

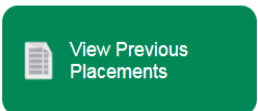


UNIVERSITY OF
LINCOLN

Student's PEMS Manual 2017

Debbi Hinchliffe, Emma Morton & Kelly Skidmore
PEMS Administrators

What will be available on your Student Dashboard, throughout the coming year.

				Mandatory requirement to be completed and checked to see if your information is correct.
				Mandatory requirement to read and tick the student declarations.
				This will show all the emails sent to you through PEMS.
				Download your Mandatory Training certificate
				Practice Hours and Absence Recording
				This will show you your placement timeline.
				At the end placement it is a mandatory requirement for you to complete your student evaluation.
				This will show you your previous placements and mandatory training information.

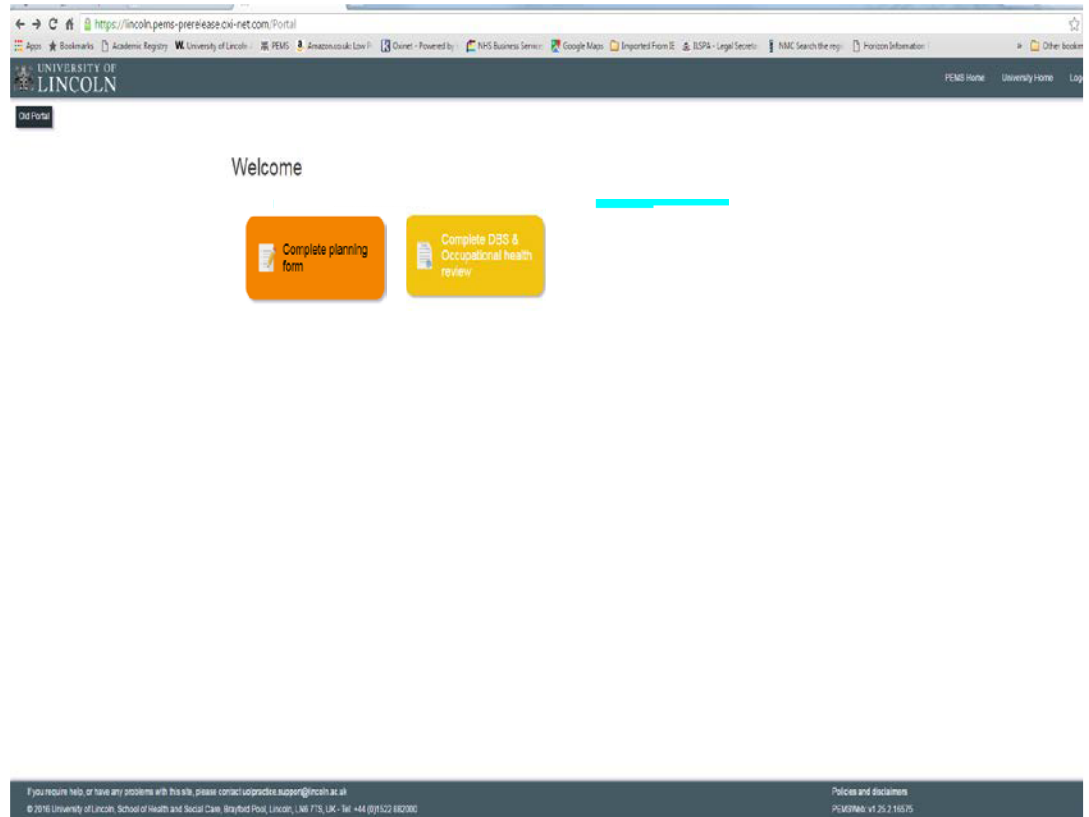
When you first log onto PEMS, this will be your Dashboard.

You would have been instructed by the Placement Administration Team to do the following:

1. You will receive an automated email from PEMS, instructing you to complete the following:

Read and acknowledge the Student Declaration (Code of Conduct, Clinical Nurse Suite Manual & Business Insurance).

2. Log onto PEMS to complete the Placement Planning form.





Complete DBS & Occupational health review

You will receive an automated email from PEMS asking you to complete the Readiness for Placement Declaration

UNIVERSITY OF LINCOLN PEMS

PEMS Home Logout

Readiness for Placement Logged in as: BSc (Hons) Nursing with Registered Nurse (Adult) - September 2016

Please complete the following information which is required in order to issue you with a Readiness for Placement (RPP) identity badge. Without this, you will not be able to start any placements required as part of your course.

