ARC AUDIT TOOL
Viewing and Completing a Placement Audit

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INTRODUCTION

The ARC audit tool replaces the MS Word/paper version of the Learning Environment Profile (LEP) used for programmes within the Three Counties School of Nursing and Midwifery. The LEP contained two different elements – the 'profile' information such as contact names and learning opportunities, and the quality assurance aspects such as the standards, CQC rating etc.

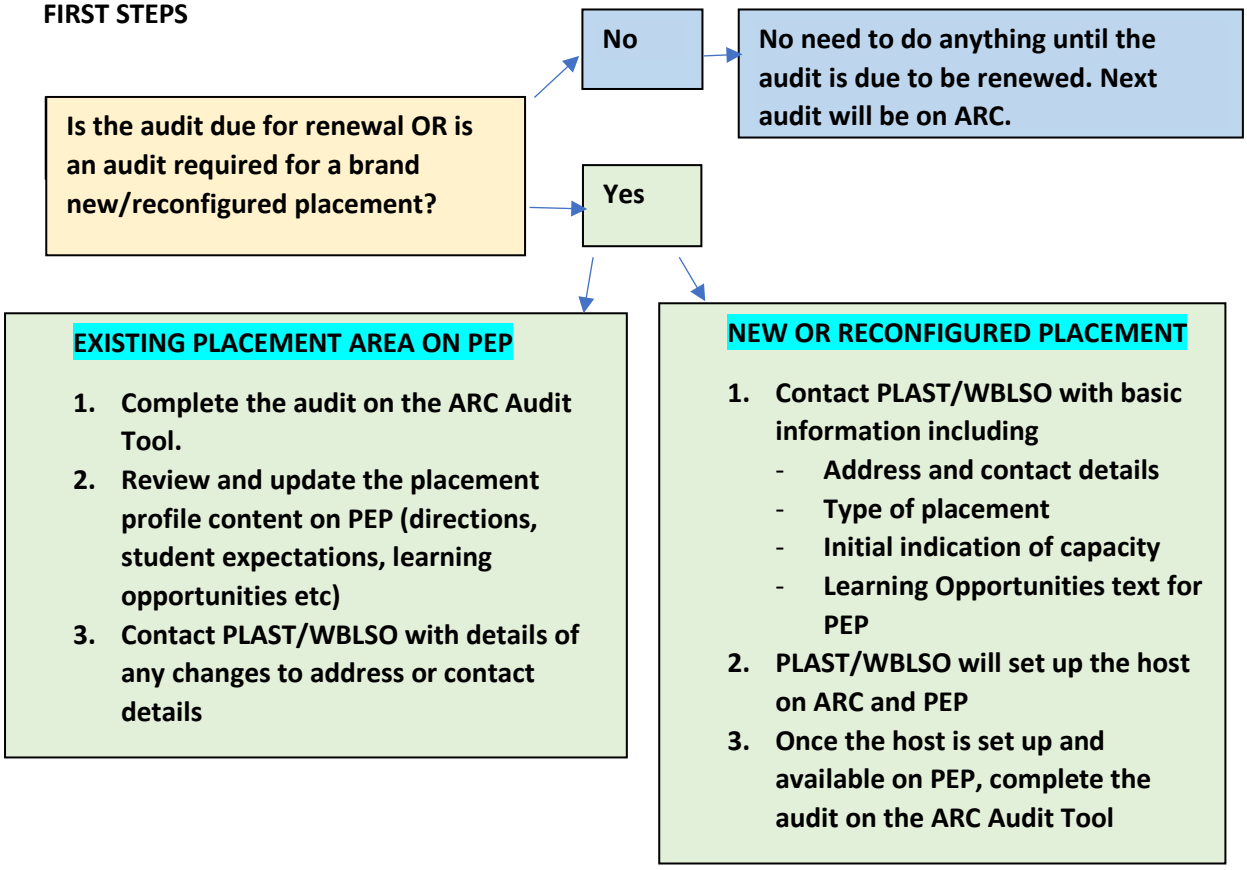
The audit and the placement profile information are now SEPARATE. The profile information is held in PEP and can be updated at any time. The contact information is pulled through directly from the main ARC database and cannot be amended through PEP or the audit tool. Contact amendments should be requested via the Placement Support Team/WBLSO.

Method	**Contents**	**Located**
'Old' Learning Environment Profile	Address and contact details Standards Placement Capacity Practice Assessors/Supervisors Insurances (PIVO sector) Essential Standards Student Evaluations Action plan Names of auditors/contributors	On the LEP
ARC Audit Tool	Standards Placement Capacity Practice Assessors/Supervisors Insurances (PIVO sector) Essential Standards Student Evaluations Action Plan Names of auditors/contributors	ARC Audit Tool
	Learning Opportunities Recommended Reading Useful information: shifts, facilities, expectations. Linked documents (trust and/or placement level)	PEP
	Address and contact details	Via Placement Support Team/WBLSO directly into main database

The transition period from using the LEPs to the ARC audit tool will be gradual. Each placement area (known as 'hosts') will be audited via ARC audit tool when it next is due to be updated. All new areas/reconfigured services will also be populated on the ARC audit tool. **As this is a new system, an audit may not exist on ARC Audit tool, but may exist in the 'old' LEP format and this can be consulted to help you populate the ARC audit tool/update the profile information on PEP.**

All the ARC functions – PEP, POW, and the Audit tool – are managed by the Placement Support Team – Nursing, Midwifery, and Allied Health (formerly the Work Based Learning Support Office). The Placement Support Team (PLAST) control the ARC placement records and are the system administrators.

FIRST STEPS



If the host has been audited previously using the LEP, have the LEP document to hand when you are completing the audit. You will also need:

- **Report from the most recent student evaluations**
- **CQC findings**
- **Insurance details (PIVO sector only)**

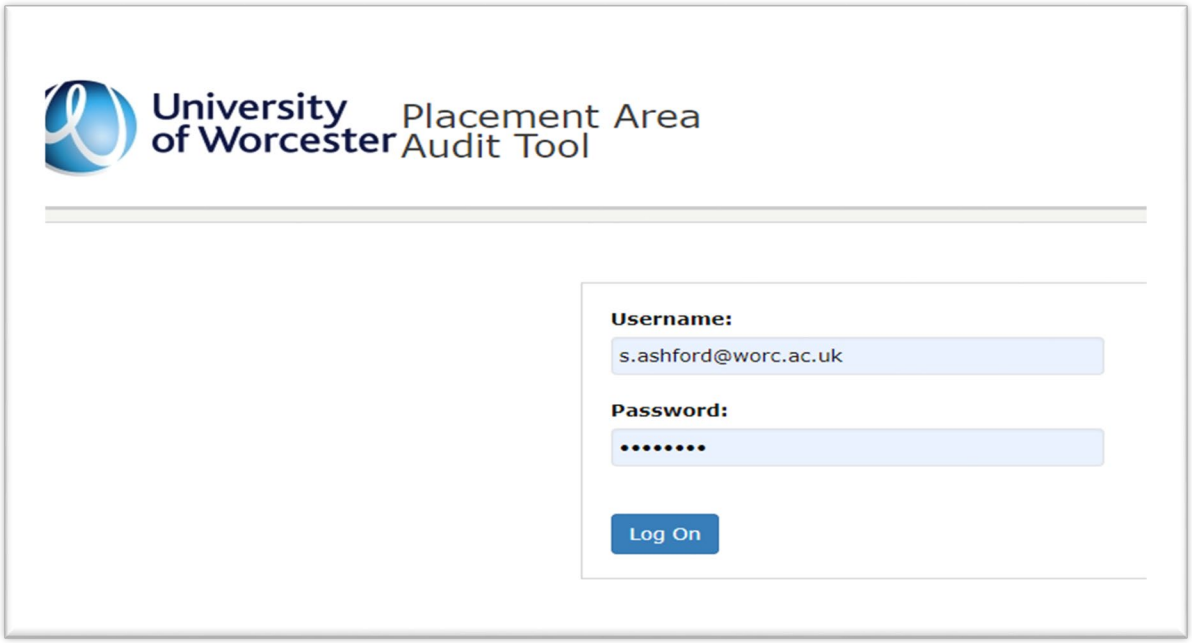
We recommend that wherever possible the audit tool is populated with placement area colleagues present either in person or via Teams/Zoom etc.

HOW TO ACCESS THE AUDIT TOOL

To access the audit tool, you will need to have a PEP account and the correct permission levels. PLAST/WBLSO are the system administrators and can give access/upgrade permission levels.

Open your web browser and go to https://worc.arcwebonline.com/audit

Using your normal PEP username and password, log in to the audit tool.

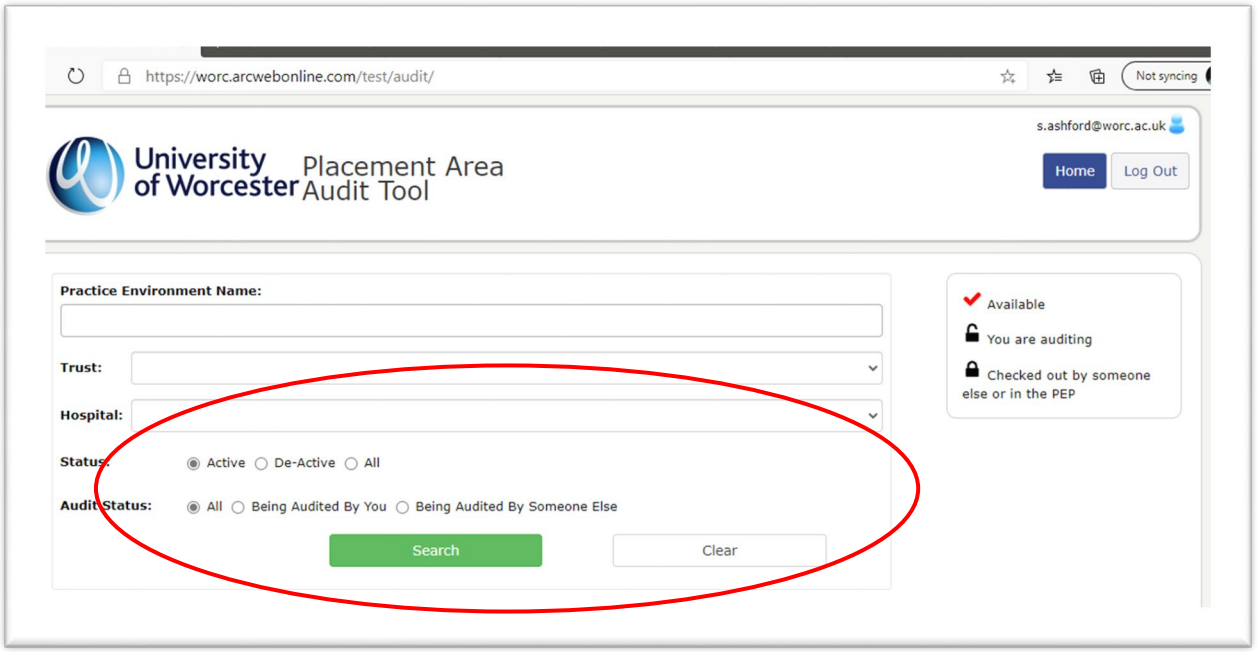


HOW TO VIEW AN AUDIT ON ARC

You will see all of the placement areas – known as 'hosts' – to which you have access.

