



Yorkshire and the Humber

Mentor/Practice Educator Feedback for Practice Placements www.healthcareplacements.co.uk

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Contents

Introduction

Accessing the website

Home Page

www.healthcareplacements.co.uk

Introduction

The practice placement quality assurance website www.healthcareplacements.co.uk includes the following functionality to support the quality assurance of practice placements for all healthcare students in the region:

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

The final development for this website is the inclusion of a mentor/practice educator evaluation tool. This document explains how mentors/practice educators can register and provide feedback via the website.

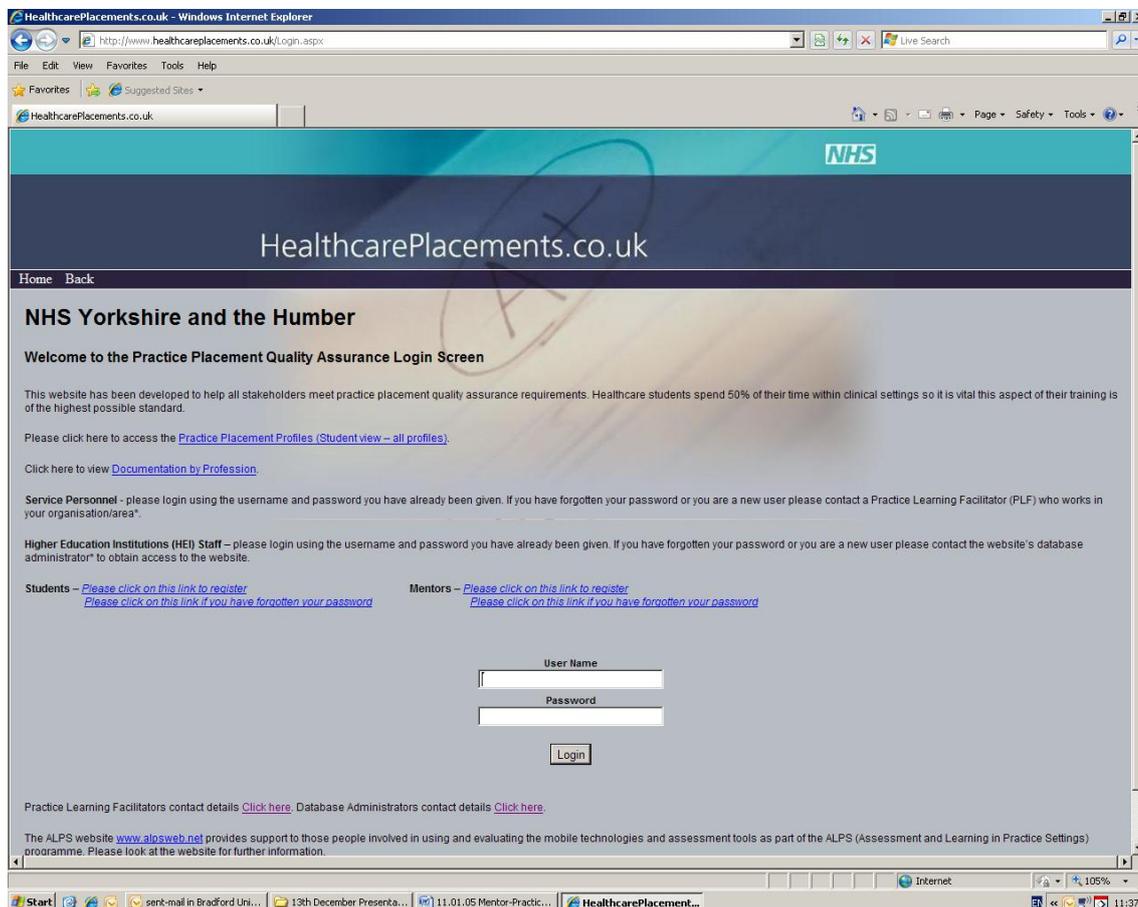
The aim of this functionality is to:

“To evaluate the perceived support provided to the mentor/practice educator by their organisation and Higher Education Institute (HEI) to allow them to fulfil their role in supporting students in practice”.

This functionality therefore allows the mentors/practice educators to provide feedback into the quality assurance processes to be monitored at audit and throughout the year.

