A User Guide to

POW – Placements on the Web

Version 3

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1 Introduction

1.1 ARC: The Online Placement Management System
ARC is a web-based online placement management system. ARC aims to provide up to date information on student placements throughout a range of healthcare disciplines across the South West Region.

As a web-based system, it is accessible via any computer with an internet connection, i.e. from home, the University or the Placement area. ARC consists of several areas. As a student, you may use:

- Placements on the Web (POW)
- Electronic Ongoing Achievement Record (eOAR)
- Timesheet Management System (TMS)

1.2 Plymouth Online Practice Placement Information (POPPI) Website
POPPI emerged because of the implementation of the ARC online placement management system, the need for easy access to a range of information and materials for those associated with supporting learners in practice and, for those with an interest in practice learning. Whether you are a practice supervisor, mentor, educator or service user, there is information on POPPI to help. The POPPI website is an integral part of the University’s website and is located at https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health

We are working with practice providers, staff and students to ensure that we make available relevant information on POPPI without the need to log in or to register, including:

- Online access to POW, TMS and eOAR
- Preparation for practice placement
- Wider Patient Engagement (WPE)
- Mentor centre
- Codes of practice
- Policies & procedures
- Occupational health
- Disability Assist Service
- Travel and Accommodation
- Programme information
- Careers and employability
- Useful Contacts
If there is any further information you wish to see on POPPI, or you wish to contact the POPPI web team, please email poppi@plymouth.ac.uk.

1.3 Placements on the Web (POW)

POW provides students with details of their placement, what to expect whilst on placement and a complete placement profile. This includes contact details, what to wear and facilities available to them. As each programme has differing practice requirements prior to registration, POW also shows record of attendance for each student, mandatory training undertaken, travel expense claims and travelling peers.

1.4 Timesheet Management System (TMS)

TMS is accessible via POW, and is used by students to log and submit placement hours on weekly timesheets. For more information about TMS, please see our POPPI website: https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health

1.5 Electronic Ongoing Achievement Record (eOAR)

eOAR is an electronic placement assessment system currently used by nursing students. It is being developed to include midwifery students too. For more information about eOAR, please see our POPPI website: https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health
2 POW User Accounts

2.1 Username and Password
Access to the POW requires a username and password. These are controlled by University of Plymouth ARC Systems Team.

**Login name:** university student number.
**Password:** will be emailed to your university email address.

This account gives you access to your Placements on the Web profile.

2.2 Login – access via POPPI Website
- Go to our POPPI website: [https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health](https://www.plymouth.ac.uk/student-life/your-studies/academic-services/placements-and-workbased-learning/poppi/health)
- Click on “Placements on the Web” as circled below:

- Click on “POW Login” as shown below:
• This will take you to the POW Login screen (see below).
2.3 Change your Password

- When you log in for the first time change your password for security reasons.
- Click on ‘My Profile’ to change your access password and the following will appear…

![Change Password Form]

- Enter details in all fields and click on ‘Change Password’

NB. Please use a secure password and do not share this with anyone.

2.4 Forgotten Password

If you have forgotten your password you can click the link on the login page for a reminder to be sent to your email address. Your password will automatically be sent to your university email account.
3 POW Home

On successful login to POW, the homepage appears as shown below. The personal information on this page is provided by UNIT-e. If your details have changed, please follow normal university procedures to update your records. The navigation bar appears at the top of the homepage.
4 Absence

Click on ‘Absence’ to get a detailed history of your absences as shown in the example below:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Student, Pow ARC TEST</td>
<td></td>
</tr>
</tbody>
</table>

Click here to view summary of Attendance

**Please note:** You are expected to work no more than 37.5 hours per week or 75 hours per fortnight (depending on shift rotation/pattern). You are responsible for notifying both your placement area and the Faculty of Health and Human Sciences Programme Administrator if you are unable to attend your placement for any reason.

**You must not** leave your placement area earlier than the planned date without written consent from the named individuals responsible in the placement and university (e.g. your Educator / Mentor or placement supervisor and Tutor). Leaving the placement area early without prior permission may lead to disciplinary action being taken.

