



UNIVERSITY  
OF HULL

FACULTY OF  
HEALTH SCIENCES

# PEP

## Practice Environment Profile User Guide - Reports



# Running Reports in PEP

Select the reports tab

Host/Placement Name TEST HOST 1  
Current Sequence 1

Students Contacts Reports

- Choose Report Source
- Run report for selected PEP
  - Run report for all user's PEPs
  - Run report for all PEPs in current search

To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.

## General

Host Weekly Capacity with Students	Host Weekly Capacity with Students
Students Occupational Health Information	Occupational Health
Students within the Trust and their details	Student Details
Students Placement Details	Students Placement (Excel)
All students Timesheets	Students Timesheets

If you have access to only one work area it will not matter which option you choose here, if you have access to more than one area choose the option you require

Students Contacts Reports

- Choose Report Source
- Run report for selected PEP
  - Run report for all user's PEPs
  - Run report for all PEPs in current search

This will return all data relating to the host area you have selected only

If you have access to multiple host areas within a Trust/Employer this will return data for all the areas you have access for with the criteria selected

If you have access to multiple users eg the university have overview of all Practice Partners so this will return all data relating to all Practice partner areas for the criteria selected

# Host Weekly Capacity with students

This report shows all students weekly allocations in a grid format for a selected time frame.

Enter Values

Enter Date Range: Start of Range: Enter a Value: End of Range: Enter a Value: Include this value No lower value Include this value No upper value

Include Deactive Students: ... Include Deactive Students

Enter Include Forecasted Students: No Include Forecasted Students

Enter Branch: Available Values: Adult, Apprenticeships, Child, Community Nursing, Degree Apprenticeships, Dietetics, Health Visiting, Learning Disability Selected Values: Remove Remove All

Enter Intakes: Available Values: 09.20 MSC MIDWIFERY (3YR), 09.21 ADULT NURSING, 09.21 BA SOCIAL WORK, 09.21 BSC ADULT APPR., 09.21 BSC ADULT APPR., 09.21 BSC LD APPR., 09.21 BSC MH APPR., 09.21 CHILD NURSING Selected Values: Remove Remove All

OK

Select the criteria you want to use from each box.

Dates to and from

Yes or No

Select the Branch you require and click the single arrow > or the double arrow >> selects all

Select the Intake you require and click the single arrow > or the double arrow >> selects all

Click OK

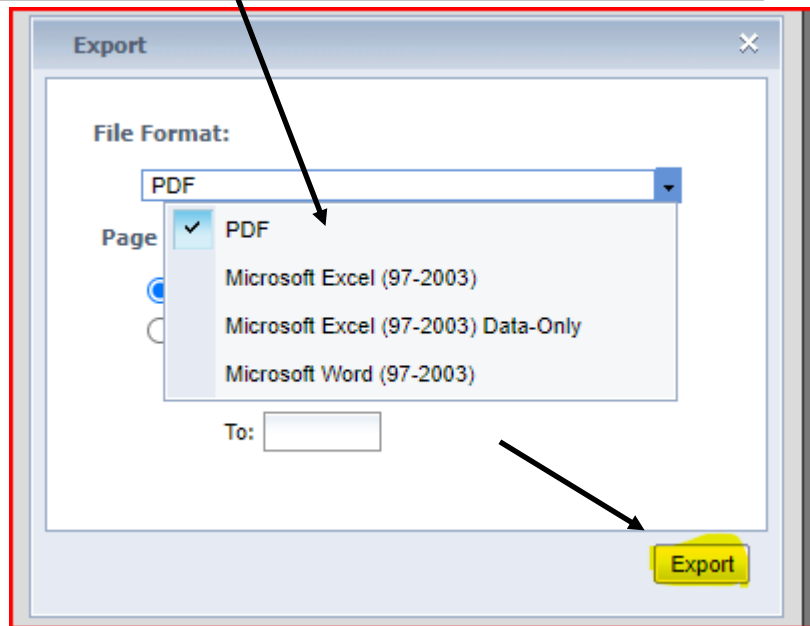
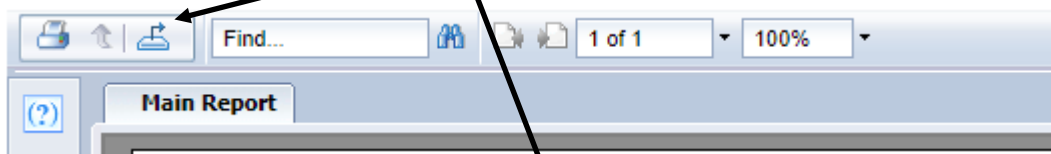
Enter Branch: Available Values: Adult, Apprenticeships, Child, Community Nursing, Degree Apprenticeships, Dietetics, Health Visiting, Learning Disability Selected Values: Adult Remove Remove All

