A user guide to the

University of Plymouth
Placements on Web (POW)
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1. Introduction

1.1 ARC: The Online Placement Management System

To improve the student and practice provider experience, the NHS South West Strategic Health Authority (SHA) and the University of Plymouth, have jointly funded ARC, a web-based online placement management system. ARC aims to provide up to date information on student placements throughout a range of healthcare disciplines across the South West Region.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or the Placement area. ARC consists of two distinct areas: Practice Environment Profile (PEP) and Placements on the Web (POW). Both areas are accessed via the Plymouth Online Practice Placement Information (POPPI) website.

1.2 Plymouth Online Practice Placement Information (POPPI) Website

POPPI emerged because of the implementation of the ARC online placement management system, the need for easy access to a range of information and materials for those associated with supporting learners in practice and, for those with an interest in practice learning. Whether you are a practice supervisor, mentor, educator or service user, there is information on POPPI to help you. The POPPI website is an integral part of the University of Plymouth website and is located at www2.plymouth.ac.uk/poppi.

We are working with practice providers, staff and students to ensure that we make available relevant information on POPPI without the need to log in or to register, including:

- Online access to PEP & POW
- Audits
- Mentor centre
- Practice quality development
- Codes of practice
- Policies & procedures
- Occupational health
- Criminal Records Bureau checks

If there is any further information you wish to see on POPPI, or you wish to contact the POPPI web team, please email: poppi@plymouth.ac.uk.
1.3 Practice Environment Profile (PEP)

PEP has benefits for both practice placement area staff and healthcare students. Each placement area has ownership of the information contained on their PEP, with the ability to update their profile. Placement areas can view live information about students allocated to their area and can access reports on specific placement information. Much of the information held on the PEPs is viewable to students who are allocated to that placement area. The students are therefore much more aware of the experiences they will encounter whilst in this specific environment. We hope this will lead to better-informed students going into practice.

1.4 Placements on the Web (POW)

POW provides students with details of their placement, what to expect whilst on placement and a complete placement profile. This includes contact details, what to wear and facilities available to them. As each programme has differing practice requirements prior to registration, POW also shows record of attendance for each student.
2. POW User Accounts

2.1 Username and Password
Access to the POW requires a username and password. These are controlled by the University of Plymouth ARC System Manager.

Login name: university student number.
Password: will be emailed to your university email address.

This account gives you access to your Placements on Web profile in the Faculty of Health, University of Plymouth.

2.2 Login
There are two methods to access POW, via POPPI Website or the student portal. However, firstly ensure Pop-up blockers are switched off by:

- Open Internet Explorer by clicking the ‘start’ button and then clicking ‘Internet Explorer’
- Click the ‘Tools’ button on the top menu bar, and then click ‘Pop-up Blocker’.
- Click ‘Turn off pop-up blocker’

2.2.1 Access via POPPI Website
- Go to http://www2.plymouth.ac.uk/poppi
- Click on ARC (in the left-hand menu)
- Click on POW Login
The following page will appear… Enter your login details as provided above.

2.2.2 Access via the Student Portal

- Log into the student portal using your University login details as normal at http://student.plymouth.ac.uk

- Select Login to POW

NB: If you experience problems you may have to vote on the student poll to ensure this link works.
2.3 Change your Password

- When you log in for the first time change your password for security reasons.
- Click on the Change Details button to change your access password and the following will appear…

  ![Password Change Form](image)

  - Enter details in all fields and click on 'Change Password'

NB. Please use a secure password and do not share this with anyone.

2.4 Forgotten Password

If you have forgotten your password you can click the link on the login page for a reminder to be sent to your email address. Your password will automatically be sent to your registered email account.
3. POW Homepage

On successful login to the POW, the homepage appears as shown below. The personal information on this page is provided by Unit-e. If your details have changed, please follow normal university procedures to update your records. The navigation bar appears at the top of the homepage. Click on a link to reveal additional information.

Web Links: This page has links to the university website, Emily, Tulip and POPPI
4 Allocations

Click on ‘Allocations’ to get details of your placements (past, present and future) as shown in the example below. Placements are released online 6 weeks prior to start date.