SEARCHING FOR A HOST

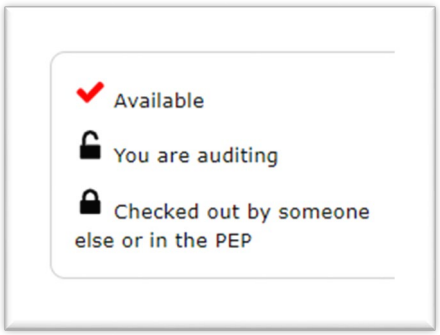
You can search by several different variables including the host name, NHS Trust (or independent sector), active or de-active placement areas, and whether the audit is being completed by you or by someone else.



If you wish to clear the results from your search, click on the ***Clear*** button

ICONS

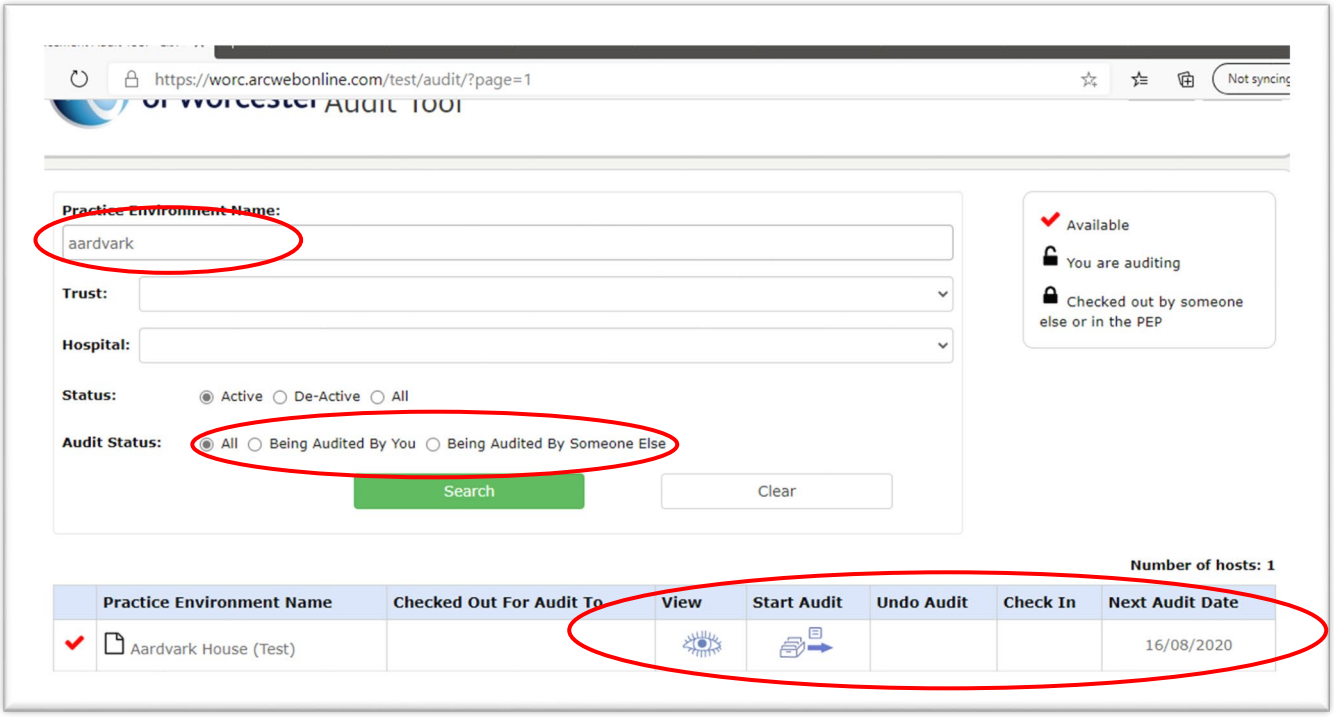
There are several possible icons you will see against the host name. The open padlock is shown when you are auditing a specific host. The closed padlock means that someone else in the network is auditing the host or that someone is editing the PEP content.



HOW TO VIEW A PLACEMENT AUDIT

To familiarise yourself with the layout of the audit, please start by viewing an audit. In the example below, I have searched for a 'dummy' placement area called Aardvark House. You can also search by trust, hospital, and status.

Type the host name in the ***Practice Environment Name*** box and click *Search.*



If there is a date in the right-hand ***Next Audit Date*** column, this means that an audit has already been completed within ARC.

This will take you into the audit area for the specific placement area. If there has never been an audit on ARC, the eye icon will not be present.

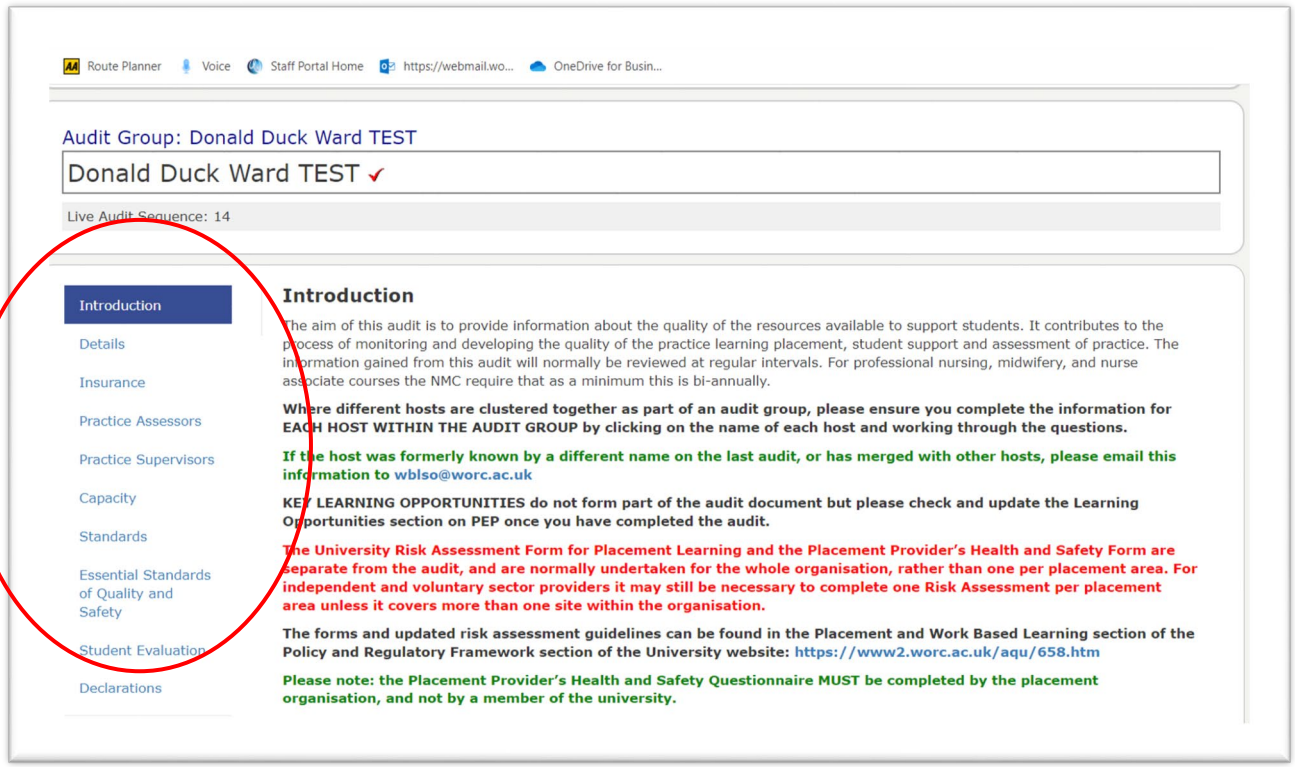
STRUCTURE OF THE AUDIT TOOL

The audit has 10 main components:

- Introduction page giving some brief guidelines and information
- Details page – gives brief details about the placement area, contact details and audit date.
- Insurance page. **This page is for private and independent sector hosts only.** NHS trusts do not need to complete this section.
- Practice Assessors – brief information about the number of practice assessors.
- Practice Supervisors – brief information about the number of practice supervisors.
- Capacity. States the placement capacity available at the host at the time of audit.

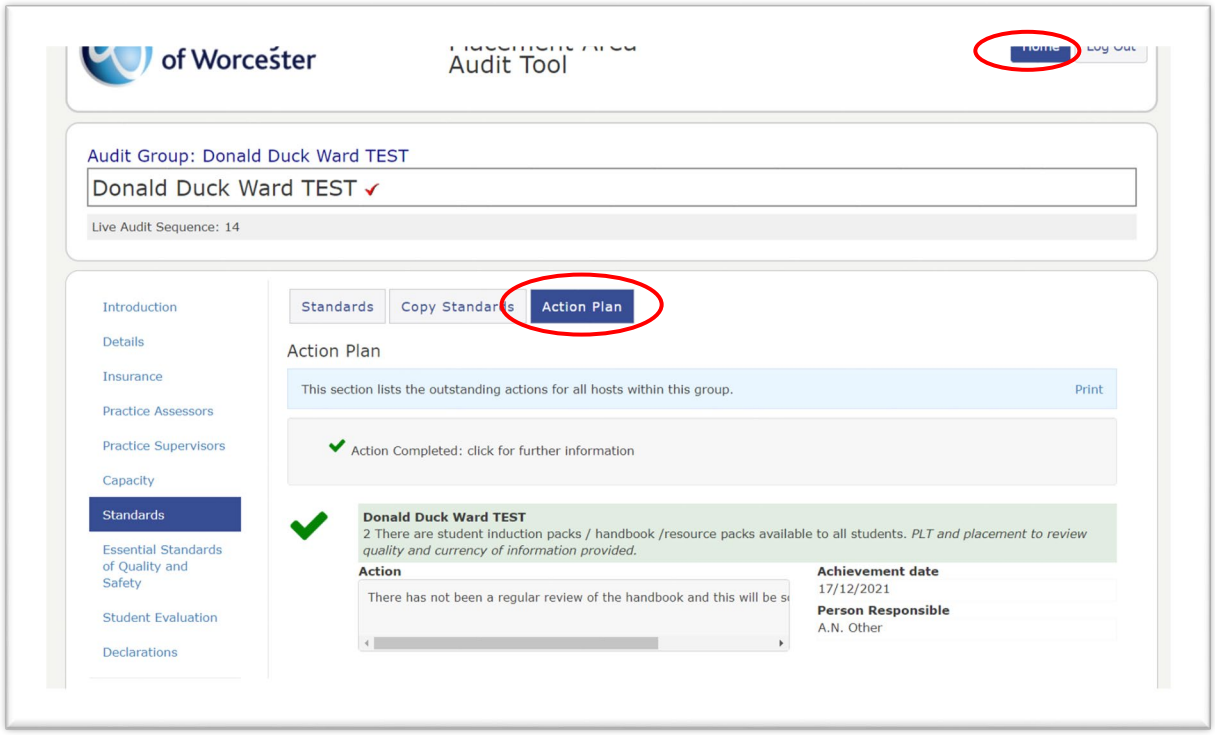
- Standards – contains the NMC nursing and midwifery standards, against which the auditor makes a judgement, notes evidence sources, and chooses a risk rating. Actions towards rectifying issues are added here, which generates an action plan.
- Essential Standards of Quality and Safety. CQC inspection findings are added here.
- Student Evaluation. Results of the most recent student evaluations for the host.
- Declarations page – where key personnel in the process electronically sign off the audit.

