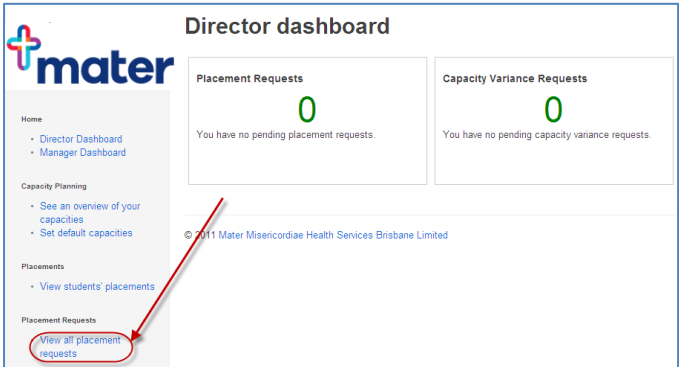
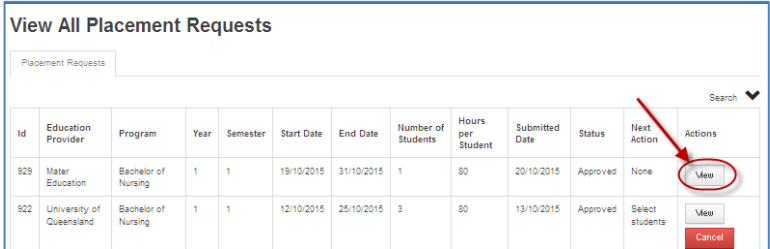
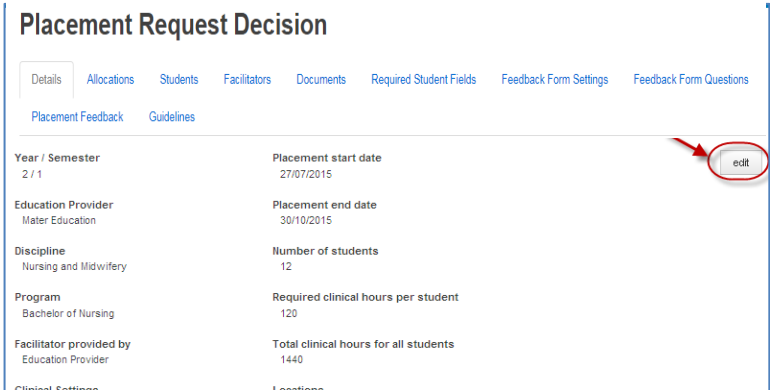


## DRef-13 – Director Reference Sheet – Editing a Placement Request.

Steps	Action	What it looks like																																							
1.	<p>To edit a placement request, click the <b>View all placement requests</b> link in the sidebar</p> <p>This will navigate to the <b>View all Placement Requests</b> Screen.</p>	 <p>The screenshot shows the 'Director dashboard' for Mater. On the left sidebar, under 'Placement Requests', the link 'View all placement requests' is circled in red. A red arrow points from this link to the 'View All Placement Requests' screen shown in the next step.</p>																																							
2.	<p>Select the placement request you wish to edit and click the <b>View</b> button.</p>	 <p>The screenshot shows the 'View All Placement Requests' screen. It features a search bar and a table with the following data:</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>829</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>19/10/2015</td> <td>31/10/2015</td> <td>1</td> <td>80</td> <td>20/10/2015</td> <td>Approved</td> <td>None</td> <td>View</td> </tr> <tr> <td>822</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>25/10/2015</td> <td>3</td> <td>80</td> <td>13/10/2015</td> <td>Approved</td> <td>Select students</td> <td>View</td> </tr> </tbody> </table> <p>The 'View' button for the first row is circled in red. A red arrow points from this button to the 'Placement Request Decision' screen shown in the next step.</p>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	829	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View	822	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View
Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions																													
829	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View																													
822	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View																													
3.	<p>You can only <b>Edit</b> a Placement Request that has a status of either <b>Pending</b> or <b>Approved</b>.</p> <p>In the <b>Details</b> tab, click the <b>Edit</b> button in the top right corner.</p>	 <p>The screenshot shows the 'Placement Request Decision' screen for a specific request. The 'Details' tab is selected. In the top right corner, an 'edit' button is circled in red. A red arrow points from this button to the 'Troubleshooting' section in the next step.</p>																																							
4.	<p><b>Troubleshooting:</b></p> <p>If a placement request that you wish to edit is not displaying an Edit button, this will either be because:</p> <ol style="list-style-type: none"> <li>The Placement Request has been Declined, in which case no edits can be made; <b>OR</b></li> <li>The Placement Request has been Cancelled, in which case you can <b>Reinstate</b> the request.</li> </ol>																																								



5.

