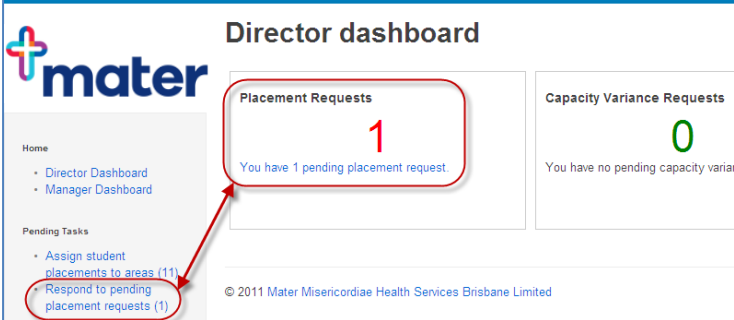
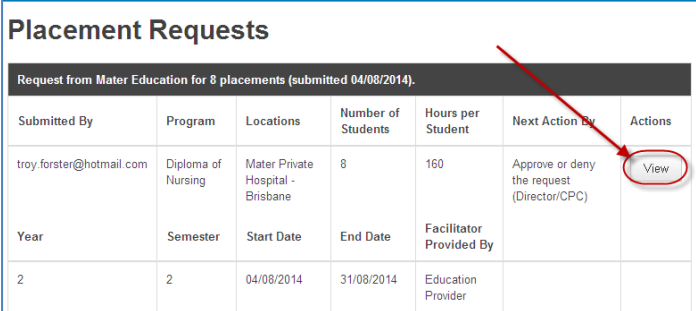


DRef-01 – Director Reference Sheet – Placement Request Approval Process.

Steps	Action	What it looks like																												
1.	<p>Any new student placement requests submitted by the Education Provider will appear on your Director Dashboard and in your Pending Tasks on your sidebar.</p> <p>Click the You have # pending placement request(s) link to view the request.</p>	 <p>Director dashboard</p> <p>Placement Requests 1 You have 1 pending placement request.</p> <p>Capacity Variance Requests 0 You have no pending capacity varia</p> <p>Home • Director Dashboard • Manager Dashboard</p> <p>Pending Tasks • Assign student placements to areas (11) • Respond to pending placement requests (1)</p> <p>© 2011 Mater Misericordiae Health Services Brisbane Limited</p>																												
2.	<p>Troubleshooting 1:</p> <p>If a <i>Placement Request</i> that you were expecting to see is not displaying:</p> <ol style="list-style-type: none"> Check that the Education Provider has submitted the Requested Placement for your students form by checking it is on their Education Provider Dashboard, if it is: Check that the Education Provider has selected a Location that you have Director access to in the placement request, if they have: Check that the Education Provider has selected a Discipline that you have Director access to in the placement request, if they have: Check your list of placement requests to see if the request has already been actioned (see <i>DRef-12 – Reviewing Previous Placement Requests</i>) 																													
3.	<p>The Placement Requests screen displays all requests currently awaiting approval. It also shows details of the request.</p> <p>Click the View button on the right of the screen to navigate to the approval screen.</p>	 <p>Placement Requests</p> <p>Request from Mater Education for 8 placements (submitted 04/08/2014).</p> <table border="1"> <thead> <tr> <th>Submitted By</th> <th>Program</th> <th>Locations</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Next Action By</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>troy.forster@hotmail.com</td> <td>Diploma of Nursing</td> <td>Mater Private Hospital - Brisbane</td> <td>8</td> <td>160</td> <td>Approve or deny the request (Director/CPC)</td> <td>View</td> </tr> <tr> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Facilitator Provided By</th> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>04/08/2014</td> <td>31/08/2014</td> <td>Education Provider</td> <td></td> <td></td> </tr> </tbody> </table>	Submitted By	Program	Locations	Number of Students	Hours per Student	Next Action By	Actions	troy.forster@hotmail.com	Diploma of Nursing	Mater Private Hospital - Brisbane	8	160	Approve or deny the request (Director/CPC)	View	Year	Semester	Start Date	End Date	Facilitator Provided By			2	2	04/08/2014	31/08/2014	Education Provider		
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4.

The **Placement Request Decision** screen shows further details regarding the request.

The **Details** tab shows you the details of this request.

To Accept the request you must view the **Allocations** Tab to review specifics of locations/areas.

Requests can be declined by selecting **Decline**. Skip to step 14 to decline the request.

Placement Request Decision

Details **Allocations** Students Facilitators Documents Required Student Fields

Placement Request Id: 144
 Placement start date: 07/07/2017
 Payment Offered: Yes

Year / Semester: 2 / 1
 Placement end date: 20/12/2017

Education Provider: Mater Education
 Number of students: 3

Discipline: Nursing
 Required clinical hours per student: 80

Student Group: Default Nursing
 Total clinical hours for all students: 240

Program: Diploma of Nursing
 Requested By: Nick Beckers

Facilitator provided by: Education Provider
 Notes: These are the 3 students we discussed on 03/07/2017.

