

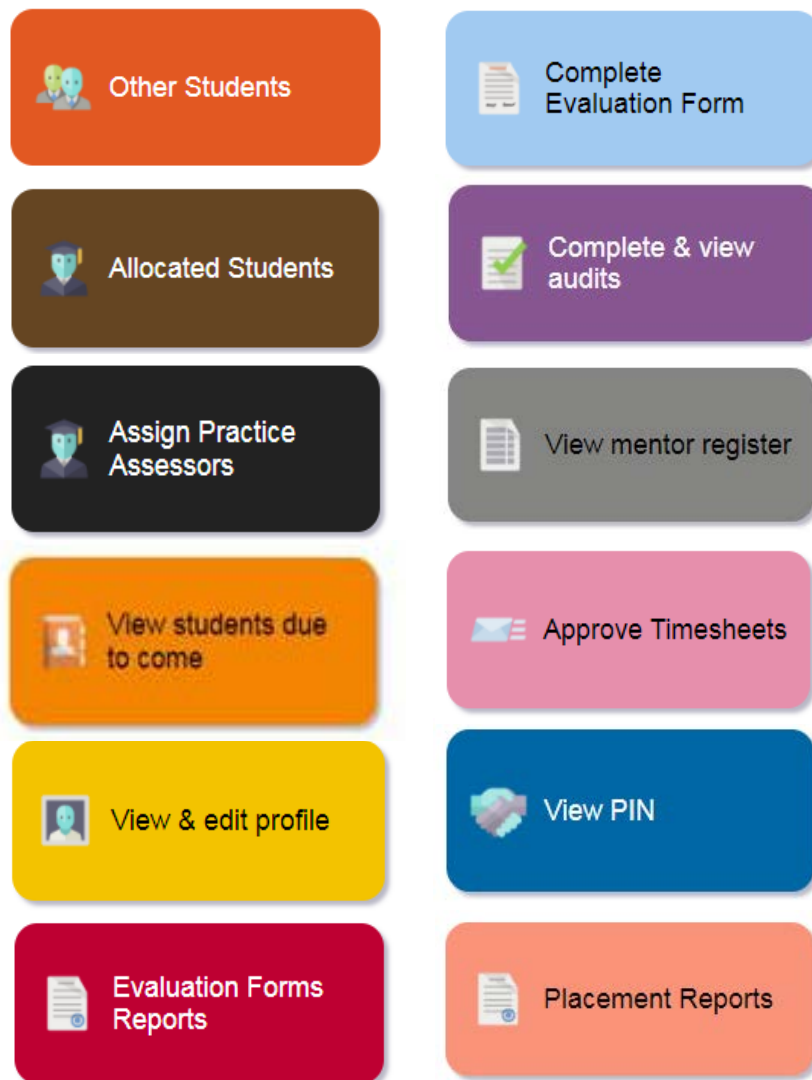
Placement Coordinator and Mentor's New PEMS Dashboard

PEMS has had some changes made to it, to make accessing different areas easier.

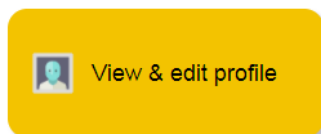
As you will notice your dashboard has now changed to boxes indicating all the areas that are available to you.

Some of the tabs will come and go from view, as they are determined by student allocation to a placement

Only Placement Coordinators/Key Contact can view this tab.



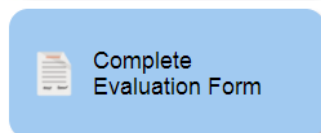
We have tried to make the whole experience of working on PEMS simpler, and just by clicking on the different boxes, will give you access to:



Placement Profiles – this is the information the student receives upon allocation of placement. You can check and edit this.



Placement Audits – this is where you can view current audits. If you are linked to an ‘In-Progress’ audit, meaning you are due to complete one soon. You can view them through this tab.



Mentor Evaluation Form - this is a questionnaire the mentor is asked to complete upon completion of the student placement.



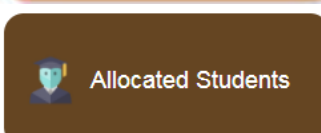
Student Timesheets – this is where you will be able to view your student’s timesheets. This has had some changes made to it. You will now be able to view all timesheets (in-progress/submitted and already approved)



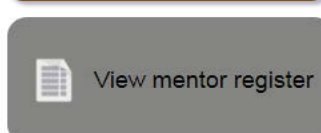
Pin Code – This pin is so you can approve the student’s timesheet on their profiles or mobile devices. The Pin Code is not needed if approving timesheets on your own profile.



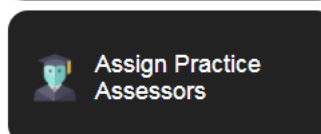
Students that have been allocated a placement – This will show students that have been assigned a placement, awaiting workflow to be committed. ***Once the student has been committed, this button be removed from view.***



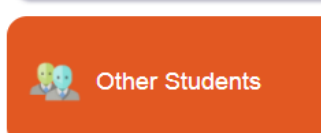
Allocated Students – This will show you which student has been allocated to you as a mentor. This is where you will be able to record the student’s absences.



