ARC PEP-Net Project

PEP-Net Workbook – Version 3.2

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1. Introduction

ARC PEP-Net is a web-based system which has been developed with the active involvement of the SHA and Northumbria University's partner NHS Trusts. It will enhance the placement procedure for students and NHS staff alike, allowing students more detailed and easily accessible information about their impending placement and allowing the placement provider the ability to maintain their profile and access information about their student allocation, audits and student evaluations.
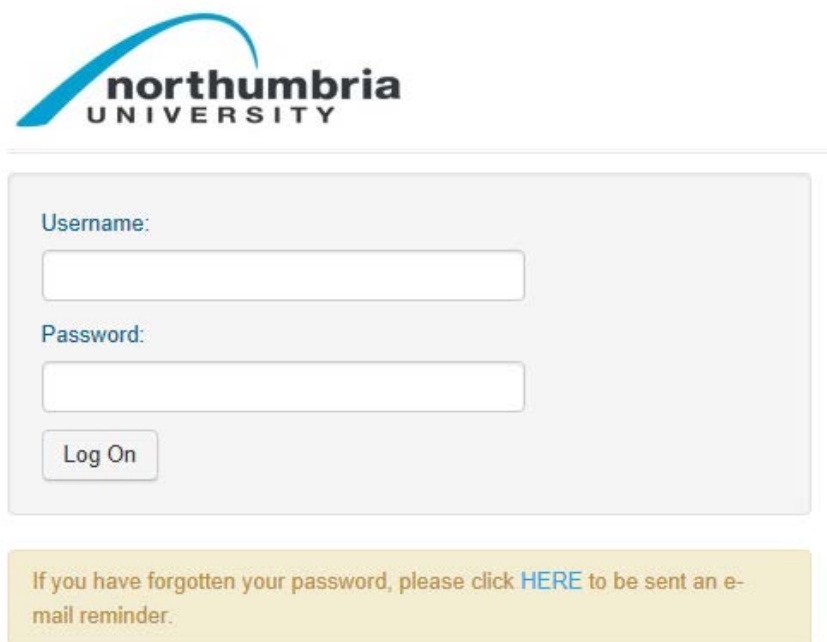
2. Logging into PEP-Net

In order to access the system, you will need to point your web-browser towards:

https://hces-placements-northumbria.arcwebonline.com/PEP/

*Please note that you will need to include the **https://** in the above link to ensure you reach PEP-Net's log-in page. We'd suggest that you add the website as a 'favourite' or bookmark it within your browser to make it easier to access in the future.*

You will be presented with the following screen:

Your username (ordinarily your Trust e-mail address) and password should have been sent to you via e-mail by the project team. Simply enter your details and click 'Log On'. Note the link to retrieve your password. If you are having difficulty accessing PEP-Net, please contact the project team via e-mail (hs.arcpep@northumbria.ac.uk) or telephone (0191 215 6300).

3.   Viewing and editing your Practice Environment Profile

Once you're successfully logged in, you'll see the PEP-Net Hosts homepage and links to any placement areas for which you're responsible – for most of you, this will be only one but, as in the below example, it's possible to have multiple placements listed. If you have access to multiple areas, type the name of the area you want to access in the search field:

You can now choose either to view or edit any of the placement profiles available to you.
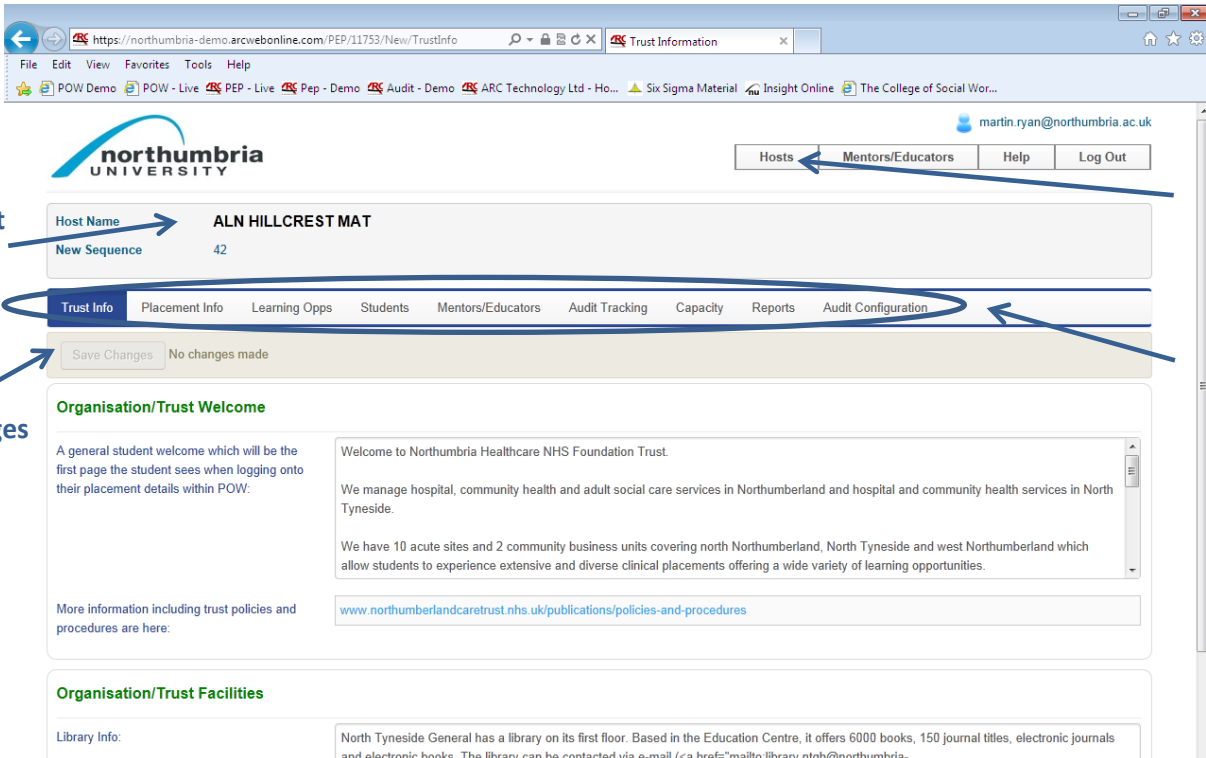
As there's very little difference between the 'view' and 'edit' screens, and because this part of the training is concerned primarily with amending and updating placement information, we'll concentrate on editing the profile.

PEP-Net uses a 'check-out/check-in' system to ensure that no conflict arises where two people have attempted to update the profile at the same time. When you click , you are checking your Practice Environment Profile out for editing; whilst it's checked-out, no-one but you can edit it, though senior members of staff may be able to check it back in on your behalf.

