## ♥♥★★ UNIVERSITY | FACULTY OF OF HULL | HEALTH SCIENCES

# PEP

## Practice Environment Profile User Guide - Reports

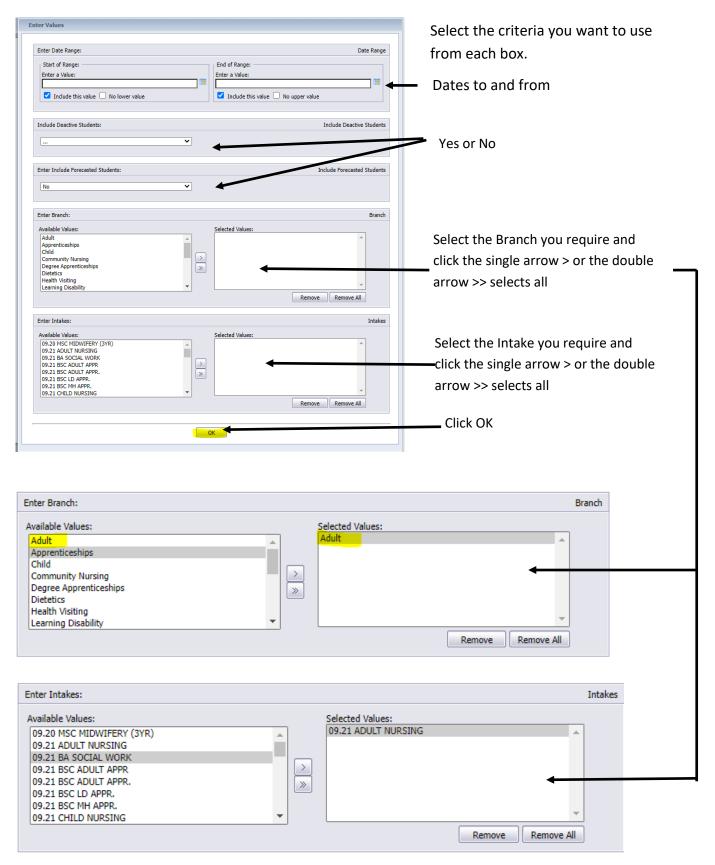


## **Running Reports in PEP**

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Nost/Placement Name TEST H Current Sequence 1	OST 1	
Students Contacts Reports		
O Run n	eport for selected PEP eport for all user's PEPs eport for all PEPs in current search	
To access a PEP Report - Click on the rep	ort name. A new window will open and from there you ca	an view the data or choose to export or print it.
General		
Host Weekly Capacity with Students	Host Weekly Capacity with Stude	lents
Students Occupational Health Informa	ion Occupational Health	
Students within the Trust and their det	ils Student Details	
Students Placement Details	Students Placement (Excel)	
All students Timesheets	Students Timesheets	
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#### Host Weekly Capacity with students

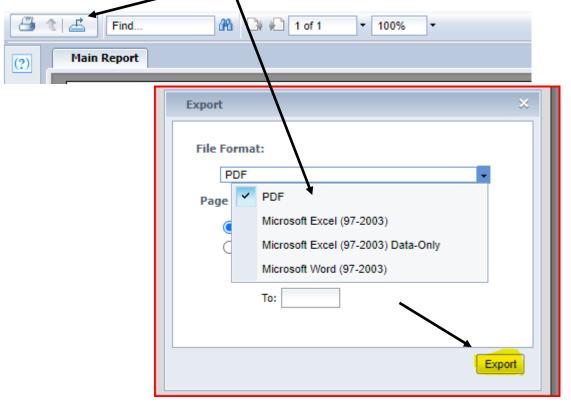
This report shows all students weekly allocations in a grid format for a selected time frame.



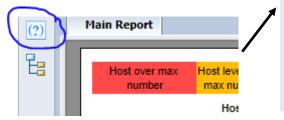
#### This is the report it will return

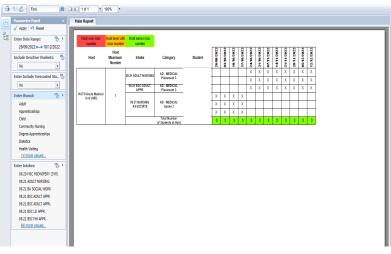
Host over numb		Host level with max number	Host below max number														
Hos	t	Host Maximum Number	Intake	Category	Student	26/09/2022	03/1 0/20 22	10/1 0/20 22	17/1 0/20 22	24/1 0/20 22	31/1 0/20 22	07/11/2022	14/11/2022	21/11/2022	28/11/2022	05/12/2022	12/12/2022
				AD - MEDICAL						х	х	х	х	х	х	х	x
			09.21 ADULT NURSING	Placement 3						х	х	х	х	х	х	х	x
			09.21 BSC ADULT APPR.	AD - MEDICAL Placement 3						х	х	х	х	х	х	х	x
HUTH Acute Unit (H		7				X	х	х	х								
			09.21 NURSING ASSOCIATE	AD - MEDICAL Spoke 3		x	х	х	х								
						x	х	х	х								
				Total Number of Students at Host		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