Personal Information
Please check that your personal information listed below is correct:

Title:	Student Number:	
Forename(s):	Programme title: BSc (Hons) Nursing with Registered Nurse (Adult)	
Surname:	Cohort date: September 2016	
Email:		
Correspondence Address:	Home Address:	
Phone: _____	Phone: _____	

Telephone:
Mobile:

Important:
If your personal information is not correct, please do not complete this form. Log in to your Student Management System page by clicking this link and update your information. Once your personal information has been updated in Student Management System, please return to this page and complete the form.

Readiness for Placement Declarations
Please answer the following required questions or confirm the statements:

I confirm that I have read and understood the Code of Conduct, and that I declare that I meet the conditions therein:

I confirm that I have read and understood the Clinical Nursing Suite Manual:

Actions
When you have answered the questions:

Useful Links
The following links may help you complete your Readiness for Placement declarations:

Make sure you have ticked the boxes to show you have read and understood the 'Student Declaration'.



Complete planning form

You will need to check your personal information and complete the questions regarding travel and financial funding information.

UNIVERSITY OF LINCOLN PEMS

PEMS Home Placement Search Logout

Placement Planning Logged in as: BSc (Hons) Nursing with Registered Nurse (Adult) - September 2016

Please complete this form in as much detail as possible. The information provided will help us to allocate you to a suitable placement.

Once you have completed the form, click 'Submit form now' to save the details and return your response to us. You can then keep this form up to date by accessing it from your PEMS homepage.

Personal Information
Please check that your personal information listed below is correct:

Title:	Student Number:	
Forename(s):	Programme title: BSc (Hons) Nursing with Registered Nurse (Adult)	
Surname:	Cohort date: September 2016	
Email:		
Correspondence Address:	Home Address:	
Phone: _____	Phone: _____	

Telephone:
Mobile:

Important:
If your personal information is not correct, please follow the instructions below to make the changes.

1. 1. Log on to Blackboard
2. 2. My University Tab
3. 3. Check your Contact Details

Travel
When did you obtain a full car driving licence?

 I do not have a driving licence

Do you have a car?
 Yes No

Make sure your personal information is correct and you have completed all questions. If your information is incorrect, you will need to contact Student Services, to make any changes.

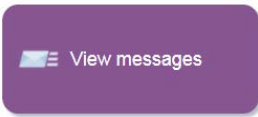
This will be what your PEMS dashboard will look like.

When you start your placement, you will see that your dashboard will change.

You will have access to the following.

- View Messages
- Complete Planning Form
- Placement Learning Permit
- Practice Hours
- View Previous Placements






















This message board will show all the emails that have been sent to you via PEMS.

The emails will also be sent to your Outlook/Student email account.

Messages for

  Message	Date
 Student Evaluation of Practice Experience (SEPE) Survey	10-Apr-17 05:18
 Important - Signing off Placement Hours	05-Apr-17 14:25
 Placements Team: Your Readiness for Practice Certificate	03-Feb-17 10:48
 Placement Expenses Claim Forms	12-Jan-17 13:12
 Information about your next placement	05-Jan-17 15:03
 Placements Team: Your Readiness for Practice Certificate	05-Jan-17 13:13
 Practice Administration Support Team: IMPORTANT Action required for placement	23-Dec-16 05:19
 MERRY CHRISTMAS AND A HAPPY NEW YEAR	22-Dec-16 11:21
 Student Evaluation of Practice Experience (SEPE) Survey	22-Dec-16 00:16
  NO GREEN CARDS REQUIRED	05-Dec-16 09:01

Navigation:   1 2 3 4   10 items per page 1 - 10 of 34 items



View Previous Placements



Placement Learning Permit (PDF)