Mentor Register to view all mentors in your placement area.



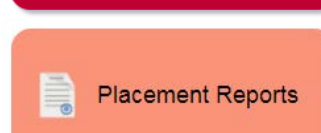
Placement Coordinator/Key Contacts ***Only***– You will be able to assign a mentor to the student directly



All confirmed students are listed on each mentors dashboard. Individual Mentors will be able to link themselves to a student.



Student Evaluation Report – You will be able to run a report to show the student evaluations.



Placement Report – will show a planner of the students that have been allocated a placement with yourselves.



View & edit profile


Step one: Click onto the 'View' – the blue arrow below.

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PEMS ▾ Mobile View Your Details ▾ Organisations ▾ Help

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
2039	Minster (Newark)	Minster (Newark)	Current	View 

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

Step two: The information about your placement. You can edit the text content to keep it up to date. Complete the questions, then you need to 'Save' the changes.

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PEMS Users Students Messaging Organisations and Contacts Placements Evaluation Forms Requirements Reporting Help

Placement Profile Management

This page allows you to view and manage placement profiles within PEMS. Before creating a new placement profile please ensure that the relevant locations exist and any contacts are added to the Organisation/location within Organisation Management.

Profile details

Organisation:
Fountain Medical Centre (Developments)

Address:
Sherwood Avenue
Newark
NG24 1QH

Placement profile name:

Profile Contacts

You have the ability to assign contacts. Tick contacts in the list below to associate them with this placement profile. New or existing contacts can be added to the Placement Site Organisation using the forms below.
You have the ability to remove contacts. Untick contacts in the list below to unassociate them with this placement profile.

ID	Forenames	Surname	Role	Email Address	Associated with profile	Notify of placement	Available to Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87753	Sharon	Black	Academic Contact	SBlack@lincoln.ac.uk	<input type="checkbox"/>		
94649	Alison	Storer	Placement Coordinator	alison.storer@pcc4019.rhsc.lk	<input type="checkbox"/>		
85400	Alison	Storer	Placement Assessor	alison.storer@pcc4019.rhsc.lk	<input type="checkbox"/>		
86766	Admin	Timesheet	Timesheet Admin	Admin@timesheet.net	<input type="checkbox"/>		

Page size: 25
4 items in 1 page

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:

Style of dress expected of student:
e.g. uniform, casual, jeans acceptable:

Learning resources available on site:
e.g. literature, computers, videos, access to libraries:

Particular areas of expertise:

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; further parking information; mission statement/philosophy of care; an address and map if postcode doesn't take you to the site.

Further resources:
This should be a HTTP or HTTPS link:



Complete & view audits

Step one – Click onto the ‘View Audit’ - blue arrow below.

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PEMS Desktop View Your Details Organisations Help

Placement Area Audits

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

Organisation	Parent Organisation Name	Academic Contact	Placement Auditor	Reviewed	Expires	Status	Created	Outstanding Actions
Minster (Newark)	Newark Hospital				12/01/2018	Approved, current	28/06/2016 14:58:29	View Audit

Page 1 of 1

Step two –

This page will show you the following:

- Who completed the audit
- When the audit took place
- The audit type

You will be able to navigate through the tabs to view the audit questions, competencies, action plan and the notes.

If ‘In Progress’, only the assigned person will be able to access the audit to complete it.

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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 1735 for Fracture Clinic (Pilgrim) (Pilgrim Hospital).

summary response competencies action plan notes (2)

Audit ID:	1735	Partnership Agreement
Audit Category:	Placement Audit	Valid from: <input type="text"/>
Entity Name:	Fracture Clinic (Pilgrim) (Pilgrim Hospital) Click to view	Expires: <input type="text"/>
Created:	19/07/2016	Contract document:
Audit Type:	Sub-audit	
Status:	Approved, current	
Academic Auditor:	<input type="text"/>	
Placement Auditor:	<input type="text"/> Only contacts with user accounts appear in this list	
Applies From:	21/06/2017	
Review:	21/03/2019	
Valid Until:	21/06/2019	

[Print Audit](#) [Print Action Plan](#)

Step one - click onto the 'View form' – blue arrow below

Evaluation Forms

Status	Form Name	Student	Location	Placement Dates	To Be Completed By	View
New	Default PA		Minster (Newark) (Newark Hospital)	01 May 2017 - 23 Jul 2017	06 Aug 17	View Form 

Step two - to complete the questions relating to the student who you have been mentoring during their placement. Once completed click 'Submit Form Now'. Blue arrow below.

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Placement Evaluation Form

Complete the evaluation form for every student placement

Complete the form for the following Placement
Student:

Placement/location:
Minster (Newark) (Newark Hospital)

Placement dates:
01 May 2017 - 23 Jul 2017

The University of Lincoln has developed in partnership with practice staff a Mentor Evaluation of Practice Learning Support, to be completed at the end of student placement.
Please take 5 minutes to complete this short questionnaire to help us to understand and respond to your needs as a mentor in practice.