Enter branch:	branch	
Available Values: Adult Apprenticeships Child Community Nursing Degree Apprenticeships Dietetics Health Visiting Learning Disability	Selected Values:	Select the Branch you require and click the single arrow > or the double arrow selects all >>
Enter Intake:	Intake	
Available Values: 09.20 MSC MIDWIFERY (3YR) 09.21 ADULT NURSING 09.21 BS ADULT APPR. 09.21 BSC ADULT APPR. 09.21 BSC LD APPR.	Selected Values:	Select the Intake you require and
09-21 BSC MH APR. 09-21 BSC MH APR. 09-21 COMMUNITY *	Remove Remove All	click the single arrow > or the doubl 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.
		09.21 ADULT NURSING	Adult	No Occupational Health information added
Student Unive	rsity Number and Name	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

nter Values			
Enter Date Range:		Date Range	
Start of Range: Enter a Value:	End of Range: Enter a Value:		
Include this value  No lower value	Include this value No	o upper value	<ul> <li>Dates to and from</li> </ul>
Enter Student Surname (use * for wildcards):		Student Surname	Search for a specific student by surnam
8			
Branch		Branch	
Select Branch:	Colored Mellinery		
Available Values: Adult Apprenticeships Child	Selected Values:		Select the Branch you require and
Community Nursing Degree Apprenticeships	> >		click the single arrow > or the double
Dietetics Health Visiting			arrow >> selects all
Learning Disability		Remove Remove All	
Intake		Intake	
Select Intake:			
Available Values: 09.20 ADULT NURSING	Selected Values:	<b>A</b>	Select the Intake you require and
09.20 BS CADULT APPR.			
09.20 BSC ADULT APPR.(DE)			click the single arrow > or the double
09.20 BSC LD APPR. 09.20 BSC MH APPR.	»		arrow >> selects all
09.20 CHILD NURSING 09.20 LEARNING DISABILITY		-	
		Remove Remove All	
			-
	ОК		
			_
		If you want to se	earch for a specific student enter the
er Student Surname (use * for wildcard	s):		an 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 HULL UNIVERSITY TEACHING HOSPITALS 9.20 ADULT NURSING HULL UNIVERSITY TEACHING HOSPITALS 9.20 ADULT NURSING

Intake

Student Dover, Eileen, Miss Vitoff, Lee , Mr

Tel No <sup>7</sup>079123456 <sup>7</sup>079123457

Email

E.Dover-2020@hull.ac.uk Lee.Vitoff-2020@hull.ac.uk

Student Contact Michelle Clifford Andrea Randerson

### Student Placement (Excel)

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

Enter Values	
Enter date_range:	date_range
Enter a Value:	d of Range:  ter a Value:  Include this value  No upper value
ОК	

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	Hospital	Branch	Start Date	End Date	Total	Total	Host	Cohort	Year
Education					Worked	Allocated			
Partners					Hours	Hours			
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.

inter Values								
Display Option:		Display	Option	Select	t from dr	on dow	n hox	
All Timesheets Without Days					heets wit			ave
All Timesheets Without Days				times	neets wh		thout ut	xy 5
All Timesheets With Days Enter All or Not Approved Timesheets:	]	All or Not Approved Tim	esheets					
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				the v	wild card	* it will	return	all
Enter Last Name (use *wildcards*):			st Name	stud	ents for y	our cho	osen are	a if
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Student Timesheets           Name:         ID:           ent Name:         ID:           on Dates         27/03/2023 • 11/06/2023           DATE         DAY           TIME IN         TIME OUT           BREAKS         MCRORS           MORDS2023         TIM           DATE         DAY           TIME IN TIME OUT         BREAKS           MCRORS         MADE           MORDS2023         TIM           TIMA2023         Sin           DATE         DAY           TIME IN TIME OUT         BREAKS           MCRORS         MADE           MORD2023         CLOAD           MORD2023         CLOAD           MORD2023         CLOAD           MORD2023         CLOAD           MORD203         MADE           MORD203         MADE	With With With With With With With With	Student Name:           Student ID:           Placement Name:           Allocation Dates:         27/03/202           Beginning         Ending           Week         27/03/2023         02/04/2023           Week         24/04/2023         30/04/2023           Week         01/05/2023         07/05/2023           Week         16/05/2023         14/05/2023           Week         15/05/2023         24/06/2023           Week         29/05/2023         04/06/2023           Week         05/06/2023         11/05/2023           Week         05/06/2023         11/05/2023           Week         05/06/2023         11/06/2023	Studer 23 - 11/06/2023 Worked Hours 24.00 24.00 24.00 0.00 0.00 0.00 0.00 0	Made Up Abs Hours H 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0	sence         Uconfirmed Hours           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00           .00         0.00		UNIVER OF HUL	Statu Submitt Submitt Submitt Approv In Progr In Progr