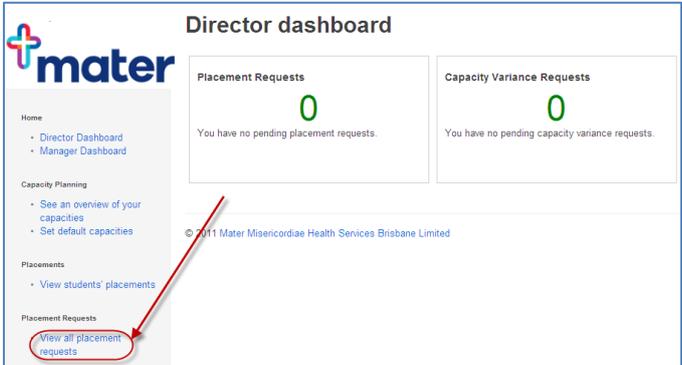
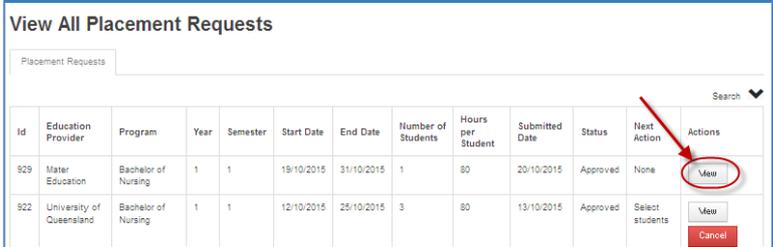
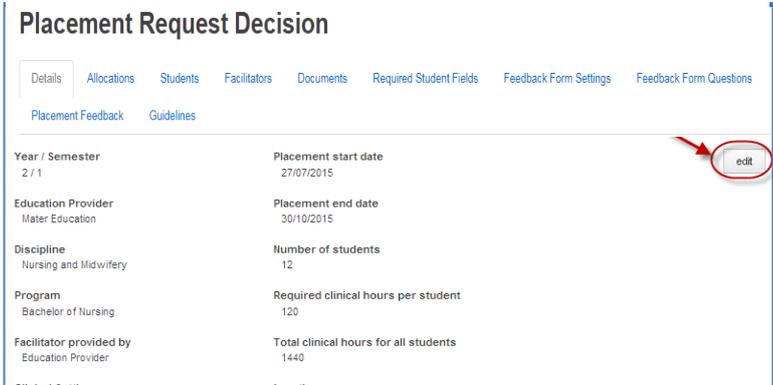


## DRef-13 – Director Reference Sheet – Editing a Placement Request.

Steps	Action	What it looks like																																							
1.	<p>To edit a placement request, click the <b>View all placement requests</b> link in the sidebar</p> <p>This will navigate to the <b>View all Placement Requests</b> Screen.</p>	 <p>The screenshot shows the 'Director dashboard' for Mater. On the left sidebar, under 'Placement Requests', the link 'View all placement requests' is circled in red. A red arrow points from this link to the 'View All Placement Requests' screen in the next step.</p>																																							
2.	<p>Select the placement request you wish to edit and click the <b>View</b> button.</p>	 <p>The screenshot shows a table titled 'View All Placement Requests'. The table has columns for Id, Education Provider, Program, Year, Semester, Start Date, End Date, Number of Students, Hours per Student, Submitted Date, Status, Next Action, and Actions. The first row (Id: 829) has a 'View' button circled in red in the Actions column. A red arrow points from this button to the 'Placement Request Decision' screen in the next step.</p> <table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>829</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>19/10/2015</td> <td>31/10/2015</td> <td>1</td> <td>80</td> <td>20/10/2015</td> <td>Approved</td> <td>None</td> <td>View</td> </tr> <tr> <td>822</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>25/10/2015</td> <td>3</td> <td>80</td> <td>13/10/2015</td> <td>Approved</td> <td>Select students</td> <td>View Cancel</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	829	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View	822	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View Cancel
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3.	<p>You can only <b>Edit</b> a Placement Request that has a status of either <b>Pending</b> or <b>Approved</b>.</p> <p>In the <b>Details</b> tab, click the <b>Edit</b> button in the top right corner.</p>	 <p>The screenshot shows the 'Placement Request Decision' page in the 'Details' tab. The 'edit' button in the top right corner is circled in red. A red arrow points from this button to the 'Troubleshooting' section in the next step.</p> <table border="1"> <thead> <tr> <th>Year / Semester</th> <th>Placement start date</th> </tr> </thead> <tbody> <tr> <td>2 / 1</td> <td>27/07/2015</td> </tr> <tr> <th>Education Provider</th> <th>Placement end date</th> </tr> <tr> <td>Mater Education</td> <td>30/10/2015</td> </tr> <tr> <th>Discipline</th> <th>Number of students</th> </tr> <tr> <td>Nursing and Midwifery</td> <td>12</td> </tr> <tr> <th>Program</th> <th>Required clinical hours per student</th> </tr> <tr> <td>Bachelor of Nursing</td> <td>120</td> </tr> <tr> <th>Facilitator provided by</th> <th>Total clinical hours for all students</th> </tr> <tr> <td>Education Provider</td> <td>1440</td> </tr> </tbody> </table>	Year / Semester	Placement start date	2 / 1	27/07/2015	Education Provider	Placement end date	Mater Education	30/10/2015	Discipline	Number of students	Nursing and Midwifery	12	Program	Required clinical hours per student	Bachelor of Nursing	120	Facilitator provided by	Total clinical hours for all students	Education Provider	1440																			
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4.	<p><b>Troubleshooting:</b></p> <p>If a placement request that you wish to edit is not displaying an Edit button, this will either be because:</p> <ol style="list-style-type: none"> <li>The Placement Request has been Declined, in which case no edits can be made; <b>OR</b></li> <li>The Placement Request has been Cancelled, in which case you can <b>Reinstate</b> the request.</li> </ol>																																								