You can return to any of the sections by using the left-hand menu bar but **always remember to save any entries you have made before you do so.**



Starting at the ***Introduction*** page, work down each section reading the information as needed.

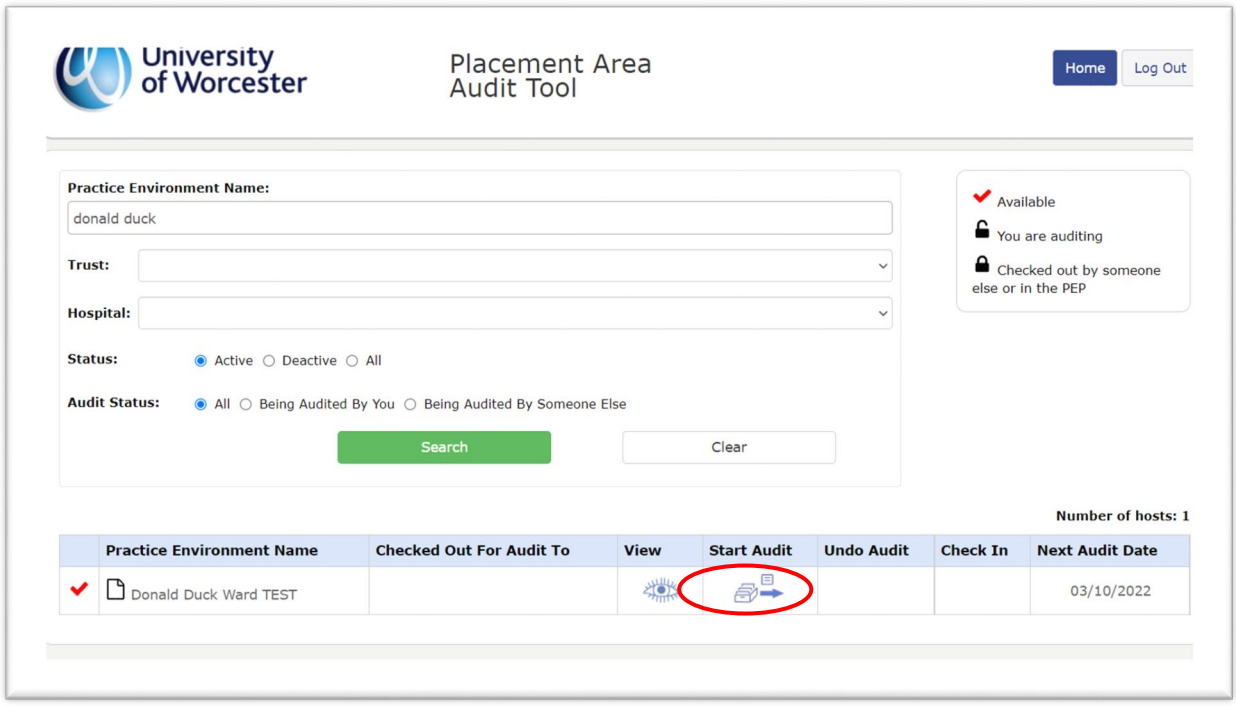
When you get to the ***Standards*** page you can also view the action plan, by clicking on the **Action Plan button.**



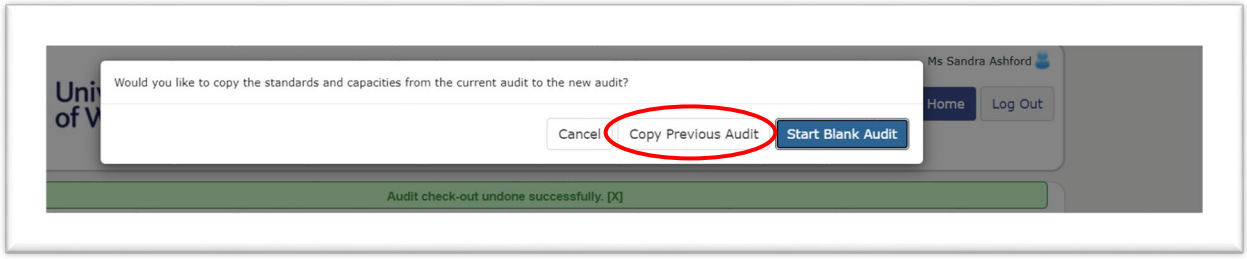
When you have finished viewing the audit, click on the ***Home*** button to return to the main screen.

HOW TO COMPLETE AN AUDIT

Returning to your ***Home*** screen search for the name of the host you wish to audit. You may be the first person to start the audit, or someone else in the audit chain may have already audited some content.



If an audit has previously been undertaken on the ARC audit tool, you can copy across the content to speed up the editing process by clicking ***Copy Previous Audit***. If it hasn't been completed on ARC yet, you will not see the prompt and it will take you directly into the audit screen.

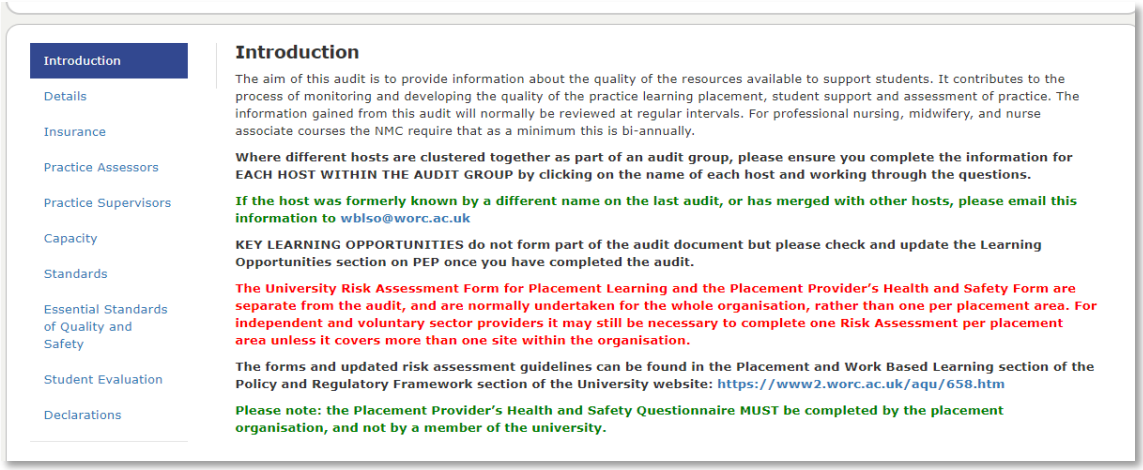


In the example below, the previous audit content has been copied across for editing but if you are entering the audit for the first time, you will need to populate each area from scratch.

Go through each section of the audit tool, populating the content and saving each screen.

INTRODUCTION PAGE

This is for information only. Read through the content and go to the next section.

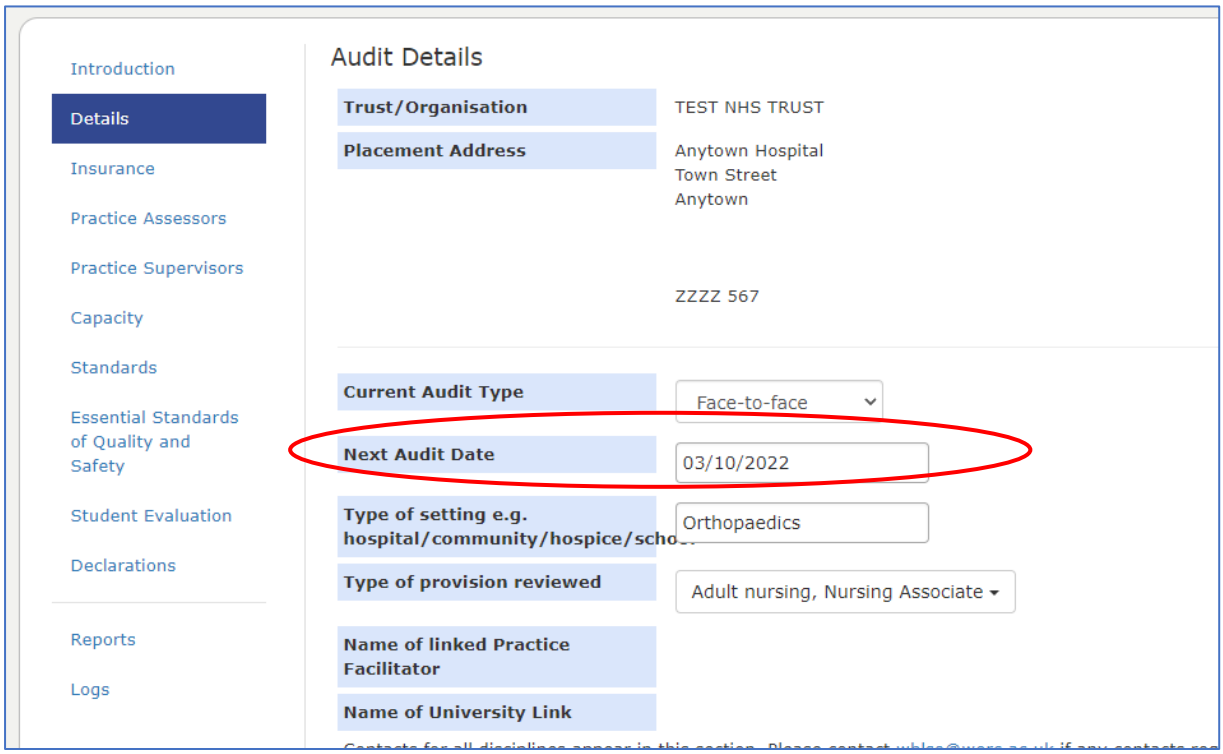


DETAILS SECTION

The Trust/Organisation, address, telephone number will automatically appear on the ***Details*** page. As the auditor, you can currently choose from either a Self -Assessment audit or a Face-to-Face but for the first sets of audits **please select the Face-to-Face option.**