The homepage will show whether the profile is checked out and who it's checked-out to. It will also allow you to cancel the check-out (by clicking), cancelling any changes you've made whilst it's been checked-out, or check the profile back in (by clicking), finalising any changes you've saved whilst editing the profile:

If the profile you want to edit isn't currently checked-out (or if you have suitable access rights), click on the edit icon and you will be presented with the following screen:


The name of the placement area you're currently editing will be displayed at the top of the screen. Below that, you'll find a menu bar which you can use to navigate through the profile – the tab highlighted in blue denotes the page you're currently viewing. The 'Hosts' button at the top right of the screen will return you to the Hosts homepage.

The 'Save Changes' button should be used to save any you've made to the part of the profile you're currently editing before you move on to edit any other sections. You'll notice that it'll remain greyed-out until a change to the profile has been made.

If you decide you do not want to save the changes you've made, click on the 'Home' button and you'll be presented with a message similar to this:
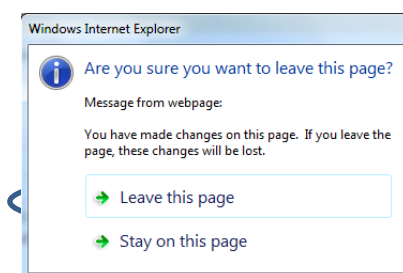
Clicking 'Leave this page' will cancel any changes you've made and will return you to the PEP-Net homepage, where you can either choose to cancel the check-out or start again by clicking .

Please note that if at any point you click **, even should you have clicked 'Save Changes' whilst within the area's profile, you will lose any work you have carried out, though you will be asked whether you're sure you wish to cancel your changes as a failsafe to ensure you can't do it in error:**
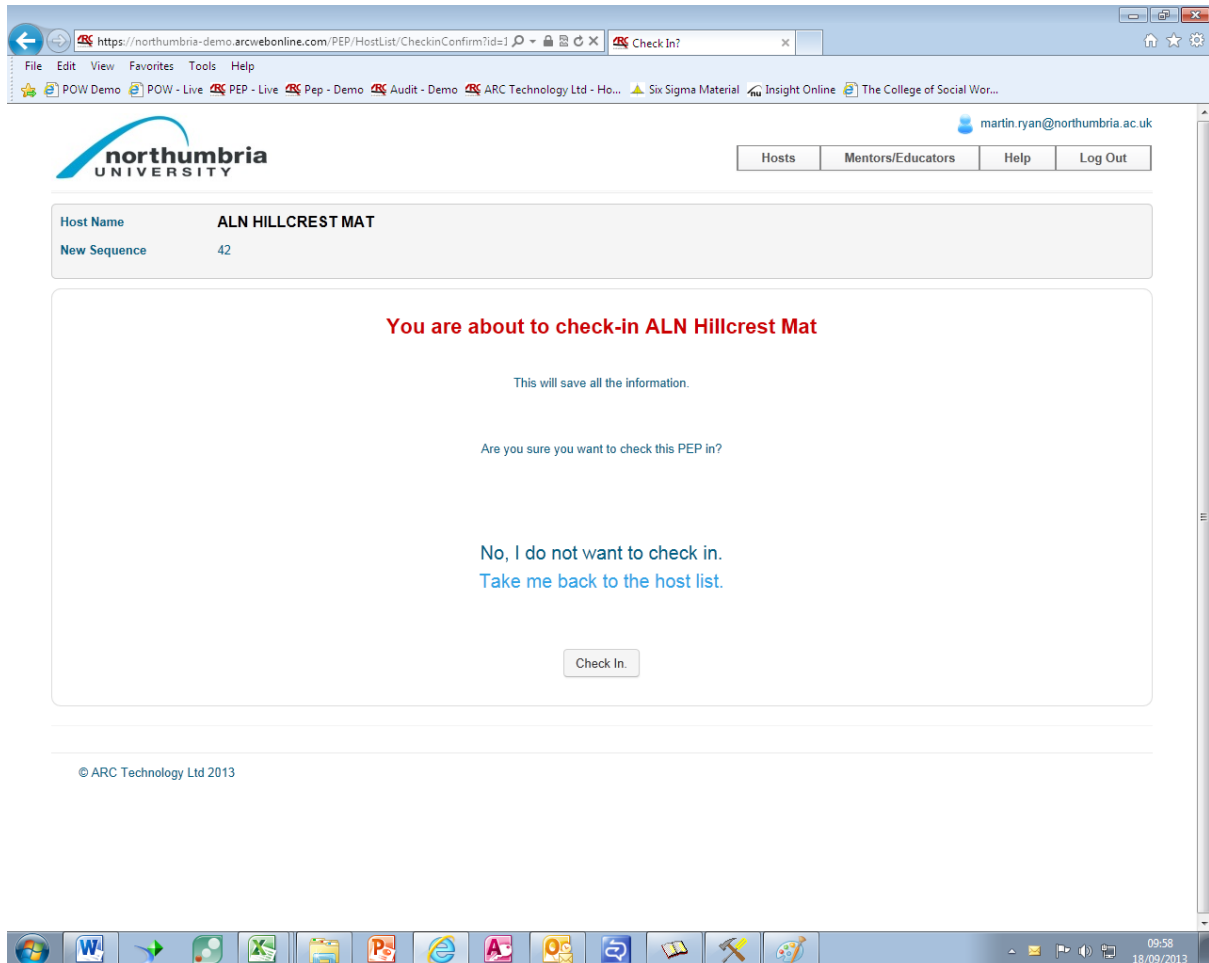
You can then either choose to check in, or return to the home screen.

3.1   Trust Info

As mentioned above, the first page you'll see when entering a placement area's profile will be the Trust Info page, which contains a general welcome and some information about the facilities available to students within that Trust.

Navigation around the page should be relatively straight-forward; the only thing you may want to note is that, where the text within a box exceeds the box's limits, you'll need to use the scroll bar to scroll through any additional text.

If you feel that any of the information needs to be changed, please contact your PPF who will make the amendments for you.

3.2   Placement Info

On clicking on the Placement Info tab, the first thing you'll note is that this section is sub-divided into eight further sections covering different aspects of the placement area:

As with the menu bar, the tab highlighted in blue shows the area you're currently editing. The information contained within those sections is the material you provided using our PDF data collection forms and the information which students will see on accessing their placement information.

You can edit all of the information contained within this section of the profile (except contact information and the placement address); simply click into the box you wish to edit and start typing as you would when using a word processor. When you've finished editing, save your changes and then remember to check your profile in by clicking 'home' and then [printer icon] to finalise those changes if you're ready to do so.

Please note that the content which cannot be edited through PEP can only be changed by the university's administrative team; use the details on the 'Help' section within PEP-Net to get in touch with them by phone or e-mail.

3.3   Adding, amending and deleting Learning Opportunities

In order to amend or add to the learning opportunities attached to your placement's profile, you'll first need to click the 'Start PEP Edit' icon:

Now select the 'Learning Opportunities' tab – you will then see the following screen:

A list of the learning opportunities already attached to your placement area will be displayed on the left-hand side of the screen – you can either scroll through the various opportunities, or select a particular opportunity from the list.

