

InPlace

Placement Management System

Placements Student Handbook

For student use

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This handbook is designed to help Years 3 & 4 MD students navigate the placement system, InPlace. It provides essential information on how to use the system and understanding your allocations.

01 InPlace navigation

How to find, log in and
navigate the Placement
System, InPlace.

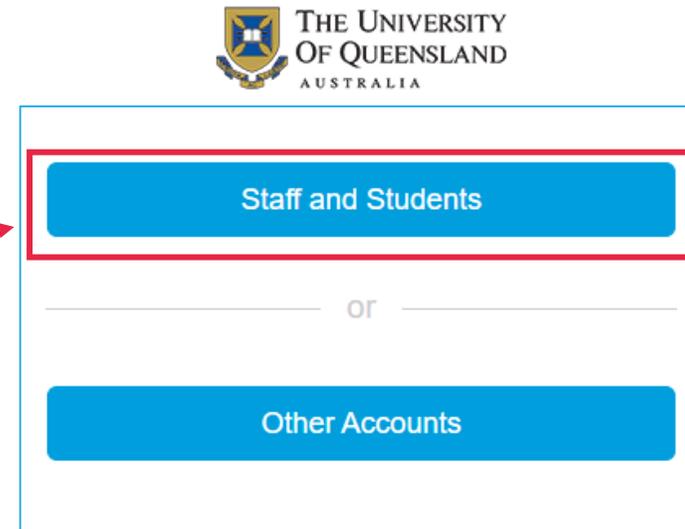
1.1 Logging into the Placement System

To preference for your allocations, you will need to access the placement system, InPlace.

You can access InPlace via [my.UQ](https://my.uq.edu.au) or through the below URL:

<https://placements.uq.edu.au/>

Click on the Staff and Students button to log in via 'Single Sign On' (using your UQ student credentials)



[Quantum Information Technology Cookie Policy](#)

 InPlace
Smart Placement Solutions

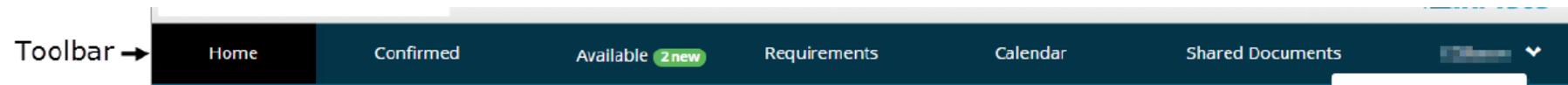
Need help with logging in?
help@its.uq.edu.au

1.2 Student home screen

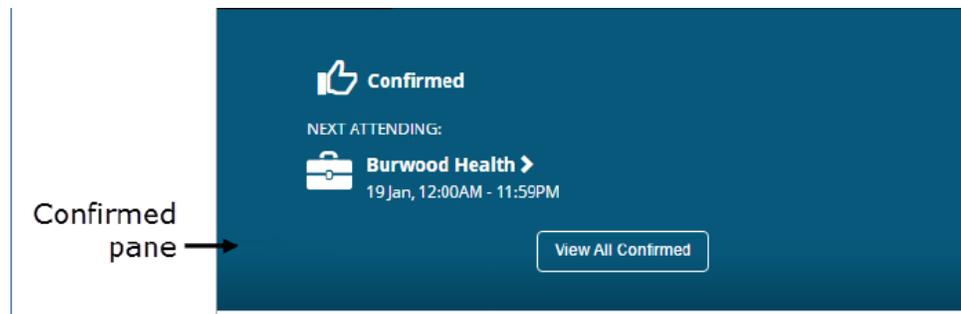
The screenshot displays the InPlace student home screen. At the top, a dark blue navigation bar (labeled 'Toolbar') contains tabs for Home, Confirmed, Available (with a '2 new' badge), Requirements, Calendar, Shared Documents, and a user profile 'EGibson'. Below the navigation bar, the main content area is divided into two primary panes. The 'Confirmed pane' on the left shows a 'Confirmed' status with a thumbs-up icon and details for the next attending: 'Burwood Health' on '19 Jan, 12:00AM - 11:59PM', with a 'View All Confirmed' button. The 'Available pane' on the right shows 'Available' status with a folder icon and counts for 'Internships (14)', 'Projects (8)', and 'Seminars (3)', with buttons for 'View recommended' and 'View shortlisted'. Below these panes, there are two columns: a 'To Do list' on the left with 6 items, and a 'Notifications list' on the right with three messages. A 'User Account menu' is open on the right side of the screen, listing 'My Details', 'Staff', 'Help', and 'Log Out'.

