



UNIVERSITY OF  
LINCOLN

# Gateway to PEMS for Placement Mentors/Coordinators

**Debbi Hinchliffe**  
**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

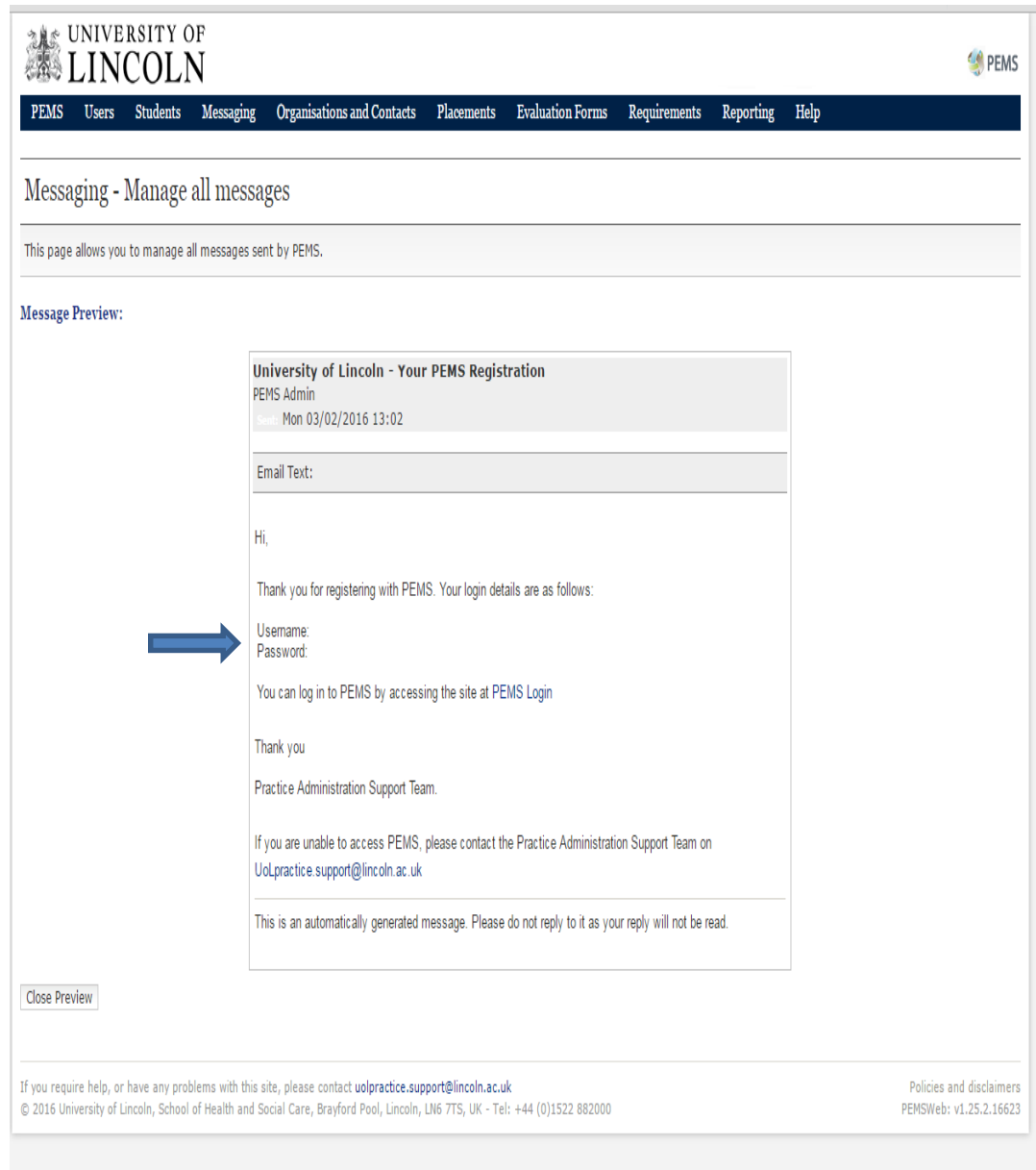
# How do I log into PEMS?

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. Your 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.



