

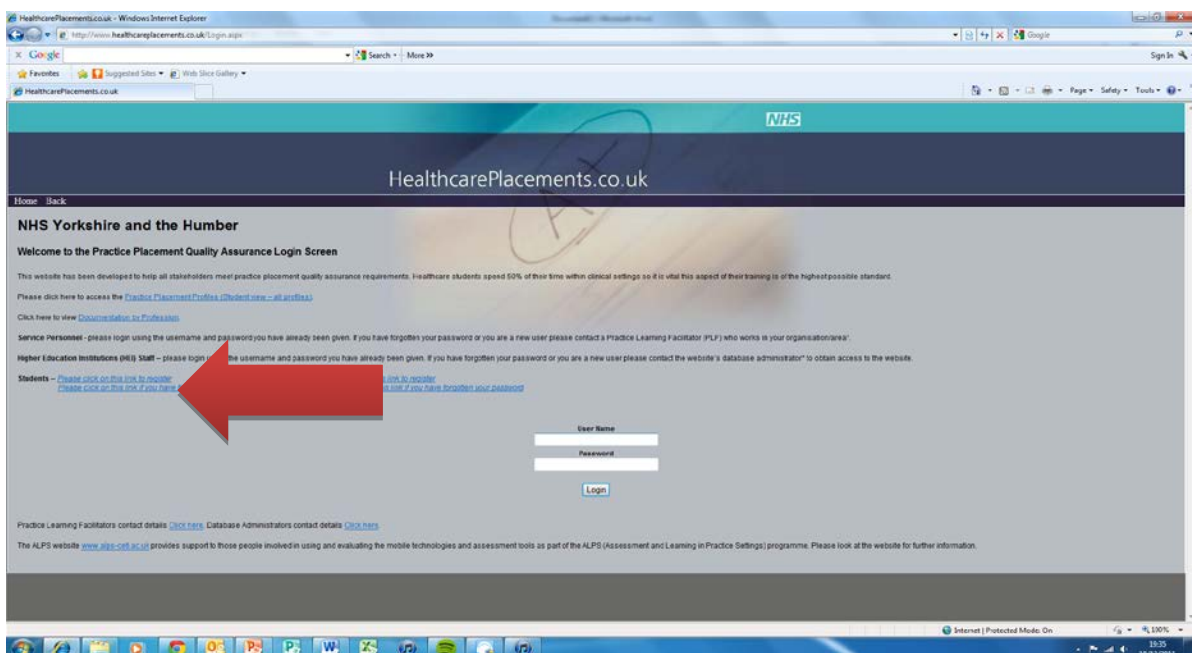
**Step by step guide to registering and
completing student evaluations
on healthcareplacements website.**

From Semester 2 2012 pre-registration nursing students will complete all evaluations online on the Practice placement Quality Assurance (PPQA) website. Evaluation sessions will still take place at the end of each Semester in order for verbal feedback to be given. It is essential that all students complete an evaluation in order to ensure placements offer a good learning experience. Placements and the University will be able to view the feedback.

The certificate you obtain following completion of your evaluation should be submitted with your CAP document.

Instructions

1. Open website www.healthcareplacements.co.uk. Click on the link that states **Students- Please click on this link to register**



2. Fill in all your details the click register

The screenshot shows the registration page for HealthcarePlacements.co.uk. The page title is "NHS Yorkshire and the Humber" and the sub-header is "Welcome to the Student Registration Screen". The form includes the following fields:

- Select your HEI: Not selected
- Select your Student Program: Not selected
- Name: [Text input]
- Email Address (This will also be your username): [Text input]
- Confirm Email Address: [Text input]
- Password: [Text input]
- Confirm Password: [Text input]
- Secret question: What is your favourite colour?
- Secret answer: [Text input]

A "Register" button is located below the form. Below the form, there is a note: "Please make a note of the username and password you have entered above before you click on 'Register'. You will then be taken to the login screen. An email will be sent to you containing the username and password you have selected when you registered." and a disclaimer: "Not all the profiles have been published at the moment."

