

# Placements

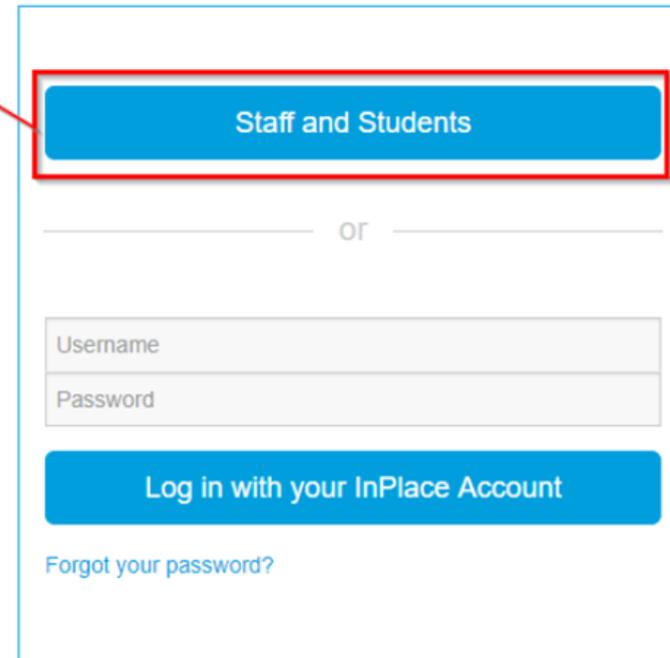
## Placement Management System

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

A screenshot of the login page for the Placements Management System. At the top right is the University of Queensland Australia logo. Below it is a blue button labeled 'Staff and Students'. Underneath the button is the text 'or' flanked by horizontal lines. Below that are two input fields: 'Username' and 'Password'. At the bottom of the form is a blue button labeled 'Log in with your InPlace Account' and a link labeled 'Forgot your password?' in blue text. A red box highlights the 'Staff and Students' button, and a red arrow points from this box to the text box on the left.

\*If you're unable to log in email:  
[itsupportdesk@its.uq.edu.au](mailto:itsupportdesk@its.uq.edu.au)

## Step 2: Navigate the Homepage

THE UNIVERSITY OF QUEENSLAND AUSTRALIA InPlace

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](#)

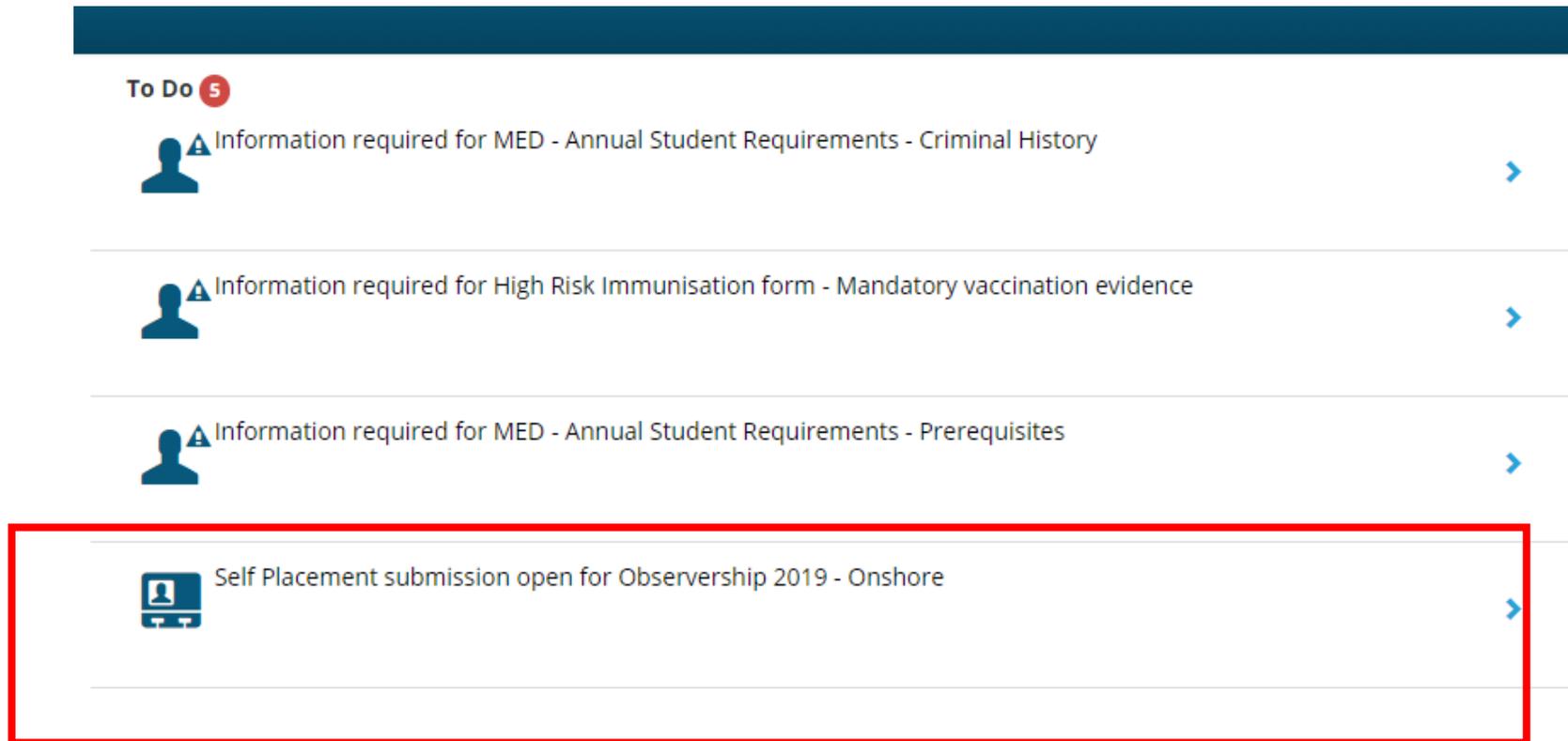
**To Do** 5

- 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

+Add another experience

#### Weekly placement roster

+Add another weekly shift pattern

#### 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 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

Submit your application to the placements team

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. The header contains three buttons: "View All Confirmed", "View available", and "View shortlisted". Below the header, there are two main sections: "To Do" and "Notifications".

**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 ①

**Notifications 1**

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

A red box highlights the circled "1" icon next to the "Self Placement submission open for Observership 2019" item in the "To Do" list. An arrow points from this icon to a text box.

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.**