



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.

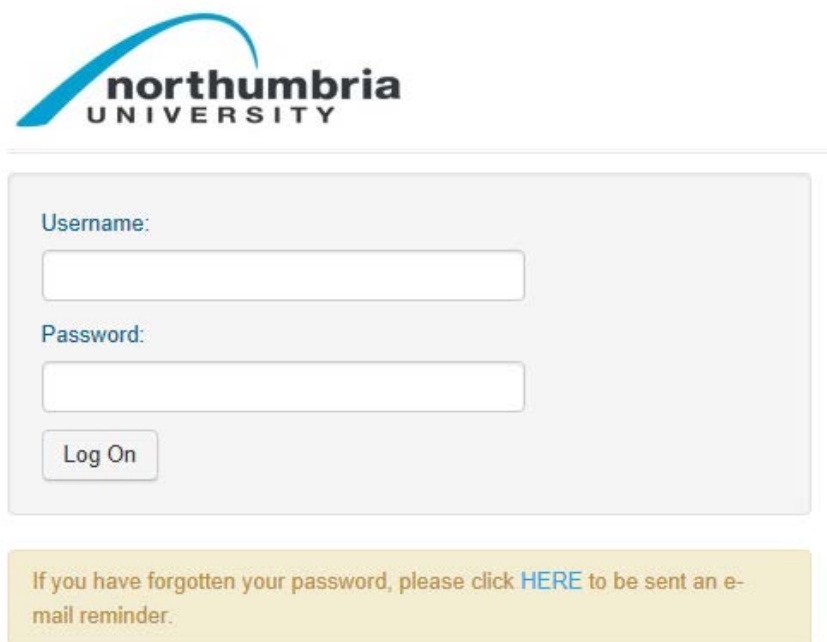
2. Logging into PEP-Net

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:



Username:

Password:

Log On

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

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:






The screenshot shows the PEP-Net Hosts homepage. At the top, there's a Northumbria University logo and a user profile for martin.ryan@northumbria.ac.uk. Below the logo is a search section with a text input field for 'Practice Environment Name', radio buttons for 'Status' (Active, De-Active, All), and radio buttons for 'Check Out Status' (All, Checked Out By You, Not Checked Out). A 'Submit Query' button is below. To the right is a 'Key' legend showing: a red checkmark for 'Available', a yellow checkmark for 'You are editing', and a grey checkmark for 'Checked out by someone else'. Below the search section is a table of placement profiles. The table has columns: Practice Environment Name, Checked Out For Editing To, View, Start PEP Edit, Undo Check Out, Check In, Next Review Date, and Last Checked In. Two profiles are listed: ALN Hillcrest Mat and ALN Minor Injuries Unit. Both are checked out to 'Mr Martin Ryan'. The table is circled in blue, and an arrow points to it with the label 'Placement Profiles'.


You can now choose either to view  or edit  any of the placement profiles available to you.

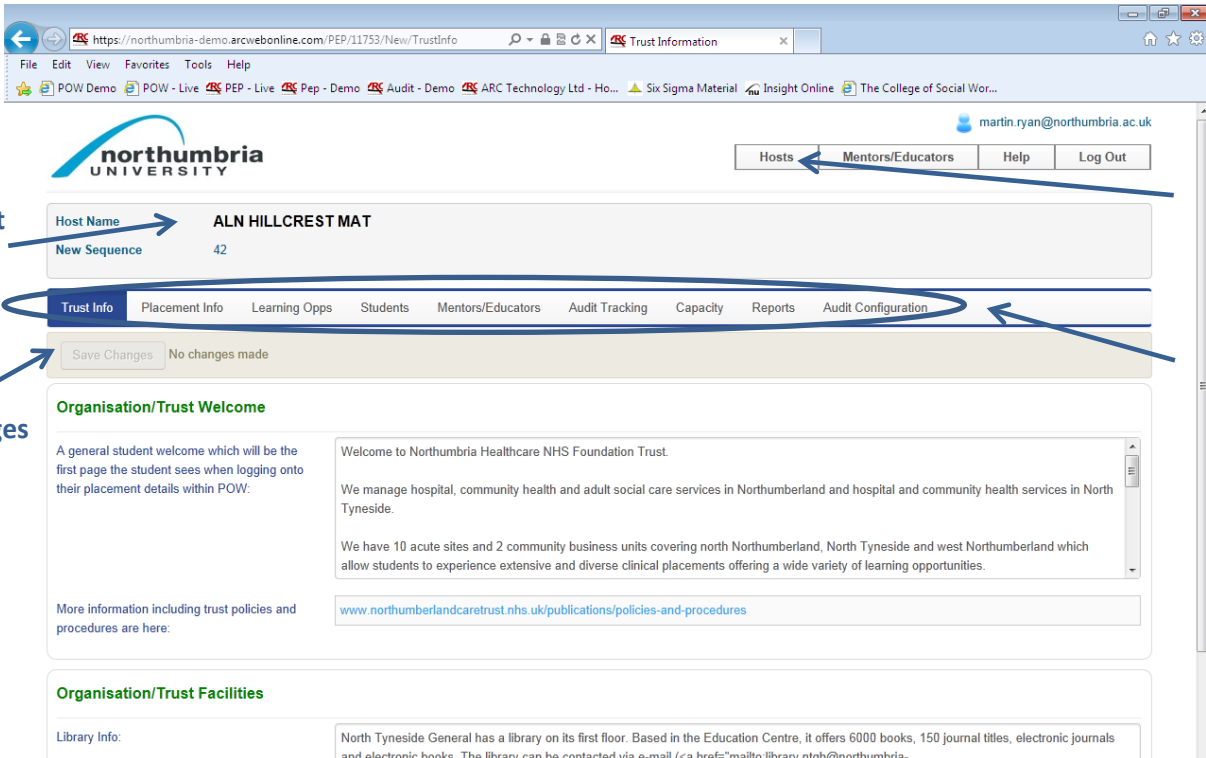
As there's very little difference between the 'view' and 'edit' screens, and because this part of the training is concerned primarily with amending and updating placement information, we'll concentrate on editing the profile.

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:

| 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 | Mr Martin Ryan |  |  |  |  | 23/01/2013 | 13/02/2013 |

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:



Placement name

Save Changes button

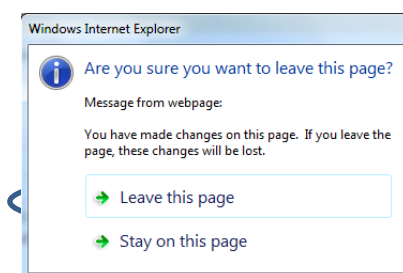
Menu bar



Hosts button


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.