Clinical Settings: Specialty

Allocations

Allocations not confirmed, review under Allocations tab.

Placement Decision

Accept Decline

5.

To review area allocations requested select **Edit**.

Placement Request Decision

Details Allocations **Students** Facilitators Documents Required Student Fields

Where should the students be placed? Please review the below request.

Location	Requested	Location Allocation	Area Allocation	Total Area Requested	Total Area Allocation
Mater Hospital Brisbane		<input type="text"/>	edit		
Mater Redlands		<input type="text"/>	edit	3	3

Number of students left to allocate: 0

Click save once allocations have been reviewed to proceed.

Save Save and Accept

5 cont. In this section you can decide if you want to alter specific Areas to this request.

The **Requested** column shows how many students the Education Provider has requested to send to the area.

The **Capacity** column shows how many spots are available during the time period of this Placement Request.

The **Allocations** column shows how many spots are approved during the time period of this Placement Request. This can be adjusted by typing over the previous value.

Make adjustments if required and select **OK**.

Area	Requested	Capacity	Allocations
Intensive Care Unit	2	3	<input type="text" value="1"/>
Emergency Department	1	4	<input type="text" value="1"/>
Perioperative		4	<input type="text" value="1"/>
Medical Assessment Unit		4	<input type="text"/>

OK

6. If you enter a number above the capacity of an Area you will get a message as per the image on the right.

If the total of your allocated spots does not equal the number of students requested you will get an error message appear as per the image below.

Area	Requested	Capacity	Allocations
Intensive Care Unit	2	3	<input type="text" value="5"/>

NOTE: This will exceed your available capacity.

Number of students left to allocate 1

Please make sure the total number of students allocated to locations and areas adds up to 12

Error. The number of allocations does not match the number of students for this placement request.

7. At the bottom of the **allocations tab** you have the ability to **save** or **save and accept**.

Save – will give you the option to review the remainder of the request before making a decision. Continue with work instruction

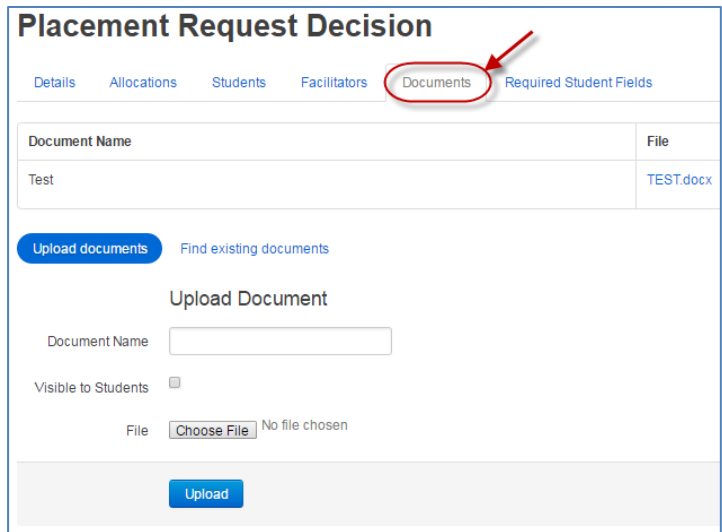
Save and Accept – will save and accept the request in the one action.

Save

Save and Accept

8. In the **Documents** tab you can review any documentation the Education Provider has sent to support their request. These will either be visible to Students (and their Supervisors) through their dashboards, or information for you and not visible to students.

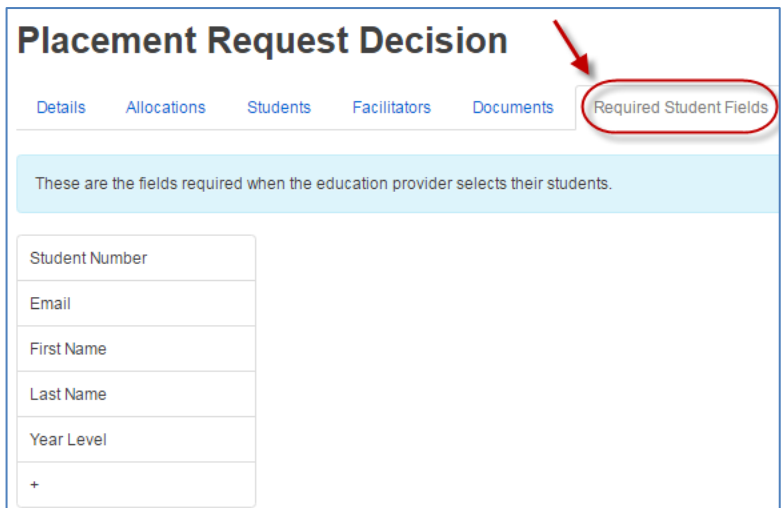
Clicking on the File name will open the document for you to review.



