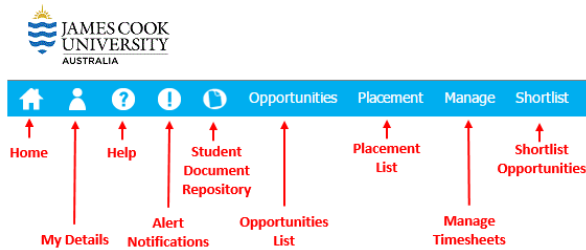## InPlace Introduction

InPlace enables users to be kept informed of placement details as well as be involved in the process.

You will be able to view your own details in the system right down to your day's schedule.

When you first log in you will be asked to accept the Terms and Conditions of InPlace.

Main Menu

Home - Clicking on this link will take you to the Home screen.

My Details - This will take you to the screen which displays general information in regards to the logged in user.

Help - This displays some general information relating to the function of the screen that you are currently on.

Alert Notifications – displays important messages.

Student Document Repository – Number of items displays when new documents have been added for your information/action.

Opportunities – Displays placement opportunities available.

Placement – Search and show all your placements.

Manage –View, Edit or Add Timesheets details.

*Shortlist* – Display a list opportunities you have registered or applied for.

Home

*Widgets -*The main feature is the issue boxes (also referred to as widgets) shown in the main section of the screen that highlight any items that may require action, or potentially of interest.

Widgets are here for your convenience allowing you to stay on top of any ongoing applications and providing quick links.
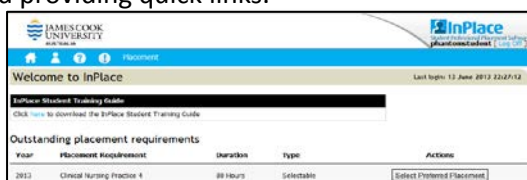
My Details

The Details tab is displayed by default when the My Details icon is selected.
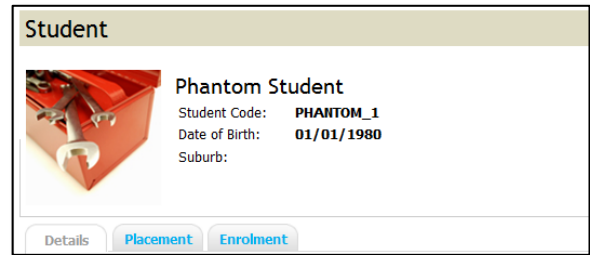
Details - A personal information page, containing introductory level details such as contact details and limited course information.

Placement - A summary list of placement at any stage of the placement life cycle.

Enrolment - All units past, present and future the student is enrolled.
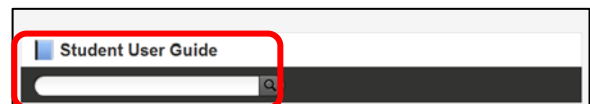
Help
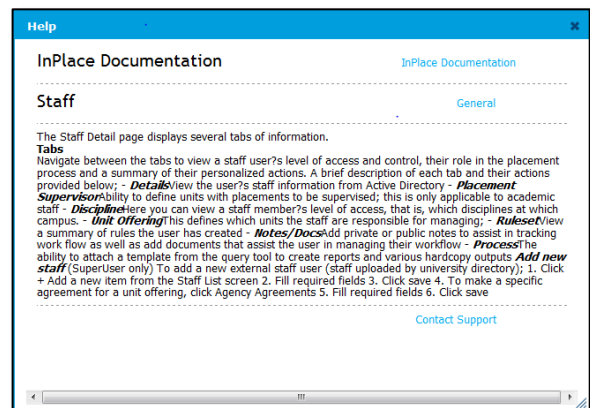
Selecting the Help icon from any screen will provide Help information on the current screen.
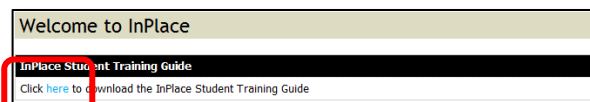

Selecting the **InPlace Documentation** link will display a search field:

Enter your query and select the search icon to display results.