The screenshot displays the University of Lincoln PEMS Messaging interface. At the top, the University of Lincoln logo and name are visible, along with a navigation menu containing links for PEMS, Users, Students, Messaging, Organisations and Contacts, Placements, Evaluation Forms, Requirements, Reporting, and Help. The main heading is "Messaging - Manage all messages". Below this, a note states: "This page allows you to manage all messages sent by PEMS." A "Message Preview" section shows an email from "University of Lincoln - Your PEMS Registration" sent by "PEMS Admin" on "Mon 03/02/2016 13:02". The email text includes: "Hi, Thank you for registering with PEMS. Your login details are as follows: Username: Password: You can log in to PEMS by accessing the site at PEMS Login Thank you Practice Administration Support Team. If you are unable to access PEMS, please contact the Practice Administration Support Team on UoLpractice.support@lincoln.ac.uk This is an automatically generated message. Please do not reply to it as your reply will not be read." A blue arrow points to the "Username:" and "Password:" lines in the email preview. A "Close Preview" button is located at the bottom left of the preview area. At the bottom of the page, there is a footer with contact information: "If you require help, or have any problems with this site, please contact uolpractice.support@lincoln.ac.uk © 2016 University of Lincoln, School of Health and Social Care, Brayford Pool, Lincoln, LN6 7TS, UK - Tel: +44 (0)1522 882000" and "Policies and disclaimers PEMSWeb: v1.25.2.16623".

# 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

The screenshot shows the PEMS dashboard for an Organisation User. The header includes the University of Lincoln logo and the PEMS logo. The navigation menu contains links for PEMS, Your Details, Organisations, Reporting, and Help. The main content area is titled 'Welcome to PEMS - Organisation User' and includes a welcome message. Below this are several sections: 'Your organisation' with a link to view/edit information; 'Placement Area Audits' with a link to view; 'Placement Profiles' with a link to view; 'View PIN Code' with a link to view; and 'Allocated students' with a table of currently allocated students. Below the table is a section for 'Other students' with a table of future allocated students and a 'Register' button. The bottom section is 'Evaluation forms requiring your input'.

UNIVERSITY OF LINCOLN

PEMS Your Details Organisations Reporting Help

Welcome to PEMS - Organisation User

Welcome to PEMS. On this page you will see a summary of information relevant to you, and links to tasks which require your attention.

Your organisation

[Click here to view/edit information for your organisation\(s\).](#)

Placement Area Audits

You are able to view Placement Area Audits for your organisation(s). [Click here to view.](#)

Placement Profiles

You are able to view Placement Profiles for your organisation(s). [Click here to view.](#)

View PIN Code

View PIN code for approval on Mobile Timesheet. [Click here to view.](#)

Allocated students

You are an allocated Practice Assessor for the following students currently on placement:

Student	Course	Cohort	Practice Area	Placement Dates	
Simon Student	BSc (Hons) Nursing (Mental Health)	Sep 2014	The Vales (Discovery House - Lincoln) (Discovery House)	21 Sep 2016 - 05 Feb 2017	<a href="#">Report Absence</a>

Other students

You may also be a Practice Assessor for the following students. If you are a Practice Assessor for these students, please add them to your list of allocated students.

Student	Course	Cohort	Practice Area	Placement Dates	
	BSc (Hons) Nursing (Mental Health)	Sep 2014	The Vales (Discovery House - Lincoln) (Discovery House)	21 Sep 2016 - 05 Feb 2017	<a href="#">Link to student</a>

You may identify yourself as a Practice Assessor for a student by entering the registration code for that student:

[Register](#)

Evaluation forms requiring your input



View & edit profile

# Placement Profiles

- 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

This page lists the profiles to which you have access. Use the filters at the top of the table to filter the list, and click 'View' to view the full profile.

If you have permission to edit the profile, you can click 'Save placement profile' to save your changes or 'Cancel changes' if you wish to abandon your changes.

ID	Profile Name	Site	Profile Status	Action
1951	Vales Ward (Discovery House Lincoln)	The Vales (Discovery House - Lincoln)	Current	View

Page 1 of 1  
Records per page: 25  
Item 1 of 1



View & edit profile

# Placement Profiles

## 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 opportunities:

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:

Rachel.kitchen@lpln.lth.ac.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 opportunities:

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 ward 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 LPLT 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, folder availability, catering, when allocation of mentors will take place, best time to phone placement staff.





Complete & view audits

# 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

The screenshot displays the PEMS (Placement, Education, and Monitoring System) interface for the University of Lincoln. The page title is "Placement Area Audits". Below the title, there is a navigation menu with options: PEMS, Your Details, Organisations, Reporting, and Help. The main content area shows a table of audits with the following columns: Organisation, Parent Organisation Name, Academic Contact, Reviewed, Expires, Status, and Created. A single audit entry is visible for "The Vales (Discovery House - Lincoln)" with a "View Audit" link. The page also includes an "Export To CSV" button and footer information regarding contact details and copyright.

Organisation	Parent Organisation Name	Academic Contact	Reviewed	Expires	Status	Created	
The Vales (Discovery House - Lincoln)	Discovery House	Catherine Radford	23/09/2017	23/11/2017	Approved, current	18/11/2015 11:09:42	<a href="#">View Audit</a>



Complete & view audits

# Placement Area Audits



PEMS Your Details Organisations Reporting Help

## Placement Area Audit

Use this page to view the Placement Area Audit. The summary tab shows the summary information for the Audit.

