

Placements

Medicine Student Handbook

For student use



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Contents

This handbook has been created to assist MD students in the use of the Placements system. It outlines how to use the system and key information relating to items such as preferencing and understanding your learning community allocation.

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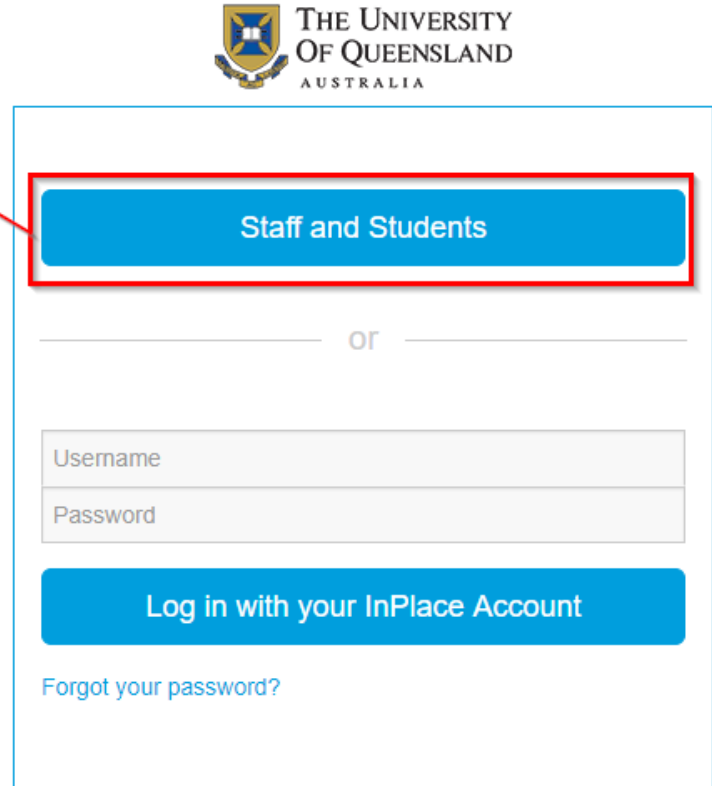
Module 1

General Navigation

Module 1.1 – Logging in to Placements

✧ URL for **logging in**: <https://my.uq.edu.au/node/200/1#1>

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



The screenshot shows the login interface for The University of Queensland. At the top is the university's crest and name. Below this is a blue button labeled "Staff and Students", which is highlighted with a red rectangular border. A red arrow points from a text box on the left to this button. Below the button is a horizontal line with the word "or" in the center. Underneath are two input fields: "Username" and "Password". Below these fields is a blue button labeled "Log in with your InPlace Account". At the bottom of the login area is a link that says "Forgot your password?".

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

Module 1.2 – Student Home Screen

UQ Placements System Student Home Screen – Generic View

The screenshot displays the 'UQ Placements System' Student Home Screen. The interface features a dark blue header with the 'InPlace' logo and a navigation bar with tabs: Home, Confirmed, Available (marked with a green '2 new'), Requirements, Calendar, Shared Documents, and a user dropdown for 'EGibson'. The main content area is divided into two columns. The left column, labeled 'Confirmed pane', shows a 'Confirmed' status with a thumbs-up icon, 'NEXT ATTENDING: Burwood Health' for '19 Jan, 12:00AM - 11:59PM', and a 'View All Confirmed' button. The right column, labeled 'Available pane', shows an 'Available' status with icons for Internships (14), Projects (8), and Seminars (3), along with 'View recommended' and 'View shortlisted' buttons. A 'User Account menu' is visible on the right, containing links for My Details, Staff, Help, and Log Out. At the bottom, a 'To Do list' on the left contains four items with right-pointing arrows, and a 'Notifications list' on the right contains three messages.

Annotations on the left side of the screen:

- Toolbar →
- Confirmed pane →
- To Do list →

Annotations on the right side of the screen:

- User Account menu →
- Available pane →
- Notifications list →

Module 2

Preferencing



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Module 2 Clinical Unit Preferencing

Who preferences on Clinical Units?

Both year 3 and year 4 students will preference on Clinical Units. This will be done once each year.

Why is preferencing done on Clinical Units?

Preferencing is done on Clinical Units because they are geographically dispersed, and we recognise that some units will be more accessible than others to you. We also preference by clinical unit to ensure continuity of location; this will allow you to complete placements at major and peripheral hospitals that form part of the Clinical Unit to which you have been allocated.

Clinical Unit Preferencing – Key Information

In the *Placements* system, Clinical Units will not be shown directly, but will be represented by the Home Hospital that is associated with the Clinical Unit. In order to complete Clinical Unit Preferencing in the system, you will need to preference on the corresponding Home Hospital shown below.

