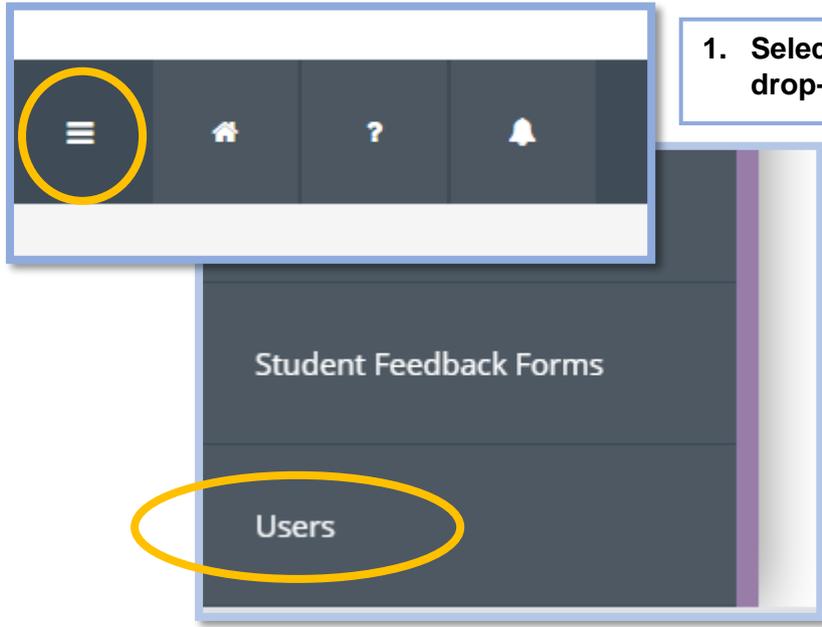


QMPLE User Guide

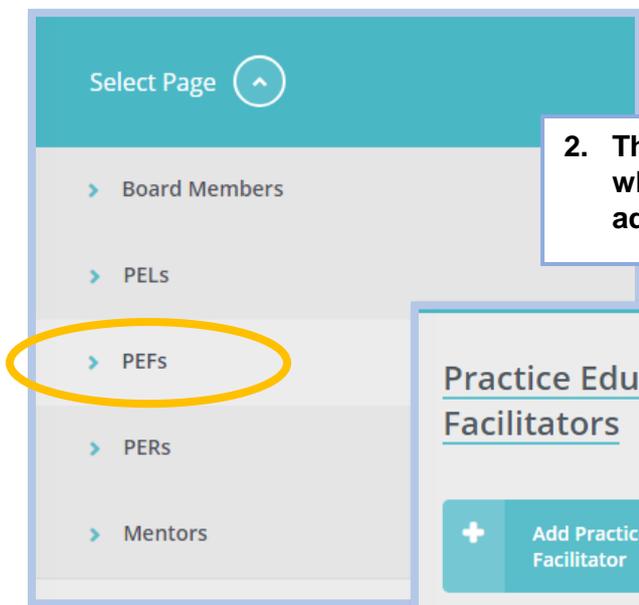
How to add a Practice Education Facilitator (PEF)

Practice Education Facilitator (PEF) and Care Home Education Facilitator (CHEF) – Support mentors to deliver quality education and maintenance of quality learning environments.

