

How to Complete an audit using the Online Audit Tool



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**WITH
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1 Introduction

1.1 ARC: The Online Placement Management System

To improve the student and practice provider experience, the NHS South West Strategic Health Authority (SHA) and Plymouth University, have jointly funded ARC, a web-based online placement management system. ARC aims to provide up to date information on student placements throughout a range of healthcare disciplines across the South West Region.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or the Placement area. ARC consists of two distinct areas: Practice Environment Profile (PEP) and Placements on the Web (POW). Both areas can be accessed via the Plymouth Online Practice Placement Information (POPPI) website.

1.2 Plymouth Online Practice Placement Information (POPPI) Website

POPPI emerged because of the implementation of the ARC online placement management system, the need for easy access to a range of information and materials for those associated with supporting learners in practice and, for those with an interest in practice learning. Whether you are a practice supervisor, mentor, educator or service user, there is information on POPPI to help. The POPPI website is an integral part of the Plymouth University website and is located at www.plymouth.ac.uk/poppi

We are working with practice providers, staff and students to ensure that we make available relevant information on POPPI without the need to log in or to register, including:

- Online access to PEP and POW
- Online Audit Tool
- Mentor centre
- Codes of practice
- Policies and procedures
- Occupational health
- Programme information

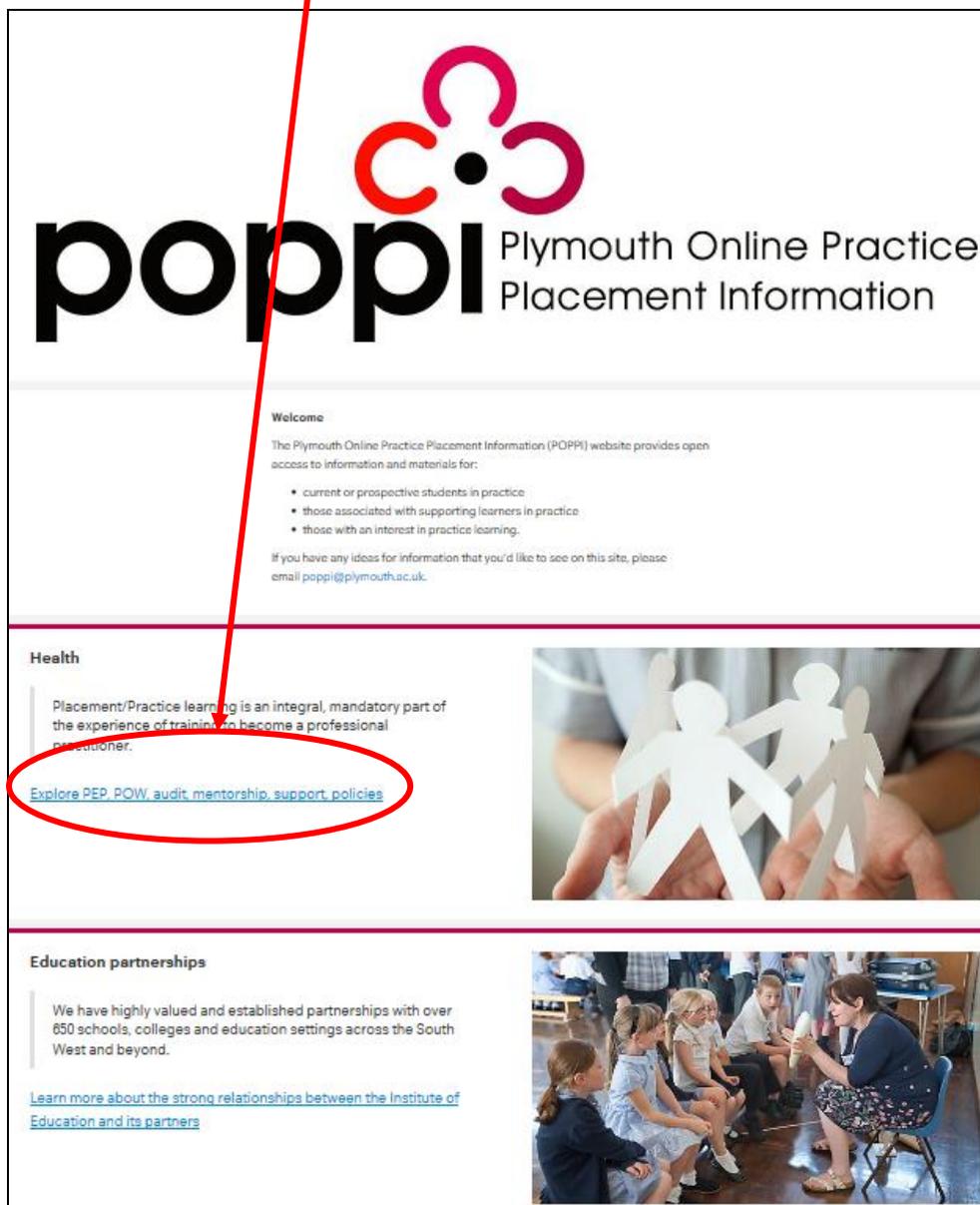
If there is any further information you wish to see on POPPI, or you wish to contact the POPPI web team, please email poppi@plymouth.ac.uk.

