



University of Essex
School of Health & Social Care

PEMS: Practice Education Management System

A how-to guide for Placement Organisation users

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Introduction

PEMS (Practice Education Management System <http://www.oxi.net/pems>) is a web-based portal which allows the University of Essex, its students and those placement organisations receiving students to manage their work-based placement activities.

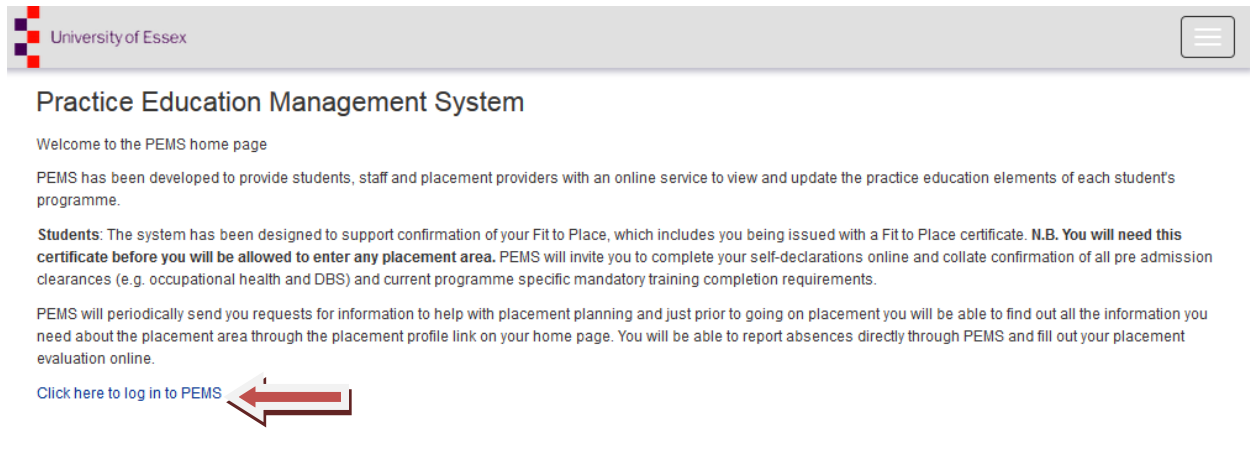
As an organisation user (with appropriate permissions), you can access to PEMS to:

- View details about the organisations to which you are associated
- View and update your own contact details
- View students who have been allocated to placement areas that you are responsible for.

This how-to guide will take you through the tasks you are able to perform using PEMS.

Logging in

To login, type <https://pems.essex.ac.uk> into the browser of your choice. Google Chrome or Mozilla Firefox are preferable as they allow for more web browser features to be used.

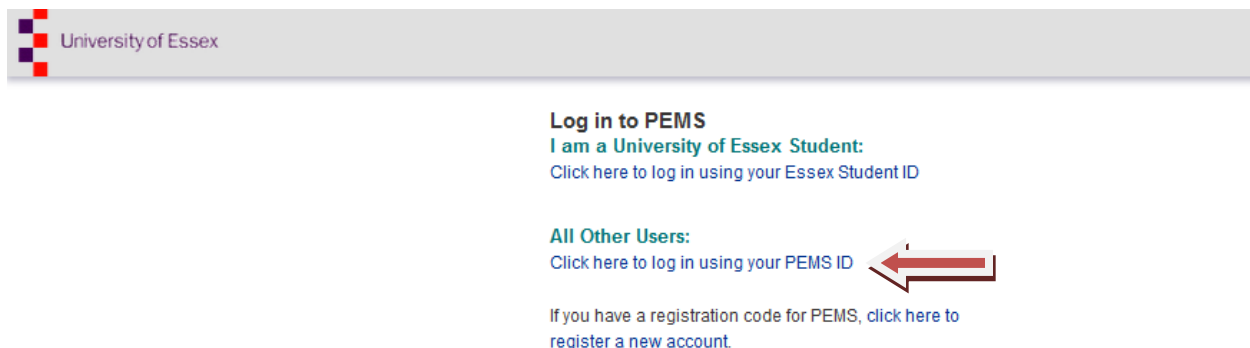


The screenshot shows the top navigation bar of the University of Essex website with the logo and name. Below it is the title 'Practice Education Management System' and a welcome message. The main content area contains several paragraphs of text explaining the system's purpose and how to use it. A red arrow points to a blue link that says 'Click here to log in to PEMS'.

