

# ARC Audit Workbook

This guide assumes that you already a proficient user of ARC PEP-net. If not we recommend you read the sections on logging in, checking out and reporting in the ARC PEP-net workbook before attempting to do an audit.

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## Acknowledgements

This new version was inspired by Drusilla Haynes at South Tyneside Foundation Trust

## 1. Preparing for an audit

The following steps will help you prepare for your audit using ARC PEP-net:

- Check and update your area profile - the information provided to students about your placement opportunities.
- Check and update your mentor/educators – unlinking anyone who has left and add any new mentors
- Run the student evaluations report for the last 12 months – you may need to reflect on some of the feedback in your evidence
- Run the host dashboard report for 3 months – this will help identify any missing information
- Go to the “Audit tracking” tab and make sure you have responded to the actions raised in last year’s audits



**If you make any changes to ARC PEP-net remember to check back in. Otherwise you may lose your changes and you will not be able to start an audit if it is checked out.**

You may also wish to log-in to the audit system and get a copy of your last year’s audit report. This is accessed via the “Logs” tab.

## 2. Logging-in

Use this link to access the audit system:

<https://hces-placements-northumbria.arcwebonline.com/audit>

Your username and password are the same as for ARC PEP-net.

The screenshot shows the login interface for the Placement Area Audit Tool. At the top left is the Northumbria University logo. To its right, the text reads "Placement Area Audit Tool". Below this is a central login box containing two input fields: "Username:" and "Password:". A green "Log On" button is positioned below the password field. At the bottom of the page, a small footer reads "ARC Technology Ltd © 2014".

### 3. View or Start an audit

This is the landing page once you have logged in. It shows all the placement areas (hosts) that you have access to. There is a search box with settings to help you find the correct area quickly. From here you can view the last audit by clicking the eye symbol or start a new audit.

The screenshot shows the 'Placement Area Audit Tool' interface. At the top, there is a search bar for 'Host Name' and filter options for 'Audit Status' (All, Being Audited By You, Being Audited By Someone Else). A 'Search' button is located below these filters. To the right, there are status indicators: Available, You are auditing, and Checked out by someone else or in the PEP. Below this is a table with columns: Practice Environment Name, Checked Out For Audit To, View, Start Audit, Undo Audit, Check In, and Last Checked In. The table lists four practice environments: ALN Hillcrest Mat, ALN Minor Injuries Unit, ALN Outpatients, and ALN Surgical Unit. Red arrows point to the 'Start Audit' and 'View' columns. A text box on the right says 'Click here to start or continue an audit' with an arrow pointing to the 'Start Audit' column. Another text box at the bottom says 'Click here to view the last audit or to access an audit report' with an arrow pointing to the 'View' column. The number of hosts is 2764.

### 4. Completing the Audit

If you start a new audit you will land on this page:

The screenshot shows the 'Audit Details' page. At the top, there is a green notification bar that says 'Audit checked out successfully. [X]'. Below this is a search bar containing 'FRE Ward 01' and a 'New Audit Sequence' of 65. The 'Audit Details' section includes fields for 'Trust/Organisation' (Newcastle upon Tyne Hospitals NHS Foundation Trust), 'Placement Address' (Ward 01, Freeman Hospital, Freeman Road, Newcastle upon Tyne), 'Tel No.' (0191 2336161), 'Current Audit Type' (a dropdown menu), and 'Next Audit Date' (a text input field). A 'Save' button is located at the bottom. On the left-hand side, there is a menu bar with options: Details, Standards, Mentors, Capacity, Declarations, Reports, and Logs. A red arrow points to the 'Logs' option, which is highlighted in dark blue.

On the left hand side is a menu bar with a series of options. The menu option selected is highlighted in dark blue.

#### 4.1. Audit Details

Check the details (see previous screenshot) and set the audit type and the date of the next audit (this will be used to generate future reminders). Click the save button to confirm the changes.

#### 4.2. Audit Standards

On the standards menu option there are two set of tabs. The selected tabs are highlighted in blue and here we are on the **Standards** section in tab set 1 and **Standard 1** in tab set 2. The second tab set covers the four audit standards and these need to be worked through in turn to complete the audit.

In the above screenshot the first part of Standard 1 is visible and can be completed. The other parts can be reached by scrolling down the page.



**Remember to click the save button at the foot of the page or your changes may be lost!**

There is only one action allowed for each part of a standard but you can use the free text box to include multiple tasks within a single action. You can click on “Action Plan” in tab set 1 and view all the actions for all of the standards.

The “Copy Standards” option is used when auditing a group. This is covered in section 6.