Accessing the website

Please logon to the website www.healthcareplacements.co.uk which will look like the screen shot below:



Registering for the website

Please click on the link “**Mentors – [Please click on this link to register](#)**” and complete all the sections. An email will be sent to you with details of your user name (your email address) and the password you have entered. **They are case sensitive and should be entered exactly as they appear in the email.**

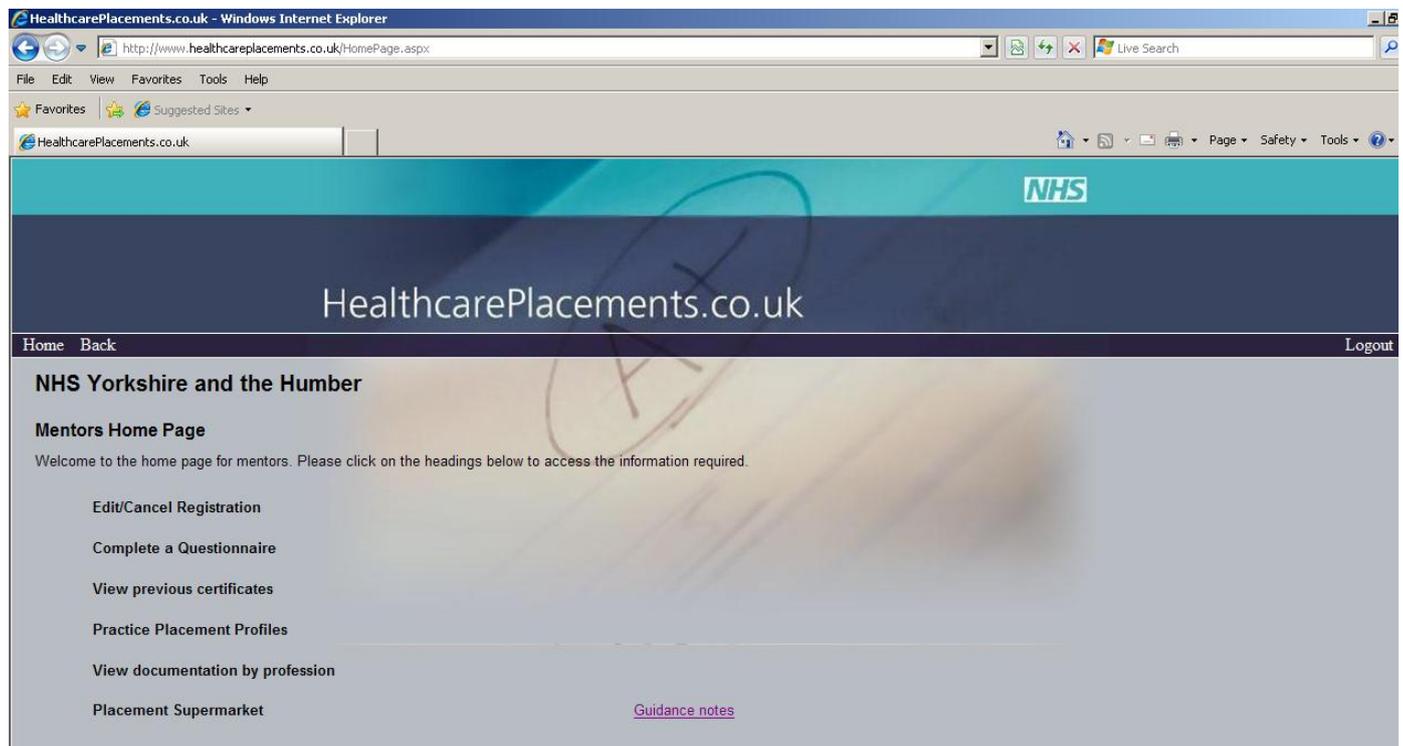
Please note if you are also registered as a student you will not be able to use the same email address for registering as a mentor/practice educator.

Forgotten password

If you forget your password there is a forgotten password feature on the login screen, see above below the registration link for the mentors. **Please ensure you do not use the forgotten password feature for the students.** You will be requested to enter your email address and the password will be resent to you in an email.

Home Page

Once you login to the website your home page will look like the screen below:



Edit/Cancel Registration

This section can be used to change your password and the answer to your secret question.

Cancel your Registration

If you move organisations you will need to cancel your registration and re register for your new organisation. All the evaluations you have entered on the system will remain but you will no longer have access to your certificates so it is important to ensure you print off any information required before you confirm the cancel function.

Contents

← Back

Next →

Complete a questionnaire

As the questionnaire is not an evaluation of the student, but an evaluation of the support received from your organisation and HEI, it is not necessary to complete the evaluation after each student. The suggestion is that you complete an evaluation on each type of student you have mentored during a six month period, twice a year. Once you have registered you will be reminded via email to complete the evaluations in March and September but you can complete an evaluation at any time.

When completing an evaluation you select:

- Profession
- Placement name
- HEI

For example, if you have mentored nursing students from the Open University and the University of Huddersfield, as well as Operating Department Practitioners from the University of Huddersfield, for a particular placement, you will need to complete 3 evaluations.

Follow the instructions on the screen to complete the evaluation.

View previous Certificates

This section allows you to see the evaluations and the answers which you have already completed.

Support

If you have any questions about the website, or this document, please contact your organisation's Practice Learning Facilitator (PLF). The PLF contact details can be downloaded from the login screen by clicking on the link below the login boxes (see "Accessing the website" above).

[Contents](#)

