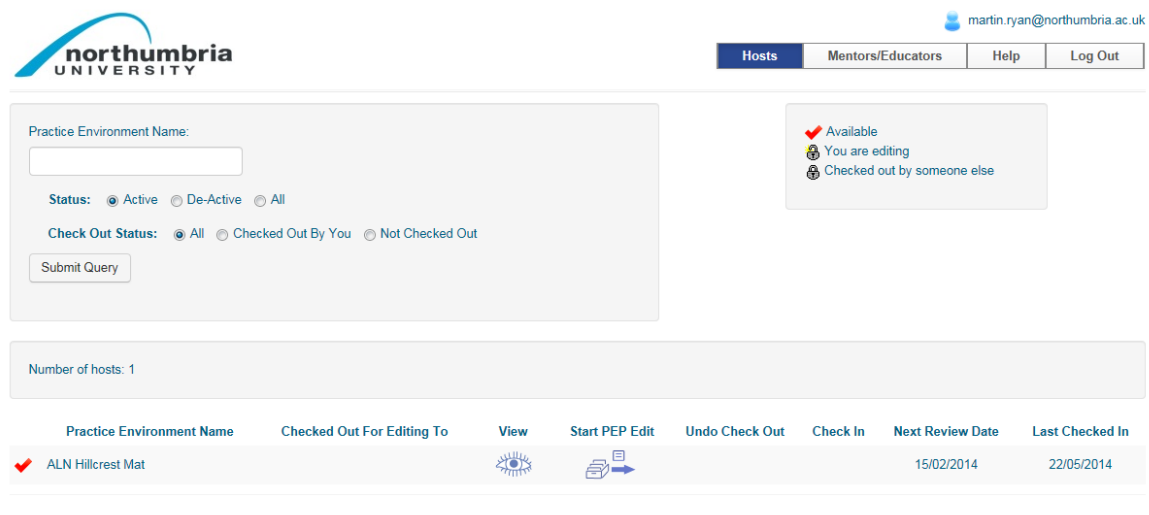


HOW-TO... access student evaluations (single host)

**** Please note that this guide provides information about accessing evaluations for a single host/service. If you wish to view/access collated evaluation reports for all of the services to which you have access through PEP, please follow this link to our multiple host guide. ****



All students placed with you are required to complete an evaluation of their placement upon its completion. Once the evaluation has been submitted, you will receive an e-mail inviting you to view the anonymised evaluation(s) via your placement area's PEP-Net profile. This guide takes you through the steps you'll need to take to view the evaluation(s).

First, you'll need to log into PEP-Net in the usual manner; if you need help with this, please consult [this guide](#). Once logged in, you'll see the following screen:



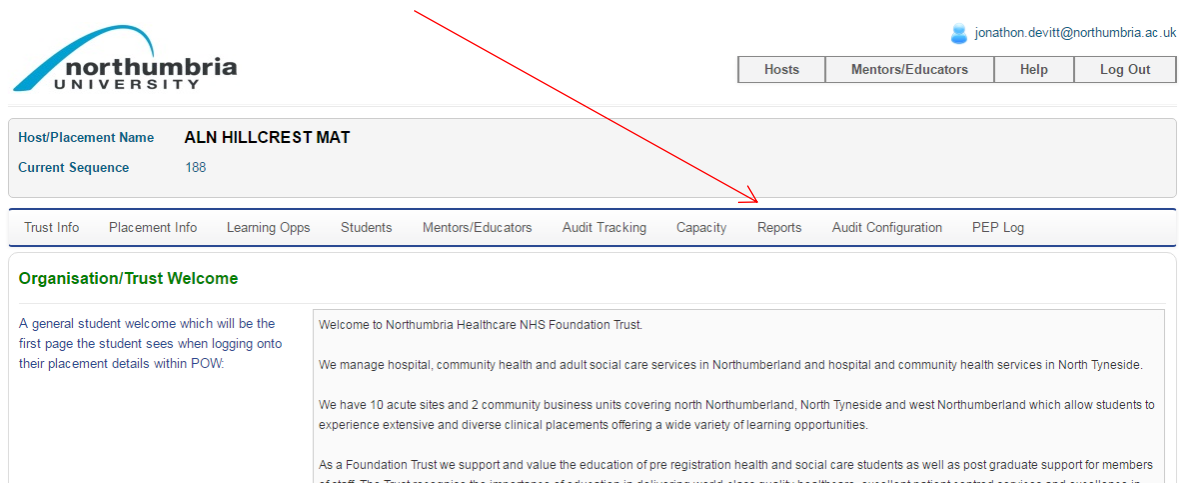
The screenshot shows the PEP-Net interface. At the top right, the user is logged in as martin.ryan@northumbria.ac.uk. The 'Hosts' tab is selected. Below the search and filter options, a table displays the following information:

Practice Environment Name	Checked Out For Editing To	View	Start PEP Edit	Undo Check Out	Check In	Next Review Date	Last Checked In
ALN Hillcrest Mat						15/02/2014	22/05/2014

Unless your placement area is already checked-out for editing, you should have the options to view the placement profile  or to edit it .

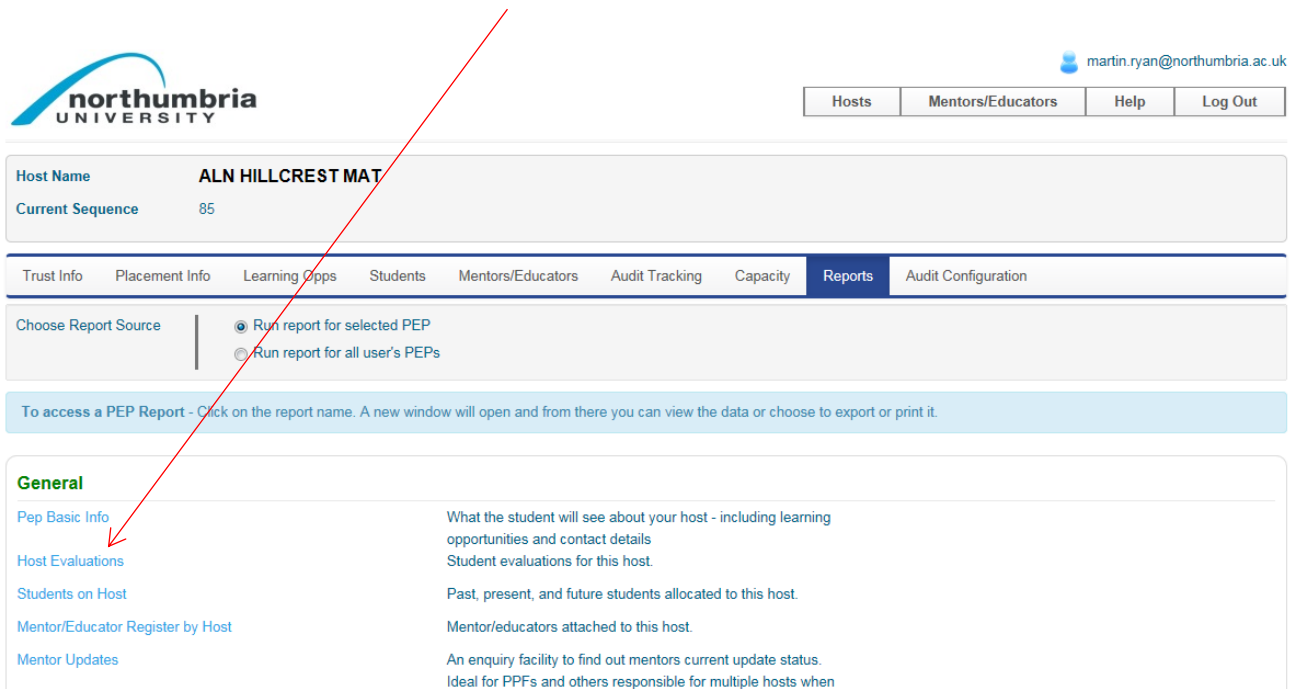
Select view by clicking on the eye and you will be taken into your placement profile.

You now need to select 'Reports' from the menu:



The screenshot shows the PEP-Net interface with the user logged in as jonathon.devitt@northumbria.ac.uk. The 'Hosts' tab is selected. The navigation bar at the bottom of the page includes the following items: Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, Audit Tracking, Capacity, Reports, Audit Configuration, and PEP Log. A red arrow points to the 'Reports' menu item.

