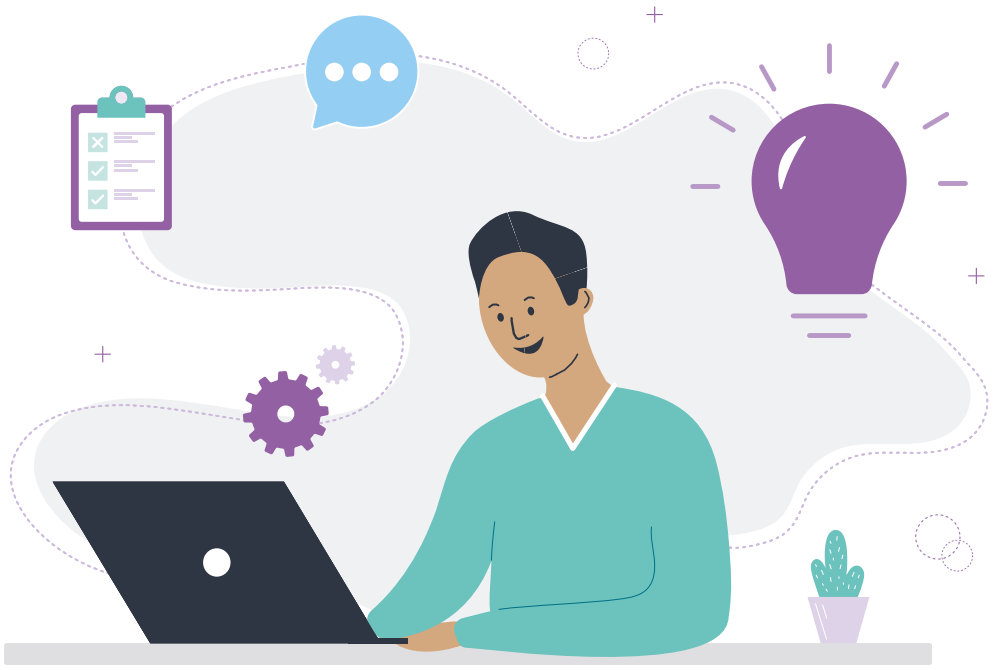
NHS Education for Scotland

Adding a New Learning Environment

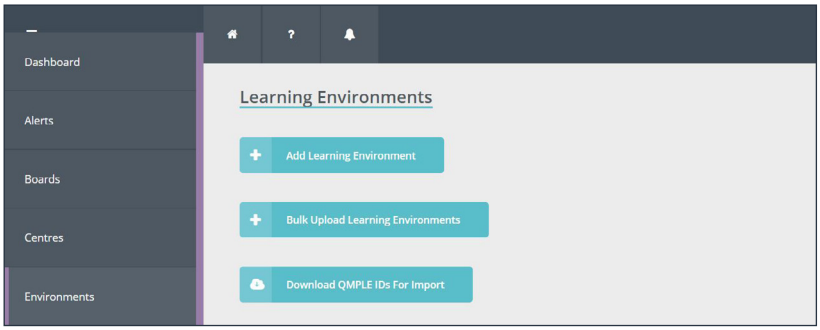
Instructions for Practice Education Facilitator/ Care Home Education Facilitator/Practice Education Lead

Quality Management *of the* Practice Learning Environment

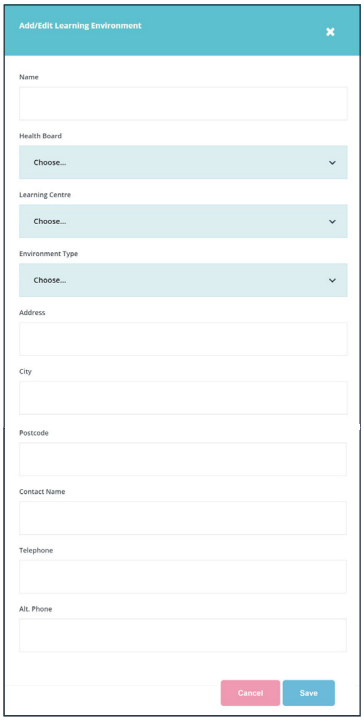


CLICK ANYWHERE TO CONTINUE

1. Go to **Menu** and click **Environments** tab, and then click **Add Learning Environment**.



2. Complete the fields below and click drop down menu under **Health Board** and **Learning Centre** then fill in **Environment Type**. Type in the environment details, make sure to add the postcode and phone number. Next go to the **Save** button, if the save button is not active this means there are missing details. There will be a 'glow' around the box that is not filled in properly. Students allocated to this learning environment will see this profile information.



