



Accessing PEMS & PARE to complete and submit placement evaluations

This guidance relates to students who have completed a placement in South Yorkshire & Humber (i.e., Barnsley, Doncaster, Rotherham & Sheffield). For all other placement evaluations, please refer to the PEMS Student Guide.

You must complete and submit an evaluation after every placement. This will ensure you have an opportunity to have your say on your placement experience and to ensure the university remains compliant with our professional, statutory, and regulatory bodies.

Details of system

Upon completion of a placement, the PEMS system will automatically let you know by email that you have the option of completing an evaluation either within PEMS or via the PARE database. The reason for having two separate systems relates to what region the placement took place. If your provider is located within the South Yorkshire/Humber region, then it will be PARE. All other areas and some private providers remain on PEMS

(Please note that as of January 2023, All Simulated Placements occurring on Campus MUST have the evaluation submitted via the PEMS system)

The process is as follows.

When you begin your course, your details will be imported into both systems. You will then receive links asking to confirm your accounts and log in. The process relating to PEMS can be found via this link:

[PEMS Student Guide](#)

Below is a typical message example you will receive from PEMS throughout your course.

Evaluation Questionnaire Available for Completion ✕

Message Preview

Dear Bridget,

Now that you have come to the end of your most recent placement block, it is time to complete a Placement Evaluation to comply with the Quality Assurance element of the placement learning process. Completing the placement evaluation will enable your voice to be heard to help inform enhancements. Ideally, we would request that this be no later than 10 days after the end of your placement to allow for academic and provider to address any identified actions in a timely manner.

PLACEMENT LOCATED WITHIN THE YORKSHIRE & HUMBER REGION
If your recent placement block has been in the Yorkshire & Humber Region, which includes South Yorkshire then evaluations must be completed on the 'PARE' (Practice Assessment Record and Evaluation) platform which you can be found by accessing the below link. Please activate your PARE account and log in with the details that you created. If you encounter any difficulties accessing PARE, please contact info@onlinepare.net for advice.

<https://onlinepare.net>

PLACEMENTS LOCATED ELSEWHERE
If your recent placement block has been located anywhere other than the Yorkshire and Humber region then your evaluation must be completed within PEMS (Placement Education management System) which can be found by accessing the below link. Please log into your PEMS account using your regular Sheffield Hallam University username and password.

<https://pems.hwbplacements.shu.ac.uk>

If you require any further assistance or have any PEMS or Placement related queries please do not hesitate to contact us

Telephone: **0114 225 5013**

OR

For all Nursing & Midwifery emails, please email: nmplacements@shu.ac.uk

For all Allied Health Professions, please email: ahnplacements@shu.ac.uk

PARE and adding Evaluations through the database

At course outset you will also receive an email from the PARE system asking you to log in (See below) [PARE Homepage](#)

Ensure that you use the SHU email address with your full name.
Choose a password and select "Sign IN"

At any point you need to start again or return to main page. Select Dashboard at the top.

News 0 Governance Notifications 0

PARE
Practice Assessment
Record & Evaluation

DASHBOARD EVALUATION NEWS

Dashboard

My Profile
Name: Nathan Bacon
Email: nb2163@hallam.shu.ac.uk

Placement Profiles
Search Placement Profiles

Add NET Survey

Here you will see the placement for evaluation, once you have added the location.

Click this link to select the placement location and relevant dates

View Profile

OnlinePARE User Guides
Useful user guides:
View User Guides

Yorkshire and Humber Video Guides
Useful video guides:
View Video Guides

Outstanding NET Surveys

Placement	Start Date	End Date	View	Delete
Rotherham Community Learning Disability Team	7th Nov 2022	20th Nov 2022		
Royal Hallamshire Hospital - Jessop Wing - North Team	2nd Jan 2023	22nd Jun 2023		

Placement Details
If any of your placement details are incorrect, please contact the Sheffield Hallam University placement office