Question 1: Did you receive information regarding students in time to plan their placements?
 Yes No

Question 2: Did the student contact you prior to the first allocated day of placement?
 Yes No

Question 3: Do you feel the student was prepared fully prior to placement and are there any recommendations you would like to make to enhance these both from a service perspective and a university approach?
 Yes No

Recommendations

Question 4: Was the conduct/dress code of the student in line with NMC standards and Trust policy?
 Yes No

Please highlight any issues which we may be able to address, tell us how this was managed and if you required our support.

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Question 5: Following this practice placement, are there any aspects of the learning opportunities you might include or change in readiness for your next student allocation?
 Yes No N/A

Please comment in the textbox below.

Question 6: Did you receive a timely and appropriate response from academic staff when requested?
 Yes No N/A

Please comment in the textbox below.

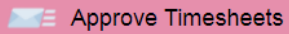
Question 7: What aspects of University support do you find most useful?

Question 8: Did you receive adequate information to enable you to complete students' practice documentation?
 Yes No

Please comment in the textbox below.

Question 9: How could the University support provided to you be improved?

Actions



As you will have noticed, the whole layout for the timesheets has now changed.

Step One - Once you have chosen 'View/Approve' it will automatically take you to the timesheets that are awaiting approval.

Step Two - Click onto 'View/Approve', you will see the weeks' worth of hours at the bottom. If you are happy with the hours recorded, click onto 'Approve timesheet'.

Approve Timesheets

View All

Student	Placement Location	Hours	Start of Week	End of Week	
	Minster (Newark)	13.5	Mon 26 Jun 17	Sun 02 Jul 17	
	Minster (Newark)	15	Mon 03 Jul 17	Sun 09 Jul 17	
	Minster (Newark)	7.5	Mon 17 Jul 17	Sun 23 Jul 17	
	Minster (Newark)	30	Mon 01 May 17	Sun 07 May 17	
	Minster (Newark)	32	Mon 08 May 17	Sun 14 May 17	
	Minster (Newark)	39.5	Mon 22 May 17	Sun 28 May 17	
	Minster (Newark)	32	Mon 29 May 17	Sun 04 Jun 17	
	Minster (Newark)	45	Mon 12 Jun 17	Sun 18 Jun 17	
	Minster (Newark)	51.5	Mon 19 Jun 17	Sun 25 Jun 17	
	Minster (Newark)	43.75	Mon 26 Jun 17	Sun 02 Jul 17	

Minster (Newark)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26 Jun 17	27 Jun 17	28 Jun 17	29 Jun 17	30 Jun 17	01 Jul 17	02 Jul 17
7.5 Hours	0 Hours	6 Hours	0 Hours	0 Hours	0 Hours	0 Hours

However, if you don't agree with the hours that have been submitted, you can click onto the 'Reject Timesheet'. By doing this, the student will need to re-enter and submit the hours again.

 Approve Timesheets

The additional feature which has been created is the 'View All'. By clicking onto this, it will show you all the timesheets the student has created on this placement.

Approve Timesheets


View All

Student	Placement Location	Hours	Start of Week
	Minster (Newark)	13.5	Mon 26 Jun 17

Approve Timesheets

View All

Student	Placement Location	Hours	Start of Week	End of Week	
	Minster (Newark)	7.5	Mon 08 May 17	Sun 14 May 17	Details
	Minster (Newark)	7.5	Mon 15 May 17	Sun 21 May 17	Details
	Minster (Newark)	15	Mon 22 May 17	Sun 28 May 17	Details
	Minster (Newark)	7.5	Mon 29 May 17	Sun 04 Jun 17	Details
	Minster (Newark)	5	Mon 05 Jun 17	Sun 11 Jun 17	In Progress
	Minster (Newark)	20	Mon 12 Jun 17	Sun 18 Jun 17	Details
	Minster (Newark)	19.5	Mon 19 Jun 17	Sun 25 Jun 17	Details
	Minster (Newark)	13.5	Mon 26 Jun 17	Sun 02 Jul 17	View / Approve
	Minster (Newark)	15	Mon 03 Jul 17	Sun 09 Jul 17	View / Approve
	Minster (Newark)	7.5	Mon 10 Jul 17	Sun 16 Jul 17	Details
	Minster (Newark)	7.5	Mon 17 Jul 17	Sun 23 Jul 17	View / Approve
	Minster (Newark)	30	Mon 01 May 17	Sun 07 May 17	View / Approve
	Minster (Newark)	32	Mon 08 May 17	Sun 14 May 17	View / Approve
	Minster (Newark)	19	Mon 15 May 17	Sun 21 May 17	Details
	Minster (Newark)	39.5	Mon 22 May 17	Sun 28 May 17	View / Approve
	Minster (Newark)	32	Mon 29 May 17	Sun 04 Jun 17	View / Approve
	Minster (Newark)	40.5	Mon 05 Jun 17	Sun 11 Jun 17	Details
	Minster (Newark)	45	Mon 12 Jun 17	Sun 18 Jun 17	View / Approve
	Minster (Newark)	51.5	Mon 19 Jun 17	Sun 25 Jun 17	View / Approve
	Minster (Newark)	43.75	Mon 26 Jun 17	Sun 02 Jul 17	View / Approve
	Minster (Newark)	8.5	Mon 03 Jul 17	Sun 09 Jul 17	In Progress
	Minster (Newark)	33.5	Mon 17 Jul 17	Sun 23 Jul 17	In Progress

 Approve Timesheets

You can now view already approved timesheet, and see who approved the timesheet. You will also see if the student has entered their hours and whether it is still in the 'In-Progress' stage. This means the student has entered them but not pressed 'Submit'. Please prompt the student.

