

ARC Placement on the Web (POW) System Guide

Academic Year 2020/21



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ARC – Placement on Web system guide

Students and Staff access ARC POW, The URL is <https://arcpow.uwe.ac.uk>

You will use your Login Name (your UWE email address) and password. If you are experiencing trouble logging in, please email sds.operations@uwe.ac.uk

This is your own personal record showing your details, we will return to this screen later.

This screen will appear when you return to University for the Year 2 and Year 3 of your programme. You are required to complete a self-declaration prior to commencing study. You should read the statements carefully and tick each box and when you have, Left Click the Submit button.

Self-Declaration: Good Health and Good Character

Good health is necessary to undertake practice as a nurse or a midwife. Good health means that a person must be capable of safe practice.

Good character is also important as nurses and midwives must be honest and trustworthy. Good character is based on a person's conduct, behaviour and attitude. It also takes account of any convictions and cautions that are not considered to be compatible with professional registration and that might bring the profession into disrepute. A person's character must be sufficiently good for them to be capable of safe and effective practice without supervision. It is important that you are aware that your behaviour and conduct, both during your programme and in your personal life, including on any social networks you are part of such as Facebook, may have an impact on:

1. your fitness to practise
2. your ability to complete your programme
3. the willingness of the university to sign the declaration of good health and good character for you to become a registered nurse or midwife.

The NMC requires that students self - declare their good character and health annually. In order for this to be accomplished, all nursing and midwifery students must therefore complete the following declaration:

☐ I have read and understand the NMC guidance available here [Good Health and Good Character for student nurses and midwives](#).

☐ I understand that I must notify the University and Programme leader of any criminal convictions, cautions, reprimands or warnings recorded on police central records, since the last DBS check (formerly Criminal Records Bureau CRB) or self-declaration. (Do not include motoring offences where you receive a fixed penalty unless it led to your disqualification). Where I have received any of the above I have contacted the Programme Leader and completed the DBS Self-Assessment form (available at this location [Disclosure and Barring Checks Procedure](#)).

☐ I declare that my health and character are sufficiently good to enable me to practise safely and effectively and that all of the above information is a true and accurate record

☐ I confirm there are no significant changes to my health since my last declaration that would affect my fitness to practice.

☐ I confirm I have no new convictions, cautions warnings or reprimands since my last declaration.

☐ I will practice in accordance with the [The Code for Nurses and Midwives; Professional standards of practice and behaviour for nurses and midwives](#)

☐ I have read, and agree to abide by, the principles contained within the Faculty of Health and Applied Sciences [UWE student conduct policy](#)

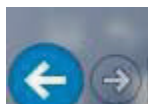
Please note : A false declaration to the above, subsequently discovered, in itself may lead to a student being investigated through [UWE Professional Suitability and Professional Conduct Policy](#). This could, in turn, lead to discontinuation from the relevant programme.

Please note that the on-line declaration form for Good Health and Good Character is contained within the ARC system. Any student who does not complete their declaration will subsequently not be allowed to access their placement details through ARC. As a result the student will therefore not be allowed to attend placement.

Once completed you will be taken to the Home Screen (Page 7).

