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| PMP_logo.jpg |  |

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| requests_small1.jpg | **About the Project** |

The Placement Management Partnership (PMP) is a centralised online system organising placements for students studying NHS London contracted programs in the Allied Health professions. The system has been developed to incorporate all the requirements for each discipline. The web address is <http://www.pmpartnership.org.uk>

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| hei_small_contact_p_x.jpg | **Who’s Involved** |

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| matching_small.jpg | **What are the benefits?** |

The main aim of the system is to obtain and report on placement demand, availability and uptake. The information on the database is continuously updated through regular communication between the HEIs and clinical contacts. The main Benefits are:For Placement Providers:* Quantify their contribution to education and their resourcing entitlement.
* Plan their placements throughout the year rather than having to respond to numerous requests.
* View all placement requests together.
* Reduce administrative burden.
* Single point of contact for all when problem solving.

For Universities (HEIs):* Maximise the use of placements through sharing of information.
* Reduce competition for placements.
* Create a comprehensive database of placements, enabling HEIs to plan in advance and better allocate students.
* Allow specific requests for location and specialities to be accommodated.
* Provide a single point of contact for all.
* Facilitate placement feedback from students and clinical staff.

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| matching_small.jpg | **University & Provider Information** |

The HEI staff is responsible for providing the placement demand and other information relating to their own students. The Providers are responsible for providing the placement availability by responding to the placement demand. This is done with the Request and Offer facility on the website.**Placement Providers:**We have a comprehensive library of pre-placement information e.g recommend reading, so that students can download specific details about a their allocated placement. (please note the majority of this information is for Physiotherapy).**Universities:**Most Universities have now added their handbooks for the students & educators to download. This information can be found on the PMP system in the documents section of each Provider or HEI.**Documentation and audit process**All occupational therapy students who are training at Brunel University will use the Occupational Therapy paperwork as designed and provided by Brunel. These forms will be provided by your university.**Placement Feedback**Your placement experience is an integral part of your training to be an Occupational Therapist and we are keen to hear about your placement experience. PMP have developed an online student questionnaire which must be completed after each practice placement block. This information is then used by the HEI to evaluate your placement experience and inform any necessary changes.*Please remember it is good practice to use your University email address for all issues pertaining to your occupational therapy training.*

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| hei_small_contact_p_x.jpg | **Information for Placement Providers** |

If you are a new placement provider, please contact PMP TeamThe team will provide a unique log-in and information about how to upload your placement offers for your chosen HEI’s. When the offer is confirmed by the placement provider it then becomes accessible to the HEI for allocation.It is also helpful if you can provide specific placement information. This could include:* Placement educator (and coordinator)details as appropriate
* Location of placement
* Travel information and access
* Specific considerations (e.g. working hours, uniform requirements, normal meal breaks etc)
* Availability of accommodation (and contact for this)
* Specific reading lists or preparatory information

**Oversubscribed and non-allocated placements**Any placements that are not used by the HEI that they have been allocated to will be ‘opened’ to the other PMP HEI’s approximately one month before the commencement of the placement block. Acceptance of the placement change will be discussed by the HEI with the placement provider.**Contact with placement providers**HEI’s will continue to liaise closely with placement providers to discuss students who have specific clinical education requirements. Please ensure that you update your contact details regularly.**Documentation and auditing process**Brunel University will continue to use the documentation designed by the Occupational Therapy team at Brunel University (please see handbook for examples).**The clinical coordinator at Brunel University is also happy to respond to any queries around the PMP. Please contact** **clinicalplacements@brunel.ac.uk** |
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| The database contains information relating to each participating HEI, these are:* Brunel University
* Canterbury Christ Church University
* City University
* King’s College London
* Kingston University & St George’s University London
* London South Bank University
* Oxford Brookes University
* University College London
* University of East London

The following disciplines involved:* Occupational Therapy
* Physiotherapy
* Podiatry
* Speech & Language Therapy

It also contains all information relating to the NHS Trusts and their providers.

