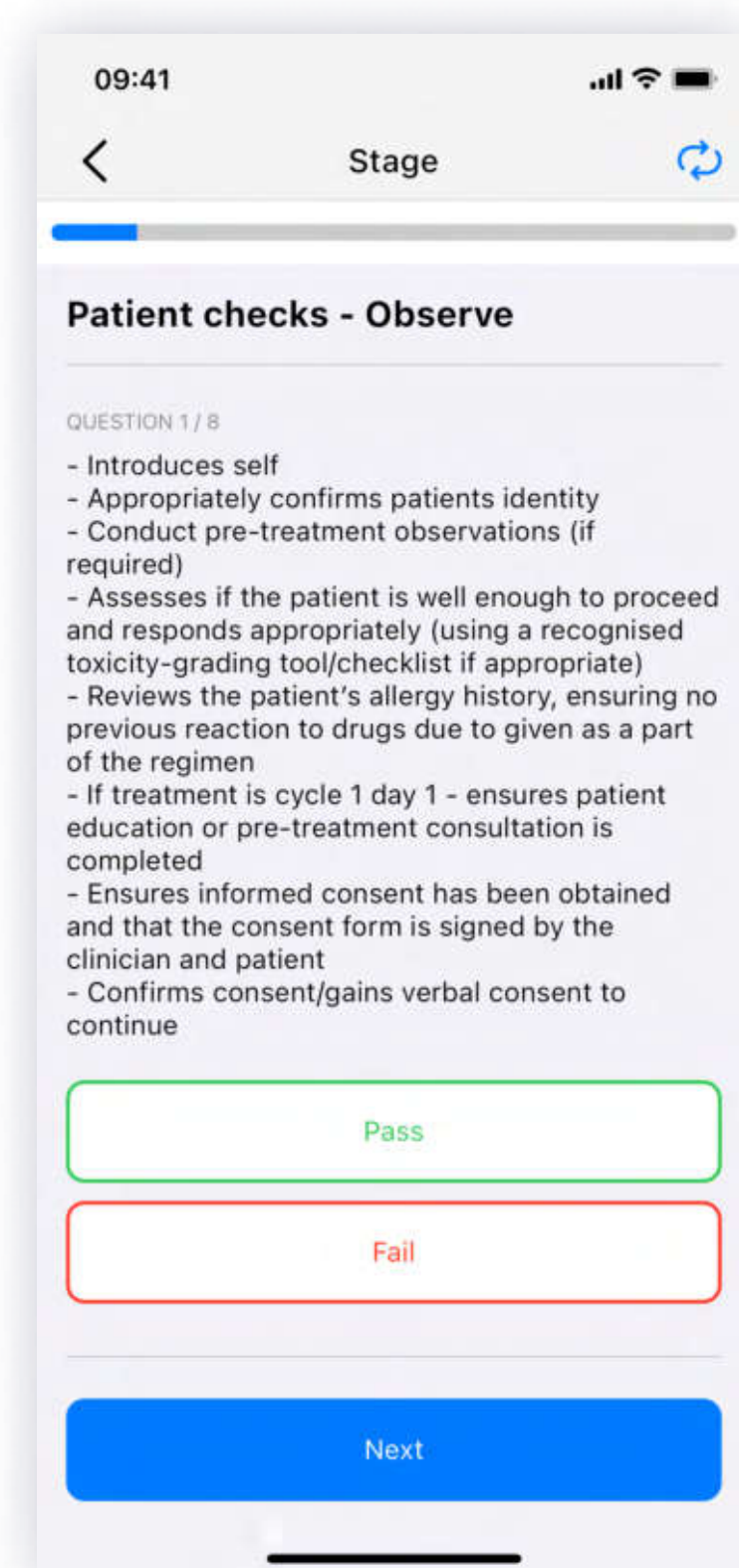
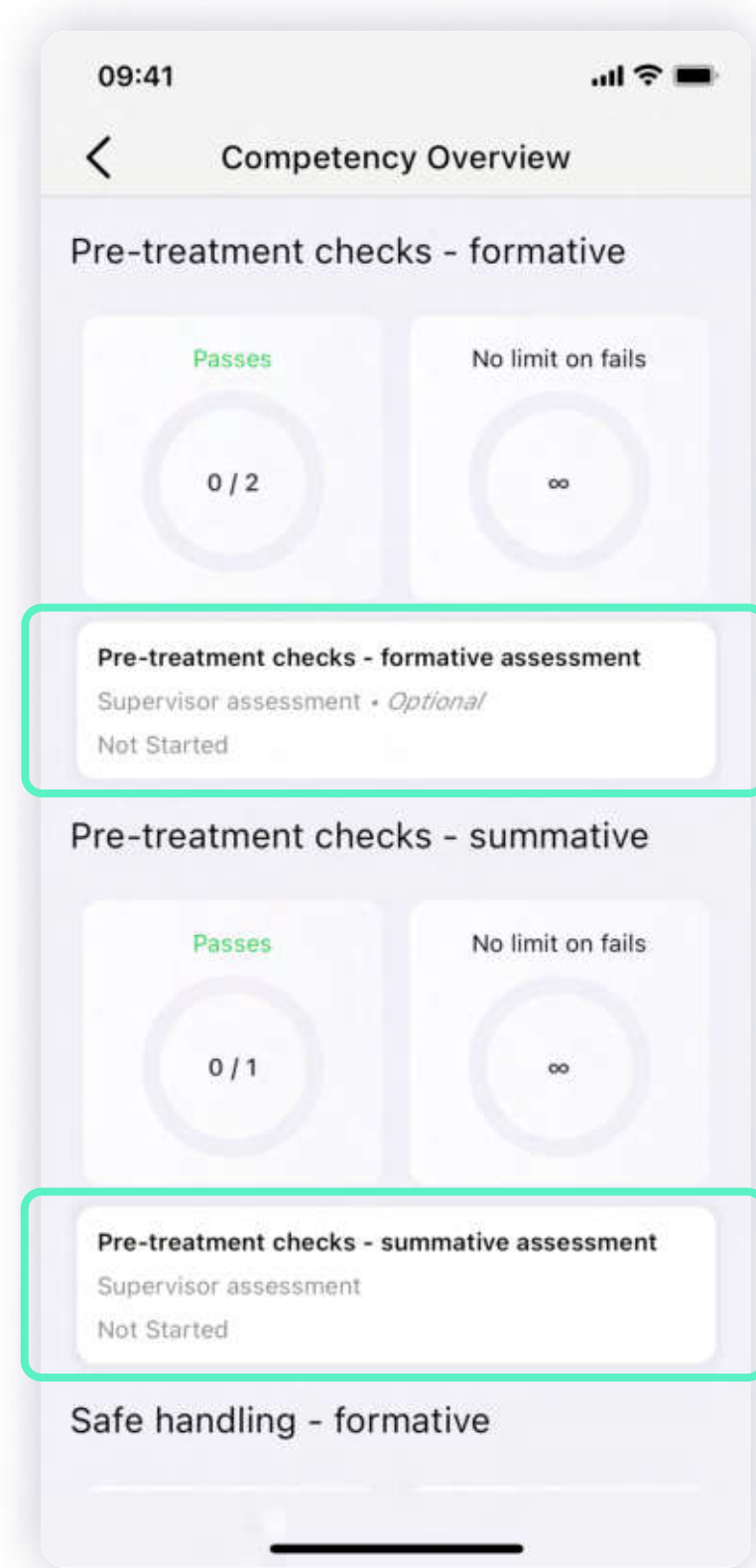
If you want them to continue work on the failed questions, then choose "Return for corrections"