You may save your changes at any time by clicking the 'save' button at the bottom of the form.

**IMPORTANT: Please ensure that you save each tab before switching to another tab, otherwise your work may be lost.**

You are currently viewing Audit 1583 for The Vales (Discovery House - Lincoln) (Discovery House).

Summary	Response	Competencies
<b>Audit ID:</b> 1583	<b>Partnership Agreement</b>	
<b>Audit Category:</b> Placement Audit	<b>Valid from:</b> <input type="text"/>	
<b>Entity Name:</b> The Vales (Discovery House - Lincoln) (Discovery House) <a href="#">Click to view</a>	<b>Expires:</b> <input type="text"/>	
<b>Created:</b> 18/11/2015	<b>Contract document:</b>	
<b>Audit Type:</b> Sub-audit		
<b>Status:</b> <input type="text" value="Approved, current"/>		
<b>Academic Auditor:</b> <input type="text" value="Catherine Radford"/>		
<b>Placement Auditor:</b> <input type="text" value="James Harding"/> Only contacts with user accounts appear in this list		
<b>Applies From:</b> <input type="text" value="23/11/2015"/>		
<b>Review:</b> <input type="text" value="23/09/2017"/>		
<b>Valid Until:</b> <input type="text" value="23/11/2017"/>		
<a href="#">Print Audit</a>		

If you require help, or have any problems with this site, please contact [uolpractice.support@lincoln.ac.uk](mailto:uolpractice.support@lincoln.ac.uk)  
© 2016 University of Lincoln, School of Health and Social Care, Brayford Pool, Lincoln, LN6 7TS, UK - Tel: +44 (0)1522 882000

Policies and disclaimers  
PEMSWeb: v1.25.2.16600

### 1 Standards of Trust/Organisation

	EVIDENCE	STATUS	ACTION
1	<p>We implement, monitor and evaluate organisational policies and procedures that reflect equality, diversity and support inclusion.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Policies</li> <li><input checked="" type="checkbox"/> Reporting Systems</li> <li><input type="checkbox"/> Audit Programme</li> </ul> <p>1.1 Organisational policies for equality, diversity and inclusion are accessible and available in the practice learning environment. 1.2 Equality, Diversity and Inclusion policies are implemented, monitored and evaluated in the practice learning environment.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Green</li> <li><input type="radio"/> Amber</li> <li><input type="radio"/> Red</li> </ul>	
2	<p>We implement, monitor and evaluate organisational policies and procedures to prevent harassment and oppressive behaviour.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Policies</li> <li><input checked="" type="checkbox"/> Reporting Systems</li> <li><input checked="" type="checkbox"/> Audit Programme</li> </ul> <p>2.1 Organisational policies for prevention of harassment and oppressive behaviour are accessible and available in the practice learning environment. 2.2 Prevention of harassment and oppressive behaviour policies are implemented, monitored and evaluated in the practice learning environment.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Green</li> <li><input type="radio"/> Amber</li> <li><input type="radio"/> Red</li> </ul>	
3	<p>We implement, monitor and evaluate regulatory body requirements and organisation policies and procedures to maintain confidentiality.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Policies</li> <li><input checked="" type="checkbox"/> Reporting Systems</li> <li><input checked="" type="checkbox"/> Audit Programme</li> </ul> <p>3.1 Regulatory body requirements and organisational policies and procedures to maintain confidentiality are accessible and available in the practice learning environment.</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Green</li> <li><input type="radio"/> Amber</li> <li><input type="radio"/> Red</li> </ul>	
4	<p>Organisational guidelines for disclosing information regarding malpractice (whistleblowing) based upon Local and National NHS and Regulatory Body standards are accessible by all personnel in the practice learning environment.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Policies</li> <li><input checked="" type="checkbox"/> Reporting Systems</li> <li><input checked="" type="checkbox"/> Audit Programme</li> </ul> <p>4.1 Organisational guidelines on disclosing information regarding malpractice (whistleblowing) are accessible and available in the practice learning environment. 4.2 Guidelines for disclosing information about malpractice (whistleblowing) are regularly</p>	<ul style="list-style-type: none"> <li><input checked="" type="radio"/> Green</li> <li><input type="radio"/> Amber</li> <li><input type="radio"/> Red</li> </ul>	



UNIVERSITY OF LINCOLN





Complete & view audits

# Placement Area Audits

## Manage Placement Area Audit

Use this page to manage the placement area audit. Remember to save each tab separately before switching tabs, otherwise your changes may be lost.

You are currently managing Audit 1583 for The Vales (Discovery House - Lincoln) (Discovery House).

