

# 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.



UNIVERSITY OF

#### 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.

![](_page_2_Picture_5.jpeg)

Fyou require help, or have any problems with this site, please contact upportige supportightcoln act all ID 2016 University of Lincoln, School of Health and Social Case, Braybud Pool, Lincoln, UNI 775, UK - Hel 444 (0)1522 E82000 Policies and disclaimers PEM3/Net: v1 25/2 1657

![](_page_2_Picture_8.jpeg)

Complete DBS &

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

PEMS Home Logout		e rea
Readiness for Placement		Logged in as: BSc (Hons) Nursing with Registered Nurse (Aduit) - September 2016
Please complete the following information will not be able to start any placements re	which is required in order to issue quired as part of your course.	you with a Readiness for Placement (RIP) identity badge, Without this, you
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	Home Address:	
Phone: Telephone: Mobile:		Phone:
Important: If your personal informati System page by clicking t Student Management Sys	on is not correct, please do not con his link and update your informati tem, please return to this page an	nplete this form. Log in to your Student Management on. Once your personal information has been updated in d complete the form.
Readiness for Placement Declarati Please answer the following required quest	ons ons or confirm the statements:	
I confirm that I have read and understood and that I declare that I meet the condition	the Code of Conduct, 🛛 🔯	<b>~</b>
I confirm that I have read and understood Suite Manual:	the Clinical Nursing 📄	<b>4</b>
Actions When you have answered the questions:	5308	
units for nare answered the questions.		
Useful Links The following links may belo you complete	your Readiness for Placement decl.	arations:

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.

Placement I	Planning		Logged in as: BSr (Hons) Nursion with Repistered Nurse (Adult) - September 2016
No		te Mesteller ere	bit (milis) horsing won registered horse (Addit) - September 2010
Once you have con by accessing it from	npleted the form, click 'Submit for n your PEMS homepage.	n now' to save the deta	uses will not be allocate you to a Sonadre placement. Ils and return your response to us. You can then keep this form up to date
Personal Inform Nease check that yo	nation our personal information listed belo	w is correct.	
fitle:		Student Number:	
orename(s);		Programme title:	BSC (Hons) Nursing with Renistered Nurse (Adult)
			TO DI DU TUDI DE L'AUDILI
urname: mail:		Cohort date:	September 2016
Surname: Imail: Correspondence Address:		Cohort date: Home Address:	regenote anna para. September 2016
iurname: imail: correspondence iddress:	Phone:	Cohort date: Home Address:	Representation (Second) September 2016
Surname: imail: Correspondence ddress: felephone: 4obile:	Phone:	Cohort date: Home Address:	Representation and a second
surname: imail: correspondence iddress: felephone: tobile: In	Phone:	Cohort date: Home Address:	Phone:
surname: imail: correspondence Address: felephone: 4obile: In If	Phone: nportant: your personal information is not co	Cohort date: Home Address:	Phone:
surname: imail: Correspondence uddress: felephone: dobile: In If 1.	Phone:	Cohort date: Home Address:	Phone:
Surname: mall: Correspondence Mddress: tobile: tobile: In If	Phone: nportant: your personal information is not co .1. Log on to Blackboard .2. My University Tab	Cohort date: Home Address: rrect, please follow the i	Phone:
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sumame: mail: correspondence dddress: relephone: 4obile: In I I I 1 2 3	Phone: nportant: your personal information is not co 1. Log on to Biaddoard 2. My University Tab 3. Check your Contact Details	Cohort date: Home Address: rrect, please follow the l	Phone: Instructions below to make the changes.
sumame: mail: correspondence dddress: relephone: Kobile: In II 1 2 3 3	Phone: mportant: your personal information is not co 1. Log on to Blackboard 2. My University Tab 3. Check your Contact Details	Cohort date: Home Address: rrect, please follow the i	Phone:
Sumame: mail: correspondence dddress: relephone: Mobile: I I I I I I I I I I I I I I I I I I I	Phone: nportant: your personal information is not co 1. Log on to Biaddoard 2. My University Tab 3. Check your Contact Details in a full car driving licence?	Cohort date: Home Address:	Phone: Instructions below to make the changes.

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.