Completing the practical sections

Only completed by the assessor

Each has Formative & Summative stages

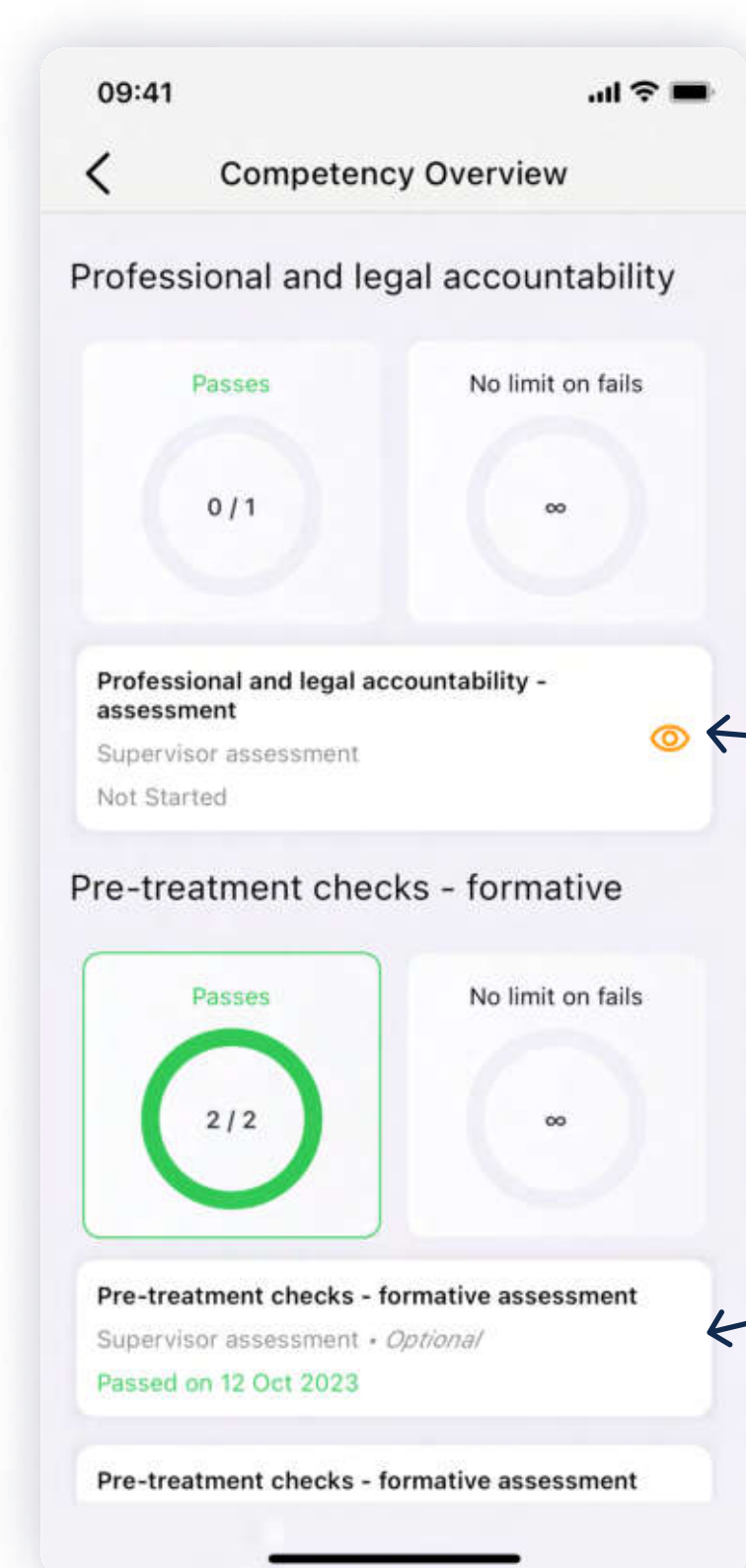
Formative.
Two passes recommended.
Summary requirements



