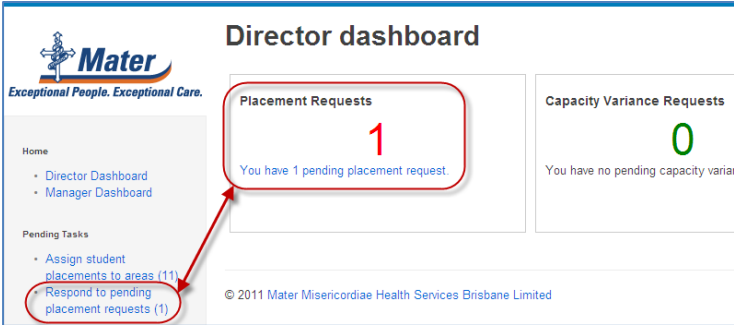
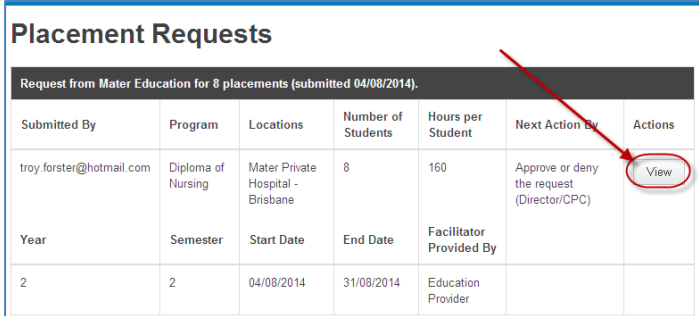
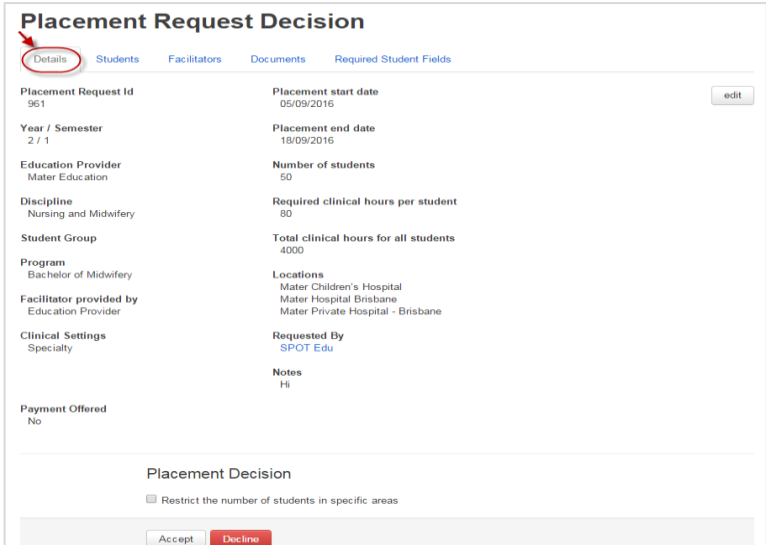


DRef-01 – Director Reference Sheet – Placement Request Approval Process.