Clinical Unit you wish to attend	Home Hospital you should select within the preferencing system
RCS Bundaberg	Bundaberg Hospital
RCS Hervey Bay	Hervey Bay Hospital
RCS Rockhampton	Rockhampton Hospital
RCS Toowoomba	Toowoomba Hospital
Ipswich Clinical Unit	Ipswich Hospital
Royal Brisbane Clinical Unit	Royal Brisbane and Women's Hospital
Northside Clinical Unit	The Prince Charles Hospital
PA-Southside Clinical Unit	Princess Alexandra Hospital
Greenslopes Clinical Unit	Greenslopes Private Hospital
Mater Clinical Unit	Mater Hospital Brisbane

Clinical Unit Preferencing – Key Information

What is a Home Hospital?

A Home Hospital is the hospital of a given site in which you will spend the longest period of time in clinical placements over the year.

Will I be allocated more than one Home Hospital?


No, each student will be allocated one Home Hospital based on the Clinical Unit preferences you submit.


Will I have to attend other Hospitals?

Yes. Part of your allocation to a given Clinical Unit will involve placements at hospitals or facilities other than your home hospital. Please see the offerings documents for [Year 3](#) and [Year 4](#), which outline all possible offerings of clinical placements, and shows the percentage of times spent at each hospital or location in each pathway.


3rd Year Preferencing – where to find it


To Do 7

 ⚠ 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 MED - Phase 1 Student Requirements - Prerequisites >

 ⚠ Information required for UQ - Emergency Contact Details - Provide emergency contact details below. >

 Agency Preferences are now open for MED YR 3 Onshore Requirement AD. - Closes on: 20/06/2018 >

 Placement Block Preferences are now open for MED Y3 Students - Onshore 2019_LN. - Closes on: 26/06/2018 >



Note:

Agency preferences =
Clinical Unit Preferences

Placement Block Preferences =
Semester order

This will appear on your “to do” list once Preferencing is Open. Click through each item to complete preferencing



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3rd Year Selecting Preferences – Clinical Unit

[Home](#)

Select Preferences For MED YR 3 Onshore Requirement AD

10 – 10 Preferences Required

Closes 20/06/2018

FILTER

10 agencies

[Rockhampton Hospital](#)

Canning Street, Rockhampton, QLD, 4700, AUSTRALIA

[The Prince Charles Hospital](#)

Cnr Rode Rd and Webster Rd, Chermside, QLD, 4032, Australia

[Mater Hospital Brisbane](#)

Raymond Terrace, South Brisbane, QLD, 4101, AUSTRALIA

[Hervey Bay Hospital](#)

Cnr Nissen Street and Urraween Road, Pialba, QLD, 4655, Australia

[Bundaberg Hospital](#)

275 Bourbong Street, Bundaberg, QLD, 4670, Australia

[Toowoomba Hospital](#)

154 Pechey Street, Toowoomba, QLD, 4350, AUSTRALIA

[Royal Brisbane and Women's Hospital](#)

Butterfield St, Herston, QLD, 4006, AUSTRALIA

[Ipswich Hospital](#)

Chelmsford Ave, Ipswich, QLD, 4305, AUSTRALIA

[Greenslopes Private Hospital](#)

Newdegate St, Greenslopes, QLD, 4120, Australia

[Princess Alexandra Hospital](#)

199 Ipswich Rd, Woolloongabba, QLD, 4102, AUSTRALIA

2 agencies

✕ Cancel

NEXT> Rank preferences

Once you've clicked the Agency Preferences link this screen will appear.

1. Select all Clinical Units displayed by clicking the blue square arrays
2. Once all the Clinical Units have been selected (represented by black circled ticks) the Next button will be available to click
3. Click the next button to proceed to the next screen



Note: All 10 Clinical Units must be selected.

10 agencies (Maximum Preferences Met)

✕ Cancel

NEXT> Rank preferences



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3rd Year Selecting Preferences – Clinical Unit

Domestic Students

[Back](#)

Select the order of preference

Drag to change preference Dismiss

1st	Princess Alexandra Hospital	▲▼
2nd	The Prince Charles Hospital	▲▼
3rd	Ipswich Hospital	▲▼
4th	Hervey Bay Hospital	▲▼
5th	Rockhampton Hospital	▲▼
6th	Mater Hospital Brisbane	▲▼
7th	Bundaberg Hospital	▲▼
8th	Toowoomba Hospital	▲▼
9th	Royal Brisbane and Women's Hospital	▲▼
10th	Greenslopes Private Hospital	▲▼

1

1. Arrange the clinical units in your chosen preferencing order
2. Once happy with the order click the submit preferences button



Note: You can drag or use the arrows to move the order around



Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.