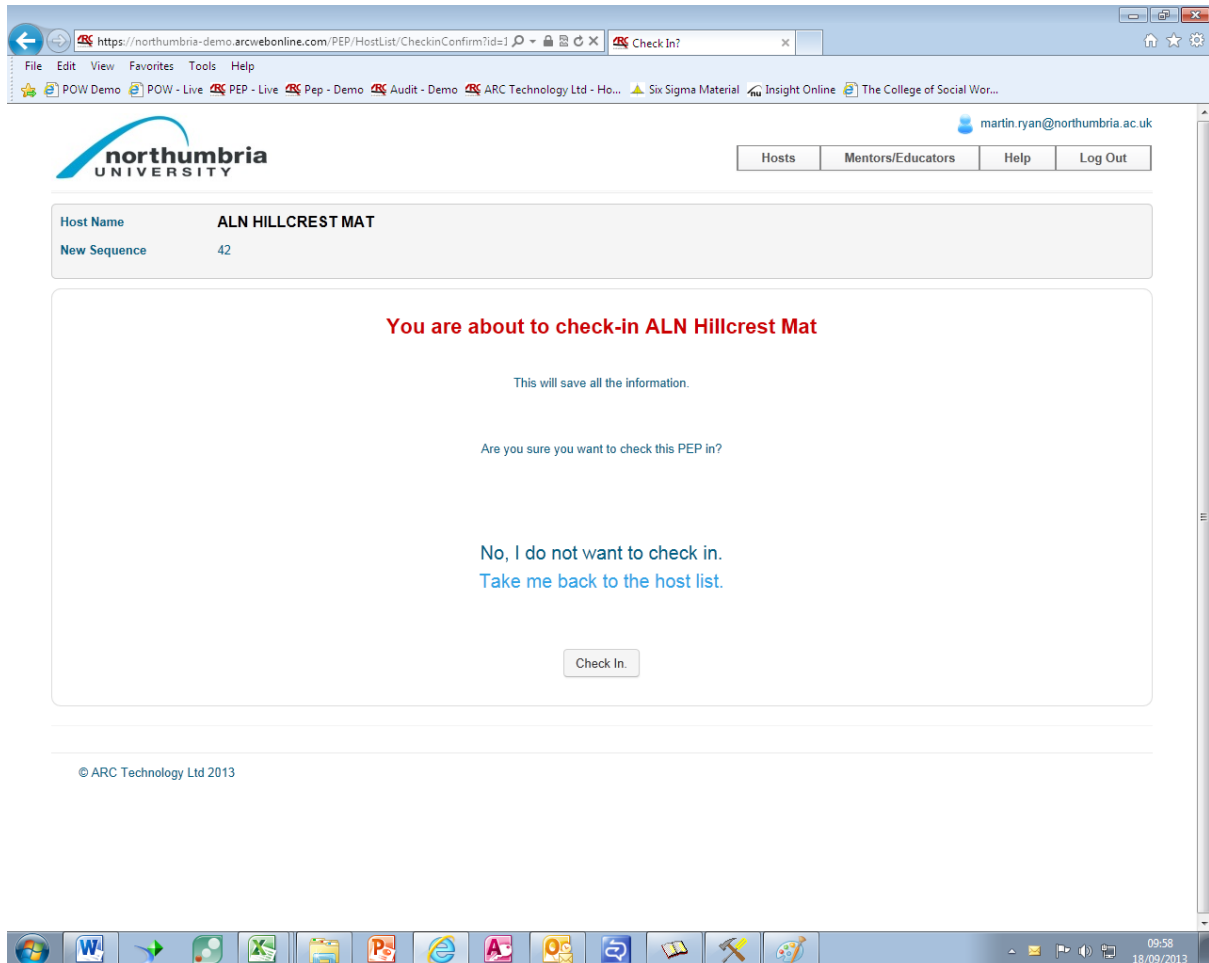
The 'Save Changes' button should be used to save any you've made to the part of the profile you're currently editing before you move on to edit any other sections. You'll notice that it'll remain greyed-out until a change to the profile has been made.

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.

Organisation/Trust Welcome

A general student welcome which will be the first page the student sees when logging onto their placement details within POW:

More information including trust policies and procedures are here:

Welcome to Northumbria Healthcare NHS Foundation Trust.

We manage hospital, community health and adult social care services in Northumberland and hospital and community health services in North Tyneside.

We have 10 acute sites and 2 community business units covering north Northumberland, North Tyneside and west Northumberland which allow students to experience extensive and diverse clinical placements offering a wide variety of learning opportunities.

www.northumberlandandcaretrust.nhs.uk/publications/policies-and-procedures

Organisation/Trust Facilities

Library Info:

North Tyneside General has a library on its first floor. Based in the Education Centre, it offers 6000 books, 150 journal titles, electronic journals and electronic books. The library can be contacted via e-mail (library.ntgh@northumbria-healthcare.nhs.uk) or telephone (0191 293 2761)

Wansbeck Hospital's library is also based in its Education Centre and is home to 4000 books, 70 current journals, electronic books and journals. The library can be contacted via e-mail (library.wansbeck@northumbria-healthcare.nhs.uk) or telephone (01670 529665).

Fitness Centre:

Other Facilities:

On the main acute sites North Tyneside General Hospital, Wansbeck General Hospital and Hexham General Hospital there are shops run by the WRVS selling refreshments.

— Scroll bar

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:

Speciality & Client Groups Service Hours & Shifts Dress Code Facilities Finding Us Student Top Tips Contacts Pre-Placement Study

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  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:

Host Name ALN HILLCREST MAT
New Sequence 42

Learning Opportunities

MW1 :Intro to Hospital Care - Delivery Suite Yr 1

| Branch/Field | Year 1 | Year 2 | Year 3 | Level 4 | Level 5 | Level 6 |
|---------------------|--------|--------|--------|---------|---------|---------|
| Midwifery 18 Months | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ |
| Midwifery 36 Months | ✓ | ✗ | ✗ | ✗ | ✗ | ✗ |

✗Hub ✗Spoke ✗Insight

This placement is designed to facilitate an understanding of the maternity services provided in a hospital setting for women who have a normal pregnancy and birth experience. Orientation to the hospital setting and procedures will form a key part of this experience. The main emphasis is on gaining experience in the care and support required for women during normal labour and birth

1. Develop your knowledge in relation to:

- Professional behaviour and responsibilities in accordance with the NMC code
- Communication skills
- Anatomy and Physiology of normal labour
- Infection prevention and control
- Medicines management during delivery

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)

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

Type of student opportunity relates to

Type of placement opportunity relates to

Description of the learning opportunity

| 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)

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

Adding a new learning opportunity

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

The screenshot shows the top navigation bar of the PEP-Net system. The 'Host Name' is 'ALN DAY UNIT' and the 'New Sequence' is '13'. Below this is a horizontal menu with tabs: 'Trust Info', 'Placement Info', 'Learning Opps', 'Students', 'Mentors/Educators', 'Audit Tracking', 'Capacity', and 'Reports'. The 'Learning Opps' tab is selected. Below the tabs is a yellow button labeled 'Add New Learning Opportunity', which is circled in red. A red arrow points from the text 'Add New Learning Opportunity' in the paragraph above to this button.