### 4.3. Mentors

Select **Mentors** in the left hand menu bar – answer the questions and enter the date and enter the number of SIGN-OFF mentors into the box, press **Save**

Mentor's Name	Job Title	Date of Most Recent Update	Status	Sign Off	Host Name
		08/04/2015	Active	No	FRE Ward 01
		10/04/2015	Active	No	FRE Ward 01
		10/03/2014	Deactive	Yes	FRE Ward 01
		10/02/2014	Deactive	Yes	FRE Ward 01



**Note that you once the audit is started you cannot change this information. This is why it is recommended that you update your mentor information prior to starting the audit.**

### 4.4. Capacity

Capacity information is used by the University's placement team to allocate students to your area. It is recording using placement categories which are the different types of placement experiences on offer.

Categories	Max No. Regular Basis	YR 1	YR 2	YR 3	YR 4	Comments
LME - AD - SPOKE (SURG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LME - AD (SURG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FUNDAMENTAL NURSING SKILLS - AD (SURG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACUTE & CRITICAL CARE PATHWAY - AD - SPOKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enter the student numbers into the boxes and use the “set blank to zero” to complete the table.

The maximum number of students limits the number of students that can be placed at any one time irrespective of the placement category. There is also a maximum per placement category. This should ensure that you are never allocated more students than your area can accommodate. Contact your PPF if you need help completing this section.

If something changes during the year that affects your capacity then please advise your PPF as they are able to make in-year changes to capacity via ARC PEP-net which will in turn notify the university's placement team.

Occasionally a category may be discontinued or deactivated after an audit has started. Deactivated categories are displayed in pink. Capacity numbers should not be entered against these categories.

#### 4.5. Declarations & Finishing the Audit

Declarations should be completed at the end of the audit. The audit cannot be checked back in until this has been done. In the following example there are some warnings that need to be checked first. These usually relate to standards that have not been completed.

You can only complete a declaration for your role. A PPF cannot complete the manager's declaration or vice versa. Once both parties have completed their declarations the audit can be finished.

If you are the first party to complete the declaration then let the other know by email.

If you are the last party to complete the declaration then you can finish the audit by checking it in on the Home page

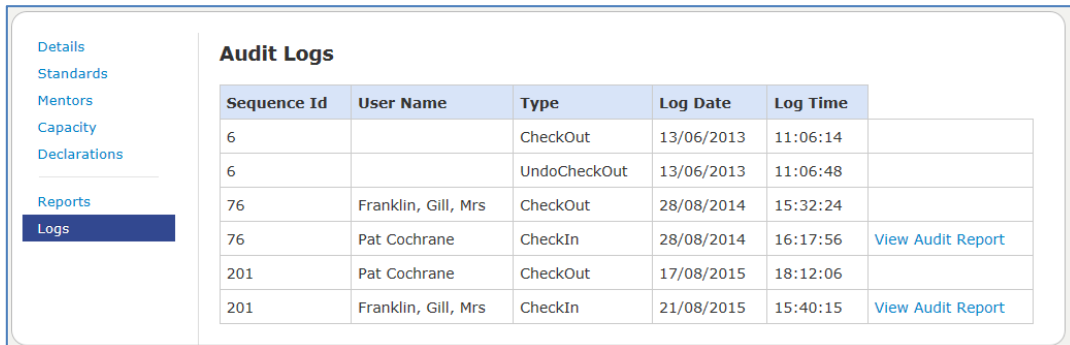
Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
FRE Ward 01	You					20/02/2014

#### 4.6. Reports

At the time of the production of this guide there are no reports available. If you want the current audit report then go to Logs tab.

#### 4.7. Logs

The logs tab lets you see the activity for the placement area which includes updates via ARC PEP-net. Note that the audit reports from the current and previous audits are available.



Sequence Id	User Name	Type	Log Date	Log Time	
6		CheckOut	13/06/2013	11:06:14	
6		UndoCheckOut	13/06/2013	11:06:48	
76	Franklin, Gill, Mrs	CheckOut	28/08/2014	15:32:24	
76	Pat Cochrane	CheckIn	28/08/2014	16:17:56	<a href="#">View Audit Report</a>
201	Pat Cochrane	CheckOut	17/08/2015	18:12:06	
201	Franklin, Gill, Mrs	CheckIn	21/08/2015	15:40:15	<a href="#">View Audit Report</a>



For instructions on printing and saving reports see the [ARC Printing & Reporting Guide](#).

## 5. Audit Groups

### 5.1. Creating an Audit Group

Audit groups are created in ARC PEP-Net using the Audit Configuration Tab. Before starting, check the areas that you wish to link are checked in and not currently being audited.

