

# Online Audit – electronic version

## 1. Introduction

Welcome to the UWE ARC Multi-Professional Audit Tool, we hope you find this online tool user friendly. This tool replaces the existing initial and the self-assessment audit documentation across all professions. The Audit Tool works in synchrony with ARC PEP, therefore some areas of the audit will be pre-populated with information from PEP, and users will need to complete the audit when the Placement Environment Profile for placements is fully checked in.

Online audits are examined by professional statutory regulatory organisations such as NMC and HCPC, are shared with external partnership universities, and are also scrutinized by the UWE legal team when serious incidents occur in practice, it is important that the content is legible and coherent. Please note that audits without all sections completed will be considered invalid / non compliant, these will be discarded and will need redoing. All required sections must be completed with valid text avoiding any non-coherent characters such as ( ?/\!""\$%&\* etc).

On the left hand side, there are 5 parts to the audit online proforma that must be completed and 2 additional parts that assist users with searching and reporting on existing audits in the online database.

1. To start the audit click on the **Details** tab and complete all this section.
2. Then click on the **Standards** tab:
  - You will have to tick two sources of evidence for each standard using the drop down box. (alternatively type in free text, if none of the sources suggested are applicable).
  - If a standard is “Not Met” or “Making Progress”, you will need to populate the Action box, Action Review Date and Responsibility, for “Fully Met” standards these boxes need to remain blank.

*Example: Standard 1.1 “Not Met” as the only mentor has recently left, state in the Action box if any new mentors are in training and set a review date when the new mentor is qualified, and the person responsible for checking the training was done*

- Any identified actions on the standards page will automatically create an Action Plan, this is available in PEP under the Audit Tracking tab, and can be marked as completed at a later date.
3. **Mentors** tab – please complete as appropriate if a Private Voluntary and Independent sector organisation. (NHS organisations will have this list blank)
  4. **Capacity** tab – please check with your Education Lead / Director the total number of students agreed with UWE for your area. (Click on the button at the bottom of the page to set blanks to 0 once you entered numbers in the appropriate boxes)
  5. **Declarations** tab – please sign the Declarations section on the same day you complete and check in the audit, and not before. The system-generated date on the declarations page will be recorded in the official audit document online.
    - At this stage, you may also see some document warnings if there are any incomplete sections remaining in the audit, the warnings appear at the top of the page.
    - If you see a prompt to finish the audit and check in, then please submit your audit by clicking on “Check In Audit” at the end of the Declaration page. Once an audit is checked in, it cannot be edited any longer.

6. **Reports tab** – You can print on the page an .xls spreadsheet document of the Action Plan for your Organisation/Trust, this report can also be accessed from PEP.
7. **Logs tab** – You can view audit activity log as well as print any complete or incomplete audits for your placement in a .pdf format.

### **Useful Hints**

If you cannot edit a text box in the audit document, please ensure that your browser has the Compatibility View setting turned off, as this may not allow you to edit the document correctly. *(E.g. within Internet Explorer go to Tools > Compatibility View Settings > and uncheck the option "Display intranet sites in Compatibility View")*

## **2. Audit Details**

Organisation:  
 Placement name (if applicable):  
 Placement Address:  
 Telephone Number:  
 Email address:

---

Next Audit Date

Please confirm that any recent CQC/Ofsted reports and associated action plans applicable to this placement area have been considered in the completion of this Audit

☐ Yes

☐ No

☒ Not Applicable (There are no reports or action plans currently applicable for this placement area.)

## **3. Standards**

This section lists the standards for the hosts within this audit group. **Please complete all 4 standards below.**

### **Standard 1 : Student support, progression and achievement**

1.1 Students are provided with a named mentor/educator/ supervisor/trainer in the practice placement area who is suitably qualified / experienced and meets regulatory body requirements.

**Evidence**

**Level Met**

Fully Met  
 Making Progress  
 Not Met

**Action**

**Action Review Date**

**Responsibility**

### **Suggested Sources of Evidence×**

- Mentors, sign off mentors list/status, register
- Off Duty/ planner
- Long arm supervision

1.2 The practice placement mentors/educators/supervisors/trainers are aware of student's learning needs/outcomes and agree, monitor and refine with students an individual learning contract.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence**×

- Learning opportunities are evident within PEP / introduction pack
- Ongoing Achievement Record
- Off Duty/planner (Regular planned meetings)

1.3 Students will have regular scheduled meetings with their practice placement area mentor/educator/ supervisor/trainer to discuss their progress towards meeting their learning contract/outcomes, formative or summative assessment of practice and completion of any end of practice placement documentation.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence**×

- Off Duty/planner (Scheduled meetings student-mentor)
- Ongoing Achievement Record

1.4 The practice placement provides students with an orientation/induction to each practice placement area.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence**×

- Learning opportunities are evident within PEP / induction pack
- Off Duty/planner

- Policies and procedures
- ARC PEP Induction Pack
- Induction Day Placement Orientation Record