2 POPPI

When you first visit the new POPPI page, you will see that POPPI now hosts both health and education placement information.

Under health section, click [Explore PEP, POW, audit, mentorship, support, policies](#)

Click here to access health placements information



poppi Plymouth Online Practice Placement Information

Welcome

The Plymouth Online Practice Placement Information (POPPI) website provides open access to information and materials for:

- current or prospective students in practice
- those associated with supporting learners in practice
- those with an interest in practice learning.

If you have any ideas for information that you'd like to see on this site, please email poppi@plymouth.ac.uk.

Health

Placement/Practice learning is an integral, mandatory part of the experience of training to become a professional practitioner.

[Explore PEP, POW, audit, mentorship, support, policies](#)



Education partnerships

We have highly valued and established partnerships with over 650 schools, colleges and education settings across the South West and beyond.

[Learn more about the strong relationships between the Institute of Education and its partners](#)



2.1 Health

2.1.1 Placement Learning Support

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

SUCCEED WITH PLYMOUTH UNIVERSITY

Search...

Share Login

PLACEMENT LEARNING SUPPORT

Discover how the Faculty of Health and Human Sciences and partner healthcare programmes support placement learning.

To become a professional practitioner, placement/practice learning is an integral and essential part of the training experience. Work-based learning for other student groups is a valuable addition to their overall experience, and a proven way to enhance employability.

Health

- Audit
- PEP - Practice Environment Profile
- Mentor Centre
- Travel and accommodation
- POW - Placements on the Web
- Course documentation
- Policies, procedures and guidelines
- Occupational health
- Disability Assist service
- Useful websites
- Contacts
- Plymouth University staff Only (password protected)

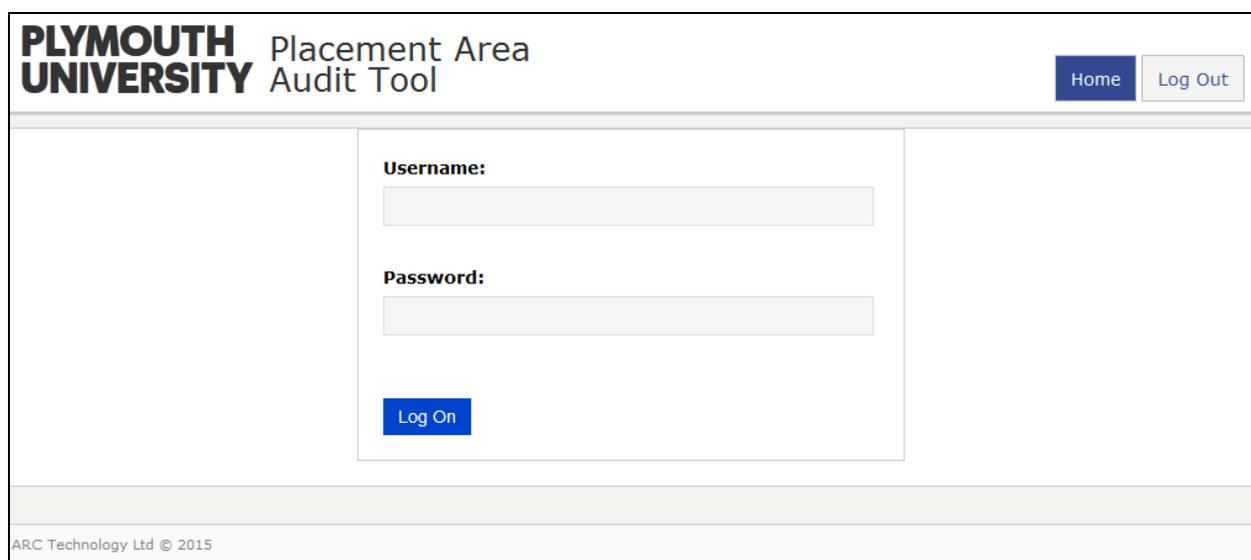
health-and-human-sciences professional-placements placements