✕ Cancel

Submit preferences

2

3rd Year Selecting Preferences – Clinical Unit

International Students

[Back](#)

Select the order of preference

Drag to change preference Dismiss

1st	Greenslopes Private Hospital	▲▼
2nd	Princess Alexandra Hospital	▲▼
3rd	The Prince Charles Hospital	▲▼
4th	Royal Brisbane and Women's Hospital	▲▼
5th	Ipswich Hospital	▲▼
6th	Mater Hospital Brisbane	▲▼
7th	Toowoomba Hospital	▲▼
8th	Bundaberg Hospital	▲▼
9th	Hervey Bay Hospital	▲▼
10th	Rockhampton Hospital	▲▼

1. Arrange the clinical units in your chosen preferencing order
2. Once happy with the order click the submit preferences button



Note: International Students cannot be allocated to rural clinical sites, so you will need to preference the four rural clinical sites as Preference numbers 7-10.

✕ Cancel

Submit preferences

2



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3rd Year Selecting Preferences – Semester Order (Hospital Practice & Comprehensive Clinical Practice)

[Home](#)

Select Preferences For Y3_2023 Allocations

3 - 3 Preferences Required

Closes 8/08/2022

3 Blocks

Comprehensive Clinical Practice > Hospital Practice 16/01/2023 - 26/02/2023	<input checked="" type="checkbox"/>
Hospital Practice > Comprehensive Clinical Practice 16/01/2023 - 26/02/2023	<input checked="" type="checkbox"/>
Hospital Practice > Women's Children's and Mental Health 16/01/2023 - 26/02/2023	<input checked="" type="checkbox"/>

3 Blocks (Maximum Preferences Met)

☒ Cancel

NEXT> Rank preferences

Once you've clicked the Placement Block Preferences link this screen will appear.

1. Select both Blocks displayed by clicking the ticks
2. Once all the blocks have been selected the Next button will be available to click
3. Click the next button to proceed to the next screen

1



Note: Students who do not have a preferred Semester Order do not need to submit a preference for Semester Order.

2 blocks (Maximum Preferences Met)

☒ Cancel

NEXT> Rank preferences

2

3

3rd Year Selecting Preferences – Semester Order (Hospital Practice & Comprehensive Clinical Practice)

Select the order of preference

Drag to change preference

Dismiss

1st

Comprehensive Clinical Practice > Hospital Practice

2nd

Hospital Practice > Comprehensive Clinical Practice

3rd

Hospital Practice > Women's Children's and Mental Health

Cancel

Submit preferences

1. Arrange the Semesters in your chosen preferencing order
2. Once happy with the order click the submit preferences button



Note: You can drag or use the arrows to move the order around



Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.

Module 3 – Understanding Your Allocation



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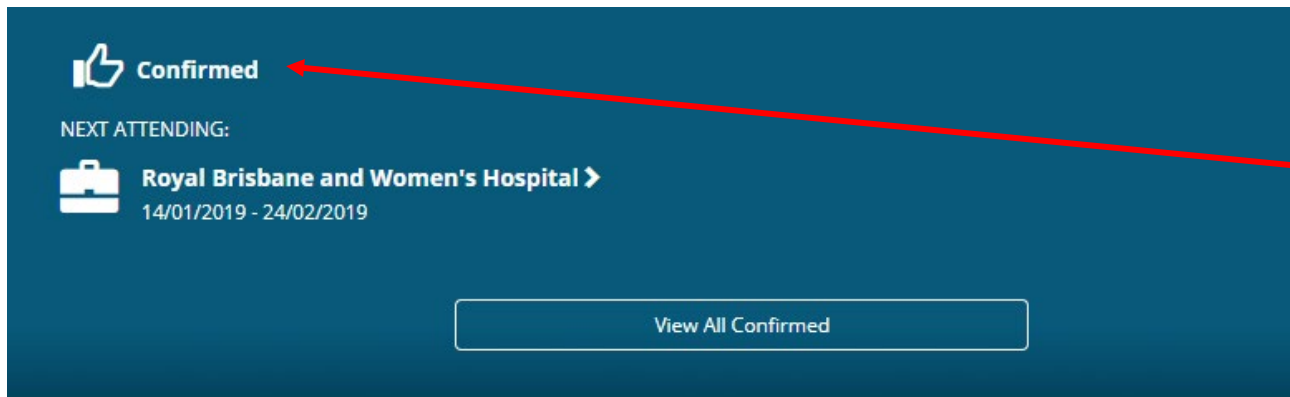
Understand Your Allocation

What is my Allocation?

Your allocation is the placement offering which you will be undertaking throughout the year.

Where can I see my allocation?

Your allocation will be visible in the *Placements* system



Once you have been allocated a placement offering, the first Clinical Placement will appear in the confirmed pane on the Placements Home screen