

# Placements

## Medicine Student Handbook

For student use



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# Introduction



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# Introduction

This handbook has been created to assist MD (Phase 2) 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 the MD Phase 2 is available on the MD website.

## Placement management system

InPlace is a web system for managing your program-related placement activities. Manage and view all your tasks and schedules in one location.

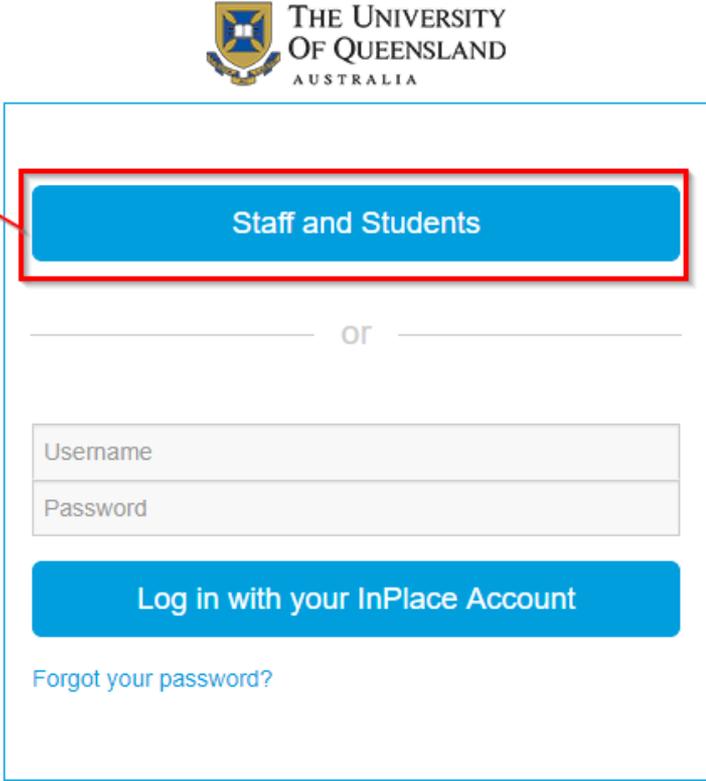
# Module 1

## General Navigation

# Module 1.1 – Logging in to Placements

✦ URL for logging in: <https://placements.uq.edu.au>

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



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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](mailto:itsupportdesk@its.uq.edu.au)

# Module 1.2

## Home Screen Navigation

# Module 1.2 – Student Home Screen

## UQ Placements System Student Home Screen – Generic View

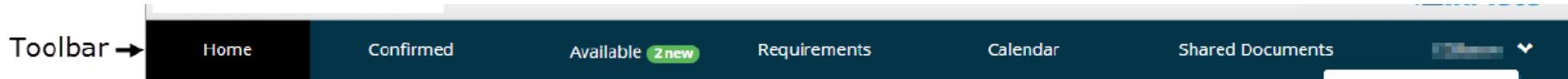
The screenshot displays the 'Student Home Screen – Generic View' of the UQ Placements System. The interface features a dark blue header with navigation tabs: Home, Confirmed, Available (with a '2 new' badge), Requirements, Calendar, Shared Documents, and a user profile 'EGibson'. The main content area is divided into several sections:

- Confirmed pane:** Shows a thumbs-up icon, the word 'Confirmed', and 'NEXT ATTENDING: Burwood Health' with a location pin icon and the time '19 Jan, 12:00AM - 11:59PM'. A 'View All Confirmed' button is at the bottom.
- Available pane:** Features a briefcase icon, the word 'Available', and three categories: 'Internships (14)', 'Projects (8)', and 'Seminars (3)'. It includes 'View recommended' and 'View shortlisted' buttons.
- To Do list:** A list of five tasks with icons and right-pointing arrows, such as 'Information required for Compliance for clinical placement - Security Checks and Placement Requirements'.
- Notifications list:** A list of three messages, including 'Message Board - Message Board: Timesheet and placement evaluation Students...' and 'Placement Preferences for sid-test close on 19/01/2017...'.
- User Account menu:** A dropdown menu with options: 'My Details', 'Staff', 'Help', and 'Log Out'.

