

How to Sign Off an Audit using the Online Audit Tool



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1 Accessing POPPI

The POPPI website is an integral part of the University website and is located at www1.plymouth.ac.uk/placements/poppi

When you first visit the new POPPI page, you will see that POPPI now hosts both Health and Education Placement information.

To access Health information, please click on 'Health'.

The title at the far right of this path shows the current page you are viewing within the Plymouth University website. To return to POPPI main page at any time, click on 'POPPI'.

The screenshot shows the Plymouth University website. At the top left is the logo 'CELEBRATE WITH PLYMOUTH UNIVERSITY'. To the right is a navigation menu with links: 'OUR UNIVERSITY', 'COURSES & STUDY', 'STUDENT SERVICES', 'INTERNATIONAL PLYMOUTH', 'RESEARCH & EXPERTISE', and 'BUSINESS & PARTNERS'. Below the menu is a breadcrumb trail: 'Plymouth University > Placements and work based learning > POPPI'. The 'POPPI' link is circled in red. Below the breadcrumb trail is a sidebar with links: 'POPPI', 'Education', 'Health', and 'Libraries'. The 'Health' link is also circled in red. The main content area has a purple header 'Plymouth Online Practice Placement Information' and a 'Welcome to POPPI' section. To the right is a large purple box with the 'poppi' logo and the text 'Plymouth Online Practice Placement Information'. At the bottom right is a link to 'Plymouth Institute of Education'.

1.1 Placement Areas

Within this section, you will find information about audits – click on **'Audit'**

The screenshot shows the POPPI website interface. On the left is a navigation menu for Plymouth University with links like 'Health', 'Placement Areas', 'Students', etc. The main content area is titled 'Health' and contains text about the POPPI website and placement learning. Below this, there are two columns: 'Placement Areas' and 'Students'. In the 'Placement Areas' column, a red circle highlights the 'Audit' link in a list that also includes 'Mentor and Educator Centre', 'PEP', and 'Induction Information'. The 'Students' column lists 'Placements', 'Trusts & Localities', 'POW', and 'POW Login'.

1.2 Audit – Practice Placement Area Audits

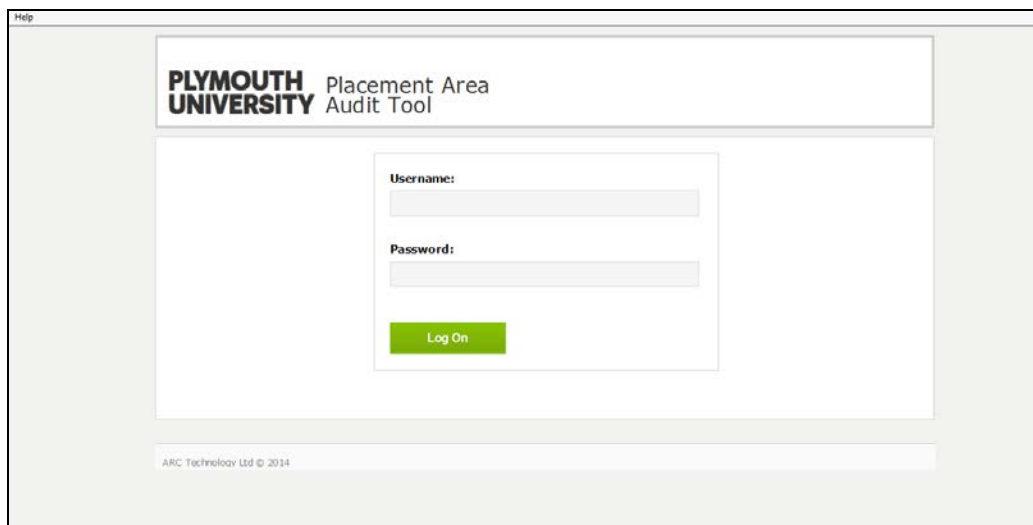
Click on **'New - Online Audit Tool'**.

