

# PPQA: Student Evaluation Instructions

Fiona Bates

Date: 27<sup>th</sup> April 2011

## Practice Placement Quality Assurance (PPQA)

Please click on the following links for the relevant information:

- Introduction
- Accessing the website
- Registration
- Edit/Cancel Registration
- Completing a questionnaire
- View Previous Certificates
- Practice Placement Profiles
- View Documentation by Profession
- Placement Supermarket
- Forgotten password feature

[www.healthcareplacements.co.uk](http://www.healthcareplacements.co.uk)

## Introduction

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Healthcare students spend 50% of their time in practice settings and so it is vital this aspect of the training is of the highest possible standard. The Practice Placement Quality Assurance (PPQA) [website](#) provides the following functionality to assist the quality assurance processes:

- A student evaluation questionnaire
- A mentor/practice educator evaluation questionnaire
- A practice placement profile
- The regional educational audit tool
- A mentor/practice educator register
- Capacity information
- A placement supermarket
- A document area

This document provides guidance for students to access their evaluation questionnaire which should be completed **as soon as possible** after the placement has finished.

PLEASE NOTE: Individual Higher Education Institutes (HEIs) may have adapted these instructions for their own students.

## Accessing the website

Access the web site [www.healthcareplacements.co.uk](http://www.healthcareplacements.co.uk)

## Registration

Before you can access any of the functions of the evaluation tool, you must register as a student. Click on "Students – [Please click on this link to register](#)" and complete the registration form. **Please ensure you register for the correct HEI and student program.** You need to make a note of the username and password you have used to register if you want to complete an evaluation straight away. An email will also be sent to you with these details on and will include the HEI and student program you have registered for.

Once you have registered, you will be able to log onto the site at anytime using your email address and the password you have chosen. When you logon to the system your student home page will have the following functions:

- Edit/Cancel Registration
- Complete a Questionnaire
- View Previous Certificates
- Practice Placement Profiles
- View Documentation by profession
- Placement Supermarket

## Edit/Cancel Registration

You can use the 'Edit/cancel registration' function to amend your email address, name, password and question. Please note that if you have registered for the wrong student program or HEI you need to cancel your existing registration and re-register. To do this click 'Edit/cancel registration' and then click 'Cancel registration'. You can then re-register onto the correct program.

## Completing a Questionnaire

Your honest assessment of the placement is sought, however, it is suggested you provide constructive feedback. Please remember it is not acceptable to refer to any named member of staff, and please keep comments professional at all times. If you wish to, you will be able to discuss your responses further with your personal tutor. Your responses and comments will be available to the placement provider and relevant HEI staff.

To complete a questionnaire click “Complete a Questionnaire” from the home page.

- Select the Trust/organisation of the placement you want to evaluate and click “Next”.

**Note:** If the organisation is not an NHS Trust select “Non-NHS Organisations”. If you cannot find the specific area in which you undertook your practice placement click on ‘Trust/Organisation not listed? Click here to let your HEI know’ which is at the bottom of the page. An email will be sent to an admin email address and the appropriate people will be informed so that the details are added to the system.

- Select the placement you want to evaluate and click “Next”.

**Note:** If you cannot find the specific area in which you undertook your practice placement click on ‘Placement not listed? Click here to let your HEI know’ which is at the bottom of the page. An email will be sent to an admin email address and the appropriate people will be informed so that the details are added to the system.

- You will now be presented with the questionnaire page, please answer all questions honestly and fairly by grading your answer from strongly agree to strongly disagree and providing comments where required. It is compulsory to add a comment when the response is either “Disagree” or “Strongly Disagree” as it is essential to understand the issues so they can be addressed for future students.
- When you press the “save” button your feedback will be added to the evaluation statistics for the placement.
- When you have completed the questionnaire you will see an option to send an email with additional qualitative comments – please use this area to comment on any aspect of the placement experience.
- There is also an option to print a certificate if your programme/module requires this as proof of completion. The certificate includes your responses and comments.
- If you have any queries or suggestions to improve the system please let us know by using the email option in 4.5. above.

## View Previous Certificates

You can access previous evaluation certificates from this access point on the home page.

## Practice Placement Profiles

The Practice Placement Profiles provide details of the learning environment, learning opportunities and resources as well as travel details, car parking etc. You should access the profile prior to attending the placement as the placement staff may ask you to prepare something for your first day on placement.

Click on “Practice Placement Profiles” from the home page and use the filters at the top of the page to narrow the selection of published profiles displayed. Click on “view” next to a placement name to access the details of a profile.

[Home Page](#)

Please feedback to your mentor/educator/assessor any comments you have on the profiles which are available. Not all profiles have been produced at this point in time.

## View Documentation by Profession

There are a number of PDF documents accessible from the website for all users of the software. Not all of these will be relevant to you but by selecting your profession the list will be reduced. You can download, print or save a copy of any of the documents available. The PPQA document appears at the beginning of the list.

## Placement Supermarket

The Placement Supermarket provides the facility to identify existing practice placements which are not currently being utilised and also to provide information on new placement opportunities which have not been immediately accessed by the local Higher Education Institution. Each placement opportunity available will have been identified by a Practice Learning Facilitator (PLF) user and further information about the placement can be found from the profile and the PLF whose contact details are on the website.

## Forgotten Password Feature

When you register for the website you will be asked to select a question and provide an answer to that question. If you forget your username and/or password, plus you no longer have the email which is sent to you by the system when you register, you can use the **forgotten password link from the login screen**. You will be asked for the answer to the question you chose when you registered. The system will then send you an email to confirm your login details.

If you have also forgotten the answer to your secret question you will need to contact the database administrator. The contact email address is [PPQADatabaseAdmin@leedsmet.ac.uk](mailto:PPQADatabaseAdmin@leedsmet.ac.uk). Full contact details are available from the contact link on the login screen. Alternatively you can register again using another email address, although you will not be able to access previous certificates by doing this.

**Please note your username and password are case sensitive** and need to be entered exactly as they appear in the email you are sent when you use the forgotten password feature, or the email you were sent when you registered.

If you try registering again using the same username the system will not allow you to do this. If this happens but you find you cannot login with the username it is probably because you are not entering the username using the correct case. i.e. you may have registered using [J.Bloggs@bradford.ac.uk](mailto:J.Bloggs@bradford.ac.uk) but are trying to login using all lower case i.e. [j.bloggs@bradford.ac.uk](mailto:j.bloggs@bradford.ac.uk) Please use the forgotten password feature to establish the exact username and password.

[Home Page](#)