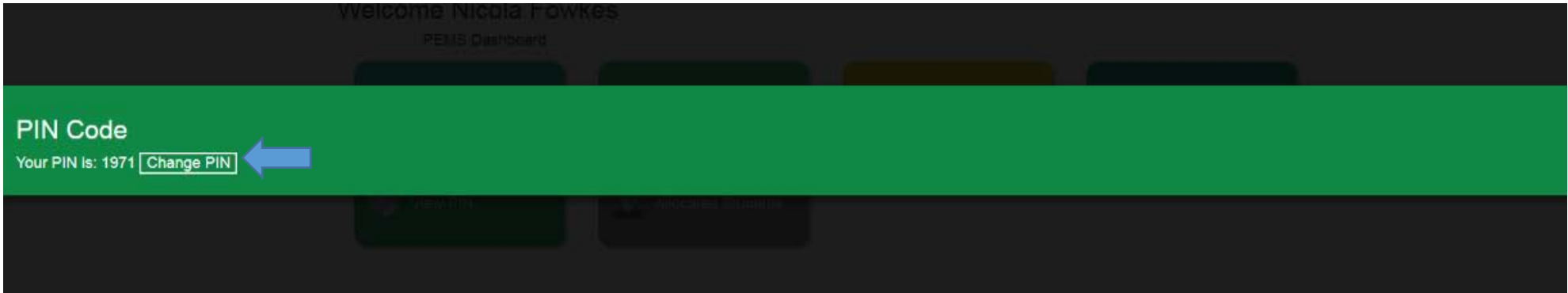
UNIVERSITY OF LINCOLN
PEMS ▾ Desktop View

Minster (Newark)	5	Mon 05 Jun 17	Sun 11 Jun 17	In Progress
Minster (Newark)	20	Mon 12 Jun 17	Sun 18 Jun 17	Details
Minster (Newark)	19.5	Mon 19 Jun 17	Sun 25 Jun 17	Details
Minster (Newark)	13.5	Mon 26 Jun 17	Sun 02 Jul 17	View / Approve
Minster (Newark)	15	Mon 03 Jul 17	Sun 09 Jul 17	View / Approve
Minster (Newark)	7.5	Mon 10 Jul 17	Sun 16 Jul 17	Details
Minster (Newark)	7.5	Mon 17 Jul 17	Sun 23 Jul 17	View / Approve
Minster (Newark)	30	Mon 01 May 17	Sun 07 May 17	View / Approve
Minster (Newark)	32	Mon 08 May 17	Sun 14 May 17	View / Approve
Minster (Newark)	19	Mon 15 May 17	Sun 21 May 17	Details
Minster (Newark)	39.5	Mon 22 May 17	Sun 28 May 17	View / Approve
Minster (Newark)	32	Mon 29 May 17	Sun 04 Jun 17	View / Approve
Minster (Newark)	40.5	Mon 05 Jun 17	Sun 11 Jun 17	Details
Minster (Newark)	45	Mon 12 Jun 17	Sun 18 Jun 17	View / Approve
Minster (Newark)	51.5	Mon 19 Jun 17	Sun 25 Jun 17	View / Approve
Minster (Newark)	43.75	Mon 26 Jun 17	Sun 02 Jul 17	View / Approve
Minster (Newark)	8.5	Mon 03 Jul 17	Sun 09 Jul 17	In Progress
Minster (Newark)	33.5	Mon 17 Jul 17	Sun 23 Jul 17	In Progress

: Minster (Newark)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
10 Jul 17	11 Jul 17	12 Jul 17	13 Jul 17	14 Jul 17	15 Jul 17	16 Jul 17
0 Hours	0 Hours	7.5 Hours	0 Hours	0 Hours	0 Hours	0 Hours

➔
Approved by: _____ on: 15/08/2017



This is your Pin Code for you to use on the student's profile (when they are logged into PEMS, not you) to approve submitted timesheets. Please do not share your Pin Number with the student or anyone else. if you feel the number has been compromised by the student, you now have the option to 'Change PIN', or you can contact the Practice Support Team on (Uolpractice.support@lincoln.ac.uk) who will be able to help you with this.



Allocated placement slots

This page lists the placement slots which are currently allocated. Once the allocation is confirmed by PLU, the allocation will be committed, and students will be notified.

