

Developing people for health and healthcare

Quality Assurance Systems websites - 1st April 2015 update on the progress of the development review for:

- Practice Placement Quality Assurance (PPQA)
- Clinical Skills and Simulation Quality Assurance (CSSQA)

This area will contain details of progress on the development of the QA websites as a result of the review undertaken in the first half of 2013.

- Current PPQA development in progress [Click Here](#)
- Latest upgrade to the PPQA website [Click Here](#)
- Latest upgrade to the CSSQA website [Click Here](#)
- Phase One Activities April to June 2013 [Click Here](#)
- PPQA User consultation [Click Here](#)
- Quality Assurance Websites Development Update June Report [Click Here](#)

www.healthcareplacements.co.uk
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Glossary [click here](#)

1st April 2015

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Working on behalf of Health Education Yorkshire
and the Humber (HEYH)



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**Health Education
Yorkshire and the Humber**

PPQA: Current development in progress

The PPQA development in response to the user consultation in June 2013 has now been completed. [Click here](#) for a copy of the consultation document.

FAQs documents for each user type will be available from the website documentation section shortly.

There will be a review in April of possible enhancements to the system for 2015/16 which have been identified over the previous year. No software development is currently in progress.

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Details of the latest upgrades to the PPQA website

Date and Summary	Upgrade included the following:
<p>1st April 2015</p> <p>PIVO PPQA admin by HEIs</p> <p>+</p> <p>Automatic emails to EL users</p> <p>+</p> <p>Contact Us form</p>	<p>This upgrade to the software includes the following functionality:</p> <ul style="list-style-type: none"> • Software to allow HEI staff access to the database administration for nominated private, independent and voluntary organisations (PIVO). • Educational Leads to receive an automatic email from the system one year after “Profile up to date (PUTD)” is clicked to advise them to check the profile and confirm whether it is up to date. <i>Note: this will start from the date of implementation and will not send emails where the PUTD date (or date last modified if the PUTD is not available) is over one year old.</i> • Educational Leads to receive an automatic email from the system 30 days prior to the “Next Audit Due Date” to warn them the audit is due. <i>Note: this will start from the date of implementation.</i> • Text changes to accommodate the new arrangements from 1st April 2015, specifically a new contacts document on the login page with details of HEI professional contacts, HEI administrators, Service provider PPQA Quality Leads and administrators. • A new “Contact Us” link • Save/publish profile – new hover text • Bug fixes
<p>10th February 2015</p> <p>Placement Group filters in all areas for Trust users</p> <p>+</p> <p>Help Videos</p> <p>+</p> <p>New profile up to date field</p>	<p>This upgrade to the software includes the following functionality:</p> <ul style="list-style-type: none"> • Placement groups filter for trust users on the profiles tile, audit tile and capacity tile. • Help Videos in the following areas: <ul style="list-style-type: none"> ○ Login screen ○ Educational Lead - Create/Edit a profile tile ○ Trust user – Database Administration tile ○ HEI user – Create a username and password tile ○ Mentor/Practice Educator Register tile • Profile up to date (PUTD) field available when creating/editing a profile to indicate the profile is up to date even if no changes are required. • PUTD displayed in the published profile with the username, date and time of the confirmation. • PUTD displayed in the profile list alongside the date last modified • Profile filter amended to search on the PUTD and, if this is not available, the date last modified • HEI profile filters (full profile) to include placement status and PUTD search filters • The profile “Date last modified” will not be updated when a mentors details are changed, only when the save/publish button is used • Access for HEI users with the authority to edit the audit from the audit tile as well as the profile tile • Bug fixes
<p>15th December 2014</p> <p>Audit area amendments</p> <p>+</p> <p>Improved formatting of the profile and</p>	<p>This upgrade to the software includes the following functionality:</p> <ul style="list-style-type: none"> • Audit Amber flag icon displayed in the audit list next to a placement if any audit action does not have an outcome. Audit red flag displayed as an icon rather than Yes/No. • Reduced number of clicks when saving and publishing the audit and the profile. There will be a save/publish button and the confirmation with a need to click “OK” has been removed. • Improved access to the archive button in the audit area

