

PRACTICE ENVIRONMENT PROFILE (PEP) HOW TO GUIDE



PEP: How to Login and use Practice Environment Profile

Date Written

2nd August 2022

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2nd August 2022

1. How to login to PEP
2. How to view students allocated to your placement host
3. PEP profile layout and useful information
4. Help and Support

How to login to PEP



Now Do This ...

To login to PEP, use the link below:

<https://hull.arcwebonline.com/PEP>

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



**UNIVERSITY
OF HULL**

Username:

Password:

Log On

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

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Practice Environment Profiles (PEP)

For a password reminder, when you get to the login screen click on the link circled below 'If you have forgotten your password, please click **HERE**'. This will email you a link to reset your password.

If you have forgotten your password, please click [HERE](#) .



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

Add PEP to your bookmarks/ favourite sites on your internet browser to easily access the website: <https://hull.arcwebonline.com/PEP>

For speed press CTRL and the link above this will take you directly to the site.

If you have any problems logging in, please email fhs-placements@hull.ac.uk for assistance.

How to view students allocated to your placement host ONLY THE PLACEMENT AREA YOU ARE ATTACHED TO WILL BE VISIBLE.



Now Do This – type in the highlighted area - search...



Practice Area:

Status: Active Deactive Archived All

Number of hosts: 149

Practice Area

FAMILARISATION - HUTH

HUTH Ward 30 Cedar Ward (HRI)

HUTH Acorn Ward (HRI)

HUTH Acute And Chronic Pain Management Service (CHH)

HUTH Acute Medical Unit (HRI)

HUTH Acute Oncology Clinical Nurse Specialist (HRI)

HUTH Acute Respiratory Assessment Service Team (HRI)

HUTH Allam Diabetes Centre (HRI)

HUTH Antenatal ADU/ANC

HUTH Bluebell Team (Midwifery Community)

HUTH Breast Care Unit

HUTH Cardiac and Pulmonary Rehabilitation (Physio)

2. Populate date range highlighted below :



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Mrs Andrea R

Hosts Help Change Password Log

Host/Placement Name HUTH WARD 30 CEDAR WARD (HRI)
Current Sequence 1

Students Contacts Reports

View Students on Placement

Date From

Date To

Display all students

Display only active students

Show Students

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Practice Environment Profiles (PEP)

Students Contacts Reports

View Students on Placement

Date From

Date To

Display only active students

Calendar for August 2022. The date 9th is highlighted in blue. The date 1st is highlighted in yellow.

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

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Practice Environment Profiles (PEP)

Click on **Show Students** to detail your students. You can also filter to list to show all students or only active students.

Display all students

Display only active students

Show Students

Any student(s) allocated to your placement host will be detailed:



Host/Placement Name HUTH WARD 30 CEDAR WARD (HRI)

Current Sequence 1

Students Contacts Reports

View Students on Placement

Date From

15/08/2022

Date To

18/09/2022

Display all students

Display only active students

Show Students

Student Details

	Name	Intake	Experience / Day Description	Date from	Date to	Email	Hrs Allocated	
+	[redacted] (F)	9.19 ADULT NURSING	AD - SURGICAL [Placement 9]	06/06/2022	11/09/2022	[redacted]	450	
+	[redacted] (F)	09.21 PARAMEDIC SCIENCE	AD - SURGICAL	08/08/2022	28/08/2022	[redacted]	112.30	
+	[redacted] (F)	09.21 PARAMEDIC SCIENCE	PARA - SURGICAL	08/08/2022	28/08/2022	[redacted]	112.30	

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 + highlighted below:

Host/Placement Name **HUTH WARD 30 CEDAR WARD (HRI)**
 Current Sequence 1

Students | Contacts | Reports


View Students on Placement

Date From: 15/08/2022 Date To: 18/09/2022

Display all students Display only active students

Show Students

Student Details

Name	Intake	Experience / Day Description	Date from	Date to	Email	Hrs Allocated
 [Redacted]	9.19 ADULT NURSING	AD - SURGICAL [Placement 9]	06/06/2022	11/09/2022	[Redacted]	450

Standard

Placement Notes

Training/Disclosure	Date Completed
DBS	

Intake Details

Intake Name	Branch/Field	Adult	Start Date
9.19 ADULT NURSING		Adult	23/09/2019

Tutor Details

Tutor Name	E-mail

Student Group: 8

Vaccinations

To go back to your home page click HOSTS



Mrs Andrea Randerson

Hosts | Help | Change Password | Log Out

Practice Area: HUTH

Status: Active Deactive Archived All

Search Clear Search

And search again.

Help and Support

 Now Do This ...

For support on any issues relating to Practice Environment Profile, contact fnh-placements@hull.ac.uk

We endeavour to acknowledge all email queries as soon as operationally possible, within one working week.