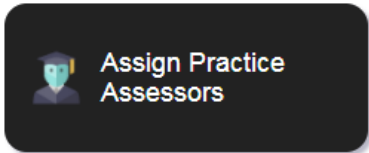
Student Name	E-mail	Cohort	Programme	Placement location	SMART Card Number	Expected Hours	Placement Dates
	@students.lincoln.ac.uk	Sep 2016	BSc (Hons) Nursing	Fracture Clinic (Pilgrim)			29 Aug 2017 - 04 Sep 2017

This is just an information page.

This page will show a list of students what have been linked to the placement, indicating the student's details and placement dates.

Export current view

[Export as XLS](#) [Export as CSV](#)



This will only show on a Placement Coordinator/Key Contact Dashboard.

Placement Co-Ordinator's – You will be able to assign a mentor to a student.

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PEMS Desktop View Your Details Organisations Placements Reporting Help


Placement Slot Management

Use this page to view slots for your organisations. Use the filters at the top of the grid if you wish to narrow down the list of slots, and click the > arrow to the left of the placement slot to view further details about the placement slot.

Search: Profile name or ID Student: Student name or Code Organisation: Profile: Assigned Programme: Any Student: All

Status: Committed Cohort: Any Mentor: Any

Placement Slot List: Note: Expand a row to see further information. Right click column headings to see further options. An export button is available to the right of this note. Export Refresh

Slot ID	Profile	Organisation	Programmes	Student	Cohort	Start Date	End Date	Status	Mentor
						From To	From To		
> 13124	Fracture Clinic (Pilgrim)	Fracture Clinic (Pilgrim)	BSc (Hons) Nursing with Register...		Sep-2016	29 Aug 2017	04 Sep 2017	Committed	

Page 1 of 1
Records per page: 10

Step Two

To select a mentor, click in to the box (as indicated).

You can assign multiple mentors to one student.

Once completed click 'Use selected.' This will automatically link them to the student.



PEMS

Placement Assessor:

Select the Placement Assessor for this student:

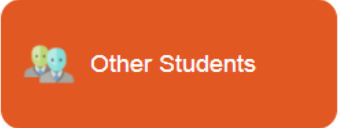
<input type="checkbox"/>	Name	Job Title	Organisation	Mentor Type	Current	Sign-off
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	Yes
<input checked="" type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)	NMC mentor	Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)	NMC mentor	Yes	No
<input type="checkbox"/>		TimeSheet Admin	Nursing			
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)		Yes	No
<input type="checkbox"/>		Placement Assessor	Fracture Clinic (Pilgrim)	NMC mentor	Yes	No

Use selected Cancel

/User/Admin/Popup/ChoosePA.aspx?slotid=...

Step One

To assign or change a mentor, click onto the blue figure.

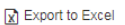
Other Students

When a student is allocated a placement in your area. This button will show on your dashboard. Once the student has been linked to a mentor, it will no longer show on the dashboard.

To be able to link yourself to a student all you need to do is:

Step One – Click onto the ‘Link to student’, this will automatically link you to the student. Blue arrow below.

Other students

 Export to Excel

Student Name	Student Code	E-mail	Programme	Cohort Date	Smart Card	Placement Site	Start	End	Link to Student
			BSc (Hons) Nursing with Registered Nurse (Adult)	Sep 2016		Fracture Clinic (Pilgrim)	29 Aug 2017	04 Sep 2017	Link to Student

10 items per page 1 of 1 items



Once you have been linked to the student, you will be able to record the student absences.

Step One - Click onto the 'Absence'. Blue arrow below

Allocated students

Export to Excel									
Student Name	Student Code	E-mail	Programme	Cohort Date	Smart Card	Placement Site	Start	End	Report
			Return to Practice (Nursing)	Jan 2017		Minster (Newark)	17 Apr 2017	17 Aug 2017	Absence 


1 - 1 of 1 items

Step Two:

The Absence Reporting Form will open in a separate window.

Once completed you will need to click on the 'Submit Absence Form Now'.

This will then show up on the UoL Administration Team and Student Absence record on PEMS.



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Absence Reporting

Use this form to report an absence for a student in your placement area. Please

Student

Select Placement
 Minster (Newark) (17 Apr 2017 - 17 Aug 2017)

Start of absence
 Yesterday Today

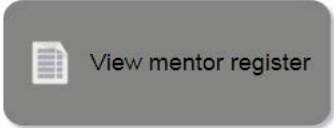
End of absence
 [Date Picker]

Reason
 Unknown Reason

Comments
 [Text Area]

Has the student contacted you to report the absence?
 Yes No

Actions
 |



Here you will be able to view your Mentor and Triennial Review dates, to see if you are in date.