3. Put your e-mail address in user name and the password you chose in password then click login

The screenshot shows the login page for HealthcarePlacements.co.uk. The page title is "NHS Yorkshire and the Humber" and the sub-header is "Welcome to the Practice Placement Quality Assurance Login Screen". The page contains the following text:

This website has been developed to help all stakeholders meet practice placement quality assurance requirements. Healthcare students spend 50% of their time within clinical settings so it is vital this aspect of their training is of the highest possible standard.

Please click here to access the [Practice Placement Profiles \(Student view - all profiles\)](#)

Click here to view [Documentation by Profession](#)

Service Personnel - please login using the username and password you have already been given. If you have forgotten your password or you are a new user please contact a Practice Learning Facilitator (PLF) who works in your organisation.

Higher Education Institutions (HEI) Staff - please login using the username and password you have already been given. If you have forgotten your password or you are a new user please contact the website's database administrator to obtain access to the website.

Students - [Please click on this link to register](#)
[Please click on this link if you have forgotten your username](#)

Members - [Please click on this link to register](#)
[Please click on this link if you have forgotten your password](#)

Registration completed successfully. Please login.

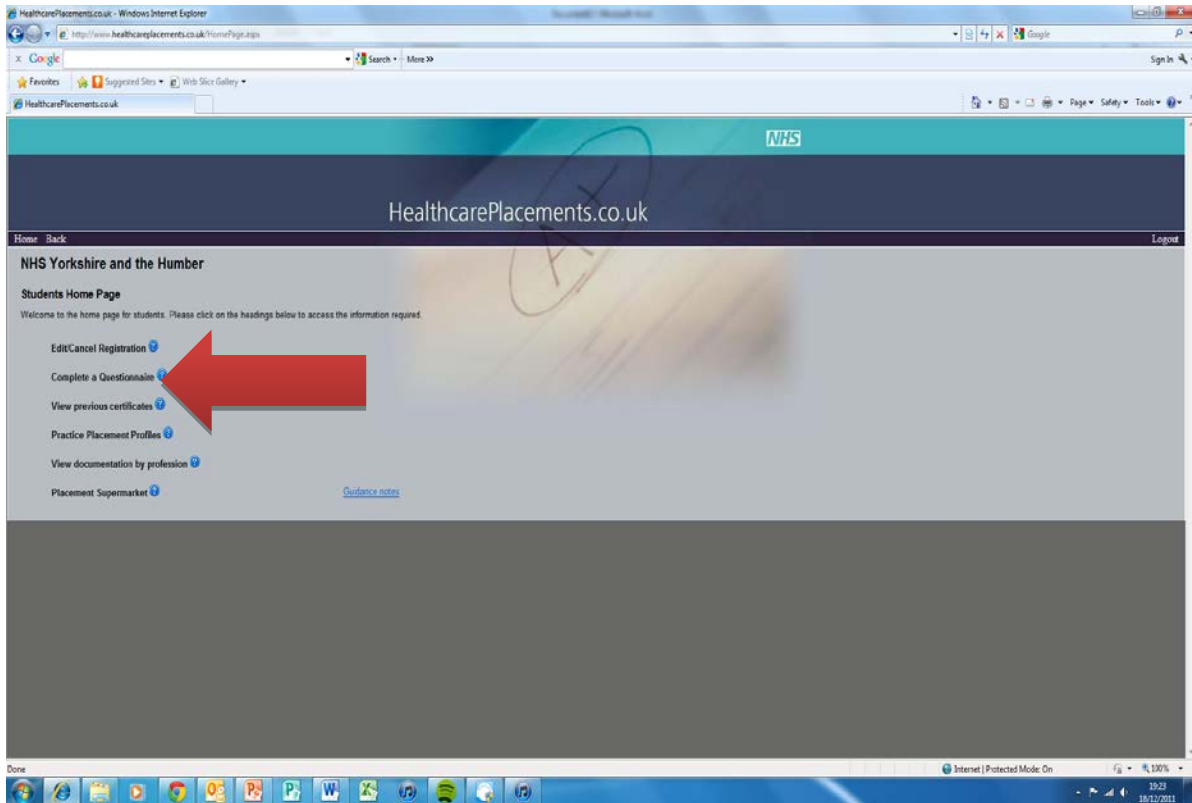
User Name: [Text input]
Password: [Text input]
Login

A large red arrow points to the "Login" button.