Enter Intakes: Available Values: 09.20 MSC MIDWIFERY (3YR), 09.21 ADULT NURSING, 09.21 BA SOCIAL WORK, 09.21 BSC ADULT APPR., 09.21 BSC ADULT APPR., 09.21 BSC LD APPR., 09.21 BSC MH APPR., 09.21 CHILD NURSING Selected Values: 09.21 ADULT NURSING Remove Remove All

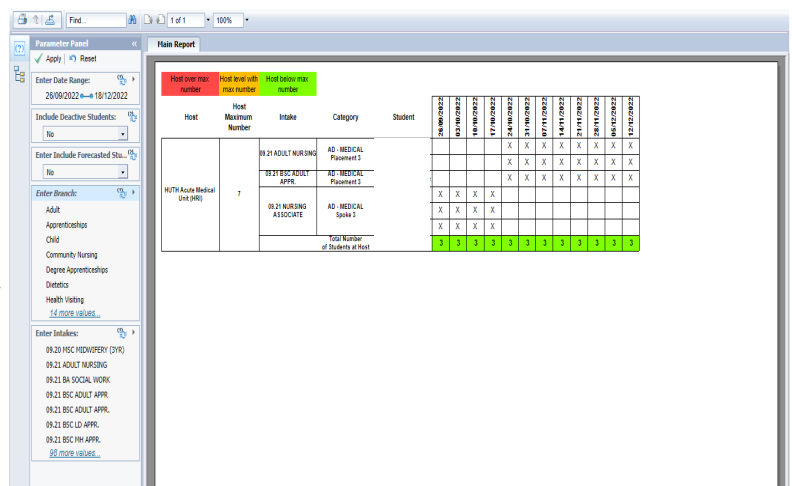
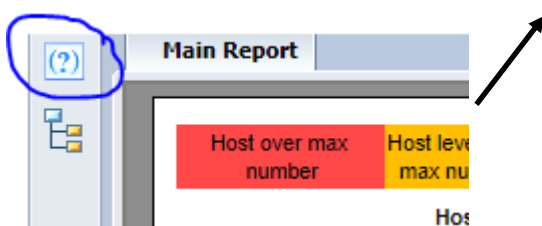
This is the report it will return

Host	Host Maximum Number	Intake	Category	Student	26/09/2022	03/10/2022	10/10/2022	17/10/2022	24/10/2022	31/10/2022	07/11/2022	14/11/2022	21/11/2022	28/11/2022	05/12/2022	12/12/2022
HUTH Acute Medical Unit (HRI)	7	09.21 ADULT NURSING	AD - MEDICAL Placement 3						X	X	X	X	X	X	X	X
		09.21 BSC ADULT APPR.	AD - MEDICAL Placement 3						X	X	X	X	X	X	X	X
		09.21 NURSING ASSOCIATE	AD - MEDICAL Spoke 3		X	X	X	X								
		Total Number of Students at Host				X	X	X	X							
					3	3	3	3	3	3	3	3	3	3	3	3

To export the report click on the arrow button and from the drop down select the format you want than click the export button



If you want to change the criteria for your report ie adult to child etc than you can click on the ? make your changes and click apply rather than restart from the beginning



# Occupational Health

This report highlights any students that have an occupational health report and may require a risk assessment

The dialog box contains two sections:

- Enter branch:**
  - Available Values: Adult, Apprenticeships, Child, Community Nursing, Degree Apprenticeships, Dietetics, Health Visiting, Learning Disability
  - Selected Values: (empty)
- Enter Intake:**
  - Available Values: 09.20 MSC MIDWIFERY (3YR), 09.21 ADULT NURSING, 09.21 BA SOCIAL WORK, 09.21 BSC ADULT APPR., 09.21 BSC LD APPR., 09.21 BSC MH APPR., 09.21 CHILD NURSING, 09.21 COMMUNITY
  - Selected Values: (empty)