Mentors - Manage all Mentors

Search and manage mentors

Search:

Organisation: Include Child Organisations:

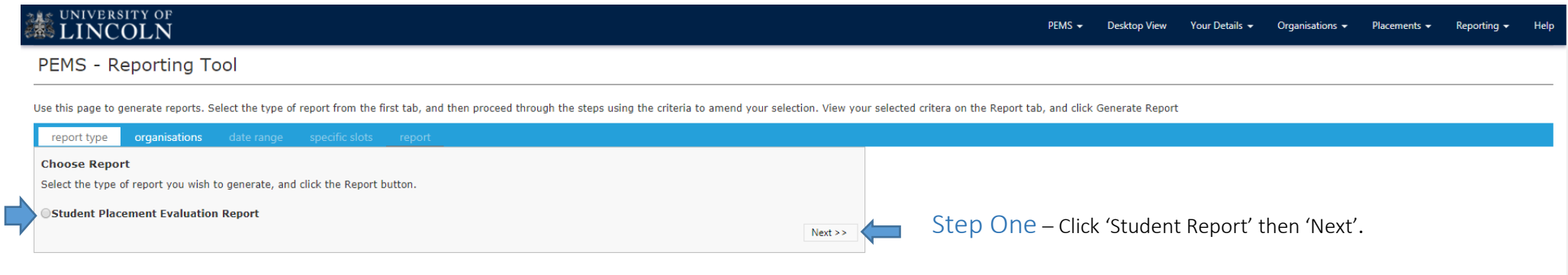
Mentor: Status: Current: Regulator: Mentor Category: User:

Filter Dates: From: To:

<input type="checkbox"/>	Men	Name	Email	Organisation	Qualification	Qualification Date	Status	Current	Expiry	Last Update	Last Review	Category	Regulator	ID	IPLU ID	View
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	19-Oct-14	Active	Yes	19-Oct-17	30-Nov-16	19-Oct-14	None	NMC	99592	830	<input type="button" value="View"/>
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	27-Jun-14	Active	No	26-Jun-17	30-Nov-16	None	NMC mentor	NMC	102333	3273	<input type="button" value="View"/>
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	30-Jul-13	Active	Yes	29-Nov-17	30-Nov-16	08-Jul-16	None	NMC	100745	3381	<input type="button" value="View"/>
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	07-May-13	Active	Yes	01-Dec-17	02-Dec-16	12-Aug-16	None	NMC	99827	3433	<input type="button" value="View"/>
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	13-Jul-12	Active	Yes	01-Dec-17	02-Dec-16	12-Aug-16	None	NMC	103767	3642	<input type="button" value="View"/>
<input type="checkbox"/>				Fracture Clinic (Pilgrim) (Pilgrim Hospital)	Qualification	08-Oct-15	Active	Yes	29-Nov-17	30-Nov-16	None	NMC mentor	NMC	103292	5424	<input type="button" value="View"/>

Page size: 10 6 items in 1 pages

How to view SEPE's (Student Evaluation Practice Experience)



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PEMS - Reporting Tool

Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report

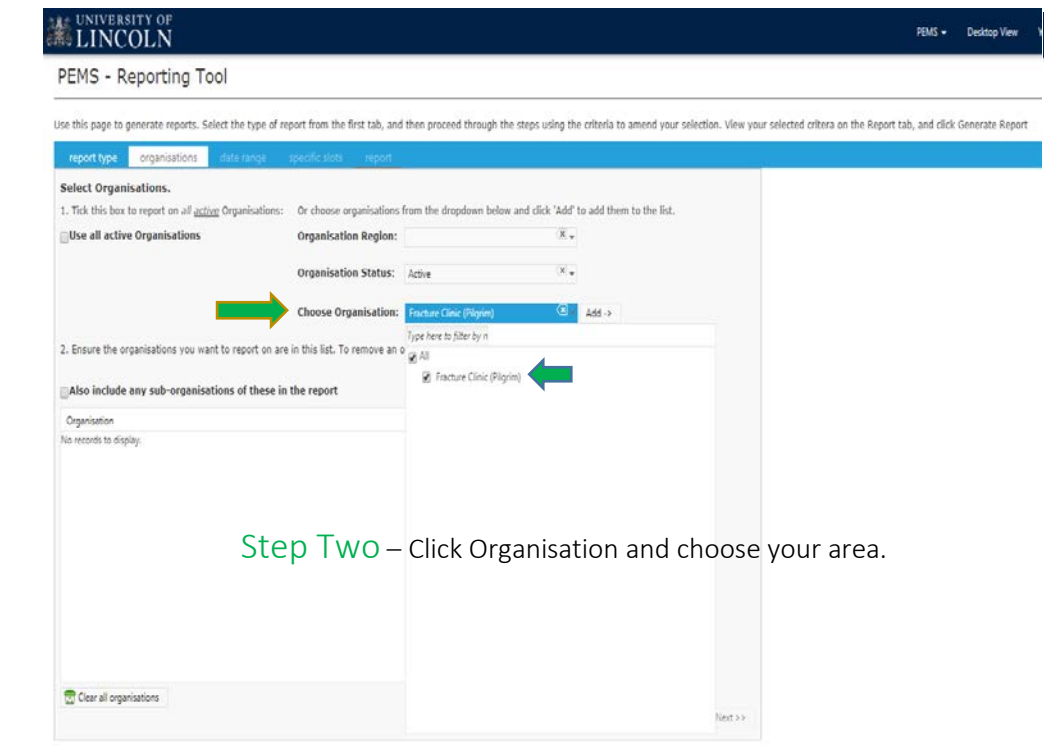
report type **organisations** date range specific slots report

Choose Report
Select the type of report you wish to generate, and click the Report button.