3. Then click **Save**.

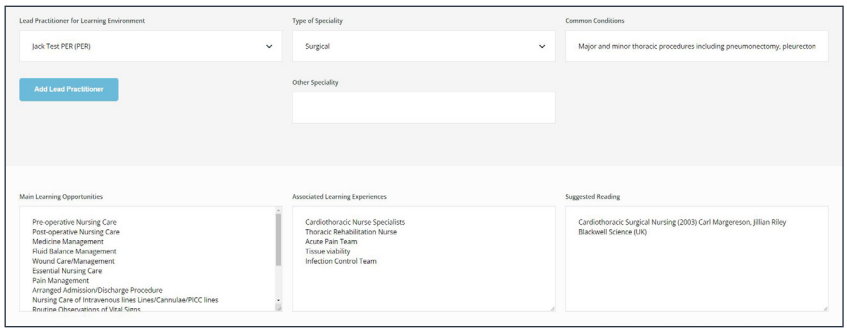
4. Go to **Environments** and select the newly created environment (it will be in the inactive section). When you click on the environment, the web address that appears will contain the QMPLE ID number. It is the number after Environment Profile/in this example **4496**.

5. When a new environment is created, NHS Education for Scotland needs to be informed through the QMPLE help desk email.

6. NES will then associate the Practice Education Leads (PEL) to the new environment. The Practice Education Leads will then associate the appropriate Practice Education Facilitator (PEF)/Care Home Education Facilitator (CHEF).

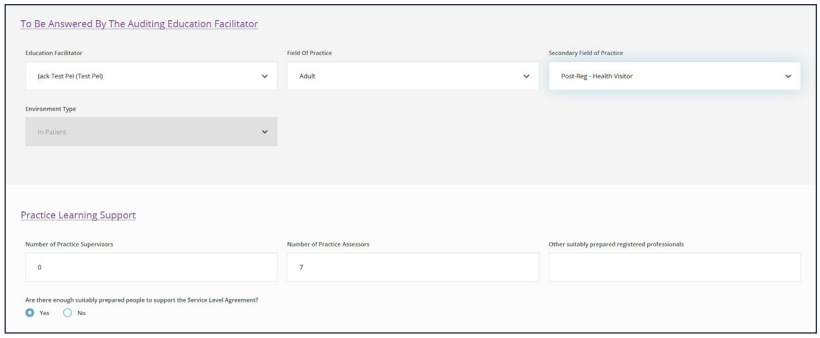
7. The PEF/CHEF would then add the Practice Education Role (PER) users, there should be maximum of 3 PER users for each learning environment.

8. You need to have a PER and PEF associated with an area in order that any information can be added to the environment page on QMPLE. When completing the first page of the profile if your type of speciality is not shown, leave as 'Choose...' and then type the specific type of environment under the field 'Other Speciality'.

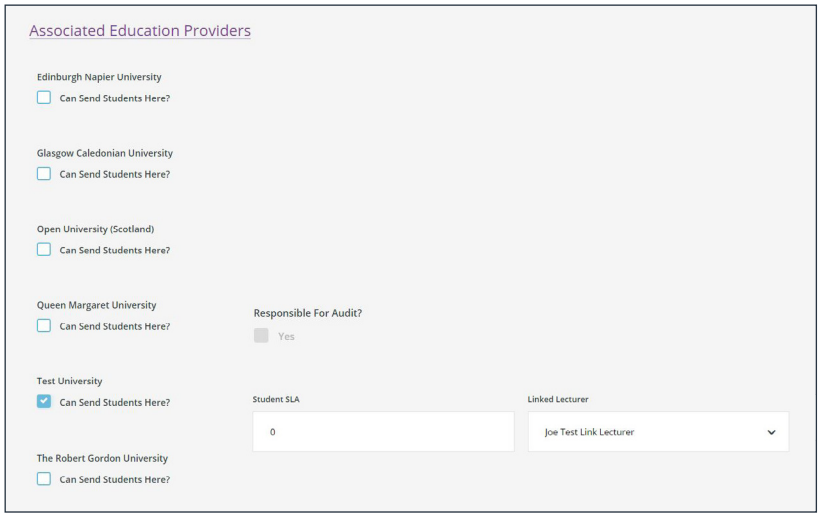


9. The auditing lead practitioner should complete page 1 of the profile (the PEF/CHEF can collaborate to complete this). If there are quality standards and/or educational audits completed these dates can be added and saved. This page is accessed by students prior to placement.

10. Next the PEF/CHEF will fill in page 2 of the profile ensuring that they associate the environment to the relevant Education Providers, to allow their access to that learning environment.



11. The auditing Education Provider should be alerted to complete page 3 of the profile, in the new learning environment.



12. When creating a new learning environment please ensure the relevant Education Providers are aware of the new environment with the corresponding QMPLE ID to ensure that student placements can be added.

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 656 3200** or email **altformats@nes.scot.nhs.uk**.

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