<p>documentation areas</p> <p>+</p> <p>Reduced clicks when saving and publishing the audit and profile</p>	<ul style="list-style-type: none"> • Icon next to the audit summary box which will display guidance on completing the summary when clicked • A link to update the student capacity from the audit summary checklist for those with the authority to update the capacity • The ability for auditors to record the methodology of the audit event (Face to face, Telephone or Web conference) • Improved formatting of the published profile • Excluding profile prompts which contain no data from the published profile. <i>Note: Areas which have included N/A, Not applicable will also not be displayed.</i> • Risk assessment details to be removed from the edit and published profiles area • Text change for the health and safety checklist from "There is a system in place where all accidents involving a student on placement are reported to the university" to "There is a system in place where all accidents and incidents involving a student on placement are reported to the university". • The ability to change the student capacity to zero. The default remains as 1. • Documentation organised into folders and areas rather than as a long list. • Bug fix for the audit next due date as per my email of 2nd December • Improvements to the HEYH database administration function
<p>16th October 2014</p> <p>Mentor Register Phase Two</p> <p>+</p> <p>Improved password Management for students / mentors / Educational Lead</p> <p>+</p> <p>Access to database relationship for PPQA administrators</p> <p>+</p> <p>Bug fixes</p>	<p>Mentor/Practice Educator Register Phase Two includes the following functionality:</p> <ul style="list-style-type: none"> • There will be an audit log of the changes made to a mentor's record, including the username of the person doing the amendment, and date and time the change was made • The ability to produce charts from the mentor/practice educator records displayed • The ability to download the charts as a PDF • Displaying the numbers of active mentor/practice educators by profession where the capacity is displayed via the "Student capacity" tile. • Additional filter for the flags • Improved user feedback when the page is loading • Improved password management for students and mentors when they self-register to complete an evaluation, including encryption of passwords and links to hyperlinks to reset passwords. • Improved password management for Educational Leads. They can see the assigned educational lead and request a username and password to be sent to the assigned email address. They will still need to contact their organisation's PPQA administrator if they need to change the educational lead. • New links to the database relationships area for organisation and HEI PPQA administrators • A bug fix to improve the response times when the calendar facility is used on the mentor register filters • A bug fix for the printing of the student evaluations • A bug fix for the mentor evaluation results when selecting an HEI <p>Note: At the moment a mentor is associated with a placement. If the placement is linked to more than one organisation the mentor will appear on the mentor register of both organisations. To assign the mentor to an organisation rather than a placement is not practical at this point in time but will be considered at a later stage.</p>
<p>18th August 2014</p> <p>Mentor Register</p>	<p>Mentor/Practice Educator Register Phase One includes the following functionality:</p> <ul style="list-style-type: none"> • Improved navigation of the mentor register to stop the page needing to be refreshed and to return to filtered results • The print facility includes the triennial review dates columns

<p>Phase One</p>	<ul style="list-style-type: none"> • Two additional filters for second registration and placement groups • There will be a colour coded flags within the relevant column to indicate when an ACTIVE mentor/practice educator will be out of date within 3 months (amber), when they are out of date (red) and when they are overdue a Triennial review (red, if applicable for the profession). Note: Nursing and Midwifery amber flag = 9 months after date of last update, all other professions 2yrs and 9 months. • Automatic emails to be sent to mentors/practice educators when one of the flags above is triggered. Note: this will only work where the email address for the individual mentor / practice educators have been added to the register. This will start from the 18th August and will not be retrospective i.e. the emails are triggered on a daily basis. If they are out of date prior to the 18th August they will not receive an email. The email contains the mentor's details held on the PPQA register. • The ability to export the totals of the filtered results to produce customised graphs • The ability to export the details of the mentor/practice educator records displayed • Inactive mentors indicated on the list page by being <i>greyed out and in italics</i>. The functionality will remain the same.
<p>2nd July 2014</p> <p>Bug Fixes</p> <p>+</p> <p>Mentor register changes</p>	<p>Bug fixes and the following mentor register amendments:</p> <ul style="list-style-type: none"> • Sign-off status and inactive/active status is now available to view on the profile mentor section • When viewing the mentor register the Date of Qualification column has been replaced by the sign-off status (blank for AHPs) • When viewing the mentor register the Triennial review dates are blank for AHPs instead of displaying the default date
<p>23rd June 2014</p>	<p>Small upgrade to the HEI notifications tile to include an export facility and a help video for this area.</p>
<p>11th June 2014</p> <p>Notifications Tile upgrade for HEI users</p> <p>+</p> <p>Help Video for Student Evaluations area</p>	<p>Notifications Tile enhancement for HEI users / Help facility for student evaluations</p> <ul style="list-style-type: none"> • A "Help" video has been embedded in the website for the student evaluations area – new system only. Please note: if you have difficulty viewing the video this may be because your organisation's security is preventing the download. Please contact your IT staff to ask them to provide you access to YouTube videos. • The notification tile amendments will facilitate the alignment of PPQA and allocations placement names. The amendments required for this area were considered at an HEI user workshop held on Monday 20th January and include the following: <ol style="list-style-type: none"> 1. Text Changes 2. Each HEI to confirm a notification on behalf of all HEI users at their HEI 3. Confirmation associated with a group of programs rather than individual programs i.e. Adult nursing 4. Changes to the information displayed 5. Filters and search facility available to select the notifications 6. Free text box for comments 7. HEI administrators to be able to provide access to the notifications tile for HEI users within their own HEI <p>Please note the ability to confirm multiple changes, export/print the list and link to the history of the placement will be scheduled at a later date.</p>

