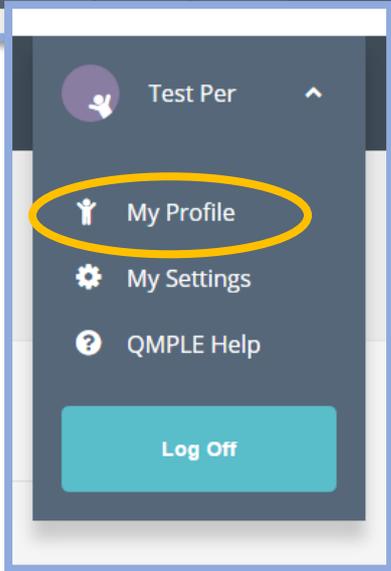
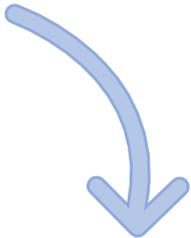


QMPLE User Guide

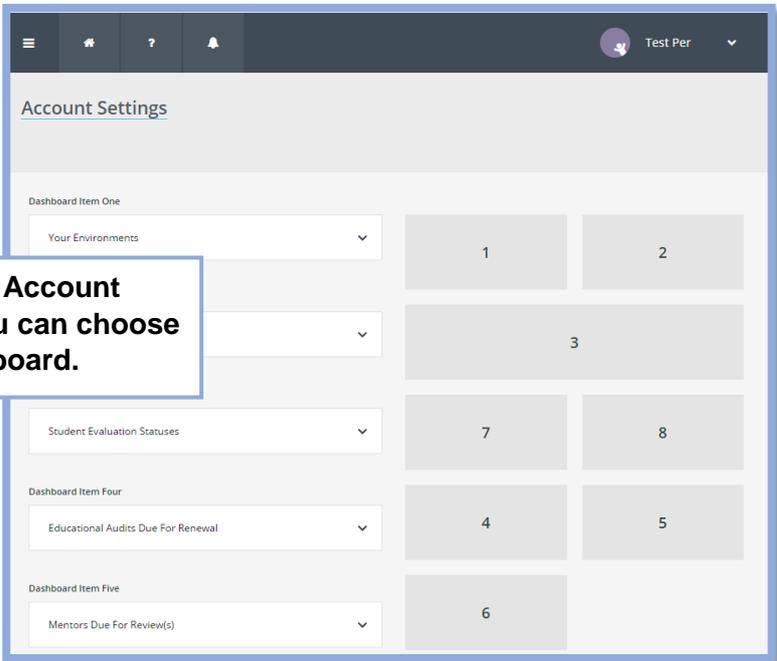
How to set up your dashboard



1. Go into settings in the drop-down menu on the right-hand side of the tab bar (highlighted in yellow).



2. This will take you to the Account Settings page where you can choose the layout of your Dashboard.



Dashboard Item One

Your Environments

Dashboard Item Two

Environment Mentors

Dashboard Item Three

Student Evaluation Status

Dashboard Item Four

Educational Audits Due For

Dashboard Item Five

Mentors Due For Review(s)

3. Each drop-down menu on the right links up with the associated box on the right. Therefore, you can choose which items you would like prioritised on your Dashboard.

Dashboard Item One

Your Environments

1



Quality Management of the Practice Learning Environment

NHS Education for Scotland

Test Per

Environments That Require Attention

| | | |
|------------------------------|--|---|
| Acute Medical Receiving Unit | Students: 0 Status: Immediate Attention Required | → |
| Canniesburn OPD | Students: 0 Status: Immediate Attention Required | → |
| Clinic F | Students: 0 Status: Immediate Attention Required | → |
| Cardiac Rehabilitation | Students: 0 Status: Requires Attention | → |
| Clinic M | Students: 0 Status: Requires Attention | → |

1 2 3 4 5 6 7 8 9

4. If you don't want as many as eight Dashboard items, you can unselect some.

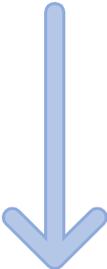
Dashboard Item Seven

Choose...