From the reports screen, select 'Host Evaluations':



Host Name: ALN HILLCREST MAT
Current Sequence: 85

Navigation: Trust Info | Placement Info | Learning Opps | Students | Mentors/Educators | Audit Tracking | Capacity | **Reports** | Audit Configuration

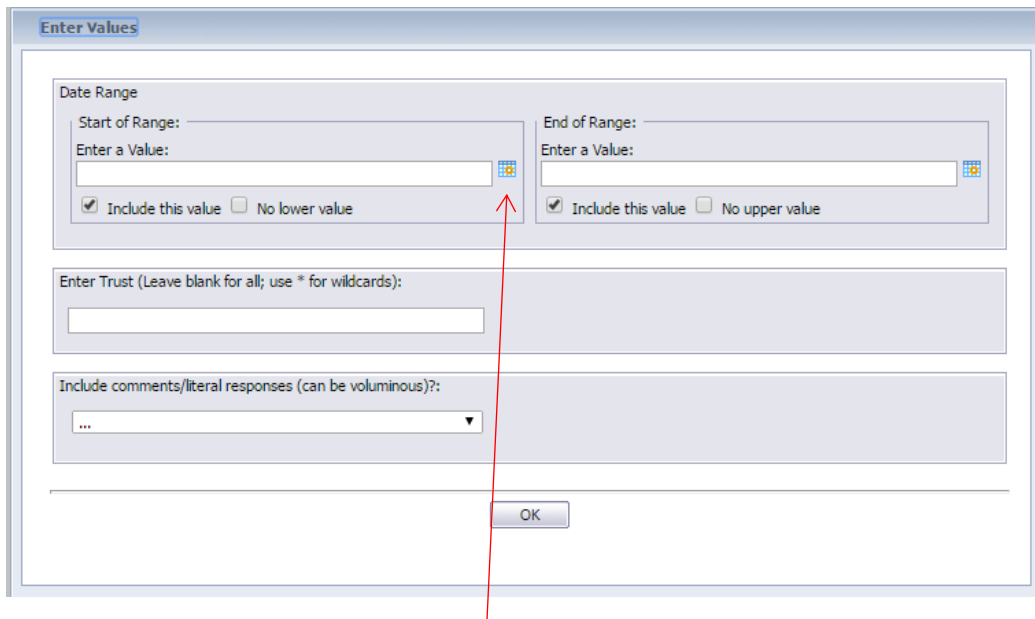
Choose Report Source:
 Run report for selected PEP
 Run report for all user's PEPs

To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.

General


- [Pep Basic Info](#) - What the student will see about your host - including learning opportunities and contact details
- [Host Evaluations](#) - Student evaluations for this host.
- [Students on Host](#) - Past, present, and future students allocated to this host.
- [Mentor/Educator Register by Host](#) - Mentor/educators attached to this host.
- [Mentor Updates](#) - An enquiry facility to find out mentors current update status. Ideal for PPFs and others responsible for multiple hosts when


A new tab or window will open and you'll see the following screen:



Enter Values

Date Range

Start of Range: Enter a Value:  Include this value No lower value

End of Range: Enter a Value:  Include this value No upper value

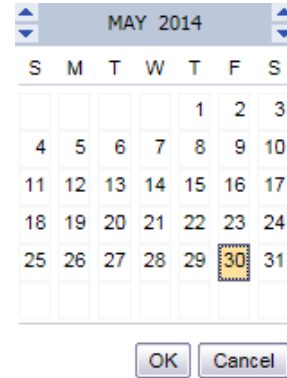
Enter Trust (Leave blank for all; use * for wildcards):

Include comments/literal responses (can be voluminous?):