2.1.2 Audit

In this section you will find the audit tool as well as user guides etc at the bottom of the page. Click on Online audit tool.

The screenshot shows a webpage for Plymouth University. At the top left is the logo 'SUCCEED WITH PLYMOUTH UNIVERSITY'. To the right is a search bar and 'Share' and 'Login' links. The main content area features a large image of pencils in a holder. A blue box on the left of the image contains the word 'AUDIT' and a short paragraph: 'Educational audits are required for every placement area and can be a requirement for the professional body.' Below the image is a section titled 'Practice placement area audits' with a paragraph of text explaining the requirements. At the bottom of the page, there is a blue navigation bar with two buttons: 'Online audit tool' (with a white right-pointing arrow icon) and 'Contact' (with a white envelope icon). The 'Online audit tool' button is circled in red. Below the navigation bar is a section titled 'Audit forms and user guides' with two links: 'How to type up an audit using the online audit tool' and 'How to sign off a completed audit using the online audit tool'. At the bottom of the page are three tags: 'poppi', 'audit', and 'placement'.

2.1.3 Audit Tool Login



The screenshot shows the login interface for the Plymouth University Placement Area Audit Tool. At the top left, the Plymouth University logo is displayed next to the text 'Placement Area Audit Tool'. In the top right corner, there are two buttons: 'Home' and 'Log Out'. The main content area contains a login form with two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'Log On' button. At the bottom left of the page, there is a small copyright notice: 'ARC Technology Ltd © 2015'.

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.

3 Starting an audit

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
✓ PEP TEST UNIT						13/02/2014

Select 'Start Audit'. If there is an 'eye' icon under view, it means there is a previous audit for the placement area, which you can view.

If there is already a completed audit for the placement area on the system, when you select 'Start Audit' the following message will appear

Would you like to copy the standards and capacities from the current audit to the new audit?

