



Faculty of Health and Wellbeing  
PEMS: A Guide for Students



## What is PEMS?

PEMS (Practice Education Management System) is a web-based portal through which students can manage their placement-related activity. This guide will take you through the tasks you will need to perform in PEMS for your pilot use of the system.

## Contents

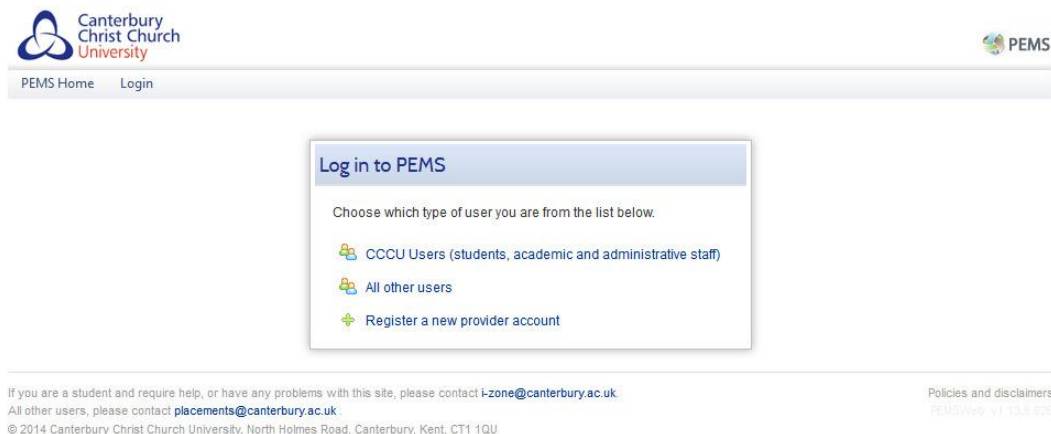
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## Logging in

1. To log in to PEMS, type '<https://pems.canterbury.ac.uk>' into your web browser, or click on the PEMS widget on your CLIC page. This widget also shows you any recent messages PEMS has shown you.



2. You should then be redirected to the following page:



3. Now select 'CCCU Users (students, academic and administrative staff'
4. If you are already logged in on your University computing account PEMS will automatically log you in. If you are logging in from a computer/ device external to the University, you will be

asked to log in using your CCCU account details. You will see this page:



## Account sign in

**Username:**

**Password:**

[Sign In](#)

[Problems signing in?](#)

5. You will now be logged in to PEMS and will be able to see your dashboard. Your PEMS dashboard looks like this:

The screenshot shows the PEMS dashboard interface. At the top, there is a header with the PEMS logo and the text 'Practice Education Management System'. On the right, the Canterbury Christ Church University logo is displayed. Below the header, a navigation bar shows the user is logged in as 'Michaela Dunford' for the course 'BSc (Hons) Interprofessional Learning (Diagnostic Radiography) September - September 2012'. There is a 'Log out' button.

The main content area is divided into several sections:

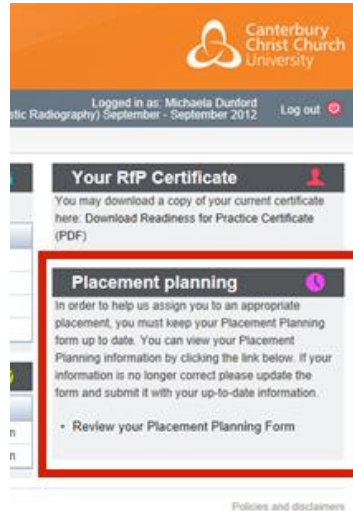
- Messages:** A table showing recent messages from the Placements Team regarding evaluation forms and next placement information.
- Your Placement Evaluation Forms:** A table listing placement locations (Argleton ward 1 and 2) and their respective dates, with links to view the forms.
- Your RfP Certificate:** A section with a red icon and text indicating that users can download their current certificate.
- Placement planning:** A section with a purple icon and text explaining the importance of keeping placement planning information up-to-date, with a link to review the form.

At the bottom of the dashboard, there is a footer containing contact information for students and other users, copyright information for 2014, and a link to policies and disclaimers.

