

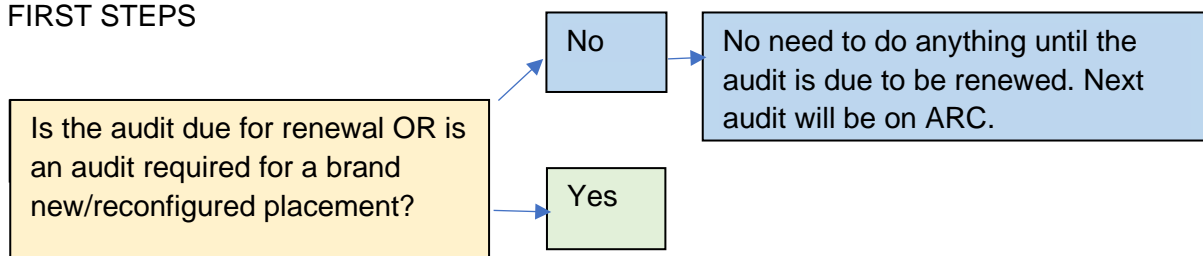
ARC AUDIT TOOL

Viewing and Completing a Placement Audit

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FIRST STEPS



NEW OR RECONFIGURED PLACEMENT

1. Contact PLAST/WBLSO with basic information including
 - Address and contact details
 - Type of placement
 - Initial indication of capacity
 - Learning Opportunities text for PEP
2. PLAST/WBLSO will set up the host on ARC and PEP
3. Once the host is set up and available on PEP, complete the audit on the ARC Audit Tool

If the host has been audited previously using the LER, leave the LER 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)

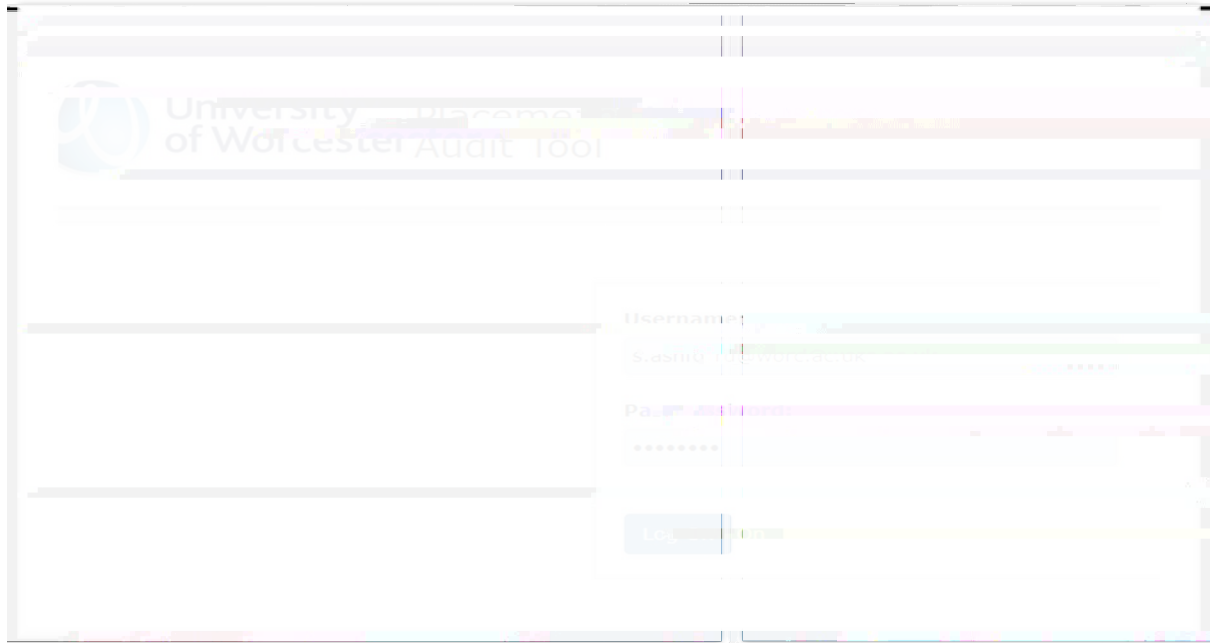
We recommend that wherever possible the audit tool is populated with placement area colleagues present either in person or via Teams/Zoom etc.

