

PEP: HOW TO VIEW STUDENTS ALLOCATED TO A PLACEMENT AREA

For placement area contacts

STEP ONE: GO TO THE ARC PEP WEBPAGE

Open a web browser and type the web address into the address bar.

<https://worc.arcwebonline.com/pep/account/login>

Press the enter key.

Alternatively, visit the WBLSO ARC page at

www.worcester.ac.uk/placement-support

Once you have logged in to PEP, you will see all the placement areas linked to your name. These are referred to as *Hosts* and will appear alphabetically, although many contacts will have just the one host. Contacts who have more than one host area will find the ***Searching for a Host*** section at the end of this document useful.

Some hosts will not be part of an NHS Trust, such as those in the independent and voluntary sectors. In these cases, the host will not be linked to a 'hospital' but will be linked with their parent organisation where appropriate.

The example below shows a contact who is linked to several hosts.

Host saved successfully

Practice Environment: willow

Status: Active De-Active Archived All

Current Edit Status: All Checked Out By You Checked Out By Someone Else Not Checked Out

Search Clear Search

Number of hosts: 4

Practice Environment Name	Course	Checked Out For Editing To	View	Start PEP Edit	Undo Check Out	Check In	Next Review Date	Last Checked In
<input checked="" type="checkbox"/> SAC006 WILLOWDENE FARM	Nursing and Midwifery							17/07/2019
<input checked="" type="checkbox"/> SWK156 THE WILLOWS, EVESHAM HOSPITAL	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> Willow Ward	Nursing and Midwifery							17/07/2019
<input checked="" type="checkbox"/> Willows Stroke Unit, Evesham Community Hospital	Nursing and Midwifery							05/07/2019

© ARC Technology Ltd 2019

VIEWING STUDENT ALLOCATIONS

Search for Allocations at an Individual Host

Identify the host area you need. By clicking on the *View* icon you will be able to view information about the placement area.

Once you are in the record for that host, click on the *Students* tab .

Voice Staff Portal Home https://webmail.worc.ac.uk/ OneDrive for Business

s.ashford@worc.ac.uk

Hosts Help Log Out

Host/Placement Name **WILLOW WARD**

Current Sequence 2

Trust Info Placement Info Compliance Learning Opps Capacity **Students** Reports Documents PEP Log

Search for students on placement

Date From Date To

Display all students Display only active students

Show Students

© ARC Technology Ltd 2019

This will enable you to search for the allocations by date range by using the *date from* and *date to* boxes. If you simply need to search for the next student(s) allocated to the host for the coming or current semester or academic year, we recommend that you use the start/end dates, e.g.

- To search for the autumn/winter semester, put 1 Sept as the *date from* and end of February as the *date to*.
- To search for the spring/summer semester put the end of February as the *date from* and 31 August as the *date to*.
- To search for a whole academic year put 1 Sept as the *date from* and 31 August as the *date to*. **N.B.** For many courses, the allocations are planned on a semester by semester basis so you may not be able to see a whole academic year at certain times.

You can also choose to only display active students (disregarding any who have temporarily or permanently withdrawn their course).

Once you have entered the dates click on **Show Students** and a list will appear of all the students allocated from the date range and courses for which you have access.

The screenshot shows a web browser window with the URL `webonline.com/pep/43650/Live/StudentsOnPlacements`. The page header includes the University of Worcester logo and navigation links for 'Hosts', 'Help', and 'Log Out'. The user is logged in as 's.ashford@worc.ac.uk'. The main content area is titled 'Host/Placement Name WILLOW WARD' and 'Current Sequence 2'. Below this is a navigation menu with options: 'Trust Info', 'Placement Info', 'Compliance', 'Learning Opps', 'Capacity', 'Students', 'Reports', 'Documents', and 'PEP Log'. The 'Students' option is selected. The search section is titled 'Search for students on placement' and contains two date input fields: 'Date From' (28/02/2018) and 'Date To' (31/08/2018). There are two radio buttons: 'Display all students' (selected) and 'Display only active students'. The 'Show Students' button is circled in red. The footer of the page reads '© ARC Technology Ltd 2019'.

The screen will show the intake, type of placement, dates, and the student email address.

By clicking on the **+** icon you may also be able to see additional information about the student.

The screenshot shows the University of Worcester PEP system interface. At the top, the University of Worcester logo is visible. Below it, the 'Host/Placement Name' is 'WILLOW WARD' and the 'Current Sequence' is '2'. A navigation bar includes 'Trust Info', 'Placement Info', 'Compliance', 'Learning Opps', 'Capacity', 'Students', 'Reports', 'Documents', and 'PEP Log'. A search section titled 'Search for students on placement' has date filters from 28/02/2018 to 31/08/2018 and radio buttons for 'Display all students' (selected) and 'Display only active students'. Below this is a 'Student Details' table with one row for Louise Robison. The 'Intake' column for this student is circled in red.

Name	Intake	Category / Day Description	Date from	Date to	Email
+ Robison, Louise, Ms (F)	OCCUPATIONAL THERAPY S17	HQ Z OCC. THERAPY GENERIC PLACEMENT YEAR 1	22/01/2018	29/04/2018	ROBL2_17@UNI.WORC.AC.UK

© ARC Technology Ltd 2019

IMPORTANT: Some placement areas take students from more than one type of course – this is particularly the case with NHS hospitals and care homes. If this is the case, you will see the names of all the students allocated during that period. The **Intake** column will show which course they are on, and it may be the case that another colleague in your area supports some of the students.