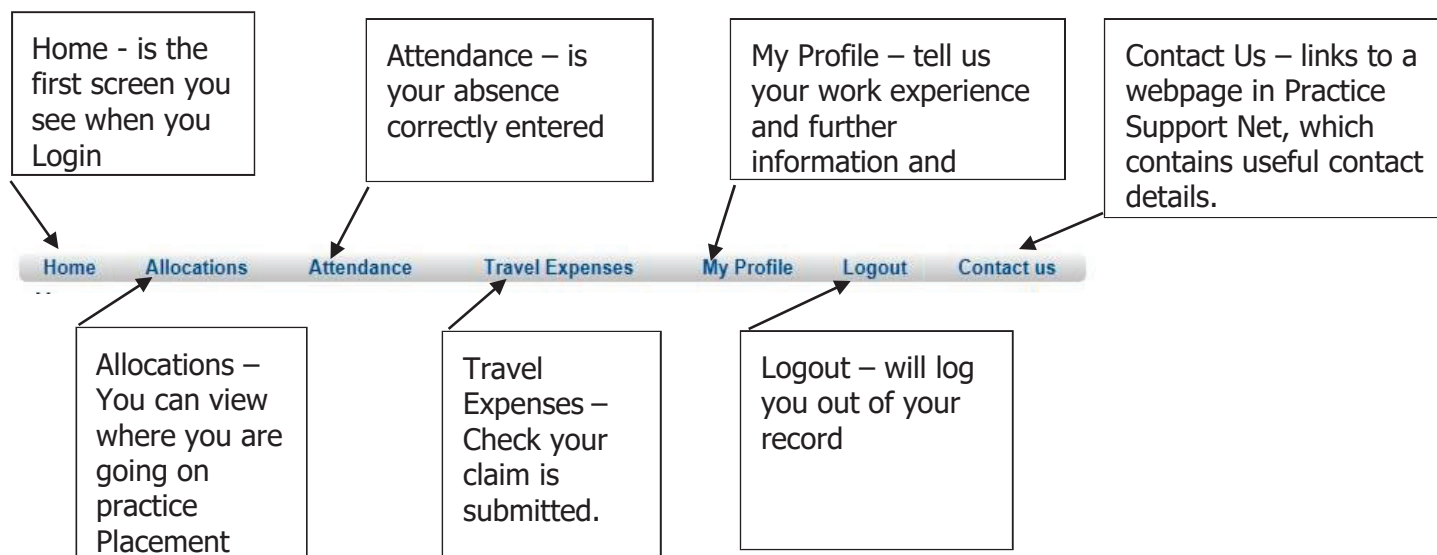
Navigating around the System

The first thing to note is that the normal back and forward used when searching through internet pages does not work.



This is for security and if another person went into the system after you they could not go back to look at your personal details.


Move around the system using the Menu bar. This appears at the top and bottom of the page.



Left click on the tab and it will take you to the screen you wish to view. An explanation of each screen follows

Home Screen

Your personal details are here.



[Home](#) [Allocations](#) [Attendance](#) [Travel Expenses](#) [My Profile](#) [Logout](#) [Contact us](#)

Hi Joss

Welcome to your student page. Please check the following information and ensure it is accurate. If you wish to change or amend any of your personal details below, please click on the [My Profile](#) button on the navigation window. There is a link to [My UWE](#) which will allow you to login and amend where necessary this will appear in the next update in your record.

If you want to view any information regarding your recorded placement information, please click on the [Allocations](#) button on the menu. To view your absence record click on the [Attendance](#) button on the menu.

You last logged in on:

Main Student Details		Registration Details	
Surname	Glasgow	Intake	TEST 09.15
Forename	Joss	Zone	All Areas
Title		Programme	BSc PARAMEDIC SCIENCE
Gender	F	Part Time/Full Time	
Date of Birth	04/12/1989		

Term - time Contact Details		Private Contact Details	
Address	66 THE STREET STAPLE HILL BRISTOL	Address	125 THE ROAD BARTON HILL BRISTOL
Post Code	BS9 7XF	Post Code	BS6 7XF
Tel. No.	0117 555 6666	Tel. No.	0117 555 4444
Mobile No		Email	jglasgow@uwe.ac.uk

Personal Tutor		Attendance Details	
Name	Tutor, Test	Total No. of Days Absent	0
Tel. No.	011732123456	Total No. of Occasions Absent	0
Email	test.tutor@uwe.ac.uk		

If you want to view any information regarding your recorded placement information, please click on the [Allocations](#) button on the menu. To view your sickness info click on the [Total Days Sick](#) and [Total No of Occassions Sick](#) values, or alternatively click on the [Attendance](#) button on the menu.