<p>6th May 2014</p> <p>Student Evaluation Upgrade – Phase Two</p> <p>+</p> <p>New method of advising of upgrades</p> <p>+</p> <p>Stress testing</p>	<p>Student Evaluation Upgrade – Phase Two included the following:</p> <ol style="list-style-type: none"> 1. Comparison Graphs - to compare two sets of evaluation results 2. Access to the individual student certificate and answers for the returned results 3. A filter to show only the comments highlighted when the comment Keyword Identifier is used 4. Improved PDF formatting of the graphs 5. View/Print Relationships link to include all the new filters 6. A quick link to the new student evaluations area from the view of the full profiles 7. A new method of advising all users 24 hours prior to future upgrades, or bug fixes, that a reset of the site is required. 8. Stress testing/amendments to improve response times <p>A new help facility is being developed for all areas of the site and will be added at a later stage. This will be in the form of a short video for each home page tile on the site.</p> <p>Please note: It has not been possible to identify the location of the evaluations on the filters at this stage. However it will be considered for inclusion at a later stage.</p>
<p>1st April 2014</p> <p>Student Evaluation Upgrade – Phase One</p>	<p>Student Evaluation Upgrade – Phase one included the following:</p> <ul style="list-style-type: none"> • 26 new questions in 6 sections and responses (Yes, No, Not Applicable) • New placement groups filter to accommodate directorates / business units for reporting • Purpose of the questionnaire displayed every time a student completes an evaluation • Additional comments section for students at the end of the questionnaire • Fully responsive website for the student interface i.e. accessible on all mobile devices • Enhanced search facility for comments • Pie charts and bar charts for reporting results • Ability to save reports / certificates to a PDF file • Access to previous evaluations in a separate area to the new format
<p>24th February 2014</p> <p>Bug Fixes</p>	<p>The two bug fixes implemented:</p> <ol style="list-style-type: none"> 1. Clicking “edit” when in the mentor register and the user section of the database administration area, occasionally returns the incorrect mentor, or user details. 2. The “Next audit due date” has displayed some bizarre results occasionally, although the archived audit dates have been correct. The bug is fixed and incorrect dates have been adjusted according to the following rules: <ol style="list-style-type: none"> a. If the next audit due date is prior to the actual date of the audit then we will automatically adjust so that it is one year ahead b. If the next audit due date is more than two years and one week ahead of the actual date of the audit then we will automatically adjust so that it is one year ahead instead. The reason for it being two years and a week is because some AHP and nursing audits may correctly be two years ahead, as agreed by partners in some areas. c. Note: there may be a very small number of audits with dates greater than one year in advance, but less than two years and a week in advance, which will need to be manually adjusted by the PLFs
<p>27th January</p>	<p>A new archived evaluations area which will automatically pick up any evaluations from previous organisations, where the relationship on the database has been</p>