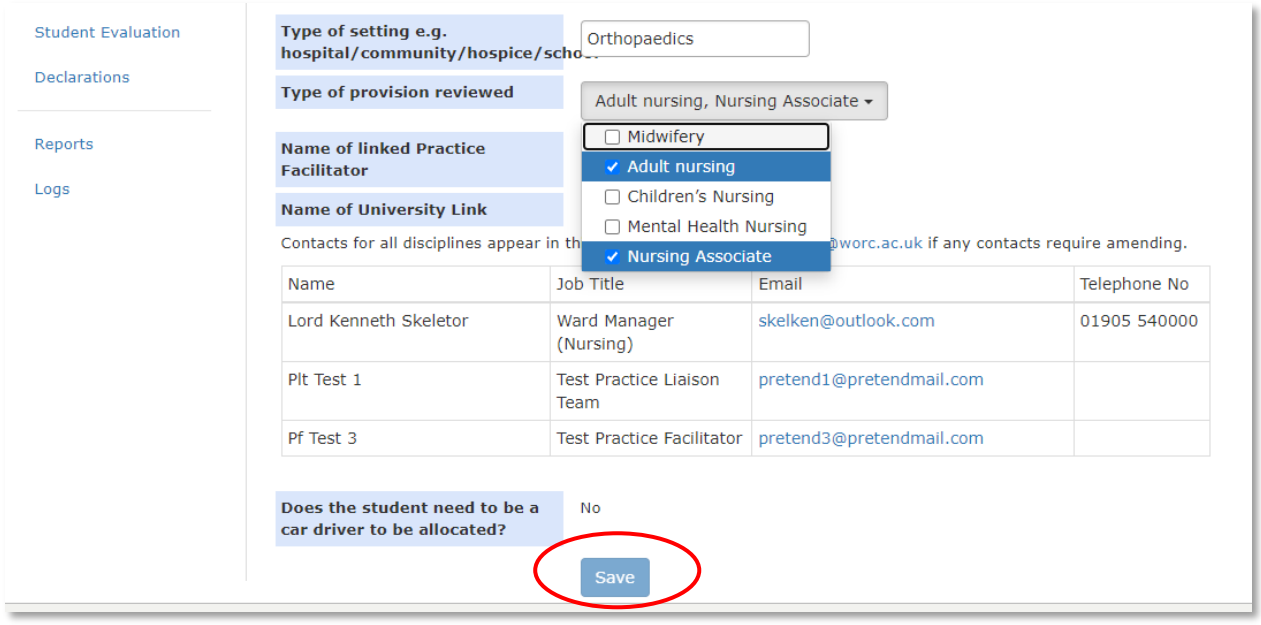
Work through the screen populating the boxes/selecting from drop down boxes.

Always ensure you complete the ***Next Audit Date. This should be in 2 years' time.***



Click on the *Type of Provision Reviewed* box and tick all the disciplines offering a placement at the host. The screen also shows all linked contacts for the host, and the name of any linked practice facilitator if it is listed on PEP.

You cannot amend contact names or details. If any names are incorrect then please contact the Placement Support Team/WBLSO.

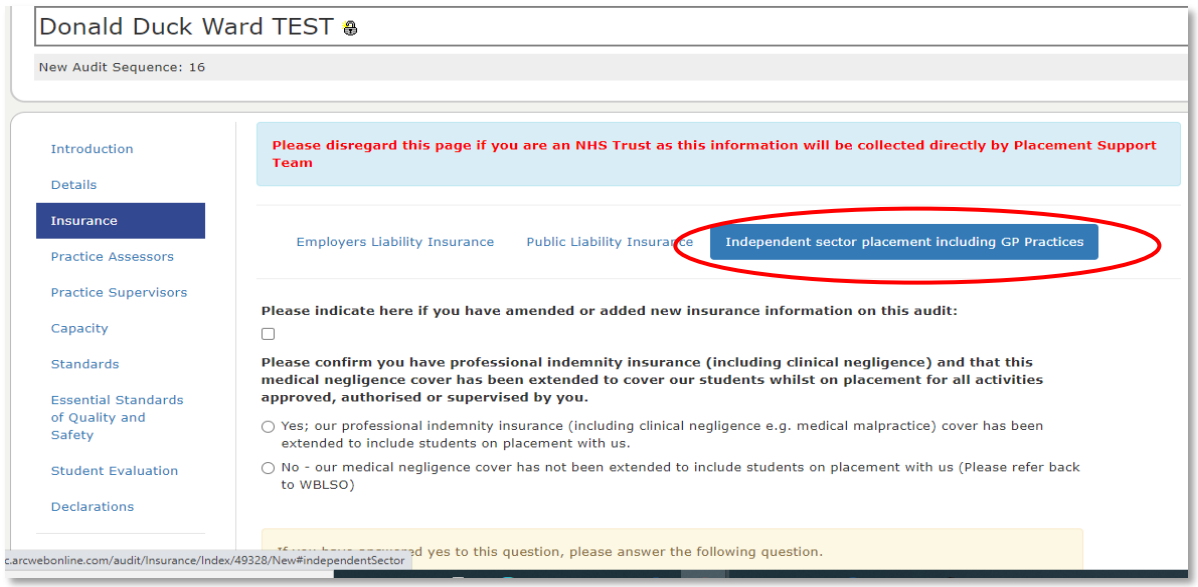


Click ***SAVE*** before moving to the next section.

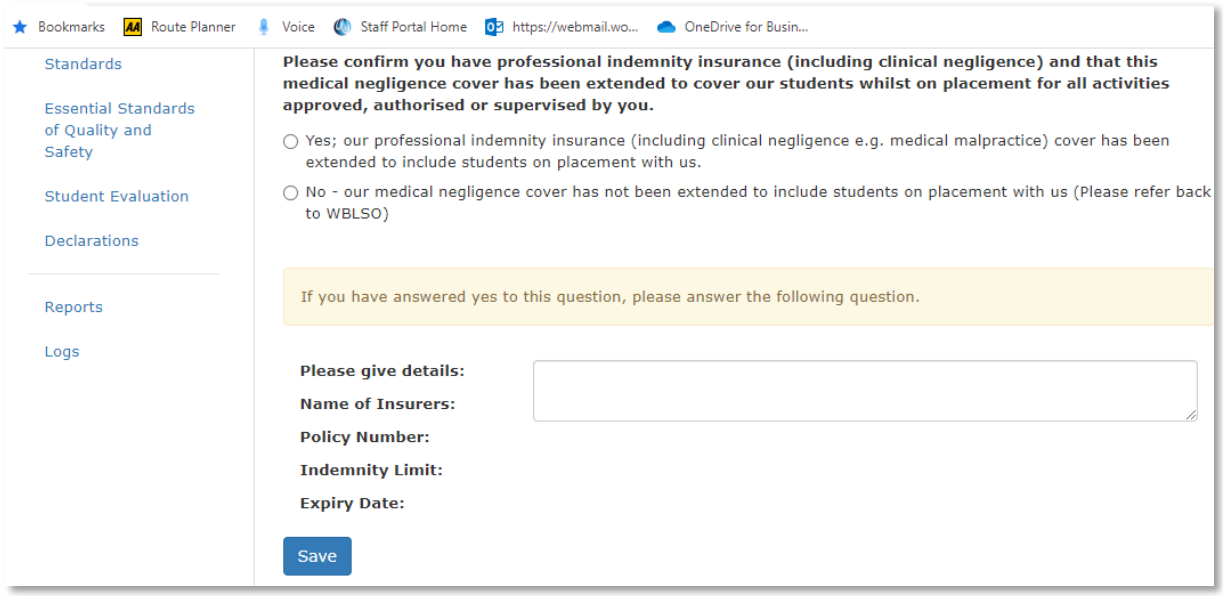
INSURANCE SECTION

Ignore this section if the host is from an NHS trust. The insurance information is gathered outside of this process, so proceed to the next section.

If the host is from the private, independent, or voluntary sector (including GP practices) click on the *Independent sector placement including GP practices* tab.



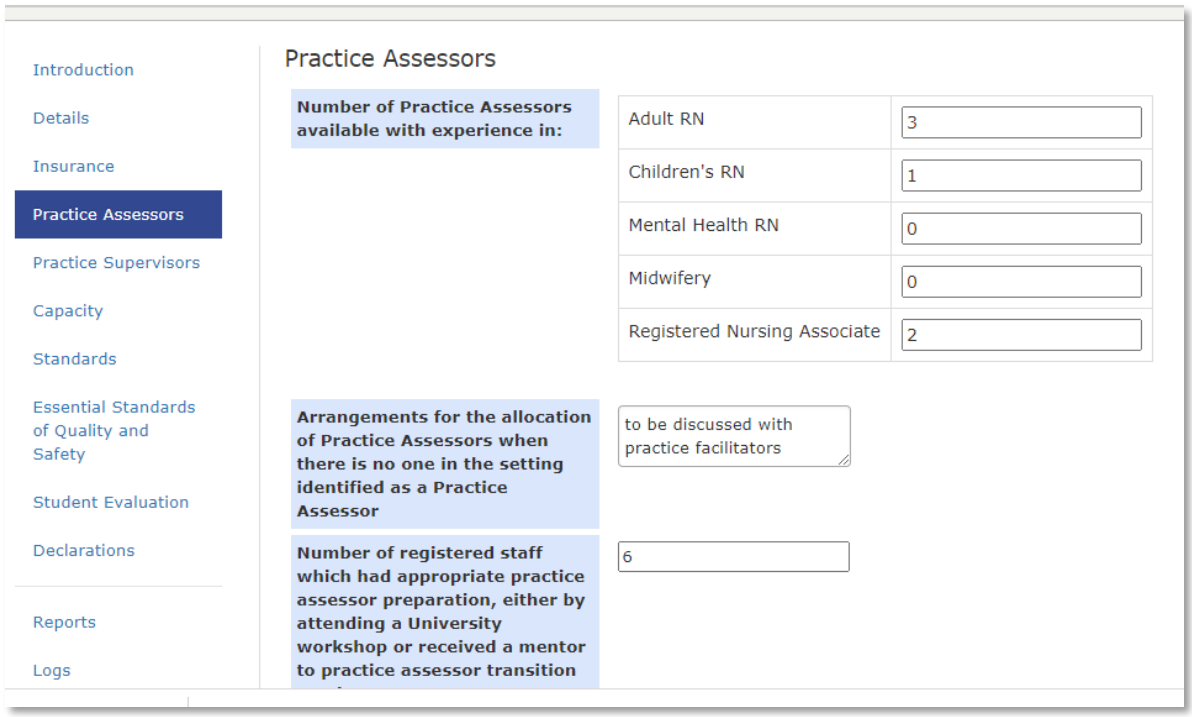
This page requires you to complete information about the insurance cover at the placement area, including scrolling down to the insurance policy area and entering the details in the box, as prompted.



Click ***Save*** when finished and move to the next section.