6. This dashboard displays messages you have been sent through PEMS about placements and also highlights any tasks that you need to complete. As you navigate around this page, you will become familiar with where this information is displayed.

## Placement Planning Form

1. In order to match you to the most appropriate placements, PEMS need to collect some information from you. To complete this form, click on the link in the placement planning box on the left side of your dashboard. This box is highlighted in red on the image below:



- To complete your planning form, fill in the text boxes and tick 'yes' and 'no' as appropriate.

**Travel**

Do you have a car?

Yes  No

**Special Circumstances/Needs**

Are you the main carer for dependent relatives?

Yes  No

Do you have any special circumstances or needs that might affect the planning of, or your ability to attend/perform any placement? (For example, disability, health, family, academic issues, recent bereavement)

Yes  No

Which local doctor's surgery are you or any close relatives registered with? (You should not be on placement in this location)

- If you answer 'Yes' to a question, the section will expand and ask you a few more questions that did not initially appear on the form.
- The 'relevant experience' section at the bottom of the planning form allows you to tell us about any places you have worked or volunteered in the past within the Health and Social Care sector.
- To add more than one experience, fill in the first row and then click 'Add another'

**Relevant Experience**

Briefly state previous any relevant present, paid or voluntary employment in an NHS, social services or private facility:

Dates (approx)	Location	Experience	
<input type="text" value="01/13 - 03/13"/>	<input type="text" value="Abbeyfield Connors House"/>	<input type="text" value="Employed as HCA - care in the older adult"/>	<input type="button" value="Remove"/>
<b>Click to add more experiences</b> →			<input type="button" value="Add another"/>

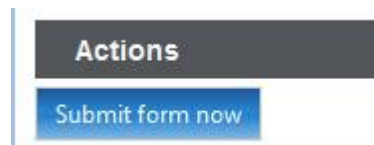
- If you need to delete a row, you can click 'Remove' to the left of any completed row.

Relevant Experience		
Briefly state previous any relevant present, paid or voluntary employment in an NHS, social services or private facility:		
Dates (approx)	Location	Experience
01/13 - 03/13	Abbeyfield Connors House	Employed as HCA - care in the older adult
04/13 - present	Pilgrims Hospice Canterbury	Volunteer - oncology

Click to remove experience

Remove  
Remove  
Remove  
Add another

- When you have finished filling in the form click 'Submit form now'.



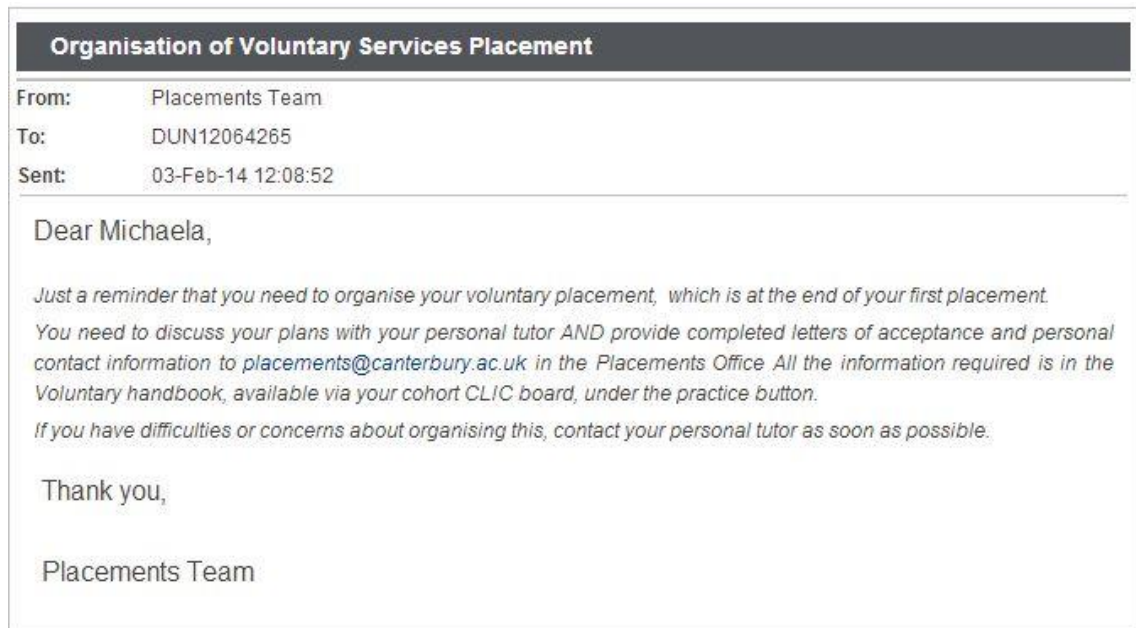
- If you haven't fully completed your form and you click 'Submit form now', PEMS will notify you that your form cannot be submitted, but it will save your progress so far.
- You can revisit this form at any time using the link on your dashboard. You must ensure that you keep this form up to date should any of your personal circumstances change.

## Messages

- Messages will be sent to you automatically by PEMS as well as from the Practice Learning Unit. Click on a message to read it in the section headed 'Messages'.

Messages	
<input checked="" type="checkbox"/> Show read messages	
Date	Message
Mon, 03 Feb 14 12:08	<a href="#">Organise your Voluntary Services Placement now!</a>
Mon, 03 Feb 14 11:57	<a href="#">Placements Team: Information about your next placement</a>
Tue, 21 Jan 14 11:48	<a href="#">Radiography Placements</a>

- PEMS will then display the message for you to read. Messages will look similar to this:



## Placement Information

- When you are allocated to a placement, PEMS will send a message to notify you. The message will look similar to this:



- You can view information about your placement in the 'Your placement' box on the dashboard. This box looks like this:



- Click the link in the 'Your placement' box to view a detailed profile of the placement. Profiles will look similar to this:

**Placement Information** Logged in as: Michaela Dunford  
BSc (Hons) Interprofessional Learning (Diagnostic Radiography) September - September 2012 [Log out](#)

Here is the information about the current or upcoming placement to which you have been assigned. It contains information specific to you, as well as general information provided by the practice area. If you have any queries or do not understand any of the information given, please contact the Placements Team.

**Your current placements**

Placement Location	Placement Location	Placement Dates	Practice Learning Facilitator	
Radiography Department (Darent Valley Hospital)	Radiography Year 2	24 Feb 2014 - 07 Mar 2014	Karen Kinnear	<a href="#">View placement information</a>

You are allocated to Radiography Department (Darent Valley Hospital) from 24 Feb 2014 - 07 Mar 2014. The placement profile for this placement is shown below.

**Placement Location**

**Organisation:**  
Darent Valley Hospital (Dartford and Gravesham NHS Trust)

**Placement site:**  
Radiography Department

**Address:**  
Darent Valley Hospital  
Darenth Wood Road  
Dartford  
DA2 8DA

**Placement profile name:**  
Radiography Year 2

**Placement Contacts**

Paul Lockwood (paul.lockwood@canterbury.ac.uk)  
Andrew Iaccino (andrew.iaccino@rth.nhs.net)

## Evaluation Forms

1. Once you have finished a placement, PEMS will send you an evaluation form to fill in. To do this, click the link relevant to your most recent placement in the 'Your Placement Evaluation Forms' box on your dashboard.

**Your Placement Evaluation Forms** 

Location	Placement Dates	To Be Completed By	
Buckland Hospital (East Kent Hos...	27 Dec 2013 - 27 Jan 2014		<a href="#">View Form</a>

2. Now you are required to fill in your responses. Be sure to click 'save' at the end of each section.



3. If you answer 'No' to any question, you will be prompted to provide more information about why you answered no. This information is most helpful to the placement area and the University.

5. The staff demonstrated a commitment to valuing diversity

Yes  No

[Save and continue to next section](#)

Click to save your answers and continue

4. As you work through the evaluation form, you can also click the arrow next to the headings to expand and collapse sections.

The dates of the placement were

27 Dec 2013 - 27 Jan 2014

Click to expand the section

Standard 1: Learning with/from patients and service users

Standard 2: All learning is recognised and used to inform practice

5. You can save the form and return to it at any point before the evaluation form is due, using the button at the bottom of the page. You must answer all the questions in order to submit the form.