1.3 Student home screen breakdown

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



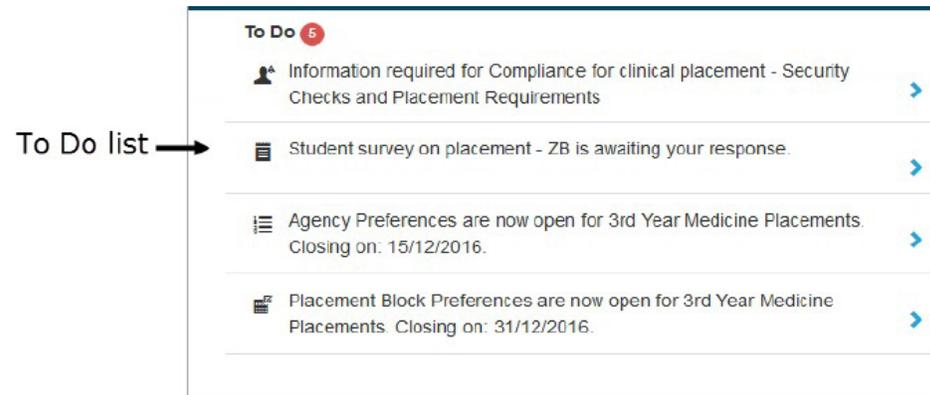
Confirmed Pane – displays your confirmed upcoming placement, this will only be visible once your placement has been confirmed.



* The confirmed pane only shows your upcoming placement. To view all your confirmed placements, click the “view all confirmed” button

1.4 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.



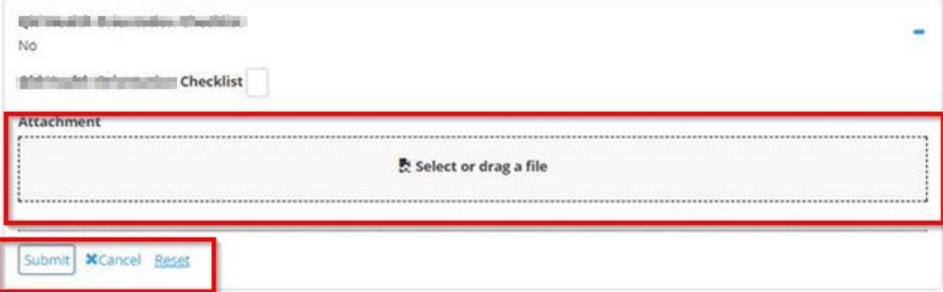
02 Uploading compliance documents

2.1 How to upload documents

If it is a requirement to upload documents to InPlace, please follow the instructions outlined below:

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.

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



The screenshot shows a web form with the following elements:

- A text input field with the value "No".
- A "Checklist" checkbox.
- An "Attachment" field with a dashed border and the text "Select or drag a file".
- Three buttons: "Submit", "Cancel", and "Reset".

Annotations:

- A red box highlights the "Attachment" field, with an arrow pointing to a callout box that says "Select or drag files".
- A red box highlights the "Submit", "Cancel", and "Reset" buttons, with an arrow pointing to a callout box that lists their functions:

Submit – once you've loaded your file
Cancel – to return to the home page
Reset – to remove the file that has been loaded

03 Understanding and locating your allocation

Where to find, and see
your placement allocation

3.1 Locating your Allocation (Year 3)

Where can I see my allocation?

Your allocations will be visible in the placement system, InPlace, in the **confirmed** pane once allocations are released to students.



Once allocations have been released to students, your allocated clinical immersions will appear in the '**Confirmed**' pane on the Placement System Home screen

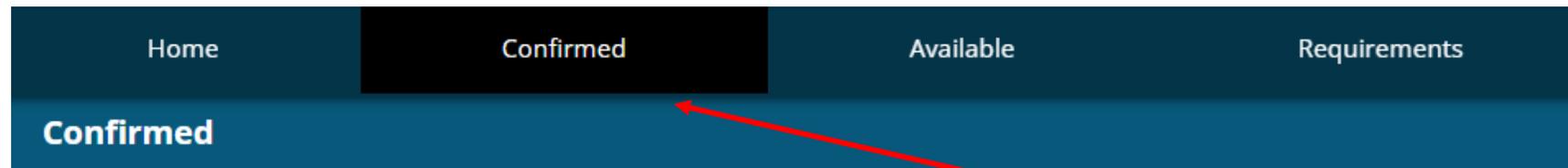
3.2 Understanding your allocation (Year 4)

What is my Allocation?

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

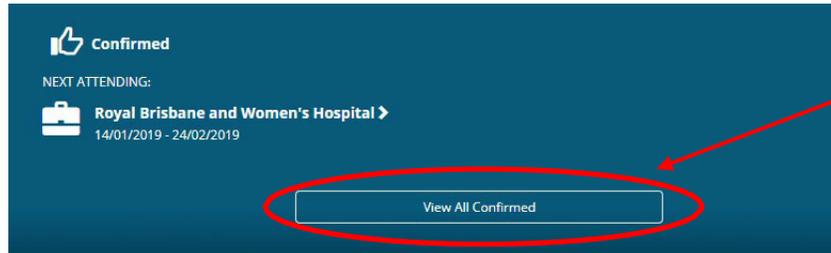
Where can I see my allocation?

Your allocation will be visible in the Placements system, in the Confirmed pane



The first clinical placement will appear in the confirmed pane on the placements home screen.

Understanding your allocation (Year 4)



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

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Name	Type	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

Contact

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