Gateway to PEMS for Placement Mentors/Coordinators

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PEMS Administrator

Introduction to PEMS

- What is PEMS?
  - Educational Audits
  - Student / Mentor Evaluations
  - Mentor Register
  - Practice Hours & Absence Recording
  - Placement Information
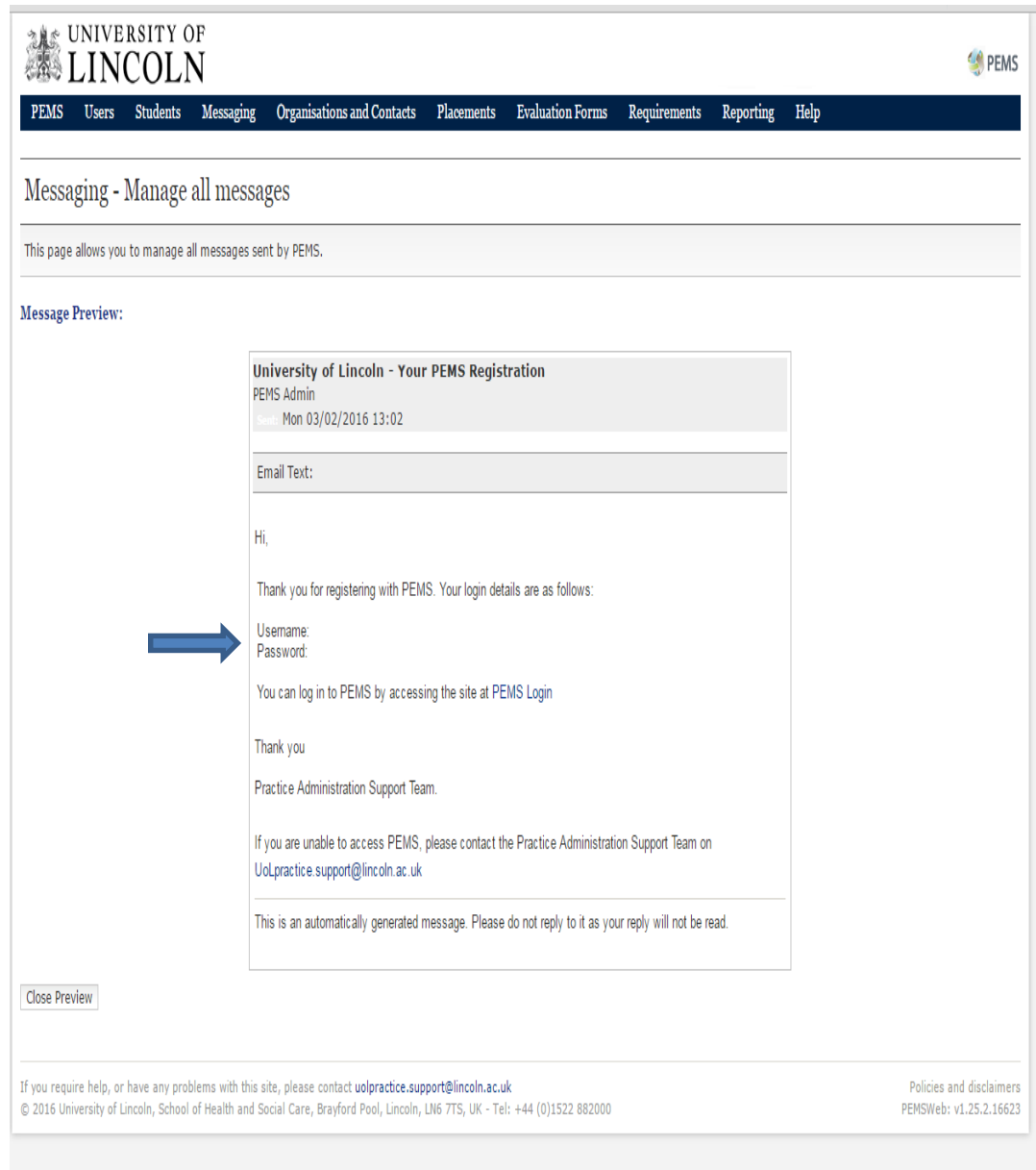
- Who has access?
  - You do

How do I log into PEMS?

As a qualified Mentor you will automatically receive an automated email from PEMS.