**Please ensure that you save each tab before changing tabs, otherwise your work may be lost.**

Summary Response Competencies

Competency	Adult	Child	Learning Disability	Mental Health	ODP	Midwifery
Nursing Students year 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing Students year 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nursing Students year 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Return to Practice Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overseas Nursing Programme Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Medical Prescribing Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Work Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I accept this list has been completed

Print

Print Audit Print Action Plan

# Student Evaluations

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.

UNIVERSITY OF LINCOLN

PEMS Your Details Organisations Placements Reporting Help

Welcome to PEMS - Organisation User

Welcome to PEMS. On this page you will see a summary of information relevant to you, and links to tasks which require your attention.

Your organisation

Click here to view/edit information for your organisation(s).

Placement Area Audits

You are able to view Placement Area Audits for your organisation(s). Click here to view.

Placement Profiles

You are able to view Placement Profiles for your organisation(s). Click here to view.

View PIN Code

View PIN code for approval on Mobile Timesheet. Click here to view.

Placement Practice Assessors

You are able to assign Practice Assessors for current committed slots at your organisation(s). Click here to view committed slots.

Allocated students

There are no students currently on placement for whom you are a Practice Assessor.

Other students

You may also be a Practice Assessor for the following students. If you are a Practice Assessor for these students, please add them to your list of allocated students.

Student	Course	Cohort	Practice Area	Placement Dates	
	BSc (Hons) Nursing (Mental Health)	Sep 2014	The Vales (Discovery House - Lincoln) (Discovery House)	21 Nov 2016 - 05 Feb 2017	<a href="#">Link to student</a>
	BSc (Hons) Nursing (Mental Health)	Sep 2014	The Vales (Discovery House - Lincoln) (Discovery House)	21 Nov 2016 - 05 Feb 2017	<a href="#">Link to student</a>

You may identify yourself as a Practice Assessor for a student by entering the registration code for that student:

# Student Evaluations

UNIVERSITY OF LINCOLN

PEMS Your Details Organisations Placements Reporting Help

## Organisation Explorer

This page allows you to manage organisations. Select the organisation you wish to view using the tree on the left, and view the organisation details in the panel to the right. A triangle (-) symbol next to an organisation indicates that it has child organisations, which you can show by clicking the triangle.

Search: Organisation Name Search addresses Search Show advanced search

The Vales (Discovery House - Lincoln)

Contacts Notes Slots Profiles Audits Mentors

Show: Current Slots

Include Child Organisations

Slot List:  
The below grid shows the slots at the selected organisation, and children (if above checkbox is ticked). You can right click the headings for more exported using the button to the right.

Profile Name	Start Date	End Date	Status	Student Name	Exp
Vales Ward (Discovery House Lincoln)	21 Nov 2016	05 Feb 2017	Committed		
Vales Ward (Discovery House Lincoln)	21 Nov 2016	05 Feb 2017	Committed		

Page 1 of 1

Records per page: 10

View Evaluation Summary

View Student Evaluation Summary

No Placement Assessor evaluation forms have been completed

If you require help, or have any problems with this site, please contact [uolpractice.support@lincoln.ac.uk](mailto:uolpractice.support@lincoln.ac.uk)  
© 2016 University of Lincoln, School of Health and Social Care, Brayford Pool, Lincoln, LN6 7TS, UK - Tel: +44 (0)1522 882000 PEMSWeb: v1.25.2.8

UNIVERSITY OF LINCOLN

PEMS Your Details Organisations Placements Reporting Help

## Organisation Explorer

This page allows you to manage organisations. Select the organisation you wish to view using the tree on the left, and view the organisation details in the panel to the right. A triangle (-) symbol next to an organisation indicates that it has child organisations, which you can show by clicking the triangle.

Search: Organisation Name

The Vales (Discovery House - Lincoln)

PEMS

### Evaluation Forms Summary

Options

Select a date range and (optionally) one or more programme for this summary. The date range applies to the dates that the student was on placement, and will select all placements where the end date falls within the range selected. If you don't select a programme, all programmes will be included.

Include child organisations

04/04/2016 To: 04/10/2016 Programmes: Filter by programme

Select

View Evaluation Summary

View Student Evaluation Summary

No Placement Assessor evaluation forms have been completed

If you require help, or have any problems with this site, please contact [uolpractice.support@lincoln.ac.uk](mailto:uolpractice.support@lincoln.ac.uk)  
© 2016 University of Lincoln, School of Health and Social Care, Brayford Pool, Lincoln, LN6 7TS, UK - Tel: +44 (0)1522 882000 Policies and disclaimers PEMSWeb: v1.25.2.8

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

 Complete  
Evaluation Form

# Student Evaluations

PEMS

## Evaluation Forms Summary

This is a summary of completed evaluation form responses for The Vales (Discovery House - Lincoln) (Discovery House) (and child organisations) for placements finishing between: 13/10/2015 and 04/10/2016

Evaluation forms completed: 2

### Responses to questions

1. Did you receive an orientation tour at the beginning of your placement and explanation from a member of the practice placement team of the following?