This page provides a summary of all absence hours. Students are only required to make up outstanding placement absence hours.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Allocation Description</th>
<th>Category</th>
<th>Absence Type</th>
<th>Sick Details</th>
<th>Required Hrs</th>
<th>Actual Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/01/2018 to 02/01/2018</td>
<td>PEP TEST COMMUNITY</td>
<td>TEST CAT 1</td>
<td>Certified Sickness</td>
<td>Days: 0.5 Hrs Sick: 4</td>
<td>Required Hrs: 7.3 Actual Hrs: 3.3</td>
<td></td>
</tr>
<tr>
<td>28/11/2017 to 29/11/2017</td>
<td>PEP TEST COMMUNITY</td>
<td>TEST CAT 1</td>
<td>Uncertified Sickness</td>
<td>Days: 1.5 Hrs Sick: 14</td>
<td>Required Hrs: 15 Actual Hrs: 1</td>
<td></td>
</tr>
<tr>
<td>21/11/2017 to 22/11/2017</td>
<td>PEP TEST COMMUNITY</td>
<td>TEST CAT 1</td>
<td>Uncertified Sickness</td>
<td>Days: 1.5 Hrs Sick: 15</td>
<td>Required Hrs: 15 Actual Hrs: 0</td>
<td></td>
</tr>
<tr>
<td>14/11/2017 to 15/11/2017</td>
<td>PEP TEST COMMUNITY</td>
<td>TEST CAT 1</td>
<td>Uncertified Sickness</td>
<td>Days: 1.5 Hrs Sick: 15</td>
<td>Required Hrs: 15 Actual Hrs: 0</td>
<td></td>
</tr>
</tbody>
</table>

Please note that these hours are input from the information submitted on your timesheets via TMS.

5 Curricular events (Mandatory / Extra)

Any mandatory training sessions you have attended will be shown in this area, and this is also where you can record any additional activities that count as practice hours.

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours</th>
<th>Date Attended</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y3 Interview</td>
<td>1.3</td>
<td>23/01/2019</td>
<td>Remove Session</td>
</tr>
<tr>
<td>Y3 Interview</td>
<td>3.15</td>
<td>21/01/2019</td>
<td>Remove Session</td>
</tr>
<tr>
<td>Y3 Clinical Skills During Practice (4S)</td>
<td>7.3</td>
<td>27/01/2019</td>
<td>Remove Session</td>
</tr>
<tr>
<td>Y3 Clinical Skills During Practice (4S)</td>
<td>7.3</td>
<td>09/01/2019</td>
<td>Remove Session</td>
</tr>
<tr>
<td>Y3 Clinical Skills During Practice (4S)</td>
<td>7.3</td>
<td>06/01/2019</td>
<td>Remove Session</td>
</tr>
</tbody>
</table>
Please refer to the policy and programme guide regarding additional activities that accrue practice hours.

Any hours worked at or managed by your placement host should be recorded on the appropriate electronic timesheet. For additional activities that count towards practice hours, for example Clinical Skills, these are recorded. There is no requirement to record theory hours on your timesheet or via POW.

To add a session:

1. Click on the **Add new session** button.

2. In the **Session** window, click on the drop down arrow and select the appropriate activity.

3. Populate the field below with the date you attended the session/activity.

4. Please enter any relevant text in the Notes field, such as Conference or Event name or name of person who approved/supervised your attendance.

5. Record the time in the **Hours** section using hours and minutes. The small squares above and below the hours and minutes fields allow the time to be incremented or decreased.
6. When you have populated the fields click on the **Submit** button.

7. If it is successfully submitted the activity will appear in the list.

8. If you enter a date in the future, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the date to the correct date and submit the details again.

```
ё Student Session Date [ 2019-01-30 ] is more than the [ 0 ]
weeks ahead - date must not be past [ 2019-01-25 ]!
```

9. If you enter a date more than 2 weeks in the past, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the date to the correct date and submit the details again. If you have omitted to record the activity within the 2 week time frame, please email your placement admin team.

```
ё Student Session Date [ 2019-01-03 ] is more than the [ 2 ]
weeks behind - date must be after [ 2019-01-11 ]!
```

10. If you enter hours which exceed the maximum allowed for that individual session, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the hours and or minutes and submit again.

```
ё Hours entered [ 8.15 ] exceed the Max hours per session [ 7.3 ]!
```

11. If you enter hours which exceed the maximum allowed for the cumulative total for that type of session, you will see a message similar to that shown below. Please close the message window using the small square in the
top right hand corner of the message. Amend the hours and/or minutes
and submit again.

12. If you have submitted incorrect information, please remove the session as
soon as possible, by clicking on the Remove Session button next to that
activity.