9. In the **Required Student Fields** tab you can specify which student details you require the Education Provider to submit for the students coming on this placement.

The 5 default fields must always be provided for students, which are:

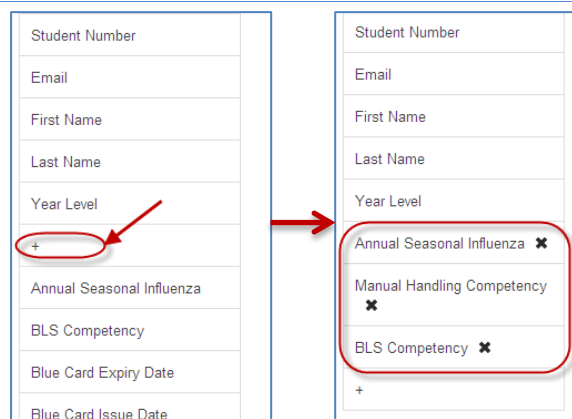
1. Student Number
2. Email address
3. First Name
4. Last Name
5. Year Level



10. To add student fields to the list, click on the + button. This displays all of the student field options available.

Click on any option you want to add and they will move above the + button to the list.

Clicking on the x will remove the field from the list.



11. **Troubleshooting 2:**

If a *Student Field* that you wish to assign to the placement is not displayed in the drop down field, this will be because the *Student Field* has not been created. Contact your System Administrator to add it or, if you have Administrator access, refer to [ARef-07 - How to Administer Student Fields](#)

12.

Return to the **Placement Request Decision** section by selecting the **Details** tab.

You can review your allocations and **Accept** the placement request.

Placement Request Decision

Details | Allocations | Students | Facilitators | Documents | Required Student Fields

Placement Request Id 144	Placement start date 07/07/2017	Payment Offered Yes
Year / Semester 2 / 1	Placement end date 20/12/2017	
Education Provider Mater Education	Number of students 3	
Discipline Nursing	Required clinical hours per student 80	
Student Group Default Nursing	Total clinical hours for all students 240	
Program Diploma of Nursing	Requested By Nick Beckers	
Facilitator provided by Education Provider	Notes These are the 3 students we discussed on 03/07/2017.	
Clinical Settings Specialty		

Allocations

Location	Allocated	Areas								
Mater Redlands		<table border="1"> <thead> <tr> <th>Area</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>Intensive Care Unit</td> <td>1</td> </tr> <tr> <td>Emergency Department</td> <td>1</td> </tr> <tr> <td>Perioperative</td> <td>1</td> </tr> </tbody> </table>	Area	Allocated	Intensive Care Unit	1	Emergency Department	1	Perioperative	1
Area	Allocated									
Intensive Care Unit	1									
Emergency Department	1									
Perioperative	1									

Placement Decision

13.

Troubleshooting 3:

If an Area that you wish to allocate spots to is not displaying in the list:

- Check that the **Clinical Settings** in the placement request details match the Clinical Settings of the Area you are expecting to display (*only Areas with at least one corresponding Clinical Setting requested will display i.e. a Placement Request for Medical and Surgical Clinical Settings will not display Areas that do not have at least one of Medical or Surgical Clinical Setting attached*), if this is correct,
- Check the Area has capacities for the time period of the request in the **See an overview of your Area Capacities** for the Area (see DRef-04b).

14.

Troubleshooting 4:

If an Area that you wish to allocate spots to has less capacity than you expected:

- Check the Area capacities for the time period of the request in the **See an overview of your Area Capacities** for the Area and modify if necessary (see DRef-04b); if these are correct,
- Check how many allocated placements are in the Area for the time period of the request in the **See an overview of your Area Capacities** for the Area (see DRef-04b) to see if the Area is full.

15.

Decline the request by clicking the **Decline** button and entering a reason as to it is being declined and then clicking the **Submit** button.

16. After accepting a placement, if you have multiple **Student Groups** configured for this Discipline, you will be asked to **Please select a student group.**

Click on the appropriate group and click **Save.**

Note: If there are no **Student Groups** configured for the Discipline of the placement request it will automatically be assigned to the Default Student Group and this page will not display.

Placement Assignments

Id	Discipline	Program	Education Provider	Start Date	End Date	Total Hours
636	Nursing and Midwifery	Diploma of Nursing	Mater Education	04/08/2014	31/08/2014	160

Please select a student group.

- Default Nursing and Midwifery
- BN1 M-T
- BN1 Th-F
- BN2 Th-F
- BN2 W-Th
- DD1
- DD2
- Diploma 1st Semester
- Diploma 2nd Semester
- Diploma 3rd Semester
- Midwifery 1st Year
- Midwifery 2nd Year
- Midwifery 3rd Year

17. **Troubleshooting 5:**

If a *Student Group* that you wish to allocate this placement request to does not display, this will be because the *Student Group* has not been created. Contact your System Administrator to add it or, if you have Administrator access, refer to [ARef-05 - How to Administer Disciplines](#)