NB: Days of the weeks:

<table>
<thead>
<tr>
<th>M – Monday</th>
<th>T – Tuesday</th>
<th>W – Wednesday</th>
<th>H – Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>F – Friday</td>
<td>S – Saturday</td>
<td>U – Sunday</td>
<td></td>
</tr>
</tbody>
</table>

Please click here – Shows the days you can be rostered on placement. Blank days indicate theory or clinical skills days in university

Made up time – Indicates placement or theory where you have made up time for previous absence
• Click on a placement area to reveal a new window which contains more information on your placement (as shown below)

Placement Area

The following screen will appear...

• Click on each tab for more information as shown in the table below. Remember to scroll down as each page contains useful information that you may miss.
<table>
<thead>
<tr>
<th>Tab</th>
<th>Information Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Overview</td>
<td>• Details of the Trust or Independent Sector providing the placement&lt;br&gt;• How to get there using the government's ‘Transport Direct’ website&lt;br&gt;• Allocation speciality&lt;br&gt;• Service hours &amp; working patterns&lt;br&gt;• Dress code&lt;br&gt;• Other professions you are likely to encounter on placement</td>
</tr>
<tr>
<td>Student Introduction</td>
<td>• Welcome letter from the Trust/Independent sector</td>
</tr>
<tr>
<td>Contact</td>
<td>• Name and contact details of your mentor/educator in placement&lt;br&gt;• Name and contact details of your university contact</td>
</tr>
<tr>
<td>Facilities &amp;Travel</td>
<td>• Library&lt;br&gt;• Computing &amp; study areas&lt;br&gt;• Canteen&lt;br&gt;• Changing facilities&lt;br&gt;• Travel Directions</td>
</tr>
<tr>
<td>Useful Policies</td>
<td>• Incidents/Accidents&lt;br&gt;• Infection Control&lt;br&gt;• Pregnancy&lt;br&gt;• Sickness&lt;br&gt;• Equality &amp; Diversity&lt;br&gt;• Inoculation injuries</td>
</tr>
<tr>
<td>Learning Environment</td>
<td>• Learning contract&lt;br&gt;• Ongoing record of achievement&lt;br&gt;• Welcome letter from the placement area&lt;br&gt;• Further information specific to your profession/specialisation</td>
</tr>
</tbody>
</table>

NB: Placement information is provided by the Trusts and independent sector, and they are also responsible for maintaining its accuracy. However, the ARC project is a rolling programme which is not due for completion until summer 2011. Therefore, although some placement areas have a wealth of information provided already, others have not. As a minimum you will see your placement and mentor/educator contact details.
5 Attendance

Click on ‘Attendance’ to get a detailed history of your absences, made up hours and hours still outstanding as shown in the example below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Allocation Description</th>
<th>Category</th>
<th>Attendance Type</th>
<th>Sick Details</th>
<th>Work Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2009</td>
<td>THEORY</td>
<td>THEORY</td>
<td>Certified Sickness</td>
<td>Days: 2</td>
<td>Actual Hrs: 15</td>
</tr>
<tr>
<td>13/02/2009</td>
<td>TEST</td>
<td>UNACCOUNTED ABSENCE</td>
<td>Days: 1</td>
<td>Hrs Sick: 7.3</td>
<td>Required Hrs: 7.3</td>
</tr>
<tr>
<td>19/02/2009</td>
<td>TEST</td>
<td>PREP Absent</td>
<td>Uncertified</td>
<td>Days: 2</td>
<td>Hrs Sick: 15</td>
</tr>
<tr>
<td>20/02/2009</td>
<td>PEP TEST WARD</td>
<td>TEST</td>
<td>Certified Sickness</td>
<td>Days: 1</td>
<td>Hrs Sick: 5</td>
</tr>
<tr>
<td>21/02/2009</td>
<td>PEP TEST WARD</td>
<td>TEST</td>
<td>Family Death</td>
<td>Days: 1</td>
<td>Hrs Sick: 7.3</td>
</tr>
</tbody>
</table>

To find out details of your make up time, go to the Allocations screen.
All make up time is listed by date in black text.

6 Log out

Click the Log Out button on the POW main menu bar

7 Help and Support

Click the Help button on the POW main menu bar. This sends an email to POW support. (powsupport@plymouth.ac.uk). The POPPI site also contains additional information and user guides. If you are unclear about anything contact POW Support.