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

The screenshot shows the 'Add New Learning Opportunity' form. At the top, there is a green header 'Add New Learning Opportunity'. Below it are two input fields: 'Name (max. 50 characters)' and 'Description'. A red arrow points from the text 'learning opportunity name/title' in the paragraph above to the 'Name' field. Another red arrow points from the text 'and a description:' in the paragraph above to the 'Description' field. Below these fields are three checkboxes: 'For Hub', 'For Spoke', and 'For Insight'. At the bottom is a table with columns for 'Branch/Field', 'Year 1', 'Year 2', 'Year 3', 'Level 4', 'Level 5', and 'Level 6'. Each cell in the table contains a checkbox.

| Branch/Field | Year 1 | Year 2 | Year 3 | Level 4 | Level 5 | Level 6 |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adult | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Education | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learning Disability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mental Health | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Midwifery 18 Months | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Midwifery 36 Months | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Occupational Therapy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operating Department Practitioner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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':

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

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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| - | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adult | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Education | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| General | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learning Disability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mental Health | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Midwifery 18 Months | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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':



The screenshot shows the PEP-Net interface. On the left, a list of opportunities is displayed: OT4 :Core Placement Level 4, OT5 :Core Placement Level 5 (selected), and OT6 :Core Placement Level 6. On the right, the details for 'OT5 :Core Placement Level 5' are shown. This includes a table with columns for Branch/Field, Year 1, Year 2, Year 3, Level 4, Level 5, and Level 6. The 'Occupational Therapy' row shows 'X' marks for Years 1-3 and Level 4, a green checkmark for Level 5, and an 'X' mark for Level 6. Below the table, there are 'X' marks for Hub, Spoke, and Insight. At the top right of the details section, there are 'Edit' and 'Remove' buttons. A blue arrow points from the text 'then click \'Remove\'' to the 'Remove' button.

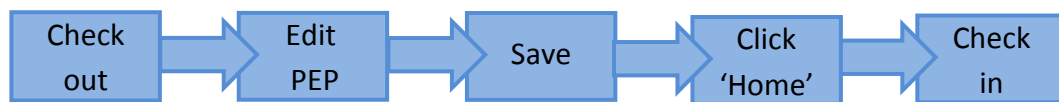
| Branch/Field | Year 1 | Year 2 | Year 3 | Level 4 | Level 5 | Level 6 |
|----------------------|--------|--------|--------|---------|---------|---------|
| Occupational Therapy | X | X | X | X | ✓ | X |

X Hub X Spoke X 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:

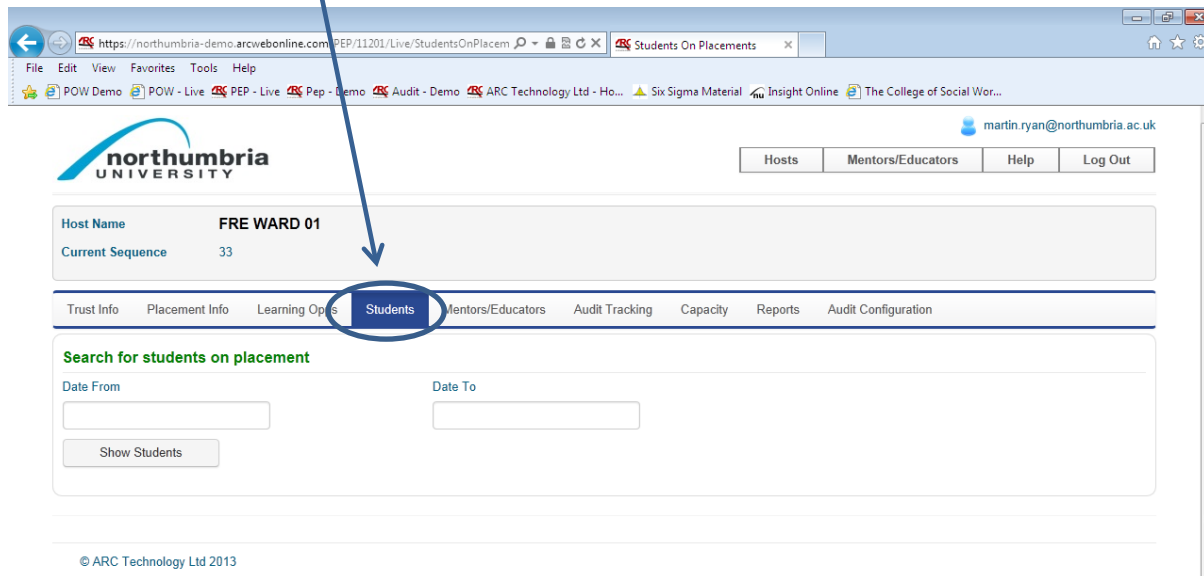


3.5 Reviewing student allocation

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

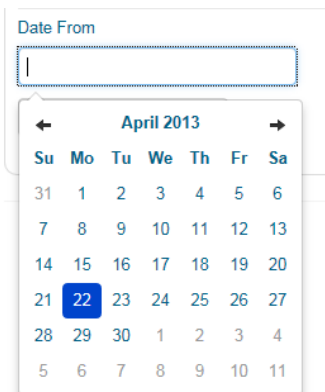
| Practice Environment Name | Checked Out For Editing To | View | Start PEP Edit | Undo Check Out | Check In | Next Review Date | Last Checked In |
|---------------------------|----------------------------|---|---|----------------|----------|------------------|-----------------|
| ✓ FRE Ward 01 | |  |  | | | 06/02/2013 | 27/03/2013 |

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



The screenshot shows the Northumbria University PEP-Net interface. The 'Students' tab is selected in the navigation bar. The 'Search for students on placement' section is visible with 'Date From' and 'Date To' input fields and a 'Show Students' button. The 'Host Name' is 'FRE WARD 01' and the 'Current Sequence' is '33'.

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:



The screenshot shows the 'Date From' calendar picker. The calendar is for April 2013. The date 22 is selected. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 to 31).

