

# 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.

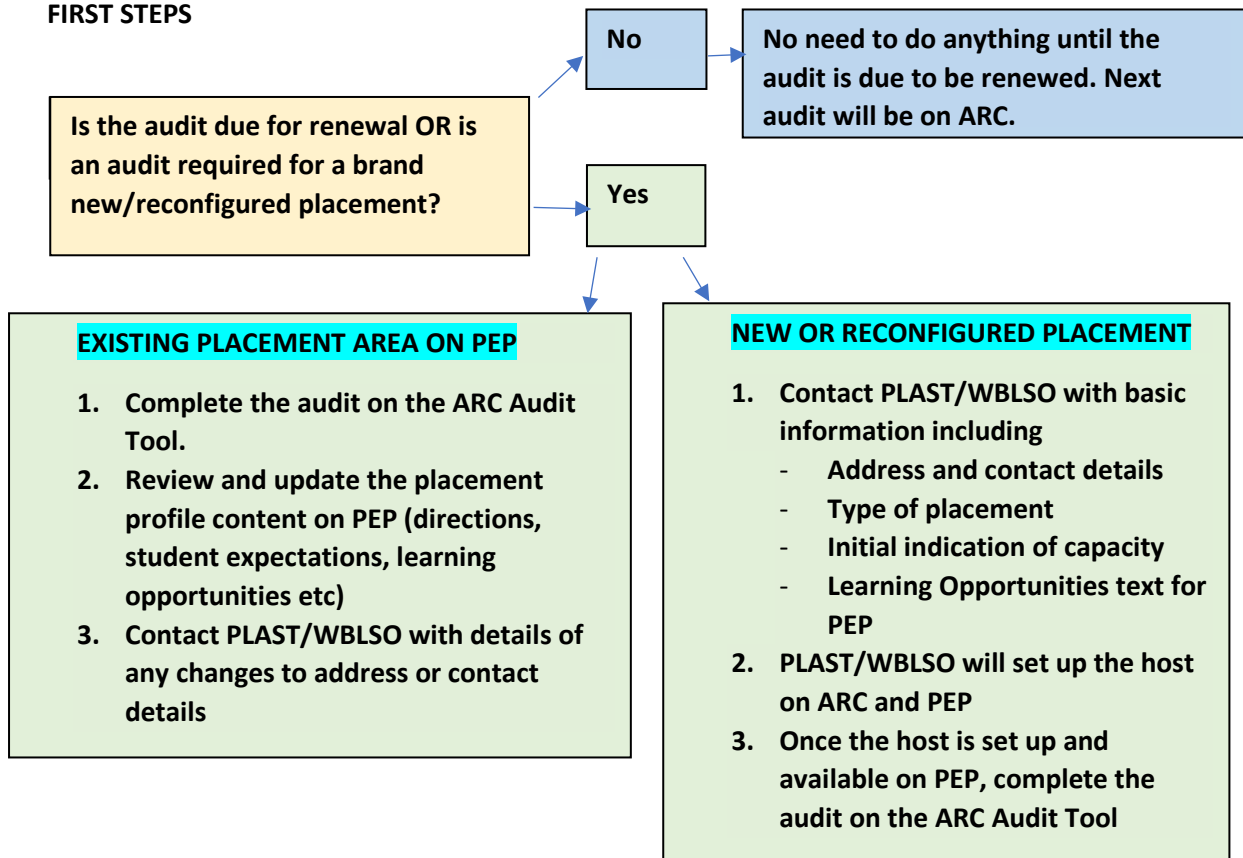
The audit and the placement profile information are now SEPARATE. The profile information is held in PEP and can be updated at any time. The contact information is pulled through directly from the main ARC database and cannot be amended through PEP or the audit tool. Contact amendments should be requested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

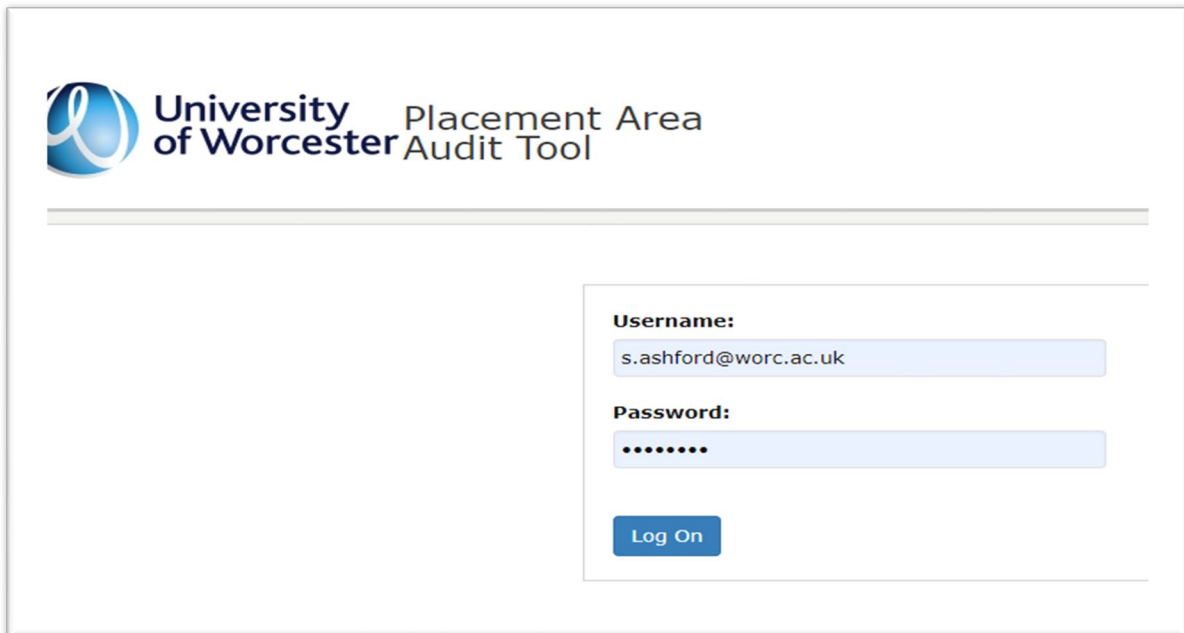
We recommend that wherever possible the audit tool is populated with placement area colleagues present either in person or via Teams/Zoom etc.