Student Placement Record

Export to PDF

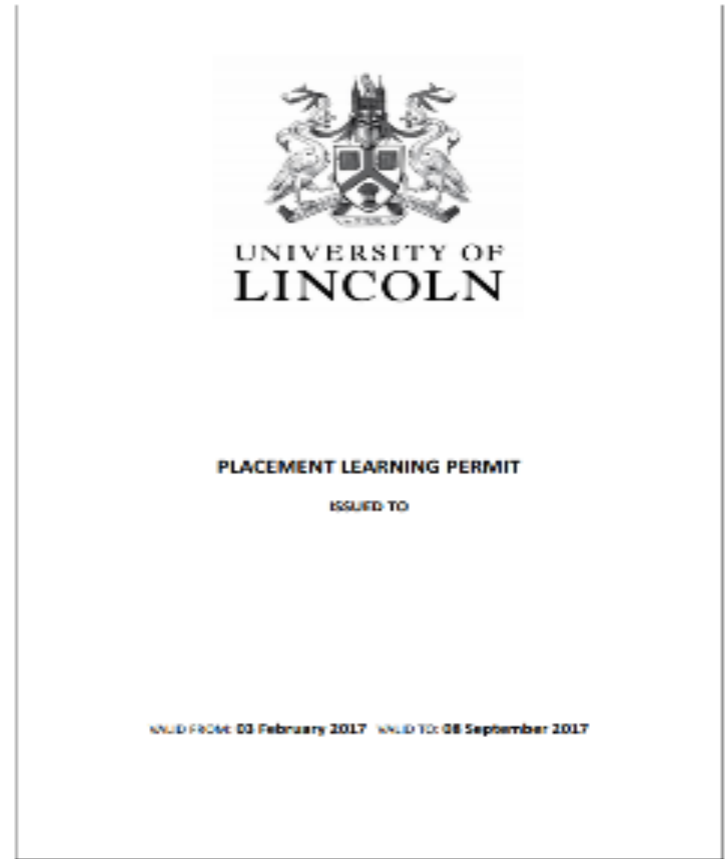
Placement location	Experiences	Placement	Start Date	End Date	Weeks	Hours	Status
Lancaster Ward (Lincoln)	Medical	Lancaster Ward (Lincoln) (Lincoln County Hospital) (Lancaster Ward (Lincoln)/Lincoln County Hospital)	06 Jan 2016	27 Mar 2016	12	373.50	Completed
Integrated Community Team Sleaford		Integrated Community Team Sleaford (The Point Sleaford) (Integrated Community Team Sleaford/The Point Sleaford)	13 Jun 2016	07 Aug 2016	8	324.00	Completed
Dermatology Suite (Lincoln)		Dermatology Suite (Lincoln) (Lincoln County Hospital) (Dermatology Suite (Lincoln)/Lincoln County Hospital)	03 Oct 2016	04 Dec 2016	9	314.00	Completed
Surgical Outpatients (Lincoln)	Community	Surgical Outpatients (Lincoln) (Lincoln County Hospital) (Surgical Outpatients (Lincoln)/Lincoln County Hospital)	06 Feb 2017	09 Apr 2017	9	345.25	Completed
Surgical Outpatients (Lincoln)			10 Apr 2017	12 Apr 2017	1	0.00	Completed
Chatsworth Unit (MCH)			01 Aug 2017	29 Sep 2017	9	30.00	Completed
Total:		6			48	1,386.75	

Mandatory Training

Export to PDF

Training Description	Date Attended
Fire safety (Y1)	18 Sep 2015
Safeguarding children (Y1)	29 Sep 2015
Safeguarding vulnerable adults (Y1)	29 Sep 2015
Equality, Diversity and Human Rights	06 Oct 2015
Infection control practice - hand hygiene (Y1)	16 Oct 2015
Infection control theory (Y1)	09 Oct 2015
DBS Check	02 Sep 2015
Occupational Health Check	05 Oct 2015
Food Hygiene (Y1)	13 Nov 2015

This information will show all your previous placements with the number of hours that have been achieved. This page will also show what mandatory training has been completed



This permit is issued when you have completed all the mandatory training. Failure to complete all mandatory training will delay starting in your placement.

How to record your placement hours and absences.

University of Lincoln has an electronic way of recording placement hours and absences.

This can be done on your SMART phone/tabs. By logging onto the PEMS site <https://pems.lincoln.ac.uk> using your university login details.

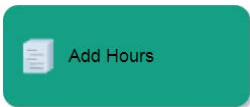
The preferred browser to use is Google Chrome.

Click onto the tab that indicates 'Practice Hours'.

The following steps will help you navigate and record your hours and absences.