5.

In the **Edit Placement Request** screen you can edit:

- **Program:** In the case of an incorrect entry.
- **Clinical Settings:** In the case of an incorrect entry.
- **Location:** In the case of a transfer to an alternate Location.
- **Placement payment offered:** In the case of an incorrect entry.
- **Facilitator to be provided by:** In the case of an incorrect entry.
- **Course:** In the case of an incorrect entry.
- **Student Year Level:** In the case of an incorrect entry.
- **Student Semester Level:** In the case of an incorrect entry.
- **Proposed start date:** In the case of an incorrect entry.
- **Proposed end date:** In the case of an incorrect entry.
- **Number of students:** In the case of an incorrect entry.
- **Hours required per student:** In the case of an incorrect entry.

**Note:** You cannot edit the **Education Provider** or **Discipline** fields. This can only be done by the Education Provider User.

## Edit Placement Request

< Back

### Overall Schedule

Schedule commencement date:

Schedule cessation date:

### Placement details

Education Provider:

Discipline:

Program:

Clinical Settings:

- Medical
- Mental Health
- Midwifery
- Speciality
- Surgical

Locations:

- Mater Adult Hospital
- Mater Children's Hospital
- Mater Cross Complex Services

Placement payment offered?  Yes  No

Facilitator to be provided by:

Course:  Undergraduate  Postgraduate

Student year level:

Student semester level:

The proposed start and end dates need to be inside the schedule period.

Proposed start date:

Proposed end date:

Number of students:

Hours required per student:

My students are available for these shifts

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	<input checked="" type="checkbox"/>					
Afternoon	<input checked="" type="checkbox"/>					
Night	<input checked="" type="checkbox"/>					



<p>6. You can also edit the Area Allocations for this Placement Request in the <b>Allocations</b> Tab.</p> <p>The <b>Capacity</b> column displays what the Area's capacity currently is.</p> <p>The <b>Requested</b> column displays the areas the Education Provider has requested.</p> <p>Edit the <b>Allocations</b> number by typing over the number in the appropriate Area's field.</p> <p>Once you've completed your edits, click the <b>Save</b> button.</p>	<p><b>Placement Request Decision</b></p> <p>Details <b>Allocations</b> Students Facilitators Documents Required Student Fields Feedback Form Settings Feedback Form Questions</p> <p>Placement Feedback Guidelines</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Requested</th> <th>Capacity</th> <th>Allocations</th> </tr> </thead> <tbody> <tr> <td>10B - Oncology</td> <td></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>Operating Theatre</td> <td></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>Intensive Care</td> <td></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>Coronary Care</td> <td></td> <td>0</td> <td><input type="text"/></td> </tr> <tr> <td>Day Surgery</td> <td>2</td> <td>5</td> <td><input type="text" value="2"/></td> </tr> <tr> <td>8A - Orthopaedics</td> <td>6</td> <td>8</td> <td><input type="text" value="6"/></td> </tr> <tr> <td>8B - Surgical</td> <td>4</td> <td>6</td> <td><input type="text" value="4"/></td> </tr> <tr> <td>9B - Medical</td> <td></td> <td>0</td> <td><input type="text"/></td> </tr> </tbody> </table>	Area	Requested	Capacity	Allocations	10B - Oncology		0	<input type="text"/>	Operating Theatre		0	<input type="text"/>	Intensive Care		0	<input type="text"/>	Coronary Care		0	<input type="text"/>	Day Surgery	2	5	<input type="text" value="2"/>	8A - Orthopaedics	6	8	<input type="text" value="6"/>	8B - Surgical	4	6	<input type="text" value="4"/>	9B - Medical		0	<input type="text"/>
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<p>7. <b>Troubleshooting 3:</b></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"> <li>Check that the <b>Locations</b> 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,</li> <li>Check that the <b>Clinical Settings</b> 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,</li> <li>Check the Area has capacities for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area (see DRef-04b).</li> </ol>																																					
<p>8. <b>Troubleshooting 4:</b></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"> <li>Check the Area capacities for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area and modify if necessary (see DRef-04b); if these are correct,</li> <li>Check how many allocated placements are in the Area for the time period of the request in the <b>See an overview of your Area Capacities</b> for the Area (see DRef-04b) to see if the Area is full.</li> </ol>																																					