PRACTICE ASSESSORS SECTION

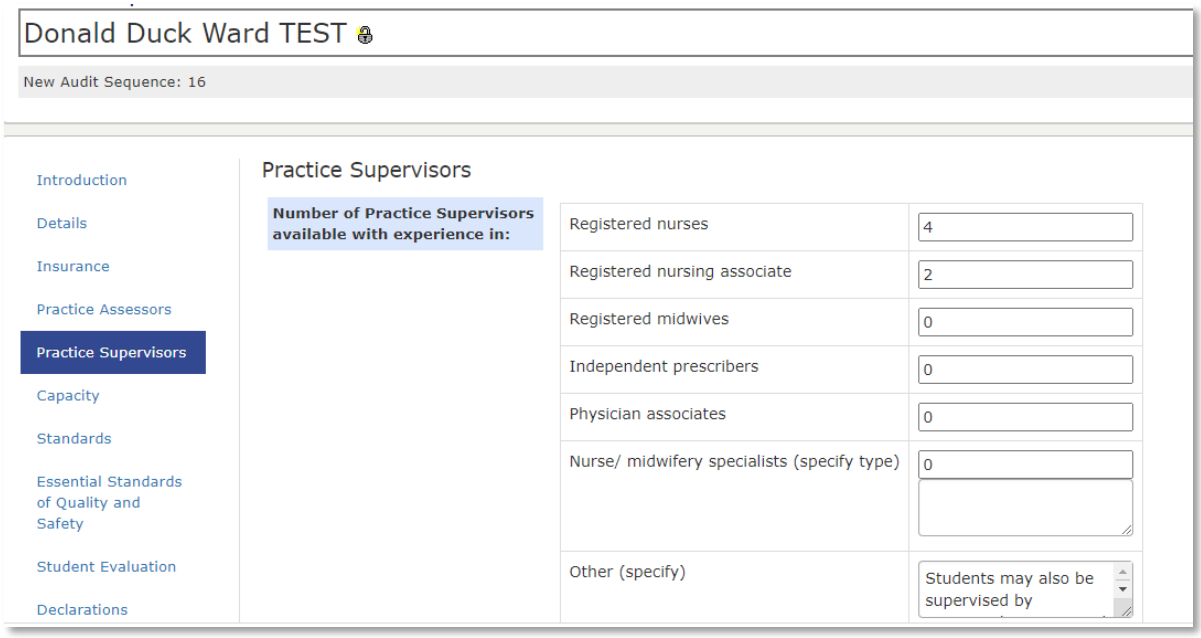
Complete this section showing the number of assessors, registered staff etc.



Click ***Save*** when finished and move to the next section.

PRACTICE SUPERVISORS SECTION

Complete this section showing the number of supervisors.



Click ***Save*** when finished and move to the next section.

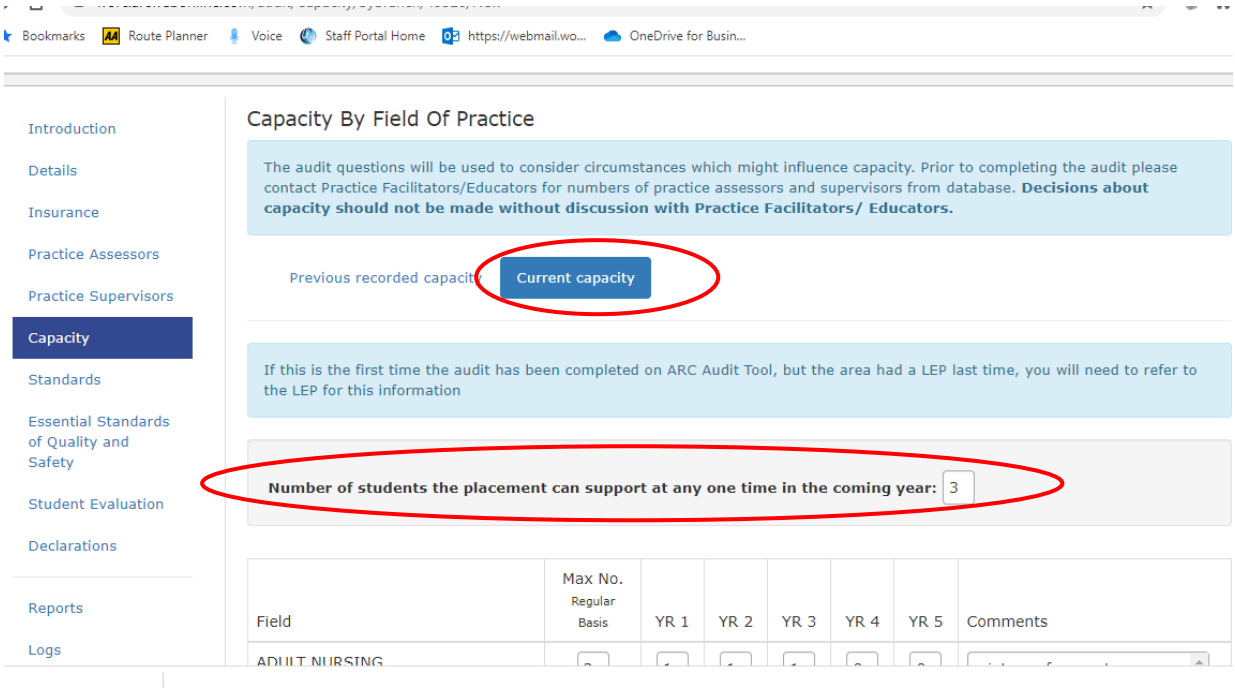
CAPACITY

The ***Capacity*** page enables the auditor to populate and amend student capacity. The screen lists all the programmes currently on offer in the two academic schools supported by the Placement Support Team/WBLSO. **Currently the audit tool is open only to nursing, nursing associate, midwifery and return to nursing.**

The capacity page enables the auditor to stipulate the maximum number of students at any one time, and by year of study.

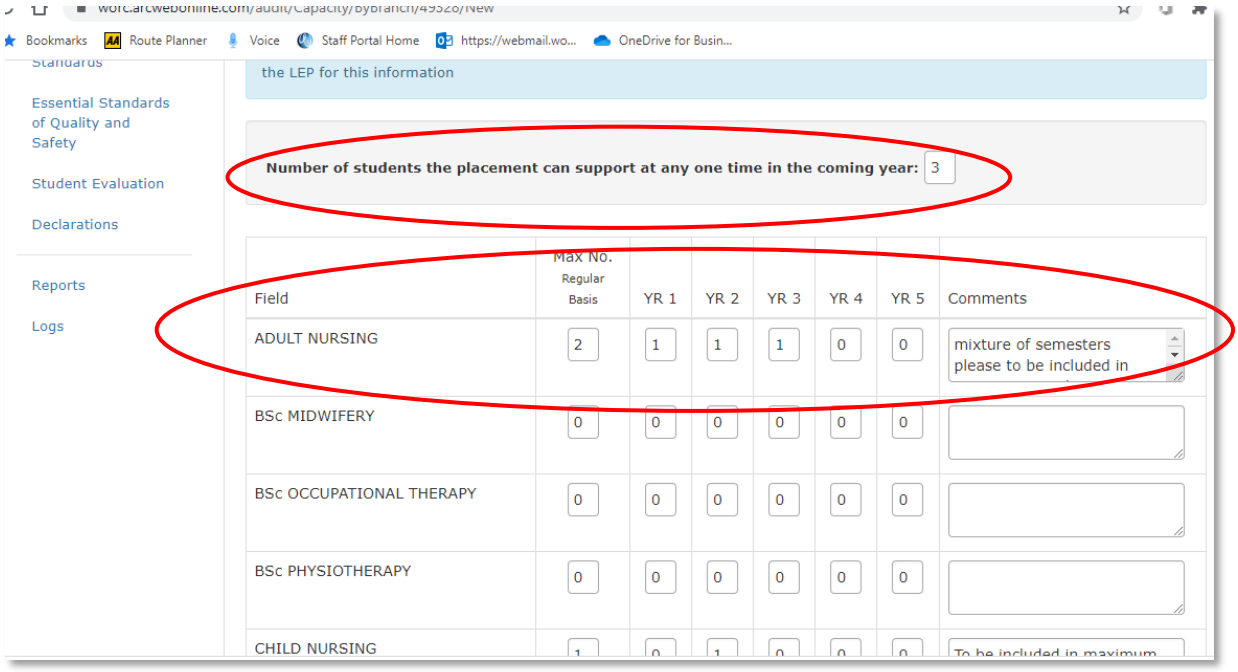
There are two tabs – if an audit has previously been completed on ARC it will show on the ***Previous Recorded Capacity*** tab for information.

To populate the new capacity information, click on the ***Current Capacity*** tab.



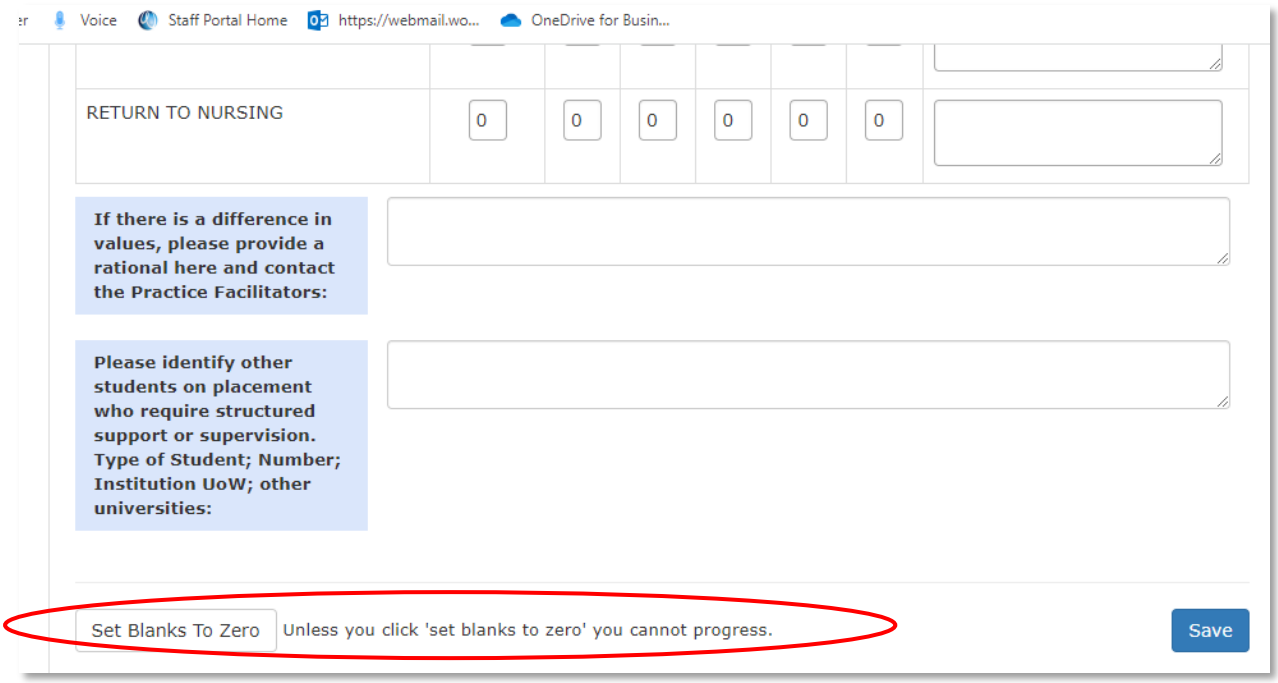
This will bring up a whole list of courses. ALWAYS POPULATE THE ***NUMBER OF STUDENTS THE PLACEMENT CAN SUPPORT AT ANY ONE TIME***.

You can then move on to the individual disciplines and years. Continue down the list populating all those disciplines who can be placed. You can also add brief comments in the comments box.



Scroll down to the bottom of the screen and enter additional information as appropriate.

