

ARC Audit

2020

Introduction

UWE Bristol's multi-professional audit system replaces the previous initial and the self-assessment audit paper/electronic documentation across all professions.

The ARC audit system is linked by data with the ARC placement profile, so some areas of the audit form will be pre-populated with information from the placement profile. Users undertaking audits will need to ensure that the placement environment profile changes are fully saved and checked in before starting to audit.

N.B.

Online audits are examined by professional statutory regulatory organisations such as NMC and HCPC, and are shared with external partnership universities, and also scrutinized by the UWE Bristol legal team when serious incidents occur in practice, it is important that the content is legible and coherent.

Please note that audits without all sections completed will be considered invalid / non-compliant, these will be discarded and will need redoing. All required sections must be completed with valid text avoiding any non-coherent characters such as (?/\!""\$%&* etc). Also avoid using one word such as (Yes, Done, Aware etc.), we need a minimum of two evidence sources.

On the left hand side form menu, there are 5 parts to the audit online that must be completed, and 2 additional parts that assist users with searching and reporting on existing audits in the online database.

1. To start the audit click on the **Details** tab and complete all this section.
2. Then click on the **Standards** tab:
 - You will have to tick two sources of evidence for each standard using the drop down box. (Alternatively type in free text, if none of the sources suggested are applicable).
 - If a standard is "Not Met" or "Making Progress", you will need to populate the Action box, Action Review Date and Responsibility, for "Fully Met" standards these boxes need to remain blank.

Example: Standard 1.1 "Not Met" as the only mentor has recently left, state in the Action box if any new mentors are in training and set a review date when the new mentor is qualified, and the person responsible for checking the training was done

- Any identified actions on the standards page will automatically create an Action Plan, this is available in PEP under the Audit Tracking tab, and can be marked as completed at a later date.
3. **Mentors tab** – please complete as appropriate if a Private Voluntary and Independent sector organisation. (NHS organisations will have this list blank)
 4. **Capacity tab** – please check with your Education Lead / Director the total number of students agreed with UWE for your area. (Click on the button at the bottom of the page to set blanks to 0 once you entered numbers in the appropriate boxes)
 5. **Declarations tab** – please sign the Declarations section on the same day you complete and check in the audit, and not before. The system-generated date on the declarations page will be recorded in the official audit document online.

- At this stage, you may also see some document warnings if there are any incomplete sections remaining in the audit, the warnings appear at the top of the page.
 - If you see a prompt to finish the audit and check in, then please submit your audit by clicking on "Check in Audit" at the end of the Declaration page. Once an audit is checked in, it cannot be edited any longer.
6. **Reports tab** – You can print on this page an .xls spreadsheet document of the Action Plan for your Organisation/Trust, this report can also be accessed from PEP.
 7. **Logs tab** – You can view audit activity log, such as when an audit was last done and by whom, as well as print any complete or incomplete audits for your placement in a .pdf format.

Useful Hints

If you cannot edit a text box in the audit document, please ensure that your browser has the Compatibility View setting turned off, as this may not allow you to edit the document correctly. (E.g. within Internet Explorer go to Tools > Compatibility View Settings > and uncheck the option "Display intranet sites in Compatibility View")