The email will give you your username; which will be your work email address. You password will be a generated password, which can be changed once you have logged in.

It will also include the link to PEMS https://pems.lincoln.ac.uk

The preferred Browser to use is Google Chrome. However it will work on Windows Explorer 11.

Your Dashboard

- As a Placement Mentor, this is what your dashboard will look like.

- Placement Area Audits.

- Placement Profiles

- View your PIN Code

- Allocated Students

- Future Allocated Students

Placement Profiles

View & edit profile

- The Placement Profile can be annotated by mentors and coordinators. It is easily accessed through the dashboard.

- By clicking onto the 'view', it will take you to another window, where you are able to enter and update the information.

- This information will be given to the student upon confirmation of allocation.

Placement Profiles

View & edit profile

Placement information

Does the placement involve allocation to more than one site:

Who to contact prior to placement:

Contact telephone number:

Contact email address:

A car is needed to travel to/from placement:

CarParking:

Describe the service provided, the client/service user groups for whom it is provided and an outline of learning opportunites:

Style of work organisation of the service provided:
e.g. teams, key workers:

Placement information

Does the placement involve allocation to more than one site:
No
If so, give details

Who to contact prior to placement:

Contact telephone number:

Contact email address:
Rachael.kitchen@lpft.nhs.uk

A car is needed to travel to/from placement:
No
Please describe car parking facilities

Describe the service provided, the client/service user groups for whom it is provided and an outline of learning opportunites:
The Vales is a locked female only rehabilitation ward.

We have fifteen beds, and provide 24 hour inpatient care to service users with a range of severe mental illness and complex needs.

The ward team, in collaboration with external professional service providers and agencies, is focused on working towards independence and recovery to enable service users to regain health and mental wellness before being able to move on and live as independently as possible. Services include assessment, acute care and treatment, early rehabilitation and complex discharge.

The placement provides an opportunity to be involved in the rehabilitation needs of women under the care of the Mental Health Act.

Our service users often have multiple complex care needs.

There is a wide and varied range of learning opportunities, from assessment, admission, care planning, multi-disciplinary team working, psycho-social interventions, through to discharge. The ward focuses on relational nursing, building therapeutic relationships, to enable service users to maximise therapeutic opportunities provided.

As a student, there is an opportunity to gain an insight into different psychological interventions, as well as pharmacological treatments. Managing physical health needs of individuals, and liaising with other professionals / disciplines.

Style of work organisation of the service provided:
e.g. teams, key workers:
Inpatient wards team. Use of named nurses, associate nurse / care teams.

Style of dress expected of student:
e.g. uniform, casual, jeans acceptable;
Due to the nature of the placement, students should wear their own clothes. These should be smart/ casual, no ripped jeans, slogan t-shirts, no open toed shoes / heels.

Learning resources available on site:
e.g. literature, computers, videos; access to libraries;
Access to intranet. Research materials / books. Access to LPFT library services. Computer access.

Particular areas of expertise:
Care of female service users with complex needs/ past trauma experience.

Pre-placement information:
e.g. pre-placement visit required; pre-reading suggestions; locker availability; catering;
when allocation of mentors will take place; best time to phone placement staff;

Placement Area Audits

The Educational Audit is completed every 22 – 24 months.

All completed audits can be seen on PEMS, only the In Progress is restricted.

The audit is broken down into three areas:

- The Summary
- The Response
- The Competencies

Placement Area Audits

Placement Area Audits

Student Evaluations

Complete Evaluation Form

Student Evaluations can be found on PEMS. By following these steps:

- Dashboard – Click onto Organisation link.

- You will see that you have six Tabs (Contacts, Notes, Slots, Profile, Audit & Mentor). Click onto the 'Slots' Tab. At the bottom of the page, you will see 'View your Evaluations Summary. Click on Student Evaluation Summary.