There are three steps

- i) Pick one host as the audit group – we'll refer to this as the "Master Host" (no need to do anything on Arc yet)
- ii) Change all the hosts that belong to this group to "Clustered Hosts"
- iii) Edit the master host and link the clustered hosts to it.

In this example Fre Ward 02 has been chosen as the Master Host and Fre Ward 01 will be a clustered host linked to it.

Start by checking out FRE Ward 01; going to the Audit Configuration tab; selecting "Clustered Host"; and clicking Update Audit Group Type.

The screenshot shows the Northumbria University ARC PEP-Net interface. The user is logged in as martin.ryan@northumbria.ac.uk. The page is titled "Audit Configuration" and shows the configuration for "FRE WARD 01" with a "New Sequence" of 50. The "Audit Group Type" is set to "Clustered Host" (indicated by a selected radio button). A blue button labeled "Update Audit Group Type" is visible. A note below states: "Note: Any amendments to this placement audit configuration type must be checked in before this PEP can be linked to other PEPs. You have changed the audit group type – you must check this change in before making any new links with this host."

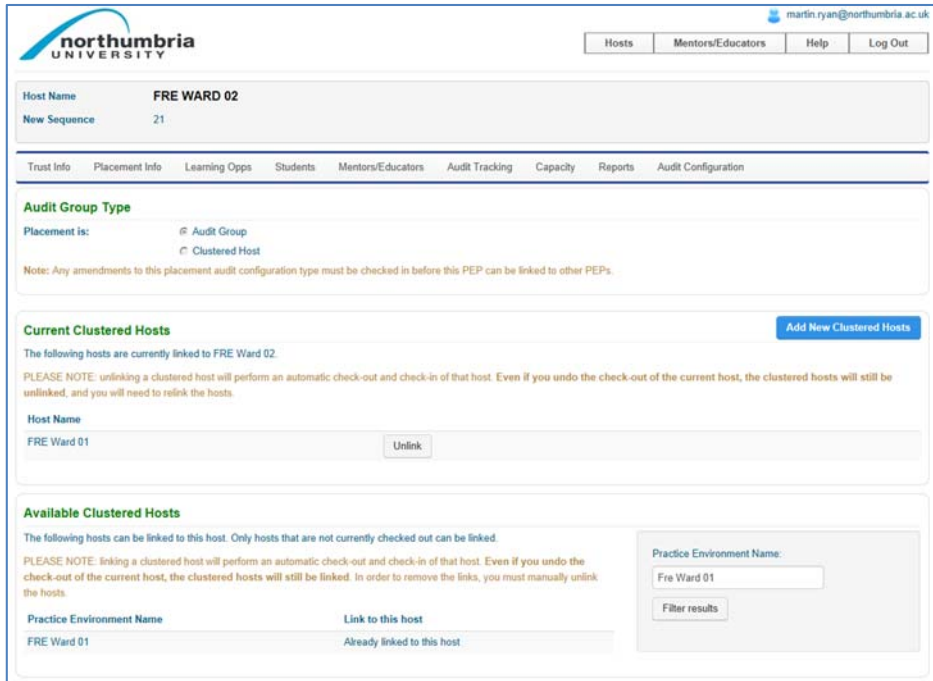
Remember to check-in the host to confirm the change.

With the exception of the Master Host, repeat this step for each host you wish to add to the audit group.

Now edit the master host – Fre Ward 02; go to the audit configuration tab; and link the clustered host to it as follows:

The screenshot shows the Northumbria University ARC PEP-Net interface for "FRE WARD 02" with a "New Sequence" of 21. The "Audit Group Type" is set to "Audit Group" (indicated by a selected radio button). A blue button labeled "Update Audit Group Type" is visible. Below this, there is a section for "Current Clustered Hosts" which is empty, with a blue button labeled "Add New Clustered Hosts". The "Available Clustered Hosts" section lists "FRE Ward 01" as a host that can be linked. A "Practice Environment Name" field is set to "Fre Ward 01", and a "Link" button is available. A "PLEASE NOTE" is displayed: "PLEASE NOTE: Linking a clustered host will perform an automatic check-out and check-in of that host. Even if you undo the check-out of the current host, the clustered hosts will still be linked. In order to remove the links, you must manually unlink the hosts." A search box for "Practice Environment Name" with a "Filter results" button is also present.





Note it is possible to unlink hosts if the audit group changes in the future.