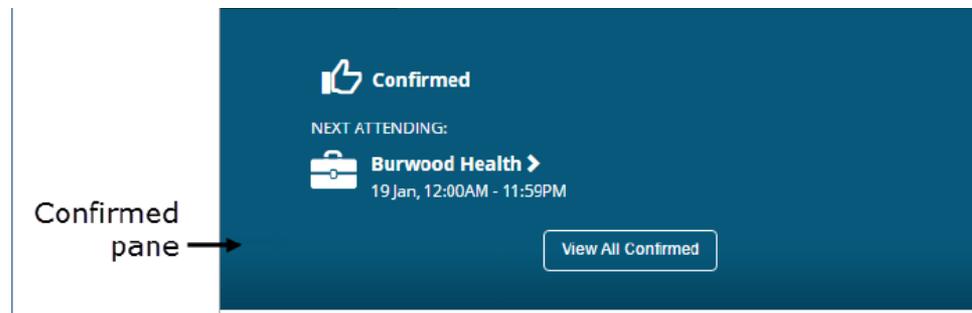
Annotations with arrows point to these key elements: 'Toolbar' (header), 'Confirmed pane', 'To Do list', 'User Account menu', 'Available pane', and 'Notifications list'.

## 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.



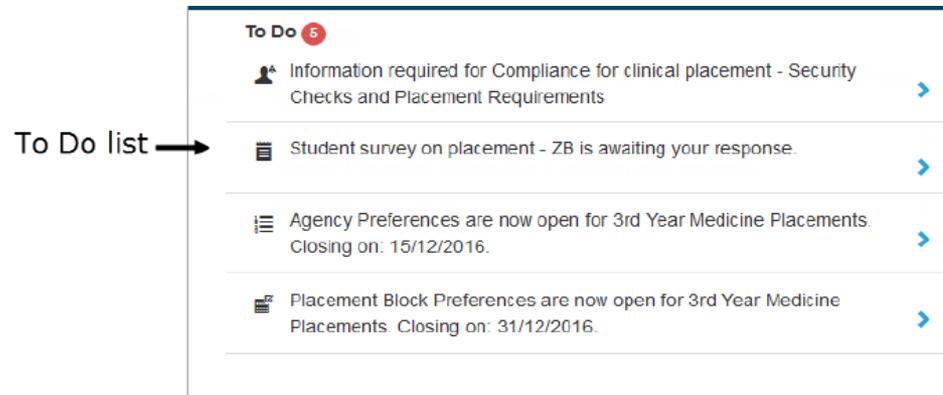
**Confirmed Pane** – displays your confirmed upcoming placement, this will only be visible once your placement has been confirmed.



\* 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.

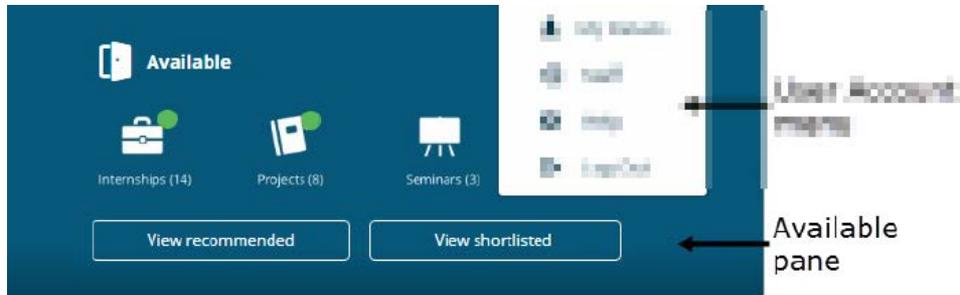


**User Account menu** – Clicking on the drop down arrow next to your name will display links to your details, help and log out. Clicking any of these links will take you to the page for that link.

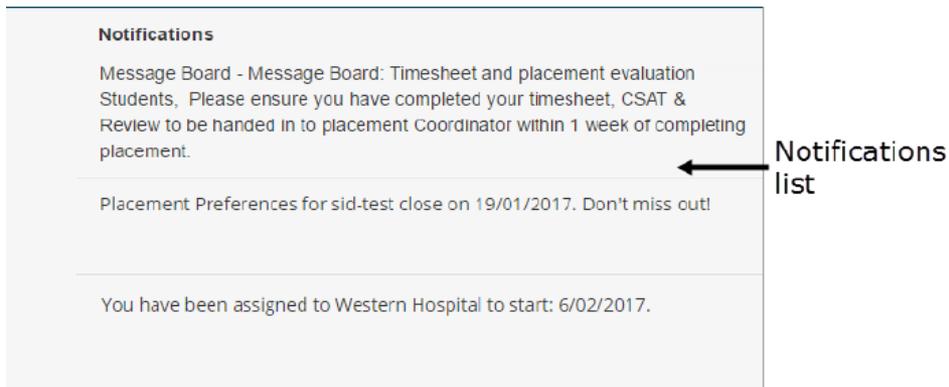


## Module 1.2 – Student Home Screen Breakdown cont.

**Available pane** – shows the type of placement opportunities available. You will only see information in this pane if your Faculty/School/Discipline advertises placements.