The screenshot shows the POPPI website interface for 'Practice Placement Area Audits'. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Audit' and contains text about educational audits. Below this, there are two columns. In the left column, a red circle highlights the 'New - Online Audit Tool' link, which is accompanied by an 'Online Audit Demonstration' icon. Below that are links for 'Practice Placement Area Audit Form' and a PDF document. The right column contains a 'poppi' logo, a section for 'Private, Voluntary and Independent Sector Placement Providers' with a 'PMs can access completed audits via their PVL Link' note, and a section for 'NHS Placement Providers' with text about PDT Clinical Leads and Academic Leads.

1.3 Log In

If you have 'Edit' rights to PEP, you will be able to log in using the same Username and Password that you use for PEP.

If you were originally set up with 'Read Only' rights, you will need to contact your PDT Lead to request a change to your permission level. Your PDT Lead will then email pepsupport@plymouth.ac.uk for this change to be actioned.



The screenshot shows a web browser window with a "Help" link in the top left corner. The main content area features the Plymouth University logo and the text "Placement Area Audit Tool". Below this is a login form with two input fields: "Username:" and "Password:". A green "Log On" button is positioned below the password field. At the bottom of the page, there is a small copyright notice: "ARC Technology Ltd © 2014".

2 Starting the Sign Off process

Select 'Start Audit'

NB: *Do not* select 'Undo Audit' as this will delete the audit.

PLYMOUTH UNIVERSITY Placement Area Audit Tool Home Log Out

Host Name: **Audit Status:** All Being Audited By You Being Audited By Someone Else

Search

✓ Available
🔒 You are auditing
🔒 Checked out by someone else or in the PEP

Number of hosts: 1

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Last Checked In
BRX DISTRICT NURSING	Ms Chris Simpson					

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3 Reading and checking the document

3.1 Details

Select the 'Details' tab

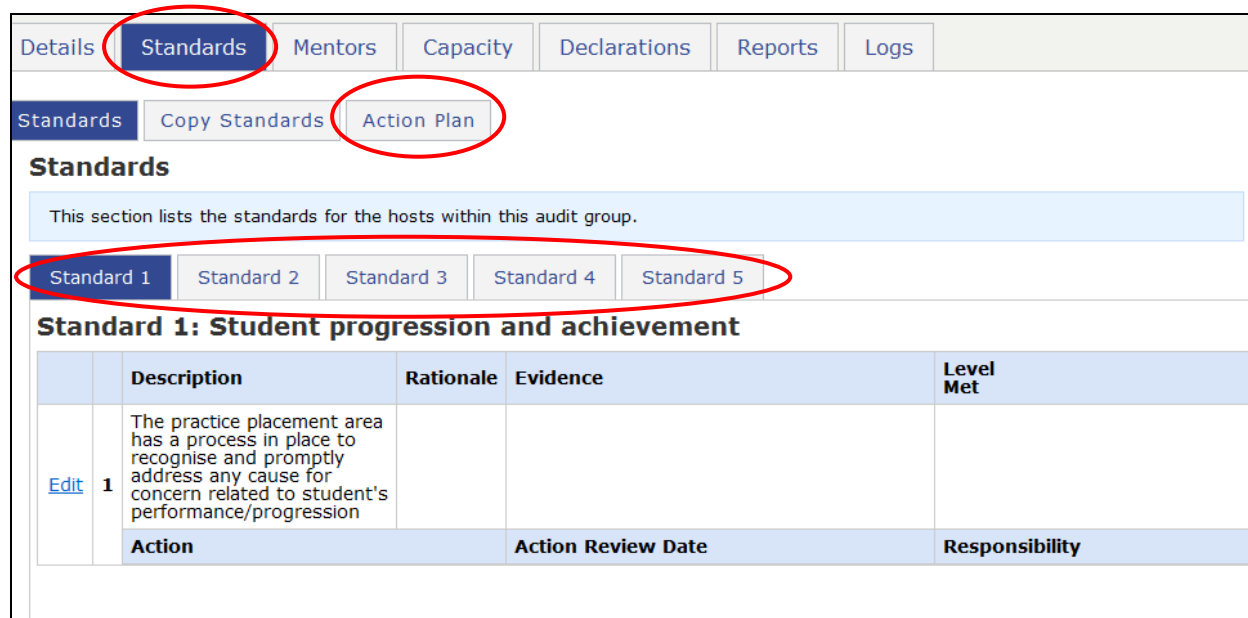
The screenshot shows the 'PEP TEST UNIT' interface. At the top, it displays 'New Audit Sequence: 45'. Below this is a navigation bar with tabs: 'Details', 'Standards', 'Mentors', 'Capacity', 'Declarations', 'Reports', and 'Logs'. The 'Details' tab is highlighted with a red circle. The main content area shows the following fields:

- Trust/Organisation:** TEST TRUST
- Placement Address:** (empty field)
- Tel No.:** (empty field)
- Current Audit Type:** Face-to-face (dropdown menu)
- Next Audit Type:** Self-assessment
- Next Audit Date:** (empty date field)
- Update:** (button)

Check that details are correct. The date for next audit should be 2 years from the date the audit was undertaken.

3.2 Standards

Select the 'Standards' tab



The screenshot shows the 'Standards' tab selected in the top navigation bar. Below the navigation bar, there are buttons for 'Standards', 'Copy Standards', and 'Action Plan'. The 'Standards' button is circled in red. Below these buttons, there is a section titled 'Standards' with a description: 'This section lists the standards for the hosts within this audit group.' Below this description, there are five tabs: 'Standard 1', 'Standard 2', 'Standard 3', 'Standard 4', and 'Standard 5'. The 'Standard 1' tab is circled in red. Below the tabs, there is a section titled 'Standard 1: Student progression and achievement' with a table containing a description, rationale, evidence, level met, action, action review date, and responsibility.

	Description	Rationale	Evidence	Level Met
Edit 1	The practice placement area has a process in place to recognise and promptly address any cause for concern related to student's performance/progression			
	Action		Action Review Date	Responsibility

Read/check each Standard by clicking on the relevant tab.

Should you wish to change any detail:

Select 'Edit' and make the necessary changes.

Once information changed, select 'Save' to update. Each question **must be saved** before moving to 'Edit' the next question, as the previous information will be lost.