Select the Branch you require and click the single arrow > or the double arrow >> selects all

Select the Intake you require and click the single arrow > or the double arrow >> selects all

Select the criteria above and click ok, this will return the report below

Uni. number	Student Name	Intake	Branch	Occupational Health Info.
Student University Number and Name		09.21 ADULT NURSING	Adult	No Occupational Health information added
		9.18 ADULT NURSING	Adult	Student has an OH report and may require a risk assessment prior to placement
		09.21 PARAMEDIC SCIENCE	Paramedic	No Occupational Health information added
		09.21 ADULT NURSING	Adult	No Occupational Health information added

# Student details

This report shows the intake the student is in, student name, telephone number, university email address and the students university supervisor

The 'Enter Values' dialog box contains the following sections:

- Enter Date Range:** Includes 'Start of Range' and 'End of Range' fields, each with an 'Enter a Value' input and a calendar icon. Below each field are checkboxes for 'Include this value' (checked) and 'No lower value' / 'No upper value'.
- Enter Student Surname (use \* for wildcards):** A single text input field.
- Branch:** A list of available branches (Adult, Apprenticeships, Child, Community Nursing, Degree Apprenticeships, Dietetics, Health Visiting, Learning Disability) and a 'Selected Values' list. Navigation arrows (> and >>) are between the lists.
- Intake:** A list of available intakes (09.20 ADULT NURSING, 09.20 BA SOCIAL WORK, 09.20 BSC ADULT APPR., 09.20 BSC ADULT APPR.(DE), 09.20 BSC LD APPR., 09.20 BSC MH APPR., 09.20 CHILD NURSING, 09.20 LEARNING DISABILITY) and a 'Selected Values' list. Navigation arrows (> and >>) are between the lists.

Dates to and from

Search for a specific student by surname

Select the Branch you require and click the single arrow > or the double arrow >> selects all

Select the Intake you require and click the single arrow > or the double arrow >> selects all

Enter Student Surname (use \* for wildcards):

\*

If you want to search for a specific student enter the surname, you can use the wildcard \* if you are not sure ie if you were to put Mil\* that would return any one with a surname starting with Mil - Miller, Milner, Millet etc

## Report

Trust	Intake	Student	Tel No	Email	Student Contact
HULL UNIVERSITY TEACHING HOSPITALS	9.20 ADULT NURSING	Dover, Eileen, Miss	079123456	E.Dover-2020@hull.ac.uk	Michelle Clifford
HULL UNIVERSITY TEACHING HOSPITALS	9.20 ADULT NURSING	Vitoff, Lee , Mr	079123457	Lee.Vitoff-2020@hull.ac.uk	Andrea Randerson

# Student Placement (Excel)

This report shows all the placements for individual students within the date range selected.

The report contains the following fields:-

Title	Description
Student Name	students full name
Student E-mail	students University email address
Student Mobile Number	student mobile number
Higher Education Partners	Name of the University ie University of Hull
Hospital	The hospital name were relevant
Branch	Adult, Child etc
Start Date	The start date of the placement
End Date	The end date of the placement
Total Worked Hours	This shows the confirmed hours worked only. For students using TMS the electronic timesheets through ARC this is classed as confirmed when it has been verified by practice, for any timesheets outstanding the hours will not be shown here. Any students not using TMS at present their hours are updated after the placement finishes
Total Allocated Hours	This is the total hours allocated for the placement
Host	this is the ward/area detail
Cohort	The year and branch the student is active in ie 09.21 Adult Nursing
Year	current year of study.

## Example of the report columns 4 - 13

Higher Education Partners	Hospital	Branch	Start Date	End Date	Total Worked Hours	Total Allocated Hours	Host	Cohort	Year
University of Hull	HULL ROYAL INFIRMARY	Adult	24/10/2022	15/01/2023	390.0	375.00	HUTH Acute Medical Unit (HRI)	09.21 ADULT NURSING	2
University of Hull	HULL ROYAL INFIRMARY	Adult	26/09/2022	04/12/2022	255.0	300.00	HUTH Acute Medical Unit (HRI)	09.20 ADULT NURSING	3
University of Hull	HULL ROYAL INFIRMARY	Adult	02/01/2023	08/01/2023	36.0	37.50	HUTH Acute Medical Unit (HRI)	09.20 ADULT NURSING	3
University of Hull	HULL ROYAL INFIRMARY	Adult	26/09/2022	04/12/2022	262.0	300.00	HUTH Acute Medical Unit (HRI)	09.20 ADULT NURSING	3
University of Hull	HULL ROYAL INFIRMARY	Adult	02/01/2023	08/01/2023	36.0	37.50	HUTH Acute Medical Unit (HRI)	09.20 ADULT NURSING	3

# Student Timesheets

This report gives you the details of individual students timesheets and identifies the status of these.