<p>2014</p> <p>Archived Evaluations</p>	<p>removed. The archived evaluations will be accessible for all users (except students) via the student evaluations page.</p>
<p>21st November 2013</p> <p>Student Tariff Pilot,</p> <p>new mentor register fields,</p> <p>new mentor register tile for educational leads</p>	<ol style="list-style-type: none"> 1. Introduction of the Student Tariff data collection pilot software into PPQA. This will only be “switched on” for those people involved in the pilot. 2. Three extra fields to the mentor/practice educator records (email address (compulsory when editing or adding a mentor), second registration (optional) and method of update (optional)). <i>Note: The population of the email addresses will facilitate using the software to send automatic emails to mentors which is planned for the future.</i> 3. Access to a new mentor/practice educator register tile for educational leads with access to the filters, and adding a mentor, for their placement only. <i>Please note the old method of adding a mentor has been retained to avoid any confusion. PLF will be asked to advertise this new tile to the educational leads they are involved with.</i>
<p>11th September 2013</p> <p>Database administration</p> <p>HEI access to edit audits</p>	<ol style="list-style-type: none"> 1. Facility to download this document from the website 2. Redevelopment of the time out functionality 3. Database administration area amendments including: <ol style="list-style-type: none"> a. Placement audit trail b. Organisation audit trail c. Creation of groups of programs to improve efficiency and allow PLFs access to this functionality d. Access to limited database administration area for PLFs to allow them to create, rename and disabled placements and link a group of programs to a placement.* e. Audit trail of deletion activities for the central administrator f. User audit i.e date created, created by and last login g. Access to edit the audits for identified HEI users h. Audit trail of who has edited the audit area of the profiles, although this cannot identify the details of the edit which has been completed. i. A notifications area for identified HEI users to be able to view the changes (create, rename, disable) which have been made to the placements linked to their student programs and HEI.** <p>*Access will only be provided after each PLF has been trained. They do not have access to deletion activities, these will continue to be undertaken by the HEYH administrator.</p> <p>** The project manager is liaising with contacts within each HEI regarding the usage of this functionality. The aim of this area is to facilitate the alignment of placement names on PPQA and the allocations systems.</p>
<p>28th June 2013</p> <p>Branding and technology update</p>	<ol style="list-style-type: none"> 1. HEYH Branding 2. Move from ASP.NET 1.1 to ASP.NET 4.5 3. Preparation for database administration changes for the September upgrade

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Details of the latest upgrade to the CSSQA website

On 11th November 2014 a facility for accessing the equipment list for all profiles in the region was added to the site to facilitate the sharing and reporting of equipment.

On the 30th August 2013 the CSSQA website was upgraded to include a front end microsite which can be easily updated via a content management system.

The microsite www.qaclinicalskills.co.uk includes the following:

- Welcome Banner
- A carousel to highlight latest news items or events
- Relevant publications
- A news section, comments can be left by users of the site
- Useful Links section
- FAQs section
- Contact Us section with details of each of the Strategic Clinical Skills Advisory Team
- "Your say" message board
- Login to access profiles, evaluations, audits, trainer register etc.



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A new look to the clinical skills and simulation quality assurance website!

www.qaclinicalskills.co.uk

The website has been updated to highlight the extensive clinical skill and simulation work, resources and expertise within the region. Please contact your local Strategic Clinical Skills Advisor with any news items or ideas for inclusion on the site. Their contact details can be found on the website.

Clinical Skills and Simulation Quality Assurance
Health Education Yorkshire and the Humber

Home News Publications FAQs Useful Links Contact Us Your say

Welcome
Patient safety through quality assurance of clinical skills and simulation training

Clinical Skills and Simulation Strategy
The Yorkshire Clinical Skills Advisory Team are committed to working with the independent sector Clinical Skills and Simulation Strategy to encourage a quality standard of education.

Latest News

Aim of the Website

This website has been developed to help all stakeholders in clinical skills and simulation training meet clinical skills quality assurance requirements within the Yorkshire and the Humber region.

It also provides access to all the training area profiles available on the database which have successfully completed their quality assurance audit in the region from large NHS Trust organisations to peripatetic trainers in the independent sector.

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Phase One Activities (April – June 2013)

	Area	Description	Current Status
A.	Preparatory Work	Move the code for PPQA and CSQA to ASP.NET 4.5 development sites. Undertake extensive testing prior to moving to the live site.	9.5.13 CSQA Migrated 28.6.13 PPQA Scheduled <i>Completed</i>
B.	Backups	Set up a third party cloud server contract with HEYH. MMT to setup scripts to transfer the data to run nightly outside of typical usage hours.	12.6.13 Completed
C.	Google Analytics	Analyse the data which has been collected since end of November 2012 from Google analytics regarding the user activity on the two websites.	Completed – Outcome IE6 is no longer required which has reduced development / testing required
D.	Database Administration (stage 1)	Enhancements to the database administration area.	Due for implementation 28.6.13 <i>Completed</i>
E.	HEYH Branding*	The HEYH branding included on the websites.	9.5.13 CSQA Upgraded (login and home pages) 1.7.13 CSQA scheduled (remaining pages of the site) <i>Completed on 2.7.13</i> 28.6.13 PPQA Scheduled (whole site) <i>Completed</i>
F.	CSQA (Stage 1 commenced)	Develop and test the amendments requested by the Strategic Clinical Skills Advisory Team (SCSAT). These include the following: <ul style="list-style-type: none"> • A new front end microsite for the website managed using a Content Management System (CMS) • A spell check facility • Central access for the SCSAT to the equipment data. 	Spell check facility scheduled for implementation on 1.7.13 <i>Completed on 2.7.13</i> Microsite to be scheduled for end of June <i>Completed 30.8.14</i> Equipment data (<i>under development</i>)
G.	PPQA User consultation	See PPQA user consultation_ section below.	Report and recommendations to be discussed at the PPQWG on 19 th June
H.	Student Tariff	A draft proposal (see Appendix 2)* to use PPQA software to assist the data collection for Student Tariff has been developed and considered by the Student Tariff Implementation Steering Group.	Results of the online survey were discussed at a meeting on the 3 rd June (see user consultation below for outcome).*