## 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.



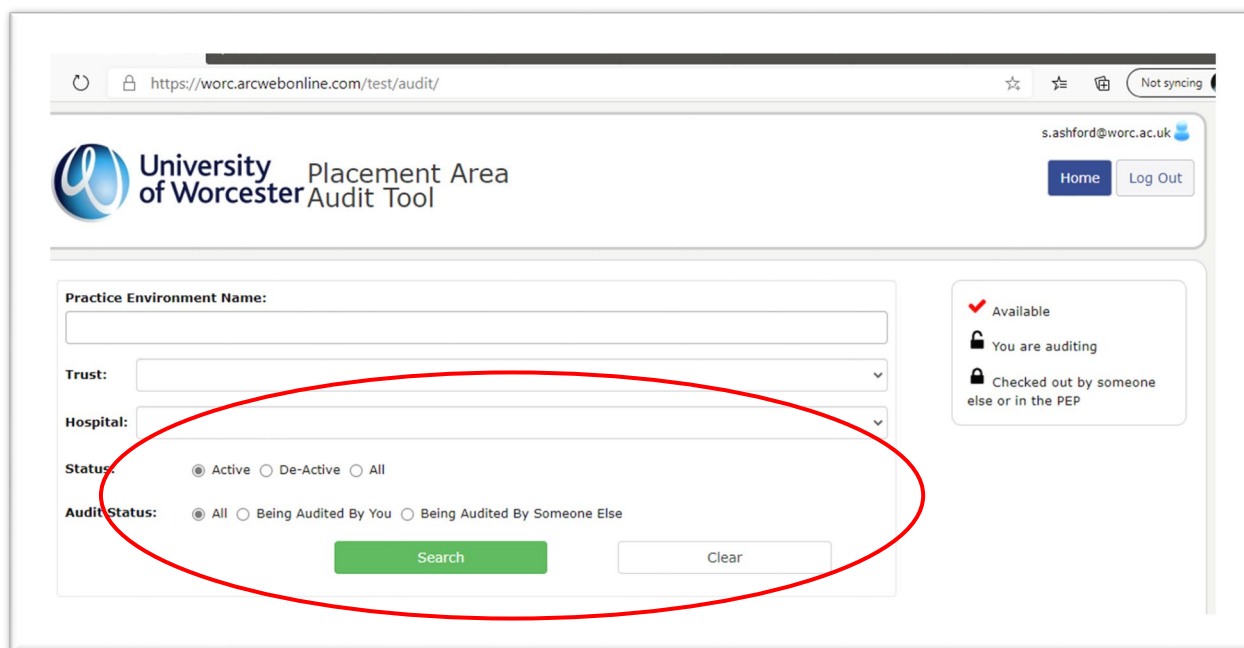
The screenshot shows the login interface for the University of Worcester Placement Area Audit Tool. At the top left is the University of Worcester logo, a blue circle with a white stylized 'U'. To its right, the text reads "University of Worcester Placement Area Audit Tool". Below this is a horizontal line. On the right side, there is a login form with two input fields: "Username:" containing "s.ashford@worc.ac.uk" and "Password:" containing seven dots. Below the password field is a blue "Log On" button.

## 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.

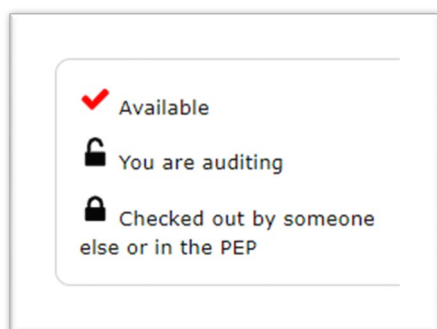


The screenshot shows a web browser window with the URL <https://worc.arcwebonline.com/test/audit/>. The page header includes the University of Worcester logo and the text "Placement Area Audit Tool". The user is logged in as s.ashford@worc.ac.uk. The search interface includes a "Practice Environment Name" text field, "Trust" and "Hospital" dropdown menus, "Status" radio buttons (Active, De-Active, All), and "Audit Status" radio buttons (All, Being Audited By You, Being Audited By Someone Else). A green "Search" button and a grey "Clear" button are at the bottom. A legend on the right shows: a red checkmark for "Available", an open padlock for "You are auditing", and a closed padlock for "Checked out by someone else or in the PEP". A red oval highlights the search filters.

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*.