![](_page_3_Picture_9.jpeg)

#### This will be what your PEMS dashboard will look like.

Welcome PEMS Dashboard Wisw messages Wew Previous Pacement Learning form Pemilt (PDP) Practice Haurs

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

![](_page_4_Picture_9.jpeg)

Policies and electations

![](_page_4_Picture_11.jpeg)

#### Messages for

1		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				
		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			
1		NO GREEN CARDS REQUIRED	05-Dec-16 09:01			
N	•	1 2 3 4 <b>H</b> 10 <b>T</b> items per page	1 - 10 of 34 items			

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.

![](_page_5_Picture_7.jpeg)

#### LINCOLN

PEMS Home University Home Desktop View Logoul

#### Student Placement Record

DExport 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

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

![](_page_6_Picture_9.jpeg)

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

![](_page_6_Picture_11.jpeg)

# How to record your placement hours and absences.

Ti	maa	haata	
	mes	neels	

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 <u>https://pems.lincoln.ac.uk</u> 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.

![](_page_7_Figure_7.jpeg)

![](_page_7_Picture_8.jpeg)

#### Add Hours

## How to enter your placement hours

UNIVERSITY OF LINCOLN	PEMS Home University Home	Desktop View L	agast 1	UNIVERSITY OF		PEMS Home	University Home	Desktop View	Logout
Timesheets				Timesheets					
				0	Placement:				
				Chatsworth Unit (MCH)	(Mansfield Community Hospital) - 07	1/08/17	- 29/09/1	7	•
Placement:					Timesheet View:				
Select Placement			•		Add Hours				
Select Placement									
Chatsworth Unit (MCH) (Mansfield Community Hospital) - 0	1/08/17 - 29/09/	17							

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.

![](_page_8_Picture_5.jpeg)

Add Hours

## How to enter your placement hours

UNIVERSITY OF				PE	MS Home L	University Home	Desistop View	PLAN UNIVERSITY OF FLAN University Home University Home Desktop View Logost
<b>O</b> Timesheets								oTimesheets
								Mon         Tue         Wed         Thu         Fri         Sat         Sun           0         0         0         0         0         0         0         0
August 2017							< >	Monday 14 Aug 2017 O
W Mon 1	Tue 1	Wed 2	Thu 3	Fn 4	Sat	5	Sun ő	Hours : Minutes
	Chatsworth Unit (MCH)							0
	10 Hours 0 Minutes							0:00 ·
2 7	8	9	10	11		12	13	0
Chatsworth Unit (MC	H)							Comment o
	15	16	17	18		19	20	
Chatsworth Unit (MC	H)							Opdate limesheet
								Step Four – Select the day you have worked.
4 21	22	23	24	25		26	27	
Chatsworth Unit (MC	H)							LINCOLN     PRATikan     University Home     District View     Logical     OTimesheets
								Mon         Tue         Wed         The         Fri         Sat         Sun           0         0         0         0         0         0         0         0
5 28	29	30	31	1		2	3	Monday 14 Aug 2017 O
Chatsworth Unit (MC	H)							Hours : Minutes
								6:45
c Chatsworth Unit (MC	H)	0	1	ę.,		b	10	7:00 7:15
Conservation of the second second second second	7041							7:30
								(145
								8:00

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

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

8:30 8:45

![](_page_9_Picture_5.jpeg)

## How to enter your placement hours

versity of NCOLN					PEMS Home	University Home	Desktop View	Log
<b>O</b> Timesheets						٦	╏	
Mon	Tue	Wed	Thu	Fri	Sat	\$u	n	
7.5	7.5	7.5	7.5	7.5	0	C	)	
0		Si	unday 20 Aug 201	7				
		He	ours : Minute	es				
			0					
			0:00 ·					
			0					
			Comment o					
Submit Timesheet						Update Tir	nesheet	

Add Hours

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

LINCOLN	PL/US Home University Home Desktop View	w Logo
OTimesheets Jenna Adams Mon 7.5	The will submit the timesheet for approval and you will no longer be able to mane exist. If you to point update timesheet please use the Update Timesheet option.	
•	Sunday 20 Aug 2017	Ľ.
	Hours : Minutes	
	0	
	0:00 ·	
	0	
	Comment o	
Submit Timesheet	Update Timesheet	

