Placements

Medicine Student Handbook

For student use



Contents

Module	Theme	Page Number
	Introduction	
1	General Navigation	5
1.1	Logging On	6
1.2	Home Screen	7
1.3	Uploading Documents	12
2	Preferencing	14
2.1	3rd Year Preferencing	21
2.2	4th Year Preferencing	30
3	Understanding Your Allocation	39



Introduction



Introduction

This handbook has been created to assist Year 3 and 4 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 clinical placement allocations.

Detailed information relating to Year 3 and 4 placeents is available on the MD website.



Module 1

General Navigation



Module 1.1 – Logging in to Placements

VRL for logging in: <u>https://my.uq.edu.au/node/200/1#1</u>

Click on the Staff and Students button to log in via	OF QUEENSLAND
Single Sign On	Staff and Students
	or
*If you're unable to log in email: itsupportdesk@its.ug.edu.au	Username Password
	Log in with your InPlace Account
	Forgot your password?



THE UNIVERSITY

Module 1.2

Home Screen Navigation



Module 1.2 – Student Home Screen

UQ Placements System







Module 1.2 – Student Home Screen Breakdown

Toolbar – shows all the available pages. Clicking on a specific page in the Toolbar will take you to that page.

Toolbar →	Home	Confirmed	Available (2 new)	Requirements	Calendar	Shared Documents	Cline Y

Confirmed Pane – displays your confirmed upcoming placement, this will only be visible once your placement has been confirmed.



* The confirmed pane only shows your next upcoming placement. To view all your confirmed placements click the "view all confirmed" button



Module 1.2 – Student Home Screen Breakdown cont.

To Do list – displays all the items you need to complete. The items will remain here until they have been actioned. Clicking on each item will take you to the relevant page for the To Do item.



User Account menu – Clicking on the drop down arrow next to your name will display links to your details, help and log out. Clicking any of these links will take you to the page for that link.





Module 1.3

Uploading Documents



Module 1.3 – Uploading Documents

If it is a requirement that certain documents are uploaded into Placements follow the below instructions.

- 1. Click on the specific item within your To Do list
- 2. Navigate down the Student details page to find where you need to upload your document. Files can either be selected or dragged and dropped into the attachment area.

Please note: Multi page documents need to be loaded as one attachment. On most pages, only one document can be loaded per field.

No Checklist	-
Attachment	Select or drag files
Submit *Cancel Reset	
Submit – once you've loaded your file Cancel – to return to the home page Reset – to remove the file that has been loaded	THE UNIVERSITY OF QUEENSLAND

Module 2

Preferencing



Module 2 – Preferencing Introduction

Is Preferencing mandatory?

Preferencing is not mandatory, however completing preferencing allows you to provide information on where you would most like to be allocated to complete your Clinical Placements.

Will I be able to see how many people have placed first preferences for each Clinical Unit?

No, this information is not available in real time within the Placements system. However, in previous years the Faculty have published a daily report which outlines how many students have preferenced each Clinical Unit and at the request of the larger student body, we will continue to do so in 2022 for 2023 allocations.

Students should be aware that these reports are potentially misleading, since they are current only at the time of production, while students will continue to preference throughout the preferencing period. Student feedback has also indicated that modifying your preferences based on how many others have also preferenced a particular Clinical Unit may, in some cases, impact negatively on your chance of getting your desired outcome.

Therefore, the Faculty recommend that students do not try to 'game the system' - you should submit your preferences based on the actual order of where you would like to be placed.



Module 2 - Placement Blocks

What are Placement Blocks?

Placement Blocks are complimentary Clinical Placements that have been grouped together in a semester.

What are the Placement Blocks for Year 3 Students?

The Placement blocks that Year 3 students will complete are:





Note: RCS students can preference for HP or HPP. All students can preference CCP or WCMH. The order of the Placements within each Semester will all depend on which Pathway you have been allocated. Students are not able to preference on semester block order, only which semester/s they would like to undertake.



Module 2 – Placement Blocks

What are the Placement Blocks for Year 4 Students? The Placement blocks that Year 4 students will complete are:



Note: You can preference on which block you undertake your elective. The order of the Placements within each Semester will all depend on which Pathway you have been allocated. Students are not able to preference on placement block order, only PLC block.





Rural and Remote Medicine



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 <u>Year 3</u> and <u>Year 4</u>, which outline all possible offerings of clinical placements, and shows the percentage of times spent at each hospital or location in each pathway.



Module 2

3rd Year Preferencing



3rd Year Preferencing – Key Information

What can I preference on as a student going into year 3?

You will have the opportunity to preference both your "home clinical unit" and the semesters you wish to complete.

