

# PEP: HOW TO VIEW STUDENTS ALLOCATED TO A PLACEMENT AREA

## For University placement link staff

### STEP ONE: GO TO THE ARC PEP WEBPAGE

(Please refer to the document *How to Log in to PEP – for University Staff* which is available on the WBLSO ARC page.)

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](http://www.worcester.ac.uk/placement-support)

Once you have logged in to PEP, you will see all the placement areas linked to your name. This will be because you have been identified as supporting either a student in a particular placement area or have been linked to a specific placement in a role such as zoned academic or link tutor. Most university link staff have View Only access to PEP but if you need a higher permission level please contact the Head of WBLSO.

Placement areas are referred to as *Hosts* and will appear alphabetically on the webpage. 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 PEP user who is linked to several hosts.

University of Worcester

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

Search Clear Search

Number of hosts: 5

| Practice Environment Name                   | Course   | Checked Out For Editing To | View | Start PEP Edit | Undo Check Out | Check In | Next Review Date | Last Checked In |
|---|--|----------------------------|------|----------------|----------------|----------|------------------|-----------------|
| Children's Centre, Gloucester Royal Hosp    | Nursing and Midwifery                            |                            |      |                |                |          |                  | 22/08/2019      |
| Children's Community Nursing Team, Hereford | Nursing and Midwifery                            |                            |      |                |                |          |                  | 22/08/2019      |
| Children's Ward, Hereford County Hospital   | Nursing and Midwifery, Allied Health & Community |                            |      |                |                |          |                  | 22/08/2019      |
| Martha Trust, Hereford                      | Nursing and Midwifery                            |                            |      |                |                |          |                  | 12/07/2019      |
| School Nursing Service, Hereford            | Nursing and Midwifery                            |                            |      |                |                |          |                  | 22/08/2019      |

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## 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.

University of Worcester

Hosts Help Log Out

Host/Placement Name CHILDREN'S CENTRE, GLOUCESTER ROYAL HOSP

Current Sequence 4

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

Search for students on placement

Date From  Date To

Display all students  Display only active students

Show Students

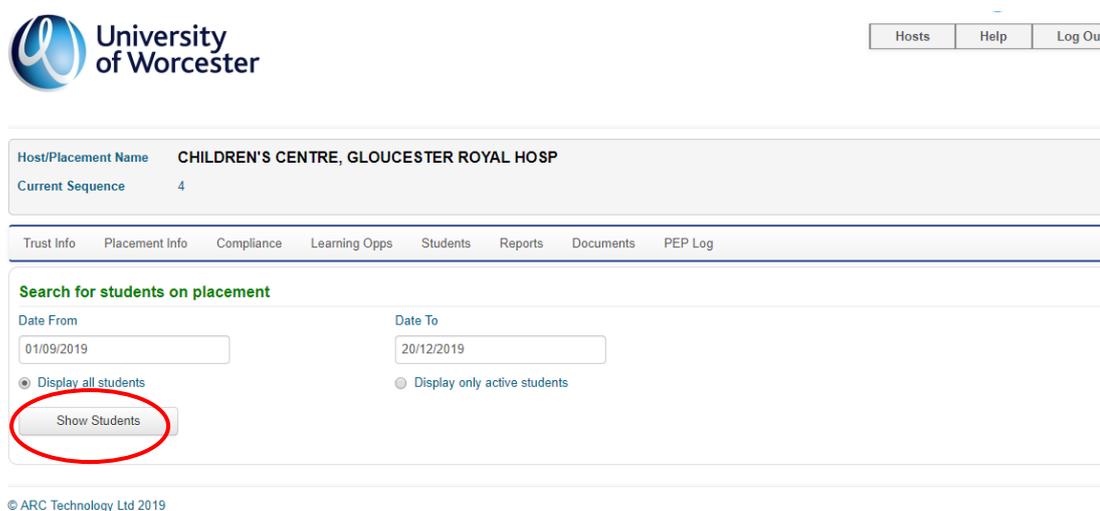
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This will enable you to search for the allocations by date range by using the *date from* and *date to* boxes. If you simply need to search for the next student(s) allocated to the host for the coming or current semester or academic year, we recommend 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 from the 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 the University of Worcester logo in the top left and navigation links (Hosts, Help, Log Out) in the top right. The main content area displays the placement name 'CHILDREN'S CENTRE, GLOUCESTER ROYAL HOSP' and 'Current Sequence 4'. Below this is a menu with options: Trust Info, Placement Info, Compliance, Learning Opps, Students, Reports, Documents, and PEP Log. The 'Search for students on placement' section contains two date input fields: 'Date From' with '01/09/2019' and 'Date To' with '20/12/2019'. There are two radio button options: 'Display all students' (selected) and 'Display only active students'. A 'Show Students' button is highlighted with a red circle. The footer indicates '© 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.