1.5 The practice placement students are aware of their responsibilities and rights with regard to student support on site in practice placement areas.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Learning opportunities are evident within PEP / induction pack
- Mentors, sign off mentors list/status, register
- Off Duty/planner
- ARC PEP Info
- Practice support net
- Practice support line
- SPiD handbook

## Standard 2 : Learning, teaching and assessment

2.1 The practice placement will provide learning opportunities for students to observe, participate, manage and lead practice with a competent practitioner.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Learning opportunities are evident within PEP / induction pack
- Mentors, sign off mentors list/status, register
- Off Duty/planner
- Policies and procedures
- Inter-professional learning opportunities are identified and appropriate to the students learning needs
- Opportunities to visit and understand the role of other services and professionals linked to your placement are

2.2 The practice placement enables students to reflect in / on practice and link this experience explicitly with their theoretical knowledge.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Mentors, sign off mentors list/status, register
- Off Duty/planner (Register meetings between student and mentor)
- Learning opportunities are evident within PEP / induction pack
- ARC PEP Info
- Ongoing achievement record
- Assessment documents

2.3 The practice placement will provide/utilise a range of teaching methods and learning opportunities to demonstrate and teach evidence based practice.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Learning opportunities are evident within PEP / induction pack
- Policies and procedures
- Library
- Access to internet
- Teaching lessons

2.4 The practice placement will demonstrate and ensure that professional values and behaviours are undertaken in an environment that supports effective and compassionate care and respects users' rights, privacy and dignity.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Policies and procedures
- Premises, facilities
- Patient information
- Student / mentor feedback
- Patient and carer feedback

2.5 The practice placement will ensure that inter-professional learning opportunities are available appropriate to the students learning needs.

**Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Policies and procedures
- Inter-professional learning opportunities are identified and appropriate to the students learning needs
- Opportunities to visit and understand the role of other services and professionals linked to your placement area
- Patient information
- Learning opportunities are evident within PEP / induction pack

2.6 The practice placement will ensure sufficient practice placement mentors/sign off mentors/educators/supervisor /trainers are available to ensure effective supervision, mentorship and assessment of practice learning.

**Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Mentors, sign off mentors list/status, register
- Off Duty/planner
- Policies and procedures

- Student / mentor feedback
- Placement provider report to UWE

## Standard 3 : Quality Monitoring

3.1 Student evaluation and feedback are considered and responded to accordingly by the practice placement.

### Evidence

### Level Met

Fully Met  
Making Progress  
Not Met

### Action

### Action Review Date

### Responsibility

### Suggested Sources of Evidence×

- Policies and procedures
- Criteria is corroborated by student evaluations
- Policies, Clinical Governance...
- CQC report
- Student / mentor feedback
- Evaluation forms
- Student feedback

3.2 The practice area will ensure that clinical governance, service improvement and quality mechanisms are in place.

### Evidence

### Level Met

Fully Met  
Making Progress  
Not Met

### Action

### Action Review Date

### Responsibility

### Suggested Sources of Evidence×

- Policies and procedures
- CQC Report

3.3 Students will participate under supervision, in the delivery of treatment and care in a supernumerary capacity when mandated.

### Evidence

### Level Met

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Mentors, sign off mentors list/status, register
- Off Duty/planner
- Policies and procedures

**3.4 Practice Mentors/ Educator/ Supervisor/Trainers are able to meet the requirements of the role.****Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Learning opportunities are evident within PEP / induction pack
- Mentors, sign off mentors list/status, register
- Off Duty/planner
- Policies and procedures
- ARC PEP Learning Opportunities
- Student relevant documentations
- Induction pack
- Mentor/educator/supervisor/trainer update status

**3.5 The practice placement has a process in place to recognise and promptly address any cause for concern related to a student's performance/progression.****Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Learning opportunities are evident within PEP / induction pack
- Mentors, sign off mentors list/status, register
- Off Duty/planner



- Policies and procedures
- Criteria is corroborated by student evaluations
- Policies, Clinical Governance...
- Student / mentor feedback

3.6 The practice placement has a clear mechanism in place for all learners to report any perceived concerns around patient care/service users safety without fear of reprisal.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Policies, Clinical Governance...
- CQC Report
- Student / mentor feedback
- Whistle blowing policy
- UWE contacts
- Practice support line/net

3.7 The practice placement know when and how to inform the University, if the placement is involved in a serious incident requiring investigation.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Email addresses, links, web, telephone numbers
- Policies and procedures, Clinical Governance...
- CQC
- Whistle blowing policy
- UWE escalating concerns policy

3.8 The practice placement reports to the University promptly any changes relevant to students to the University.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- ARC PEP Update
- Off Duty/planner
- Criteria is corroborated by student evaluations
- Email addresses, links, web, telephone numbers
- Meetings
- Mentors status, register

## Standard 4 : Partnership between the practice placement area and the University

4.1 The practice placement is aware of link and support mechanisms that promote collaboration with the University and practice placement staff.

**Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Email addresses, Links, UWEB web, telephone numbers, meetings

4.2 The practice placement area meets on at least annual basis a representative from the University.

**Evidence****Level Met**

Fully Met  
Making Progress  
Not Met

**Action****Action Review Date****Responsibility****Suggested Sources of Evidence×**

- Meeting register/notes
- Meetings

4.3 The practice placement is aware of how to access mentor/educator/supervisor/trainer updates.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Mentors, sign off mentors list/status, register
- Policies and procedures
- Poster
- Email addresses, links, web, telephone numbers

4.4 The practice placement is aware of how to report student absence.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Poster
- Email addresses, links, web, telephone numbers
- Student absence line

4.5 The practice placement is aware of the practice support line.

**Evidence**

**Level Met**

Fully Met  
Making Progress  
Not Met

**Action**

**Action Review Date**

**Responsibility**

**Suggested Sources of Evidence×**

- Email addresses, links, web, telephone numbers

- Meetings
- Poster

4.6 The practice placement is aware of the key academic lead or equivalent.

#### Evidence

#### Level Met

Fully Met  
Making Progress  
Not Met

#### Action

#### Action Review Date

#### Responsibility

#### Suggested Sources of Evidence×

- Email addresses, links, web, telephone numbers
- Meetings
- Appropriate placement handbooks
- Online handbook

4.7 The practice placement is aware of the practice support net and online resources.

#### Evidence

#### Level Met

Fully Met  
Making Progress  
Not Met

#### Action

#### Action Review Date

#### Responsibility

#### Suggested Sources of Evidence×

- Policy
- Poster
- Email addresses, links, web, telephone numbers
- Meetings
- Mentors status, register

## Copy Standards

.... is the only host in this record.

## Action Plan

This section lists the outstanding actions for all hosts within this group.

There are currently no actions.

## 5. Mentors

Please note that when we refer to mentor we mean mentor/educator/supervisor/trainer, or any other competent person involved in teaching, supervising or assessing the student.

Does the mentor's register reflect current mentor/educator/supervisor/trainer status in your placement area: ☒ Yes ☐ No

Date of Review:

Are there sufficient active mentors to support the stated student capacity? ☒ Yes ☐ No

Please state how many sign off mentors are on the register: (For information the number of sign-off mentors recorded in the PEP is: 0)

NHS Practice learning organisations have the responsibility to maintain a database of mentors which can be made available to the University. It is the responsibility of the placement manager to notify the Professional Practice Office at UWE of changes to the number or status of Mentors/Educators/Supervisors/ Trainers and Assessors as they occur.

If the provider is an individual, independent, private or voluntary placement the University will hold a record of all mentors.

If the mentor database is completed in ARC PEP the details will appear in the table below. If the details are incorrect they need to be rectified in ARC PEP

Mentor's Name	Job Title	Date of Most Recent Update	Status	Sign Off	Host Name
---------------	-----------	----------------------------	--------	----------	-----------

## 6. Capacity By Discipline / Field

This section allows you to view and edit the host capacities at the time of audit. Please populate maximum numbers for each discipline / field this placement area accommodates students for.

NB - The capacity recorded here is correct at the date of audit. Any capacity changes following the audit must be recorded in the PEP system or notified to the Professional Practice Office at UWE which will be used when planning student allocations.

Maximum number of students for this host at any one time:

Discipline/Field	Maximum number of students as agreed with the Education Lead/ Director	YR 1	YR 2	YR 3	Comments
ADULT FT					
CHILD FT					
DIAGNOSTIC IMAGING					

<b>Discipline/Field</b>	<b>Maximum number of students as agreed with the Education Lead/ Director</b>	<b>YR 1</b>	<b>YR 2</b>	<b>YR 3</b>	<b>Comments</b>
DIAGNOSTIC RADIOTHERAPY					
EDUCATION					
ERASMUS					
LEARNING DIS FT					
MENTAL HEALTH FT					
MIDWIFERY 3 YEAR					
OCC THERAPY FT					
OCC THERAPY PT					
OPTOMETRY					
PARAMEDIC SCIENCE					
PHYSICIAN ASSOCIATE STUDIES (PG)					
PHYSIOTHERAPY					
RADIOTHERAPY & ONCOL					
SOCIAL WORK					
THERAPEUTIC RADIOTHERAPY					
TRAINEE NURSING ASOC					

[Set Blanks To Zero](#) Unless you click 'set blanks to zero' you cannot progress.

## 7. Declarations

This section allows you to sign off this audit. Please answer the questions relevant to you and click 'Save' at the bottom of the page. Once all questions have been answered by all parties, the audit can be checked in.

*There are some warnings associated with this audit.*

**This Audit has been undertaken with:**

1. Audit Completed By	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	<input type="radio"/>	<input type="radio"/>
The capacity numbers are correct	<input type="radio"/>	<input type="radio"/>
The Mentor / Educator Register is current / has been reviewed	<input type="radio"/>	<input type="radio"/>

**Thank you for completing this document.**

**Audit Notes**

The Audit can only be checked in when all the Audit warnings have been addressed.

The Audit can only be checked in when all declarations have been completed.