HOW TO ACCESS THE ATUOL

To access the audit tool you will need to have a PEP account and the correct permission levels. PLAS/WBLS 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 A PLACEMENT AUDIT

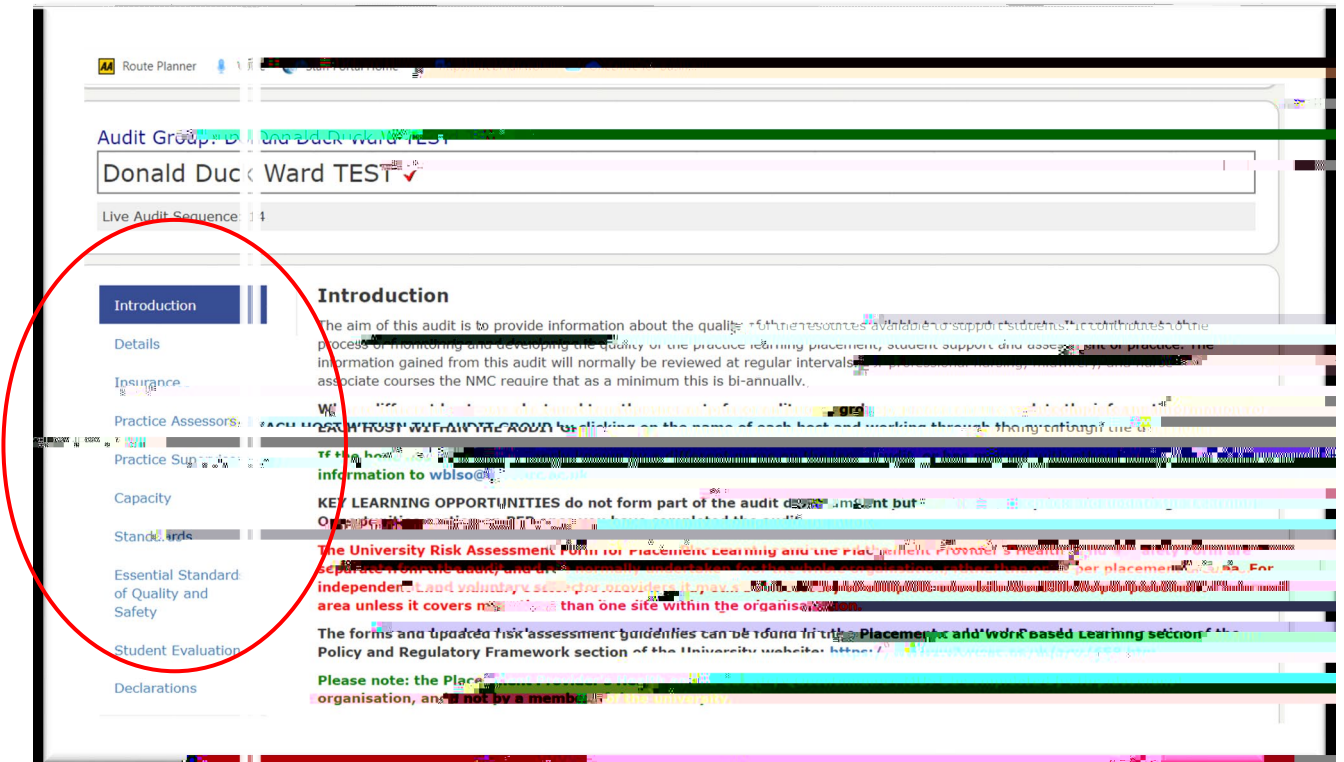
To familiarise yourself with the layout of the audit, please start by viewing an audit. In the example below, I have searched for a 'dummy' placement area called Aardvark House. You can also search by trust, hospital, and status.

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

If there is a date in the right

- 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.