Health and Safety Requirements	Yes: 2 No: 0
Fire and Escape Routes	Yes: 2 No: 0
Resuscitation and Life Saving Equipment	Yes: 2 No: 0
Escalating Concerns	Yes: 2 No: 0
Patients' right to refuse student involvement in their care	Yes: 2 No: 0

2. Did you receive the following interviews in a timely fashion?

Preliminary interview	Yes: 2 No: 0
Intermediate interview	Yes: 2 No: 0
Final interview	Yes: 2 No: 0

If you have answered **No** to any of the above questions (No. 2) please write your understanding of the reasons for this. Did you raise this as an issue with anyone in the practice placement or with the University?

Question is not mandatory. There were no responses.

3. Did you have access to appropriate resources to facilitate your learning?

Yes: 2 No: 0

4. Were you given opportunity to work towards your stated learning goals (NMC competencies, ESCS, EU) during this allocation?

Yes: 2 No: 0

5. Did you spend at least 40% of your placement time with a mentor?

Yes: 2 No: 0

6. Did your mentor facilitate your learning practice?

Yes: 2 No: 0

 View mentor register

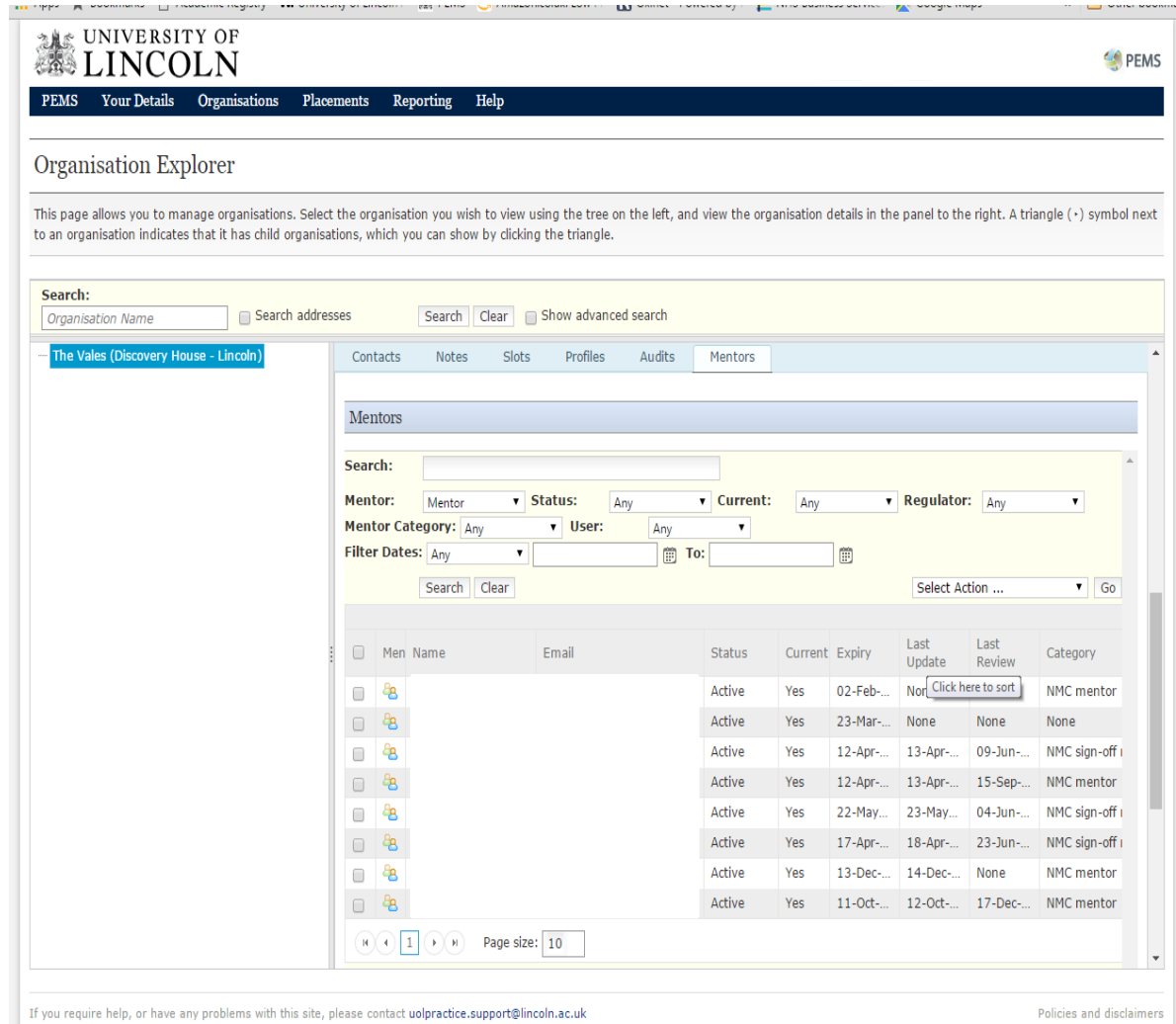
# Mentor Register

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.



