

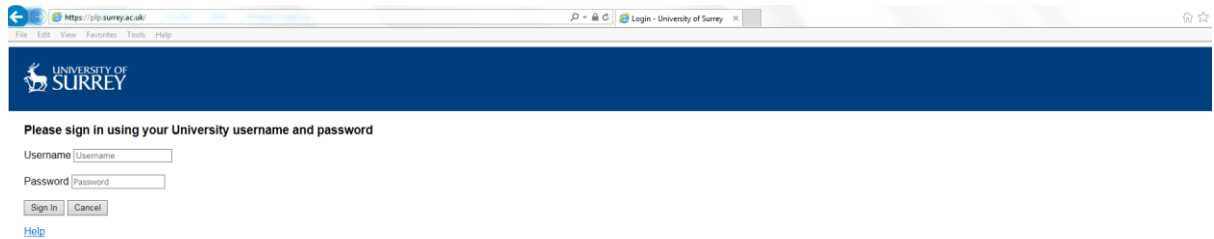
SurreyPLP

Student View

Step by step instructions for initial use

How to logon

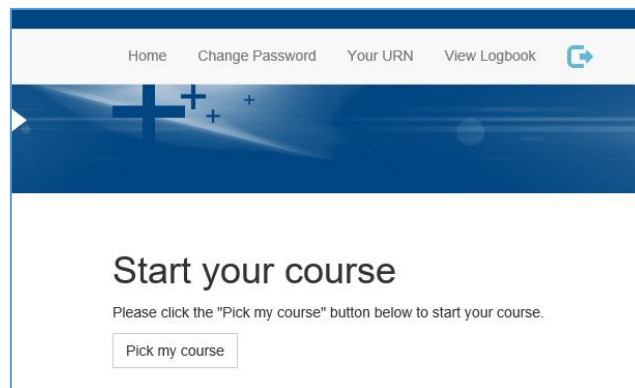
Go to Website <https://plp.surrey.ac.uk/>



Your username and password are the same as your University log-in details

What to do when you have first logged on

1. Your initial view once you have logged on



2. Then pick course – Your start month is when you started the course (not placement), so September 2017

Pick your course

Below you can pick your course and specify when you are starting it.

Post Graduate Diploma in Physician Associate Studies
 ODP
 Midwifery
 Child Nursing
 Paramedics
 Mental Health
 Adult Nursing

Start month

Start year

- Then add a Tutor by selecting Pick your Tutor - Please add your **Personal Tutor** (you can add other tutors later)

- Search for Tutor (by surname)

- In box type Tutor **Surname**

Find Tutor

Tutor surname

- And then submit and list of tutors matching that name will appear and then select

Find Tutor

Tutor surname

To select a tutor please click the relevant "select" link, if the tutor you are looking for is not listed below please search again.

Name	Email address	
Andi Sambrook	a.sambrook@surrey.ac.uk	<input type="button" value="Select"/>

- Then you will see overview – select go to dashboard

Go to dashboard
Course name
Adult Nursing
Start Month
September
Start Year
2016
Tutor Name
Andi Sambrook
Tutor Email
a.sambrook@surrey.ac.uk

8. At the dashboard – any information still required will have a red message - click the message

Attention - Click to view an important message

Guidance	Year 1	Year 2
Year has not been started		

9. The first message asks for your URN

Attention - Click to view an important message

Enter your URN

Click the button below to provide your University Registration Number

[Add URN to your account](#)

10. Then to start your year

Attention - Click to view an important message

Start a new year

Click the button below to create a new year

[Start a new year](#)


The start date is the start of practice

The end date is the end of practice


Add a new year

Please fill out the 'Start date' and 'End date' for y


Start Date



End Date



Is this your final year?

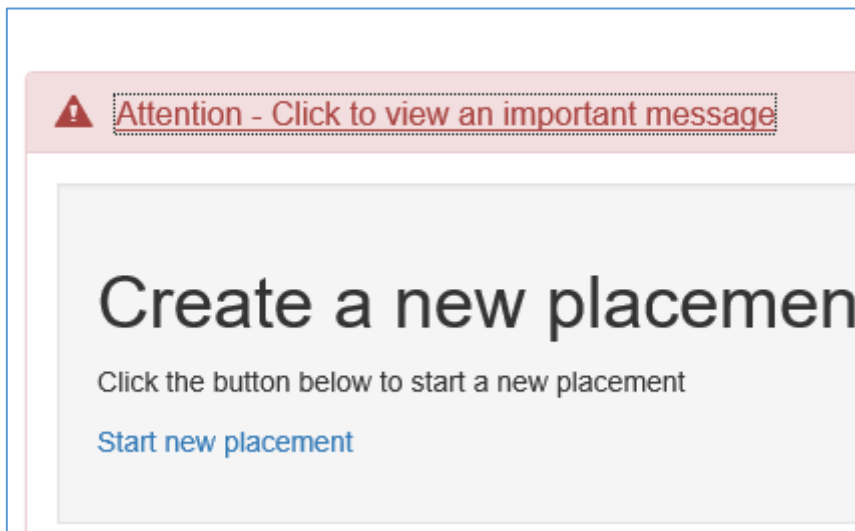


Current years

Below you can find your past and current years.