Timesheets

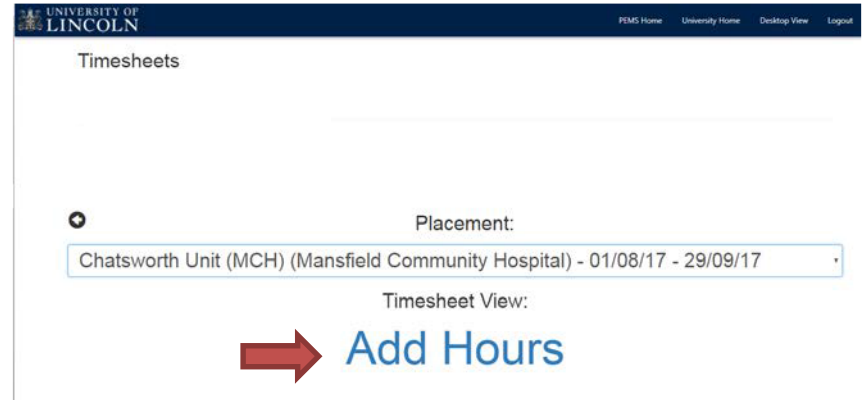




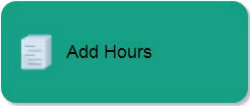
How to enter your placement hours



Step One - Click onto 'Select Placement' it will drop down all the placements you have attended previously. Click onto the placement name you want to record your hours.



Step Two - Click on to the 'Add Hours' link.



How to enter your placement hours

UNIVERSITY OF LINCOLN | FEMS Home | University Home | Desktop View | Logout

Timesheets

August 2017

W	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7	8
8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8

Chatsworth Unit (MCH)
Timetable: Approved
30 Hours 0 Minutes

Chatsworth Unit (MCH)

Chatsworth Unit (MCH)

Chatsworth Unit (MCH)

Chatsworth Unit (MCH)

Chatsworth Unit (MCH)

Chatsworth Unit (MCH)

Step Three - A calendar opens, select the day/date, click into the white box.

UNIVERSITY OF LINCOLN | FEMS Home | University Home | Desktop View | Logout

Timesheets

Mon 0 | Tue 0 | Wed 0 | Thu 0 | Fri 0 | Sat 0 | Sun 0

Monday 14 Aug 2017

Hours : Minutes

0:00

Comment

Update Timesheet

Step Four – Select the day you have worked.