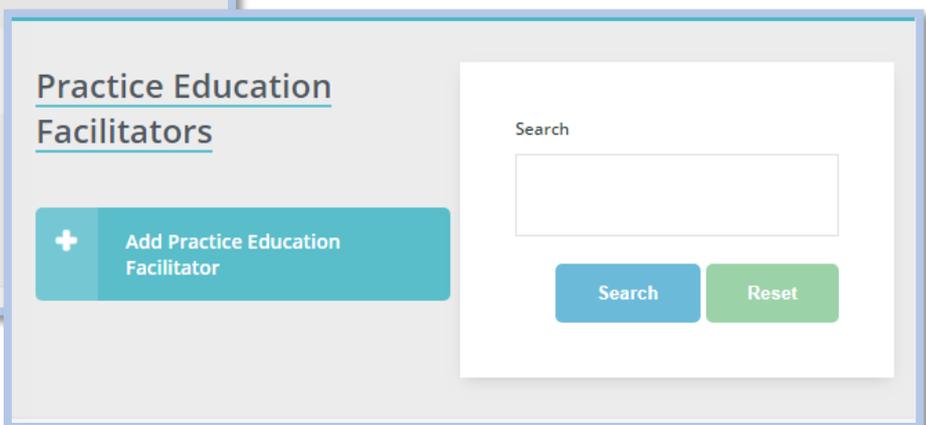


The screenshot shows a dark navigation bar with four icons: a hamburger menu (circled in yellow), a home icon, a question mark, and a notification bell. Below the navigation bar is a sidebar menu with two items: 'Student Feedback Forms' and 'Users' (circled in yellow). A blue arrow points from the 'Users' tab to the next step.

1. Select the Users tab from the drop-down main menu.



The screenshot shows a 'Select Page' dropdown menu with a list of options: Board Members, PELs, PEFs (circled in yellow), PERs, and Mentors. A blue arrow points from the 'PEFs' option to the next step.



The screenshot shows the 'Practice Education Facilitators' page. It features a teal button with a plus sign and the text 'Add Practice Education Facilitator'. To the right is a search box with a 'Search' button and a 'Reset' button.

2. This will take you to the Users page where you can view the PEFs page and add a Practice Education Facilitator.

3. Enter the PEFs details into the new window that appears and remember to save.

Add/Edit Practice Education Facilitator

First Name
Test

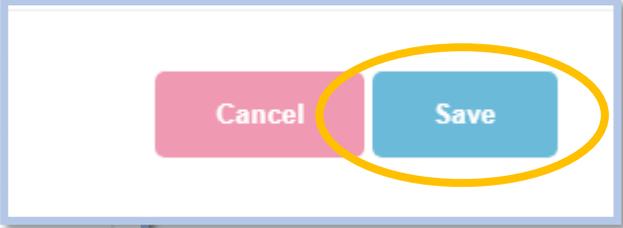
Surname
PEF

Email Address
test.pef@nhs.com

Job Title
PEF

Learning Centre
Linwood Health Centre

Learning Environment
Linwood Adult District Nursing Team



4. When first adding the new PEF you must select a Learning Centre and Learning Environment but this can be changed later.

Username	Name			
test.pef@nhs.com	Test PEF	Edit	Change Role	Edit User Associations

5. By clicking on the 'Edit User Associations' button you can then select more Learning Environments to be added to the new PEFs associations.

Edit User Associations

Boards

NHS Greater Glasgow & Clyde (NHS Sector) Greater Glasgow and Clyde (Non NHS Sector)

Learning Centres

NHS Greater Glasgow & Clyde (NHS Sector)

<input type="checkbox"/> Select All	<input type="checkbox"/> Anvil Resource Centre	<input type="checkbox"/> Aranthruie Centre
<input type="checkbox"/> Ardgowan Medical Centre	<input type="checkbox"/> Arndale Community Mental health team	<input type="checkbox"/> Arran Mental Health R
<input type="checkbox"/> Back Sneddon Centre	<input type="checkbox"/> Baillieston Health Centre	<input type="checkbox"/> Barlinnie Prison
<input type="checkbox"/> Barrhead health and social care centre	<input type="checkbox"/> Birdston	<input type="checkbox"/> Bishopston Health Cent
<input type="checkbox"/> Blythswood House	<input type="checkbox"/> Brand Street Clinic	<input type="checkbox"/> Bridgeton Health centr
<input type="checkbox"/> Callander St	<input type="checkbox"/> Castlemilk Health Centre	<input type="checkbox"/> Castlemilk social work
<input type="checkbox"/> Cathcarts Centre	<input type="checkbox"/> Centre for Care	<input type="checkbox"/> Charleston Centre
<input type="checkbox"/> Clutha House	<input type="checkbox"/> Clyde House	<input type="checkbox"/> Clydebank Community
<input type="checkbox"/> Clydebank Health Centre	<input type="checkbox"/> Community Centre for Health	<input type="checkbox"/> Crown House
<input type="checkbox"/> Drug Court	<input type="checkbox"/> Drumchapel Health Centre	<input type="checkbox"/> Dumbarton Health Centre



6. Remember to press submit at the foot of the webpage.