[Home](#) [Allocations](#) [Attendance](#) [Travel Expenses](#) [My Profile](#) [Logout](#) [Contact us](#)


The bottom of the Home Screen contains your contact details they may be one and the same, term-time is used when you are at University, Private address may be your permanent address, for example parents' home address.

It is important to maintain these details for the University to communicate effectively with you. There is a link to My UWE at the top of this page, where changes can be made.

Details of your personal Tutor appear here as well as a summary of your attendance to date.

Allocation Screen

This screen gives details of your allocated practice placement. The date from and to is the length of your allocated practice placement. In the Description Column is the named placement. Left Click here to reveal the Practice Environment Profile. You should also see the last time you logged in.



Student Name Glasgow, Joss **System updated** 31/01/2017 23:08:44
Intake TEST 09.15 **Last login date and time**

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Total
Absence Hrs: 0.00 Made Up Hrs: 0.00 Outstanding Hrs: 0.00 **Why can I not see my next placement ???**

	Date From	Date To	Description	Eval. Status	Category	Days	Hrs	Hrs Worked	Hrs Special	Hrs Sick
	25/01/2016	31/01/2016	INDUCTION WEEK			5	37.30	37.30	0.00	0.00
	01/02/2016	20/03/2016	THEORY			35	262.30	262.30	0.00	0.00
	21/03/2016	01/05/2016	TEST BRISTOL		THEATRES	30	225.00	225.00	0.00	0.00
	02/05/2016	08/05/2016	ANNUAL LEAVE			5	37.30	37.30	0.00	0.00
	09/05/2016	12/06/2016	THEORY			25	187.30	187.30	0.00	0.00
	13/06/2016	17/07/2016	TEST GLOUCESTER		PAEDIATRIC	25	187.30	187.30	0.00	0.00
	18/07/2016	21/08/2016	TESTING		CRITICAL CARE	25	187.30	187.30	0.00	0.00
	22/08/2016	11/09/2016	ANNUAL LEAVE			15	112.30	112.30	0.00	0.00

Your Theory (time in University) and annual leave are also shown.

Evaluation of Placement

The Eval Status Column shows if you the evaluation is **Available**, normally two weeks before end of placement until two weeks after or have **Done** your evaluation of placement. You will be unable to access details for your next placement if you have not and the words **Access Denied** will be shown against this allocation until completed.

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Total Absence Hrs: 7.30 Made Up Hrs: 7.30 Outstanding Hrs: 0.00										
Why can I not see my next placement ???										
<First Page <<Prev Page Next Page>> Last Page> 2 of 3										
Date From	Date To	Description	Eval. Status	Category	Days	Hrs	Hrs Worked	Hrs Special	Hrs Sick	
29/02/2016	03/04/2016	THEORY			25	187.30	187.30	0.00	0.00	
04/04/2016	10/04/2016	ANNUAL LEAVE			5	37.30	37.30	0.00	0.00	
11/04/2016	12/06/2016	THEORY			45	337.30	337.30	0.00	0.00	
13/06/2016	31/07/2016	CADBURY HEATH HC DN	Done	COMMUNITY	35	262.30	262.30	0.00	0.00	
01/08/2016	04/09/2016	ANNUAL LEAVE			25	187.30	187.30	0.00	0.00	
05/09/2016	30/10/2016	THEORY			40	300.00	300.00	0.00	0.00	
31/10/2016	18/12/2016	LEVEL 0 GATE 31	Done	ACUTE SPECIALIST MEDICAL - ASSESSMENT WARD	35	262.30	262.30	0.00	0.00	
01/11/2016	01/11/2016	LEVEL 0 GATE 31		ACUTE SPECIALIST MEDICAL - ASSESSMENT WARD	N/A	3.00	3.00	0.00	0.00	
19/12/2016	01/01/2017	ANNUAL LEAVE			10	75.00	75.00	0.00	0.00	
02/01/2017	19/02/2017	LEVEL 2 GATE 37	Available	ACUTE CRITICAL CARE - INTENSIVE CARE UNIT	35	262.30	262.30	0.00	0.00	

The evaluation consists of 37 questions and 3 further qualitative data sections to allow you to make comment.

