Purpose

The purpose of this fact sheet is to provide a guide for education provider (EP) staff on how to request SA Health placements in the clinical placement management system Placeright™ using the "Manage Bookings" screen.

Overview

The planning of clinical placements may be cyclical, involve multiple requests and offer negotiation stages prior to confirmation. This fact sheet outlines requesting methods to use taking into consideration different profession requirements and processes.

Process

It is recommended that education providers request placements using the "Manage Bookings" screen so that education provider requests are automatically connected to the appropriate Courses Subject and Study period. An important advantage of this method is that this allows EP staff to review any existing placements for that Study Period within Placeright prior to requesting. This review assists to minimise duplicate requests and therefore reducing the workload for placement providers (PP). Other advantages include automatic direct assigning of the request to the Subject & Study Period and greater prefilled required details when requesting.

REQUESTING PLACEMENT STEPS:

Step 1: In the Manage Bookings screen select the Course

Follow the steps below to locate the subject where a new placement request is required:

➢ Select the Manage Bookings screen
➢ In the Courses tab apply the filtering options to select the course e.g. Bachelor of Nursing and then select the *View* button. If the Course is not displaying check in the Structure page that the Campus's status is Active and that the course has been setup and assigned to the campus.

Step 2: Identify the relevant Subject

If the expected subject is not displaying, check in the structure page against the campus, select "view courses", then select "active subjects" add or assign the required subject.

Step 3: Identify the relevant Study Period

The Subjects Study Periods are then displayed, identify the relevant Study Period and select the *View* button

Tip: If the relevant Study Period is not displaying, then check that the Study Period has been set up in the Structure/Subjects page.

Step 4: Review any existing placement bookings for the Study Period prior to requesting.

Review existing bookings to ensure that duplicate requests are not made.

Step 5: Determine which requesting method to use in SA Health sites:

Requests in Placeright can be made by two methods either with the Request button "Create Draft Request" or by selecting the Request button's drop down "Create Request (using Availability Search)".
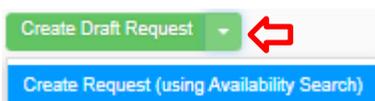
Create Request (using availability search)

Nursing & Midwifery (outside of the annual planning process) – The availability search method should be used as this allows you to view any vacant capacity at health site locations.

If seeking widespread availability for placement types with health site partnership(s) it is recommended to use the Availability Search page. If suitable locations with availability are identified the request is created using the steps outlined in this fact sheet.

Availability displayed does not guarantee a placement as this capacity can be seen by all education providers until a request is confirmed by the placement provider. The placement provider will determine which request is most suitable for the vacant capacity.

*To request using availability search – go to Step 6

Requesting via Create Draft Request

Allied Health professions and Certificate Courses – It is recommended that the create draft request is used as these placement providers have multiple negotiation stages and capacity entry is varied across professions.

Nursing & Midwifery (During annual planning) – Use Create Draft Request.

*If requesting via the Create Draft Request Button – go to Step 7

Step 6: Request by using the availability search drop down

6.0 Select the dropdown button and the "Create Request (using Availability Search)" option. This opens a new page "*Create Request (using Availability Search)*".

Use the drop downs button to filter as required:

6.1: Select Partnership - enter the discipline specific Partnership (SA Health uses discipline specific Placeright partnerships e.g., for Registered Nursing).

6.2: Select Placement Type – *If the preferred location is not displaying be aware that search results will display only health site locations that have the same placement type selected. Refer to placement provider "Organisational structure & Capacity reference" document for location business rules and placement types (Partnership screen / Document Library tab).

6.3: Select Year.

6.4: Select the Filter button.

After the filter button is selected then availability search results are displayed example as below:

6.5: Review availability search results and create the request.

Health site locations are displayed and show weekly available shifts. If the available shifts were 5 this would equate to being able to request for 1 student (10 = 2 students, 15 = 3 students etc.).

➢ Review the displayed availability search results by location and available shifts.
➢ Identify the preferred health site location where there is suitable weekly availability.
➢ Refer to the Placeright partnership as it is important to check the Nursing organisational structure and Capacity reference (partners document library) to ensure that request details meet the location business rules (e.g. health site location is only suitable for RN Y2 & Y3).
➢ If suitable to request, in the relevant location left click on the first week required, hold and drag the mouse for the requested placement weeks, then release.

A pop-up window will display. Select the Create Draft Request button:

Step 7 – Create Request

In the Create Request page:

In "Step 1: Request Type" tab:

> select "Flexible" only then select *Next*

In "Step 2: Request Details" tab:

> enter the discipline specific Partnership (SA Health uses discipline specific Placeright partnerships e.g. for Registered Nursing partnerships).

> Placement type (*pre-filled when requesting via availability search).

> Preferred Facility (*pre-filled when requesting via availability search).

Only facilities with the specific placement type requested will display. Check the preferred facilities placement types if this is not displaying.

* Supervision model is not a required field.

> enter student numbers (if requesting using availability search requests should not exceeding availability (5 shifts = 1 student, 10 shifts = 2 students etc.).

* Dates (*pre-filled when requesting via the "Create Draft request" button and when requesting via availability search availability search).

> enter number of shifts required per student (do not switch to hours per student). Divide hours required for each student by shift time.

- Most placements locations in Placeright are 8 hour shifts however; there are some variances which will be identified in the Placeright facility name i.e. mental health {12 hour shifts}
- Some Midwifery locations require students to work across 24/7 shifts (10-hour night duty shift). {24/7} has been added to the facility name in Placeright and when requesting for these locations, you need to request 9 shifts for a 2-week placement.

> Notes field - leave blank in this section unless it is part of Nursing and Midwifery placement planning *Any notes should be added in the Publishing page notes section prior to publishing the request (these will be available for viewing for EP and PP staff in the placements history tab for reference if needed).

> select *Next*

"Step 3:Block Request Days" tab is automatically skipped.

In "Step 4: Complete" tab

> check details, if changes are needed select Previous button, if correct then select the Save Draft button.

A draft *Request* is now created with a unique placement ID:

> select the *Publish* tab

> select *Send Request*

> enter any notes for health site staff representatives as needed (these will be available for viewing for EP and PP staff in the placements history tab for reference if needed).

> select the *Confirm selection* button.

This will generate a request for the health site and the new *Request* is shown in the *Study Period* page. (* If not showing check the filtering in the Study Period page, in the Status drop down ensure that Request selected. Select the filter button to redisplay if needed).

Next Steps

Health site representatives will review the booking request and either *Offer*, *Confirm* or *Decline*. See the Subjects Study Period pages for any updates and action as appropriate – refer to fact sheets on processing Offered or Confirmed placements in the Better Placed Education Provider webpage.

The health site representatives may delay actioning any requests that are made too far in advance or where multiple education provider make requests for the same availability.

Education providers should not re-request for the same location & availability if previously declined by the placement provider.

Placeright Support

Placeright support is available within the platform via a *Feedback and Helpdesk* link at the lower left corner of the page. To log a help query, select this *Feedback and Helpdesk* link, choose the Help desk button and enter the query details including the health site organisation and placement id if applicable.

Online Support and information

Refer to the SA Health Better Placed website main landing page www.sahealth.sa.gov.au/betterplaced and subpages including the *Information and resources for education providers* page here

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For more information

Better Placed: Excellence in Health Education
Clinical System Support & Improvement
Department of Health and Wellbeing
Adelaide SA 5000

Website: www.sahealth.sa.gov.au/betterplaced

For general enquires: betterplaced@sa.gov.au

For student Sunrise EMR access enquiries: Health.StudentHADActivations@sa.gov.au