**PALS 2 – How to guide**

**Submission components** – for a submission to be considered as complete all three elements below must be submitted by 9.30am on the day/date of the deadline:

* **Clinical Recording** - 30 minute consecutive recording of a piece of work undertaken on placement (submitted via a folder in your Lancaster University OneDrive account)
* **Recorded Presentation** - 30 minute recorded presentation of responses to set questions (submitted via a folder in your Lancaster University OneDrive account)
* **Front sheet** -with title of work (needs to be the same as the title on supervisor declaration) and needs to include the time stamps of the 30minutes markers are asked to review in the clinical recording. A reference list & appendices can also be appended (more detail below) (submitted to Moodle)

**Clinical Recording** - please see information given for PALS 1. The clinical recording for PALS 2 follows the same process.

**Recorded presentation** - The purpose of the recorded presentation is to provide a brief overview of the work undertaken to orientate markers followed by the trainee’s response to five preset questions. The preset questions are made available approximately two months in advance and are based on the actively assessed domains.

Trainees can use aids to structure their responses to the preset questions for example using Microsoft PowerPoint presentation, or other Microsoft Office 365 applications. Due to Information Governance arrangements with the University, no other technical software is to be used in order to protect the security of clients’ data. Training for how to record using PowerPoint can be found in the Lancaster University Linkedin Learning Portal or in the help section of PowerPoint. If you are using an aid such as powerpoint you may wish to add references at relevant points or in a list at the end but these should be listed in the reference list (please see below). If you are giving an oral response only with no aids, any references you refer to need to be listed in the reference list – please see below.

Trainees need to be visible during the recorded presentation.

*Client material* or any reference to client material MUST be suitably anonymised – pseudonyms must be used throughout.

*Timing* – there are no set requirements about how the 30mins is used to respond to the pre-set questions, trainees are asked to decide this themselves as part of the assignment process. We do recommend though that a brief overview of the work is provided at the start of the recording to orientate markers.

**Front sheet** – a front sheet which has the title of the work (which matches that given on the supervisor declaration) must be submitted. It must also include the time stamps of the 30minutes section markers are asked to review in the clinical recording e.g. 25minutes and 30 seconds to 55minutes 30seconds.

*Reference list* – to include any references referred to in the recorded presentation. These should be in APA format.

*Appendices* - can include for example a formulation diagram, adapted consent information, PowerPoint presentation. Appendices should be kept to a minimum and not used as a way of providing additional information the trainee has not managed to cover in the recorded presentation.

**How to choose a suitable piece of work** **for PALS 2** - please see PALS preparation and recording clinical work guidance.

**PALS 3 – How to guide**

**Submission components** - for a submission to be considered as complete the element below must be submitted by 9.30am on the day/date of the deadline:

* **Context** – maximum of 500 words not including appendices or reference list which includes the following:
  + *Front sheet* containing title of work (needs to be the same as the title on supervisor declaration) and statement of word count.
  + *References* – list should include any references referred to in the 500 words context piece.
  + *Appendices* - can include for example a formulation diagram, adapted consent information. Appendices should be kept to a minimum and not used as a way of providing additional information.

**Context** – There is not a prescribed structure to the 500 words as each piece of work submitted will vary. It is read by the marker(s) prior to the viva to provide information about the piece of work they will be discussing with you. The Context is passively assessed – this means that it will only be considered in the marking process if significant negative evidence arises from it (for example a description of unprofessional or unethical behaviour whilst undertaking the work). As a guide, the Context should include (in no particular order):

* a suitably anonymised brief description of the service in which the trainee was based
* what the piece of work being considered in the assignment is
* how the work came about
* what the progression of the work was
* the outcome, or current status, of the work

*Client material* or any reference to client material in the Context MUST be suitably anonymised – pseudonyms must be used throughout.

**Clinical viva** Will be arranged on a bespoke basis with the trainee typically between 1 and 8 weeks after the context submission deadline.

*Timing*- 40 minutes for the viva

The viva will take place on line (currently via MS TEAMS) with one or two markers. The viva will be recorded for the purposes of moderation and review by the external examiners.

*Topic themes* - Trainees will be sent in advance of the clinical viva (approximately 2 months in advance) topic themes which will be asked about in the viva. These are not preset questions. The topic themes are based on the domains being actively assessed.

*Questions* - will be asked in the viva based on the work presented and the topic themes being explored. Trainees are encouraged to consider their work in relation to the themes in advance of the viva and can have their own notes, including key references, available to them in the viva to refer to as needed. Trainees are expected to respond in the moment to questions posed and not read verbatim from any notes made.

*Client material* or any reference to client material during the viva MUST be suitably anonymised – pseudonyms must be used throughout.