No limit set for failed practical attempts

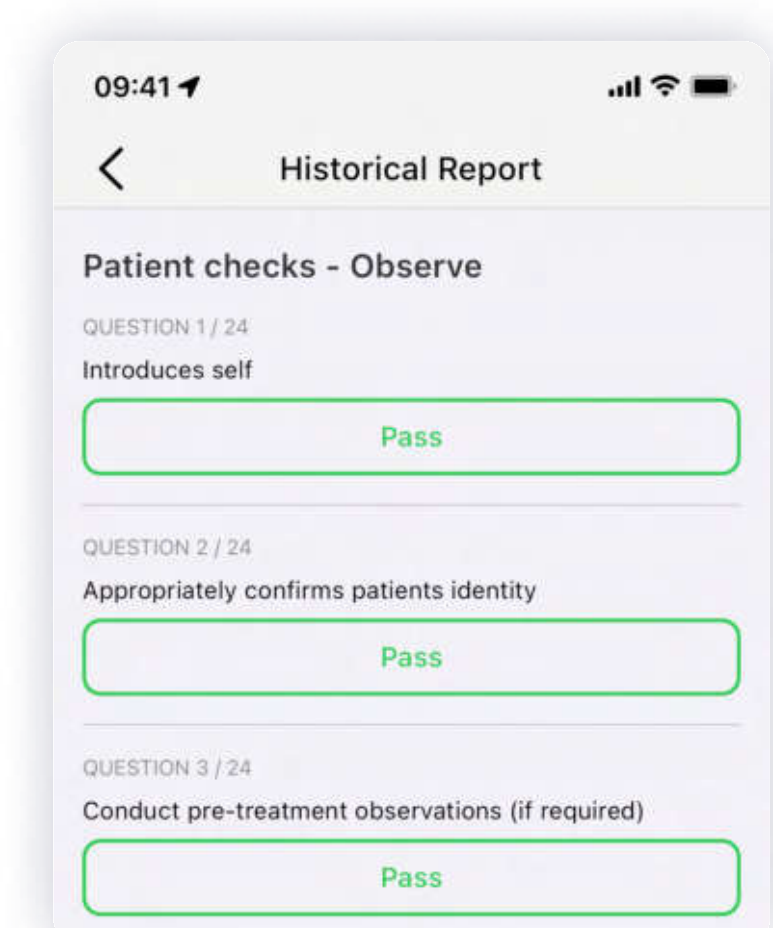
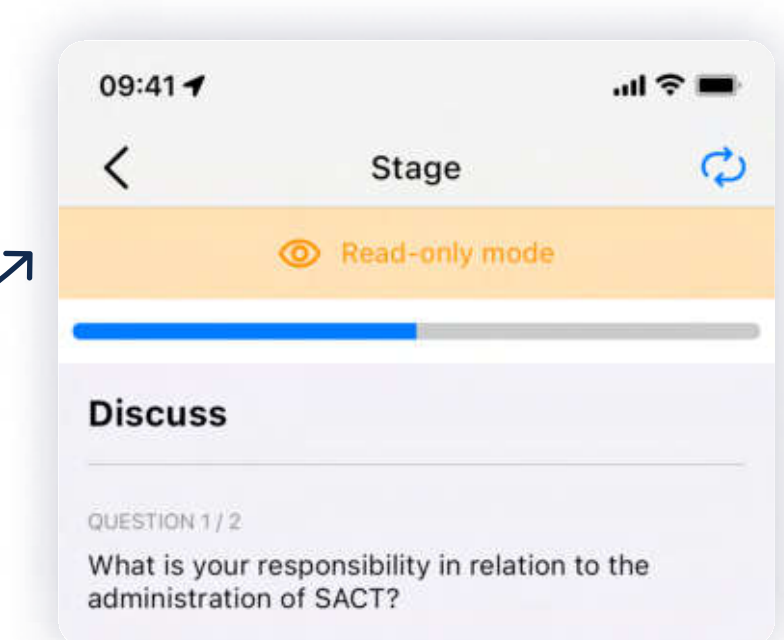
Summative.
Single pass required.
Detailed requirements