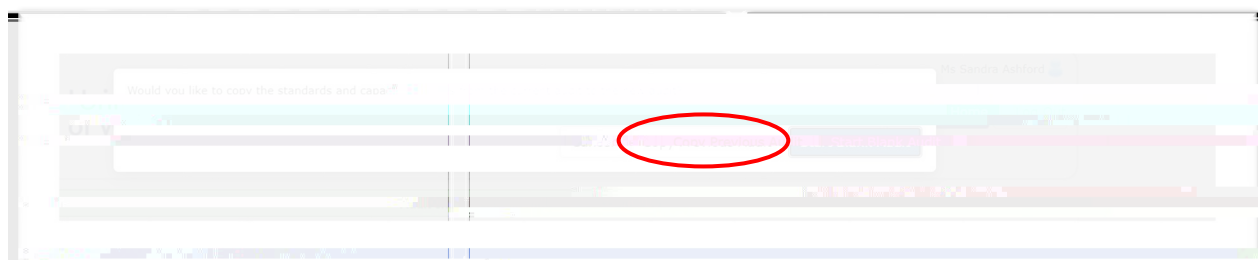
When you have finished viewing the audit, click on the **Home** button to return to the main screen.

HOW TO COMPLETE AN AUDIT

Returning to your *Homs* 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 added 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 audit.

For the first sets of audits please select the Faceto-Facet d . 2 1 t () T (a p) 7

Click on the

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.

PRACTICE SUPERVISORS SECTION

Complete this section showing the number of supervisors.

Donald Duck Ward TEST

New Audit Sequence: 16

Practice Supervisors

Number of Practice Supervisors

Registered nurses

Registered nursing associate

Registered midwives

Independent prescribers

Practice Assessors

Practice Supervisors

Previous

Recorded Capacity

Current Capacity

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

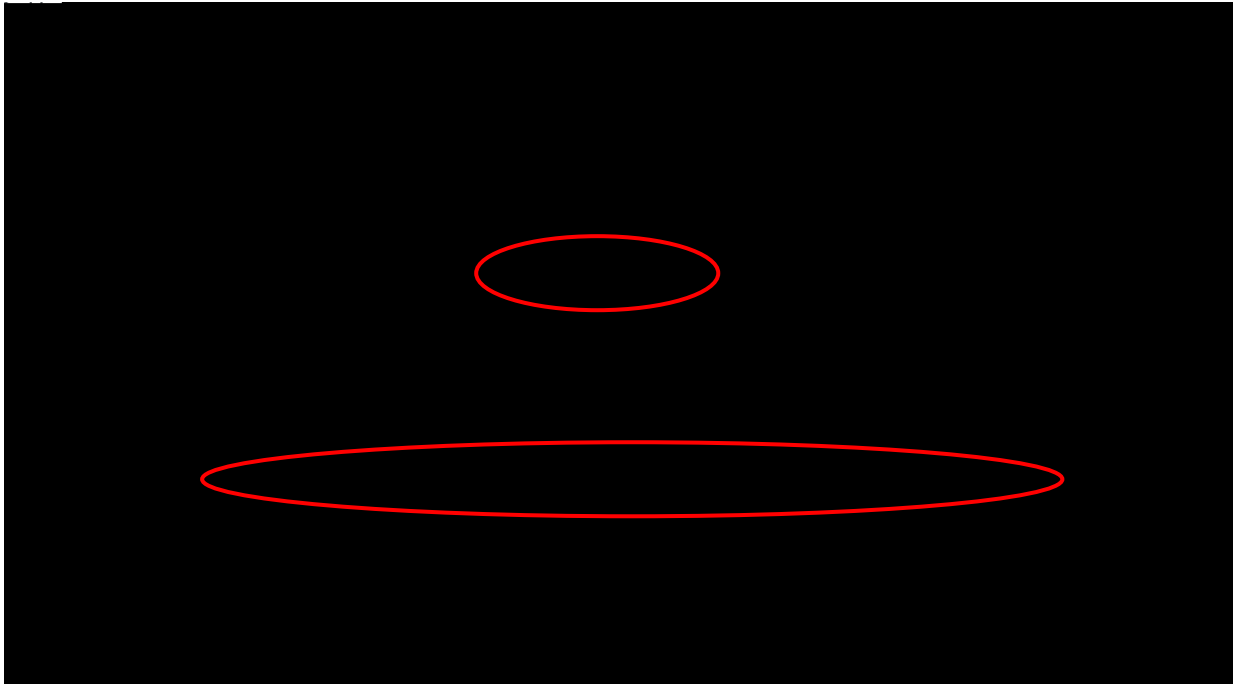
CAPACITY

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.

