

1. Prior to Audit

Placements Team will:

- 1.1 Complete a yearly audit schedule in October to detail the forthcoming calendar years required audits, sectioned into PST areas.
- 1.2 Send each Practice Support Team (PST) Lead a copy of their schedule via email.
- 1.3 Send a quarterly reminder to the academic auditor and PST Lead that their placement is requiring audit during the next quarter.
- 1.4 Update PEMS and the schedule with the planned audit date and names of those conducting it (academic auditor and placement contact). The audit status on PEMS will now state "in progress".
- 1.5 Send out documentation for the audit to the placement contact. They can review, update/amend and complete the documents prior to the physical visit. This includes as required the User Guide Book for PEMS, Data Processing Agreement, Partnership Agreement, Placement Profile for PEMS and Previous Audit Document. This can be returned to uolpractice.support@lincoln.ac.uk once completed or to the academic auditor on the date of the audit.

Practice Support Team Lead will:

- 1.6 Inform the Placement Team of the name of the academic auditor assigned to each placement.
- 1.7 Monitor all audits being completed in their area as well as information regarding who is completing specific audits and the schedule.

Academic Auditor will:

- 1.8 Schedule to complete all audits within 21 months of their expiry date.
- 1.9 Make contact with the placement and book the audit date (contact details can be obtained from the schedule and PEMS). Inform the Placement Team of this date and who the audit will be conducted with.

2. During Audit

Academic Auditor will:

- 2.1 Allow the placement contact to log onto PEMS with them to check and update their profile, check their mentors and record any changes on the system or paper to send to the Placements Team.
- 2.2 Perform the audit with the placement contact. This will be completion of Part 1 & 2 (full audit) for all PVI's and only Part 2 (sub audit) for Trusts placements. (Trusts and St Barnabas Part 1 are completed annually by a designated auditor).
- 2.3 Complete the audit questions under the response tab. Leave the comment box next to the audit questions blank if evidence presented is sufficient for the audit. Click on save changes.

- 2.4 Insert a comment in the box next to the questions under the response tab if the evidence presented is not sufficient to meet the audit requirement and action is required. Identify objectives to meet the requirement and allocate a person to action this as well as a date for completion. Click on add this action for each one. Click on save changes at the end. This will generate an audit action plan and tab viewable once the audit has been submitted and approved.
- 2.5 Complete the competencies under the competencies tab and tick the box to accept. Click on save changes.
- 2.6 Complete any notes that are relevant to the placement on the notes tab at the end of the audit. The notes tab is only accessible whilst logged on by an academic auditor, not whilst in the placements login so these may need to be recorded on paper initially. Include comments of actions needed that are not a requirement for the audit here and an update on any changes to mentors as noted in point 2.1. Click on save note. NB. All audits must have a note recorded against them in terms of reviewing the visit.
- 2.7 Ensure each section of the audit has been saved and once the notes section has been completed, a 'submit for approval button' will be generated to click (access and update the notes tab under an academic login).

3. After Audit

Placements Team will:

- 3.1 Review the audits submitted and approve these to PEMS. Audits are now viewable to the placement.
- 3.2 Check the CQC website each month to review placements currently in use by the University of Lincoln, ensuring no recent issues and reviewing the placement audit where appropriate.

Practice Support Team Lead will:

- 3.3 Ensure all of the audits in their PST have been completed by their due date.
- 3.4 Review the action plans and follow up with the academic auditor to ensure completion.

Academic Auditor will:

- 3.5 Review their audit action plans where generated (on a new tab once the audit has been approved) to ensure that the objectives have been met by the date set. When this has been achieved, tick the completed box in the action plan tab to finalise this on PEMS. Click on save action plan.

Placements Team consists of Lead for Practice Learning, Practice Placements Development Worker and the Practice Administration Team.

Practice Support Team Lead is the named academic for one of the 5 PST areas.

Academic Auditor is the assigned member of the PST who will complete a placements audit.

Placement Contact is the assigned member of practice who will complete a placements audit.