**Notifications list** – displays all your placement notifications including: Message board, Nominated placements, Change requests. Clicking on the notification will take you to the relevant page for that notification.



# 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.



The screenshot shows a web form with the following elements:

- A "No" label at the top.
- A "Checklist" label with an unchecked checkbox.
- An "Attachment" field with a dashed border and the text "Select or drag a file".
- A row of three buttons: "Submit", "Cancel", and "Reset".

Select or drag files

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

# Module 2

# Preferencing

## Module 2 – Preferencing Introduction

### Is Preferencing mandatory?

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

### Is the allocation outcome determined by when I enter my preferences?

No. When you submit your preferences has no bearing on whether or not you will be allocated your first preference. Preferences need to be submitted based on the outcome you hope to achieve.

# Module 2 - Placement Blocks

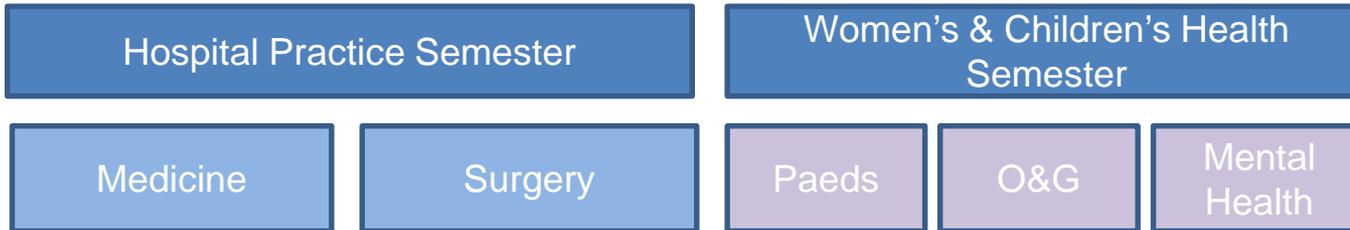
## What are Placement Blocks?

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

## What are the Placement Blocks for Year 3 MD-Ochsner Students?

The Placement blocks that year 3 students will complete are:

- Medicine and Surgery during the Hospital Practice Semester; and
- Paediatrics, O&G and Mental Health during the Women's and Children's Health Semester.



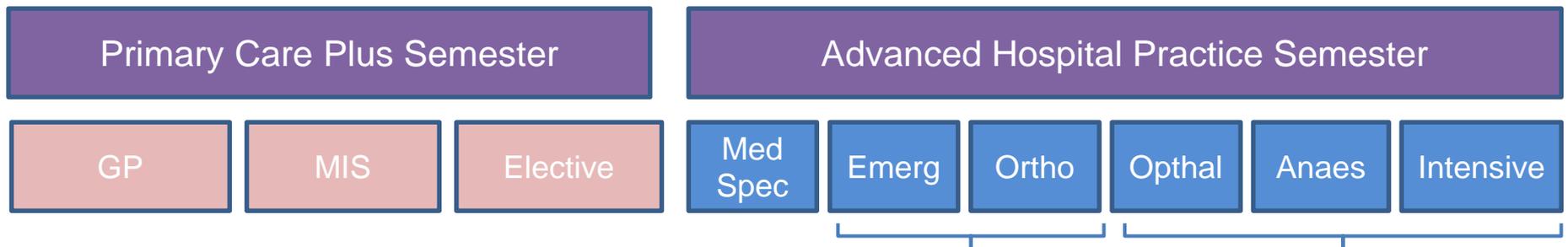
**Note:** You can preference on which Semester and placement block order you do first. The order of the Placements within each Semester will all depend on which Pathway you preference and become allocated.

## Module 2 –Placement Blocks

### What are the Placement Blocks for Year 4 MD-Ochsner Students?

The Placement blocks that year 4 students will complete are:

- General Practice, Medicine in Society and Elective (Personalised Learning Course) during the Comprehensive Clinical Practice Semester; and
- Medical Specialities, Emergency Medicine, Orthopaedics, Ophthalmology, Anaesthetics and Intensive Care during the Advanced Hospital Practice Semester.



**Note:** You can preference on which Semester and placement block order you do first. The order of the Placements within each Semester will all depend on which Pathway you preference and become allocated.