The learning opportunities attached to your placement area consist of templates created by your Practice Placement Facilitators with the assistance of university staff and NHS clinicians. They should provide an overview of the opportunities available to students whilst on placement with you, but are generic. We would therefore urge you to review the information and edit the text to tailor it to your placement area, using specific examples where possible; this should give students a greater insight into the workings of your ward/area and the learning opportunities available there.

Each existing learning opportunity will have a title and will indicate which type of student and placement type it relates to:

Learning opportunity name

Year of study opportunity relates to (nursing & ODP only)

Type of student opportunity relates to

Level of study opportunity relates to (occupational therapy and physiotherapy only)

AD 1 :Fundamental Nursing Care Year 1   Edit   Remove

Branch/Field	Year 1	Year 2	Year 3	Level 4	Level 5	Level 6
Adult	✔	✖	✖	✖	✖	✖

✔Hub ✖Spoke ✖Insight

The learning opportunities below suggest how you may practice essential skills, achieve progression criteria and work towards competencies in professional values, communication and interpersonal skills, nursing practice, decision making, leadership, management and team working.
This is a family and public health spoke placement
(Please populate this information specific to your area of practice and patient group)

1. Develop your knowledge in relation to:
Local trust policies and procedures e.g. health and safety
Public Health (national, regional and local agendas)
EU directives for pre natal care
Understanding of the cycle of change in relation to public health

2. As a first year nursing student you will be able to observe:
Public health messages being delivered to a individual, group or community
Partnership working
Safeguarding
Professionals working in a variety of settings
Multi agency working

3. You will be able to carry out under direct observation:
Impart public health message e.g. smoking cessation, breast feeding

Type of placement opportunity relates to

Description of the learning opportunity

Adding a new learning opportunity

To add a new learning opportunity, simply click 'Add New Learning Opportunity':

You'll then need to enter the learning opportunity name/title and a description:

Once you've completed the name and description fields, you need to indicate what type of placement the opportunity relates to (Hub, Spoke or Insight – or none, if you're editing an occupational therapy or physiotherapy placement) and to which type of student (field and year of study) the information will be relevant by ticking the boxes – you may tick as many as apply to the learning opportunity you're describing. Once you've finished, simply click Create Opportunity - you'll find one button at the top of the page and another at the bottom; you can use either. You will then need to check the profile in - ⬚ - to finalise the changes.

! Please note that the selections you make dictate what students are able to see – for example, if you tick 'hub' and 'adult, year 1', only first year adult nursing students who are assigned to your area on a hub placement will be able to see that opportunity when viewing your profile.

Editing an existing opportunity

First, select the opportunity you wish to edit from the list on the left, then click 'Edit':

OT5 :Core Placement Level 5					Edit	Remove
Branch/Field	**Year 1**	**Year 2**	**Year 3**	**Level 4**	**Level 5**	**Level 6**
Occupational Therapy	✖	✖	✖	✖	✔	✖

✖Hub ✖Spoke ✖Insight

OT4 :Core Placement Level 4	›
OT5 :Core Placement Level 5	›
OT6 :Core Placement Level 6	›

You will now be able to amend the opportunity's text and change what type of student the opportunity relates to:

Save Changes

Edit Learning Opportunity

Name (max. 50 characters): OT5 :Core Placement Level 5

Description:

As a level 5 student, this placement experience will enable you to develop occupational therapy knowledge and skills relating theory to practice.
The learning opportunities below are linked to the blue (level 5) competency statements on the Placement Assessment Form and suggest how you may practice essential skills and work towards evidencing your competencies in relation to professional values, therapeutic occupational therapy skills, inter-professional skills, communication and interpersonal skills, decision making skills and your professional development.

1. Develop your knowledge in relation to
Anatomy and physiology
Psychology and sociology
Activity Analysis and grading activities
Professional behaviour and responsibilities in accordance with the HCPC Standards
Ethical and cultural issues
Communication skills
Key medications and side effects
Infection prevention and control

For Hub ☐
For Spoke ☐
For Insight ☐

Branch/Field	Year 1	Year 2	Year 3	Level 4	Level 5	Level 6
Occupational Therapy	☐	☐	☐	☐	☑	☐
-	☐	☐	☐	☐	☐	☐
Adult	☐	☐	☐	☐	☐	☐
Child	☐	☐	☐	☐	☐	☐
Education	☐	☐	☐	☐	☐	☐
General	☐	☐	☐	☐	☐	☐
Learning Disability	☐	☐	☐	☐	☐	☐
Mental Health	☐	☐	☐	☐	☐	☐
Midwifery 18 Months	☐	☐	☐	☐	☐	☐

Once you've made the required changes, simply click Save Changes - you'll find one at the top of the screen and one at the bottom; you can use either.

You will then need to check the profile in -   - to finalise the changes.

Deleting an existing opportunity

First, select the opportunity you wish to delete from the list on the left, then click 'Remove'.

OT4 :Core Placement Level 4	>
OT5 :Core Placement Level 5	>
OT6 :Core Placement Level 6	>

OT5 :Core Placement Level 5   Edit   Remove

Branch/Field	Year 1	Year 2	Year 3	Level 4	Level 5	Level 6
Occupational Therapy	✖	✖	✖	✖	✔	✖

✖Hub ✖Spoke ✖Insight

Once you've removed the learning opportunities you wish to delete, simply return to the home screen and check your profile in - - to finalise the changes

3.4   Summary of the Editing Process

The above information should have given you an understanding of the manner in which PEP-Net allows you to manage your area's profile, but it's always nice to have a brief summary to be able to refer to when you're actually using the software; as long as you follow the steps below, any updates or changes you make will be saved and subsequently visible to students via POW – the system students use to access placement information:

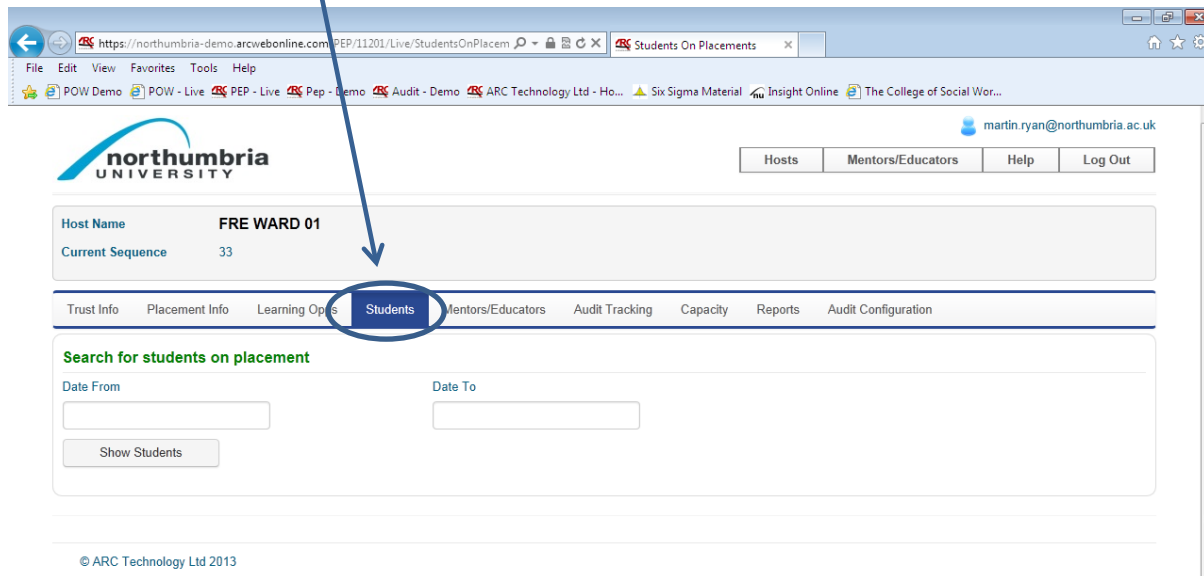Check out → Edit PEP → Save → Click 'Home' → Check in
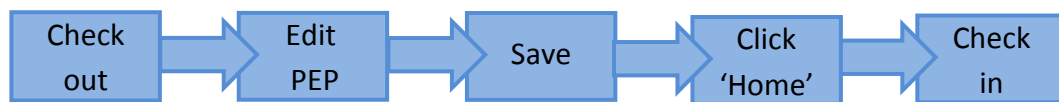
3.5   Reviewing student allocation

In order to see which students have been allocated to your placement area, first click to view your placement profile:
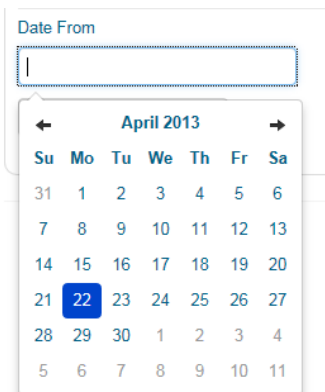

Now select the 'Students' tab – you will then see the following screen:

In order to see your student allocation, you first need to enter a date range in which to search. Clicking in either of the 'Date From' or 'Date To' boxes will provide you with a selection of dates from which to choose:

You can cycle though the months by using the arrow buttons to the right and left of the month/year. To select a date, simply click on the day you want to search from/to.

Please note that you can also type the date into the box should you prefer.

Once you've selected your search dates, click [Show Students]

You'll now be presented with a list of students who have been allocated to your placement area within the specified date range:

Student Details

	Name	Intake	Tutor	Date from	Date to	Email	Mentor/Educator
✚	Straker, Megan, Miss (F)	37RNA4 M12	Ms Julie Tweedlie	22/04/2013	16/06/2013	megan.straker@northumbria.ac.uk	
✚	Lydon, Jemma, Miss (F)	37RNA4 M10	Ms Sue Tiplady	31/12/2012	10/02/2013	jemma.lydon@northumbria.ac.uk	
✚	Leyden, Sian, Miss (F)	37RNA4 M10	Ms Joy Shao	31/12/2012	10/02/2013	sian.leyden@northumbria.ac.uk	
✚	Horrill, Estella, Miss (F)	37RNA4 S10	Mrs Lynn Dracup	18/03/2013	28/07/2013	estella.horrill@northumbria.ac.uk	

You will be able to see the student names, the name of their tutor(s), the dates between which they were on placement and their university e-mail address.

In order to see further details about any student, simply click on the to the left of the student's name and a drop down will appear:

Student Details

	Name	Intake	Tutor	Date from	Date to	Email
✚	Straker, Megan, Miss (F)	37RNA4 M12	Ms Julie Tweedlie	22/04/2013	16/06/2013	megan.strak

Passport		
Training/Disclosure		**Date Completed**
CRB		

Information for the Placement Area

Intake Details			
Intake Name	37RNA4 M12	**Branch/Field**	Adult

Tutor Details			
Tutor Name	Ms Julie Tweedlie	**Telephone**	0191 2156153	**E-mail**	ju

	Name	Intake	Tutor	Date from	Date to	Email
✚	Lydon, Jemma, Miss (F)	37RNA4 M10	Ms Sue Tiplady	31/12/2012	10/02/2013	jemma.lydon
✚	Leyden, Sian, Miss (F)	37RNA4 M10	Ms Joy Shao	31/12/2012	10/02/2013	sian.leyden@
✚	Horrill, Estella, Miss (F)	37RNA4 S10	Mrs Lynn Dracup	18/03/2013	28/07/2013	estella.horrill

The expanded details include the 'Passport' section, which will list any training the student has undertaken at the university, together with their CRB details if a check has been carried out and the 'Information for the Placement Area' field, which will contain any information the student has thought it relevant they share with their placement area. Contact details for the student's tutor will also be displayed on this screen.

3.6   Assigning a Mentor/Educator to a Student

To add or change a student's mentor you must be in edit mode. Go to the students tab as described in the previous section. It will appear as follows:
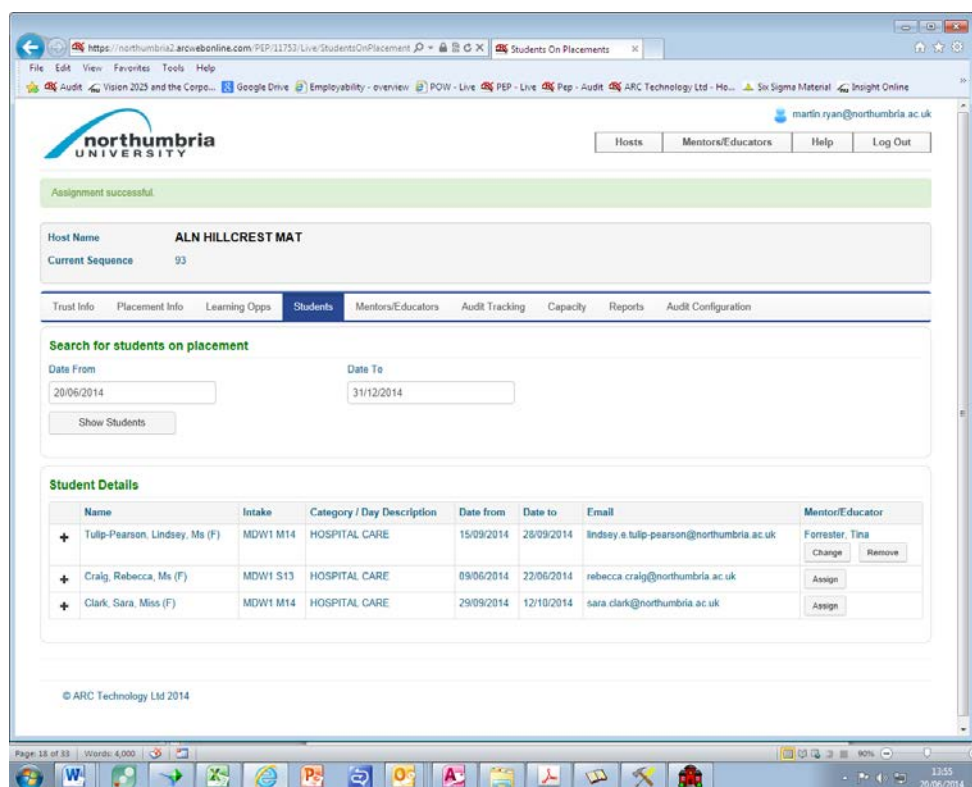
The final column of the student details table allows mentors to be assigned, removed or changed. When assign is selected a list of assignable mentors will appear and one can be selected:

Select a mentor/educator and then confirm an assignment

Assignment Confirmation

You are about to make the following assignment:

Student	Mentor/Educator
Craig, Rebecca, Ms	Forrester, Tina

Please click the Confirm button in order to complete this assignment.