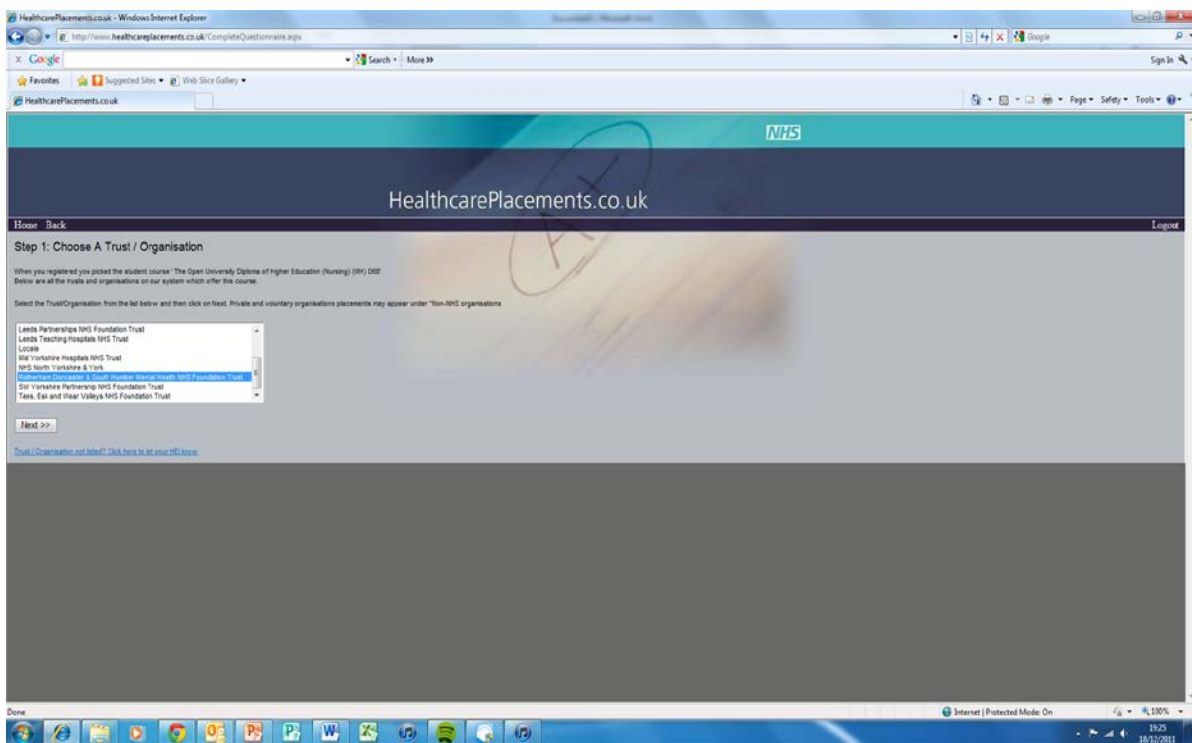
Practice Learning Facilitators contact details [Click here](#) Database Administrators contact details [Click here](#)

The ALPS website [www.alps-uk.ac.uk](#) provides support to those people involved in using and evaluating the mobile technologies and assessment tools as part of the ALPS (Assessment and Learning in Practice Settings) programme. Please look at the website for further information.