Student Placement Evaluation Report

Next >>

Step One – Click 'Student Report' then 'Next'.



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PEMS - Reporting Tool

Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report

report type **organisations** date range specific slots report

Select Organisations.
1. Tick this box to report on all active Organisations: Or choose organisations from the dropdown below and click 'Add' to add them to the list.

Use all active Organisations

Organisation Region: [dropdown]

Organisation Status: Active [dropdown]

Choose Organisation: Fracture Clinic (Pilgrim) [dropdown] Add >

2. Ensure the organisations you want to report on are in this list. To remove an organisation from the report, select it and click the 'X' to remove.

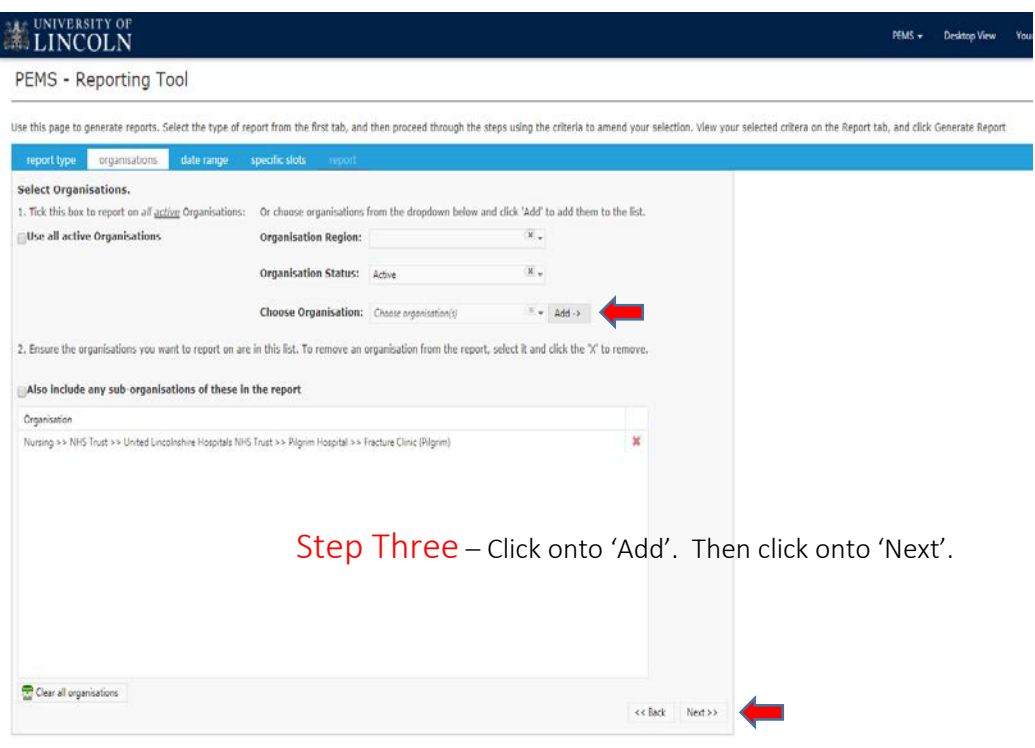
Also include any sub-organisations of these in the report

Organisation: [table with Fracture Clinic (Pilgrim)]

Clear all organisations

Next >>

Step Two – Click Organisation and choose your area.



UNIVERSITY OF LINCOLN

PEMS - Reporting Tool

Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report

report type organisations **date range** specific slots report

Select Organisations.
1. Tick this box to report on all active Organisations: Or choose organisations from the dropdown below and click 'Add' to add them to the list.

Use all active Organisations

Organisation Region: [dropdown]

Organisation Status: Active [dropdown]

Choose Organisation: Choose organisation(s) [dropdown] Add >

2. Ensure the organisations you want to report on are in this list. To remove an organisation from the report, select it and click the 'X' to remove.

Also include any sub-organisations of these in the report

Organisation: [table with Nursing >> NHS Trust >> United Lincolnshire Hospitals NHS Trust >> Pilgrim Hospital >> Fracture Clinic (Pilgrim)]

Clear all organisations



<< Back Next >>


Step Three – Click onto 'Add'. Then click onto 'Next'.

PEMS - Reporting Tool

Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report


report type organisations **date range** specific slots report

Placement dates
 Selected report type:
 Enter dates to find placements for which you want to see reports.
 End Date Between: 
 Start Date Between: 

From: 01/08/2016 To: 30/09/2017  3 results found.

September 2017

	M	T	W	T	F	S	S
35	28	29	30	31	1	2	3
36	4	5	6	7	8	9	10
37	11	12	13	14	15	16	17
38	18	19	20	21	22	23	24
39	25	26	27	28	29	30	1
40	2	3	4	5	6	7	8

<< Back Next >> 

Step One – You can choose either the start date between or end date between.
Step Two – Use the calendars to choose the dates.
Step Three – Click 'Next'.