Cancel Copy Values Clear Values

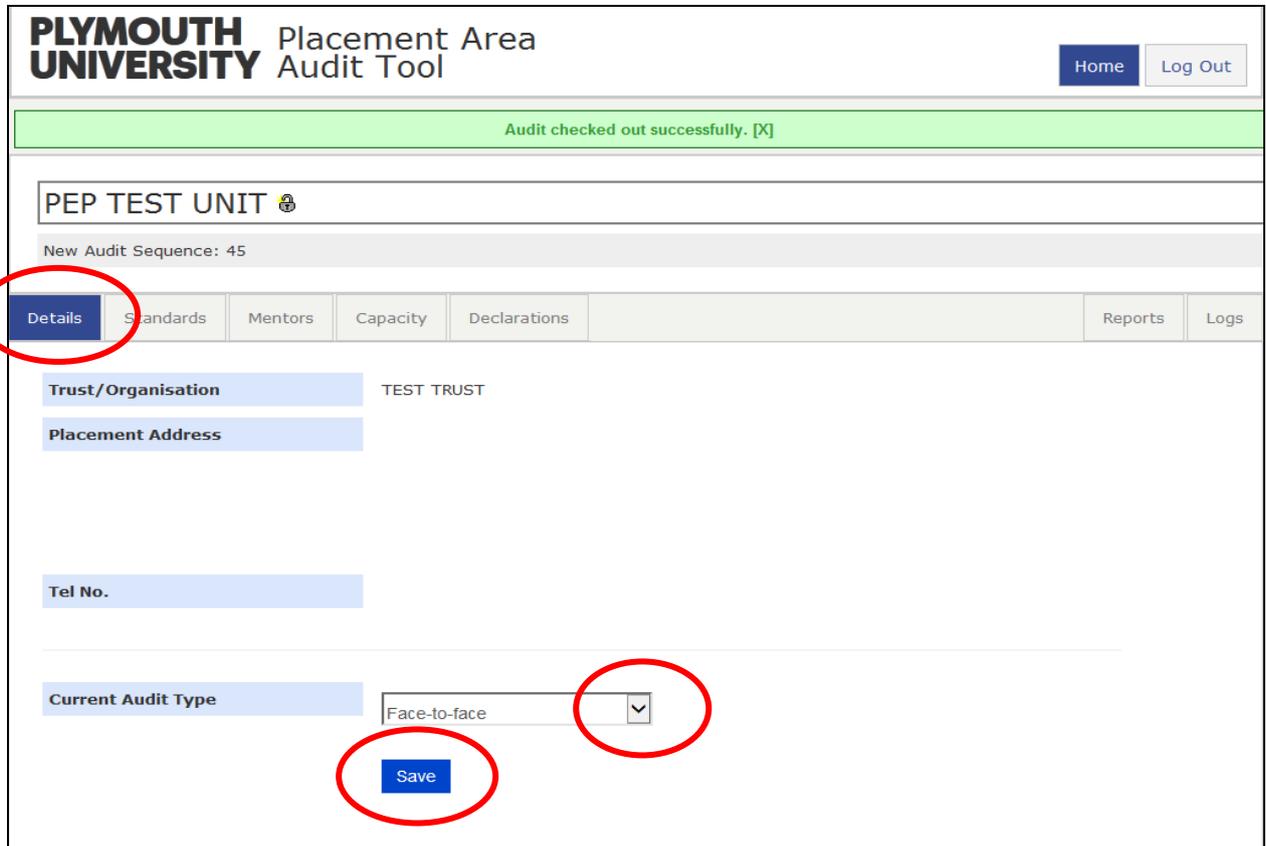
'Clear Values' – will mean that the audit you are about to start will be blank.

'Copy Values' – will mean that the new audit will be populated with the previous audit information under standards, but that changes can be made if where necessary.

If there is no 'eye' you will automatically be directed to a new blank audit.

4 Completing the audit

4.1 Details



PLYMOUTH UNIVERSITY Placement Area Audit Tool

Home Log Out

Audit checked out successfully. [X]

PEP TEST UNIT 

New Audit Sequence: 45

Details Standards Mentors Capacity Declarations Reports Logs

Trust/Organisation TEST TRUST

Placement Address

Tel No.

Current Audit Type Face-to-face 

Save

This will be the first screen you will see.

Select from drop down menu next to 'Current Audit Type' then click 'Save'.

You will not be able to see the 'Next Audit Date' at this time as this will automatically be populated when the audit has been signed off and will be two years from that date.

4.2 Standards

Details Standards Mentors Capacity Declarations Reports Logs

Standards Copy Standards Action Plan

Standards

This section lists the standards for the hosts within this audit group.

Standard 1 Standard 2 Standard 3 Standard 4 Standard 5

Standard 1: Student progression and achievement

Description	Rationale	Evidence	Level Met
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	m	m	Excelling
Action	Action Review Date	Responsibility	
m	21/02/2014	m	

No changes made Save

Select the 'Standards' tab. Complete each Standard by clicking on the relevant tab.

You have to complete the Rationale, Evidence, and drop down box for Level Met for each question, to meet with NMC requirements. If you do not complete each section you will be prompted to do so when signing the audit off.