State	Final year?	Start date	End date	Mentor signed	Tutor signed
current	No	23/12/2016	14/08/2017	No	No

- Then back to home (dashboard) to start placement details – If you know your placement you can select it – if not you will have to come back to it later



12. Select Search for Locality. Then type in placement name – the list should be filtered – for example if you type in Mental Health all the MH places are shown. Nursing for Adult Nursing, Child for Child etc. If your placement is in East Surrey by typing this it will only show those placement areas etc.

A screenshot of the "Add new placement" form. It includes a search input field with the text "Search for Locality" and a red button labeled "Remove". Below the search field is a label "Placement name".

13. Select placement from list

A screenshot of the "Add new placement" form with the following fields filled out: "Search for Locality" (highlighted with a dotted border), "Remove selected Locality" (red button), "Placement name" (Nursing - Brook Ward), "Final placement of the year?" (No), "Location" (East Surrey), "Start Date" (23/12/2016), and "End Date" (23/12/2016).

14. Once selected you will view that selection

Your placements

Below you can find your past and current placements. You can view **Orientation to Placement** document by [clicking here](#).

[Edit](#)

Placement name

Nursing - Brook Ward

15. You can also view Orientation to Placement document

Your placements

Below you can find your past and current placements. You can view **Orientation to Placement** document by [clicking here](#).

The Mentor in each placement is required to orientate the student to the placement area. The following policies and procedures of each placement.

Practice Placement	
Orientation to practice placement area	Include: <ul style="list-style-type: none">• Staff• Where to keep personal belongings• Meal breaks• Duty Rota• Sickness and absence reporting
Professional conduct and appearance	Discuss: <ul style="list-style-type: none">• Dress code• Professional conduct specific to the practice• mobile phones
Fire policy/procedure	Discuss: <ul style="list-style-type: none">• Organisation's policy and emergency procedures• Location of fire points, exits, fire extinguishers
Moving & Handling	Discuss: <ul style="list-style-type: none">• Organisation's policy• Location of moving and handling equipment
Resuscitation	Explain: <ul style="list-style-type: none">• Procedure in an event of an emergency
Accident & clinical incidents	Explain: <ul style="list-style-type: none">• Procedure for reporting accidents• Procedure for reporting adverse incidents

16. Select home (dashboard) – if you know who your mentor is – if not this can be added later

Attention - Click to view an important message

Add a Mentor to your placement

Click the button below to add a Mentor to your new placement

[Add new Mentor](#)

17. Select mentors for this placement (similar to selecting Tutor)

Manage mentor

Below you can add / update your men

Mentor Name

Find Mentor

Mentor surname

To select a mentor please click the relevant "select" link, if the mentor you are looking for is not listed below please search again.

Name	Email address	
Andi Sambrook	Sambrook@talk21.com	<input type="button" value="Select"/>

18. Final screen shows overview list

Manage mentors and tutors

On this page you can manage a list of mentors and tutors.

Primary mentor

Name	Email	Course/Year/Placement	Actions
Andre sambrook	a.sambrook@surrey.ac.uk	Adult Nursing / Year 1 / Nursing - Brook Ward	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Co-mentor

Name	Email	Course/Year/Placement	Actions
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Tutors

Name	Email	Course/Year/Placement	Actions
Andi	a.sambrook@surrey.ac.uk	Adult Nursing	You cannot edit or remove this Tutor as they were selected by you when you

19. You are then able to start initial review – this can be done when you get to placement and know who your mentor is

Attention - Click to view an important message

Create an Initial Review

Click the button below to create Initial Review

[Start Initial Review](#)

Start Initial Review

Below you can add an Initial Interview

Strength

Edit ▾

B *I* A ▾ **A** ▾ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

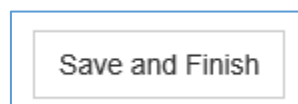
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exercitation ullamco laboris nisi ut aliquip ex ea commc
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20. When completed use Save and Finish



21. Shows overview

Review for Placement - Nu

Initial review - Not Submitted

To be completed by the student and mentor at the beginning and feedback from previous mentors.

22. Then if you Submit to Mentor

Actions

Edit Initial Review Submit to Mentor

23. And confirm that this is what you want to do – Once you have submitted to mentor, you will not be able to edit any further.

Submit your Initial Review to Me

Please look over this Review before it's submitted.

Please tick the box to confirm submission of Initial Review to mentor

I confirm

Submit to Mentor

24. You are then ready to start placement

Note: You have to connect to a mentor before they can view your portfolio (initially not all mentors may have accounts so if you cannot find your mentor please be patient, they will need to register for their own account – you can provide the details on how to do this, if they cannot find it. See SurreyLearn ePortfolio section)