

Placements

Placement Management System

How to submit your application for self-arranged Observership placement

NOTE If you have split your Observership into X2 placements, you must submit an application for EACH placement

Step 1. Log into *Placements*: <http://placements.uq.edu.au>

Click on the Staff and Students button to log in via Single Sign On



Staff and Students

or

Username



Password

Log in with your InPlace Account


[Forgot your password?](#)

*If you're unable to log in email:
itsupportdesk@its.uq.edu.au


Step 2: Navigate the Homepage


Home Confirmed Available Requirements Calendar Shared Documents uqmgale2 ▼

 **Confirmed**

NEXT ATTENDING:

 **St George Medical Centre** ▶
15/04/2019 - 26/05/2019






[View All Confirmed](#)

 **Available**

[View available](#)

[View shortlisted](#)

To Do 5


-  Information required for MED - Annual Student Requirements - Criminal History ▶
-  Information required for High Risk Immunisation form - Mandatory vaccination evidence ▶
-  Information required for MED - Annual Student Requirements - Prerequisites ▶
-  Self Placement submission open for Observership 2019 - Onshore ▶
-  Agency Preferences are now open for Observership 2019 - Onshore. - Closes on: May 31, 2019 ▶

Notifications 0


Important!
The 'To Do'
list

Step 3: Click the link on the Homepage when ready to submit your application


To Do 5




Information required for MED - Annual Student Requirements - Criminal History



Information required for High Risk Immunisation form - Mandatory vaccination evidence



Information required for MED - Annual Student Requirements - Prerequisites



Self Placement submission open for Observership 2019 - Onshore

NOTE If you have split your Observership into X2 placements, you must submit an application for **EACH** placement

Step 4: Enter details of placement

Confirmed

Available

Requirements

Calendar

Shared Documents

Observership 2019 - Onshore

20 DAY Yr 1 Observership Placement

Yr 1 Observership Placement - 20 Days Required - 0 Days Filled

0%

Placement details

Period

Start

End

Duration

Experience

Yr 1 Observership Placement

Duration *

20

Unit

DAY

Weekly placement roster

Agency details

Agency name *

Email

Business phone

Cancel

Save as draft

Submit

Start and end dates must be between 11 November 2019 and 29 January 2020.

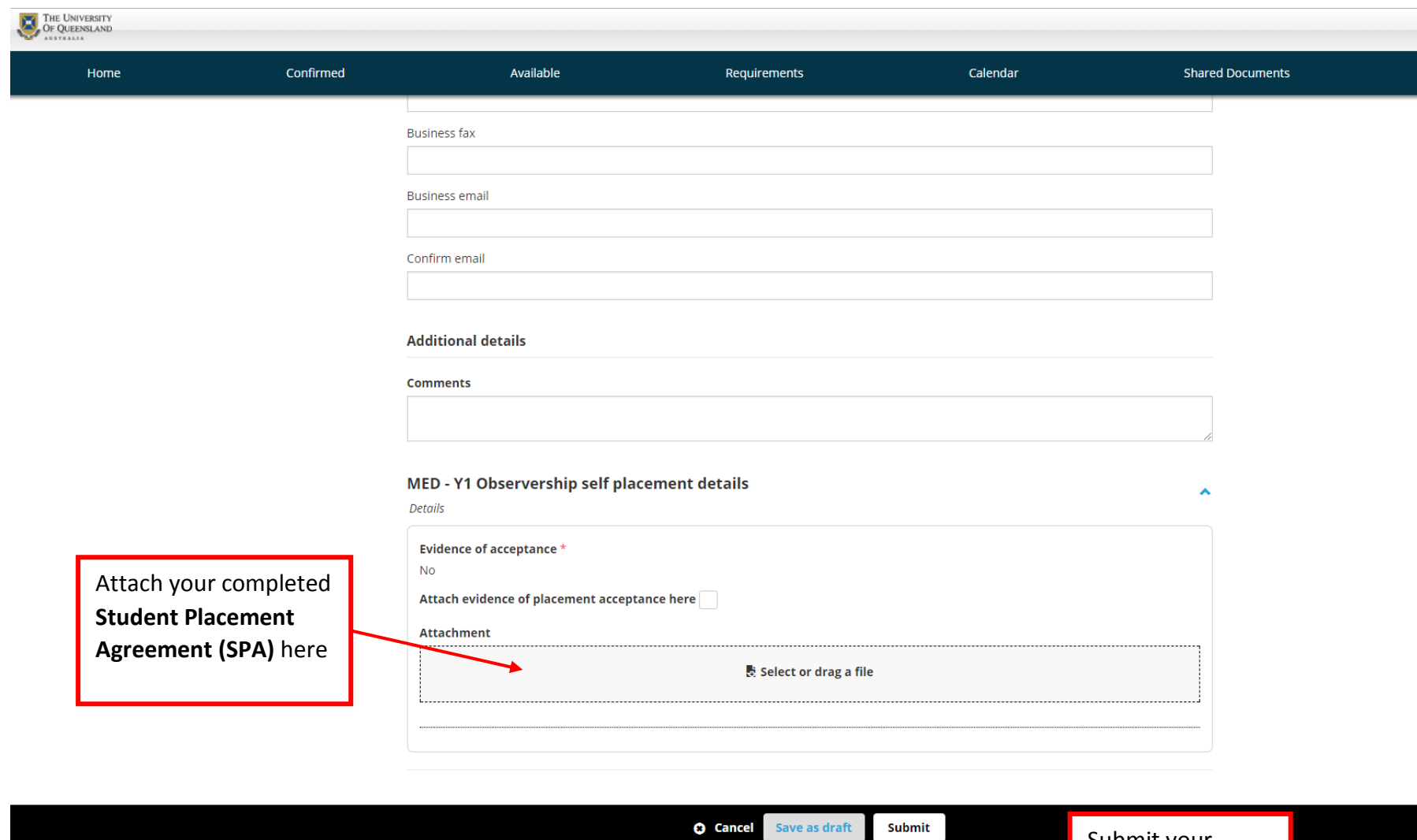
Ensure 'Duration' is accurate number of days of your placement