Non-Consecutive Placement Weeks

Not all placement weeks run consecutively without a break. Where a student’s placement period is interspersed by a small number of weeks for other activities (for example, annual leave or university theory weeks), the **Days** column will show **Please Click Here**.

In the below example, the first line of the placement period is interspersed with a short period of other activity.

The rest of the placement appears separately in the second line as there is a longer break between the placement weeks (in this case, 5 weeks).

Host/Placement Name **DEMENTIA SERVICE IN HEREFORD**

Current Sequence 6

Trust Info Placement Info Compliance Learning Opps Capacity Students Reports Documents PEP Log

Search for students on placement

Date From: Date To:

Display all students Display only active students

Student Details

	Name	Intake	Category / Day Description	Date from	Date to	Days	Email
+	[REDACTED]	NURSING (MH) S18	MH NURSING - COMMUNITY (OLDER ADULT)	14/10/2019	08/12/2019	Please click here	[REDACTED]
+	[REDACTED]	NURSING (MH) S18	MH NURSING - COMMUNITY (OLDER ADULT)	20/01/2020	16/02/2020	MTWHFSU	[REDACTED]

© ARC Technology Ltd 2019

When you click on **Please Click Here** it will show a table – in the example below the blank cells indicate that the student is not on placement between 28/10/2019 and 10/11/2019.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14/10/2019	15/10/2019	16/10/2019	17/10/2019	18/10/2019	19/10/2019	20/10/2019
21/10/2019	22/10/2019	23/10/2019	24/10/2019	25/10/2019	26/10/2019	27/10/2019
11/11/2019	12/11/2019	13/11/2019	14/11/2019	15/11/2019	16/11/2019	17/11/2019
18/11/2019	19/11/2019	20/11/2019	21/11/2019	22/11/2019	23/11/2019	24/11/2019
25/11/2019	26/11/2019	27/11/2019	28/11/2019	29/11/2019	30/11/2019	01/12/2019
02/12/2019	03/12/2019	04/12/2019	05/12/2019	06/12/2019	07/12/2019	08/12/2019

SEARCHING FOR A HOST

For contacts with several linked hosts, it is possible to search PEP for the hosts. Using the search box at the top of the page, enter the placement name and click *Search*. You also have an option to search only for Active hosts, those which are temporarily dormant or ‘De-Active’, those which have been archived, or all of these.

You can also search by editing status – this will be covered in a later section.

In the example below I have searched for Intensive Care and the system has brought up all active hosts with the word 'intensive' in the name.

To return to the hosts screen, click the **Hosts** button in the top right-hand corner. To search again click **Clear Search** and repeat the steps.

ce Staff Portal Home https://webmail.worc.ac.uk OneDrive for Business s.phillips@worc.ac.uk

 **Hosts** Help Log Out

Practice Environment:

Status: Active De-Active Archived All

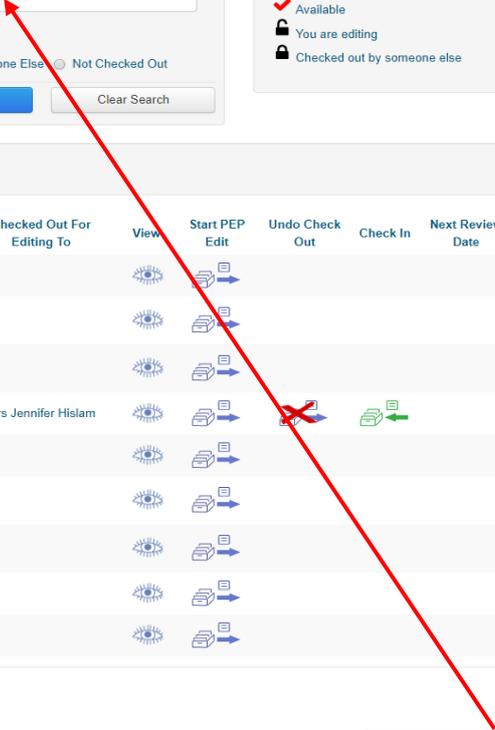
Current Edit Status: All Checked Out By You Checked Out By Someone Else Not Checked Out

Available
 You are editing
 Checked out by someone else

Number of hosts: 9

Practice Environment Name	Course	Checked Out For Editing To	View	Start PEP Edit	Undo Check Out	Check In	Next Review Date	Last Checked In
<input checked="" type="checkbox"/> Intensive Care Unit, Redditch	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NA009R Intensive Care Unit - Alexandra Hospital (Adult)	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NA010W Intensive Care Unit, (ICU) Worcs Royal Hosp(Adult)	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NA041R Intensive Care/Critical Care Outreach, Alex	Nursing and Midwifery	Mrs Jennifer Hislam						Never
<input checked="" type="checkbox"/> NC003W Neonatal Intensive Care, Worcester (Child)	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NM004W Intensive Care Unit (ICU) (MW), Worcs Royal Hosp	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NM005R Intensive Care Unit - Alexandra Hospital (MW)	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NM008W Neonatal Intensive Care Unit, WRH (MW)	Nursing and Midwifery							Never
<input checked="" type="checkbox"/> NM014G Neonatal Intensive Care Unit, Gloucester	Nursing and Midwifery							Never

© ARC Technology Ltd 2019



Search box