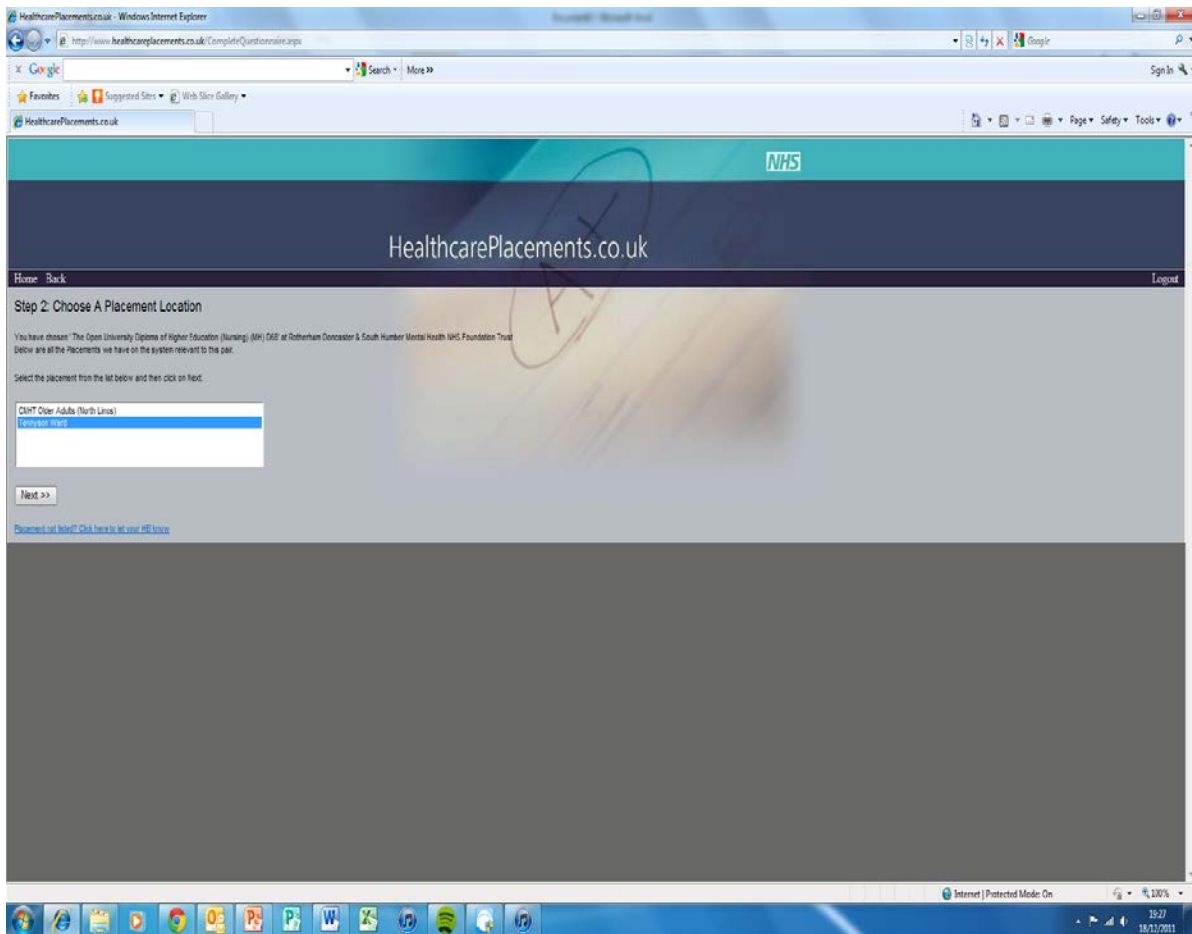
4. Click on complete questionnaire



5. Click on the organisation you have had the placement with then click next



6. Click on the placement you have just had then click next



7. Complete the questionnaire. If you disagree with any of the questions please write why in the comments box. Once you have completed the questionnaire click save. **You will be given the option of printing a certificate off please ensure you do this as evidence of completing an evaluation and submit it with your CAP document.**

