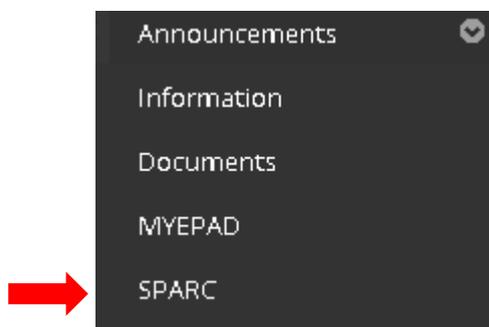


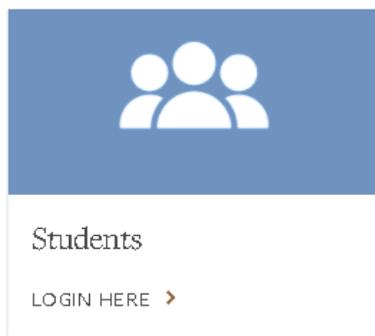
Introduction to the SPARC (Students and Placements in ARC) Website for Students

This document describes how to access your placement allocations using the practice placements management system, SPARC (Students and Placements in ARC).

1. To access the SPARC website, you can either sign into your University of Leeds Minerva account in the usual way, <https://minerva.leeds.ac.uk/>
2. Click into your Programmes Organisation and select SPARC from the left hand side menu.



3. Alternatively, you can visit the Practice Placements website and login using the student login option. <https://practiceplacements.leeds.ac.uk/nursing-and-midwifery/sparc/>



The **SPARC Student Homepage** is displayed, showing your **Student Details** (shown overleaf).

Ann Student

UNIVERSITY OF LEEDS

Home Help Log Out

Student Name: Ann Student
Intake: 14/09 BS-NUR-AD11 Student Group: D

Student Details Practice Experience Mandatory Sessions

Main Student Details

Surname: Ann
Forename: Student
Gender: Female
Academic Status: On Course

Personal Tutor

Name: Tutors name and email
Email:

Transport Details

Valid Driver:
Car Owner:

Contact Details

Mobile No.: 078910123456
Email: as104@leeds.ac.uk

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4. To view your placement details, click the **Practice Experience** button highlighted above. Your placements are shown, listed in date order, including placements already completed.

The screenshot shows the SPARC website interface for a student named Ann Student. The 'Practice Experience' tab is selected and highlighted. Below the tabs, a table lists the student's placements. A red arrow points to the table.

Date From	Date To	Placement	Experience	Days	Hrs Allocated	Shift Pattern
10/10/2016	23/10/2016	PHC - Community Urology and Colorectal Service	COMMUNITY	6	48	MTW__SU
26/09/2016	20/11/2016	LGI - Jubilee Theatres (Neurosurgery)	SURGICAL	18	144	Please click here
01/08/2016	11/09/2016	LGI - Ward L21	SURGICAL	30	224	MTWHFSU

Key to Placement Information	
Date From	The date the placement starts.
Date To	The date the placement finishes.
Placement	The name of the practice placement area are allocated to.
Experience	Indicates the type of experience you will receive from the placement.
Days	The total number of days you are allocated to work on the placement.
Hrs allocated	The total number of hours you are allocated to work on the placement.
Shift Pattern	<p>This shows the days when you are available to be rostered during your placement.</p> <p>Notes:</p> <ol style="list-style-type: none"> The system uses an abbreviation to indicate the days of the week when you are on placement. An underscore (-) is used to show when you are not on placement (ie university days). <p>Please be aware that the following convention is used for the abbreviation of the days:</p> <ul style="list-style-type: none"> M = Monday T = Tuesday W = Wednesday H = Thursday F = Friday S = Saturday U = Sunday <ol style="list-style-type: none"> For placements with a non-standard shift pattern (for example, where you have different study days in different weeks) a Click Here link will be displayed.

Key to Placement Information

When you click the link, the placement expands to show those weeks in detail.

- The screen shot below shows an example, where the student is allocated to LGI – Jubilee Theatres for a 6 week Surgical placement in an 8 week period. The blank rows (weeks commencing 10/10/2016 and 17/10/2016 indicate that the student is not required to attend the placement area during those weeks.

Note that in this example, the student is on a Community “spoke” placement during those weeks (the placement shown at the top of the list). Thursday and Friday are study days in this example.

- SPARC shows details of your placements – you should always refer to your individual timetable for details of other non-placement activities such as study days or holidays.

Ann Student UNIVERSITY OF LEEDS

Home Help Log Out

Student Name: Ann Student
 Intake: 14/09 BS-NUR-AD11
 Student Group: D

Student Details Practice Experience Mandatory Sessions

Welcome to SPARC (Students and Placements in ARC)

To see more information about the placement, click  to the left of the placement you want.

Date From	Date To	Placement	Experience	Days	Hrs Allocated	Shift Pattern
 10/10/2016	23/10/2016	PHC - Community Urology and Colorectal Service	COMMUNITY	6	48	M T W _ _ S U
 26/09/2016	20/11/2016	LGI - Jubilee Theatres (Neurosurgery)	SURGICAL	18	144	Please click here

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26/09/2016	27/09/2016	28/09/2016			01/10/2016	02/10/2016
03/10/2016	04/10/2016	05/10/2016			08/10/2016	09/10/2016
24/10/2016	25/10/2016	26/10/2016			29/10/2016	30/10/2016
31/10/2016	01/11/2016	02/11/2016			05/11/2016	06/11/2016
07/11/2016	08/11/2016	09/11/2016			12/11/2016	13/11/2016
14/11/2016	15/11/2016	16/11/2016			19/11/2016	20/11/2016

 01/08/2016 11/09/2016 LGI - Ward L21 SURGICAL 30 224 M T W H F S U

4. To view the placement location and contact details, click the binoculars icon 

A popup window is displayed showing the **Placement Details**.

The telephone number you should use to contact your assessor is shown here.

If there are any special arrangements to be aware of for this placement, a note will appear under **Placement Notes**.

Information about LGI - Jubilee Theatres (Neurosurgery)

Placement Details
Contacts

Name:	LGI - Jubilee Theatres (Neurosurgery)
Address:	Leeds General Infirmary Jubilee Theatres 5, 6 & 7 - C Floor, Jubilee Wing Great George Street
Post Code:	LEEDS West Yorkshire LS1 3EX
Tel No:	0113 3925357 / 6
Getting there:	
Web:	http://www.healthcareplacements.co.uk
Placement Notes:	

5. To view the placement contact details, click the **Contacts** button in the popup window.

Information about LGI - Jubilee Theatres (Neurosurgery)

Placement Details
Contacts

Host Contacts

Name	Email
Contact 1	Contact.1@NHS.Net

Liaison Lecturer

Name	Email
Liaison Lecturer	L.Lecturer@leeds.ac.uk

When you have finished with the placement and contact details, click the Close button at the bottom to close the window (you may need to scroll down to see it).

6. To return to your Student Details page, click the **Home** button.

Note: The Help button displays options for further assistance about using SPARC or placements in general.

7. When you have finished, click the **Log Out** button to sign out of SPARC.