# Module 3 – Understanding Your Allocation

# Allocating Your Placements

## How does the system allocate placements?

*Placements* will attempt to allocate students to one of the available pathways that matches their highest preference. In ranking your preferences, the system will always rank highest those pathways you have selected first.

You will then be allocated to one of the placement offerings that reflect your highest ranked pathway, as long as there are more placement offerings than students who have selected it as their highest ranked choice.

## What happens if your pathway preference is “oversubscribed”?

If there are more students seeking a particular pathway as their highest ranked choice than there are placement offerings in that pathway, the allocation to those offerings will be completed by the *Placements* system on a random allocation basis. All students have the same opportunity to receive their preference. Where a student is unsuccessful in gaining one of the placement offerings in that pathway, that pathway will be removed from their pathway ranking, and their next highest ranked pathway will be used for your allocations.

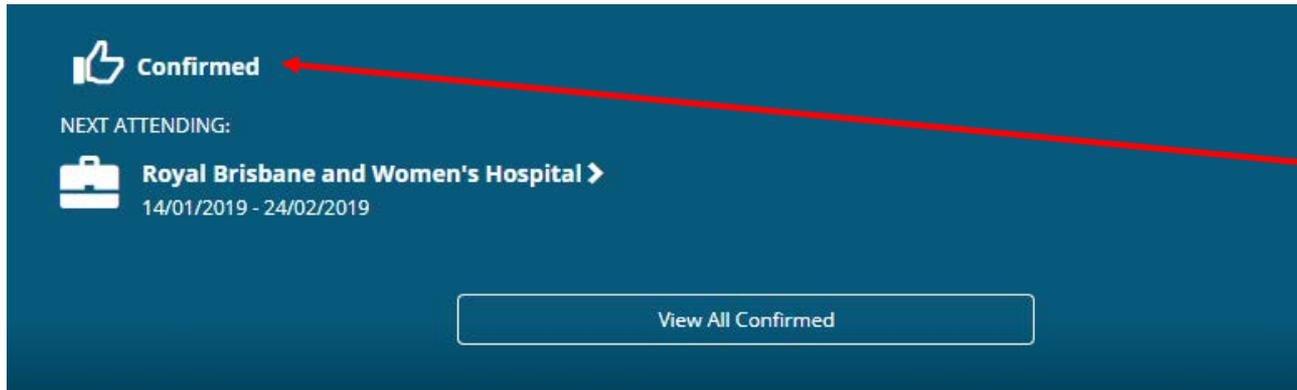
# Understand Your Allocation

## What is my Allocation?

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

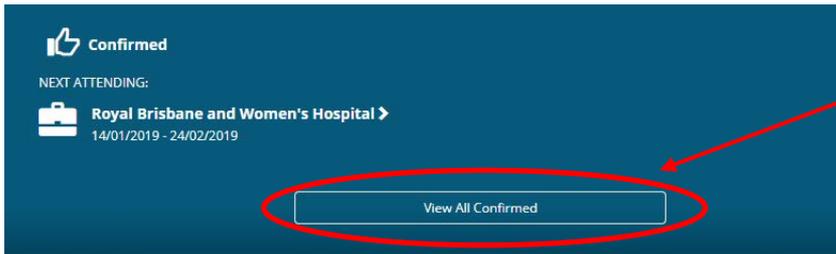
## Where can I see my allocation?

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

# 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	Type	Period	Duration	Status
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	14/01/2019 - 24/02/2019	30 Days Obstetrics and Gynaecology	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	25/02/2019 - 1/04/2019	30 Days Personal Learning Course (PLC - Elective)	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	15/04/2019 - 26/05/2019	30 Days Paediatric	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	24/06/2019 - 4/08/2019	30 Days Medical Specialties	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	5/08/2019 - 25/08/2019	15 Days Orthopaedics	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	26/08/2019 - 15/09/2019	15 Days Emergency	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	23/09/2019 - 6/10/2019	10 Days Anaesthetics	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	7/10/2019 - 20/10/2019	10 Days ICU	Upcoming
<a href="#">Royal Brisbane and Women's Hospital</a>	Placement	21/10/2019 - 3/11/2019	10 Days Ophthalmology	Upcoming

Click Here

The Confirmed Screen will show you all your Clinical Placements. By clicking the name of each one it will take you to a screen with all the details of that Placement Block.

# Understand Your Allocation

You can also view your allocations via the Calendar within Placements by clicking on Calendar from the home screen