You can cycle through 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 | Intake | Branch/Field | Adult | S |
|-------------|------------|--------------|-------|---|
| | 37RNA4 M12 | | | |

Tutor Details

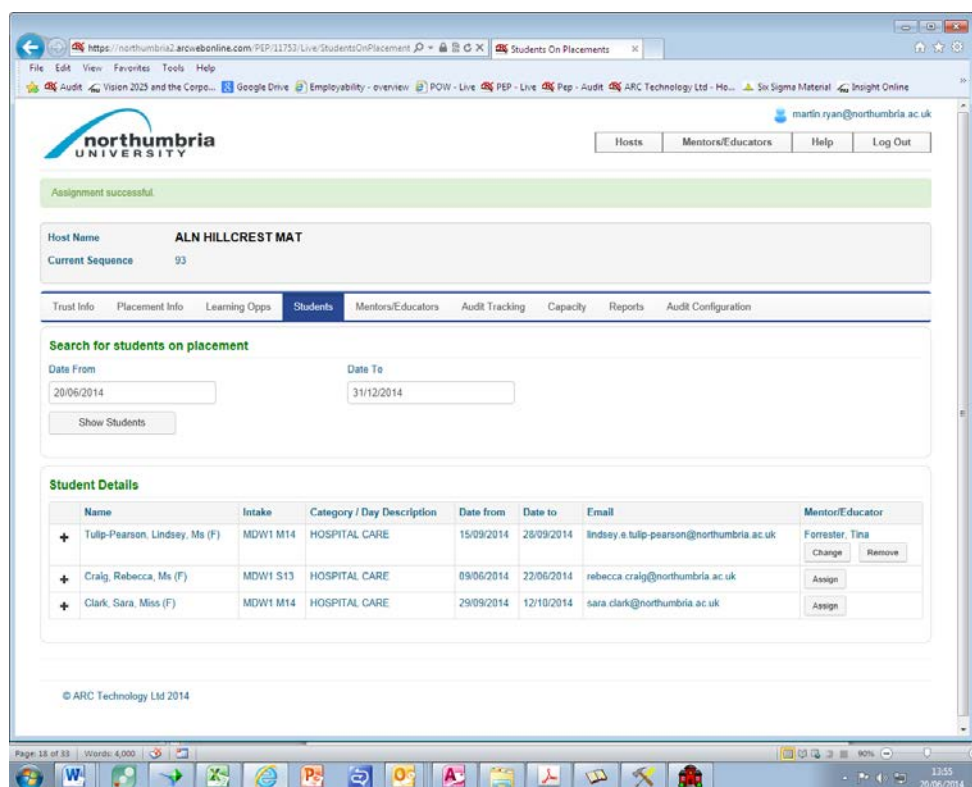
| Tutor Name | Tutor | Telephone | E-mail |
|------------|-------------------|--------------|--------|
| | Ms Julie Tweedlie | 0191 2156153 | |

| | | | | | | |
|---|----------------------------|------------|-----------------|------------|------------|----------------|
| + | 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.horril |

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:

[Hosts](#)
[Mentors/Educators](#)
[Help](#)
[Log Out](#)

Host Name
ALN HILLCREST MAT

Current Sequence
93

[Trust Info](#)
[Placement Info](#)
[Learning Opps](#)
[Students](#)
[Mentors/Educators](#)
[Audit Tracking](#)
[Capacity](#)
[Reports](#)
[Audit Configuration](#)

Assign Mentor/Educator To Student

Student Details

| Student | Intake | Category / Day Description | Date from | Date to | Email |
|------------------------|----------|----------------------------|------------|------------|---------------------------------|
| Craig, Rebecca, Ms (F) | MDW1 S13 | HOSPITAL CARE | 09/06/2014 | 22/06/2014 | rebecca.craig@northumbria.ac.uk |

| Intake Name | Branch/Field | Start Date |
|-------------|---------------------|------------|
| MDW1 S13 | Midwifery 36 Months | 16/09/2013 |

Assignable Mentors/Educators

| Mentor Name | Status |
|--------------------|--------|
| Dobson, Jacqueline | Active |
| Duncan, Helen | Active |
| Forrester, Tina | Active |

Select a mentor/educator and then confirm an assignment

Assignment Confirmation

You are about to make the following assignment:

Student
Craig, Rebecca, Ms

Mentor/Educator
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.

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



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.

The screenshot shows a web browser window with the URL <https://northumbria-demo.arcwebonline.com/PEP/11202/New/PepMentors/Link>. The page is titled 'Mentors/Educators' and is part of the Northumbria University system. The user is logged in as 'martin.ryan@northumbria.ac.uk'.

The page displays the following information:

- Host Name:** FRE WARD 02
- New Sequence:** 17
- Navigation Menu:** Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, Audit Tracking, Capacity, Reports, Audit Configuration.
- Linked Mentors/Educators:** A table showing currently linked mentors/educators. The first row, 'Bailey, Lynn', has an 'Unlink' button. The second row, 'Molloy, Allison', has an 'Unlink' button. The third row, 'Collins, Susan', has an 'Unlink' button. A blue arrow points to the 'Unlink' button for 'Bailey, Lynn'.
- Available Mentors/Educators:** A table showing available mentors/educators. The first row, 'Addison, Lyndsey', has a 'Link' button. The second row, 'Alvidrez, Ted', has a 'Link' button. The third row, 'Anderson, Lee', has a 'Link' button. The fourth row, 'Bailey, Lynn', has a 'Link' button. The fifth row, 'Barrett, Joanne', has a 'Link' button.
- Professional number:** A search box with a 'Filter results' button.

The bottom of the page shows a Windows taskbar with various application icons and a system clock showing 10:20 on 18/09/2013.

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 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:

| <u>Professional Body</u> | <u>Example Passport Number</u> | <u>Temporary registration number</u> |
|---------------------------------|---------------------------------------|---|
| 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.

The screenshot shows the Northumbria University ARC Audit system interface. The 'Capacity' tab is selected and circled in blue. The host name is 'ALN HILLCREST MAT' and the current sequence is '93'. The capacity for the area is 1 student. The table below shows the capacity for various categories.

| Category | Notes | Max. No of Students | Year 1 | Year 2 | Year 3 |
|----------------|---|---------------------|--------|--------|--------|
| ANTE NATAL | | 0 | 0 | 0 | 0 |
| COMMUNITY - MW | | 0 | 0 | 0 | 0 |
| DELIVERY SUITE | | 0 | 0 | 0 | 0 |
| ELECTIVE | | 1 | 0 | 0 | 0 |
| HOSPITAL CARE | | 0 | 0 | 0 | 0 |
| MATERNITY | Students access the placement for 2 weeks spoke and experience, ante/intra/post natal and community care Capacity 1 student at any one time | 1 | 0 | 0 | 0 |
| POST NATAL | | 0 | 0 | 0 | 0 |

*Please note the capacity shown above is the Audited Capacity.