*See full [report](#) for further details.

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Updated text after 17.6.13

PPQA User Consultation

Date	Users	Activity	Outcome
23.1.13 to 15.2.13	PLFs	Online survey open for PLFs	<p>37 of the 46 PLFs (80%) in post completed the survey. (See Appendix 1* for the results)</p> <p>PLFs who had declared an interest were invited to attend the May workshops.</p> <p>Data received was used to establish the areas requiring discussion at the May workshops. (See Appendices 3-9).</p>
19.3.13 to 19.4.13, extended to 26.4.13	HEIs	Online survey was open to Higher Education Institution (HEI) staff. Email invitation send to PPQWG members and known HEI contacts with a request to circulate to all HEI staff that use the PPQA website.	<p>Reminder issued 15.4.13 (30 responses received by this date) and deadline extended to 26th April.</p> <p>Data from the 55 responses received was used to establish the areas requiring discussion at the May workshops. (See Data Analysis* and Appendices 3-9).*</p> <p>Respondents who had declared an interest were invited to the May workshops.</p>
27.3.13 to 30.4.13	Mentors, Practice Educators, Students, Service Providers	<p>Short online survey available via the login screen of the website.</p> <p>PPQWG asked to circulate the invitation via email to relevant staff and students</p>	Data from the 89 responses received was used to establish the areas requiring discussion at the May workshops. (See Data Analysis* and Appendices 3-9).*
28.3.13	PPQWG	PPQWG asked to nominate service colleagues to attend the May workshops	Nominees invited to and attended the workshops on the 10 th and 17 th May.
15.4.13	PLFs	Meeting of PLF representatives to discuss PPQA database administration by PLFs (see Appendix 1 Administration Section)* and to explore student tariff data collection options with Christine Peake.	<p>PLFs were very clear that they would like to be able to do more of the database administration themselves and that teams could support colleagues who were less confident in this area.</p> <p>Confirmed by HEYH Education Commissioning Leads this was an acceptable approach.</p> <p>PLF database administration included in the software development project plan (see current status).*</p>
10 th and 17 th May	PLFs, HEI and Service Providers	All day workshops to discuss the areas identified for further discussion. All individuals who had expressed an interest in attending were sent an invitation.	<p>46 delegates attended in total over the two days, 5 apologies were received.</p> <p>7 areas discussed. Delegates had the opportunity to choose 4 sessions on the day covering either 4 or 5 of the areas.</p> <p>See Appendices 3-9* for the outcome of</p>

			the 7 areas for both workshops.
2.5.13 to 20.5.13	PLFs and Service Providers	<p>Online survey to the delegates who attended the Student Tariff workshop on the 22nd April to inform the first meeting of the Student Tariff Implementation Steering Group on the 3rd June.</p> <p>See Appendix 2* for the paper which supported the survey questions.</p>	<p>18 responses received. Outcome of the survey discussed at the meeting of the Steering Group on the 3rd June.</p> <p>Meeting notes state:</p> <p><i>“Survey – 94% of providers support looking at option of development of PPQA to collect data on student placement. Fiona Bates to be asked to begin work on this and representatives from Steering Group will be offered to inform this work stream.”</i></p>

*See full [report](#) for further.

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Glossary

HEYH = Health Education Yorkshire and the Humber

HEI = Higher Education Institution

PLF = Practice Learning Facilitator

PPQWG = Practice Placement Quality Working Group

PPQA = Practice Placement Quality Assurance website www.healthcareplacements.co.uk

CSSQA = Clinical Skills and Simulation Quality Assurance website www.qaclinicalskills.co.uk

SCSAT = Strategic Clinical Skills Advisory Team

CMS = Content Management System

MMT = MMT Digital software developers www.mmtdigital.co.uk