

**FACT SHEET – Processing Confirmed Bookings in Placeright**

For education providers 23/11/2023

**Purpose**

This fact sheet is a guide for education provider (EP) staff on how to process *Confirmed* SA Health placement booking(s) in the clinical placement management system Placeright™.

**Manage Timeframes**

Clinical placements are in high demand, and it is essential that any surplus (unrequired) bookings are cancelled and/or student number reductions are made within the agreed timeframes and to ensure the student has access to Sunrise EMR (electronic medical record) on the first day of placement. Cancelling or adjusting bookings allows an opportunity for the unused placement capacity to be rebooked by another education provider.

Table 1: Timeframes for placement cancellation or adjustment:

Metropolitan or Regional Areas	Minimum timeframes for cancellations or adjustments	Minimum timeframe for recording of student "Sunrise passed" in Placeright
SA Metropolitan Placements	By 4 weeks before the first day of placement	By 4 weeks before the first day of placement
SA Regional Placements	By 6 weeks before the first day of placement.  Extra weeks are required to ensure accommodation and transport arrangements are made	By 4 weeks before the first day of placement

Cancellations under these timeframes may result in cancellation fees being applied.

**Processing Confirmed bookings in Placeright****Step 1: In the Manage Bookings screen select the Course**

Follow the steps below to locate and administer confirmed bookings in the subjects' study period page.

- Select *Manage Bookings*
- In the *Courses* TAB apply the filtering options to select the course e.g., Bachelor of Nursing and then select the *View* button.

1: Select Manage Bookings button

2: In the Courses Tab

3: Select filtering option(s) & select Filter button

4: Find the required Course in the search results and select View

**Step 2: Identify the relevant Subject**

The *Courses Subjects* are then displayed. Select the required *Subject* and then select the *View* button.

Apple Campus - Bachelor of Nursing - Subjects

Campus	Discipline/Course(s)	Year Level	Subject Name	Subject Code	View
Apple Campus	Nursing (Registered)	2	NURS2000	N2000	View
Apple Campus	Nursing (Registered)	3	NURS3001	N3000	View

**Step 3: Identify and open the relevant Study Period page**

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

Name	Start Date	End Date	Enrolments	Required Hours	Confirmed Hours in Placeright	External Booking Hours	Bookings in Placeright	View
Y23_Y3_8 week Block 2	7/08/2023	20/09/2023	15	4500	608	0	2	View
Y23_Y3_8 week Block 3	2/10/2023	26/11/2023	15	4500	0	0	0	View

**Step 4: Review the Confirmed placement booking(s) for the Study Period.**

- Apply filtering using the *Status* drop down and select *Confirmed*.
- Select the *Filter* button to view *Confirmed* placements in the *Study Period*.

**Step 5: Open an individual Confirmed placement booking**

Any confirmed placements will be displayed by rows; select the *View* button (not the down arrow) to open the placement booking.

Status	Placement Provider Partnership Name	Placement ID Partnership ID	Start Date End Date	Initial Request Date	Year Level Type	Students	Hours	Match	
Confirmed	SA_Training Hospital SA Training Hospital-RN	3KIU14AA N5DL90	07/09/2020 27/09/2020	02/12/2019	3 Flexible	1	114	Full	View
Confirmed	SA_The Queen Elizabeth Hospital SA_TQEH_RN	CIU195IW TBRC9Q	03/08/2020 27/09/2020	22/11/2019	3 Flexible	2	608	Full	View

**Step 6: Review & Unlock the Placement booking to update the booking**

Placement bookings can be viewed without needing to select the *Unlock* button. To make changes to a booking the *Unlock* button needs to be selected (and then select *Ok* in the pop up) which makes the placement in 'Draft form' where changes can be made and saved in the *Publish* tab:

**Important** – Remember to save and publish the booking in the *Publish Tab* if the booking has been *Unlocked* (in Draft form) so that your partner has access when required. Do not leave the booking in draft form or the placement provider will not be able to open & update the placement.

Example screenshot of a *Confirmed* booking showing Booking Details Summary:

The *Booking Details Summary* window has key information about the specific booking including the *First Allocated Facility* – where the students will be going on placement. See example screenshot above – especially note:

\*1 The *Preferred Facility* – this shows the initial requested facility (health site location).

\*2 The *First Allocated Facility* – shows the student(s) facility (health site location) for the booking. If this appears in red text this highlights if it is different to the initial requested “*Preferred Facility*”. Please check with the placement provider as required.

\*3 The *Students* – Student numbers in the booking.