Steps	Action	What it looks like																												
1.	<p>Any new student placement requests submitted by the Education Provider will appear on your Director Dashboard and in your Pending Tasks on your sidebar.</p> <p>Click the You have # pending placement request(s) link to view the request.</p>	 <p>The screenshot shows the Director dashboard with a 'Placement Requests' widget displaying '1' pending request. A red box highlights the '1' and the text 'You have 1 pending placement request.' Below, in the 'Pending Tasks' sidebar, a red box highlights the 'Respond to pending placement requests (1)' link, with a red arrow pointing to the 'View' button in the main dashboard widget.</p>																												
2.	<p>Troubleshooting 1:</p> <p>If a <i>Placement Request</i> that you were expecting to see is not displaying:</p> <ol style="list-style-type: none"> Check that the Education Provider has submitted the Requested Placement for your students form by checking it is on their Education Provider Dashboard, if it is: Check that the Education Provider has selected a Location that you have Director access to in the placement request, if they have: Check that the Education Provider has selected a Discipline that you have Director access to in the placement request, if they have: Check your list of placement requests to see if the request has already been actioned (see <i>DRef-12 – Reviewing Previous Placement Requests</i>) 																													
3.	<p>The Placement Requests screen displays all requests currently awaiting approval. It also shows details of the request.</p> <p>Click the View button on the right of the screen to navigate to the approval screen.</p>	 <p>The screenshot shows a table titled 'Placement Requests' with a sub-header 'Request from Mater Education for 8 placements (submitted 04/08/2014)'. The table has columns: Submitted By, Program, Locations, Number of Students, Hours per Student, Next Action By, and Actions. A red box highlights the 'View' button in the Actions column of the first row.</p> <table border="1" data-bbox="756 1227 1458 1447"> <thead> <tr> <th>Submitted By</th> <th>Program</th> <th>Locations</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Next Action By</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>troy.forster@hotmail.com</td> <td>Diploma of Nursing</td> <td>Mater Private Hospital - Brisbane</td> <td>8</td> <td>160</td> <td>Approve or deny the request (Director/CPC)</td> <td>View</td> </tr> <tr> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Facilitator Provided By</th> <td></td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>04/08/2014</td> <td>31/08/2014</td> <td>Education Provider</td> <td></td> <td></td> </tr> </tbody> </table>	Submitted By	Program	Locations	Number of Students	Hours per Student	Next Action By	Actions	troy.forster@hotmail.com	Diploma of Nursing	Mater Private Hospital - Brisbane	8	160	Approve or deny the request (Director/CPC)	View	Year	Semester	Start Date	End Date	Facilitator Provided By			2	2	04/08/2014	31/08/2014	Education Provider		
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2	2	04/08/2014	31/08/2014	Education Provider																										
4.	<p>The Placement Request Decision screen shows further details regarding the request.</p> <p>The Details tab shows you the details of this request.</p> <p>You can also accept or decline the request and determine how students will be allocated to Areas in this tab.</p>	 <p>The screenshot shows the 'Placement Request Decision' screen with tabs for 'Details', 'Students', 'Facilitators', 'Documents', and 'Required Student Fields'. The 'Details' tab is active and shows fields for Placement Request Id (961), Placement start date (05/09/2016), Year / Semester (2 / 1), Placement end date (18/09/2016), Education Provider (Mater Education), Number of students (50), Discipline (Nursing and Midwifery), Required clinical hours per student (80), Student Group, Total clinical hours for all students (4000), Program (Bachelor of Midwifery), Locations (Mater Children's Hospital, Mater Hospital Brisbane, Mater Private Hospital - Brisbane), Facilitator provided by (Education Provider), Requested By (SPOT Edu), Clinical Settings (Specialty), Notes (H), and Payment Offered (No). At the bottom, there are 'Accept' and 'Decline' buttons.</p>																												

5. In the **Documents** tab you can review any documentation the Education Provider has sent to support their request. These will either be visible to Students (and their Supervisors) through their dashboards, or information for you and not visible to students.

Clicking on the File name will open the document for you to review.

Placement Request Decision

Details Students Facilitators **Documents** Required Student Fields

Document Name	File	Visible to Students	Actions
Student Placement Schedule	Blank Schedule 2015 Mater.docx	No	Remove

6. In the **Required Student Fields** tab you can specify which student details you require the Education Provider to submit for the students coming on this placement.

The 5 default fields must always be provided for students, which are:

1. Student Number
2. Email address
3. First Name
4. Last Name
5. Year Level

Placement Request Decision

Details Students Facilitators Documents **Required Student Fields**

These are the fields required when the education provider selects their students.

Student Number
Email
First Name
Last Name
Year Level
+

7. To add student fields to the list, click on the + button. This displays all of the student field options available.

Click on any option you want to add and they will move above the + button to the list.

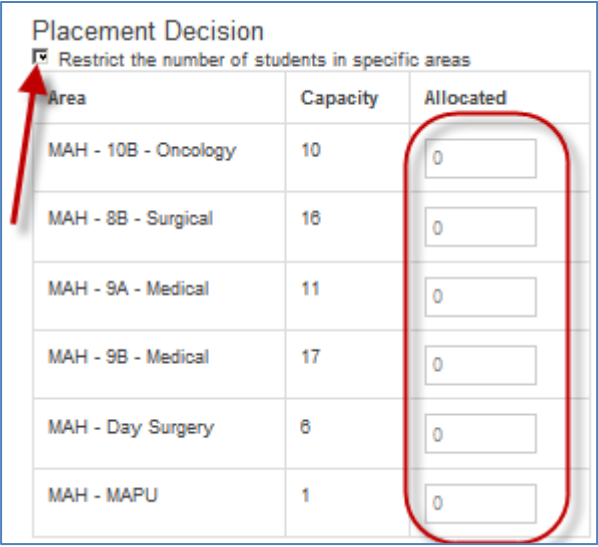

Clicking on the x will remove the field from the list.

Student Number
Email
First Name
Last Name
Year Level
+
Annual Seasonal Influenza
BLS Competency
Blue Card Expiry Date
Blue Card Issue Date

Student Number
Email
First Name
Last Name
Year Level
Annual Seasonal Influenza ✕
Manual Handling Competency ✕
BLS Competency ✕
+

8. **Troubleshooting 2:**

If a *Student Field* that you wish to assign to the placement is not displayed in the drop down field, this will be because the *Student Field* has not been created. Contact your System Administrator to add it or, if you have Administrator access, refer to [ARef-07 - How to Administer Student Fields](#)