UNIVERSITY OF LINCOLN | FEMS Home | University Home | Desktop View | Logout

Timesheets

Mon 0 | Tue 0 | Wed 0 | Thu 0 | Fri 0 | Sat 0 | Sun 0

Monday 14 Aug 2017

Hours : Minutes

0:00

6:30

6:45

7:00

7:15

7:30

7:45

8:00

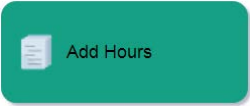
8:15

8:30

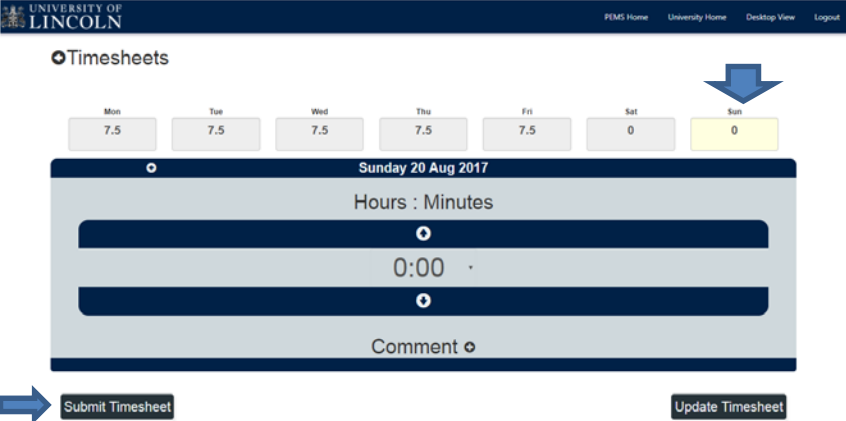
8:45

Update Timesheet

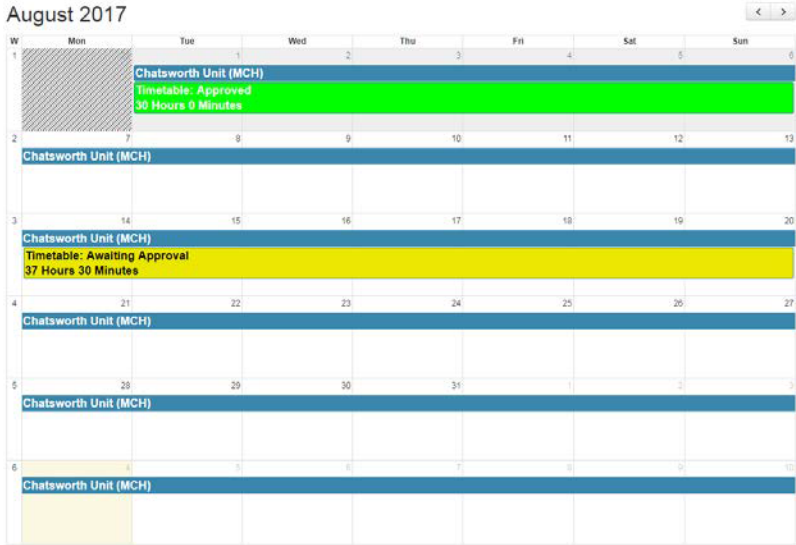
Step Five – Click onto the arrow and select the number of hours you have worked.



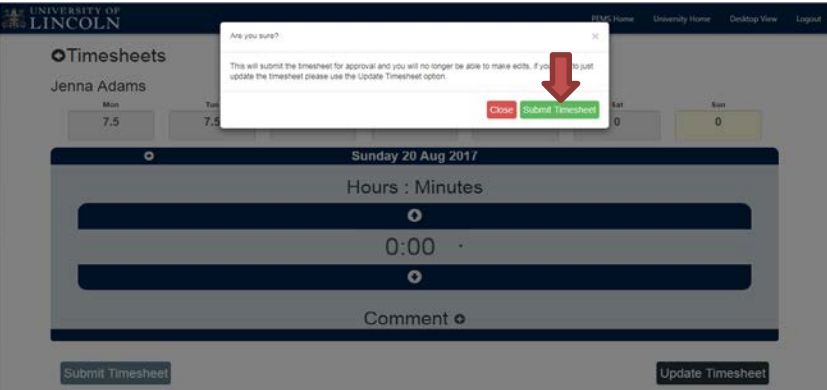
How to enter your placement hours



Step Six – You will need to click onto ‘Sunday’ in order for the ‘Submit Timesheet’ button appears.



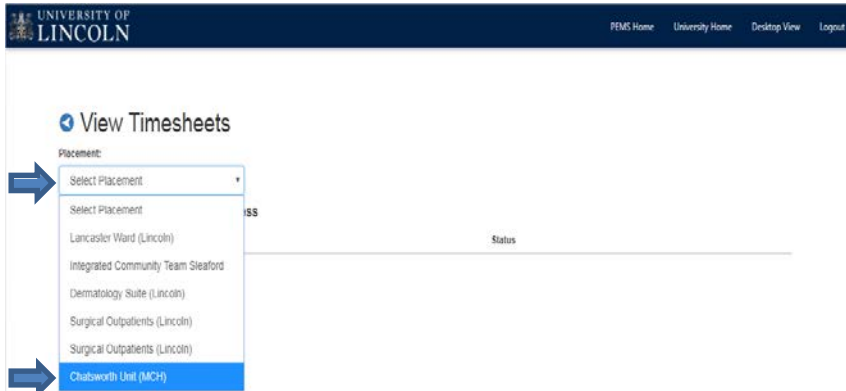
Having confirmed you submitted your timesheet, it will appear on your calendar as ‘Awaiting Approval’ in yellow.



Step Seven –Once you have submitted your timesheet, a notice will appear asking for you to confirm you want to submit your timesheet.



How to view and get your timesheets approved



Step One - Click onto 'Select Placement', choose your current placement.

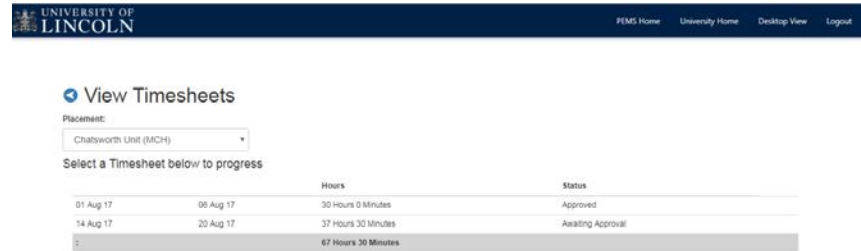
This will show you all the timesheets that you have entered hours on.