Dashboard Item Eight

Choose...

Submit



5. Examples of Dashboard layouts can be seen below.

Educational Audits Due For Renewal

| Learning Environment | Next Review Date | Status |
|---|------------------|--------|
| Possilpark Adult Nursing (Inactive) | 26/04/2018 | ● |
| Possilpark Health and Social Care Centre Children & Families Team (Inactive) | 31/05/2018 | ● |
| Liason Psychiatry North East (Inactive) | 11/08/2018 | ● |
| Ward 63 | 16/01/2019 | ● |
| Renal Dialysis Unit | 16/01/2019 | ● |

Environments That Require Attention

- Acute Medical Receiving Unit
Students: 0 Status: **Immediate Attention Required**
- Canniesburn OPD
Students: 0 Status: **Immediate Attention Required**
- Clinic F
Students: 0 Status: **Immediate Attention Required**
- Cardiac Rehabilitation
Students: 0 Status: **Requires Attention**
- Clinic M
Students: 0 Status: **Requires Attention**

Quality Management of the Practice Learning Environment

NHS Education for Scotland

Test Per

Educational Audits Due For Renewal

| Learning Environment | Next Review Date | Status |
|---|------------------|--------|
| Possilpark Adult Nursing (Inactive) | 26/04/2018 | ● |
| Possilpark Health and Social Care Centre Children & Families Team (Inactive) | 31/05/2018 | ● |
| Liason Psychiatry North East (Inactive) | 11/08/2018 | ● |
| Ward 63 | 16/01/2019 | ● |
| Renal Dialysis Unit | 16/01/2019 | ● |

Environments That Require Attention

- Acute Medical Receiving Unit
Students: 0 Status: **Immediate Attention Required**
- Canniesburn OPD
Students: 0 Status: **Immediate Attention Required**
- Clinic F
Students: 0 Status: **Immediate Attention Required**
- Cardiac Rehabilitation
Students: 0 Status: **Requires Attention**
- Clinic M
Students: 0 Status: **Requires Attention**

Mentors Linked With Your Environments

| Students | Allocated Mentor | Environment(s) | Mentor Type |
|----------|------------------|------------------|-----------------|
| 0 | Lilla Abor | Ward 63 | Sign Off Mentor |
| 0 | Georgina Alah | Dermatology OPD | Mentor |
| 0 | Ann Alukkal | Endoscopy Suite | Mentor |
| 0 | Anne Arcari | Day Surgery Unit | Mentor |
| 0 | Charlotte Ashton | Dermatology OPD | Sign Off Mentor |

Educational Audits Due For Renewal

| Learning Environment | Next Review Date | Status |
|---|------------------|--------|
| Possilpark Adult Nursing (Inactive) | 26/04/2018 | ● |
| Possilpark Health and Social Care Centre Children & Families Team (Inactive) | 31/05/2018 | ● |
| Liason Psychiatry North East (Inactive) | 11/08/2018 | ● |
| Ward 63 | 16/01/2019 | ● |
| Renal Dialysis Unit | 16/01/2019 | ● |

Mentors Due For Review(s)

| Name | Review Due | Status |
|-----------------|---|--------|
| Lilla Abor | Due Annual Review on 09/08/2018 (Overdue) | ● |
| Clare Adams | Due Annual Review on 16/06/2017 (Overdue) | ● |
| Audrey Adamson | Due Annual Review on 10/05/2017 (Overdue) Due Triennial Review on 01/11/2016 (Overdue) | ● |
| Elizabeth Adams | Due Annual Review on 26/04/2018 (Overdue) Due Triennial Review on 08/01/2019 | ● |
| Frances Adie | Due Annual Review on 09/11/2017 (Overdue) Due Triennial Review on 05/05/2018 (Overdue) | ● |

Student Feedback Forms

Show forms submitted in the past: Months

● Available ● In Progress ● Submitted ● Missed