The action plan section should be completed if you do not fully meet the standard. All three sections of the action plan should be completed.

Upon completion, select 'Save'.

4.2.1 Action Plan

The screenshot displays the Plymouth University Placement Area Audit Tool interface. At the top left, the logo for Plymouth University is shown next to the text 'Placement Area Audit Tool'. On the top right, there are 'Home' and 'Log Out' buttons. Below the header, a search bar contains the text 'PEP TEST UNIT' with a red checkmark to its right. Underneath the search bar, it indicates 'Live Audit Sequence: 44'. A navigation menu below the search bar includes 'Details', 'Standards', 'Mentors', 'Capacity', 'Declarations', 'Reports', and 'Logs'. The 'Standards' tab is selected. Below this menu, there are three buttons: 'Standards', 'Copy Standards', and 'Action Plan', with the 'Action Plan' button circled in red. The main content area is titled 'Action Plan' and contains a light blue box with the text: 'This section lists the outstanding actions for all hosts within this group.' To the right of this box is a 'Print' button, also circled in red. Below this is a green header for 'PEP TEST UNIT' followed by the text: '1.1 The practice placement area has a process in place to recognise and promptly address any cause for concern related to student's performance/progression'. Underneath, there is a table with two columns: 'Actions' and 'Action Review Date'. The 'Actions' column contains a text input field with the letter 'm'. The 'Action Review Date' column contains a date input field with '21/02/2014'. Below the table, there is a 'Responsibility' label and a text input field with the letter 'm'.

When in 'Standards' you can view any actions you have created by selecting 'Action Plan'.

4.2.2 Printing the Action Plan

The Action Plan can be printed by selecting 'Print' (in diagram under 4.2.1).

4.3 Mentors

Details	Standard	Mentors	Capacity	Declarations	Reports	Log
---------	----------	----------------	----------	--------------	---------	-----

Mentors

Has the Mentor register been reviewed: Yes No

Date of Review:

Are there sufficient live mentors to support the stated student capacity? Yes No

For 3rd year Nursing students and all Midwifery students only. Please state how many sign off mentors are on the register:
(For information the number of sign-off mentors recorded in the PEP is: 1)

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

Complete each of the four sections and click Save.

If you keep a record of your Mentor Register on your PEP, this section's details will be pulled through to the audit (you are not obliged to keep your Mentor Register on PEP unless your trust uses it as the mentor register).

If your mentor details are not up to date, please open the [PEP Mentor Section Guidance](#) for help creating and maintaining the Mentor Register.

4.4 Capacity

PEP TEST UNIT ✓

Live Audit Sequence: 44

Details
Standards
Mentors
Capacity
Declarations
Reports
Logs

Capacity By Branch

NB: If the Max No. data is at Trust/Directorate or other level please provide supplementary information by individual placement area that shows how many students each area can take. The overall number must equal the Max Nos. given below. This situation commonly arises for Midwifery and Community Nursing placements. If you would like to make an amendment to the capacity, you will need to request this from your PDT Clinical Lead. Your PDT Lead will then authorise the request with the University PEP Support team as appropriate.

Maximum number of students for this host:

Branch	Max No. Regular Basis	YR 1	YR 2	YR 3	Comments
Adult	0	0	0	0	
Child	0	0	0	0	
Clinical Psychology	0	0	0	0	
Dietetics	0	0	0	0	
HCS - Life Sciences	0	0	0	0	
HCS - Physiological Sciences	0	0	0	0	
Health Visiting	0	0	0	0	
Learning Disability	0	0	0	0	
Mental Health	0	0	0	0	
Midwifery BSc	0	0	0	0	
Midwifery Short	0	0	0	0	
N/A	0	0	0	0	
Occupational Therapy	0	0	0	0	
ODP	0	0	0	0	
Optometry	0	0	0	0	
Paramedicine	0	0	0	0	
Physiotherapy	0	0	0	0	
Podiatry	0	0	0	0	
Radiography	0	0	0	0	
School Nursing	0	0	0	0	
Social Work	0	0	0	0	

The capacity information is populated from the ARC system. If you do not agree with the numbers please contact your PDT Clinical Lead.