Confirm Assignment

If there are any reasons the mentor/educator is not suitable, e.g. they are currently deactive, a warning message will be displayed. The assignment can still go ahead but the warning will be logged.

3.7   Adding and Removing Mentors/Educators to/from a Host

Click on the 'Mentors/educators' tab. This view is in PEP edit mode.

You will be presented with a list of mentors. From here you can either unlink mentors/educators that have left your areas or link new ones that have joined.

If you wish to amend the mentors/educators record, for example change their name or training details, then you need go to the Mentors/Educators home page.

After selecting either the link or unlink buttons this next page appears.

Currently linked mentors/educators are shown at the top of the page. In this example the first

mentor in the list has been unlinked. The [symbol] symbol indicates that this change will be finalised once the the host is checked in.

In the bottom half of the page a list of available mentors/educators is displayed that can be linked by you to this host. By clicking on the unlink/link buttons the mentors will move from one list to the other.

Your view of available mentors/educators is restricted to those who are attached to a host that you can view or edit within PEP-net.   If a mentor is joining from another are then you can still find them by filtering using their professional number (e.g. NMC Pin no. or HCPC registration no.).

Note that the project team managed to collect around 80% of registration numbers. For mentors/educators which we didn't collect, temporary pin numbers have been created using passport numbers in the following format:

Professional Body	**Example Passport Number**	**Temporary registration number**
NMC	12345 (5 digits) 1234 (4 digits)	01X2345X 00X1234X
Occupational Therapists	12345	TMP12345
Physiotherapists	12345	TMP12345
ODP	12345	TMP12345

3.8   Capacity

Clicking the 'Capacity' tab will display the capacity for the host at the last Audit. Note that this only relates to audits completed on the ARC Audit system.

3.9   Reports

Clicking the 'Reports' tab will open a screen on which a list of the reports available to you will be displayed. In the below screenshot, there's only one report available, but this number will grow as the system's developed:
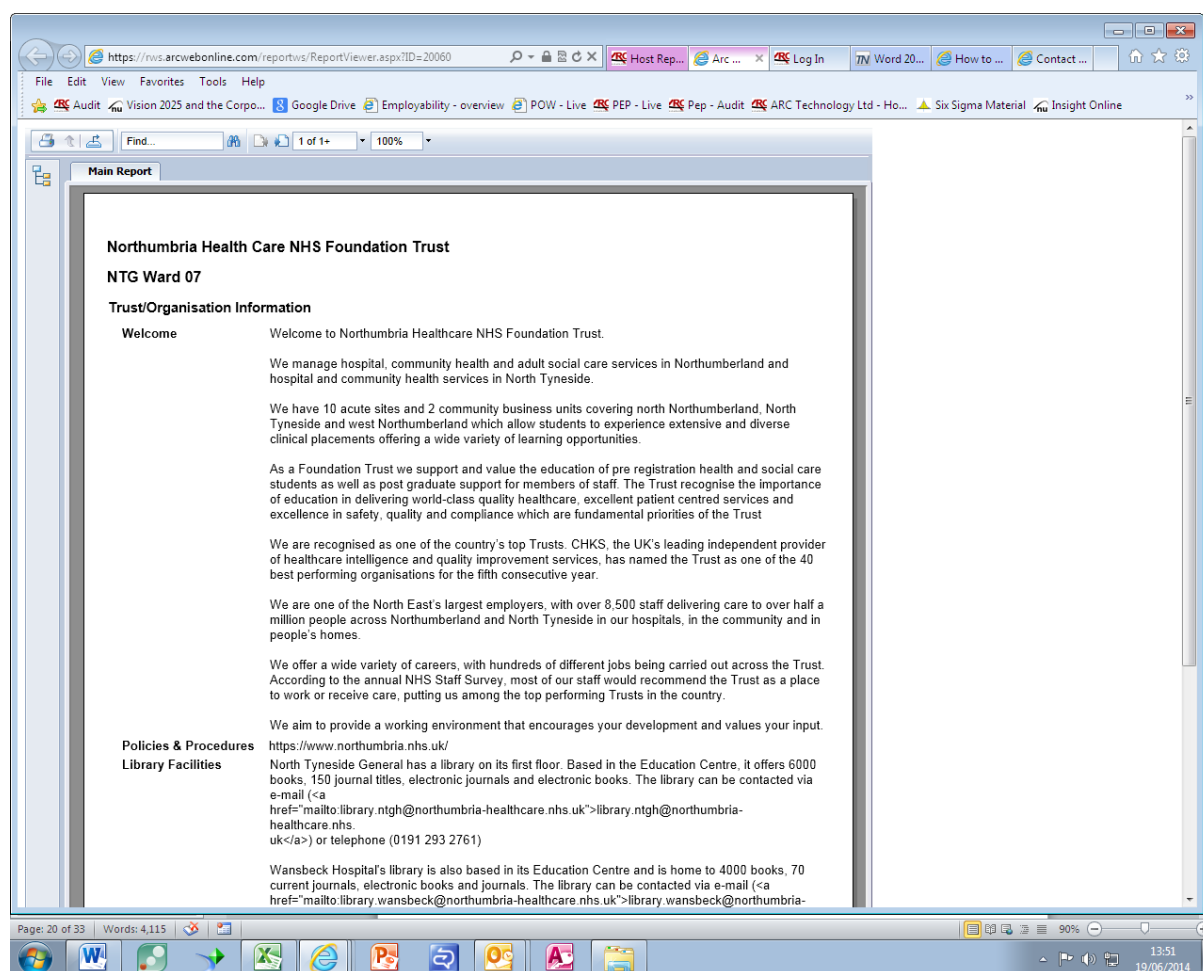

Choose the report you wish to run and a new browser tab containing the report will open (please see the next page).
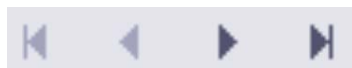
Key to menu bar symbols:

Export the report – you'll be given a choice of formats to save it in
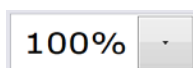

Print the report

Show/hide group tree – shows the area the data's been taken from
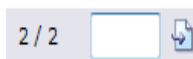

Cycle through the pages of the report

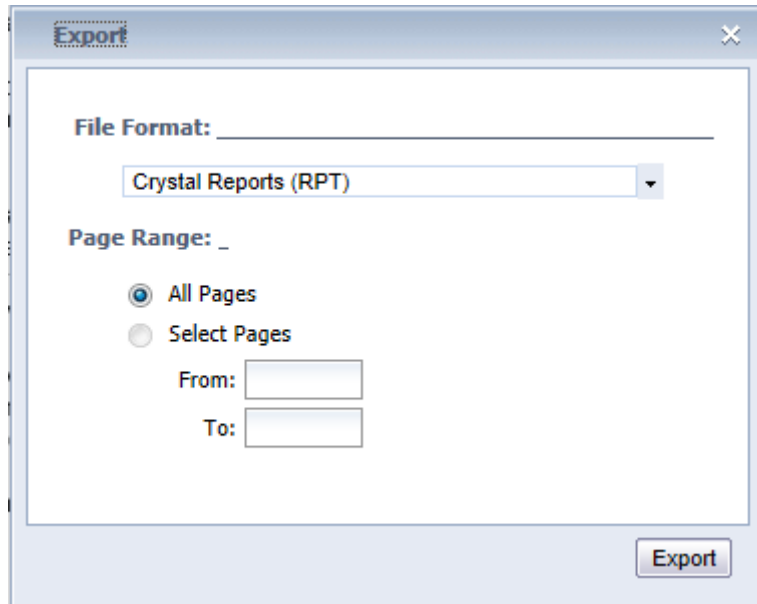Search the report for a particular word or phrase

Zoom in/out

Shows which page of the report you're on and allows you to jump to a specified page
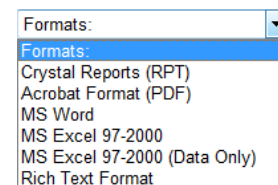
Main Report ▼   History – allows you to cycle through pages viewed previously

Exporting a report

Export ✕

File Format: _____

Crystal Reports (RPT)   ▼

Page Range: _

◉ All Pages

◯ Select Pages
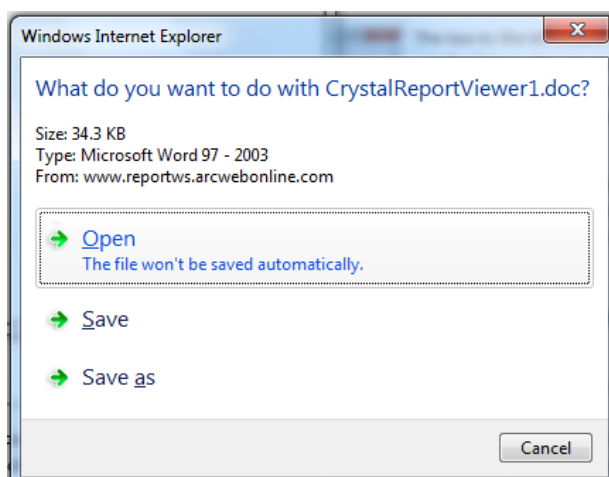
From: [   ]

To: [   ]

Export

The box to the left should appear next – in the future, this should pop up as soon as you choose to export a report; you should not need to repeat the previous two steps.

First, choose which format you wish the report to be generated in by clicking on the drop-down list; you can select from:

Formats: ▼
Formats:
Crystal Reports (RPT)
Acrobat Format (PDF)
MS Word
MS Excel 97-2000
MS Excel 97-2000 (Data Only)
Rich Text Format

Once you've chosen the appropriate format, select which pages of the report you wish to export and then click 'OK'. If you've chosen to export the report into a PDF file, the document should now open; you can then decide whether to print or save it (how you do this will depend on your version of Adobe Acrobat Reader or PDF viewer). If you selected to export the report into either Excel or Word, you'll first be asked whether you wish to open or to save the document:

Windows Internet Explorer   ✕

What do you want to do with CrystalReportViewer1.doc?

Size: 34.3 KB
Type: Microsoft Word 97 - 2003
From: www.reportws.arcwebonline.com

➜ **Open**
   The file won't be saved automatically.

➜ **Save**

➜ **Save as**

Cancel

If you choose simply to open the document, you must remember that, if you subsequently wish to save it, you will have to do it manually, through either Excel or Word in the normal manner.

If you select either 'Save' or 'Save as', you will be able to name the document and to save it to a place of your choosing.

4. Mentors/Educators Homepage

From Mentors/Educators homepage it is possible to add and amend mentors and link and unlink them from hosts.

You are presented with a list of mentor/educators that are currently linked to hosts that you have access to. For some users with access to multiple hosts this can be a very long list spread over several pages.

The search facility enables you to find a particular mentor quickly. As well as entering their name you can extend or limit a search by the mentor's status, host (practice environment) and whether their record is currently checked out.

You can also find a mentor by using their professional number (e.g. NMC Pin no. or HCPC registration no.).