The screenshot shows the Worcester Audit Tool interface. The search filters are as follows:

- Practice Environment Name:** aardvark
- Trust:** (empty dropdown)
- Hospital:** (empty dropdown)
- Status:**  Active  De-Active  All
- Audit Status:**  All  Being Audited By You  Being Audited By Someone Else

Buttons: Search (green), Clear (white)

Legend:

- ✓ Available
- 🔒 You are auditing
- 🔒 Checked out by someone else or in the PEP

Number of hosts: 1

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
✓ Aardvark House (Test)						16/08/2020

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.**

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

Audit Group: Donald Duck Ward TEST

Donald Duck Ward TEST ✓

Live Audit Sequence: 14

**Introduction**

The aim of this audit is to provide information about the quality of the resources available to support students. It contributes to the process of monitoring and developing the quality of the practice learning placement, student support and assessment of practice. The information gained from this audit will normally be reviewed at regular intervals. For professional nursing, midwifery, and nurse associate courses the NMC require that as a minimum this is bi-annually.

Where different hosts are clustered together as part of an audit group, please ensure you complete the information for EACH HOST WITHIN THE AUDIT GROUP by clicking on the name of each host and working through the questions.

If the host was formerly known by a different name on the last audit, or has merged with other hosts, please email this information to [wblso@worc.ac.uk](mailto:wblso@worc.ac.uk)

KEY LEARNING OPPORTUNITIES do not form part of the audit document but please check and update the Learning Opportunities section on PEP once you have completed the audit.

The University Risk Assessment Form for Placement Learning and the Placement Provider's Health and Safety Form are separate from the audit, and are normally undertaken for the whole organisation, rather than one per placement area. For independent and voluntary sector providers it may still be necessary to complete one Risk Assessment per placement area unless it covers more than one site within the organisation.

The forms and updated risk assessment guidelines can be found in the Placement and Work Based Learning section of the Policy and Regulatory Framework section of the University website: <https://www2.worc.ac.uk/aqu/658.htm>

Please note: the Placement Provider's Health and Safety Questionnaire MUST be completed by the placement organisation, and not by a member of the university.

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.

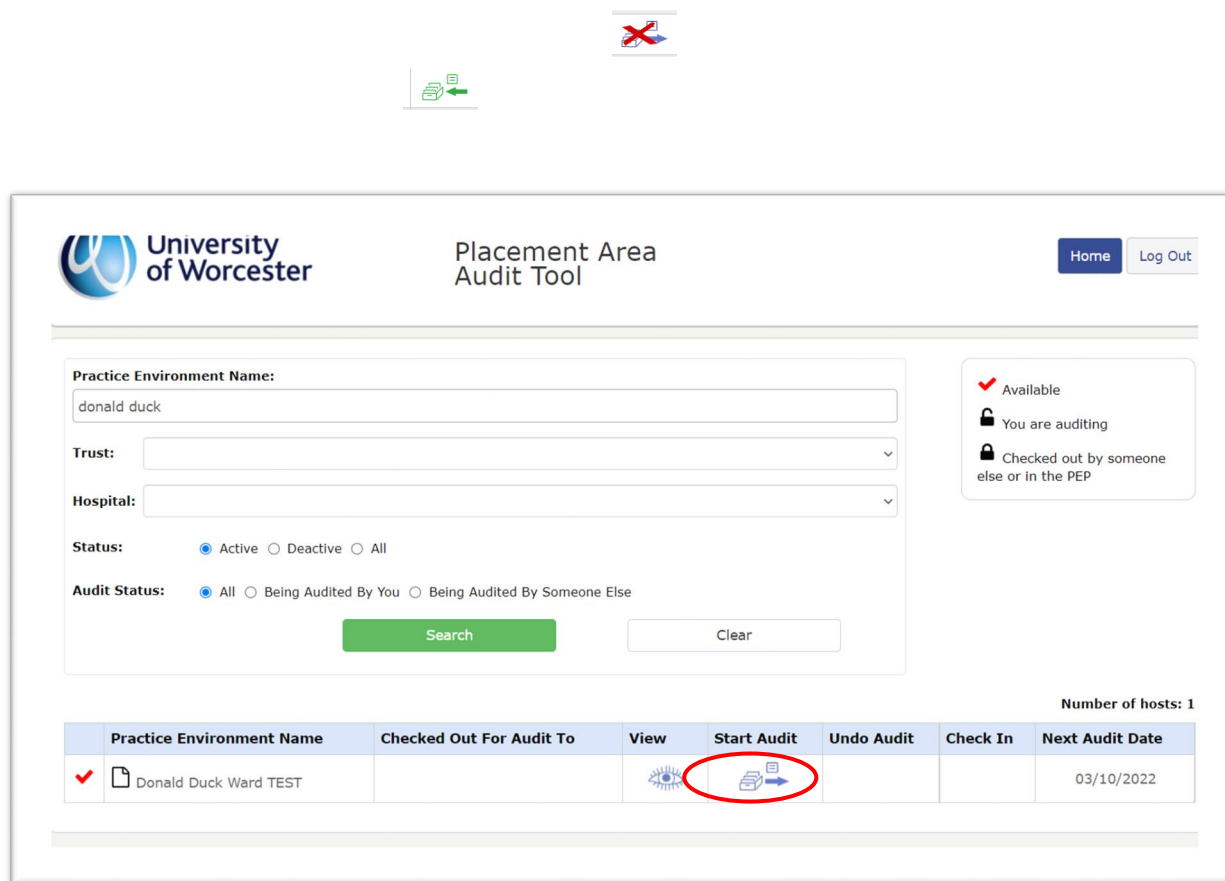
The screenshot displays the 'Placement Area Audit Tool' interface. At the top left is the 'University of Worcester' logo. The top right contains a navigation bar with a 'Home' button circled in red and a 'Log Out' link. Below the header, the 'Audit Group: Donald Duck Ward TEST' is shown, with a search box containing 'Donald Duck Ward TEST' and a checkmark. Below the search box, it indicates 'Live Audit Sequence: 14'. A left-hand navigation menu lists various categories, with 'Standards' highlighted in blue. In the main content area, there are three buttons: 'Standards', 'Copy Standards', and 'Action Plan', with the 'Action Plan' button circled in red. The 'Action Plan' section is titled 'Action Plan' and contains a description: 'This section lists the outstanding actions for all hosts within this group.' Below this, there is a 'Print' button. A green checkmark indicates 'Action Completed: click for further information'. A specific action item is listed for 'Donald Duck Ward TEST' with a green checkmark. The action description is: '2 There are student induction packs / handbook /resource packs available to all students. *PLT and placement to review quality and currency of information provided.*' The 'Action' field contains the text: 'There has not been a regular review of the handbook and this will be s...'. To the right of the action item, there are fields for 'Achievement date' (17/12/2021) and 'Person Responsible' (A.N. Other).

