



*Yorkshire and the Humber*

# PPQA: Database Administration

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## Practice Placement Quality Assurance (PPQA)

The database administration function is undertaken by the Leeds Metropolitan Faculty of Health & Social Sciences Placement Unit on behalf of NHS Yorkshire and the Humber.

Database Administrator  
Faculty of Health & Social Sciences Placement Unit  
Leeds Metropolitan University  
Queens Square House  
Leeds LS2 8AF  
Tel 0113 81 29233  
Email: [PPQADatabaseAdmin@leedsmet.ac.uk](mailto:PPQADatabaseAdmin@leedsmet.ac.uk)

The database administrator can be contacted for the following reasons:

- Amendments to placements on the database, including renaming, deleting, disabling placements and adding links on the database to a placement for a cohort of students. A database amendment request form needs to be completed for these amendments by a Practice Learning Facilitator (PLF).
- Providing access to the software for service managers (at the request of a PLF) and Higher Education Institution (HEI) users i.e. setting up new users, deleting obsolete users and assistance in the event of a forgotten password.
- In exceptional circumstances, if a student has forgotten the answer to their secret question the database administrator can reissue their password. The student should have tried accessing their password using the forgotten password feature prior to contacting the database administrator.
- If a new program needs adding to the system or if an existing program is no longer required.
- If a new mentor qualification needs to be added to the system.
- If a new organisation needs adding to the database.
- If the documentation which can be downloaded from the website needs replacing, removing from the site or a new document needs to be added.

Database amendments will be generally be completed within two weeks.