Will there be any further preferencing?

Yes, once you have been allocated to a Clinical Unit further preferencing will be available for your RRM and GP placements. For semester 1 placements, this will occur in October the year prior to you commencing Year 4, and for semester 2 placements, this will occur in March of Year 4.

I have been approved Special Consideration, do I still need to preference?

Yes; students who have been approved special consideration should still submit their preferences.



3rd Year Preferencing – where to find it

To Do 🕖 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:	>	Note: Agency preferences = Clinical Unit Preferences
Information required for MED - Phase 1 Student Requirements - Prerequisites	>	Placement Block Preferences = Semester
Information required for UQ - Emergency Contact Details - Provide emergency contact details below.	>	





3rd Year Selecting Preferences – Clinical Unit

Home

Select Preferences For MED YR 3 Onshore Requirement AD

	Closes 20/06/2018
FILTER	~
10 agencies	
Rockhampton Hospital	٥
Canning Street, Rockhampton, QLD, 4700, AUSTRALIA	•
The Prince Charles Hospital	
Cnr Rode Rd and Webster Rd, Chermside, QLD, 4032, Australia	1 0
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	



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





3rd Year Selecting Preferences – Clinical Unit

Domestic Students

<u>Back</u>

Select the order of preference

Drag to change p	eference	<u>Dismiss</u>
1st	Princess Alexandra Hospital	*
2nd	The Prince Charles Hospital	-
Зrd	Ipswich Hospital	*
4th	Hervey Bay Hospital	*
5th	Rockhampton Hospital	*
6th	Mater Hospital Brisbane	-
7th	Bundaberg Hospital	*
8th	<u>Toowoomba Hospital</u>	-
9th	Royal Brisbane and Women's Hospital	*
10th	<u>Greenslopes Private Hospital</u>	\$

★ Cancel Submit preferences 2

- 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 preferenced in.



3rd Year Selecting Preferences – Clinical Unit

International Students



- 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.





3rd Year Selecting Preferences – Semester Order (Women's Children & Mental Health and Comprehensive Clinical Practice)

Select Preferences For Y3_2019 Allocations			
2 - 2 Preferences Required	Closes 6/06/2018		
FILTER	~ ~		
2 blocks			
Hospital Practice_2019	1		
14/01/2019 - 15/03/2019			
Comprehensive Clinical Practice, 2019	<u> </u>		
14/01/2019 - 22/02/2019	· · · · · · · · · · · · · · · · · · ·		

Home

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

- 1. Select both Blocks displayed by clicking the blue 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



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





3rd Year Selecting Preferences – Semester Order (Women's Children & Mental Health and Comprehensive Clinical Practice)

Select the order of preference





- 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 preferenced in.



3rd Year Selecting Preferences

Does preferencing work the same regardless of what is being preferenced?

Yes, if preferencing is available for your placement then the process is the same:

- 1.Click the link on the 'to do' list
- 2.Select all the options
- 3. Arrange your preferences in your preferred order
- 4.Submit



Remember: 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 preferenced in.



Module 2

4th Year Preferencing



4th Year Preferencing – Key Information

What can I preference on as a student going into 4th year?

You will have the opportunity to preference both your "home clinical unit" and the placement block (1-6) that you would like to undertake your Elective (Personalised Learning Course).

Will I be able to Preference Medical Specialties?

Yes - there is a further round of preferencing that will be completed once you have been allocated to a specific pathway within a Clinical Unit. The preferences available for Medical Specialties depend on which Clinical Unit and pathway you have been allocated to. For semester 1 placements, this will occur in October the year prior to you commencing Year 4, and for semester 2 placements, this will occur in March of Year 4.

Will I be able to Preference for the Elective?

Yes; there is a further round of preferencing that will be completed once you have been allocated to a Clinical Unit. This preferencing is independent of the Clinical Unit you have been allocated to and will occur approximately 8 weeks prior to your placement block.

Will I be able to Preference for GP and RRM (CCP students only)?

Yes, once you have been allocated to a Clinical Unit further preferencing will be available for your RRM and GP placements. For semester 1 placements, this will occur in October the year prior to you commencing Year 4, and for semester 2 placements, this will occur in March of Year 4.

I have approved Special Consideration, do I still need to preference? Yes - students who have been approved special consideration should still submit their preferences.