Regardless of what stage they are at, In-Progress, Awaiting Approval and Approved.

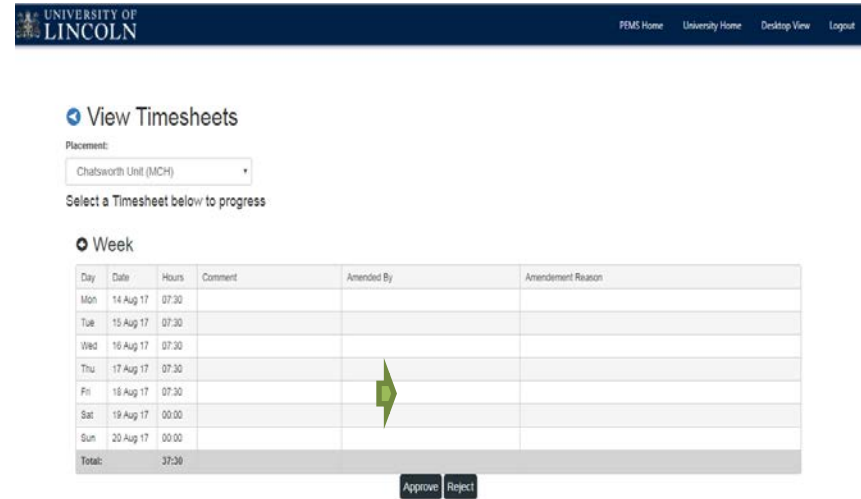
Also giving you a total of what you have entered.

Important Notice - You **MUST** ensure all your timesheets have been submitted, 'Awaiting Approval' stage, as this is the only stage your mentor will be able to view and approve your timesheets.

Step Two – Click onto 'Awaiting Approval'



There are two options to get your timesheet's approved.
Option 1: Your mentor can approve them through your own account. Follow the next stages to do this.



Step Three - Click 'Approve'

How to view and get your timesheets approved

UNIVERSITY OF LINCOLN

PEMS Home University Home Desktop View Logout

View Timesheets

Placement:
Chatsworth Unit (MCH)

Select a Timesheet below to progress

Week

Day	Date	Hours	Comment	Amended By	Amendment Reason
Mon	14 Aug 17	07:30			
Tue	15 Aug 17	07:30			
Wed	16 Aug 17	07:30			
Thu	17 Aug 17	07:30			
Fri	18 Aug 17	07:30			
Sat	19 Aug 17	00:00			
Sun	20 Aug 17	00:00			
Total:		37:30			

Approve Reject

Step One - Request your mentor to review the hours you have submitted.

Step Two – Click onto 'Approve'.

UNIVERSITY OF LINCOLN

PEMS Home University Home Desktop View Logout

Approve

Select Person Approving

Lucy Payton

Lucy Payton

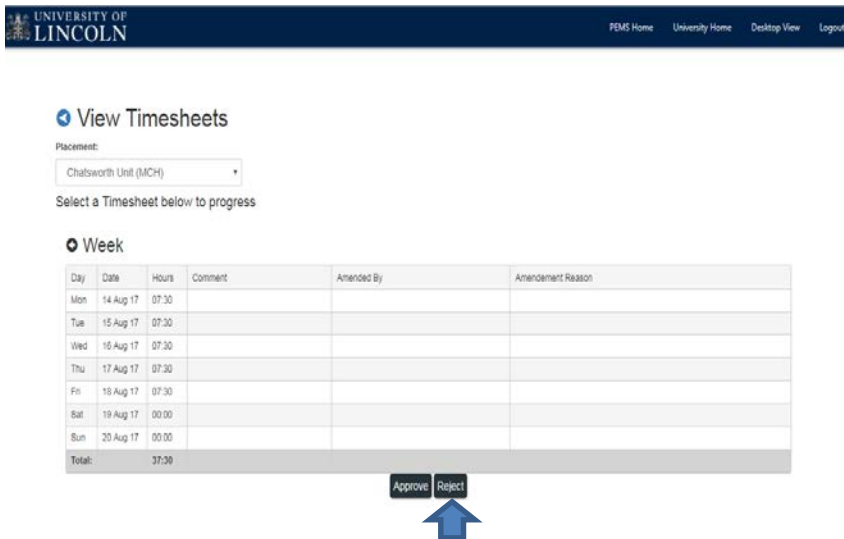
You will need to make sure you have your mentor linked to you on PEMS. The mentor can do this themselves, or they can contact the Practice Support Team to link your mentor to you.