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

Augus	st 2017						<
W 1 (7/7/07/	Mon	Tue	Wed 2	Thu	Fn 4	Sat 5	Sun
	Chatsv	orth Unit (MCH)					
	Timeta 30 Mor	ble: Approved					
		re o minutes					
2	7	-8	9	10	11	12	
Chatsw	worth Unit (MCH)						
1	14	15	16	-17	12	19	
Chatsw	orth Unit (MCH)	10	10				
Timeta 37 Hou	ble: Awaiting Appro	val					
4	21	22	23	24	- 25	26	
Chatsw	iorth Unit (MCH)						
5	28	29	30	31			
Chatsw	rorth Unit (MCH)						
6							
Chatsw	orth Unit (MCH)			1.04	a la		

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

![](_page_10_Picture_7.jpeg)

#### How to view and get your timesheets approved

LINC	SITY OF COLN			PEMS Home	University Home	Desistop View	Log
O V Placen	View Timesheets	•					
Sel La	ect Placement icaster Ward (Lincoln)	155	Status				
inte De	egrated Community Team Sleaford matology Suite (Lincoln)						
Su	gical Outpatients (Lincoln)						
	gical Outpatients (Lincoln) alsworth Unit (MCH)						

View Timesheets

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'

IVERSITY OF			PEMS Home	University Home	Desistop View	Logout
S View Tim	nesheets					
Chatsworth Unit (MC	H) *					
Select a Timeshee	t 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	Awaiting Approval			
:		67 Hours 30 Minutes				

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.

Chats	worth Unit (N	(CH)					
alart	a Timesha	at helo	w to progress				
alor!	a mucane	eet udlu	in to progress				
OV	leek						
Day	Date	Hours	Comment	Amended By	Amendement Reason		
Mon	14 Aug 17	07:30					
Tue	15 Aug 17	07:30					
Tue Wed	15 Aug 17 16 Aug 17	07:30 07:30					
Tue Wed Thu	15 Aug 17 16 Aug 17 17 Aug 17	07:30 07:30 07:30					
Tue Wed Thu Fri	15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17	07:30 07:30 07:30 07:30					
Tue Wed Thu Fri Sat	15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17 18 Aug 17	07:30 07:30 07:30 07:30 07:30		•			
Tue Wed Thu Fri Sat Sun	15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17 19 Aug 17 20 Aug 17	07:30 07:30 07:30 07:30 07:30 00:00		•			

Step Three - Click 'Approve'

![](_page_11_Picture_12.jpeg)

#### How to view and get your timesheets approved

	JLN					
Vi	iew Ti	mesl	heets			
Chats	worth Unit (N	(CH)	,			
alect	a Timeshe	et belo	w to progress			
0 10	Veek					
Day	Date	Hours	Comment	Attended By	Amendement Reason	
Day Mon	Date 14 Aug 17	Hours 07:30	Comment	Amended By	Amendement Reason	
Day Mon Tue	Date 14 Aug 17 15 Aug 17	Hours 07:30 07:30	Comment	Amended By	Amendement Reason	
Day Mon Tue Wed	Date 14 Aug 17 15 Aug 17 16 Aug 17	Hours 07:30 07:30 07:30	Comment	Amended By	Amendement Reason	
Day Mon Tue Wed Thu	Date 14 Aug 17 15 Aug 17 16 Aug 17 17 Aug 17	Hours 07:30 07:30 07:30 07:30	Comment	Amended By	Amendement Reason	
Day Mon Tue Wed Thu Fn	Date 14 Aug 17 15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17	Hours 07:30 07:30 07:30 07:30 07:30	Comment	Amended By	Americament Reason	
Day Mon Tue Wed Thu Fn Sat	Date 14 Aug 17 15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17 19 Aug 17	Hours 07:30 07:30 07:30 07:30 07:30 00:00	Comment	Amended By	Americament Reason	
Day Mon Tue Wed Thu Fn Sat Sun	Date 14 Aug 17 15 Aug 17 16 Aug 17 17 Aug 17 18 Aug 17 19 Aug 17 20 Aug 17	Hours 07:30 07:30 07:30 07:30 07:30 07:30 00:00 00:00	Comment	Amended By	Americament Reason	

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

Step Two - Click onto 'Approve'.