The screenshot shows the PEMS (Professional Education Management System) interface for the University of Lincoln. The page is titled "Organisation Explorer" and provides a search function for mentors. The search criteria are set to "Mentor" status, "Any" current status, and "Any" regulator. The results table shows a list of mentors with their names, emails, status, current status, expiry date, last update, last review, and category. The page size is set to 10.

UNIVERSITY OF LINCOLN

PEMS Your Details Organisations Placements Reporting Help

Organisation Explorer

This page allows you to manage organisations. Select the organisation you wish to view using the tree on the left, and view the organisation details in the panel to the right. A triangle (-) symbol next to an organisation indicates that it has child organisations, which you can show by clicking the triangle.

Search: Organisation Name Search addresses Search Clear Show advanced search

The Vales (Discovery House - Lincoln)

Contacts Notes Slots Profiles Audits Mentors

Mentors

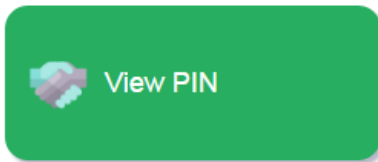
Search: Mentor: Mentor Status: Any Current: Any Regulator: Any Mentor Category: Any User: Any Filter Dates: Any To: Search Clear Select Action ... Go

Men	Name	Email	Status	Current	Expiry	Last Update	Last Review	Category
<input type="checkbox"/>			Active	Yes	02-Feb-...	None	<a href="#">Click here to sort</a>	NMC mentor
<input type="checkbox"/>			Active	Yes	23-Mar-...	None	None	None
<input type="checkbox"/>			Active	Yes	12-Apr-...	13-Apr-...	09-Jun-...	NMC sign-off i
<input type="checkbox"/>			Active	Yes	12-Apr-...	13-Apr-...	15-Sep-...	NMC mentor
<input type="checkbox"/>			Active	Yes	22-May-...	23-May-...	04-Jun-...	NMC sign-off i
<input type="checkbox"/>			Active	Yes	17-Apr-...	18-Apr-...	23-Jun-...	NMC sign-off i
<input type="checkbox"/>			Active	Yes	13-Dec-...	14-Dec-...	None	NMC mentor
<input type="checkbox"/>			Active	Yes	11-Oct-...	12-Oct-...	17-Dec-...	NMC mentor

Page size: 10

If you require help, or have any problems with this site, please contact [uolpractice.support@lincoln.ac.uk](mailto:uolpractice.support@lincoln.ac.uk)

Policies and disclaimers



# Hours App 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](mailto:UoLpractice.support@lincoln.ac.uk) immediately, and we can change your PIN number.

The screenshot shows the PEMS system dashboard for a University of Lincoln organisation user. The page has a dark blue header with the University of Lincoln logo and the PEMS logo. Below the header is a navigation menu with links for PEMS, Your Details, Organisations, Reporting, and Help. The main content area is titled "Welcome to PEMS - Organisation User" and contains several sections:

- Your organisation:** A section with a link to view/edit information for the organisation(s).
- Placement Area Audits:** A section with a link to view placement area audits for the organisation(s).
- Placement Profiles:** A section with a link to view placement profiles for the organisation(s).
- View PIN Code:** A section with a link to view the PIN code for approval on the Mobile Timesheet. A red arrow points to this link.
- Allocated students:** A section with a table of currently allocated students. The table has columns for Student, Course, Cohort, Practice Area, and Placement Dates. A "Report Absence" button is next to the first student.
- Other students:** A section with a table of other students. The table has columns for Student, Course, Cohort, Practice Area, and Placement Dates. A "Link to student" button is next to the first student.
- Registration:** A section with a text input field and a "Register" button.
- Evaluation forms:** A section with a link to view evaluation forms requiring input.

