

How to add Mentors in ARCPEP

Click on the **Mentors/Educators set up** tab

UWE Bristol University of the West of England

Hosts Mentors/Educators set up Change Password

Host Name CCP CHARLTON FARM CHILDRENS HOSPICE

Current Sequence 5 Last Updated 17/08/2017

Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking PEP Log Documents Audit Configuration

Linked Mentors/Educators Link

No Mentors/Educators currently linked.

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On the following screen, first step use the **Search** engine to see if the mentor you wish to add is already in the database if not click on **Create New Mentor/Educator** tab.

UWE Bristol University of the West of England

Hosts Mentors/Educators set up Change Password Help Log Out

Forename: Surname:

Status: Active Deactive Archived Provisional Long-term leave Supervisor

Current Edit Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Practice Environment:

Professional number:

Please note searches including professional number will ignore all other search fields.

Search Clear Search

Available
You are editing
Being edited by someone else

Create New Mentor/Educator

Number of Mentors/Educators found: 246

On the following screen, complete the Mentor details including the minimum PIN number and email address, then **Save Changes**. You do not have to complete all the fields.

OWE Bristol of the West of England

Hosts Mentors/Educators set up Change Password Help Log Out

Mentor/Educator Name
New Sequence 3

Mentor/Educator Info Hosts/Placements Reports

Save Changes Changes made

Mentor/Educators Details

Forename: nnnn Surname:

Trust/Organisation E-mail Address:

Professional Body: NMC Professional Number: 99B9999B

Status: Active Type: Please Select

Date on Mentor/Educator Register: Last Update: Update Type: Face-to-face

Mentor/Educator Qualification: ENB 998 level 2 Weekly Hours:

Date:

Once you have saved the changes click on the green **File Cabinet** icon to check-in the newly created mentor into the database.

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Hosts Mentors/Educators set up Change Password Help Log Out

Mentor/Educator information successfully saved. Please click on the green save changes icon to the right hand side of the screen to make changes to the Mentor's details permanent

Mentor/Educator Name
New Sequence 3

Mentor/Educator Info Hosts/Placements Reports

Save Changes No changes made

To link the Mentor to a placement, navigate next to the **Hosts/Placements** tab

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Hosts Mentors/Educators set up Change Password Help Log Out

Mentor/Educator saved successfully

Mentor/Educator Name
Current Sequence 4

Mentor/Educator Info Hosts/Placements Reports

Mentor/Educators Details

To link your mentor to your placement, click on **Link Mentor/Educator to hosts**

Mentor/Educator Name
Current Sequence 4

Mentor/Educator Info Hosts/Placements Reports

Linked Hosts [Link Mentor/Educator to hosts](#)

The following hosts are currently linked to .

Host Name	Checked out to
LDP ACUTE LD LIAISON TEAM - DERRIFORD HOSPITAL, PLYMOUTH	Unlink

Host needs to be checked in for link/unlink to be completed.
 Linked to PEP current user has no rights to.

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On the following screen, **Search** for the placement you need to link your mentor to and click on the **Link** button next to the correct placement name.

Bristol of the West of England

Hosts Mentors/Educators set up Change Password Help Log Out

Mentor/Educator Name
Current Sequence 4

Mentor/Educator Info Hosts/Placements Reports

Linked Hosts [Link Mentor/Educator to hosts](#)

The following hosts are currently linked to .

Host Name	Checked out to
LDP ACUTE LD LIAISON TEAM - DERRIFORD HOSPITAL, PLYMOUTH	Unlink

Host needs to be checked in for link/unlink to be completed.
 Linked to PEP current user has no rights to.

Available Hosts

The following hosts can be linked to this Mentor/Educator. Only hosts that you have check-out and check-in rights to can be linked.
Please note: if you link a host that is currently checked in, the host will be automatically checked-out, linked to the Mentor/Educator, and checked back in. If you link a host that is currently checked out, the link to the Mentor/Educator will be made, but the host will remain checked out and must be checked in before the link is recorded.

Practice Environment Name	Checked out to	Link to this host
LDP CAMHS SSCLD		Link
LDP CAMHS, WELLS		Link
LDP CAMHS, YEOVIL		Link

Practice Environment LDP CAMHS

Name:

Status: Active De-Active Archived
 All

Current Edit Status: All Being Edited By You
 Being Edited By Someone Else
 Not Being Edited

[Search](#) [Clear Search](#)

You can also link new mentors to a placement via the **Hosts** tab, by searching for the specific placement and then editing the PEP via the **Mentors/Educators** tab.

Practice Environment: LDP CAMHS

Trust: [Dropdown]

Hospital: [Dropdown]

Status: Active De-Active Archived All

Current Edit Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Search Clear Search

Number of hosts: 2

Practice Environment Name	Being Edited By	View	Edit PEP	Cancel Changes	Save Changes	Next Audit Due	Last Changed
✓ LDP CAMHS SSCLD						23/11/2018	27/11/2017
✓ LDP CAMHS, YEOVIL						12/10/2018	28/11/2017

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Host Name: LDP CAMHS SSCLD

New Sequence: 15 Last Updated: 27/11/2017

Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking PEP Log Documents Audit Configuration Reports

Linked Mentors/Educators

No Mentors/Educators currently linked.

Link Mentors/Educators to host

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