FACT SHEET – Standard Processing of Placement Offers via the Study Period page
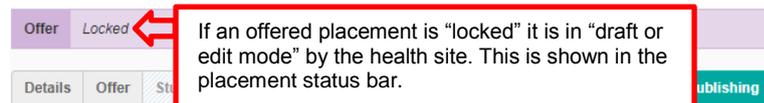
11/12/2019

Purpose

The purpose of this fact sheet is to provide a step by step guide for education provider (EP) staff on how to process placement *Offers* in the clinical placement management system Placeright™ within the Study Period page.

Overview

This follows on from the *Standard Requesting of Placements Using Manage Bookings* fact sheet – available in the Better Placed Education Provider website page link. The request previously made has been reviewed in Placeright and *Offered* by the SA Health site. This fact sheet shows where to find offers in Placeright via the Manage Bookings screen with steps on how to action these and also the shows the Request Planner page which allows a high level view of multiple offers.

Pre requisites

The placement booking must be not be "Locked" by the health site. This means it is in "Draft" (being edited) by the health site and cannot be actioned until it has been taken out of draft. If this is the case contact the health site to ask if it can be taken out of draft/edit mode so that the offer can be actioned e.g.to "Confirm".

If an offered placement is "locked" it is in "draft or edit mode" by the health site. This is shown in the placement status bar.

Processing Offers from the Study Period page

Step 1: Open the Subject and relevant Study Period via the Manage Bookings screen:
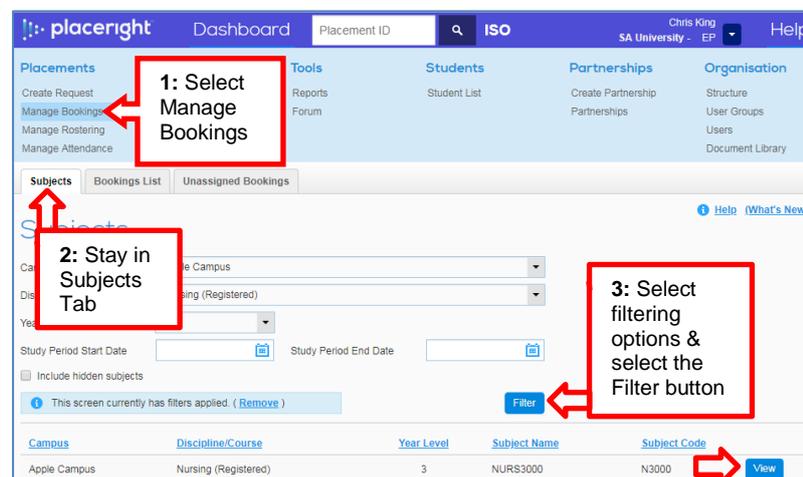
Follow the steps below to locate the subject:

- 1: Select the *Manage Bookings* screen - defaults to Subjects tab
- 2: Stay in the *Subjects* tab
- 3: Apply filtering options to locate the subject and select the *Filter* button
- 4: Select the required Subject and then select the *View* button

Tip: If the expected subject is not appearing remove any applied filters in the blue bar (see screenshot below) by selecting the Remove link and try filtering again. If the relevant subject is still not displaying then check that the Subject & Study Period details have been set up in the Structure page. Also ensure the Campus status is "Active" and Subject is set to "Active" and "Visible".

Step 2: Identify and open the relevant Study Period page to review offers

> Open the relevant Study Period to review any Offered placements.

Step 3: In the selected Study Period page.

> Apply filtering using the Status drop down and ensure that *Offer* is selected.

> Select the filter button to view any Offered placements.

Step 4: Open an individual placement Offer

Any offered placements will be displayed by rows; select an offered placement by left clicking on the View button.

Status	Placement Provider Partnership Name	Placement ID Partnership ID	Start Date End Date	Initial Request Date	Year Level Type	Students	Hours	Match	
Offer	SA_Training Hospital SA Training Hospital-RN	IVR7HBEA N5DL90	02/11/2020 06/12/2020	15/11/2019	3 Flexible	1	190	Partial	View

Step 5: Review and process the Offer

Once the View button for the offered placement is selected the placement page will display. This shows the placement id and key details including the requested preferred facility– see screenshot example below.

> 1: Select the *Offer* tab (#1). Review the location offered by the health site (*2) and compare with the preferred facility that was requested (*3).

*If the offered location as shown in the Offer tab is <u>not</u> suitable and you would like to ask the health site representatives if an alternative preferred health site location could be offered then select the *Options* tab (*4), choose *forum* to create a new message thread and enter details (this creates a 'Placeright email' specific to this placement).

Locations offered by health sites that are <u>not suitable and will not be taken up</u> need to be 'declined' by opening the *Publishing* tab and selecting *Decline* then the *Confirm selection* button.

2: After reviewing the offer if it is suitable then confirm the placement by:

> 1: Select *Confirm*

> 2: Select the *Confirm Selection* button

The screen will automatically go back to the subjects *Study Period* page. It will highlight that the booking has been updated and the status of the placement will now show as *Confirmed*.

Request Planner page

The Request Planner page allows a high level view of multiple offers.
> Filter as required and ensure Offers are selected. Select the filter button when resetting the filters
> Select on the individual offer (2) to process.
> Important - Ensure that the Offer is assigned to the correct Subject / Study Period.

See screenshot below. These offers can be from different health sites partnerships (1) for different subjects and study periods.

Next Steps

- Once the booking is "Confirmed" add the student's names and roster on the first day if the rostered location is known.
- Refer to pre-placement information and fact sheets available in the SA Health Better Placed education provider webpage including Sunrise EMR pre-placement requirements.
- Check with the health site representatives in advance 6 to 5 weeks before commencement date to ensure requirements have been met prior to placement.
- Pre-placement requirements need to be completed no later than by 4 weeks prior to the placement commencement date – as per the Clinical Placement Agreement with SA Health. Student's names need to be uploaded in bookings no later than six weeks for country regions. Cancellation of placements may occur by the health site representatives or the Better Placed team if pre-placement requirements have not been met.

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

For more information

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