

New Placement Area / Supplier  
START HERE

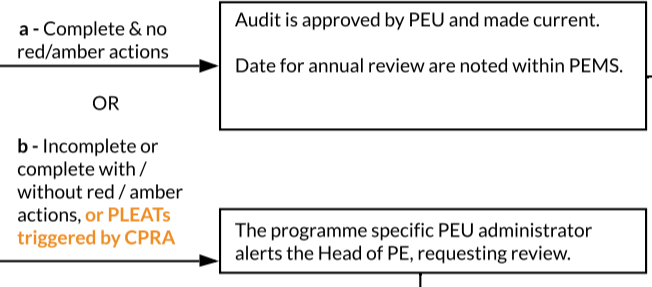
**Current Placement**  
**START HERE**  
All placements are subject to an annual review of  
- PLEAT Action Plan  
- updating of placement profile  
- annual summary reports of student and practice assessor placement evaluations received over the year  
  
Reporting of these will be included in the Placement Lead reports to module evaluations at Subject Committee Meetings (using approved template)  
  
Repeat Audits are undertaken as an outcome of current placement risk assessment (CPRA)

**New Placement / Placement provider organisation/practice learning partner for Nursing, Physio, OT, Midwifery, ODP, Paramedic**  
**Step 1**  
PEU Administrator informed (eg by Placement Lead / Head of Practice Education) of:  
- The need to commence audit process  
Note: Consider whether placement can be grouped with others i.e. can a Cluster Audit strategy be used?  
- Organisation details, including:  
Placement area & parent organisation name(s) & details: Address including post code, website, tel no.  
- Placement co-ordinator/key contact person name & email address.  
- The Nominated Practice Colleague for completing the Audit (if different to the Placement Coordinator). An email address must be provided so a PEMS log-in can be created, allowing access to the Audit (see Step 2)  
- PEU signs up for CQC alert

**Step 2**  
The programme specific PEU Administrator :  
- will set up in PEMS, a PLEAT Audit (if a continuing placement the previous audit may be used as a pre-populated template for the new "in progress" audit).  
- will set up in PEMS, a new placement profile.  
- Provides the Nominated Practice Colleague with PEMS login  
- will prepare and issue a Practice Placement Agreement (PPA) for signature  
- Audit process commences, led by the Link Lecturer (if it hasn't already)

**Step 3**  
The PLEAT Audit, Profile, and Health & Safety check (PVI only) are completed by Brookes representative (usually the Link Lecturer) & Nominated Practice Colleague (who will be the LEL in PLEATs triggered by CPRA).  
Once complete, the Audit is submitted by the Link Lecturer for approval

**Step 4**  
The programme specific PEU administrator checks the Audit to see if it is complete and for any action items in the Action Plan. **N.B. The HoPE will be required to review all PLEATs triggered by CPRA which are submitted for review, so go straight to b.**



**Step 5**  
The Head of Practice Education (HoPE) explores the red/amber/incompleteness and makes a professional judgement regarding whether to approve the audit and make it current (or not).  
  
To achieve this the following will be considered:  
- Level of action required  
- Timeframe of action  
  
The Link Lecturer will be informed of the judgement and any further actions identified.  
  
The HoPE enters the dates of completion, review and expiry and sets audit to approved current if there is a signed Practice Placement Agreement (PPA). Where the PPA is outstanding, this is shown by entering the dates but keeping the audit status as submitted awaiting review. PEU finally approves when a PPA is received and attaches the PPA to the audit. The PPA dates are entered by PEU / HoPE upon signed receipt of the PPA document. The PPA document is saved in the PEU N:\ drive and attached to the PLEAT summary page and the date of signature and PPA expiry (when known) are entered.



The Link Lecturer will be supported by the Placement Lead to consider future developments to allow the audit to be approved and the placement to become viable. The Head of Practice Education (HoPE) will provide support and advice as required, and will be required to make any decisions about whether the placement may continue, or will need to be withdrawn.  
PEU is advised by the HoPE of any placement which cannot be used for student allocations.

**Step 6**  
Set the date for Profile, Action Plan and placement evaluations summaries to be reviewed annually

**Step 7**  
Placement Audit action plan and placement profile completion status for each specific programme will be checked by the PEU Administrator during the allocations process for all placements in use.

**Step 8**  
A summary report (comprising of action plan completions and placement profile incompleteness) will be provided by the relevant PEU administrator to Programme/Placement Lead and Head of Practice Education (HoPE) to feed into the Subject Committee meetings and the timing of the FAESC Placement Quality Report.  
The Programme/Placement Lead will work with the support of the HoPE to identify any placement areas/Link Lecturers that are not maintaining QA currency & an action plan will be identified to ensure the programme team and partners meet the placement QA requirements for placements to continue.  
  
The PEU administrator will monitor action plan completion and placement profile incompleteness and inform the Placement Lead (cc HoPE) of any non-compliance.  
  
**Annually in September: Placement QA Status Reports** will be provided by the Placement Lead to the Head of Practice education to inform:  
- Annual Review of the programme and  
- HoPE who will include summary in the report to FAESC.

**Agreed Categories for audit status**  
  
**In-progress** - any audit that has been set up with a identified link lecturer and nominated practice colleague.  
  
**Submitted for review** - audit has been completed by the link lecturer and nominated practice colleague but yet to be checked, through the agreed process.  
  
**Approved current** - audit has been approved through the agreed process.  
  
**Placeholder audit** - Is an audit completed outside of PEMS (e.g. from another HEI) which is entered into PEMS for recording, monitoring and reporting purposes. Pdfs of all placeholder audits are saved by PEU in the Placeholder audit folder on the N:\ drive.

**Where issues of concern about placement quality are raised about a Current Placement Risk Assessment (CPRA) will be undertaken:**  
  
CPRA discussion with Placement Lead, LEL (or equivalent) so that a risk assessment may be undertaken in partnership.  
  
Decision requires approval from Head of Practice Education  
Decision re whether PLEAT is required:

