Developer’s Note

‘PEMS is Oxinet’s web-based solution to student placement management. By bringing together the different strands of placement education, PEMS enables HEIs to focus on improving placement quality, student experience and communication with practice partners. Thanks to the elimination of paper-based processes, placement teams can enjoy a faster, more efficient way of handling large amounts of data, and students and providers can quickly and easily submit their relevant forms online through their secure PEMS portals. Used by HEIs across the UK, the system is designed to consolidate the administrative processes involved with practice education and provide a central repository for student, provider and mentor data. With all activity running through PEMS, Universities can be confident that their practice education offering is fully audited, verifiable and of the highest possible quality.’

PEMS
Practice Education Management System

FAQ Guide for Practice Professionals
1. **What will PEMS do?**
PEMS will show you students who are allocated to your practice area and provide you with access to information about your work place as a learning environment. This will include your annual audit and action plan, feedback from students immediately following their placement, the outcomes of our scrutiny of practice assessment documents (Moderation of Practice), and your feedback on the placement experience. The Practice Learning Facilitators (PLFs) register will also be held in PEMS. The system will also provide you with an opportunity to report student absences.

2. **What will the information stored in PEMS be used for?**
The system will generate reminders to PLFs that they are due for their annual update and in the case of nurses and midwives their Triennial review. It will enable us to attach students to their supervisors and this will provide an additional checking mechanism to ensure students are working with those of you who meet regulatory requirements. Moderation, Student and PLF feedback will be used to inform the annual audit of your learning environment.

3. **How will students be attached to PLFs and how can I view this?**
There are a number of ways we can do this, you will be able to allocate yourselves using a registration code, Academic links can match students on PEMS or teams can email us to inform who students are allocated to and we will attach. Our email address is: placements@canterbury.ac.uk.

13. **Is PEMS the only mechanism for reporting student absence?**
No, practitioners and students can report a student absence through PEMS. However, students will still need to contact practice and the Practice Learning Unit to inform you of their absence and you will still need to sign their attendance card.

14. **Who should I refer a student to if they experience a problem with PEMS?**
In the first instance, a student should be directed to the CCCU i-zone for assistance and if need be, the i-zone will escalate this to the PLU.

15. **Who do I contact if there is a problem with PEMS?**
If you have a problem with PEMS, you should contact the Practice Learning Unit on the following email address or telephone number:

placements@canterbury.ac.uk | 01227 782612
8. Will I have access to information about other areas?
You will only have access to areas that directly affect you and your work. Some practitioners, for example Practice Placement Facilitators, Education Co-ordinators will have a different set of permissions and will be able to view information about all relevant placements in your organisation.

9. Will I be able to access a student’s contact information through PEMS?
No, you will be able to see their name, programme, cohort and placement dates, but for emergency contact you will need to contact the Practice Learning Unit team.

10. How will I know if a student has been allocated to my practice area/ a placement has been cancelled?
You will receive emails from PEMS informing you of any new allocations or any changes made to existing allocations.

11. How will I know if my student is due an assessment during their placement?
This information can be found in the documents students will bring to practice on their first day but will also be included in the communication you receive from the Practice Learning Unit via PEMS.

12. Can I edit information on our Placement Profiles?
Practice Learning Facilitators (PLFs) will be able to edit placement profiles relevant to their work and practice areas; however, new profiles will first be submitted to the Practice Learning Unit for approval.

4. How does PEMS contribute to safe-guarding?
PEMs holds all of the data related to students Readiness for Practice and will not release a student’s placement allocation until their Occupational Health and DBS checks are complete and all of the required Mandatory Training and Learning has taken place. On successful completion of all requirements students will receive a certificate that confirms they are ‘Ready for Practice’. Please ask to see this on the very first day of placement. If a student forgets to bring their certificate, they can log on to PEMs to show it to you.

5. Will I use PEMS to contact the Practice Learning Unit (PLU)?
No, to contact the PLU you can continue to ring / e-mail your usual placements office contact or general enquiries can be e-mailed to us at: placements@canterbury.ac.uk or please leave a message on 01227 782612 and a member of the team will get back to you.

6. How current is the information I will see on PEMS?
PEMS has real-time access to information which means that as the system is updated, so is your view of the information. This will happen at least once a day.

7. How can I get access to PEMS?
You can access PEMS at the following web address https://pems.canterbury.ac.uk. PEMS is available 24 hours a day, 7 days a week and 365 days a year!