Note that the project team managed to collect around 80% of registration numbers. For mentors/educators which we didn't collect, temporary pin numbers have been created using passport numbers in the following format:
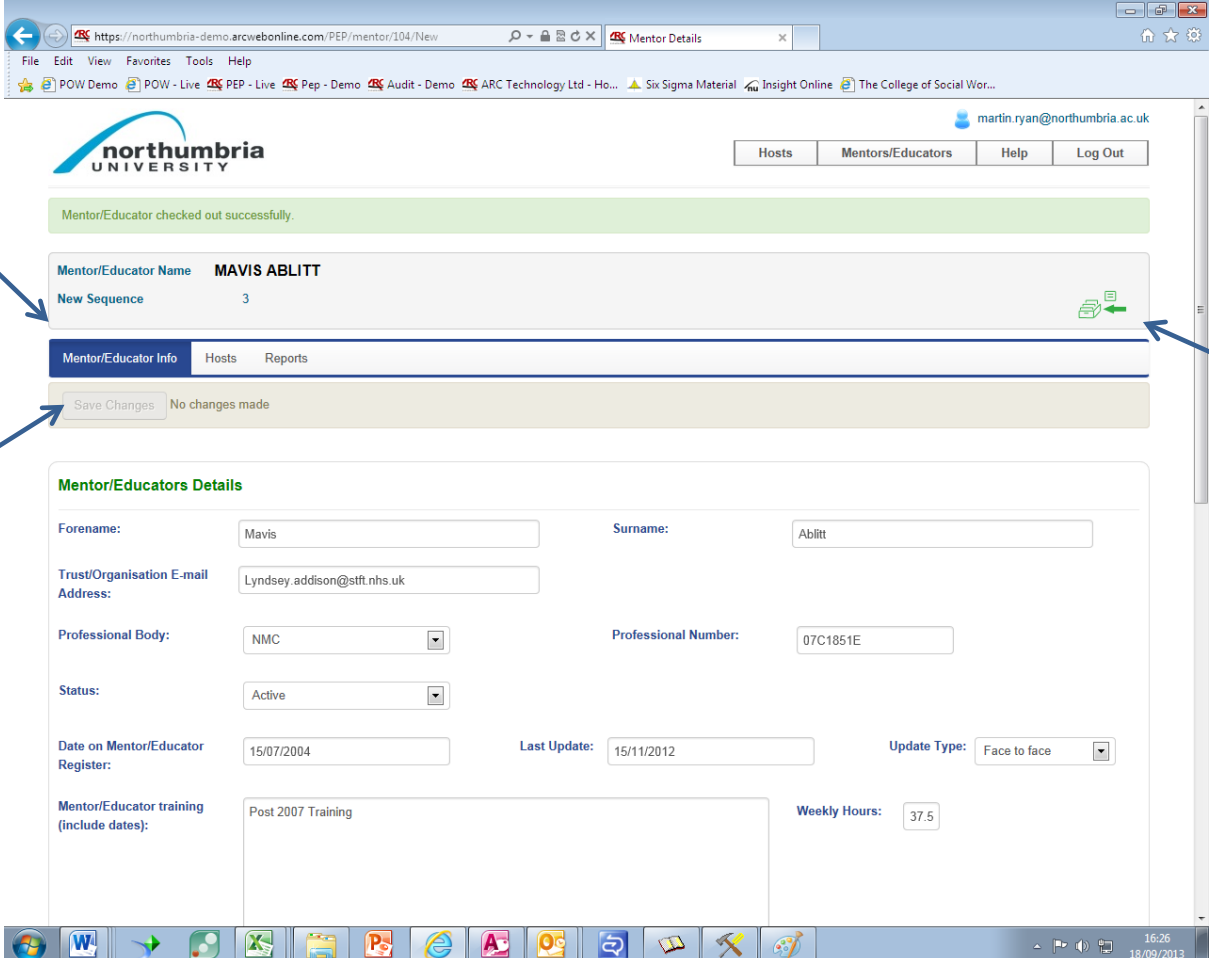
Professional Body	Example Passport Number	Temporary registration number
NMC	12345 (5 digits) 1234 (4 digits)	01X2345X 00X1234X
Occupational Therapists	12345	TMP12345
Physiotherapists	12345	TMP12345
ODP	12345	TMP12345

4.1   Amending mentor/educator records

Amending mentor/educator records is very similar to amending hosts. The checking out/in process is the same as described above in **Viewing and editing your Practice Environment Profile.** As with hosts you start by clicking

To add a new mentor record click on the "Create new mentor/educator" button.

In both cases you will be presented with the following page:

Now you are working with a specific mentor/educator the mentor/educator menu bar becomes visible.

Depending on your access level some fields may not be amendable. For example, update and sign-off information is restricted to PPF's and University administrators.

Professional numbers must be unique. If you are told you are entering a duplicate number then try searching using that number form the mentors/educators homepage. It could be the educator/mentor is already in the database – if not contact your PPF and they will investigate.

Scrolling down the page you will find the following:

This is where you can enter the student types that the mentor/educator is qualified for. Note you can select multiple types.

The Comments/Notes field is free format but please make sure that any information you enter here is relevant to the role of mentor/educator and not sensitive as this information will follow the mentor/educator if they move to a new host or trust.

Remember to save changes. If there are issues with the data you have entered a pink warning bar will appear at the top of the page asking you to address them.

Note the quick check-in button. This allows you to check-in the record without returning to the mentors/educators home page saving time if you have several new mentors/educators to enter as you can now go straight to hosts.

4.2   Linking and Unlinking Mentors/Educators to/from a Host

Begin by clicking on the Hosts option on the mentor/educator menu bar. Remember you must have selected a mentor/educator to access this.

You will be presented with a list of hosts that this mentor/educator is linked to.

Currently linked hosts are shown at the top of the page. The symbol indicates that this change will be finalised once the the host is checked in.

In the bottom half of the page a list of available hosts is displayed that you can link this mentor/educator to. By clicking on the unlink/link buttons the hosts will move from one list to the other.

Your view of available hosts is restricted to those hosts that you can view or edit within PEP-net. You cannot assign a mentor/educator to any other host if this is required then refer it to your PPF or the Educational lead for the host.
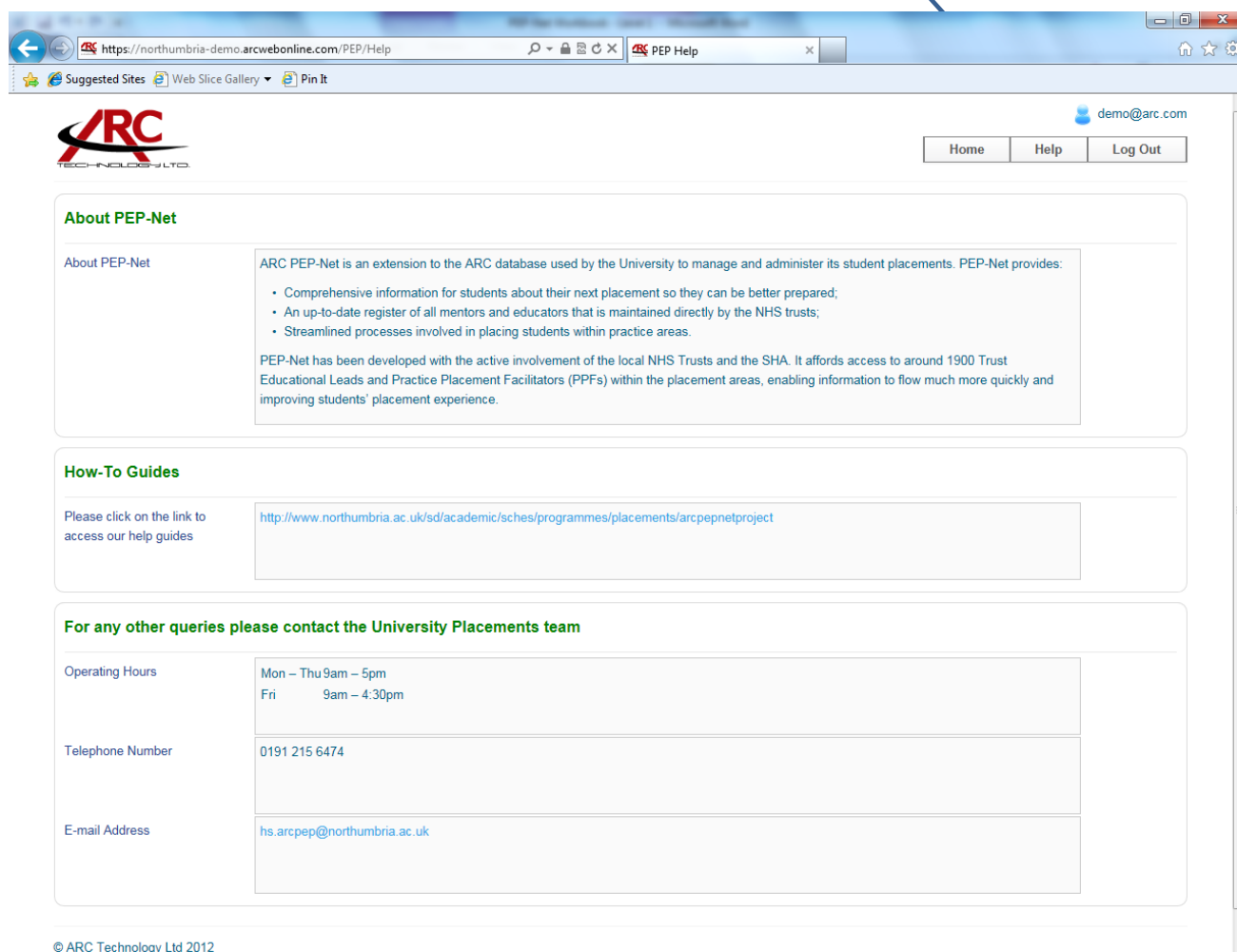
4.3   Mentor/Educator Reports