|                     |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|
| Host/Placement Name | CHILDREN'S CENTRE, GLOUCESTER ROYAL HOSP |  |  |  |  |  |
| Current Sequence    | 4  |  |  |  |  |  |

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|            |                |            |               |          |         |           |         |
|------------|----------------|------------|---------------|----------|---------|-----------|---------|
| Trust Info | Placement Info | Compliance | Learning Opps | Students | Reports | Documents | PEP Log |
|------------|----------------|------------|---------------|----------|---------|-----------|---------|

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**Search for students on placement**

Date From:  Date To:

Display all students
  Display only active students

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**Student Details**

|   | Name                     | Intake              | Category / Day-Description | Date from  | Date to    | Email                   |
|---|--------------------------|---------------------|----------------------------|------------|------------|-------------------------|
| + | Loxley, Amelia, Miss (F) | NURSING (CHILD) S18 | CHILD NRSNG - ACUTE MED    | 26/11/2018 | 17/02/2019 | LOXA1_18@UNI.WORC.AC.UK |
| + | Perry, Gracie, Miss (F)  | NURSING (CHILD) S18 | CHILD NRSNG - ACUTE MED    | 26/11/2018 | 17/02/2019 | PERG1_18@UNI.WORC.AC.UK |
| + | Wells, Lucy, Miss (F)    | NURSING (CHILD) S18 | CHILD NRSNG - ACUTE MED    | 26/11/2018 | 17/02/2019 | WELL2_18@UNI.WORC.AC.UK |

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**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 may see the names of all the students allocated during that period from a whole range of courses. The **Intake** column will show which course they are on and the **Category** column will give additional details. It may be the case that another colleague in the university is also linked with that host, but for a different student group.

## 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: 18/08/2019 Date To: 28/02/2020

Display all students  Display only active students

Show 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 | <a href="#">Please click here</a> | [Redacted] |
| + | [Redacted] | NURSING (MH) S18 | MH NURSING - COMMUNITY (OLDER ADULT) | 20/01/2020 | 16/02/2020 | MTWHFSU                           | [Redacted] |

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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.

The example below shows a search for Intensive Care and the system has retrieved 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

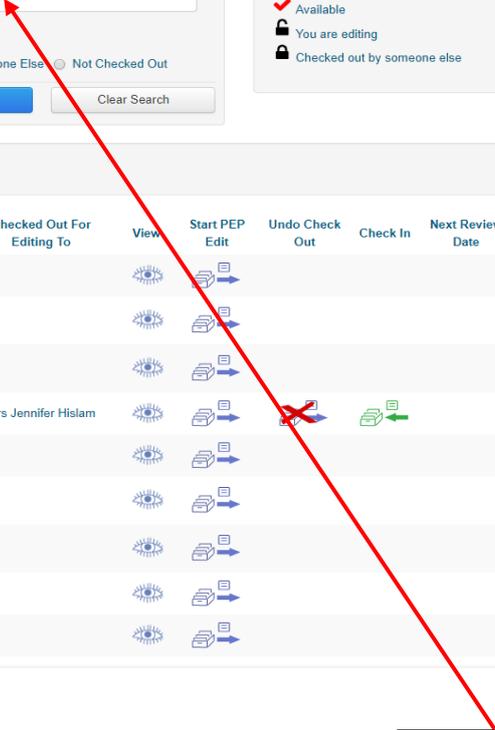
Current Edit Status:  All  Checked Out By You  Checked Out By Someone Else  Not Checked Out

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 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           |

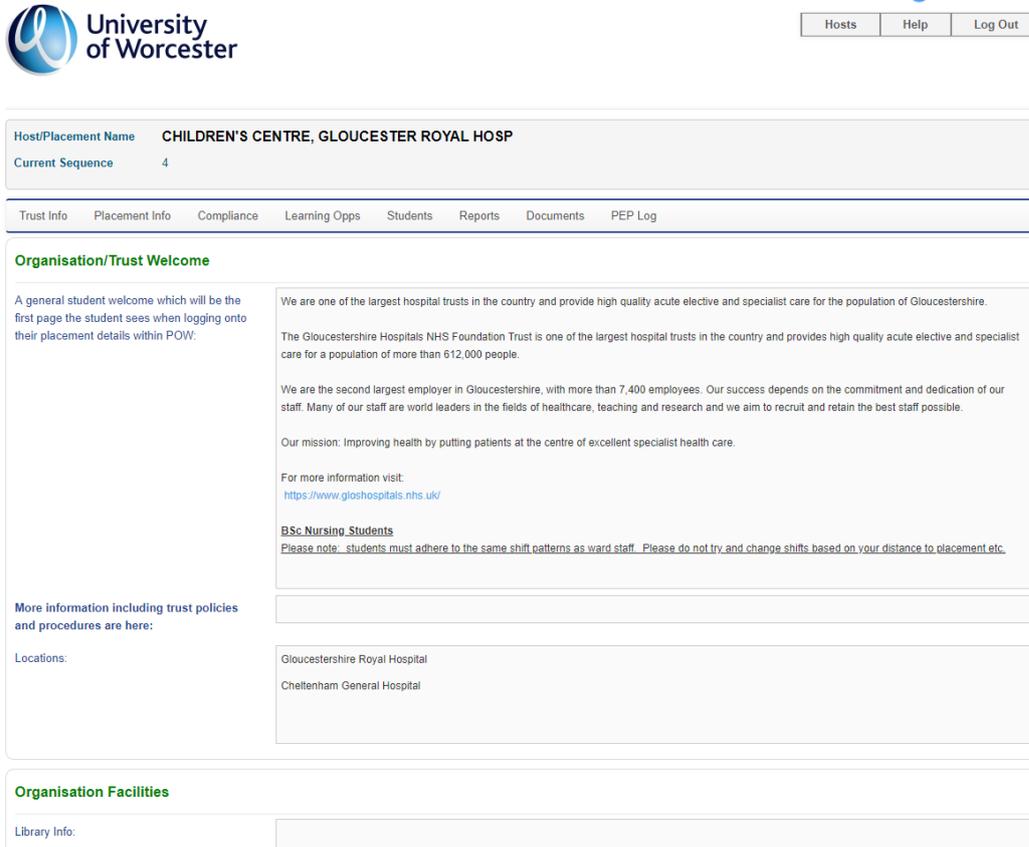
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**Search box**