Host Name: LEVEL 2 GATE 37

Dates: 02/01/2017 to 19/02/2017

Dear Student

Thank you for completing this questionnaire. This feedback is very valuable and will assist to maintain, develop or improve the placement experience for future students. It may also contribute to placement provider internal quality assurance processes to improve standards of care and the patient experience. Reports will be anonymised before being shared with key stakeholders however if you have concerns about patient care, it is important to follow processes for raising or escalating concerns as outlined in your Programme Handbook.

Please complete this form within 2 weeks of completing your practice placement.

If you have any concerns whilst on placement please raise them at the time by calling the Practice Support Line on 0117 328 1152. For each of the following statements, please select your response using the rating scale below:

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree

Placement Preparation	
1. Allocation of the placement occurred on time (i.e. minimum 6 weeks prior (nursing students only))	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
2. Preparation guidance, materials and documentation were sufficient	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
3. Placement profile information on ARC was an accurate reflection of the practice area	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
4. Placement was expecting my arrival	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Induction & Orientation	
5. The induction and orientation were comprehensive (i.e. Policies, Guidelines, Protocols & Procedures including Health & Safety)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
6. The induction and orientation to Staff were timely and sufficient (e.g. Mentor, Practice Team etc.)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
7. The induction and orientation helped prepare me for practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Learning Environment	
8. The placement facilities were safe (e.g. kitchen, staff room, cafeteria, study area etc.)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
9. The University Library resources and support were accessible (e.g. books, journals, online materials)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
10. The Placement Library resources and support were accessible (e.g. books, journals, online materials)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
11. The University IT resources and support were accessible (e.g. wifi, online systems)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
12. The Placement IT resources and support were accessible (e.g. wifi, online systems)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
13. I had an effective integration, participation and contribution to the interprofessional team	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
14. The provision of care reflected respect for the rights, dignity, privacy of all service users and carers	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
15. The provision of care reflected respect for the equality and diversity of all service users and carers	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Support & Feedback	
16. The initial meeting / assessment point with the Mentor(s) / Educator was sufficient (with reference to Role / Standards / Responsibilities / Expectations / Learning Objectives / Learning Opportunities / Learning Log - Action Plan - Portfolio)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
17. Mentor(s) / Educator negotiated timely and realistic opportunities to address the Learning Objectives	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
18. Mentor(s) / Educator assisted in identifying strengths or areas for improvement	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
19. Mentor(s) / Educator enabled progressive independence / responsibilities	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
20. Mentor(s) / Educator encouraged critical thinking and problem-solving skills	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
21. Mentor(s) / Educator encouraged self-directed learning / reflection on performance (e.g. 1 hour per week / use of study day)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
22. Mentor(s) / Educator responded sensitively to my learning style / needs	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
23. Mentor(s) / Educator support and availability were sufficient (e.g. approachable, supportive, encouraging)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
24. I received sufficient support on placement from staff other than Mentor(s) / Educator	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
25. The support standard received from the university met my needs (e.g. Practice Support Line, Tutor, Mentor)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