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.



University of Worcester Placement Area Audit Tool

Practice Environment Name: donald duck

Trust: [Dropdown]

Hospital: [Dropdown]

Status:  Active  Deactive  All

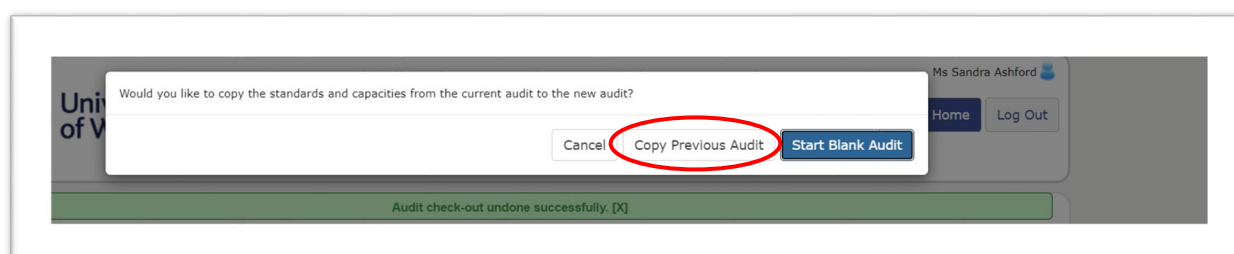
Audit Status:  All  Being Audited By You  Being Audited By Someone Else

Search [Clear]

Number of hosts: 1

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
✓ Donald Duck Ward TEST						03/10/2022

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.



Would you like to copy the standards and capacities from the current audit to the new audit?

Cancel **Copy Previous Audit** Start Blank Audit

Audit check-out undone successfully. [X]

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.

The screenshot shows the 'Introduction' page of an audit system. On the left is a navigation menu with items: Introduction (highlighted), Details, Insurance, Practice Assessors, Practice Supervisors, Capacity, Standards, Essential Standards of Quality and Safety, Student Evaluation, and Declarations. The main content area is titled 'Introduction' and contains the following text:

The aim of this audit is to provide information about the quality of the resources available to support students. It contributes to the process of monitoring and developing the quality of the practice learning placement, student support and assessment of practice. The information gained from this audit will normally be reviewed at regular intervals. For professional nursing, midwifery, and nurse associate courses the NMC require that as a minimum this is bi-annually.

Where different hosts are clustered together as part of an audit group, please ensure you complete the information for **EACH HOST WITHIN THE AUDIT GROUP** by clicking on the name of each host and working through the questions.

**If the host was formerly known by a different name on the last audit, or has merged with other hosts, please email this information to [wblso@worc.ac.uk](mailto:wblso@worc.ac.uk)**

**KEY LEARNING OPPORTUNITIES** do not form part of the audit document but please check and update the Learning Opportunities section on PEP once you have completed the audit.

**The University Risk Assessment Form for Placement Learning and the Placement Provider's Health and Safety Form are separate from the audit, and are normally undertaken for the whole organisation, rather than one per placement area. For independent and voluntary sector providers it may still be necessary to complete one Risk Assessment per placement area unless it covers more than one site within the organisation.**

The forms and updated risk assessment guidelines can be found in the Placement and Work Based Learning section of the Policy and Regulatory Framework section of the University website: <https://www2.worc.ac.uk/aqu/658.htm>

**Please note: the Placement Provider's Health and Safety Questionnaire MUST be completed by the placement organisation, and not by a member of the university.**

## 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.**

The screenshot shows the 'Audit Details' form. On the left is a navigation menu with items: Introduction, Details (highlighted), Insurance, Practice Assessors, Practice Supervisors, Capacity, Standards, Essential Standards of Quality and Safety, Student Evaluation, Declarations, Reports, and Logs. The main content area is titled 'Audit Details' and contains the following fields:

**Trust/Organisation**: TEST NHS TRUST

**Placement Address**: Anytown Hospital  
Town Street  
Anytown

ZZZZ 567

**Current Audit Type**: Face-to-face (dropdown menu)

**Next Audit Date**: 03/10/2022 (text input field, circled in red)

**Type of setting e.g. hospital/community/hospice/scho...**: Orthopaedics (text input field)

**Type of provision reviewed**: Adult nursing, Nursing Associate (dropdown menu)

**Name of linked Practice Facilitator**: (text input field)

**Name of University Link**: (text input field)

Contacts for all disciplines appear in this section. Please contact [wblso@worc.ac.uk](mailto:wblso@worc.ac.uk) if any contacts are

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.**

Student Evaluation  
Declarations  
Reports  
Logs

Type of setting e.g. hospital/community/hospice/school: Orthopaedics

Type of provision reviewed: Adult nursing, Nursing Associate

Name of linked Practice Facilitator:  Midwifery  Adult nursing  Children's Nursing  Mental Health Nursing

Name of University Link:  Nursing Associate

Contacts for all disciplines appear in the table below. If you have any contacts that require amending, please contact the Placement Support Team at [placement@worc.ac.uk](mailto:placement@worc.ac.uk)

Name	Job Title	Email	Telephone No
Lord Kenneth Skeletor	Ward Manager (Nursing)	<a href="mailto:skelken@outlook.com">skelken@outlook.com</a>	01905 540000
Plt Test 1	Test Practice Liaison Team	<a href="mailto:pretend1@pretendmail.com">pretend1@pretendmail.com</a>	
Pf Test 3	Test Practice Facilitator	<a href="mailto:pretend3@pretendmail.com">pretend3@pretendmail.com</a>	

Does the student need to be a car driver to be allocated? No

**Save**

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.**

Donald Duck Ward TEST

New Audit Sequence: 16

**Please disregard this page if you are an NHS Trust as this information will be collected directly by Placement Support Team**

Employers Liability Insurance Public Liability Insurance **Independent sector placement including GP Practices**

Please indicate here if you have amended or added new insurance information on this audit:

Please confirm you have professional indemnity insurance (including clinical negligence) and that this medical negligence cover has been extended to cover our students whilst on placement for all activities approved, authorised or supervised by you.

Yes; our professional indemnity insurance (including clinical negligence e.g. medical malpractice) cover has been extended to include students on placement with us.

No - our medical negligence cover has not been extended to include students on placement with us (Please refer back to WBLSO)

If you have answered yes to this question, please answer the following question.

[carwebonline.com/audit/Insurance/Index/49328/New#IndependentSector](http://carwebonline.com/audit/Insurance/Index/49328/New#IndependentSector)

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.

Standards

Essential Standards of Quality and Safety

Student Evaluation

Declarations

Reports

Logs

Please confirm you have professional indemnity insurance (including clinical negligence) and that this medical negligence cover has been extended to cover our students whilst on placement for all activities approved, authorised or supervised by you.

Yes; our professional indemnity insurance (including clinical negligence e.g. medical malpractice) cover has been extended to include students on placement with us.

No - our medical negligence cover has not been extended to include students on placement with us (Please refer back to WBLSO)

If you have answered yes to this question, please answer the following question.

Please give details:

Name of Insurers:

Policy Number:

Indemnity Limit:

Expiry Date:

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

## PRACTICE ASSESSORS SECTION

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

Introduction

Details

Insurance

**Practice Assessors**

Practice Supervisors

Capacity

Standards

Essential Standards of Quality and Safety

Student Evaluation

Declarations

Reports

Logs

Practice Assessors

Number of Practice Assessors available with experience in:

Adult RN	<input type="text" value="3"/>
Children's RN	<input type="text" value="1"/>
Mental Health RN	<input type="text" value="0"/>
Midwifery	<input type="text" value="0"/>
Registered Nursing Associate	<input type="text" value="2"/>


Arrangements for the allocation of Practice Assessors when there is no one in the setting identified as a Practice Assessor

Number of registered staff which had appropriate practice assessor preparation, either by attending a University workshop or received a mentor to practice assessor transition

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

## PRACTICE SUPERVISORS SECTION

Complete this section showing the number of supervisors.

Donald Duck Ward TEST 

New Audit Sequence: 16

- Introduction
- Details
- Insurance
- Practice Assessors
- Practice Supervisors**
- Capacity
- Standards
- Essential Standards of Quality and Safety
- Student Evaluation
- Declarations

### Practice Supervisors

Number of Practice Supervisors available with experience in:

Registered nurses	<input type="text" value="4"/>
Registered nursing associate	<input type="text" value="2"/>
Registered midwives	<input type="text" value="0"/>
Independent prescribers	<input type="text" value="0"/>
Physician associates	<input type="text" value="0"/>
Nurse/ midwifery specialists (specify type)	<input type="text" value="0"/>
Other (specify)	<input type="text" value="Students may also be supervised by"/>

