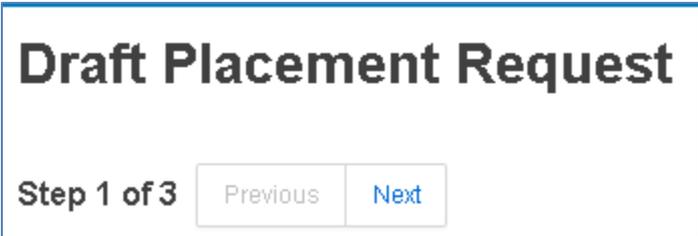
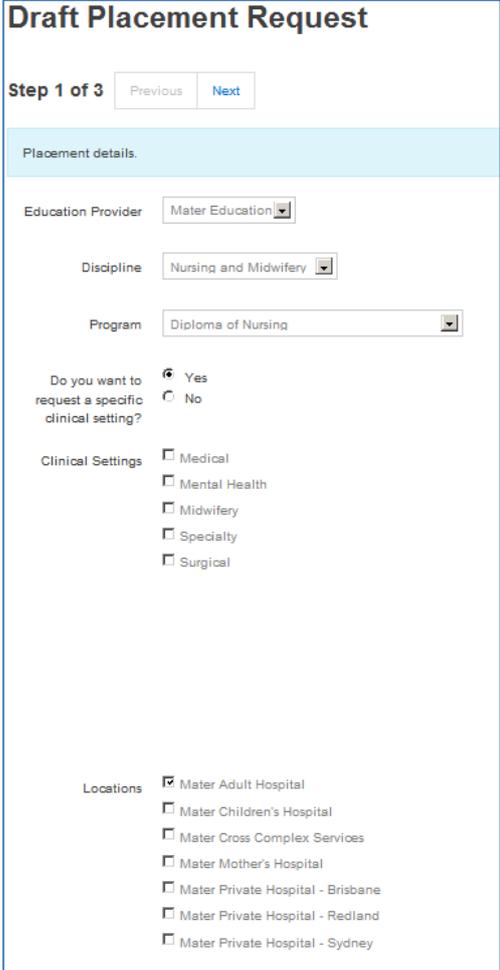


EPRef-01 – Education Provider Reference Sheet – Creating a Placement Request.

Steps	Action	What it looks like
1.	<p>Click the Request placements for your students under the Capacity Planning section on the sidebar.</p> <p>This will take you to the Draft Placement Request screen.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' for Mater. A sidebar on the left contains a 'Home' section with a link to 'Education Provider Dashboard' and a 'Placement Requests' section with a link to 'Request placements for your students' which is circled in red. The main content area shows a 'Placement Requests' table with columns for Education Provider, Program, Year, Semester, Start Date, and End Date. A table entry is visible for 'Mater Diploma of Nursing'.</p>
2.	<p>The Draft Placement Request screen displays Step 1 of 3 and a Previous/Next button. Each step needs to be filled out in order to complete the placement request. Once each step is filled out, click the Next button.</p>	 <p>The screenshot shows the 'Draft Placement Request' screen. At the top, it says 'Step 1 of 3' with 'Previous' and 'Next' buttons. The main content area is currently empty, indicating the start of the form.</p>
3.	<p>Step 1 is to fill out the Placement details. These are:</p> <ul style="list-style-type: none"> - Education Provider: Your institution's name. - Discipline: Which discipline do the students belong to? - Program: What are these students studying? - Do you want to request a specific clinical setting?/Clinical Settings: Do these student's require a specific clinical setting for this placement? - Location: Which campuses are you placing this group of students at? 	 <p>The screenshot shows the 'Draft Placement Request' form at 'Step 1 of 3'. The form includes the following fields and options:</p> <ul style="list-style-type: none"> Education Provider: Mater Education (dropdown) Discipline: Nursing and Midwifery (dropdown) Program: Diploma of Nursing (dropdown) Do you want to request a specific clinical setting?: Yes (selected), No Clinical Settings: Medical, Mental Health, Midwifery, Specialty, Surgical (checkboxes) Locations: Mater Adult Hospital (checked), Mater Children's Hospital, Mater Cross Complex Services, Mater Mother's Hospital, Mater Private Hospital - Brisbane, Mater Private Hospital - Redland, Mater Private Hospital - Sydney (checkboxes)

3
cont.