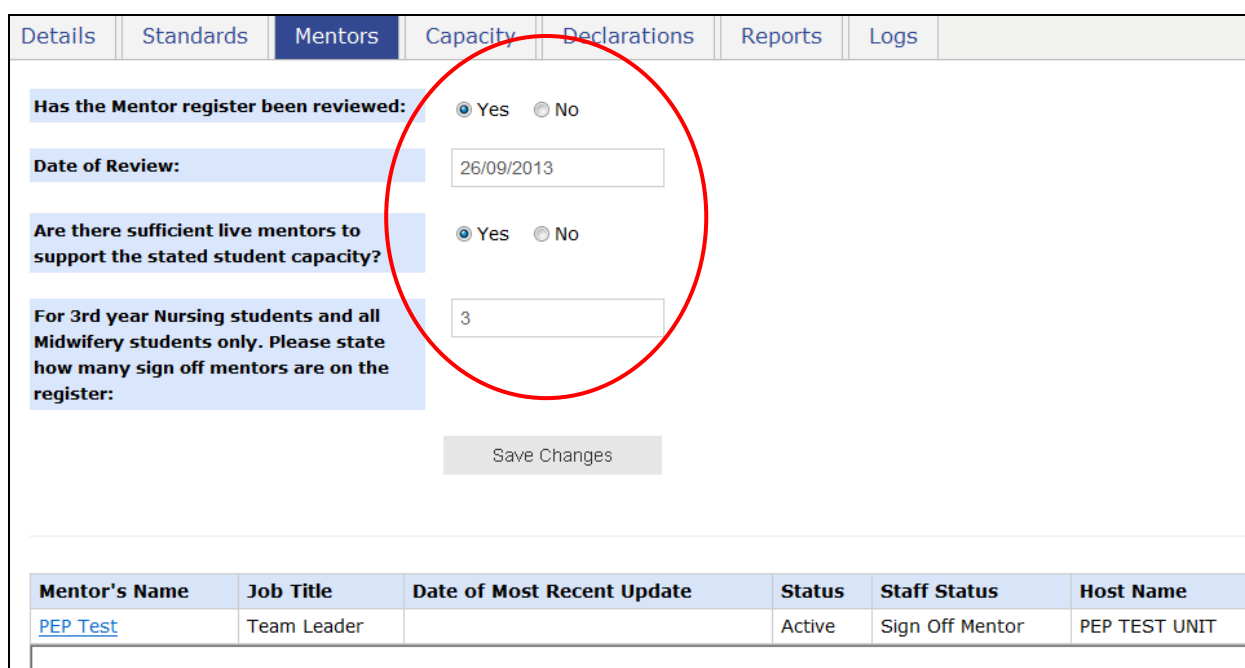
3.2.1 Action Plan (found on the Standards page as above)

By selecting 'Action Plan' you will be able to see all of the actions for the audit in a list format.

3.3 Mentors

Select 'Mentors' tab.

For PDT Clinical Lead and Student Placement Area Representatives, if this area has not been completed then please complete where necessary. Remember so 'Save changes' when complete.



Mentor's Name	Job Title	Date of Most Recent Update	Status	Staff Status	Host Name
PEP Test	Team Leader		Active	Sign Off Mentor	PEP TEST UNIT

If you keep a record of your Mentor Register on the PEP, this section will be pre-populated. If the record of mentors is not up to date, please open [PEP Mentor Section Guidance](#) for help creating and maintaining the Mentor Register.

Once fully completed click 'Save Changes'

If you do not use PEP to record your Mentor Register, this section will be blank, however, you will need to check your Trust Mentor Register and confirm the details as indicated above.

3.4 Capacity

Select 'Capacity' tab

Branch	Max No. Regular Basis	YR 1	YR 2	YR 3	Comments
Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Clinical Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Dietetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Unless you click 'set blanks to zero' you cannot progress.

Please check capacity

3.5 Declarations

This section allows you to sign off this audit.

This audit has been undertaken with:

1. Audit Completed By:				Yes	No
I confirm this audit has been completed				<input type="radio"/>	<input type="radio"/>
Name:		Time:		Date:	

2. Placement Area Representative (named above) has confirmed:				Yes	No
The Mentor / Educator Register is current / has been reviewed				<input type="radio"/>	<input type="radio"/>
The capacity numbers are correct				<input type="radio"/>	<input type="radio"/>
The practice placement area meets the required standards				<input type="radio"/>	<input type="radio"/>
Agrees with the action plan(s) as identified				<input type="radio"/>	<input type="radio"/>
Name:		Time:		Date:	

Save

Audit Notes

Save

Complete both Declarations and then select **Save**. Your name, time and date will automatically pop into the boxes after you have saved declarations.

4 Checking document back in

Click on **Home** at the top of the page. ***The document will remain checked out to the person who has completed the audit until the PDT Clinical Lead has viewed it.***

Please advise the university Placement Audit Team by email placementaudit@plymouth.ac.uk when you have completed the form so they can inform the PDT Clinical Lead the audit is available for them to view.

Help

If you require further assistance on completing the Audit, please email placementaudit@plymouth.ac.uk.

For technical support / queries about your login details, please email pepsupport@plymouth.ac.uk.