**Actions**

[Save form for later](#) [Submit form now](#)

## Readiness for Practice

1. Before you can enter practice, you need to be issued with a Readiness for Practice Certificate. When you are required to take action, you will receive a message from PEMS containing an online form for you to fill in. Open the message to view the form, or click the link in the 'Readiness for Practice Certificate' box.

**Your Readiness for Practice Certificate**

You have outstanding self-declarations for Readiness for Practice. Please view the self-declaration form to complete the self-declaration items.

View Readiness for Practice self-declaration form [Click here to view the form](#)

2. It is important that you keep your personal details up to date. If the details displayed are incorrect, please click the link in the box to amend these in the student records system.

**Personal information**

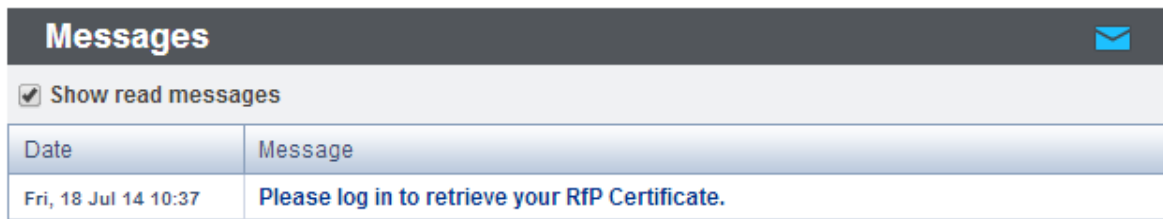
Please check that your personal information listed below is correct:

<b>Title:</b>	MRS	<b>Student Number:</b>	ADE13082594
<b>Forename(s):</b>	Conchita	<b>Programme title:</b>	BSc (Hons) Interprofessional Learning (Adult Nursing)
<b>Surname:</b>	Adebayo	<b>Cohort date:</b>	September September 2013
<b>Term Address:</b>	<del>3rd Floor, Riverside</del> The Bridge Dartford Kent <del>DA11 5BB</del>	<b>Home Address:</b>	<del>3rd Floor, Riverside</del> The Bridge Dartford Kent <del>DA11 5BB</del>
<b>Telephone:</b>	01322476088	<a href="#">Click here to update your contact details</a>	
<b>Mobile:</b>	07599806578		

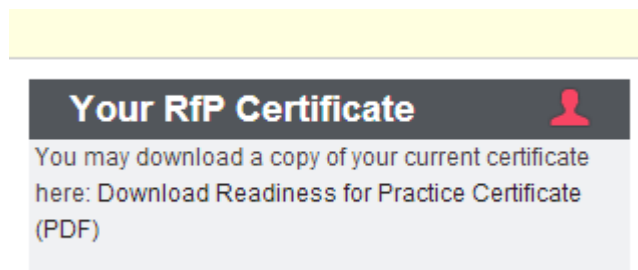
**Important:**  
If your personal information is not correct, please do not complete this form. Log in to your CLIC page by [clicking this link](#) and update your information. Once your personal information has been updated in CLIC, please return to this page and complete the form.

3. Tick the appropriate response to each declaration, and be sure to click 'save' when you have finished. This will submit your declarations to the Placements Team, who can then issue you with a Certificate.

4. When your certificate has been issued to you, PEMS will send you an email that looks like this:

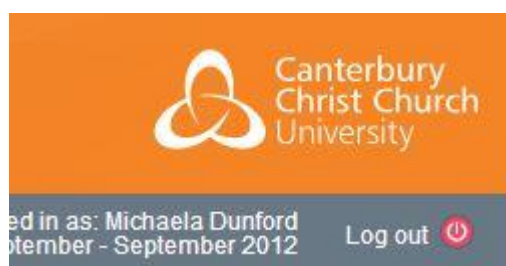


5. To access your certificate from your PEMS dashboard, click on the 'Download your Readiness for Practice Certificate (PDF)' link found in the 'Your RfP Certificate' box on the right side of the page.



## Logging Out

1. When you have finished using PEMS, click the button at the top right of the page to log out.



## Help and Feedback

If you are having any problems using PEMS or have any feedback about using the system, please contact: [placements@canterbury.ac.uk](mailto:placements@canterbury.ac.uk). **This email address is monitored Monday to Friday during office hours 9am to 5pm.**