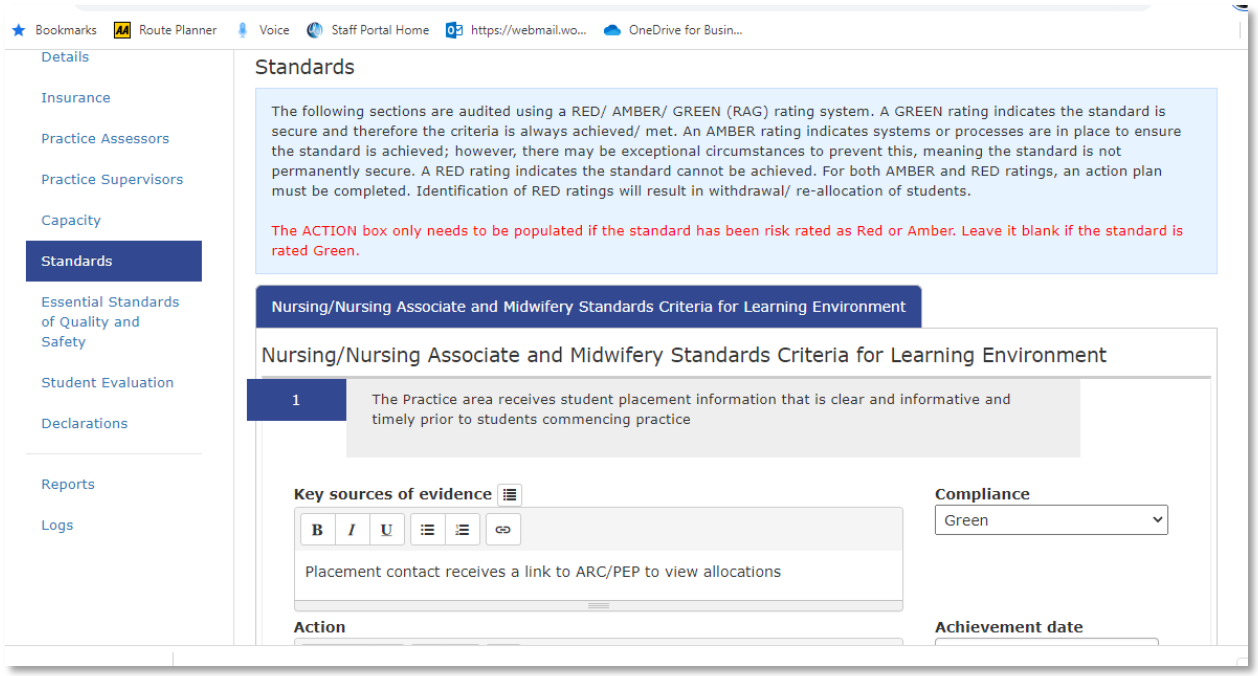
Then click on the ***Set Blanks to Zero*** box – this will fill in all blank boxes with a zero. You cannot progress the audit without completing this.



Now click ***Save*** and move to the next section.

STANDARDS

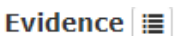
In this section you need to complete each Standard. If you have opted to transfer the content from the previous ARC audit, these will show in the content already.

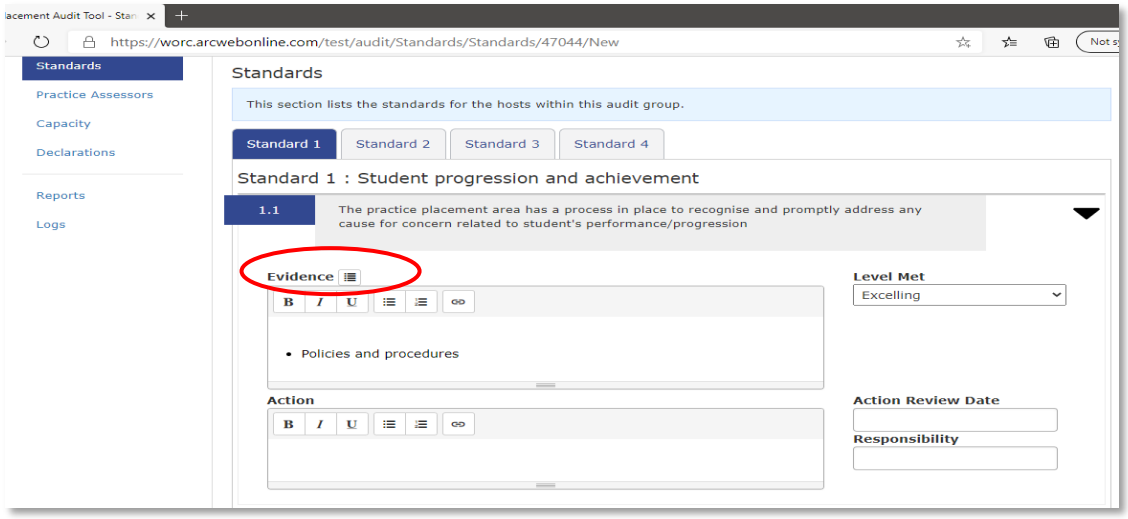


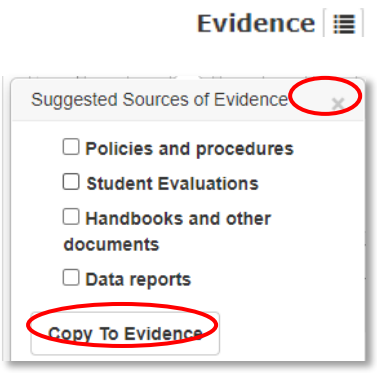
Each Standard needs to be populated with some narrative and evidence sources listed, and a Compliance rating. **Only those standards rated Amber or Red need an action, achievement date and person responsible populated on the form.**

Starting with ***Standard 1***, complete each of the questions on the page ensuring that you include your source of evidence. If the audit has never been completed on ARC before, or if you haven't selected the *Copy Values* option, no details will be present and will need to be populated from scratch.

Populating the Evidence Content



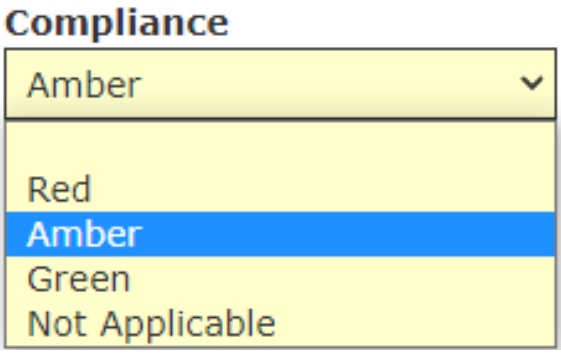




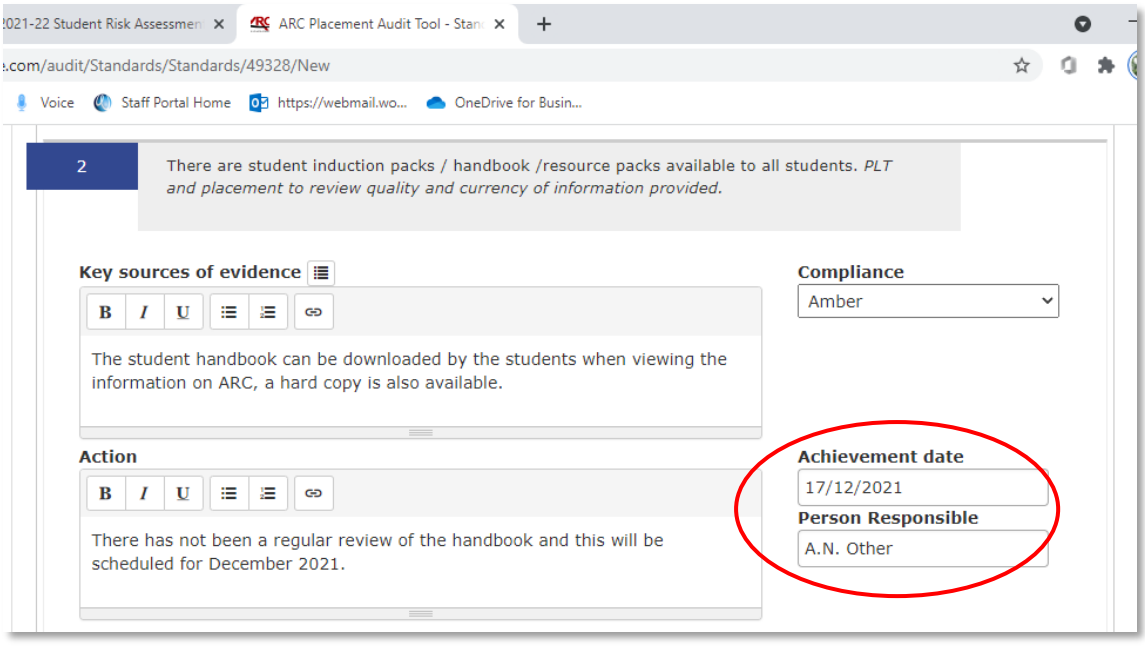
Tick however many are relevant and click on ***Copy to Evidence,*** then close the dialogue box by clicking on the X in the top right-hand corner.

Selecting the Compliance Level

You need to select the extent to which each standard has been met. Click on the ***Level Met*** **dropdown arrow** and you will see several options.



You need to choose one for each of the sub-standards. If you click on ***At Risk*** or ***Not Met,*** you will need to complete the ***Action*** box with the recommended action to rectify the issue and enter a review date and the name of the person responsible for completing the action. This will generate an action plan.



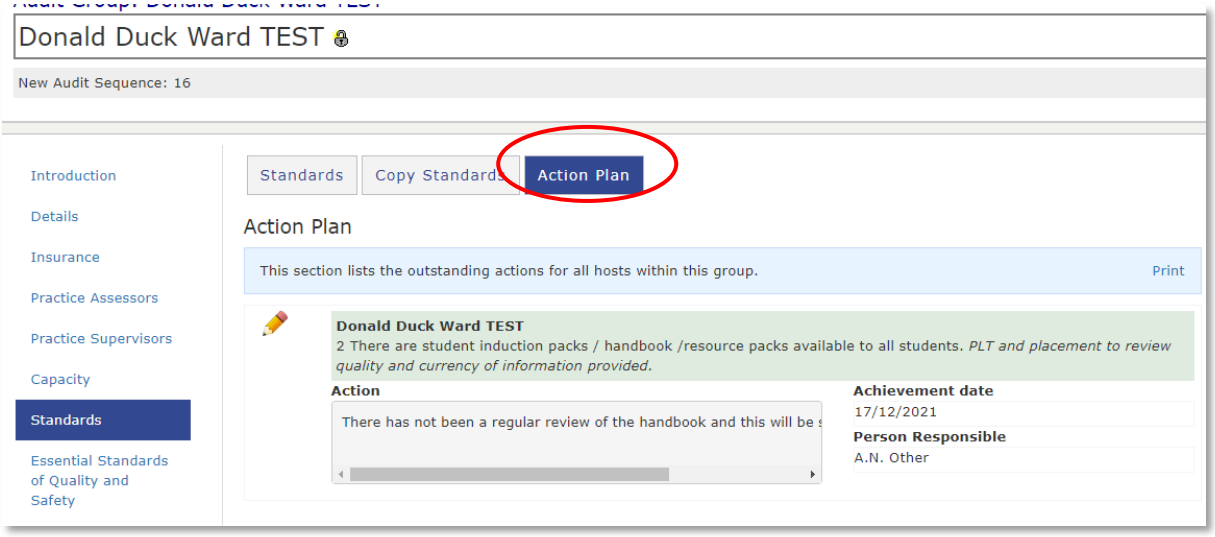
Scroll down and complete all the standards.