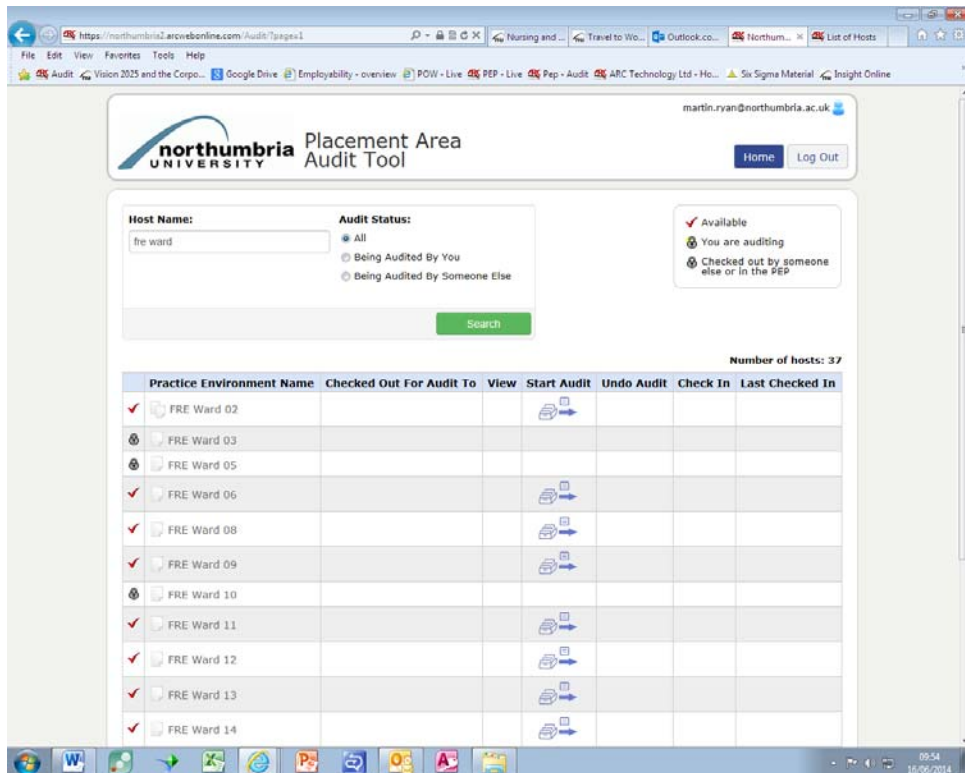
Once all the clustered hosts are linked remember to check-in the master host.

## 5.2. Carrying out a Group Audit



**Note that the following screenshots were taken prior to when the menu bar at the side replaced a tab set across the page. The functionality however is the same.**

Once you have created a group you will no longer be able to see clustered hosts when you login into Audit.



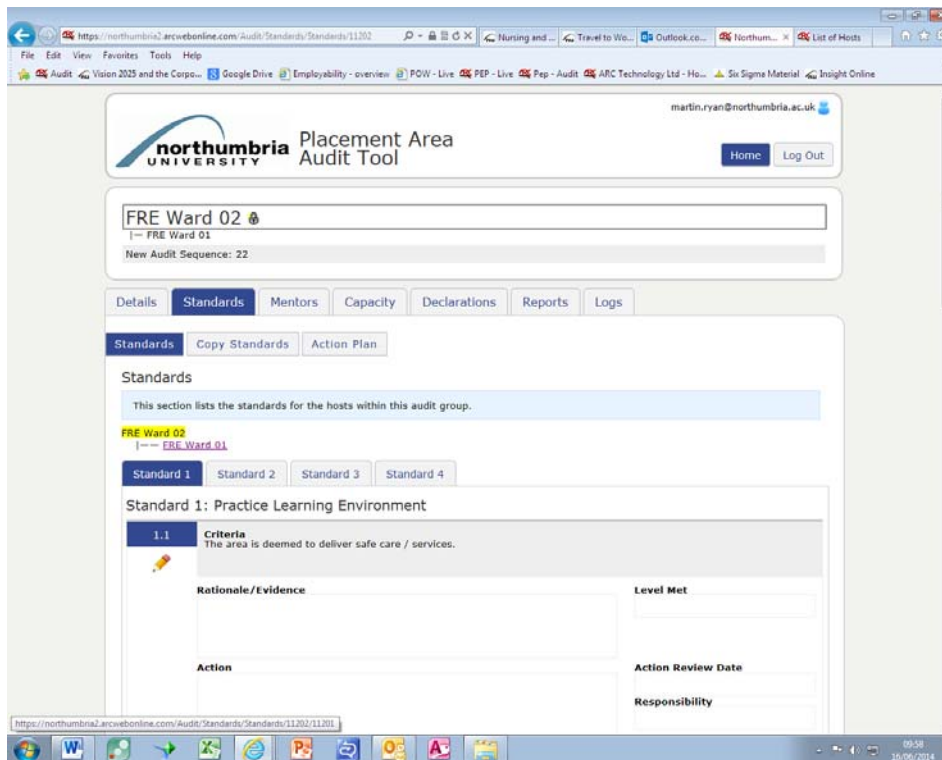
However when you commence the Audit the clustered hosts appear in a tree structure just below the host name.