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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:

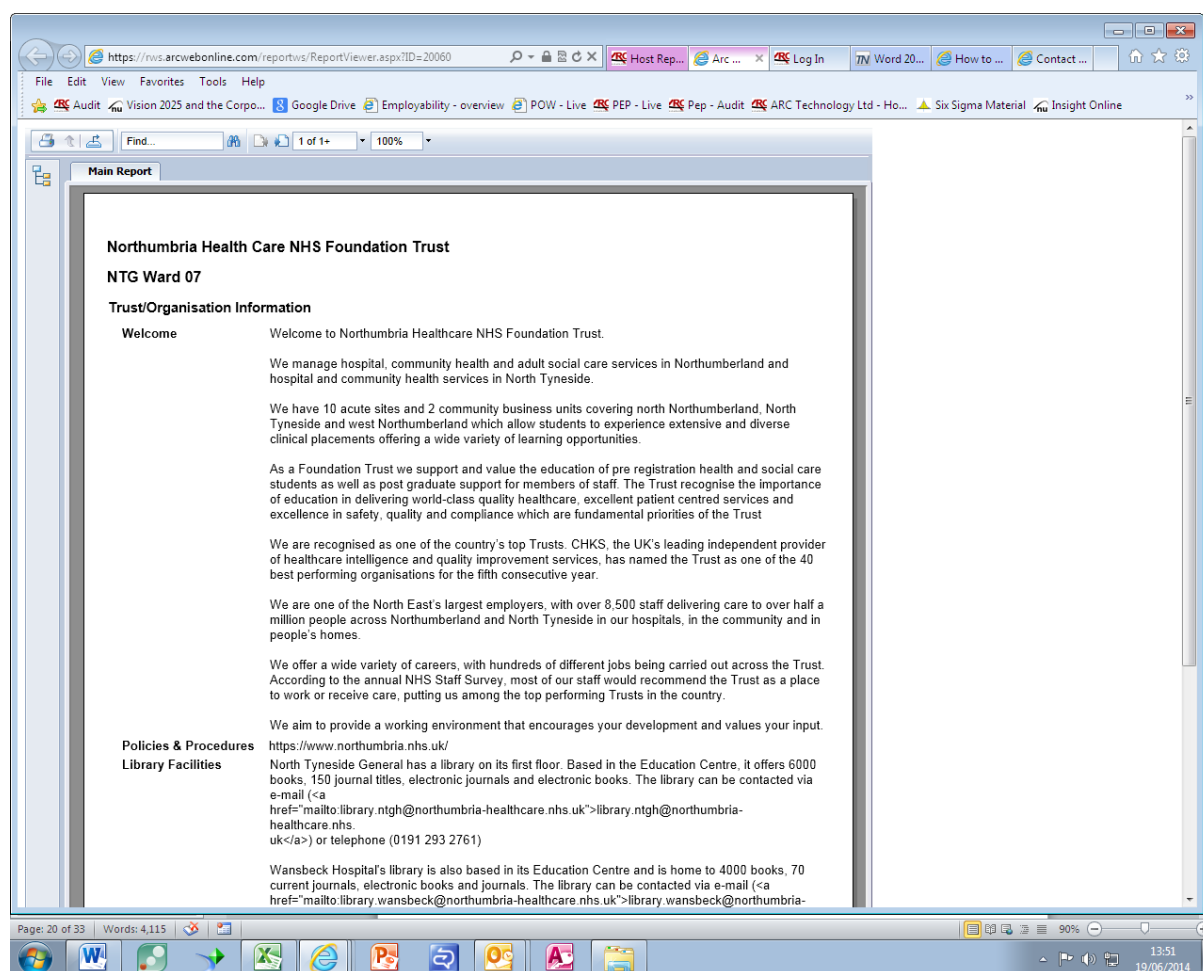
The screenshot shows a web browser window with the URL <https://hces-placements-northumbria.arcwebonline.com/PEP/11753/New/Report>. The page header includes the ARC TECHNOLOGIES logo, a user profile for martin.ryan@northumbria.ac.uk, and navigation links for Home, Help, and Log Out. Below the header, a table displays the Host Name as ALN HILLCREST MAT and the New Sequence as 25. A horizontal menu contains tabs for Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, Audit Tracking, Capacity, and Reports. The Reports tab is circled in blue. Below the menu, a 'General' section lists available reports: 'Basic Pep Information' and 'Summary report for Placement Information.' Both report titles are circled in blue. Three blue arrows point from text labels below the screenshot to these elements: 'Available report(s)' points to the 'Basic Pep Information' link, 'Information about the report' points to the 'Summary report for Placement Information' link, and 'Reports tab' points to the 'Reports' tab in the menu.

Available report(s)

Information about the report

Reports tab

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:



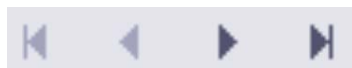
Export the report – you'll be given a choice of formats to save it in



Print the report



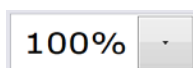
Show/hide group tree – shows the area the data's been taken from



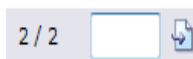
Cycle through the pages of the report



Search the report for a particular word or phrase



Zoom in/out

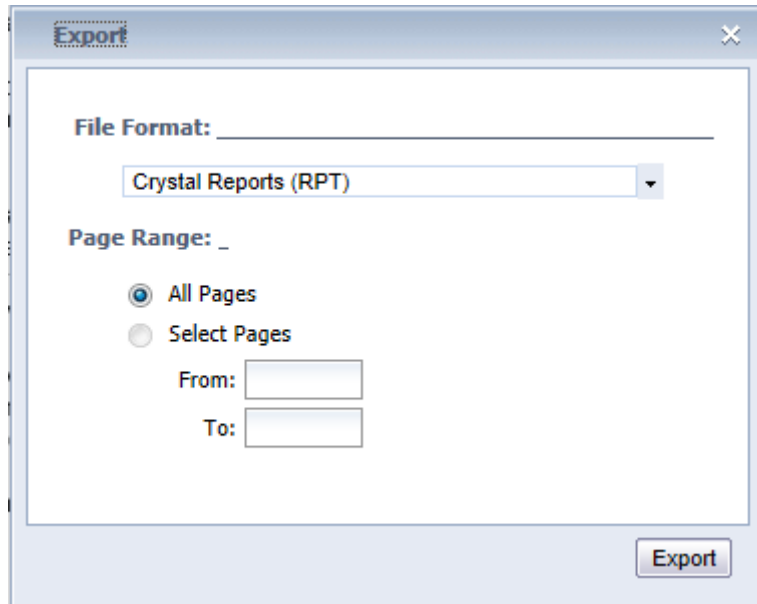


Shows which page of the report you're on and allows you to jump to a specified page