WHEN YOU HAVE FINISHED POPULATING/AMENDING ALL OF THE STANDARDS ON THE PAGE, CLICK THE SAVE BUTTON.

Viewing the Actions

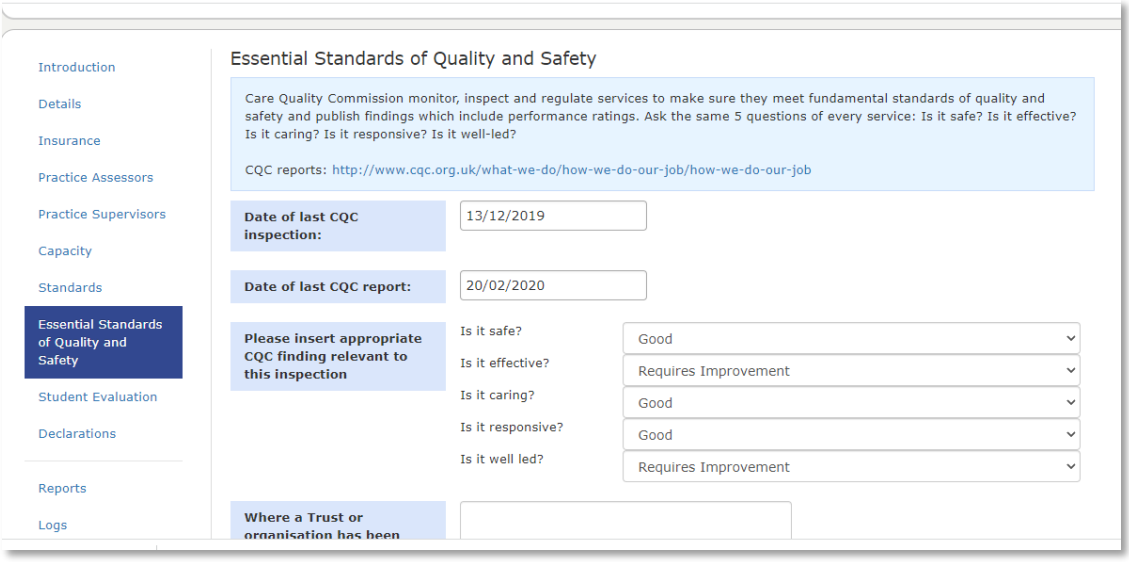
Scroll back to the top of the screen and click of the ***Action Plan*** tab. This will show all the actions listed against the audit.

Once the audit has been 'Checked In', you cannot amend the action plan from within the audit tool. This is to protect the integrity of the original audit. Action plan progress needs to be recorded via the PEP screen.



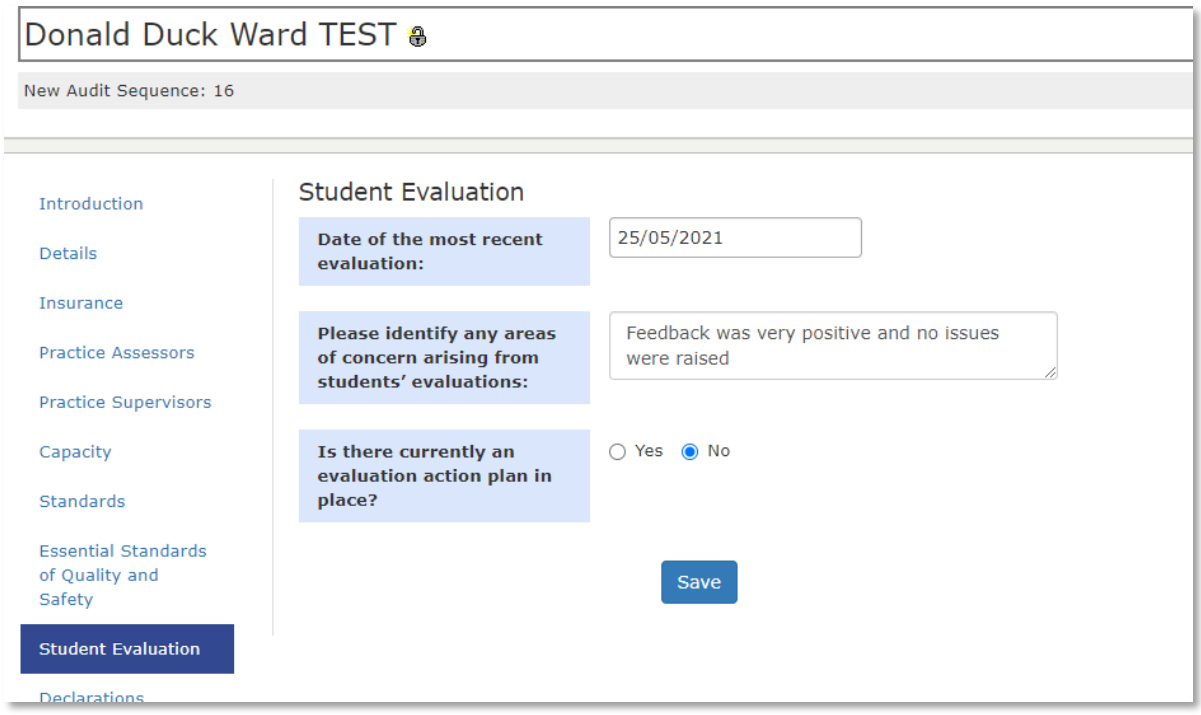
ESSENTIAL STANDARDS OF QUALITY AND SAFETY

Click on the *Essential Standards of Quality and Safety* section. Populate the section with the relevant CQC information and then click **SAVE.**



STUDENT EVALUATIONS

Click on the *Student Evaluations* section. Unless the host is brand new and hasn't placed our students previously, please consult the most recent student evaluation survey for the host in order to populate this section and click **SAVE**. Disregard this section if the host is brand new.



You can now move to the final section.

DECLARATIONS

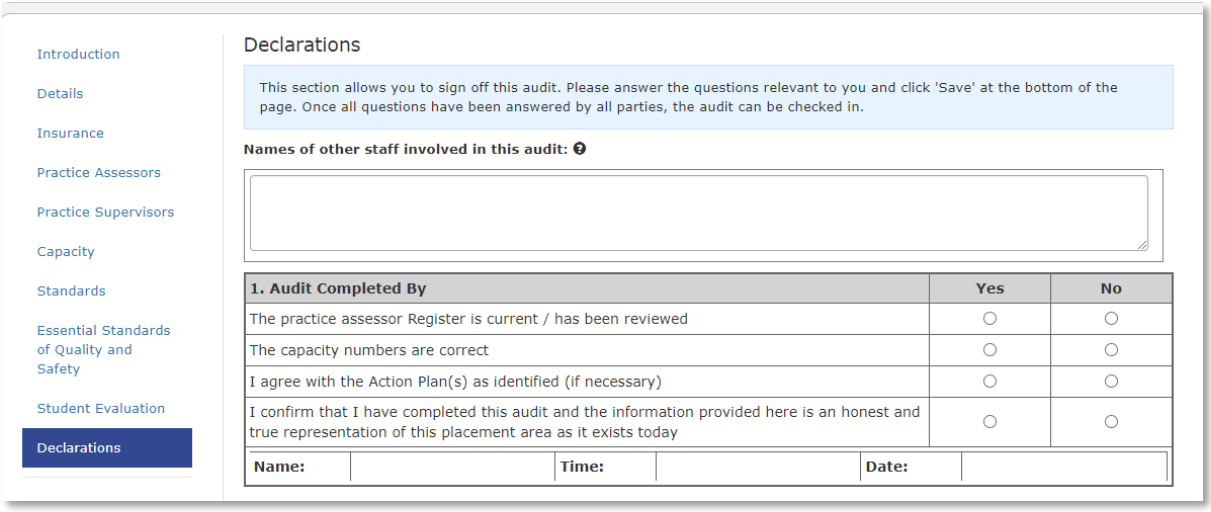
This section is the electronic sign off page. Three signatures are required before the audit can be 'Checked In' – but one person can be the signatory for more than one area.

Declaration Box	**To be completed by**
Audit Completed by	Whoever has completed the online audit
University Academic Lead/Practice Liaison Team	Person in the university who has checked the completed audit. This may be the same person who completes the *Audit Completed by* declaration.
Organisation Placement Lead	Generally, a practice facilitator/educator or equivalent but can be the same as the *Placement Area Representative*

The audit can be undertaken in any order by those in the process.

There is also a free text box at the top of the page if you wish to add the names of any other colleagues who were involved in the audit.

This screenshot shows the free text box and the area for the auditor to complete.



This screen shot shows the other two signatory boxes.

2. University Academic Lead/Practice Liaison Team					Yes	No
I confirm that I have completed this audit and the information provided here is an honest and true representation of this placement area as it exists today					○	○
I agree with the Action Plan(s) as identified (if necessary)					○	○
The capacity numbers are correct					○	○
Name:		**Time:**		**Date:**		

3. Organisation Placement Lead					Yes	No
I confirm that I have completed this audit and the information provided here is an honest and true representation of this placement area as it exists today					○	○
I agree with the Action Plan(s) as identified (if necessary)					○	○
The capacity numbers are correct					○	○
Name:		**Time:**		**Date:**		

Save

Depending upon your role in this process, complete each box as required, ticking the YES or NO boxes and clicking SAVE. **ARC will automatically complete your name and the date when you click on SAVE.**

The audit tool is coded so that colleagues with particular role designations (which are coded into the system) will receive an automated email alerting them that the audit has been saved on the Declarations page and inviting them to view/amend the audit.

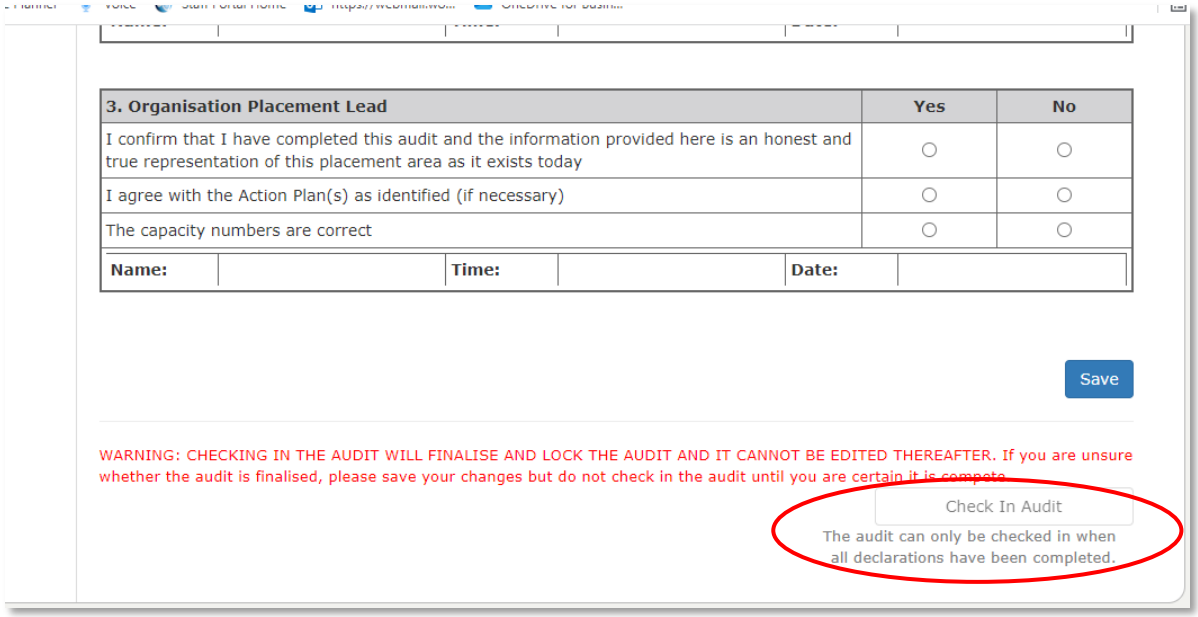
If you have clicked NO for any areas, this does not prevent the audit from being signed off and Checked In. It can be checked in OR colleagues can discuss the issue and return to the Declarations section when the issue is resolved.