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

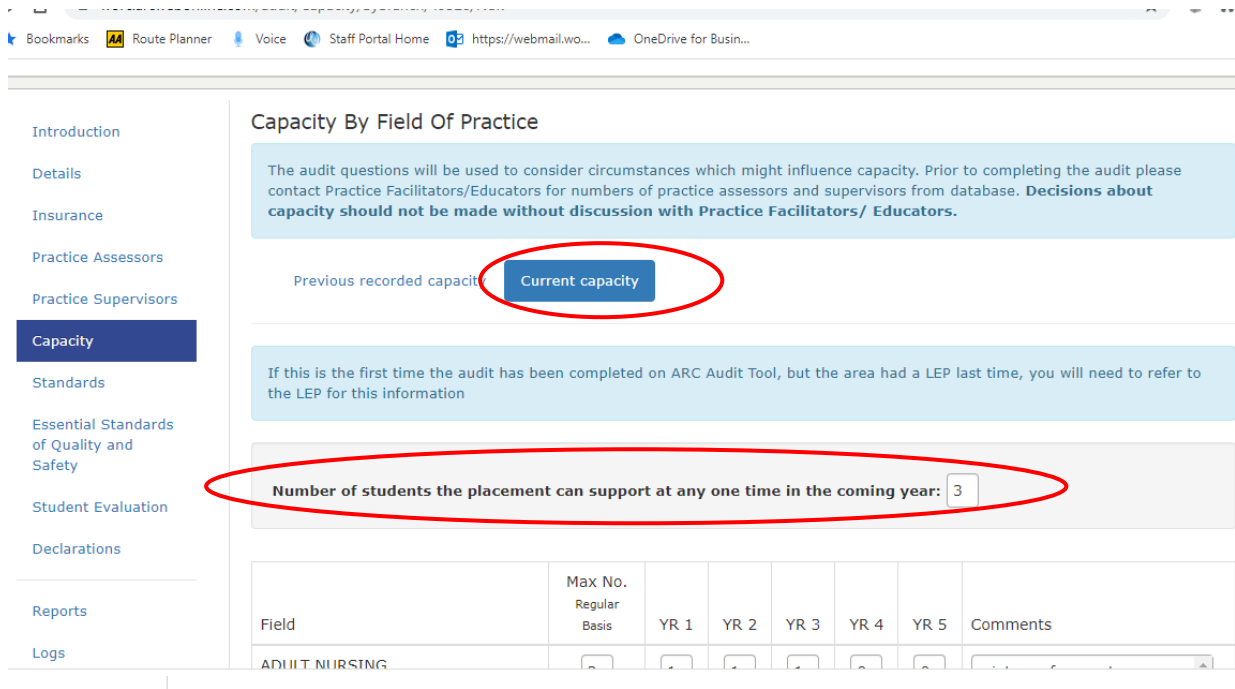
## CAPACITY

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.

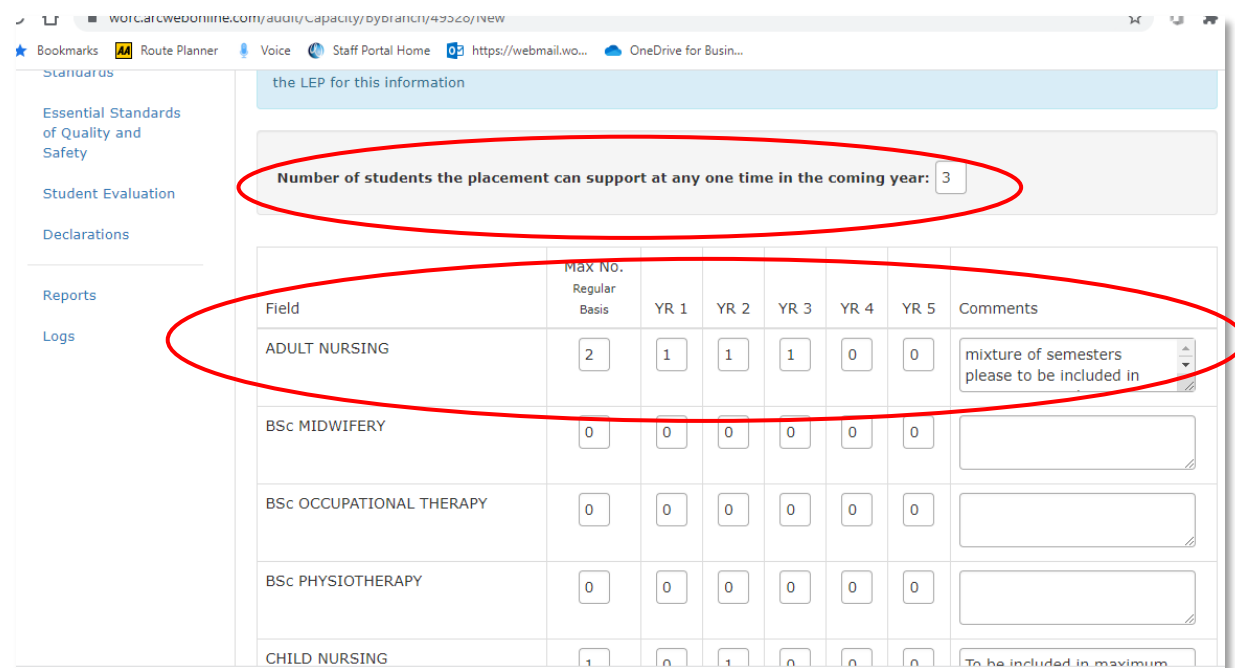
There are two tabs – if an audit has previously been completed on ARC it will show on the **Previous Recorded Capacity** tab for information.

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.

er Voice Staff Portal Home https://webmail.wo... OneDrive for Busin...