Nurse has view-only access to practical



Assessments not started shown as read-only to help prepare

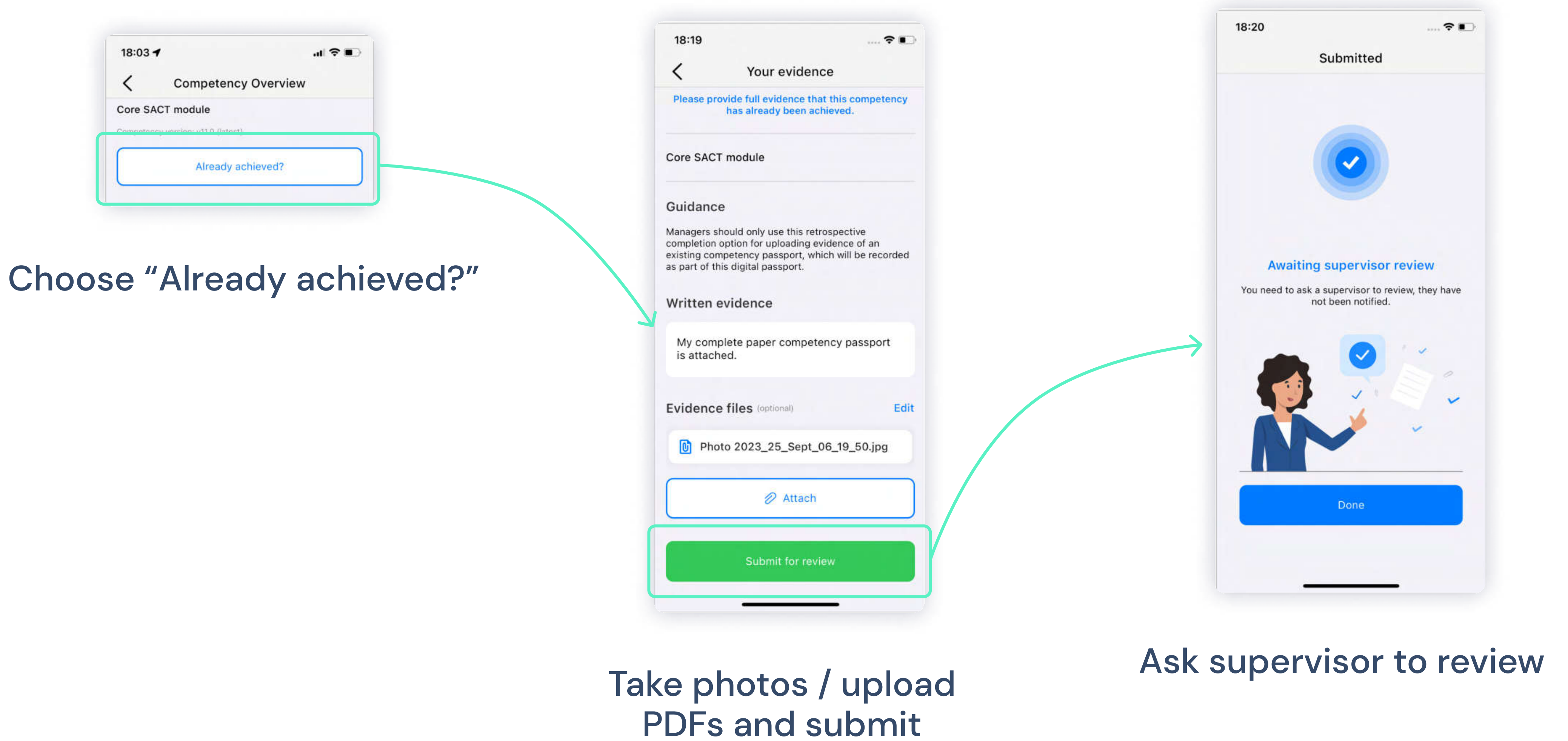
Completed assessments are fully visible



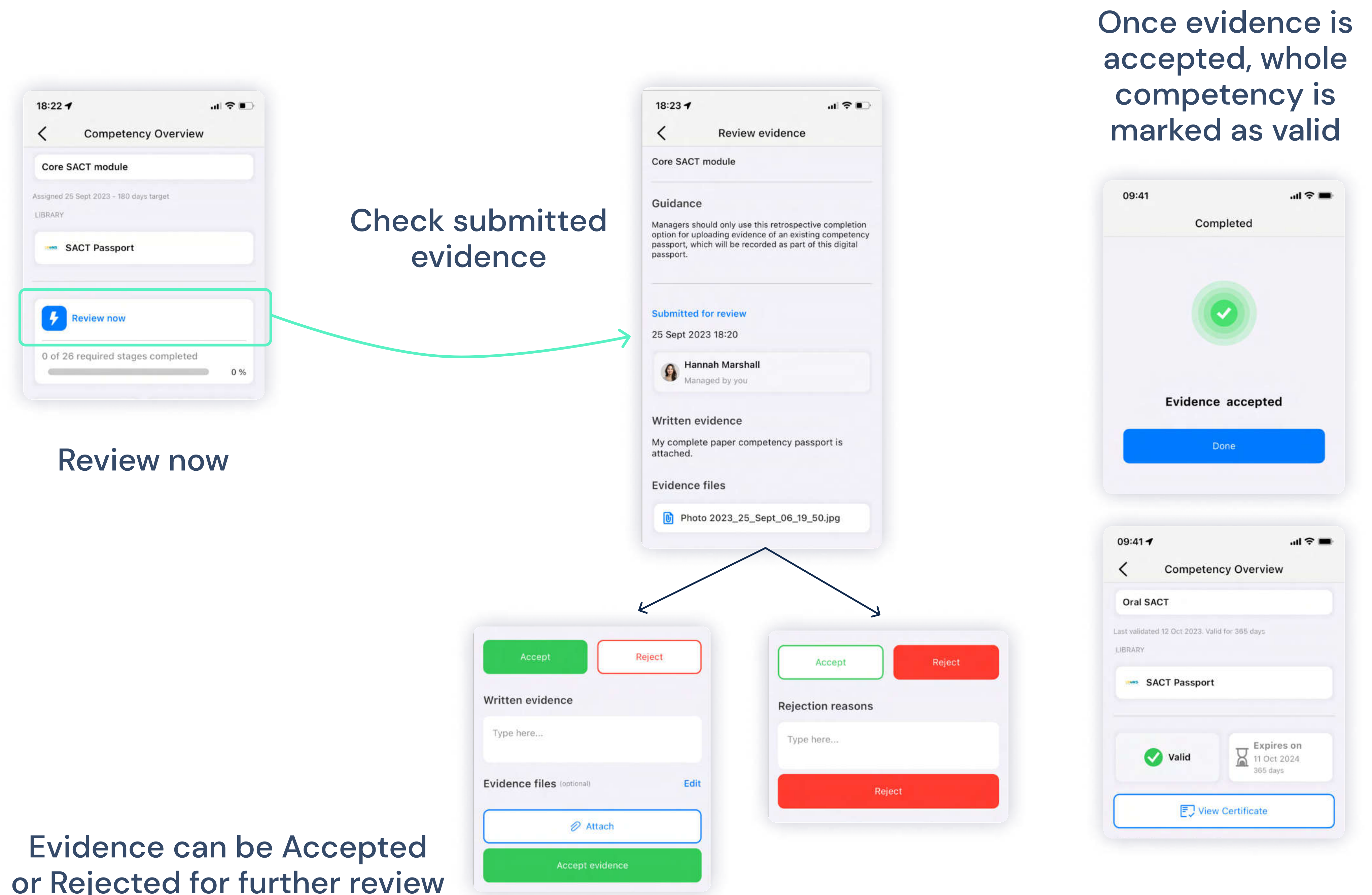
Retrospectively signing off competencies

If the competency is already completed (on paper or PDF), then that evidence can be used to retrospectively sign off the competency in Compassly

1. Nurse submits evidence



2. Assessor reviews evidence



Further help and support

This guide is designed to give assessors and managers a brief overview of how the digital passport works – it isn't meant to cover all aspects of using Compassly.

The app is also regularly updated with new features, so this paper guide will get out-of-date.

For detailed, up-to-date information, please visit
www.compassly.com/UKONS

There you can find detailed help guides, book a slot in a “Compassly Clinic” for hands-on support, or contact us with any more general support queries.

Have any ideas or suggestions for how the Compassly app or the UKONS Digital SACT Competency Passport could be improved? Please email UKONS@compassly.com

Or reach out on X (Twitter)
[@CompasslyApp](https://twitter.com/CompasslyApp)

B | BRAUN
SHARING EXPERTISE

Implementation of the UKONS Digital SACT
Competency Passport is sponsored by B Braun

As one of the world's leading medical technology companies, B. Braun protects and improves the health of people around the world.

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