# VIEWING PLACEMENT AND CONTACT INFORMATION

PEP also holds information about the placement area and any linked contacts. You can view this clicking on the tabs in the options bar:



The screenshot shows the University of Worcester PEP system interface. At the top left is the University of Worcester logo. At the top right are navigation buttons for 'Hosts', 'Help', and 'Log Out'. Below the logo, the 'Host/Placement Name' is 'CHILDREN'S CENTRE, GLOUCESTER ROYAL HOSP' and the 'Current Sequence' is '4'. A red arrow points to the 'Trust Info' tab in the options bar. The main content area is titled 'Organisation/Trust Welcome' and contains a general student welcome message, information about Gloucestershire Hospitals NHS Foundation Trust, and a list of locations: Gloucestershire Royal Hospital and Cheltenham General Hospital. Below this is the 'Organisation Facilities' section with a 'Library Info' field.

The **Placement Info** section contains placement information and contacts, and the **Learning Opportunities** section shows which courses are currently supported at the placement, and the available learning opportunities.

The example below shows the learning opportunities at a host which offers placements to several different courses.

**Host/Placement Name** ST RICHARD'S HOSPICE  
**Current Sequence** 3

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

**BSc Paramedic Science** >

BSc Physiotherapy >

FdSc Nursing Associate >

MSc Physician Associate >

**BSc Paramedic Science**

| Branch/Field      | Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 |
|-------------------|------------|------------|------------|------------|------------|------------|
| PARAMEDIC SCIENCE | ✗          | ✗          | ✓          | ✓          | ✓          | ✓          |

✓Hub ✗Spoke

End of life and palliative care for adults.

**BSc Physiotherapy**

| Branch/Field  | Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 |
|---------------|------------|------------|------------|------------|------------|------------|
| PHYSIOTHERAPY | ✓          | ✓          | ✓          | ✗          | ✓          | ✗          |

✓Hub ✗Spoke

Mixed patient caseload across In-patient unit, Day Hospice, Out-patient clinics and some community visits.  
 Opportunities to work with a variety of patients at the end stages of the disease process. This will include patients with respiratory, orthopaedic and neurological conditions.  
 Close multidisciplinary team working with opportunities to work with other members of the team including those based on the community.

List of Key Learning opportunities  
 The role of the physiotherapist as part of a multidisciplinary team.  
 Physiotherapy interventions for patients involving symptom management and Advanced care planning.  
 The role of exercise in chronic conditions. The placement may also involve some work with patients in other locations such as day centres and leisure centres.  
 Students will have the opportunity to work with other members of the team including community specialist nurses.

**FdSc Nursing Associate**

| Branch/Field      | Semester 1 | Semester 2 | Semester 3 | Semester 4 | Semester 5 | Semester 6 |
|-------------------|------------|------------|------------|------------|------------|------------|
| NURSING ASSOCIATE | ✓          | ✓          | ✓          | ✓          | ✗          | ✗          |

✓Hub ✗Spoke

The 17 bedded in-patient unit at St Richard's Hospice provides holistic person centred 24 hour specialist palliative and end of life care to patients diagnosed with a life-limiting illness. The multi-disciplinary team consists of the in-patient unit manager, 3 sisters, staff nurses, healthcare assistants, speciality doctors.

The **Contacts** section will also show the name and contact details of zoned academics, link tutors etc. This information is also available to students.

Please take some time to familiarise yourself with the contents of PEP and how to access the information.

WBLSO. PEP for Uni Placement Links - How to View Allocated Students V2 Sept 2019

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