RETURN TO NURSING	0	0	0	0	0	0	
-------------------	---	---	---	---	---	---	--

If there is a difference in values, please provide a rational here and contact the Practice Facilitators:

Please identify other students on placement who require structured support or supervision. Type of Student; Number; Institution UoW; other universities:

**Set Blanks To Zero** Unless you click 'set blanks to zero' you cannot progress.

Save

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.

Bookmarks Route Planner Voice Staff Portal Home https://webmail.wo... OneDrive for Busin...

Details

Insurance

Practice Assessors

Practice Supervisors

Capacity

**Standards**

Essential Standards of Quality and Safety

Student Evaluation

Declarations

Reports

Logs

### Standards

The following sections are audited using a RED/ AMBER/ GREEN (RAG) rating system. A GREEN rating indicates the standard is secure and therefore the criteria is always achieved/ met. An AMBER rating indicates systems or processes are in place to ensure the standard is achieved; however, there may be exceptional circumstances to prevent this, meaning the standard is not permanently secure. A RED rating indicates the standard cannot be achieved. For both AMBER and RED ratings, an action plan must be completed. Identification of RED ratings will result in withdrawal/ re-allocation of students.

The ACTION box only needs to be populated if the standard has been risk rated as Red or Amber. Leave it blank if the standard is rated Green.

#### Nursing/Nursing Associate and Midwifery Standards Criteria for Learning Environment

#### Nursing/Nursing Associate and Midwifery Standards Criteria for Learning Environment

**1** The Practice area receives student placement information that is clear and informative and timely prior to students commencing practice

**Key sources of evidence**

**B I U** Placement contact receives a link to ARC/PEP to view allocations

**Compliance** Green

**Action**

**Achievement date**

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

#### Evidence

Placement Audit Tool - Stan x

https://worc.arcwebonline.com/test/audit/Standards/Standards/47044/New

Standards

Practice Assessors

Capacity

Declarations

Reports

Logs

### Standards

This section lists the standards for the hosts within this audit group.

Standard 1 Standard 2 Standard 3 Standard 4

#### Standard 1 : Student progression and achievement

**1.1** The practice placement area has a process in place to recognise and promptly address any cause for concern related to student's performance/progression

**Evidence**

**B I U** Policies and procedures


**Level Met** Excelling

**Action Review Date**

**Responsibility**



## Evidence

Suggested Sources of Evidence 

- Policies and procedures
- Student Evaluations
- Handbooks and other documents
- Data reports


**Copy To Evidence**

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.

## Compliance

Amber 

- Red
- Amber**
- Green
- Not Applicable


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.




021-22 Student Risk Assessment x ARC Placement Audit Tool - Stan x +

com/audit/Standards/Standards/49328/New

Voice Staff Portal Home https://webmail.wo... OneDrive for Busin...


2 There are student induction packs / handbook /resource packs available to all students. *PLT and placement to review quality and currency of information provided.*

**Key sources of evidence** 




**B I U**   

The student handbook can be downloaded by the students when viewing the information on ARC, a hard copy is also available.

**Compliance**

Amber 

**Action**

**B I U**   

There has not been a regular review of the handbook and this will be scheduled for December 2021.

**Achievement date**

17/12/2021

**Person Responsible**

A.N. Other

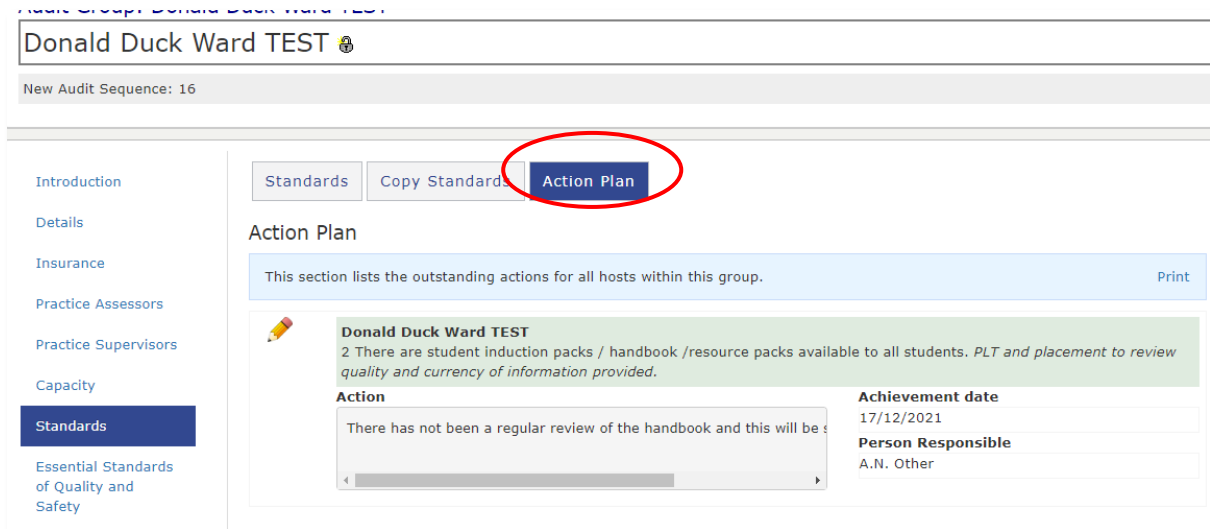
Scroll down and complete all the standards.