Once linked to you, they will be able to select their name and enter their PIN to approve your hours.

Important Notice – Mentors can find their PIN Code on their own PEMS dashboard. They will need to log on to PEMS first before they can approve your hours.

How to view and get your timesheets approved

If however, your mentor doesn't agree with the hours you have submitted (for whatever reason), they will need to reject the timesheet.



UNIVERSITY OF LINCOLN PEMS Home University Home Desktop View Logout

View Timesheets

Placement: Chatsworth Unit (MCH)

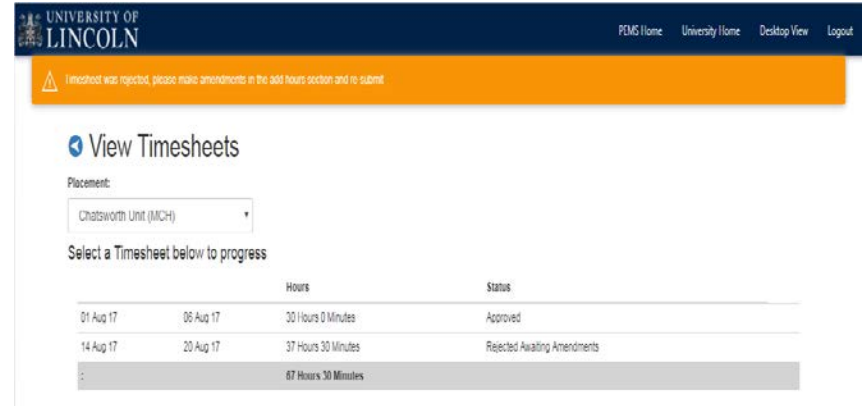
Select a Timesheet below to progress

Week

Day	Date	Hours	Comment	Amended By	Amendment Reason
Mon	14 Aug 17	07:30			
Tue	15 Aug 17	07:30			
Wed	16 Aug 17	07:30			
Thu	17 Aug 17	07:30			
Fri	18 Aug 17	07:30			
Sat	19 Aug 17	00:00			
Sun	20 Aug 17	00:00			
Total:		37:30			

Approve Reject

Step One - Click on to the 'Reject'.



UNIVERSITY OF LINCOLN PEMS Home University Home Desktop View Logout

Timesheet was rejected, please make amendments in the add hours section and re-submit

View Timesheets

Placement: Chatsworth Unit (MCH)

Select a Timesheet below to progress

	Hours	Status
01 Aug 17 - 06 Aug 17	30 Hours 0 Minutes	Approved
14 Aug 17 - 20 Aug 17	37 Hours 30 Minutes	Rejected-Awaiting Amendments
Total:		67 Hours 30 Minutes

You will see from the orange bar at the top, the timesheet has been rejected.

You will need to liaise with the mentor and re-enter the correct number of hours and resubmit the form.

Option 2: Your mentor will be able to access your timesheets through their own PEMS account and accessing them through 'Approve Timesheets'.



How to record an absence

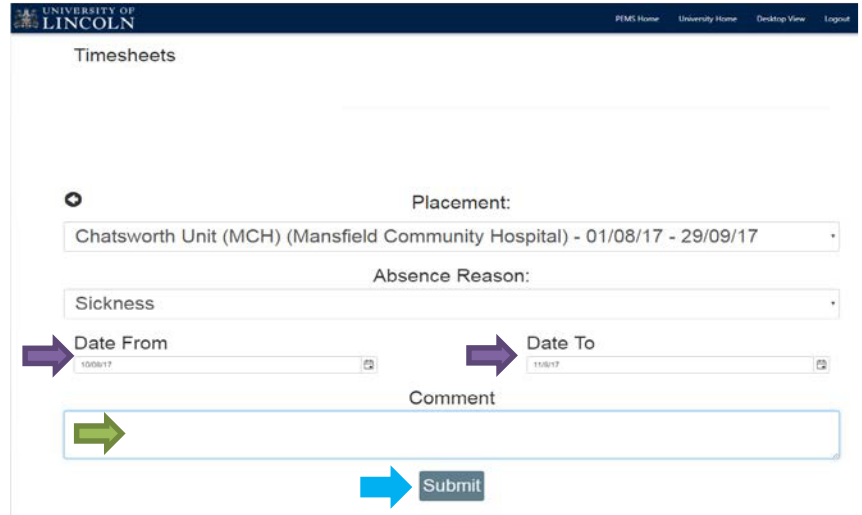
You can only record placement absences on PEMS.

You can only record during the allocated dates whilst in placement. All other absences are to be reported to the Nursingtheoryabsences@lincoln.ac.uk mailbox.



Step One – Click onto Placement and select current placement

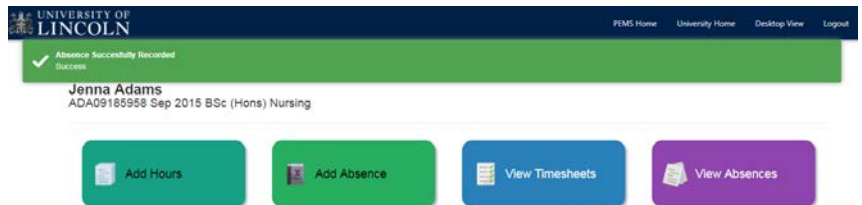
Step Two – Click onto Absence Reason, select from the drop down menu.



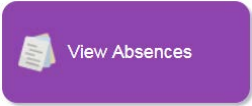
Step Three – Click and enter the ‘Date From’ and ‘Date To’.

Step Four – Click on ‘Comment’, this is optional.

Step Five - Click on ‘Submit’.



Green bar of confirmation of recording absence.



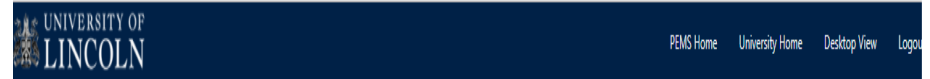
How to view recorded Absences

Recording of placement absence on PEMS can be done by:

- You, the student
- Your assigned mentor
- The Practice Support Team

Even if all of the above records the same absence it will only show as one absence.

You are responsible for recording all absences on PEMS.



View

Absence Start	Absence End	Total Days	Comment	Reported By	Reason
24 Feb 17	24 Mar 17	29			Sickness

This will show all the absences that have been recorded whilst in this placement.

It will show the start date, end date, the total number of days absent, any comments made, who reported the absence and the reason.



Step One – Click on Placement and select placement name.

Step Two – Click on Review link

Student Evaluation Placement Experience

PEMS

Evaluation Forms Summary

This is an individual 'Default Student placement evaluation' form for Ana Sacramento at placement 'Ward 5A (Pilgrim) (Pilgrim Hospital) - 23 Jun 2014 - 24 Aug 2014'.

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: <input type="checkbox"/> No: <input type="checkbox"/>
Fire and Escape Routes	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Resuscitation and Life Saving Equipment	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Escalating Concerns	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Patients' right to refuse student involvement in their care	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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

Preliminary interview	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Intermediate interview	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Final interview	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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: No:

If you have answered **No** to the above question (No. 3) 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.

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

Yes: No:

If you have answered **No** to the above question (No. 4) 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.

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

[/user/1/theses/questionnaire/questionnaireselect.jspx?questionnaireid=3312](#)

This tab will become available to you the day after your placement has come to an end.

This is a mandatory requirement for you to complete within two weeks of the placement ending.

You will receive an email through PEMS to say the evaluation is ready for you to complete.

There is no anonymity with the evaluation, you are responsible for what you write in the comments. Please ensure these are written in a professional manner.

Placements will see what you have written about the placement.

PEMS Administrators

- Your PEMS Administrators are:
 - Debbi Hinchliffe (Placement Hours/General Enquiries)
 - Emma Morton (Placement Allocations/General Enquiries)
 - Kelly Skidmore (Mandatory Training/General Enquiries)
- To contact the PEMS Administrators, please send your email to uolpractice.support@lincoln.ac.uk