- **Placement payment offered?**: Are you paying the placement provider?
- **Facilitator to be provided by**: Are your staff providing facilitation or will the placement provider staff be providing facilitation?
- **Course**: Is this an Undergraduate or Postgraduate group?
- **Student Year Level**: 1,2,3,4 or 5?
- **Student Semester Level**: 1st, 2nd or Summer semester?
- **Proposed start date**: When is the student's first shift on placement?
- **Proposed end date**: When do the students have to complete their placement by?
- **Number of students**: How many students are being placed in this group?
- **Hours required per student**: How many hours does each student need to work complete their placement?
- **Notes**: Do you have any other information you'd like to note for the Placement Provider?

The final section is the **My students are available for these shifts** section.

Click the tick boxes for any shifts that this student group can work over the course of a normal week, i.e. if the students have lectures all day Thursday and cannot attend shifts, leave the **Morning** and **Afternoon** boxed unticked. Click the box in the top left to select all if your students have no availability restrictions.

4.

Step 2 is to attach any supporting documentation for the placement.

Any Word, Excel or PDF document can be uploaded, and they can be assessment forms for student supervisors to access, student current skills and scope of practice, learning objectives or any other relevant documents you wish to share with the placement provider.

To upload a document, make sure that the **Upload documents** tab is highlighted blue and then click the **Browse** button to attaché your file.

5. When uploading a new document you will need to:

- enter a name in the **Document Name** field which will display for the Placement Provider staff
- and determine if the document can be seen by only the Placement Provider staff (leave **Visible to Students** unticked) or can be seen also by students and their direct supervisors (tick **Visible to Students**)

Click **Upload** once completed

6.

If you have uploaded a Document in a previous placement request you do not have to upload it again.

Click in the **Find existing documents** tab and then select the Document you want from the list at the bottom of the page by clicking the **Add** button.

If there are many files to choose from you can search for the correct file by typing the Document's name in the **Filter** field and clicking the **Search** button.

Document Name	File	Visible to Students	Actions
Placement Assessment Tool	Example Student Upload Document - Assessments Requirement.docx	Yes	Remove

Upload documents **Find existing documents**

Search
Filter

Search

13 Results Previous Next

Document Name	File	Visible to Students	Actions
Placement Assessment Tool	Example Student Upload Document - Assessments Requirement.docx	Yes	Add
Ward Booklet	BN Ward Booklet.pdf	Yes	Add
Learning Objectives	DoN Learning objectives_2013.doc	Yes	Add

7.

Step 3 is to review and submit the request. Check that all of the fields contain the correct values.

If you want to make a change, click the **Previous** button to go back to either Step 1 or 2 and make the change.

Once you're happy with the request, click the **Submit Request** button and then click **Yes**.

If you do not submit the request straight away, a **Draft** will automatically be saved which you will be able to retrieve from your Education Provider Dashboard at a later date, to either submit or cancel.

Step 3 of 3

[Previous](#)

[Next](#)

Make sure you have filled in the forms before submitting.

Education Provider	Mater Education
Discipline	Nursing and Midwifery
Program	Diploma of Nursing
Clinical Settings	
Locations	Mater Adult Hospital
Payment Offered	Yes
Facilitator Provided By	EducationProvider
Course Type	Undergraduate
Year Level	2
Semester Level	Semester 1
Proposed Start Date	07/12/2015
Proposed End Date	20/12/2015
Number Of Students	3
Hours Per Student	80
Notes	These are the three students we discussed as being ideal for the Orthopaedics ward
Documents	Ref-00 - Reference Sheet Matrix.xlsx, Example Student Upload Document - Unit Outline.docx

[Submit Request](#)

8.

The submitted placement request will then become **Pending** a decision from the Placement Provider. You will be able to find the request on your **Education Provider Dashboard** using the filters.

See *EPRRef-00 Using the Education Provider Dashboard* for more on searching your placement requests.

Once the request has been Approved or Declined you will receive a system generated email with the details.