26. Mentor(s) / Educator supervision was regular / ongoing (i.e. minimum 40% of practice time (nursing students only))	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
27. Mentor(s) / Educator feedback was constructive and timely	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
28. There were sufficient opportunities to discuss feedback and negotiate difficulties with Mentor(s) / Educator	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
29. The mid-point (formative) meeting / assessment with Mentor(s) / Educator was timely	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
30. The final meeting / assessment (summative) with Mentor(s) / Educator accurately reflected mv performance	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Placement Experience	
31. The placement matched my theory skills level	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
32. The placement duties were varied	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
33. I received an appropriate level of responsibilities within the scope of the practice	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
34. The placement supported my supernumerary status (i.e. you were in excess of the requisite number of staff)	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
35. The placement provided valuable hands-on experience	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
36. The placement provided essential skills for the future	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
37. The placement enabled me to achieve my learning outcomes	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Placement Quality	
38. The most valuable experiences on placement were (positive aspects): (please reflect and comment on the high scores you have provided above)	
Qualitative Comment:	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
39. The least valuable experiences on placement were (negative aspects): (please reflect and comment on the low scores you have provided above)	
Qualitative Comment:	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
40. Suggestions for improvement of this placement experience:	
Qualitative Comment:	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

Submit


Clear

Cancel

Once completed click on the submit button. Please note there is a time limit on completing the evaluation so do not go away from your PC until it is complete or you may have to begin again.

Practice Environment Profile (PEP)

This screen gives a number of details about your placement. Left Click on each tab to reveal further information. Placement Overview - The Main Placement Details contains contact information for you to contact the placement, please do so at least 2 weeks before the commencement of any period of practice.



Student Name **Glasgow, Joss**

Intake **TEST 09.15**

System updated **31/01/2017 23:08:44**

Last login date and time

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Welcome from Placement

Main Placement Details

Name

TEST BRISTOL

Trust

ZZZ TEST TRUST2

Address

GLENSIDE HOSPITAL

BLACKBERRY HILL

STAPLETON

BRISTOL

Post Code

BS16 1DD <Click here to see map>

Tel No

0117 3288534

Email

Contact Name

BRISTOL,STEVE,MR

Job Title

Placement Notes:

Placement Info - Left Click on the tabs to view further information.

UWE Bristol

University of the West of England

Student Name

Glasgow, Joss

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Service Hours & Shifts

Dress Code

Facilities

Learning Opportunities

Speciality & Client Groups

Placement Speciality

Client Group/Caseload

Mission Statement/Philosophy of Care

Pre-placement student preparation -This screen will give information on any preparation that may be required for particular placements

UWE

Bristol

University of the West of England

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Pre-placement Student Activity

Pre Placement Reading & Learning Activity

Student Pack

Placement Policies Links:

Trust Placement Policies

<Click here to see>

UWE/ Faculty Placement Policies

<Click here to see>

Travel Information – You can view information concerning travel to placement.

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Finding Us

Address

GLENSIDE HOSPITAL
BLACKBERRY HILL
STAPLETON
BRISTOL

Is a car essential for this placement?

Travel Information

Local Bus & Tourist info:

Local Tourist Information Office

Bristol Tourist Information Centre
0117 926 0767
www.visitbristol.co.uk

Local Bus

First Badger Line
0845 602 0156
www.firstbadgerline.co.uk

National Travel Links:

National Rail Information

08457 484 950

www.nationalrail.com

Traveline

0870 608 2 608

www.traveline.org.uk

National Express

08705 808080

www.nationalexpress.com

Top Tips – see any tips concerning your placement

UWE Bristol

University of the West of England

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Documents – Check to see if the placement has uploaded useful documentation for you to read preplacement.

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Document

Other Students on this Placement – See which other students are allocated to your placement, contact them for a coffee or to find out what it is actually like. See My Profile where you can share your email address for others to contact you.



Student Name Glasgow, Joss **System updated** 31/01/2017 23:08:44
Intake TEST 09.15 **Last login date and time**

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Other Students on the placements:

Please note that the following students have given their permission for this information to be made available to other students.

