



UNIVERSITY
OF HULL

FACULTY OF
HEALTH SCIENCES

PEP

Practice Environment Profile User Guide



Logging in to PEP

To log in to PEP use the following link <https://hull.arcwebonline.com/PEP>

This will take you to the PEP login page. Enter your username, which will be your registered (Trust/ Employer) email address and your password.

HERE to be sent an e-mail reminder.' At the very bottom of the page, there is a footer with '© ARC Technology Ltd 2023' on the left and 'Practice Environment Profiles (PEP)' on the right. An arrow points from the 'HERE' link in the yellow box to a yellow callout box on the right."/>

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Username:

Password:

Log On

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

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If you are logging in for the first time or have forgotten your password click on the link .This will email you a link to set up or reset your password.

Once logged in If you need to change your password, click on the **Change Password** button and complete the form below



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Change Password

This page allows you to update your password information.

Please type your new password in the boxes below, then click the Change Password button.

New password

Confirm new password

Change Password

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How to view students allocated to your placement host

ONLY THE PLACEMENT AREAS YOU ARE ATTACHED TO WILL BE VISIBLE.

Type in the search box the practice area you wish to view, this can be a ward ie ward 10 or you could type gastro and this would return any areas with gastro in the name. The results will be displayed below the search, select the one that you require from the list

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Practice Area: test

Status: Active Deactive Archived All

Search

Clear Search

Number of hosts: 3

Practice Area

- Test Host 1
- Test Host 2
- test Host 3

On the student tab populate the date range and choose whether you wish to display all students (this will include any deactive) or only active students, then click show students.

Students Contacts Reports

View Students on Placement

Date From [] Date To []

Display all students Display only active students

Show Students

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This will return a list of students allocated to your placement host within the selected dates you have chosen

Student Details

	Name	Intake	Experience / Day Description	Date from	Date to	Email	Hrs Allocated	Worked Hours
+	Dover, Eileen (F)	TEST INTAKE	AD - CRITICAL CARE	05/12/2022	25/12/2022	Eileen.Dover@hull.ac.uk	22.30	0

If your host has no student allocations for the requested date range, PEP will display the following message:

Student Details

No student found for the selected date range.

For further information on your students click on the + sign next to their name (highlighted below)

Student Details

Name	Intake	Experience / Day Description	Date from	Date to	Email	Hrs Allocated	Worked Hours
+ Dover, Eileen (F)	TEST INTAKE	AD - COMMUNITY	13/12/2021	16/01/2022	Eileen.Dover@hull.ac.uk	187.30	37.3

Occupational Health information

Training/Disclosure	Date Completed
DBS	
Basic Life Support (BLS) Year 1	02/12/2022
Basic Life Support (BLS) Year 1	02/12/2022
Data Security Awareness Year 1	02/12/2022

Intake Details

Intake Name	Branch/Field	Adult	Start Date
TEST INTAKE		Adult	06/09/2021

Personal Supervisor Details

Personal Supervisor Name	E-mail
KATE BOWERS	K.Bowers@hull.ac.uk

Student Group

To go back to your home page click HOSTS and use clear search to remove current practice area



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Mrs Michelle Clifford

Hosts Help Change Password Log Out

Practice Area:

Status: Active Deactive Archived All

Search Clear Search

The contacts tab is the information we hold for the practice area main contacts, if this is incorrect please let us know

Students **Contacts** Reports

Contacts

To amend contact details, please email the Practice Placements Unit at FHS-Placements@hull.ac.uk.

Name	Job Title	Email	Telephone No
"mr " Stan Dup		Stan.Dup@nhs.net	
Andrea Randerson	AST	ANDREA.RANDERSON@test.co.uk	

For any help or support relating to Practice Environment Profile (PEP) please use the help tab which gives direct access to our placements webpage and contact details for the placements team

Hosts **Help** Change Password Log Out