'Agency name' is the hospital/clinic/facility you will be attending

Provide the email address of your preceptor

Step 5: Attach completed Student Placement Agreement

Instructions on how to complete the Student Placement Agreement (SPA) correctly are [here](#)



The screenshot shows the 'MED - Y1 Observership self placement details' form. At the top is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, and Shared Documents. The form includes input fields for 'Business fax', 'Business email', and 'Confirm email'. Below these are sections for 'Additional details' and 'Comments'. The main section is 'MED - Y1 Observership self placement details', which contains a 'Details' subsection. In the 'Details' section, there is a label 'Evidence of acceptance *' followed by the text 'No'. Below this is a label 'Attach evidence of placement acceptance here' with an adjacent checkbox. Underneath is an 'Attachment' section with a dashed border and the text 'Select or drag a file'. A red box on the left contains the text 'Attach your completed Student Placement Agreement (SPA) here' with an arrow pointing to the attachment area. At the bottom of the form is a black bar with three buttons: 'Cancel', 'Save as draft', and 'Submit'. A red box on the right contains the text 'Submit your application to the placements team' with an arrow pointing to the 'Submit' button.

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

Home Confirmed Available Requirements Calendar Shared Documents

Business fax

Business email

Confirm email

Additional details

Comments

MED - Y1 Observership self placement details

Details

Evidence of acceptance *

No

Attach evidence of placement acceptance here ☐

Attachment

Select or drag a file

Cancel Save as draft Submit

Attach your completed
**Student Placement
Agreement (SPA)** here

Submit your
application to the
placements team

NOTE If you have split your Observership into X2 placements, you must submit an application for **EACH** placement

Step 6: Return to Homepage after Self Placement Submission is successful

The screenshot shows a user dashboard with a dark blue header containing three buttons: "View All Confirmed", "View available", and "View shortlisted". Below the header, the "To Do" section (indicated by a red '6' badge) lists six tasks, each with a blue chevron icon. The last task, "Self Placement submission open for Observership 2019", has a blue circle with the number '1' next to its chevron icon. A red arrow points from this icon to a text box. The "Notifications" section (indicated by a red '1' badge) shows a single notification: "Agency Preferences for Observership 2019 are now open. Starting on: 17/06/2019".

To Do 6

- Your contact number details have not been recorded. It is a mandatory requirement to supply a mobile contact number before undertaking a Placement. Select here to enter your number:
- Information required for High Risk Immunisation form - Mandatory vaccination evidence
- Information required for MED - Annual Student Requirements - Prerequisites
- Information required for UQ - Emergency Contact Details - Provide emergency contact details below.
- Information required for MED - Annual Student Requirements - Working with Children Check (Blue Card)
- Self Placement submission open for Observership 2019

Notifications 1

Agency Preferences for Observership 2019 are now open. Starting on: 17/06/2019

Once you have submitted an application, this symbol will change from an > to a circled number. This number reflects how many Self Placement applications you have submitted.

**When your application has been through the approval process, you will receive an email from the Placement team confirming if your Observership has received approval or requires further information.
Please allow several weeks for the approval process.**