13. You will see a message similar to that shown below:

14. If you wish to delete the session, click on the Remove this session button.
Otherwise click on the link indicating that you do not want to remove the
session and you will be returned to the mandatory sessions screen.

You can print this listing using the link on the right of the screen, please note that you
may need to allow pop-ups to enable the print. If a pop up blocked message
appears, please click on it and select always allow pop-ups from arc.plymouth.ac.uk.
The following pop-ups were blocked on this page:


- [Always allow pop-ups from arc.plymouth.ac.uk](https://arc.plymouth.ac.uk/reportwebservice/ReportViewer.aspx?ID=16283)
- [Continue blocking pop-ups](#)

[Manage pop-up blocking...](#)

[Done]
6 Travel Expenses

This shows any travel expense claims that have been submitted by you and processed by the programme administration team.

7 My Profile

You are able to record your caring experience, placement circumstances e.g. relatives working within the NHS and whether you have a car on placement within POW.

The My Profile tab also gives you the option to “opt out” of having your university email address shared with other students for Travelling Peers (see Travelling Peers on page 17). To opt out, all your need to do is untick the box. Please note all students are defaulted to having the box ticked.
8 Allocations

Click on ‘Allocations’ to get details of you placements (past, present and future) as shown in the example below. Placements are released online at least 6 weeks prior to placement start date.

---

**NB:** Days of the week:

<table>
<thead>
<tr>
<th>M – Monday</th>
<th>T – Tuesday</th>
<th>W – Wednesday</th>
<th>H – Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>F - Friday</td>
<td>S – Saturday</td>
<td>U – Sunday</td>
<td></td>
</tr>
</tbody>
</table>

Please click here Shows the days you can be rostered on placement. Blank days indicate theory or clinical skills days in university

Made up time Indicates placement or theory where you have made up time for previous absence
Click on a placement area to bring up a new window which contains much more information on your placement (as shown below).

![Image of POW Placement on the Web]

The following window will appear...

![Image of Information about PEP TEST COMMUNITY]

Click on a placement area to bring up a new window which contains much more information on your placement (as shown below).
Click on each tab for more information as shown in the table below. Remember to scroll down as each page contains useful information that you may miss.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Information Available</th>
</tr>
</thead>
</table>
| Placement Overview       | • Details of the Trust or Independent Sector providing the placement  
                           • How to get there using the government’s ‘Transport Direct’ website  
                           • Allocation speciality  
                           • Service hours & working patterns  
                           • Dress code  
                           • Other professions you are likely to encounter on placement |
| Student Introduction     | • Welcome information from the Trust/Independent sector                                                                                                 |
| Contacts                 | • Name and contact details of your mentor/educator in placement  
                           • Name and contact details of your university contact                                                                                               |
| Facilities & Travel      | • Library  
                           • Computing & study areas  
                           • Canteen  
                           • Changing facilities  
                           • Travel Directions                                                                                                                                         |
| Useful Policies          | • Incidents/Accidents  
                           • Infection Control  
                           • Pregnancy  
                           • Sickness  
                           • Equality & Diversity  
                           • Inoculation injuries                                                                                                                                          |
| Learning Environment     | • Learning contract  
                           • Ongoing record of achievement  
                           • Welcome letter from the placement area  
                           • Further information specific to your profession/specialisation                                                                                           |
| Travelling Peers         | • Contact details of fellow students in the same placement area within your placement block, with their email contact with a view to possible travel sharing arrangements |
| Timesheets (TMS)         | • The TMS tab will appear when your placement start date is in the past. The tab will not appear for future placements as you cannot enter placement hours that have not happened yet. This button will take you to TMS to log and submit placement hours. |

**NB:** Placement information is provided by the Trusts/Independent sector, and they are also responsible for maintaining its accuracy.
9 Evaluations

- Once you have completed your placement you are required to evaluate it.
- To evaluate your placement click on the link which will now appear in the list of allocations on POW.

- You will be given 4 weeks from the end of your placement to complete the form. We will be monitoring completion and will follow up any forms which have not been completed at the end of this period.

PLEASE NOTE: Once you have submitted the form you will be unable to change your responses, so please take your time when completing.

10 Log out

Click the Log Out button on the POW main menu bar.

11 Help and Support

Click the Help button on the POW main menu bar. This sends an email to POW support. (powsupport@plymouth.ac.uk). The POPPI site also contains additional information and user guides.

If you are unclear about anything contact POW Support.