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

### Viewing the Actions

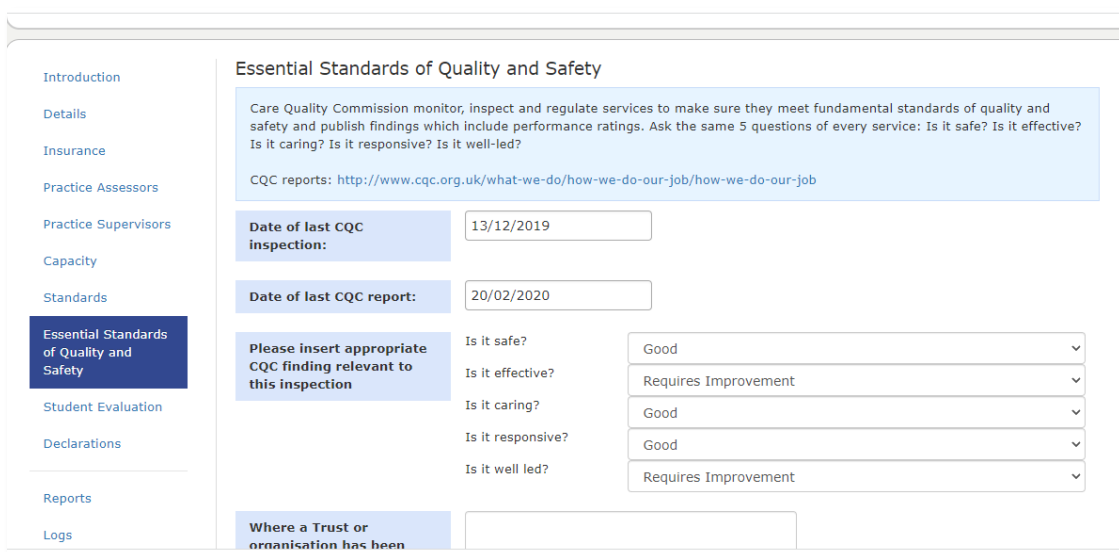
Scroll back to the top of the screen and click of the **Action Plan** tab. This will show all the actions listed against the audit.

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.

The screenshot shows a web form titled 'Donald Duck Ward TEST' with a lock icon. Below the title, it says 'New Audit Sequence: 16'. On the left is a navigation menu with items: Introduction, Details, Insurance, Practice Assessors, Practice Supervisors, Capacity, Standards, Essential Standards of Quality and Safety, Student Evaluation (highlighted), and Declarations. The main content area is titled 'Student Evaluation' and contains three sections:
 

- 'Date of the most recent evaluation:' with a text input field containing '25/05/2021'.
- 'Please identify any areas of concern arising from students' evaluations:' with a text area containing 'Feedback was very positive and no issues were raised'.
- 'Is there currently an evaluation action plan in place?' with radio buttons for 'Yes' and 'No' (selected).

 A blue 'Save' button is located at the bottom right of the form.

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 <i>Audit Completed by</i> declaration.
Organisation Placement Lead	Generally, a practice facilitator/educator or equivalent but can be the same as the <i>Placement Area Representative</i>

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		<input type="radio"/>	<input type="radio"/>
I agree with the Action Plan(s) as identified (if necessary)		<input type="radio"/>	<input type="radio"/>
The capacity numbers are correct		<input type="radio"/>	<input type="radio"/>
Name:		Time:	

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		<input type="radio"/>	<input type="radio"/>
I agree with the Action Plan(s) as identified (if necessary)		<input type="radio"/>	<input type="radio"/>
The capacity numbers are correct		<input type="radio"/>	<input type="radio"/>
Name:		Time:	

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.

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		<input type="radio"/>	<input type="radio"/>
I agree with the Action Plan(s) as identified (if necessary)		<input type="radio"/>	<input type="radio"/>
The capacity numbers are correct		<input type="radio"/>	<input type="radio"/>

Name: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

[Save](#)

**WARNING: CHECKING IN THE AUDIT WILL FINALISE AND LOCK THE AUDIT AND IT CANNOT BE EDITED THEREAFTER. If you are unsure whether the audit is finalised, please save your changes but do not check in the audit until you are certain it is complete.**

[Check In Audit](#)  
The audit can only be checked in when all declarations have been completed.

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

Arc Technology | ARC Placement Audit Tool - List

https://worc.arcwebonline.com/test/audit/

s.ashford@worc.ac.uk

[Home](#) [Log Out](#)

Practice Environment Name: \_\_\_\_\_ Available

📄 ↩

University of Worcester Placement Area Audit Tool

s.ashford@worc.ac.uk

Home Log Out

Practice Environment Name: aardvark

Trust:

Hospital:

Status:  Active  De-Active  All

Audit Status:  All  Being Audited By You  Being Audited By Someone Else

Search Clear

- Available
- You are auditing
- Checked out by someone else or in the PEP

Number of hosts: 1

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
Aardvark House (Test)	You					16/08/2020

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.

University of Worcester Placement Area Audit Tool

Home Log Out

Audit Group: Donald Duck Ward TEST

Donald Duck Ward TEST

New Audit Sequence: 16

Introduction

**Details**

Insurance

Practice Assessors

Practice Supervisors

**The audit for Donald Duck Ward TEST has not been fully signed off.**

All declarations for this audit need to be signed off before the audit can be closed.

The declarations can be signed off in the [Declarations](#) section.

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

Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Next Audit Date
✓ Donald Duck Ward TEST						03/10/2022

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.