OK

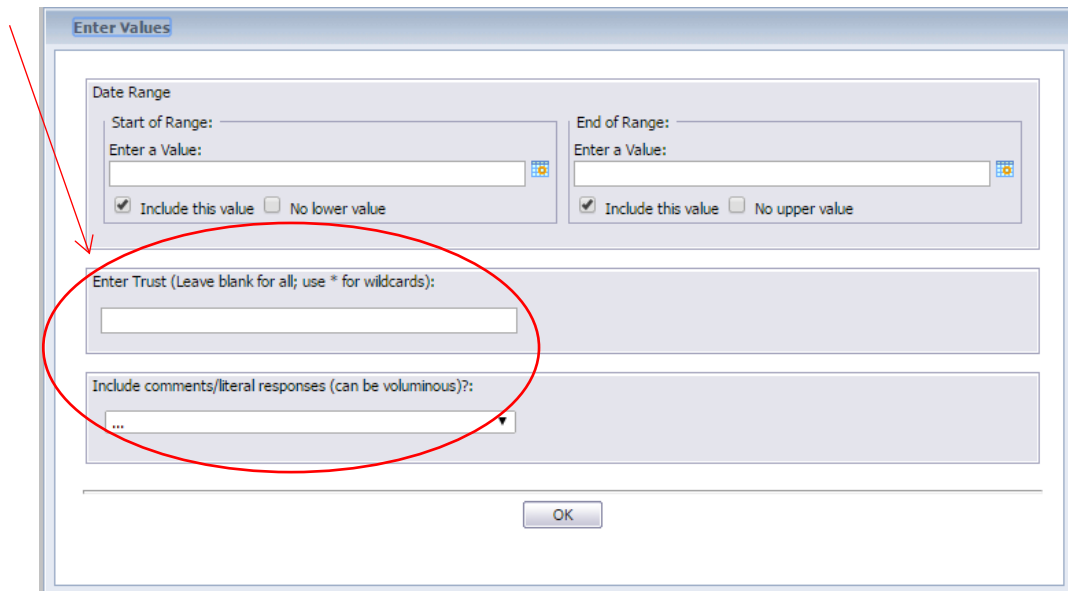
You now need to enter a date range – this relates to the date the evaluation was completed rather than the date the student was on placement with you, so you'll need to enter a range which includes the date on which you received the e-mail advising you that an evaluation had been completed. To enter the dates, you must click on the calendar icon.

A calendar will then appear – select the date you wish by cycling through the months (left-hand arrows) and years (right-hand arrows), clicking on the desired day and then clicking ‘OK’:



You must do this one for the start date (left-hand box) and once for the end-date (right-hand box). Once dates are in both fields, click ‘OK’.

Next, put a star (*) in the ‘Enter Trust’ box and then choose whether or not you would like to see the student comments (if you select ‘false’, your report will show only responses to yes/no questions; if you select ‘true’, each student’s comments will be included at the end of the report). Once you have made your selection, click ‘OK’.



Your evaluation report will now be created – the answers have been removed from the example overleaf.

Placement Evaluations for Host - ALN Hillcrest Mat for placements between 01/08/2013 and 30/05/2014
3 Evaluations Completed

Preparation and Orientation to Learning Environment

1. Did you access information about the placement before you commenced on the placement?	Yes	No
2. Were you allocated a named mentor/ clinical/ practice educator?	In advance of commencing the placement On first commencing the placement Within first weeks of placement After your first week on placement	
3. Was there an orientation / induction to the placement	Yes	No
4. Were you able to access placement provider policies and procedures?	Yes	No

Were you informed about/ shown appropriate equipment to support health and safety in the workplace including:

5. Fire safety	Yes	No
5. Aids to assist with moving and handling	Yes	No

Placement Learning

6. Did your shift pattern/s (where relevant for your programme), facilitate you working with your mentor/clinical/practice educator for at least 50% of the time when on duty?"	Yes	No	N/A
7. Were there opportunities for Inter-professional Learning?	Yes	No	

If you answered Yes to 7 please indicate what opportunities you participated in with others

7. Work alongside other professionals	Please Tick	
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Were you able to access a range of learning resources to support you during your placement?

8. Portfolio of Learning Opportunities	Yes	No
8. Access to appropriate IT resources	Yes	No
8. Are you aware of NHS library facilities?	Yes	No

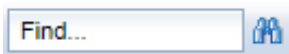
Along the top of the report, you will find a number of icons – please see below for explanation:



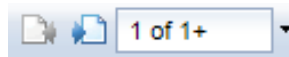
Print – click to print a copy of the report



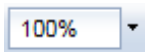
Save – click to save a copy of the report, then select the format you wish to select (PDF or Word are recommended)



Find – if you're looking for a specific word within the document, type it here and click on the binoculars.



Page selection – use the pages with the left and right arrows to cycle through the report, which should be at least 3 pages in length



Zoom – click to increase or decrease the size of the font.