4.5 Declarations

Details Standards Mentors Capacity **Declarations** Reports Logs

This section allows you to sign off this audit. Please answer the questions relevant to you and click 'Save' at the bottom of the page. Once all questions have been answered by all parties, the audit can be checked in.

This audit has been undertaken with:

1. Audit Completed By:

	Yes	No
I confirm this audit has been completed	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>
The capacity numbers are correct	<input checked="" type="radio"/>	<input type="radio"/>
The practice placement area meets the required standards	<input checked="" type="radio"/>	<input type="radio"/>
Agrees with the action plan(s) as identified	<input checked="" type="radio"/>	<input type="radio"/>
Name:		
Time:		
Date:		

Audit Notes

Save

Save

In the first box 'This audit has been undertaken with', put in name(s) of person(s) present at time of audit.

Complete '1. Audit Completed By' by clicking on one of the Yes/No boxes and selecting 'Save'. Your name, time and date will automatically appear.

Complete '2. Placement Area Representative (named above) has confirmed' by clicking either Yes or No in each section and then selecting Save. Your name, time and date will automatically appear.

If you are completing both sections one and two you only need to click 'Save' once.

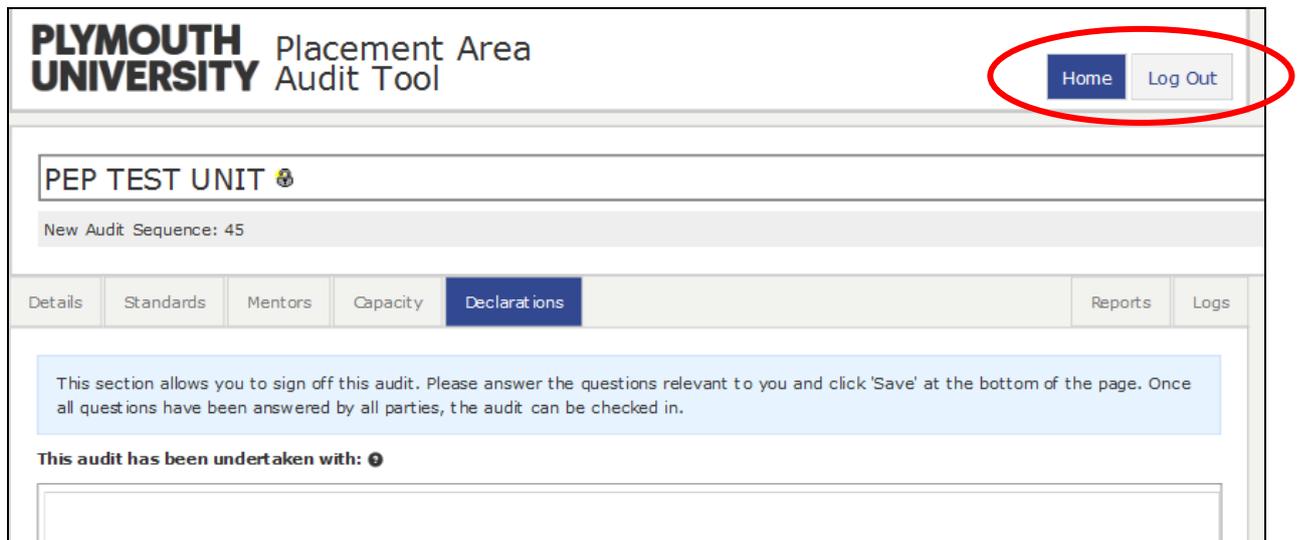
Use the 'Audit Notes' box for any additional information that may be relevant to the audit.

5 Completed Audit

Please do **not** check the audit back in.

Please advise the University Placement Audit Team by email placementaudit@plymouth.ac.uk when you have completed the form so that they can review the audit and check it back in.

Once completed go back to the top of the page and select either Home or Log out.



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Once the audit is checked in by the audit team a copy of the audit can be saved or printed by clicking on 'View' and then the 'Logs' tab and clicking on 'View Audit Report' link.

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.