View Timesheets

LINCOLN		PEMS Home	University Home	Desktop View	Logout
	Approve     salect 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.

![](_page_12_Picture_8.jpeg)

#### 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.

	£						
Chats	worth Unit (N	ICH)	,				
PELL	a milesin	er delu	in to brodiess				
o v	Veek						
Day	Date	Hours	Comment	Amended By	Amendement 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					
Fit	18 Aug 17	07:30					
	19 Aug 17	00.00					
Sat							
Sat Sun	20 Aug 17	00:00					

Step One - Click on to the 'Reject'.

UNIVERSITY OF				PEMS Home	University Home	Desktop View	Logout
intestreet was rejected,	please make amendments in	the add hours section and re-submit					
View Ti Placement:	imesheets						
Chatsworth Unit (	MCH) •						
Select a Timesh	neet below to progre	165					
		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				
:		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'.

![](_page_13_Picture_9.jpeg)

![](_page_14_Picture_0.jpeg)

## 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 <u>Nursingtheoryabsences@lincoln.ac.uk</u> mailbox.

INCOLN	PEMS Home University Home 1	Desktop View
Timesheets		
Jenna Adams ADA09185958 Sep 2015 BSc	(Hons) Nursing	
0	Placement:	
Chatsworth Unit (N	Placement: MCH) (Mansfield Community Hospital) - 01/08/17 - 29/09/17	,
Chatsworth Unit (N	Placement: MCH) (Mansfield Community Hospital) - 01/08/17 - 29/09/17 Absence Reason:	

Step One – Click onto Placement and select current placement

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

Desktop View	dS Home University Home	1		NCOLN
				Timesheets
		ement:	Pla	0
(	8/17 - 29/09/17	unity Hospital) - 01/	H) (Mansfield Comn	Chatsworth Unit (MCH
		Reason:	Absend	
				Sickness
		Date To		Date From
0		15847	G	10/08/17
		iment	Co	
		iment	Co	100017

Step Three – Click and enter the 'Date From' and 'Date To'.

Step Four – Click on 'Comment', this is optional.

#### Step Five - Click on 'Submit'.

![](_page_14_Picture_11.jpeg)

Green bar of confirmation of recording absence.

![](_page_14_Picture_13.jpeg)

![](_page_15_Picture_0.jpeg)

## 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.

![](_page_15_Picture_8.jpeg)

Step One – Click on Placement and select placement name.

Step Two – Click on Review link

LI)	versity of NCOLN					PEMS Home	University Home	Desktop View	Logou
	View								
	Absence Start	Absence End	Total Days	Comment	Reported By		F	Reason	
	24 Feb 17	24 Mar 17	29				S	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.

![](_page_15_Picture_14.jpeg)

## **Student Evaluation Placement Experience**

D PENS	* 0 - <b>1</b>
Evaluation Forms Summary	
This is an individual 'Default Student placement evaluation' form for Ana Socramento 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	of the practice placement team of the following?
Health and Safety Requirements	Yes: 1 No: 0
Fire and Escape Routes	Yes: 1 No: 0
Resusditation and Life Saving Equipment	Yes: 1 No: 0
Escalating Concerns	Yes: 1 No: 0
Patients' right to refuse student involvement in their care	Yes: 1 No: 0
<ol><li>Did you receive the following interviews in a timely fashion?</li></ol>	
Preliminary interview	Yes: 1 No: 0
Intermediate interview	Yes: 1 No: 0
Final interview	Yes: 1 No: 0
If you have answered No to any of the above questions (No. 2) please write your understanding of the reasons for this. D University?	Did you raise this as an issue with anyone in the practice placement or with the
Question is not mandatory. There were no responses.	
3. Did you have access to appropriate resources to facilitate your learning?	
Yes: 1 No: 0	
If you have answered No to the above question (No. 3) please write your understanding of the reasons for this. Did you r	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) d	during this allocation?
Yes: 1 No: 0	
If you have answered No to the above question (No. 4) please write your understanding of the reasons for this. Did you r	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/Other/questionnaire/questionnaireselector.aspx?questionnaireInstanceId=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.

![](_page_16_Picture_10.jpeg)

## **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

![](_page_17_Picture_6.jpeg)