4th Year Preferencing – where to find it





Note:

Agency preferences = Clinical Unit Preferences

Placement Block Preferences = Elective (Personalised Learning Course) Preferences

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



4th Year Selecting Preferences – Clinical Unit

Home

Select Preferences for MED YR 4 Onshore Requirement AD

10– 10 Preferences Required	Closes 20/06/2018
FILTER	~
10 agencies	
Rockhampton Hospital	Ø
Canning Street, Rockhampton, QLD, 4700, AUSTRALIA	Ũ
The Prince Charles Hospital	
Cnr Rode Rd and Webster Rd, Chermside, QLD, 4032, Australia	1 0
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	



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





4th Year Selecting Preferences – Clinical Unit

Domestic Students

<u>Back</u>

Select the order of preference

Drag to change p	reference	<u>Dismiss</u>
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	<u>Toowoomba Hospital</u>	*
9th	Royal Brisbane and Women's Hospital	*
10th	Greenslopes Private Hospital	*



- 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 preferenced in.



4th Year Selecting Preferences – Clinical Unit

International Students



- 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.





4th Year Selecting Preferences – Elective (Personalised Learning Course)

Home

Select Preferences For MED Y4 Students - Onshore 2019

6 - 6 Preferences Required	Closes 30/06/2018
FILTER	~
6 blocks	
Block 1	
14/01/2019 - 22/02/2019	
Block 6	
23/09/2019 - 1/11/2019	
Block 5	2
5/08/2019 - 13/09/2019	۷
Block 4	0
24/06/2019 - 2/08/2019	٢
Block 3	
15/04/2019 - 24/05/2019	Ø
Block 2	
25/02/2019 - 5/04/2019	(S)

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

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



Note: Students who do not have a preferred Block for their PLC Elective placement <u>do not</u> need to submit preferences for Placement Block Order.







4th Year Selecting Preferences – Personalised Learning Course / Elective

Select the order of preference

Drag to change preference					
1st	Block 2	*			
2nd	Block 4	-			
3rd	Block 3	-			
4th	Block 6	-			
5th	Block 5	+			
6th	Block 1	-			

- 1. Arrange the Elective Blocks in your preferred 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 preferenced in.





4th Year Selecting Preferences

Does preferencing work the same regardless of what is being preferenced?

Yes, if preferencing is available for your placement then the process is the same

- 1. Click the link on the 'to do' list
- 2. Select all the options
- 3. Arrange your preferences in your preferred order
- 4. Submit



Remember: 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 preferenced in.



Module 3 – Understanding Your Allocation



Terminology used in placement allocations

- **Clinical Unit** a discrete organisational unit within the Faculty containing one or more teaching hospitals (e.g. PA-Southside, Mater, Northside, Toowoomba)
- **Home Hospital** the hospital at a given clinical unit in which you will spend the longest period of time in clinical placements over the year (e.g. PA, Mater, Redcliffe, Toowoomba)
- Pathway a particular combination of placement offerings in the year that is selected by a student in the placement process. A pathway will be a combination of clinical unit and semester order (Year 3), or clinical unit and elective placement block order (Year 4). A pathway may contain between 2 and 36 *placement offerings*, depending on the size of the clinical unit
- Placement offering One of ~400+ distinct sequences of clinical placements and sites within the year. Each student will be allocated a single placement offering for the whole year.
- Allocation the placement offering allocated to a student as a result of the preferencing process

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





Understand Your Allocation



By Clicking the "View All Confirmed" button it will take you to the list of all your Clinical Placements associated with the offering you have been allocated.

View by status						
view by status				*		
9 results of 9						
Name	Туре	Period	Duration	Status		
Royal Brisbane and Women's Hospital	Placement	14/01/2019 - 24/02/2019	30 Days Obstetrics and Gynaecology	Upcoming		
Royal Brisbane and Women's Hospital	Placement	25/02/2019 - 1/04/2019	30 Days Personal Learning Course (PLC - Elective)	Upcoming		
Royal Brisbane and Women's Hospital	Placement	15/04/2019 - 26/05/2019	30 Days Paediatric	Upcoming		
Royal Brisbane and Women's Hospital	Placement	24/06/2019 - 4/08/2019	30 Days Medical Specialties	Upcoming		
Royal Brisbane and Women's Hospital	Placement	5/08/2019 - 25/08/2019	15 Days Orthopaedics	Upcoming		
Royal Brisbane and Women's Hospital	Placement	26/08/2019 - 15/09/2019	15 Days Emergency	Upcoming		
Royal Brisbane and Women's Hospital	Placement	23/09/2019 - 6/10/2019	10 Days Anaesthetics	Upcoming		
Royal Brisbane and Women's Hospital	Placement	7/10/2019 - 20/10/2019	10 Days ICU	Upcoming		
Royal Brisbane and Women's Hospital	Placement	21/10/2019 - 3/11/2019	10 Days Ophthalmology	Upcoming		