# As a Mentor what do you need to do!

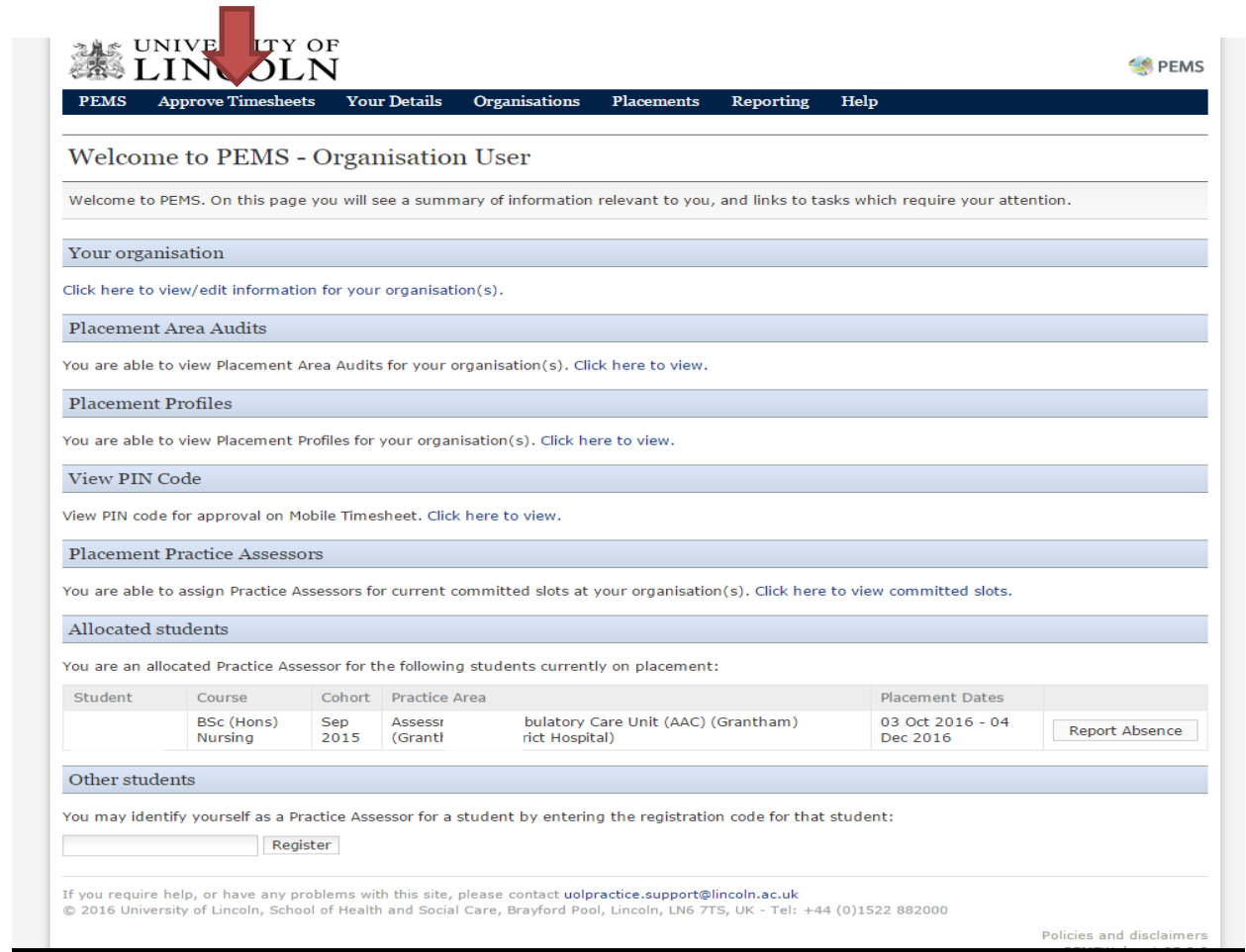
- Whilst with you a student will show you their timesheet on their PEMS and ask you to approve or reject their hours. If you click 'Approve', you will be prompted to find your name on a drop down list, select and then enter your 4 digit PIN code.
- If you click 'Reject', the student must amend their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

Approve Timesheets

# Student 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'.



UNIVERSITY OF LINCOLN

PEMS Approve Timesheets Your Details Organisations Placements Reporting Help

Welcome to PEMS - Organisation User

Welcome to PEMS. On this page you will see a summary of information relevant to you, and links to tasks which require your attention.

**Your organisation**

Click here to view/edit information for your organisation(s).

**Placement Area Audits**

You are able to view Placement Area Audits for your organisation(s). Click here to view.

**Placement Profiles**

You are able to view Placement Profiles for your organisation(s). Click here to view.

**View PIN Code**

View PIN code for approval on Mobile Timesheet. Click here to view.

**Placement Practice Assessors**

You are able to assign Practice Assessors for current committed slots at your organisation(s). Click here to view committed slots.

