

# QMPLE User Guide

## How to add a Mentor.

**Mentor** – Can be any nurse or midwife responsible for student learning in a practice area e.g. ward, care home, community setting. Staff added as mentors are not able to access QMPLE. If a staff member is a mentor and requires access to the system add them as a PER role.



**Add/Edit Mentor**

First Name  
Test

Surname  
Mentor

Email Address  
test.mentor@nhs.com

Job Title  
Mentor

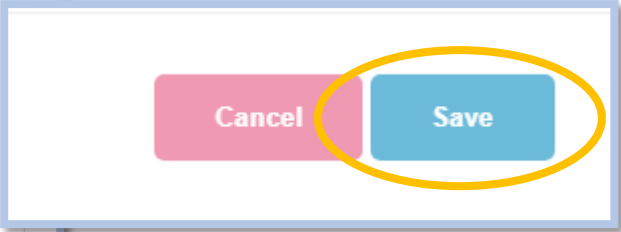
Mentorship Status  
Mentor

Current Mentor Status  
Active

Learning Centre  
Linwood Health Centre

Learning Environment  
Linwood Adult District Nursing Team

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



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

Username	Name					
test.mentor@nhs.com	Test Mentor	Edit	Change Role	<b>Edit User Associations</b>	Edit Mentor Details	View Update History

**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)**

Select All

Anrdgovan Medical Centre

Back Sneddon Centre

Barrhead health and social care centre

Blythswood House

Callander St

Cathcarts Centre

Clutha House

Clydebank Health Centre

Drug Court

Anvil Resource Centre

Arndale Community Mental health team

Baillieston Health Centre

Birdston

Brand Street Clinic

Castlemilk Health Centre

Centre for Care

Clyde House

Community Centre for Health

Drumchapel Health Centre

Aranthruie Centre

Arran Mental Health R

Barlinnie Prison

Bishopston Health Cent

Bridgeton Health cent

Castlemilk social work

Charleston Centre

Clydebank Community

Crown House

Dumbarton Health Centre

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



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