PEMS - Reporting Tool


Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report

report type organisations date range **specific slots** report

The following evaluation forms match your selection. Select the placements to include in the report using the check box, then click the report button.

Filter by Programme:
 All Courses

<input checked="" type="checkbox"/>	Profile	Dates	Status	Programmes	Cohort
<input checked="" type="checkbox"/>	Fracture Clinic (Pilgrim)	16 May 2016 - 07 Aug 2016	Completed	BSc (Hons) Nursing	Sep-14
<input checked="" type="checkbox"/>	Fracture Clinic (Pilgrim)	03 Oct 2016 - 04 Dec 2016	Completed	BSc (Hons) Nursing	Sep-15
<input checked="" type="checkbox"/>	Fracture Clinic (Pilgrim)	05 Dec 2016 - 19 Feb 2017	Completed	BSc (Hons) Nursing with Registered Nurse (Adult)	Sep-16

<< Back Next >> 

Step One – You can select individual evaluations or to click them all, tick the top box as indicated.
Step Two – Click 'Next'

PEMS - Reporting Tool

Use this page to generate reports. Select the type of report from the first tab, and then proceed through the steps using the criteria to amend your selection. View your selected criteria on the Report tab, and click Generate Report

report type organisations date range specific slots report

Report:

Report Type: Student Evaluation Form

Date Range: 01/08/16 to 30/09/17


Programmes: All

Organisations:


- Fracture Clinic (Pilgrim) (Pilgrim Hospital)

Placement Slots: 3

Completed Questionnaires: 3



<< Back Start over Generate Report



PEMS

Evaluation Forms Summary

Student Evaluation Form - (1 Organisations, All courses, Between 31/07/2016 and 29/09/2017)

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: 3 No: 0
Fire and Escape Routes	Yes: 3 No: 0
Resuscitation and Life Saving Equipment	Yes: 3 No: 0
Escalating Concerns	Yes: 3 No: 0
Patients' right to refuse student involvement in their care	Yes: 3 No: 0

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

Preliminary interview	Yes: 3 No: 0
Intermediate interview	Yes: 3 No: 0
Final interview	Yes: 3 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: **3** No: **0**

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

Yes: **3** No: **0**

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

Yes: **3** No: **0**

6. Did your mentor facilitate your learning practice?

Yes: **3** No: **0**

7. Did you require any additional support during your placement?

This reports explains the information that has been selected, from the date range to the number of completed evaluations available.

Click 'Generate Report'.

This will produced a combined summary of all evaluations. This document can be exported and printed.



Placement Coordinator/Key Contact Only

Placement Report By Week

This report shows a weekly breakdown of placements allocated or available at a placement location.

Use the controls to change the placement location(s) selected, the date range and the number of weeks to show per page of the report. Once you have run the report you can export it as a PDF, word document or Excel.

Placement locations:

Fracture Clinic (Pilgrim)

Start Date: 03/10/2016

End Date: 31/08/2017

Weeks/Page: 52



Export to the selected format Export

Allocation Chart - PEMS

Fracture Clinic (Pilgrim)
 Pilgrim Hospital
 Sibsey Road
 Boston
 Lincolnshire
 PE21 9QS
 Allocation between 03/10/2016 and 01/10/2017 inclusive.

						03/10/2016	10/10/2016	17/10/2016	24/10/2016	31/10/2016	07/11/2016	14/11/2016	21/11/2016	28/11/2016	05/12/2016	12/12/2016	19/12/2016	26/12/2016	02/01/2017	09/01/2017	16/01/2017	23/01/2017	30/01/2017	06/02/2017	13/02/2017	20/02/2017	27/02/2017	06/03/2017	13/03/2017	20/03/2017	27/03/2017	03/04/2017	10/04/2017	17/04/2017	24/04/2017	01/05/2017	08/05/2017	
Total number of students allocated per week (03-Oct to 02-Oct)						1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0
	1509NURNURUB	Y2	BSc (Hons) Nursing		ac.uk @students.lincoln.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1509NURNURUB	Y2	BSc (Hons) Nursing		ac.uk @students.lincoln.	P	P	P	P	P	P	P	P	P																								
	1609NURNURUB	Y1	BSc (Hons) Nursing with Registered Nurse (Adult)		ac.uk @students.lincoln.										P	P	P	P	P	P	P	P	P	P	P													
	1609NURNURUB	Y1	BSc (Hons) Nursing with Registered Nurse (Adult)		ac.uk @students.lincoln.										P	P	P	P	P	P	P	P	P	P	P													

This report has been created to show the placement coordinator the number of students that have been on placement during the academic year. This document can be exported into Word or Excel. To produce the report please follow these steps.

Step One – Change the start and end date to the beginning of the academic year (Oct to Aug).

Step Two – Change the weeks/page to show 52 (indicating the number of weeks)

Step Three – Click Preview