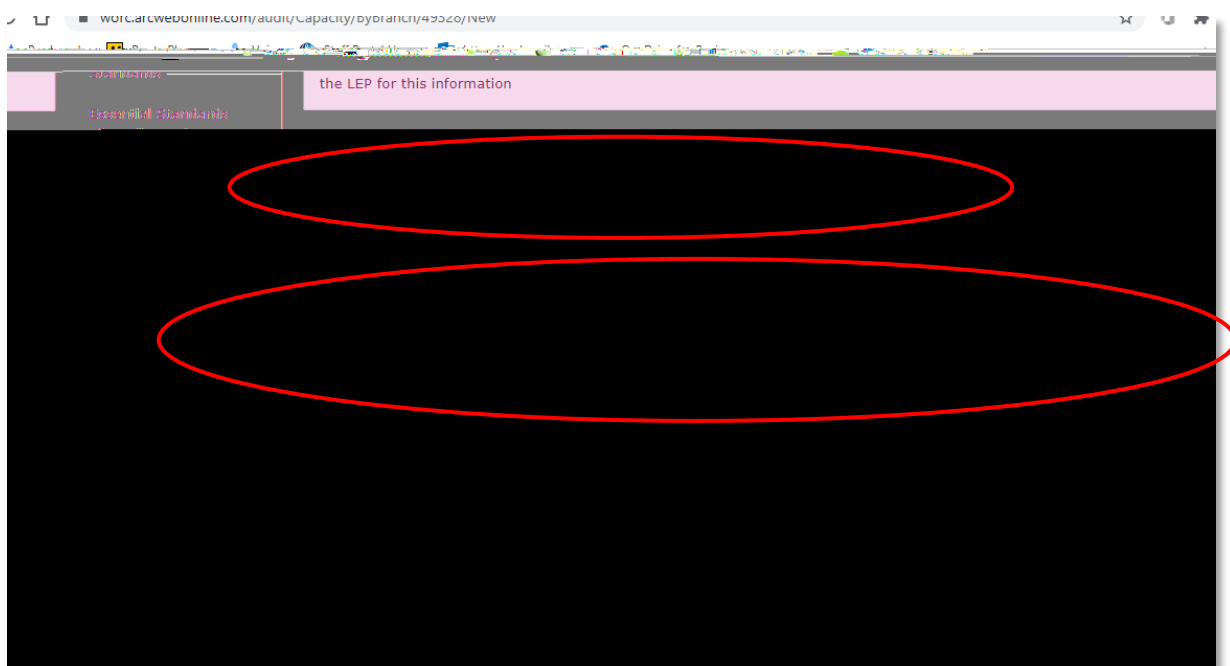
There are two tabs - if an audit has previously been completed on ARC it will show a **Previous Recorded Capacity** tab for information.

