Audit Process – AMHP, Sheffield Hallam University

Audits are completed every 2 years unless a concern has been raised during inspection by an external body (e.g. CQC, HCPC, OFSTED, NMC) or following a complaint/poor evaluation by a student/supervisor.

**KEY**

PEARS = Placement Educator and Audit Register System

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**Action Plans created in response to issues or concerns raised through student or provider evaluations/reviews by internal or external bodies are agreed by Placement Tutor and Placement Manager/designated person and recorded on SHU Audit document and reported via PEAR**

**HWB Placement Team issues reminder that Education Audit of Placement is due to meet HCPC requirements and/or Action Plans are due to be reviewed**

**Placement Tutor contacts Placement Provider to arrange date for Education Audit**

**Placement Tutor and Placement Provider gather evidence for Audit i.e. student and supervisor evaluations, action plans and outcomes, audit and inspections by internal and external bodies, including CQC, HCPC, QAA, OFSTED**

**NB ALL Education Audits must be completed using the SHU Audit document in partnership between SHU and the Placement Provider. This will normally be the SHU Placement Tutor and Placement Manager/designated person**

**Action Plans arising from the Education Audit are agreed between the Auditors and recorded on the SHU Audit document**

**SHU Auditor checks that a Service Level Agreement (SLA)/ Employer Agreement covering placements with the provider is in place.**

- **YES**
  - Action Plans are reported via PEAR**
  - Completed Action Plans are recorded on SHU Audit document and reported via PEAR**

- **NO**
  - Director of Placement Learning secures SLA/Employer Agreement**

**Placement Availability Form (PAF) completed in agreement between the Auditors – PAF completed within SHU Audit document**

**SHU Audit document is emailed to hwb-AHPAudit-mb@exchange.shu.ac.uk**

**SHU/QAPL Audit document is available for checking via PEARs SharePoint Site**