	Name	Intake	Programme	Email
1	Moon, Keira	TEST 09.15	BSc MENTAL HEALTH FT	kiera.moon@uwe.ac.uk
2	Smithers-Jones, Karen	TEST 09.15	BSc LEARNING DIS FT	ksmithersjones@uwe.ac.uk

Attendance Screen

Monitor your attendance on placement and ensure you have undertaken enough hours to meet the requirements of the relevant Professional Body. The dates of absence from placement are recorded here from your submitted timesheets. If you have a query about any recorded absence then Left Click on the **?** it will **WERE ABSENT** create an automatic email to send your query to be looked at. **IT IS NOT TO INFORM US WHY YOU**



Student Name Watts, David
Intake TEST 09.15

System updated 31/01/2017 23:08:44
Last login date and time


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Total
Absence Hrs: 30.00

Note: The **?** next to the individual non-attendance days is only for informing us of any disagreements you have with any of the details displayed and **NOT** for informing us of the reason for the non-attendance.

	Dates	Allocation Description	Absence Type	Details	Work Details
?	04/11/2015 to 05/11/2015	TEST BATH	SICKNESS (STUDENT BY PHONE)	Days: 2 Hours: 15	Required Hrs: 15 Actual Hrs: 0
?	18/01/2016 to 19/01/2016	TEST BRISTOL	COMPASSIONATE LEAVE	Days: 2 Hrs Spl: 15	Required Hrs: 15 Actual Hrs: 0

If no absence is recorded, you will see the screen below



Student Name Watts, David
Intake TEST 09.15

System updated 31/01/2017 23:08:44
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Total
Absence Hrs: 30.00

Note: The **?** next to the individual non-attendance days is only for informing us of any disagreements you have with any of the details displayed and **NOT** for informing us of the reason for the non-attendance.

	Dates	Allocation Description	Absence Type	Details	Work Details
--	-------	------------------------	--------------	---------	--------------

Email - Click Send Email and this will go to the PPO to be investigated and you will be contacted by email.

UWE Bristol

University of the West of England

Student Name

Watts, David

Intake

TEST 09.15

System updated

31/01/2017 23:08:44

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Absence for 2 days from 04/11/2015 to 05/11/2015

Please provide details of the absence query below, providing as much detail as possible to assist with our investigations. On completion of these investigations, you will be e-mailed to your UWE e-mail account and any amendments carried out on the system as appropriate

Email From:

dwatts.33@uwe.live.ac.uk

Subject:

ARC Absence
Query - David
Watts (TEST 09.15)

I was not absent for two days as stated can this be checked please. Thank you

Send Email

Cancel

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Travel Expenses Screen

This is where you can find out if your claim for expenses for placement has been submitted.



Student Name Watts, David

System updated 31/01/2017 23:08:44

Intake TEST 09.15

Last login date and time

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	Date of claim	Claim period	Total claimed
☐	18/01/2015	05/01/2015 - 03/02/2015	£25.00
<div>Notes</div> <div>This claim has now been cleared having been resubmitted</div>			

My Profile

You can use this page to provide us with information about your work in the last 12 months if in a related occupation or voluntary position. You can also change password, let students see your UWE Email details for contact and let us know if you have a car for use in placement. Please let us know of any other circumstances that may affect you on placement. It is also advisable to contact your personal tutor as you may require assistance in placement to prevent issues that may affect you.



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Student Personal Contact Details are now managed by the University Portal System. My UWE please log into this system by using the weblink provided.

To change your password, fill in the details in the fields provided. Then click on the Change Password button at the bottom. You should use your NEW password when logging on next time.

I give permission for my UWE email address to be shared with students on the same placement ☐

Health-related employment/ work experience in the 12 months prior your UWE course (please note position held and location)

Any circumstances that you would like considered when you are allocated placements (Please note that the University does not operate a request system for placements and that the Placement Policy of the Professional Practice Office will always take precedence).

Car Available Whilst on Placement ? ☐

[Submit Changes](#)

Current Password

New Password (10 characters MAX)

Confirm New Password

[Change Password](#)

Contact Us

Links to a webpage that gives contact details for the Professional Practice Office (PPO).

Logout

Takes you out of the system

You are now logged out....
To log back in [click here](#)