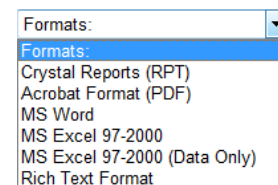
History – allows you to cycle through pages viewed previously

Exporting a report

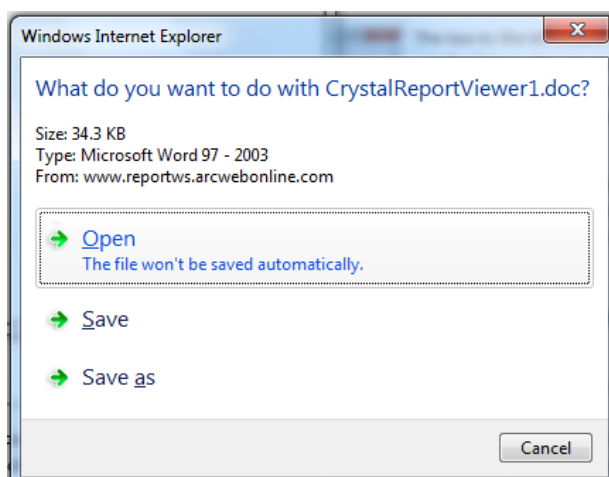


The box to the left should appear next – in the future, this should pop up as soon as you choose to export a report; you should not need to repeat the previous two steps.

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



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:



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.

Number of Mentors/Educators found: 82

| Mentor/Educator Name | Last Checked In | Checked Out For Editing To | View | Start Edit | Undo Check Out | Check In | Status |
|----------------------|-----------------|----------------------------|------|------------|----------------|----------|--------|
| ✓ Ablitt, Mavis | 18/09/2013 | | | | | | Active |
| ✓ Alvidrez, Ted | 18/09/2013 | | | | | | Active |
| ✓ Anderson, Lee | 16/09/2013 | | | | | | Active |
| ✓ Bailey, Lynn | 05/09/2013 | | | | | | Active |
| ✓ Barrett, Joanne | 06/09/2013 | | | | | | Active |
| ✓ Brindley, Gillian | 16/09/2013 | | | | | | Active |
| ✓ Brown, Annette | 02/09/2013 | | | | | | Active |
| ✓ Brown, Gail | 16/09/2013 | | | | | | Active |
| ✓ Brown, Moira | 16/09/2013 | | | | | | Active |
| ✓ Burn, Helen | Never | You | | | | | Active |

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:

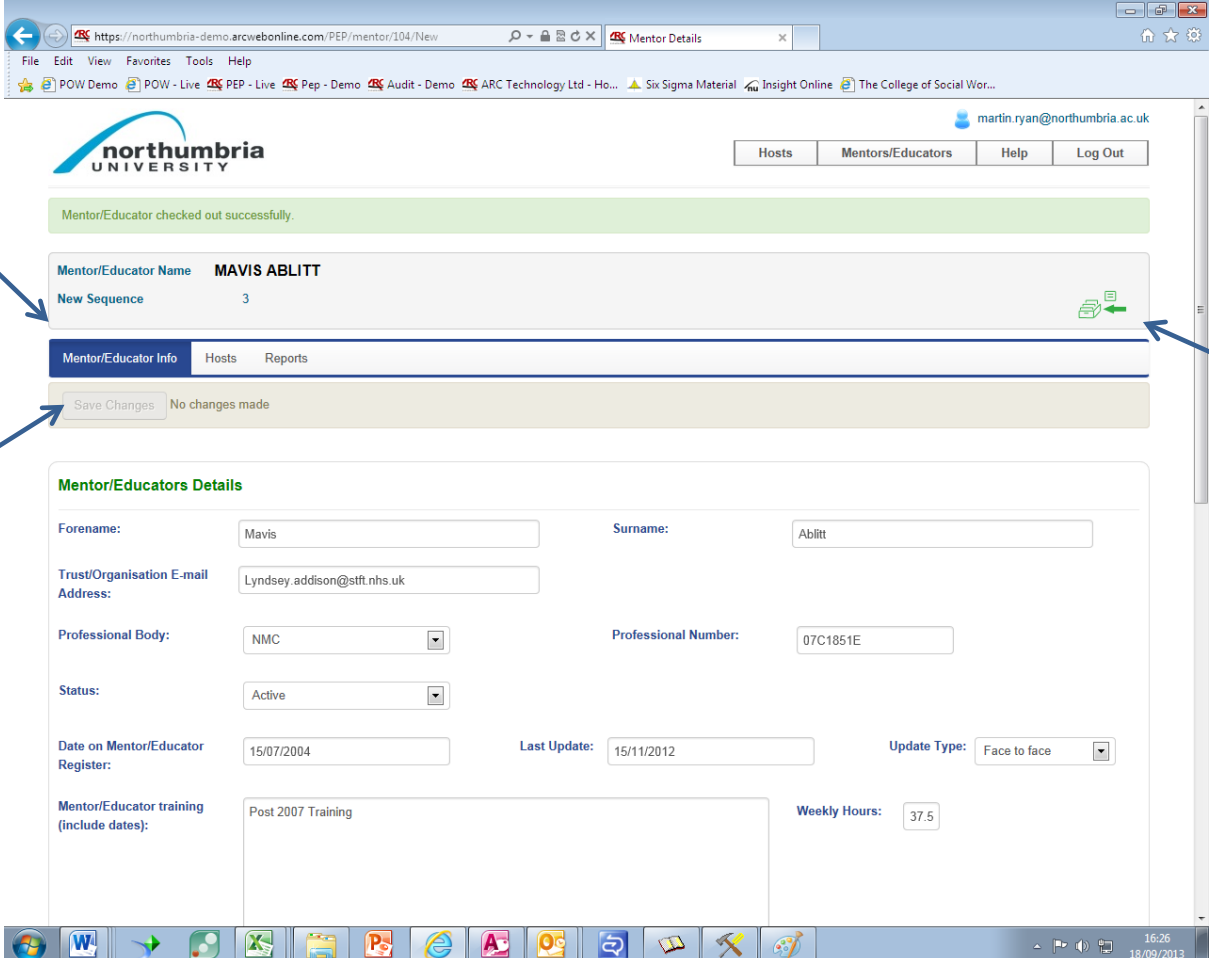
| <u>Professional Body</u> | <u>Example Passport Number</u> | <u>Temporary registration number</u> |
|---------------------------------|---------------------------------------|---|
| NMC | 12345 (5 digits) 1234 (4 digits) | 01X2345X 00X1234X |
| Occupational Therapists | 12345 | TMP12345 |
| Physiotherapists | 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:



The screenshot shows the 'Mentor/Educator Details' page for MAVIS ABLITT. The page is titled 'Mentor/Educator checked out successfully.' and shows the following details:

- Mentor/Educator Name:** MAVIS ABLITT
- New Sequence:** 3
- Mentor/Educator Info:** Hosts, Reports
- Save Changes:** No changes made
- Quick Check-in:** (button)
- Mentor/Educators Details:**
 - Forename:** Mavis
 - Surname:** Ablitt
 - Trust/Organisation E-mail Address:** Lyndsey.addison@stft.nhs.uk
 - Professional Body:** NMC
 - Professional Number:** 07C1851E
 - Status:** Active
 - Date on Mentor/Educator Register:** 15/07/2004
 - Last Update:** 15/11/2012
 - Update Type:** Face to face
 - Mentor/Educator training (include dates):** Post 2007 Training
 - Weekly Hours:** 37.5

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 from 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:

HCPC Only

Occupational Therapy: ☐ Physiotherapy: ☐ ODP: ☐

OT Only - Last APPLE Review

NMC Only - Part 1 & 2 (Nursing & Midwifery)

Adult: ☒ Child: ☐ Mental Health: ☐ Learning Disability: ☐ District Nurse: ☐ Midwifery: ☐

NMC Only - Sign-off Mentor

☐ Yes ☒ No Sign-Off Completion: Last Triennial Review:

NMC Only - Part 3 (SCPHN)

Health Visitor: ☐ School Nurse: ☐ Sexual Health Nurse: ☐

Sexual Health Only - Date Of Last Sexual Health Update

Prescribing

Prescribing V150: ☐ Non Medical Prescribing V300: ☐

Comments/Notes:

Passport:

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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.

The screenshot shows the Northumbria University PEP-Net interface. The top navigation bar includes 'Hosts', 'Mentors/Educators', 'Help', and 'Log Out'. The user is logged in as 'martin.ryan@northumbria.ac.uk'. The main content area is titled 'Mentor/Educator Name MAVIS ABLITT' and 'New Sequence 3'. Below this, there are tabs for 'Mentor/Educator Info', 'Hosts', and 'Reports'. The 'Hosts' tab is selected, showing a 'Linked Hosts' section with a table of currently linked hosts. A blue arrow points to the 'Hosts' tab in the top navigation bar.

| Host Name | Checked out to | |
|---------------------------------|----------------|--------|
| HC Sunwest Cluster at Hetton DN | Joanne Rohan | Unlink |


Below the 'Linked Hosts' section, there is a note: 'The following hosts are currently linked to Mavis Ablitt.' and a button 'Link Mentor/Educator to hosts'.

The 'Available Hosts' section contains a table of hosts that can be linked to this Mentor/Educator. Only hosts that you have check-out and check-in rights to can be linked. A note states: 'Please note: if you link a host that is currently checked in, the host will be automatically checked-out, linked to the Mentor/Educator, and checked back in. If you link a host that is currently checked out, the link to the Mentor/Educator will be made, but the host will remain checked out and must be checked in before the link is recorded.'

| Practice Environment Name | Checked out to | Link to this host |
|---------------------------|----------------|-------------------|
| ALN Hillcrest Mat | | Link |
| ALN Minor Injuries Unit | | Link |
| ALN Outpatients | | Link |
| ALN Surgical Unit | | Link |
| ALN Ward 01 | | Link |
| AOT Cramlington | | Link |

On the right side of the 'Available Hosts' section, there is a 'Practice Environment Name' search box and a 'Filter results' button.

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

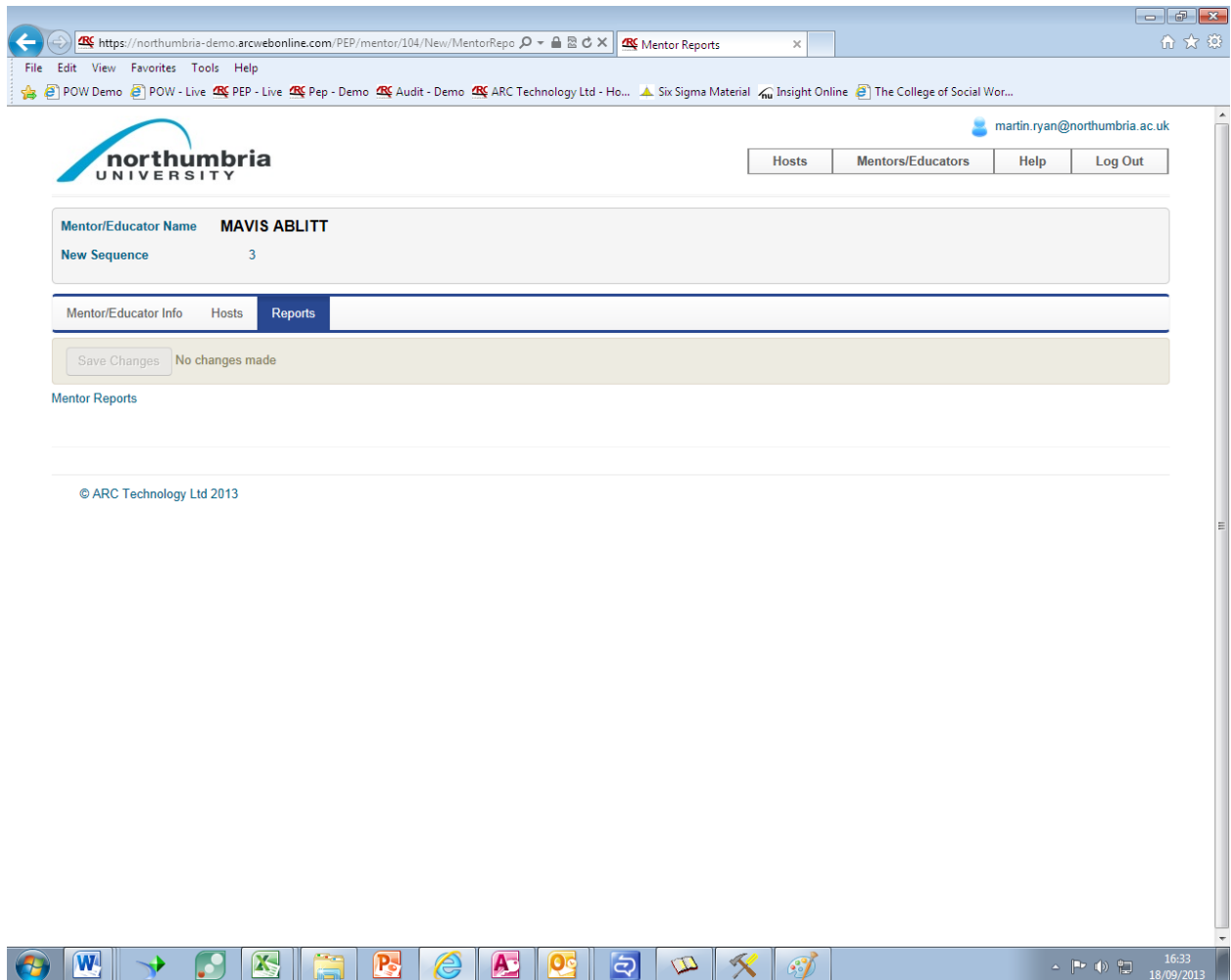
Currently linked hosts are shown at the top of the page. The  symbol indicates that this change will be finalised once the the host is checked in.