**Important** – students uploaded in the *Students* tab must match the number of Students in the booking.

**Considerations when administering confirmed bookings:**

<p>Do I still need the booking?</p>	<p>If the whole placement booking is no longer required cancel the booking.</p> <p>Note that cancellation fees may occur. Special consideration should be made to email the placement provider with sites that provide clinical facilitators prior to cancelling as fees may apply.</p> <p>To cancel the booking:</p> <ul style="list-style-type: none"> <li>• If there are no student names in the booking, you do not need to unlock the booking.</li> </ul> <p>In the Publish tab select Cancel Booking, select cancellation reason from the drop down. If the cancellation generates a message "Enter a reason in the notes field below" then this must be completed.</p> <ul style="list-style-type: none"> <li>• If students are in the booking you will need to remove students by unlocking the booking, select the Students tab, in the View drop down select Clear Roster/Attendance then Remove student.</li> </ul> <p>Refer to Fact sheet - Managing student cancellations fact sheet in the Better Placed education provider webpage – <a href="#">link</a>.</p> <p>If cancellation is made under the placement timeframes email the placement provider.</p>
<p>How do I adjust a booking?</p>	<p>Before you remove students from a booking in Placeright note that cancellation fees may occur.</p> <p><b>If removing and replacing student(s)</b> If needing to remove and replace student(s) – students should not be removed under 4 weeks unless extenuating circumstances.</p> <p><b>Remove student(s) and reduce booking number(s)</b> If removing student(s) then reduce the student numbers in the placement booking.</p> <p><b>To remove student(s)</b> In Placeright select Unlock in the <i>Confirmed</i> status bar and in the <i>Students</i> tab, clear rostering and then select remove the student(s).</p> <p><b>To reduce booking numbers:</b> Unlock booking – select Edit Booking Details button, reduce the student numbers, save and publish the booking. Enter reason for reducing the number of students. - select Save, select Publish tab, request</p>

	<p>changes add note if suitable and select Confirm Selection.</p> <p>Refer to Fact sheet - Managing student cancellations fact sheet in the Better Placed education provider webpage – <a href="#">link</a></p>
Is the health site location suitable?	<p>Check the <i>Booking Details Summary</i> screen to see where the placement has been allocated in the 'First Allocated Facility'. If the allocated facility is different to the requested facility the allocated facility this will be highlighted with <b>red</b> text.</p> <p>Be aware sometimes the placement provider may sometimes make an error when allocating the facility. If the 'health site location' is not suitable, please contact the placement provider.</p>
How do I upload student names?	<p>Adding students to a booking is normally made by unlocking the booking, in the <i>Students</i> tab select <i>Add Student</i> button, enter student name, and select <i>Add student</i> button.</p> <p>Refer to Fact sheet – <i>Entering and Assigning Student names into Placeright</i> in the Better Placed education provider webpage – <a href="#">link</a></p> <p>Adding students to a confirmed booking impacts processing of student Sunrise EMR access. 4 weeks is required to process student accounts. For late student name uploads notify <a href="mailto:Health.StudentHADActivations@sa.gov.au">Health.StudentHADActivations@sa.gov.au</a>.</p>
How do I enter student Sunrise EMR Score in Placeright?	<p>Sunrise EMR (electronic medical record) is used at many of the state's public hospitals and healthcare facilities. Students undertaking a placement at an active Sunrise EMR site require access.</p> <p>Once the education provider (EP) has verified that the student has passed Sunrise EMR training then EP administrators need to record that the student has passed in Placeright. This is done in the <i>Students</i> tab, select <i>View</i>, then select <i>View Student Master Record</i> in new tab, In the <i>Other Personal Details</i> section tick EMR Training and enter the EMR Training date then select the <i>Update Student</i> button. Save and publish the booking in the booking's <i>Publish</i> tab - select <i>Publish Booking</i> and <i>Confirm Selection</i>.</p> <p>Refer to the Better Placed education provider webpage for more details including timeframes and FAQ's on Sunrise EMR – <a href="#">link</a></p>
How do I view and update Pre-placement student checks?	<p>Pre-placement student checks need to be completed. To view and update these in the <i>Students</i> tab select <i>View</i> for the student(s) then select <i>View Student Master Record in new tab</i>, update these checks then save via the <i>Update Student</i> button.</p> <p>All students need to adhere to SA Health policies and procedures. Check with placement provider well in advance</p>

	of the first day of placement and refer to Better Placed education provider webpage – <a href="#">link</a> , as needed.
For <b>Nursing</b> students only – How do I roster Orientation shift for first day of placement?	<p>Rostering for <b>Nursing</b> students needs to be set by education providers for the first day of placement – roster day one in the Orientation shift.</p> <p>To roster, unlock the placement booking; select the View Rostering tab:</p> <ul style="list-style-type: none"> <li>• Step 1: Select the student's name – will highlight with a blue background.</li> <li>• Step 2: Select the first day's roster – click on the circle against the shift and date required (e.g., Orientation or Day shift)</li> </ul>
How do I communicate with Placement Providers via Placeright?	<p>Messages can be sent to placement providers in Placeright.</p> <p>Open the booking in Placeright and on the right-hand side use the <i>Options/Messages</i> page to view and respond to any queries or requests for information from the health sites staff. Messages can also be opened from the Messages icon at the top of the Placeright page.</p> <p>If there are any queries to the health site representatives regarding preparation for a specific booking use this Options/messages page (select the drop-down button, then messages and select the <i>Add new message thread</i> button) email or phone if more urgent.</p>

## Placeright Support

Placeright support is available within the platform via Help link at the top right of the Placeright window then select Contact us from the drop down. Select the type of help message, enter help details in the message box and select Send Message button. In the message notes provide key details such as 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](http://www.sahealth.sa.gov.au/betterplaced) and subpages especially the *Information and resources for education providers* page [here](#)

### 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](http://www.sahealth.sa.gov.au/betterplaced)

For general enquires: [betterplaced@sa.gov.au](mailto:betterplaced@sa.gov.au)

For student Sunrise EMR access enquiries: [Health.StudentHADActivations@sa.gov.au](mailto:Health.StudentHADActivations@sa.gov.au)