The reports tab list the reports available for mentor/educators. For instructions on running reports see the reports section for hosts above.
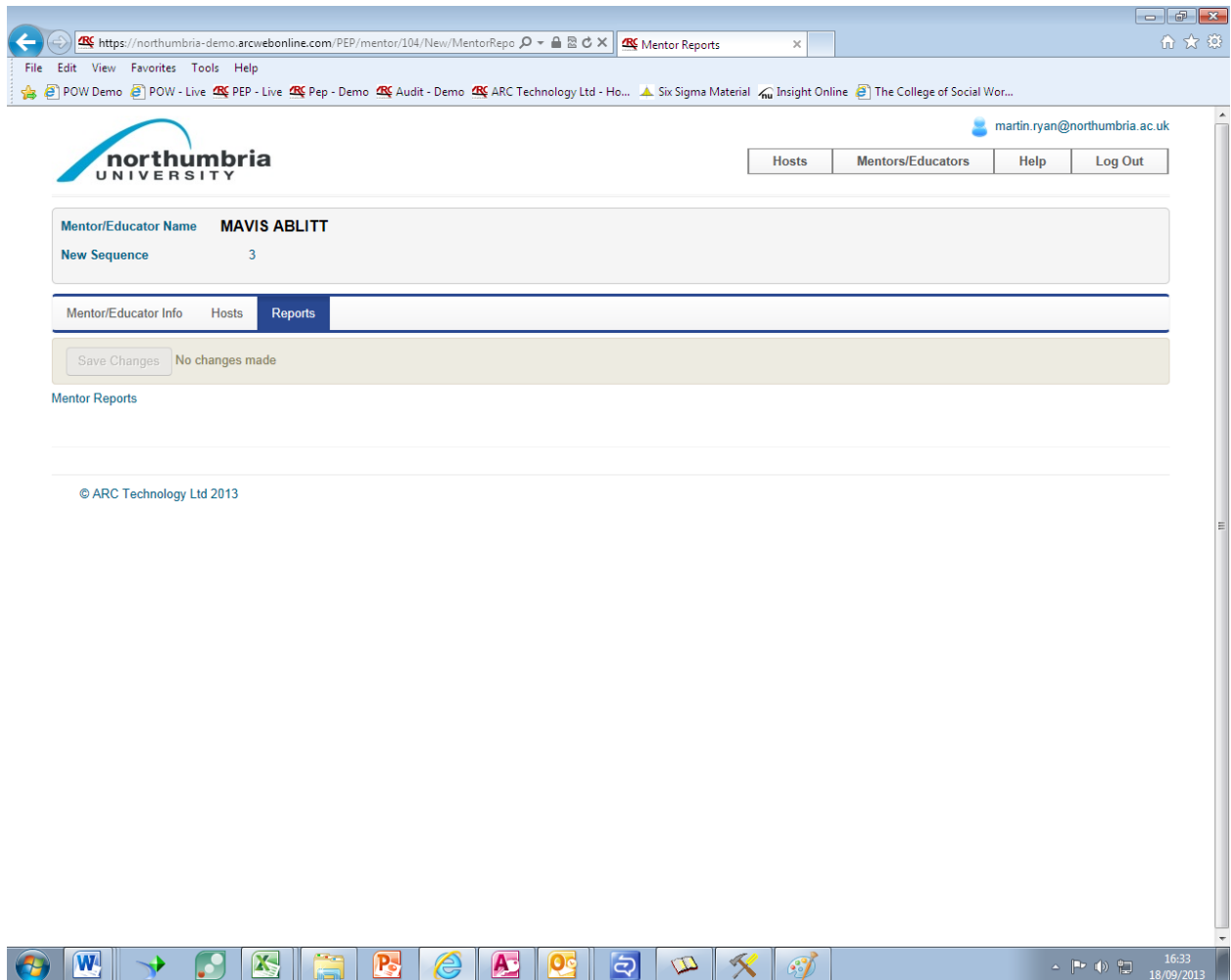
5. Help

The help section provides basic information about PEP-Net and a link to help guides designed to assist with a variety of PEP-Net tasks. You will also find contact details for Northumbria University's placement team who will be able to help you with any queries you may have, **including forgotten passwords**. The help section is accessible by clicking the 'Help' button which should be visible at the top right-hand corner of the screen, whichever sections of PEP-Net you're in:

6. Other Useful Information

POW

When a student is assigned to a placement area, they will gain access to the information contained in the 'Trust Info' and 'Placement Info' sections of the profile via 'Placements On the Web' (POW) – the system used by students to view their placement allocation and complete evaluations. For this reason, you should ensure that all of the information you supply is correct and well written; this is going to be your area's first contact with the student.

Session time-outs

If you leave PEP-Net logged in, but inactive for 15 minutes, the system will automatically log you out and any changes you have made since you last clicked 'Save Changes' will be lost; we therefore recommend that you save your work at regular intervals.

HTML

You might notice that, in some sections of the editable placement information there exists code such as the following:

www.nexus.org.uk/travel-information/journey-planner

This coding is known as HTML and allows the addition of links within the body of the text you're editing. Although it will appear almost unintelligible when editing, if you switch to 'view' mode, you will see that the coding surrounding the web-page or e-mail link has disappeared, that the text is highlighted in blue and that clicking on the link will open a new internet page or e-mail.

Editing HTML will, under most circumstances, render the link useless, so we'd urge you to leave it as it is unless you're confident in its manipulation. Further support, including instruction on how to include your own HTML links, will be covered in the system manual which will be made available once PEP-Net is fully functional. In the interim, please contact the PEP-Net project team should you wish to insert a link.

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