Click on “Click here to log in to PEMS”

If you haven't received an email invitation to login, you will need to contact the Placement Team at the University of Essex to request an account at practiceplacements@essex.ac.uk

Please note: If you have received an email from PEMS with your login details this means you are already registered and should click on “Click here to login with existing account”. You may be required to change your password on first login.



The screenshot shows the login options on the PEMS website. It features the University of Essex logo and name at the top. Below that, there are two main sections: 'Log in to PEMS' and 'All Other Users:'. Under 'Log in to PEMS', there is a link for 'I am a University of Essex Student' and another link for 'Click here to log in using your Essex Student ID'. Under 'All Other Users:', there is a link for 'Click here to log in using your PEMS ID' with a red arrow pointing to it, and a link for 'register a new account'.

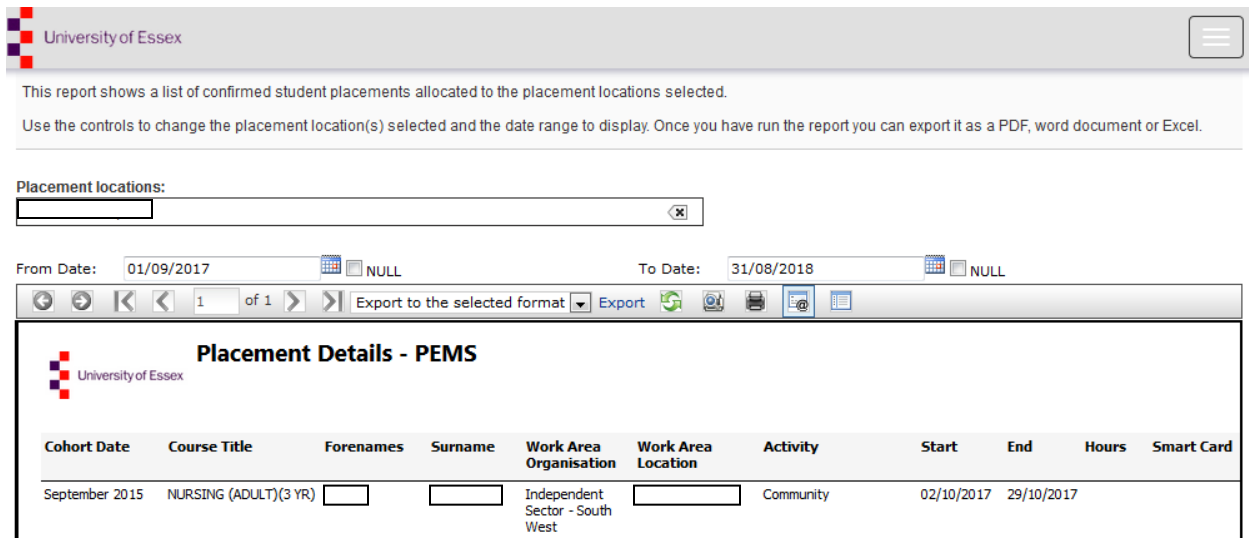
Dashboard

When logging into PEMS using your username and password, the first screen you will encounter after the login screen will be your dashboard. The dashboard provides links to the areas within PEMS you have access to.




- **Confirmed Placements**

Clicking on this gives you a list of students who are assigned to you in your placement area. It provides your student names, course details, cohort date, placement area location and their placement dates.