The screenshot shows the Northumbria University Placement Area Audit Tool interface. At the top, the user is logged in as martin.ryan@northumbria.ac.uk. A green notification bar indicates "Audit checked out successfully. [X]". The main header displays "FRE Ward 02" with a lock icon, and below it, "FRE Ward 01" and "New Audit Sequence: 22". A red arrow points to the text "Audit group tree structure" located below the host name. The interface includes tabs for "Details", "Standards", "Mentors", "Capacity", "Declarations", "Reports", and "Logs". The "Details" tab is active, showing information for "Trust/Organisation" (Newcastle upon Tyne Hospitals NHS Foundation Trust), "Placement Address" (Ward 02, Freeman Hospital, Freeman Road, Newcastle upon Tyne, NE7 7DN), and "Tel No." (0191 2336161). There are also fields for "Current Audit Type", "Next Audit Type", and "Next Audit Date", along with an "Update" button.

You can now enter standards and actions as for a normal audit. When you have completed the standards you can use the copy tab to copy the standards and actions to all or some of the clustered hosts.

The screenshot shows the Northumbria University Placement Area Audit Tool interface with the "Standards" tab selected. Below the "Standards" tab, the "Copy Standards" sub-tab is active. A blue message box states: "This section allows you to copy the standards from FRE Ward 02 to other hosts within the audit group. First select the hosts to copy the standards to." Below this message, there is a checkbox and the text "FRE Ward 01". A green "Next" button is visible at the bottom of the section.

If you want to enter specific comments or actions that apply just to a clustered host then select the standards tab; click on the clustered host's name that appears in the tree structure; and make and save your changes. To avoid confusion the system highlights the host you are editing in yellow.



Some other tabs change behaviour for a group audit. The mentors tab combines the list of mentors from the master and clustered hosts...

**Date of review:**

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

**Please state how many sign off mentors are on the register:**   
(For information the number of sign-off mentors recorded in the PEP is: 7)

Mentor's Name	Job Title	Date of Most Recent Update	Status	Sign Off	Host Name
[Faded]		11/07/2013	Active	No	FRE Ward 01
[Faded]		13/01/2014	Active	No	FRE Ward 01
[Faded]		18/12/2013	Active	Yes	FRE Ward 01
[Faded]		22/04/2013	False	No	FRE Ward 01
[Faded]		24/06/2013	Active	Yes	FRE Ward 01
[Faded]		07/05/2014	Active	Yes	FRE Ward 01
[Faded]		10/02/2014	Active	Yes	FRE Ward 01
[Faded]		10/03/2014	Active	Yes	FRE Ward 01
[Faded]		07/05/2014	Active	No	FRE Ward 01
[Faded]		07/05/2014	Active	No	FRE Ward 01
[Faded]		16/07/2013	Active	No	FRE Ward 02
[Faded]		11/09/2013	Active	Yes	FRE Ward 02
[Faded]		18/06/2012	False	No	FRE Ward 02
[Faded]		30/10/2013	Active	Yes	FRE Ward 02
[Faded]		31/03/2013	False	No	FRE Ward 02
[Faded]		03/09/2013	Active	No	FRE Ward 02

...and the capacity tab uses the tree structure to navigate between hosts to enter host specific capacity information

Details Standards Mentors **Capacity** Declarations Reports Logs

### Capacity By Category

This section allows you to view and edit the host capacities by category. Any categories which were removed since this Audit was first initialised, will be highlighted in pink.

**FRE Ward 02**  
 |--- [FRE Ward 01](#)

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.

Categories	Max No. Regular Basis	YR 1	YR 2	YR 3	Comments
GUIDED OPTION - AD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
SURGERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ACUTE & CRITICAL CARE PATHWAY - AD - SPOKE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ACUTE & CRITICAL CARE PATHWAY - LD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ACUTE & CRITICAL CARE PATHWAY - MH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
FUNDAMENTAL NURSING SKILLS - AD (SURG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ACUTE & CRITICAL CARE PATHWAY - AD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Set Blanks To Zero Save Capacities