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| requests_small.jpg | **PMP Consultancy Team** |

The PMP team will help coordinate clinical placements for all disciplines, although the allocation process is managed locally at each HEI. The team can be contacted directly on **0844 811 5037** or alternatively via email at **support.pmpartnership@tribalgroup.com**The team consists of Information Advisers:* Charlotte Adams
* Sarah Watts
* Katie Morris

Assistant Information Advisors:* Anne Siddall
* Beth Carsey

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| hei_small_contact_p_x.jpg | **Information for OT Students** |

**Allocation of clinical placement blocks**As a student at a London University your occupational therapy practice placements will be allocated by the practice placement team through the placement management partnership (PMP) system. **What do I need to do?**When the practice placement team at your HEI has confirmed your practice placement, you will receive an email from PMP. It will look like this;*Dear PAUL,**Further to the scheduled placement period details of the placement allocation are as follows;**Student: PAUL SMITH**HEI: Brunel**Placement Provided by: National Hospital for Neurology & Neurosurgery* *Placement Location & Contacts: Therapy Services Ground Floor, Albany Wing Queen Square London**WC1N 3BG**Contacts**Name: John, Smith,* *Email:* *john.smith@uclh.nhs.uk**Telephone:0845 1000000 x 123456**Placement Start Date : 26 Sep 2011**Placement End Date : 4 Nov 2011**Expected Attendance Pattern : On the following days: Monday Tuesday Wednesday Thursday Friday**Placement Tags: Adult, Hospital, Inpatient, Physical**Additional Notes: Arrive at reception on first day at 8.30am* *Further information about this provider and location may be available on the Provider Page of the PMP system, under the Documents section of the PMP website (*[*www.pmpartnership.org.uk*](http://www.pmpartnership.org.uk/)*) on the provider’s page.**Students are asked to contact one of the above people or the individual team that they are allocated to for further placement details.**If there's any concern with the placement allocation, then please contact the relevant HEI placement co-ordinators.**This notification has been sent to all placement contacts for their information.**Best Wishes**The PMP Team*You will also receive a unique ‘log-in’ and password to the PMP site. Please do not share this information as it will be yours for the duration of your clinical training and will allow you to access your placement profiles and audit information. Contact your placement provider as detailed in the e mail message and use your additional information to help in your preparation for the placement area. It is a requirement that you do a pre-placement visit.**If you are unclear about the placement location or information relating to your placement, please contact your practice placement team at your HEI.**

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| calendar_small.jpg | **Using the System** |

The system will now allow the process from request creation through to student allocations. The full process is explained below:**Placement Requests** – block date requests are uploaded to the system by all universities, these are then made live to allow providers to make offers against them.**Placement Offers** – placement providers make offers against any requests on the system.**Student Import** – relevant student data is transferred from the university’s management information system into the PMP system to allow the allocation process to start.**NB** – on import, students will receive an introductory email to the system, containing their log in details. This can be issued immediately or delayed until the university is ready for the students to access the system.**Student Cohort Creation** – once the student data is uploaded all universities need to create student cohorts to group their students together (e.g. MSc FT Year 1).**Matching** – student cohorts will contain the group of students you wish to start allocating. The system will allow you to match students against offers your university has received, you can select to view offers received against specific block date requests or view all.**Allocating Students** – the system allows you to move students from one offer to another until you have found the best match, once you are happy with the allocation these can be ‘confirmed’.**Confirming Placements** – once the ‘confirm’ button has been activated a placement is finalised and emails will be issued to both the student and placement provider. **NB** – confirming the placement is the final stage and triggers the release of details to both the student and provider and you are unable to un-confirm the placements. Please only confirm once you are happy for the student and provider to receive these details. **Reviewing Placements** - further details of all the placements can be viewed by universities, providers and students via the ‘placement’ tab.**Monitoring Attendance** – student’s attendance details can be recorded against the placement.**NB** – before undertaking this task the university’s preferences need to be updated to indicate whether they want to monitor attendances or absences.**Completion of Placement Questionnaires –** Students are asked to complete a placement questionnaire on completion of each placement. Educators are asked to complete a similar questionnaire quarterly.**Placement provider Audits –** Universities have the ability to generate an audit form and send to a specific contact at a provider to complete. An action plan is then put in place and agreed by all parties. |  |