**Allocated students**

You are an allocated Practice Assessor for the following students currently on placement:

Student	Course	Cohort	Practice Area	Placement Dates		
	BSc (Hons) Nursing	Sep 2015	Assessor (Grantl	bulatory Care Unit (AAC) (Grantham) rict Hospital)	03 Oct 2016 - 04 Dec 2016	Report Absence

**Other students**

You may identify yourself as a Practice Assessor for a student by entering the registration code for that student:

Register

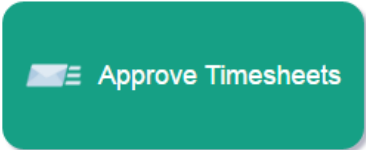
If you require help, or have any problems with this site, please contact [uolpractice.support@lincoln.ac.uk](mailto:uolpractice.support@lincoln.ac.uk)  
© 2016 University of Lincoln, School of Health and Social Care, Brayford Pool, Lincoln, LN6 7TS, UK - Tel: +44 (0)1522 882000

Policies and disclaimers

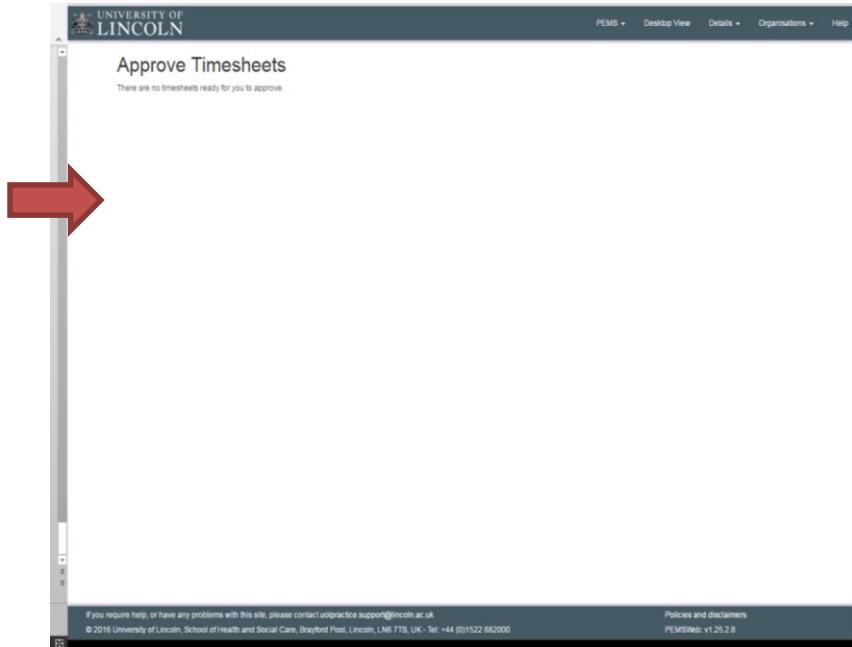


In the top bar, you have a tab called Approve Timesheets. Click on to it.

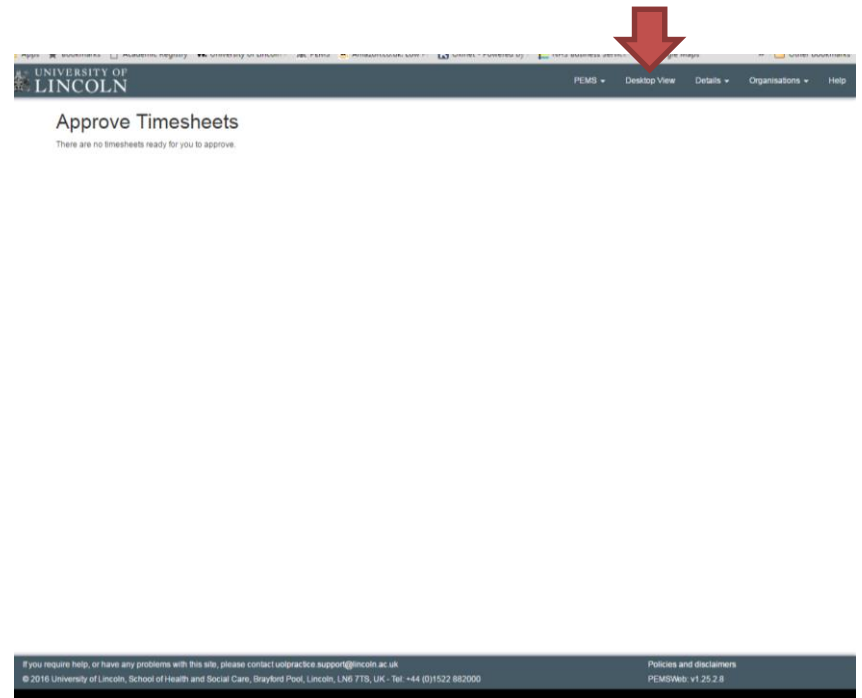




# Student Timesheets



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.