IMPORTANT: Always SAVE the Declarations page once you have populated your Declaration box, BUT DO NOT CHECK IN THE AUDIT UNTIL EVERYONE HAS SIGNED THE DECLARATION BOX AND YOU ARE HAPPY TO CHECK IN AND PUBLISH THE AUDIT. If you want to work on the audit another day, but have populated content, as long as you have SAVED each page you can return to the audit by clicking the *Start Audit* icon.

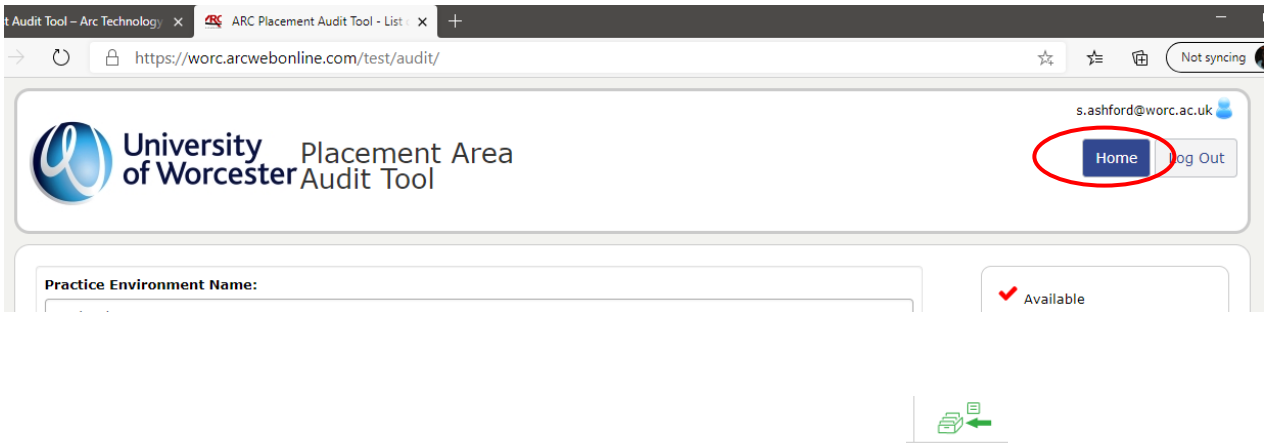
HOW TO CHECK IN THE AUDIT

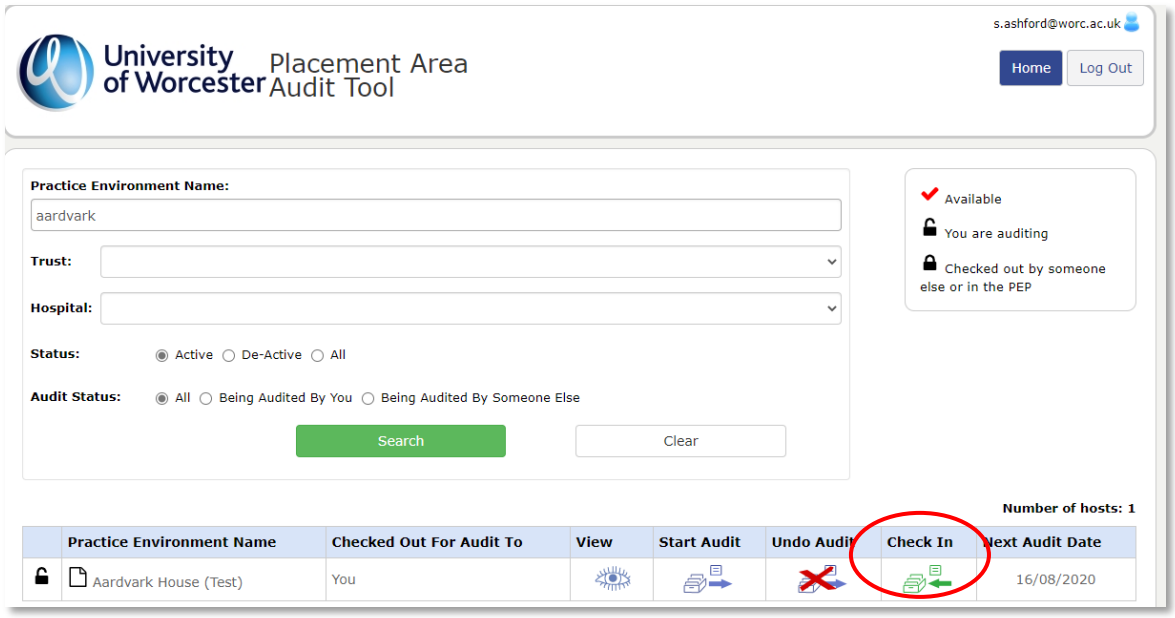
There are two ways of Checking In the audit.

Firstly, you can Check In from the *Declarations* section. Click on the *Check In Audit* button.

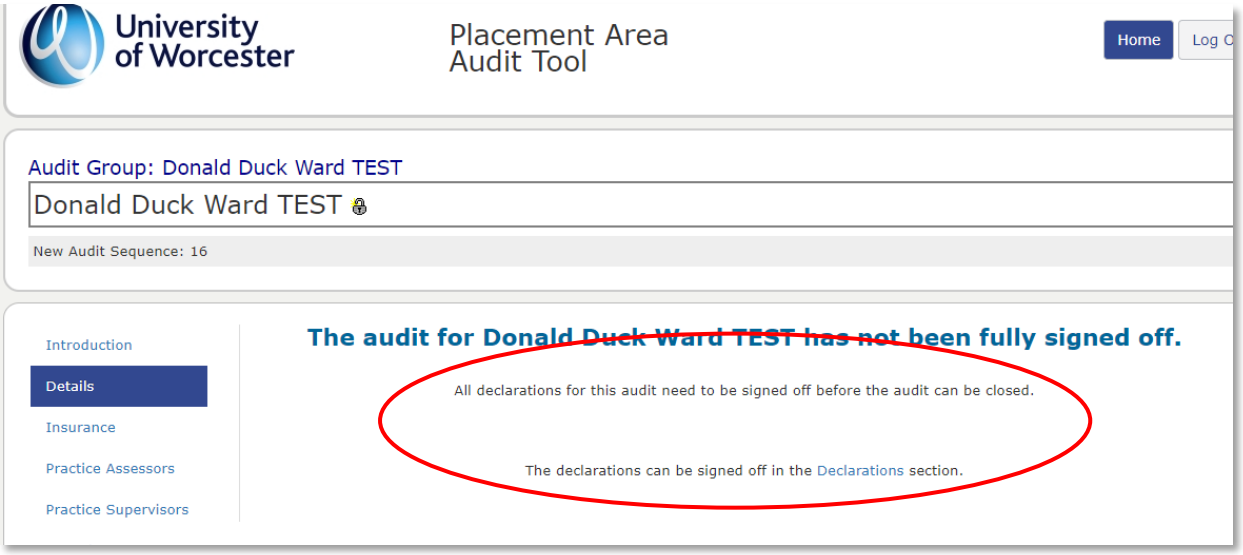


Alternatively, you can check in from the ***Home*** screen.

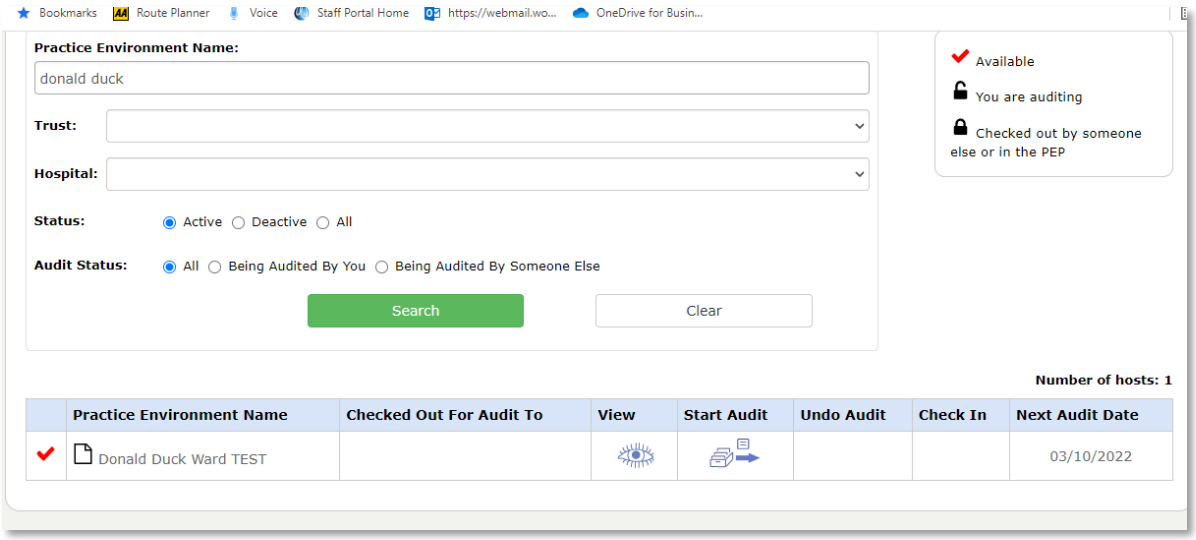




You cannot check in the audit if the audit hasn't been fully completed and signed off. You will see the following message and will need to return to the audit to complete the missing sections/the Declaration page.



Once checked in, the Home screen will look like this:



Other colleagues with access to the audit tool (but who may not have editing rights) can now view the completed audit and can see the next audit date.

UPDATING/POPULATING THE PROFILE CONTENT IN PEP

We recommend that as part of the audit process colleagues update the host information on PEP – including any useful information about the placement area, and the Learning Opportunities.

Please contact the Placement Support Team/WBLSO **if the host is a brand-new area**. The team will be able to help populate the content.

TROUBLESHOOTING

The *Start Audit* icon will not open the audit when I click on it.

This is either because you do not have the correct editing permissions OR someone has Checked Out the PEP record. The audit cannot be completed if the PEP record is Checked Out.

Contact the Placement Support Team/WBLSO for help with either of these issues. You may also be able to Check In the PEP record so that you can start the audit in the audit tool.

I have populated sections of the audit. When I returned to the audit the changes had disappeared.

Always make sure you click on SAVE on **each page** before moving to the next page or logging out.