In the **Edit Placement Request** screen you can edit:

- **Program:** In the case of an incorrect entry.
- **Clinical Settings:** In the case of an incorrect entry.
- **Location:** In the case of a transfer to an alternate Location.
- **Placement payment offered:** In the case of an incorrect entry.
- **Facilitator to be provided by:** In the case of an incorrect entry.
- **Course:** In the case of an incorrect entry.
- **Student Year Level:** In the case of an incorrect entry.
- **Student Semester Level:** In the case of an incorrect entry.
- **Proposed start date:** In the case of an incorrect entry.
- **Proposed end date:** In the case of an incorrect entry.
- **Number of students:** In the case of an incorrect entry.
- **Hours required per student:** In the case of an incorrect entry.

**Note:** You cannot edit the **Education Provider** or **Discipline** fields. This can only be done by the Education Provider User.

## Edit Placement Request

< Back

### Overall Schedule

Schedule commencement date

Schedule cessation date

### Placement details

Education Provider

Discipline

Program

Clinical Settings

- Medical
- Mental Health
- Midwifery
- Speciality
- Surgical

Locations

- Mater Adult Hospital
- Mater Children's Hospital
- Mater Cross Complex Services

Placement payment offered?  Yes  No

Facilitator to be provided by

Course  Undergraduate  Postgraduate

Student year level

Student semester level

The proposed start and end dates need to be inside the schedule period.

Proposed start date

Proposed end date

Number of students

Hours required per student

My students are available for these shifts

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Afternoon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Night	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



<p>6. You can also edit the Area Allocations for this Placement Request in the <b>Allocations</b> Tab.</p> <p>The <b>Capacity</b> column displays what the Area's capacity currently is.</p> <p>The <b>Requested</b> column displays the areas the Education Provider has requested.</p> <p>Edit the <b>Allocations</b> number by typing over the number in the appropriate Area's field.</p> <p>Once you've completed your edits, click the <b>Save</b> button.</p>	<p style="text-align: center;"><b>Placement Request Decision</b></p> <p style="text-align: center;"> <a href="#">Details</a> <a href="#">Allocations</a> <a href="#">Students</a> <a href="#">Facilitators</a> <a href="#">Documents</a> <a href="#">Required Student Fields</a> <a href="#">Feedback Form Settings</a> <a href="#">Feedback Form Questions</a> </p> <p style="text-align: center;"> <a href="#">Placement Feedback</a> <a href="#">Guidelines</a> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Area</th> <th style="text-align: center;">Requested</th> <th style="text-align: center;">Capacity</th> <th style="text-align: center;">Allocations</th> </tr> </thead> <tbody> <tr> <td>10B - Oncology</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Operating Theatre</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Intensive Care</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Coronary Care</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>Day Surgery</td> <td style="text-align: center;">2</td> <td style="text-align: center;">5</td> <td style="text-align: center;"><input type="text" value="2"/></td> </tr> <tr> <td>8A - Orthopaedics</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;"><input type="text" value="6"/></td> </tr> <tr> <td>8B - Surgical</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;"><input type="text" value="4"/></td> </tr> <tr> <td>9B - Medical</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table>	Area	Requested	Capacity	Allocations	10B - Oncology		0	<input type="text"/>	Operating Theatre		0	<input type="text"/>	Intensive Care		0	<input type="text"/>	Coronary Care		0	<input type="text"/>	Day Surgery	2	5	<input type="text" value="2"/>	8A - Orthopaedics	6	8	<input type="text" value="6"/>	8B - Surgical	4	6	<input type="text" value="4"/>	9B - Medical		0	<input type="text"/>
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<p>7. <b>Troubleshooting 3:</b></p> <p>If an Area that you wish to allocate spots to is <u>not displaying in the list</u>:</p> <ol style="list-style-type: none"> <li>a. Check that the <b>Locations</b> in the placement request details contains the Area you are expecting to display (<i>only Areas within the Locations requested will display i.e. a Placement Request for Mater Hospital Brisbane will not display Areas from Mater Private Hospital Redlands</i>); if this is correct,</li> <li>b. Check that the <b>Clinical Settings</b> in the placement request details match the Clinical Settings of the Area you are expecting to display (<i>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</i>), if this is correct,</li> <li>c. Check the Area has capacities for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area (see DRef-04b).</li> </ol>																																					
<p>8. <b>Troubleshooting 4:</b></p> <p>If an Area that you wish to allocate spots to <u>has less capacity than you expected</u>:</p> <ol style="list-style-type: none"> <li>a. Check the Area capacities for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area and modify if necessary (see DRef-04b); if these are correct,</li> <li>b. Check how many allocated placements are in the Area for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area (see DRef-04b) to see if the Area is full.</li> </ol>																																					