<p>9.</p>	<p>In the Placement Decision section you can decide if you want to allocate specific Areas to this request, blocking other requests from “doubling-up”. You do this by ticking the Restrict the number of students in specific areas box.</p> <p>If ticked, you will need to allocate how many students from this placement request you will allow in each Area. The Capacity column shows how many spots are available during the time period of this Placement Request.</p>	 <p>Placement Decision <input checked="" type="checkbox"/> Restrict the number of students in specific areas</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Capacity</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>MAH - 10B - Oncology</td> <td>10</td> <td>0</td> </tr> <tr> <td>MAH - 8B - Surgical</td> <td>16</td> <td>0</td> </tr> <tr> <td>MAH - 9A - Medical</td> <td>11</td> <td>0</td> </tr> <tr> <td>MAH - 9B - Medical</td> <td>17</td> <td>0</td> </tr> <tr> <td>MAH - Day Surgery</td> <td>6</td> <td>0</td> </tr> <tr> <td>MAH - MAPU</td> <td>1</td> <td>0</td> </tr> </tbody> </table>	Area	Capacity	Allocated	MAH - 10B - Oncology	10	0	MAH - 8B - Surgical	16	0	MAH - 9A - Medical	11	0	MAH - 9B - Medical	17	0	MAH - Day Surgery	6	0	MAH - MAPU	1	0
Area	Capacity	Allocated																					
MAH - 10B - Oncology	10	0																					
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MAH - 9A - Medical	11	0																					
MAH - 9B - Medical	17	0																					
MAH - Day Surgery	6	0																					
MAH - MAPU	1	0																					
<p>10.</p>	<p>If you enter a number above the capacity of an Area you will get a message as per the image on the right.</p> <p>If the total of your allocated spots does not equal the number of students requested you will get an error message appear as per the image below.</p>	 <p><i>Note: You can still Accept the placement request and go over your capacity if you choose to.</i></p>																					
<p>Error. The number of allocations does not match the number of students for this placement request.</p>																							
<p>11.</p>	<p>Troubleshooting 3:</p> <p>If an Area that you wish to allocate spots to is <u>not displaying in the list</u>:</p> <ol style="list-style-type: none"> Check that the Locations in the placement request details contains the Area you are expecting to display (<i>only Areas within the Locations requested will display i.e. a Placement Request for Mater Hospital Brisbane will not display Areas from Mater Private Hospital Redlands</i>); if this is correct, Check that the Clinical Settings in the placement request details match the Clinical Settings of the Area you are expecting to display (<i>only Areas with at least one corresponding Clinical Setting requested will display i.e. a Placement Request for Medical and Surgical Clinical Settings will not display Areas that do not have at least one of Medical or Surgical Clinical Setting attached</i>), if this is correct, Check the Area has capacities for the time period of the request in the See an overview of your Area Capacities for the Area (see DRef-04b). 																						
<p>12.</p>	<p>Troubleshooting 4:</p> <p>If an Area that you wish to allocate spots to <u>has less capacity than you expected</u>:</p> <ol style="list-style-type: none"> Check the Area capacities for the time period of the request in the See an overview of your Area Capacities for the Area and modify if necessary (see DRef-04b); if these are correct, Check how many allocated placements are in the Area for the time period of the request in the See an overview of your Area Capacities for the Area (see DRef-04b) to see if the Area is full. 																						

13. Once you have determined if you are restricting allocations, you can accept the request by clicking the **Request Accepted**, or decline the request by clicking the **Request Declined** button and entering a reason as to it is being declined, and then clicking the **Submit** button.

The screenshot shows a dialog box with a title bar. Inside, there are two buttons: 'Accept' and 'Decline'. The 'Decline' button is highlighted in red. To the right of these buttons is a text input field with the prompt 'Please provide a reason below.' Below the input field are two buttons: 'Submit' (in blue) and 'Cancel' (in grey).

14. After accepting a placement, if you have multiple **Student Groups** configured for this Discipline, you will be asked to **Please select a student group.**

Click on the appropriate group and click **Save.**

Note: If there are no **Student Groups** configured for the Discipline of the placement request it will automatically be assigned to the Default Student Group and this page will not display.

The screenshot shows a section titled 'Placement Assignments'. At the top is a table with the following data:

Id	Discipline	Program	Education Provider	Start Date	End Date	Total Hours
636	Nursing and Midwifery	Diploma of Nursing	Mater Education	04/08/2014	31/08/2014	160

Below the table is a section titled 'Please select a student group.' with a list of radio button options:

- Default Nursing and Midwifery
- BN1 M-T
- BN1 Th-F
- BN2 Th-F
- BN2 W-Th
- DD1
- DD2
- Diploma 1st Semester
- Diploma 2nd Semester
- Diploma 3rd Semester
- Midwifery 1st Year
- Midwifery 2nd Year
- Midwifery 3rd Year

At the bottom of this section is a blue 'Save' button.

15. **Troubleshooting 5:**
 If a *Student Group* that you wish to allocate this placement request to does not display, this will be because the *Student Group* has not been created. Contact your System Administrator to add it or, if you have Administrator access, refer to [ARef-05 - How to Administer Disciplines](#)