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



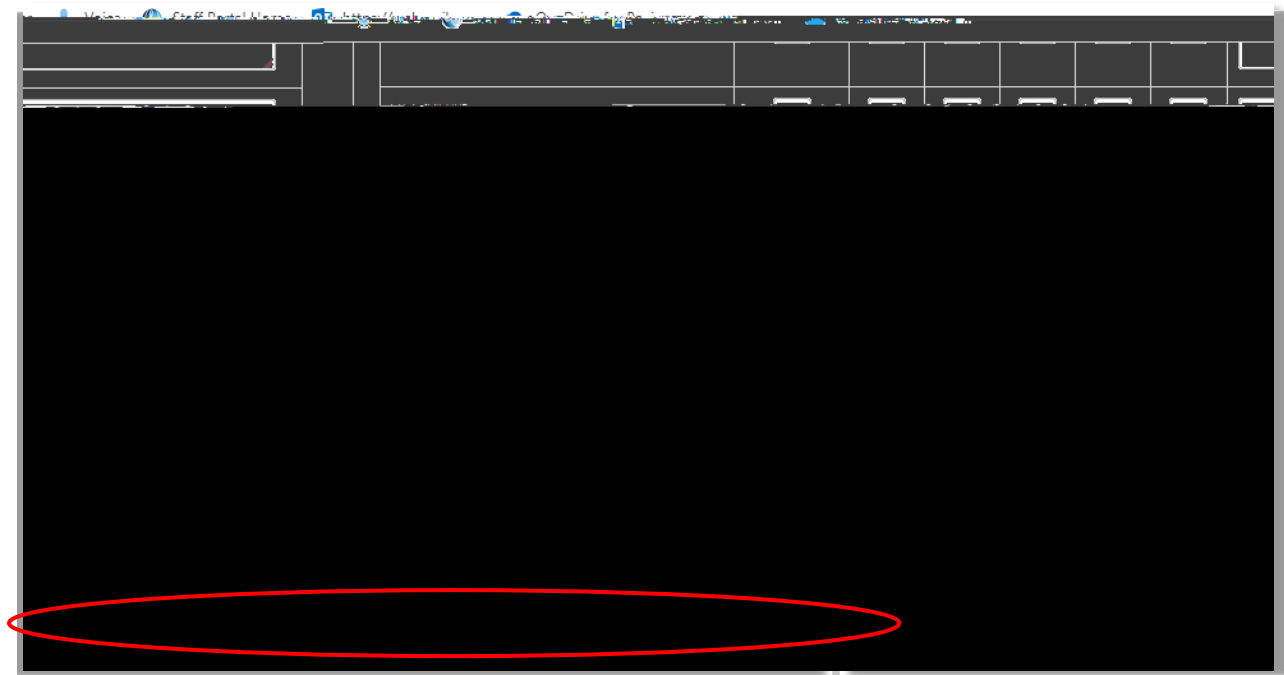
This will bring up a whole list of courses. ~~ALWAYS~~ **ALWAYS POPULATE THE NUMBER OF STUDENTS THE PLACEMENT CAN SUPPORT AT ANY ONE TIME.**

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.



Scrol down to the bottom of the screeand 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.

STUDENT EVALUATIONS

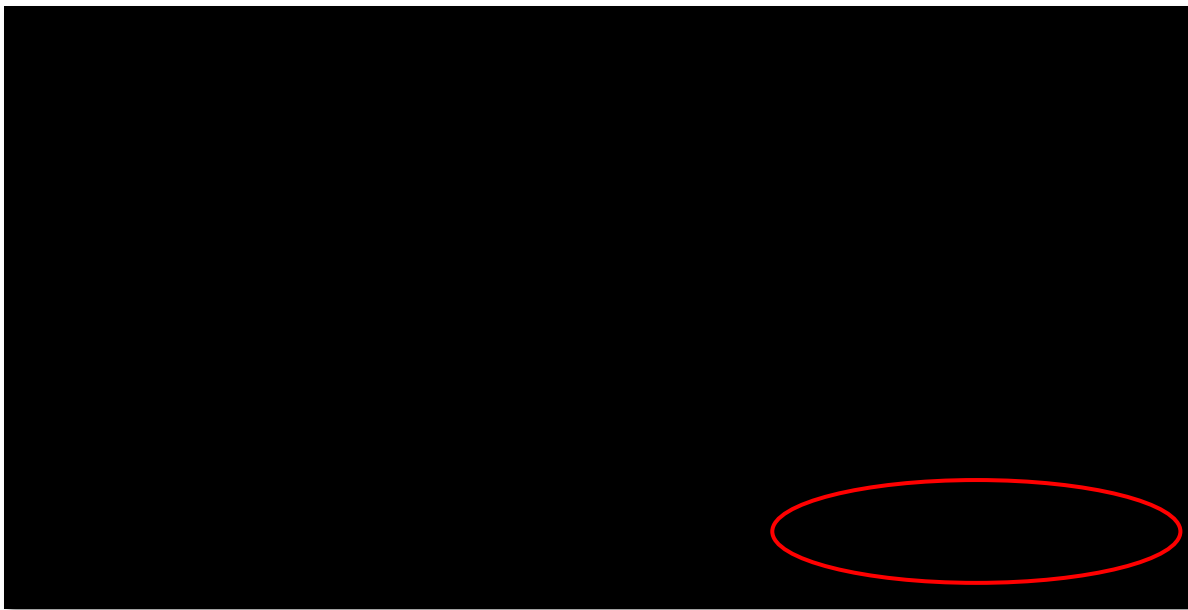
Click on the *Student Evaluations* section. Unless the host is brand new and hasn't placed

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

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

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