Student Evaluations

An additional message page will show a date range. You will need to enter the 'to and from' dates and then click select.
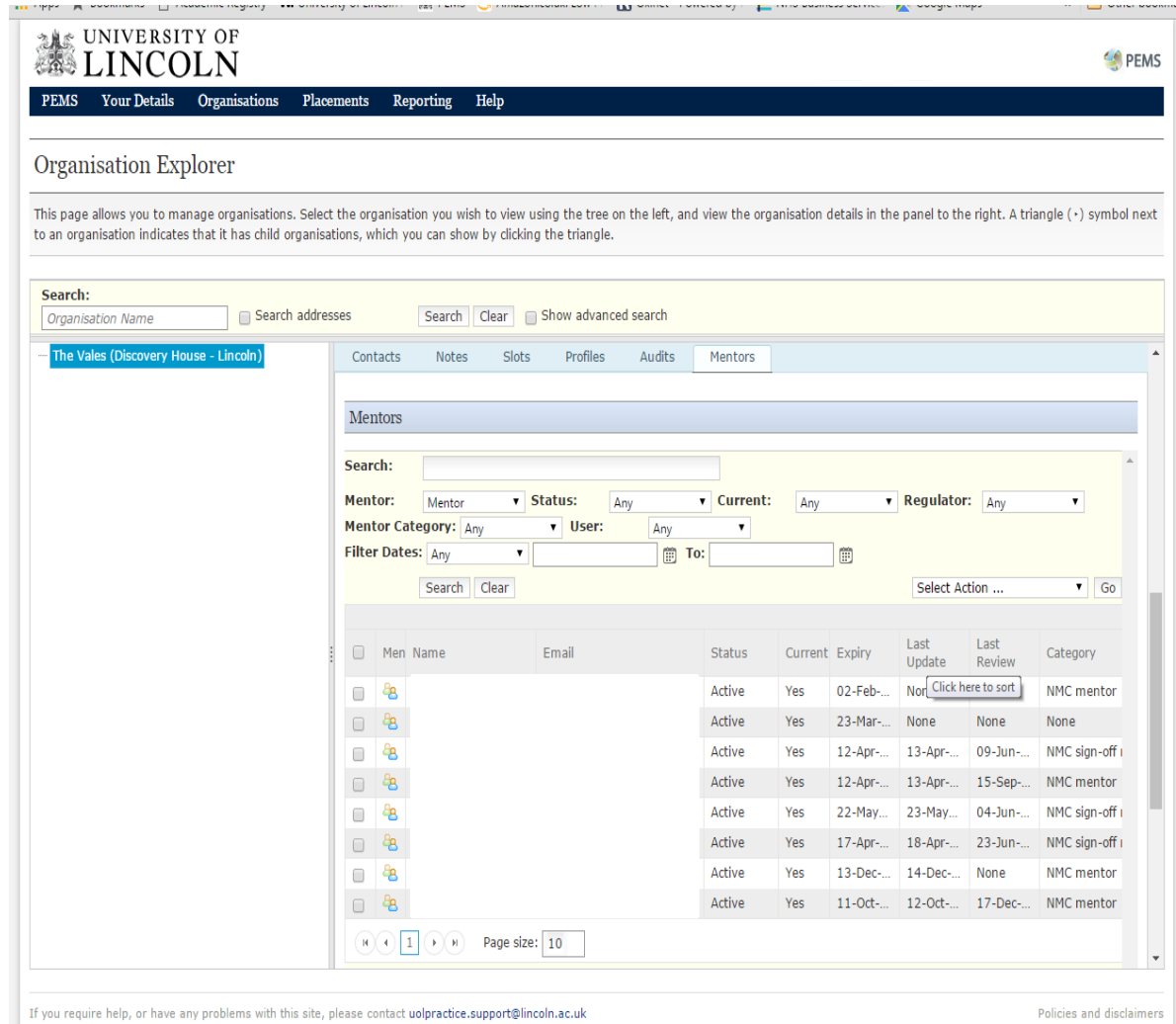
Student Evaluations

Mentor Register

View mentor register

The Mentor Tab, this will show you all the qualified mentors within you placement.

It will show who is and is not current with their Mentor Updates and Triennial Reviews.

This is reviewed during the Educational Audit.

The PEMS administrators / IPLU will be able to make any amendments.

Hours App Pin

 View PIN

Once you have logged onto your Dashboard.

Students are now recording placement hours through PEMS – No more Green Cards. Signatures are replaced with you confirming hours by entering a PIN code.

Under 'View PIN Code', you will be able to see your PIN Number. This number is only assigned to you, please don't share it.