My Placements
View My Placements

You can also select from the "View my Placements" Button

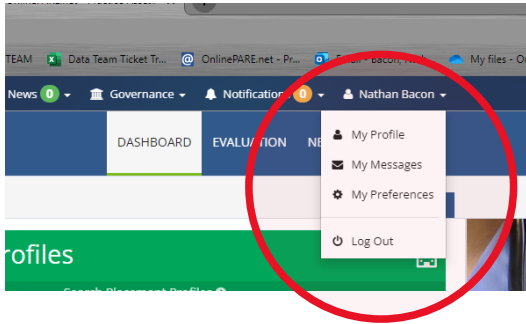
Completed NET Surveys

Placement	Start Date	End Date	Options
There are no completed evaluations			

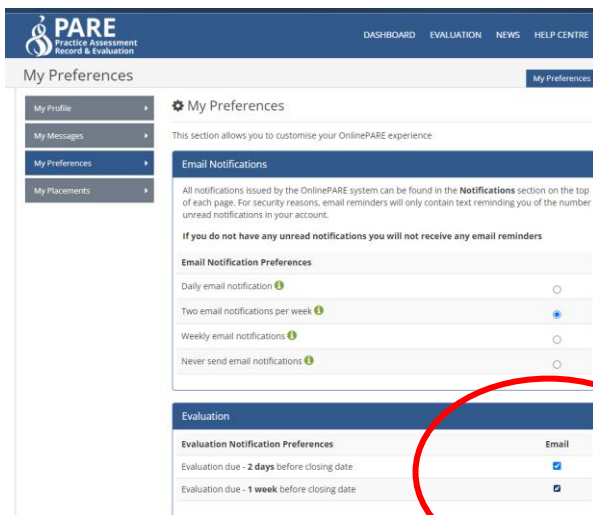
Useful Downloads

Name
NET Survey Questions

Once you have successfully logged into PARE, it is worth changing the default notification setting that reminds you when there is only 1 week left before the opportunity to submit closes. You will have approximately 6 weeks following placement end, in which to complete and submit your evaluation. After this time, the system locks access to the placement and you will no longer be able to submit. Also, you can add your mobile number to get SMS reminders.



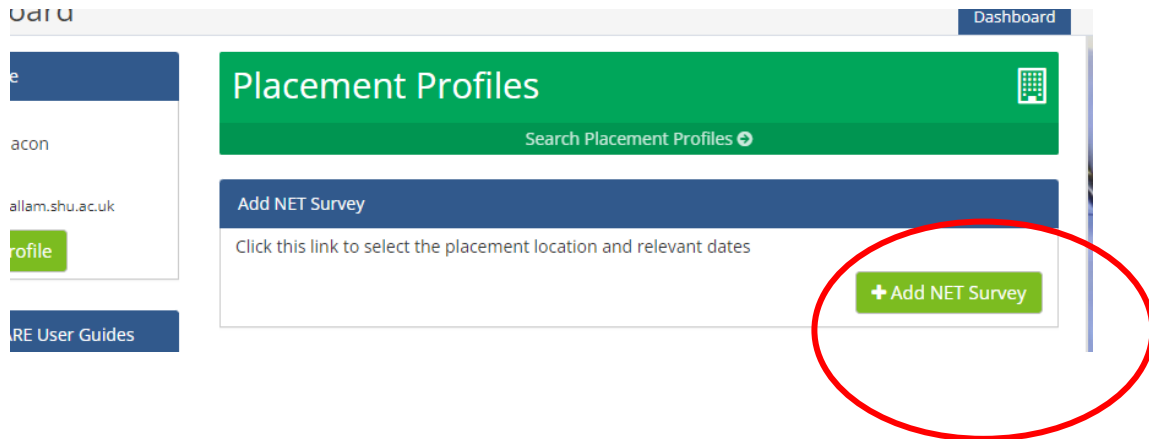
Selecting the dropdown menu where your name is, gives you the option to select “My profile” Here you can add your mobile phone number, should you want to receive reminder SMS



In the “My preferences” option, you can select notification frequency for both Email and Evaluation. It is recommended to select the “Remind 1 week before closing date”