**Enter Values**

Display Option:  Display Option

Enter All or Not Approved Timesheets:  All or Not Approved Timesheets

Work Area

Available Values: A&E, ACUTE ADMISSION, ACUTE CARE, ACUTE MEDICAL, AD - COMMUNITY, AD - CRITICAL CARE, AD - MEDICAL

Selected Values:

Remove Remove All

Enter First Name (use \*wildcards\*):  First Name

Enter Last Name (use \*wildcards\*):  Last Name

OK

Select from drop down box, timesheets with or without days

Select from drop down box, all or not approved timesheets

Select category or > or select all >>

If you leave the criteria with just the wild card \* it will return all students for your chosen area if you want an individual student enter their name here

## Timesheets with Days

## Timesheets without Days

Student Timesheets

UNIVERSITY OF HULL

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Placement Name: \_\_\_\_\_

Allocation Dates: 27/03/2023 - 11/06/2023

DATE	DAY	TIME IN	TIME OUT	BREAKS	WORKED HOURS	MADE UP HOURS	ABSENCE HOURS	ABSENT HOURS	ABSENCE REASON	DAY OFF	AUTHORISER NAME	DAY STATUS
27/03/2023	Mon	7.00	20.00	1.00	12.00	0.00	0.00	NO		NO		submitted
28/03/2023	Tue	7.00	20.00	1.00	12.00	0.00	0.00	NO		NO		submitted
30/03/2023	Thu	0.00	0.00	0.00	0.00	0.00	0.00	NO		NO		submitted
31/03/2023	Fri	0.00	0.00	0.00	0.00	0.00	0.00	NO		NO		submitted
01/04/2023	Sat	0.00	0.00	0.00	0.00	0.00	0.00	NO		NO		submitted
02/04/2023	Sun	0.00	0.00	0.00	0.00	0.00	0.00	NO		NO		submitted
<b>Week 27/03/2023 02/04/2023</b>					<b>24.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				<b>Submitted</b>
17/04/2023	Mon	7.00	20.00	1.00	12.00	0.00	0.00	NO		NI		submitted
18/04/2023	Tue	0.00	0.00	0.00	0.00	0.00	0.00	NO		NI		submitted
20/04/2023	Thu	7.00	20.00	1.00	12.00	0.00	0.00	NO		NI		submitted
21/04/2023	Fri	7.00	20.00	1.00	12.00	0.00	0.00	NO		NI		submitted
22/04/2023	Sat	0.00	0.00	0.00	0.00	0.00	0.00	NO		NI		submitted
23/04/2023	Sun	0.00	0.00	0.00	0.00	0.00	0.00	NO		NI		submitted
<b>Week 17/04/2023 23/04/2023</b>					<b>36.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				<b>Submitted</b>

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Student Timesheets

UNIVERSITY OF HULL

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Placement Name: \_\_\_\_\_

Allocation Dates: 27/03/2023 - 11/06/2023

Week Beginning	Week Ending	Worked Hours	Made Up Hours	Absence Hours	Uconfirmed Hours	Authoriser(s)	Status
Week 27/03/2023	02/04/2023	24.00	0.00	0.00	0.00		Submitted
Week 17/04/2023	23/04/2023	36.00	0.00	0.00	0.00		Submitted
Week 24/04/2023	30/04/2023	24.00	0.00	0.00	0.00		Submitted
Week 01/05/2023	07/05/2023	36.00	0.00	0.00	0.00		Approved
Week 08/05/2023	14/05/2023	0.00	0.00	0.00	0.00		In Progress
Week 15/05/2023	21/05/2023	0.00	0.00	0.00	0.00		In Progress
Week 22/05/2023	28/05/2023	0.00	0.00	0.00	0.00		In Progress
Week 29/05/2023	04/06/2023	0.00	0.00	0.00	0.00		In Progress
Week 05/06/2023	11/06/2023	0.00	0.00	0.00	0.00		In Progress
<b>Placement Totals:</b>		<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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