Important Notice: If you think your number has been compromised, please contact UoLpractice.support@lincoln.ac.uk immediately, and we can change your PIN number.
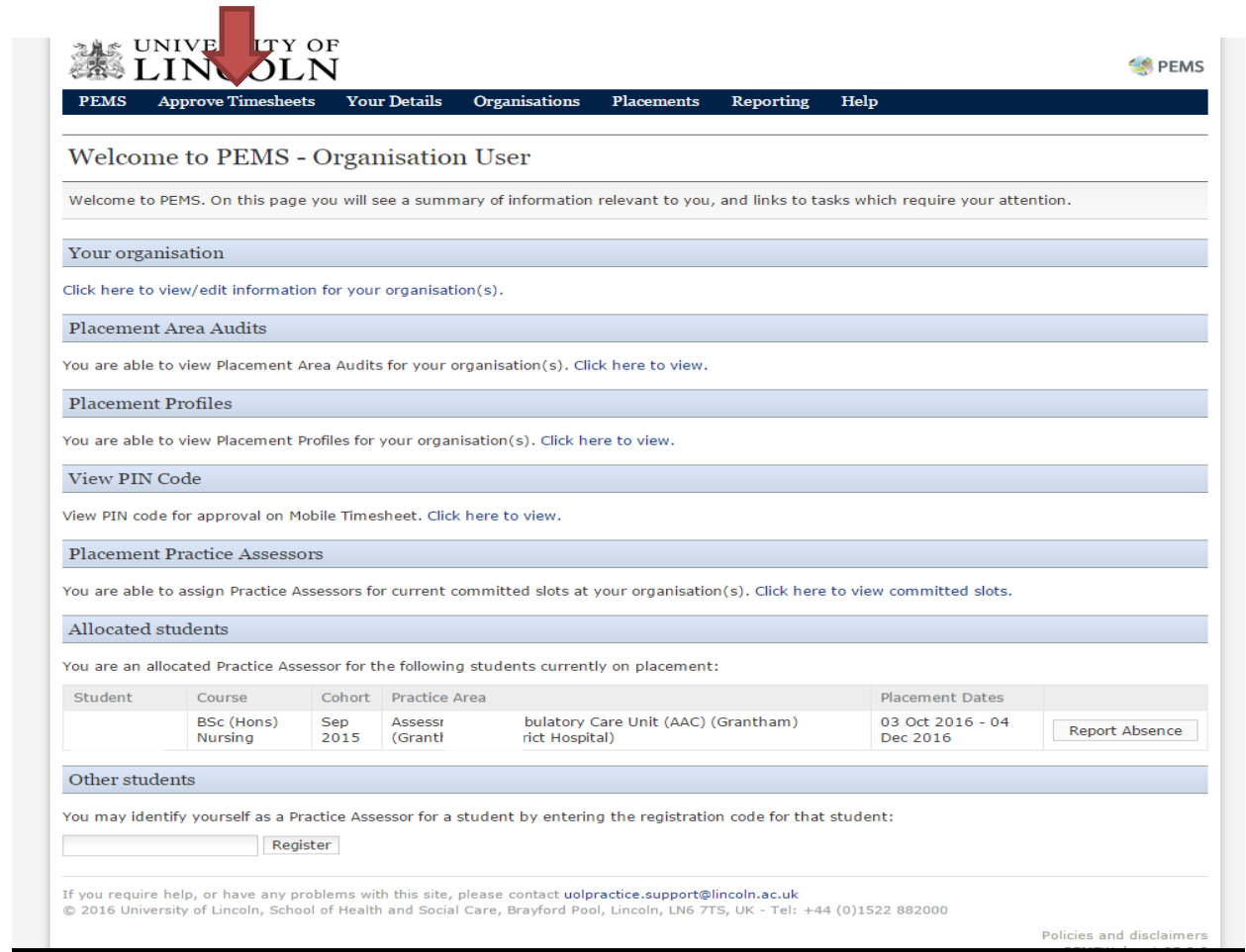
As a Mentor what do you need to do!

- Whilst with you a student will show you their timesheet on their PEMS and ask you to approve or reject their hours. If you click 'Approve', you will be prompted to find your name on a drop down list, select and then enter your 4 digit PIN code.

- If you click 'Reject', the student must amend their timesheet after discussing with you the error and resubmit to you to approve (as above)

- You will be required to confirm hours through this process for Insight Visits. Students will provide details for a contact person who supervised their insight so you can verify the hours entered if needed.

Student Timesheets

Approve Timesheets

If a student does not have a way of accessing PEMS whilst on placement, they can submit their timesheet and you can approve or reject on your log in.

Go to Approve Timesheets (as directed) and here you will see any hours 'Awaiting Approval'.