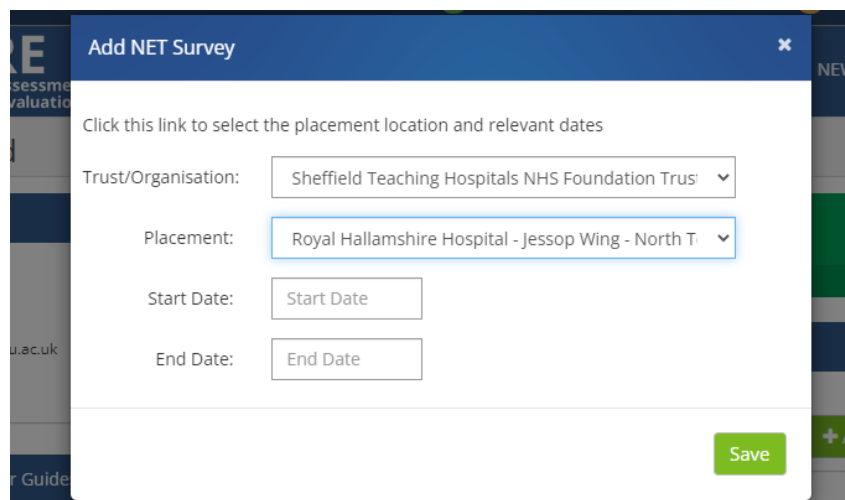
ADDING YOUR PLACEMENT EVALUATION ON PARE

On the PARE dashboard, under the blue 'Add NET survey' heading – click on the lime green '+Add NET Survey'



Then select your trust - Example – Sheffield Teaching Hospitals NHH Foundation Trust.

Repeat for Placement - Example – Royal Hallamshire Hospital – Jessop Wing – North Team

A screenshot of the 'Add NET Survey' form. The form has a blue header with the title 'Add NET Survey' and a close button. Below the header, there is a sub-heading 'Click this link to select the placement location and relevant dates'. The form contains four fields: 'Trust/Organisation:' with a dropdown menu showing 'Sheffield Teaching Hospitals NHS Foundation Trus'; 'Placement:' with a dropdown menu showing 'Royal Hallamshire Hospital - Jessop Wing - North T'; 'Start Date:' with an input field containing 'Start Date'; and 'End Date:' with an input field containing 'End Date'. A green 'Save' button is located at the bottom right of the form.

Add start & end date via the calendar (Always use the Sunday date following placement end)

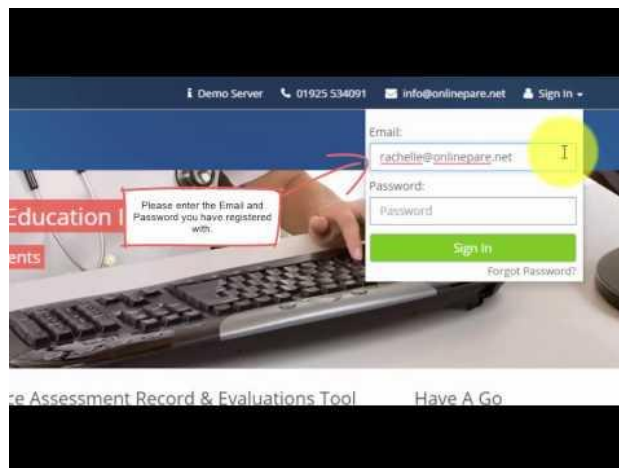
Do not forget to check/select the Evaluation box, for PARE to remind you at placement end. Checking the timesheet box will allow you to add your shift times, but please note that this is currently NOT used to confirm your hours. Please continue to use the systems you have been instructed to use until further notice.

Placement Type	<input checked="" type="radio"/> Hub	<input type="radio"/> Spoke
Evaluation	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Timesheet	<input type="radio"/> Yes	<input checked="" type="radio"/> No

Finally select save and you have now logged your placement to your account!

****Whilst SHU are responsible for creating your account in PARE for you to log in, unfortunately this is not a SHU owned system and any further issues that have not been covered by the above, will need to be directed to the placements Data Team in the first instance****

Here is the PARE official YouTube channel which holds useful short videos to help navigate the system



On behalf of Professional placements, we hope you have enlightening and rewarding experience throughout your course – Data Team