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.

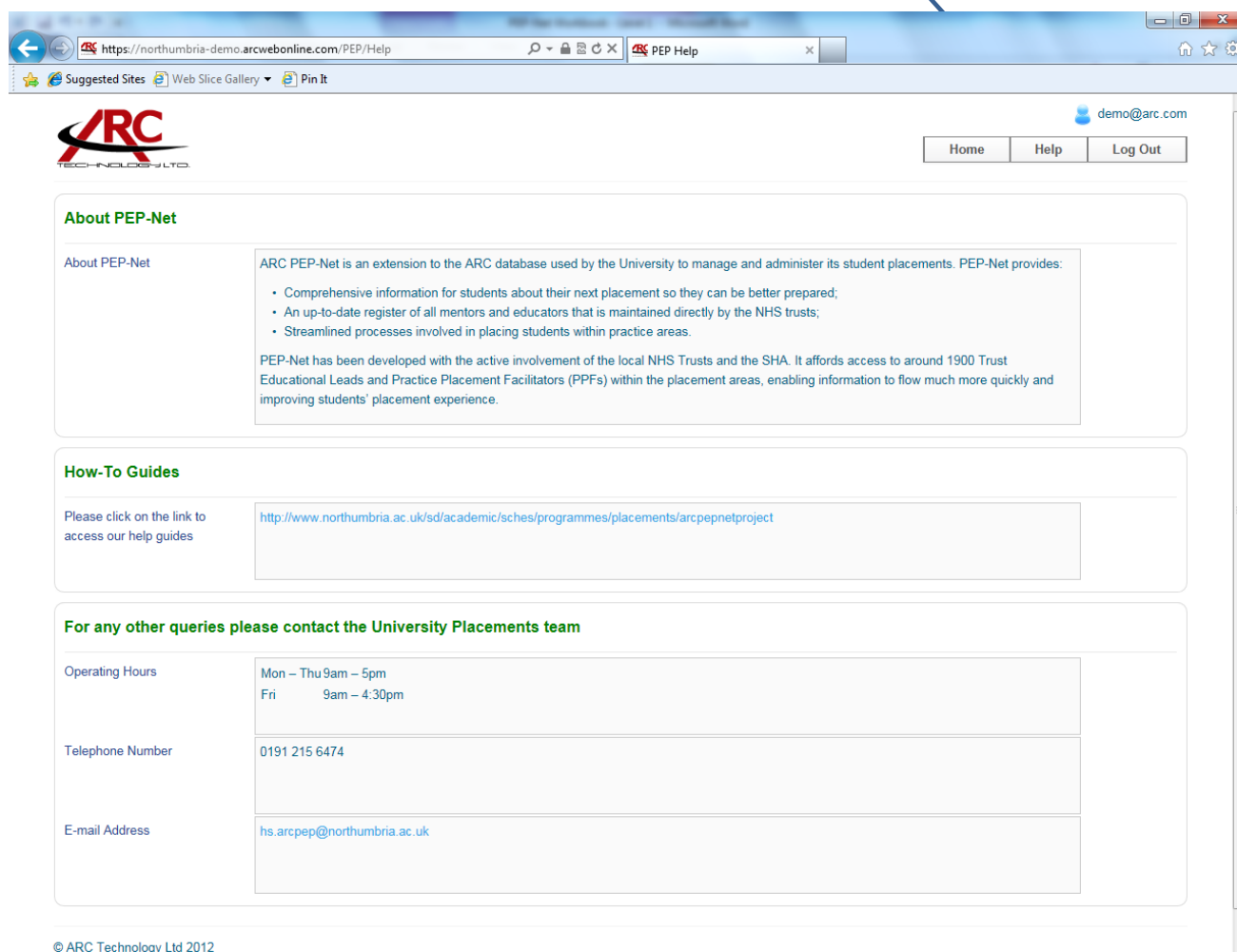
4.3 Mentor/Educator Reports

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:



The screenshot shows a web browser window with the URL <https://northumbria-demo.arcwebonline.com/PEP/Help>. The page features the ARC logo and a user profile 'demo@arc.com' with buttons for 'Home', 'Help', and 'Log Out'. The main content is organized into three sections:

About PEP-Net

About PEP-Net

ARC PEP-Net is an extension to the ARC database used by the University to manage and administer its student placements. PEP-Net provides:

- Comprehensive information for students about their next placement so they can be better prepared;
- An up-to-date register of all mentors and educators that is maintained directly by the NHS trusts;
- Streamlined processes involved in placing students within practice areas.

PEP-Net has been developed with the active involvement of the local NHS Trusts and the SHA. It affords access to around 1900 Trust Educational Leads and Practice Placement Facilitators (PPFs) within the placement areas, enabling information to flow much more quickly and improving students' placement experience.

How-To Guides

Please click on the link to access our help guides

<http://www.northumbria.ac.uk/sd/academic/sches/programmes/placements/arcpepnetproject>

For any other queries please contact the University Placements team

| | |
|------------------|--|
| Operating Hours | Mon – Thu 9am – 5pm Fri 9am – 4:30pm |
| Telephone Number | 0191 215 6474 |
| E-mail Address | hs.arcpep@northumbria.ac.uk |

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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:

```
<a href="http://www.nexus.org.uk/travel-information/journey-  
planner"target=_blank>www.nexus.org.uk/travel-information/journey-planner</a>
```

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.

NOTES

NOTES