In the top bar, you have a tab called Approve Timesheets. Click on to it.

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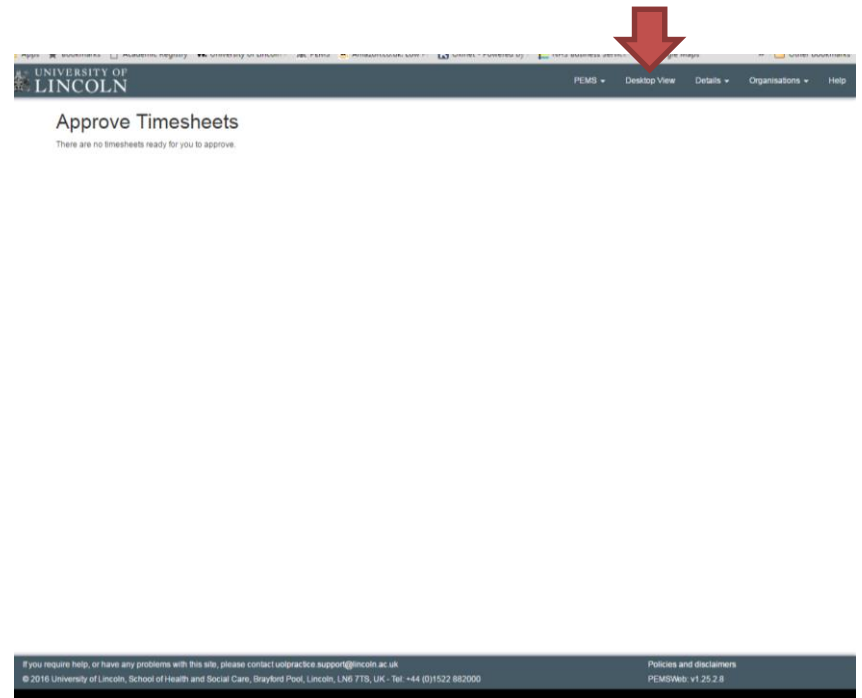
Student Timesheets
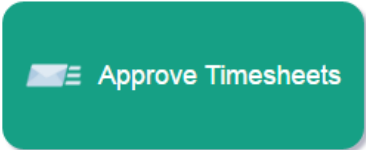
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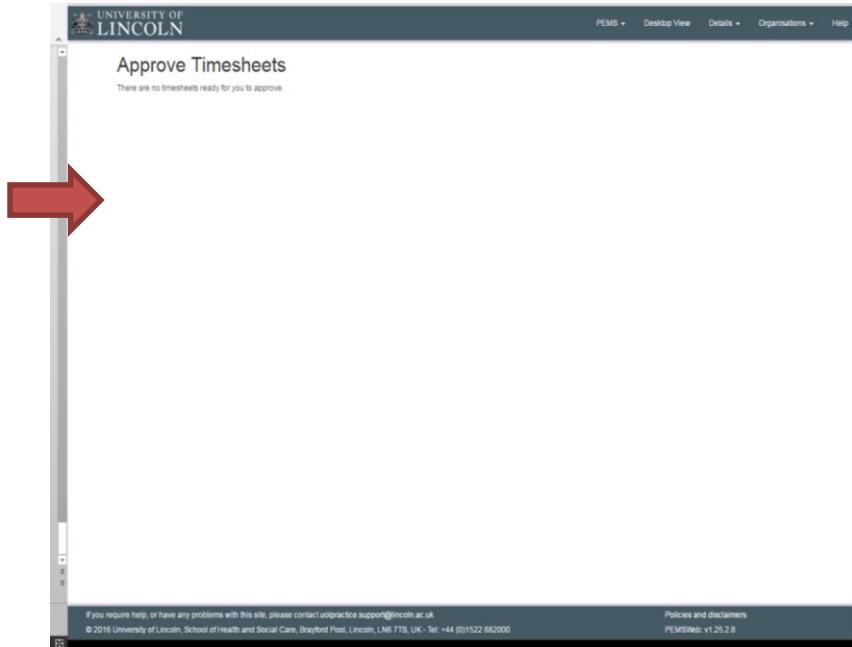
Once your students starts to enter their hours, they will show here for a waiting approval.

Once you have finished viewing the timesheet. You will need to click onto 'Desktop View', to return to your Dashboard page.