- **Placement Reports**

This gives you the same details as the “Confirmed Students” area but an exportable report-style calendar view. In order to export the correct information, you will need to enter the dates of the placement period you wish to see and click preview.


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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:

Start Date: End Date:

Weeks/Page: Preview

1 of 1
Export to the selected format
Export

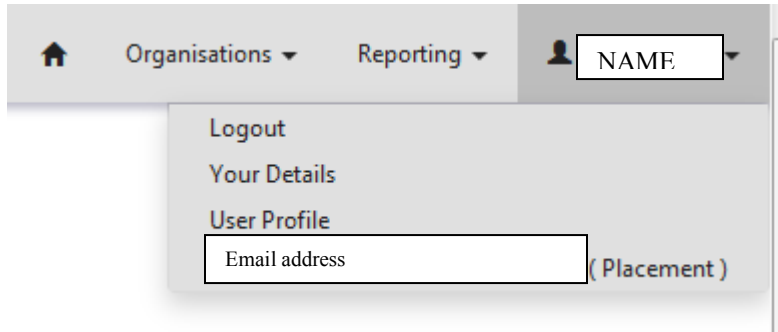

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Allocation between 01/09/2017 and 30/08/2018 inclusive.

						04/09/2017	11/09/2017	18/09/2017	25/09/2017	02/10/2017	09/10/2017	16/10/2017	23/10/2017
Total number of students allocated per week (01/09/2017 to 30/08/2018)						0	0	0	0	2	2	2	2
<input type="text"/>	1509BSC B740	<input type="text"/>	Y3	NURSING (ADULT) (3 YR)	<input type="text"/>	■	■	■	■	P	P	P	P
<input type="text"/>	1509BSC B740	<input type="text"/>	Y3	NURSING (ADULT) (3 YR)	<input type="text"/>	■	■	■	■	P	P	P	P


Top Menu

You can also access the following by clicking on the links in the top menu bar as indicated below.



- **Your details**

Here you can keep your contact details up to date.

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Use this page to keep your contact details up to date

Contact Details

Surname (Team name):	<input type="text"/>	Address:	<input type="text"/>
Forename(s):	<input type="text"/>		<input type="text"/>
Title:	<input type="text"/>		<input type="text"/>
E-mail Address:	<input type="text"/>		<input type="text"/>
Phone:	<input type="text"/>	County:	<input type="text"/>
		Postcode:	<input type="text"/>

Cancel Save

- **Organisations**

Here you can check we have the most up-to-date information on your placement area. If anything is incorrect please let us know by emailing practiceplacements@essex.ac.uk. The Organisation Explorer also contains a direct link to the online Healthcare Placement Profiles to which students are directed.

The screenshot displays the University of Essex Organisation Explorer interface. At the top left is the University of Essex logo. A search bar contains the text "Organisation Name" and a search button. Below the search bar, the breadcrumb navigation reads: "NURSING » Nursing Adult » Adult Independent Sector » Independent Sector - South West". The main content area is titled "Organisation Details" and lists the following information: Organisation ID: 4796, Organisation Status: Active, Organisation Type: PVI, Telephone: [redacted], Fax: [redacted], E-mail: [redacted], Region: South West Essex, and Description: [redacted]. Other fields include Address, County, Postcode, Website, Uris, Finance Provider no, and Finance Provider Name, all of which are redacted. At the bottom of the details section are links for "Show Parent Address", "Edit", and "Reload Contacts". Below this is a tabbed interface with "Contacts" selected, and "Slots" and "Profiles" tabs. The "Organisation Contacts" section is currently empty.

Where to go for help

If you have any queries regarding PEMS, you can contact our Placement Team at practiceplacements@essex.ac.uk or 01206 873240 / 874312 / 874974

This link can be found at the bottom of every screen in the page footer and you can create an email automatically by clicking on the email address in the footer.