Select the link below to access the Student user guide online:

Home Page

The following page will be displayed when you log on. You will be able to view your Upcoming Placement details and Placement Requirements.

There are three placement methods used at JCU:

- Self Selectable Placements
- Self Placement
- Placement Allocation by Placement Coordinator

The example below shows all three.

Welcome to InPlace   Last login: Tuesday, September 23 2014 11:07 AM

Self Placement Submissions

Incomplete(1) Draft(0) Pending(1) Not Approved(0)

Incomplete
The Townsville Hospital
MD1020 INT- TSV - 28/07/2014 to 21/11/2014

Pending
1300SMILES - Belgian Gardens
MD6CE - Term 1 - 2015

Upcoming Placements

View all placements

No upcoming placements

View all timesheets

Placement requirements

Year	Placement Requirement	Duration	Type	Actions
2014	Introduction to Integrated Medical Studies Part 2 of 2	70 Hours	Self Placement	3 placement(s) submitted. Submit Self Placement
2014	MX3 Physician Assistant Clinical Elective	160 Hours	Self Placement	2 placement(s) submitted. Submit Self Placement

You will only see those options that are applicable to your individual placement subject.

Details List

The following details are displayed when you select the Details List:

Personal Details including Placement Requirement fields
Placement details
Enrolment Details

You may be asked to answer questions related to your placement or to upload various documents.

STEP 1 Select the Details List

STEP 2 Scroll down to appropriate field

STEP 3 Click the **Edit** link

STEP 4 Various options will be available depending on requirements. These include:
- Drop Down List
- Reference Number
- Comments
- Expiry Date
- Document Upload

Description	Value	Expiry
Blue Card Status	Expiry Notified	28/02/2014
Senior First Aid Certificate		
CPR	No Proof of CPR	
Clinical ID Card	No	
Police Check	No Police Check	
Hepatitis B Immunisation Status		
JCU Confidentiality Agreement		
JCU Policy Checklist		
QHealth Orientation Checklist		
QHealth Student Deed Placemen		
Requirements		
QHealth Student Deed Privacy a		
Yellow Card		

Education (Discipline)

Description
QLD Blue Card (Mandatory)
Working With Children Card (Ot
School Completed Year 12

Edit ✕

Hepatitis B Immunisation Status

Current Hepatitis B Immunisation Status

[_____ ▼]

Reference Number

[_____]

Comments

[_____]

File Attachment

[Select File]

[Cancel] [Ok]

STEP 5   Select **O**k when complete

Placement List

The following details are displayed when the **Placement List** is selected:

Select **Detail** to display Agency Information including:

- Agency address
- Placements details
- Schedule
- Supervisor details
- Student Code

Select the **Detail** link again in the displayed screen to obtain additional Agency information including a map.

Scroll down to view map:

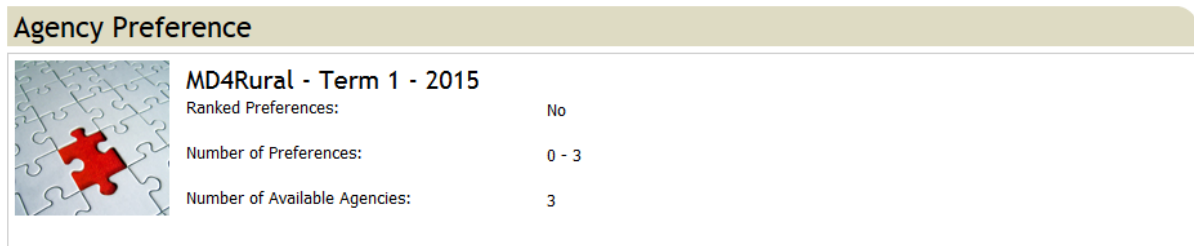Select the **Schedule t**ab to view Schedule when available.

Submit Agency Preferences

On some occasion you will be offered the opportunity to select agency preferences for your placement.

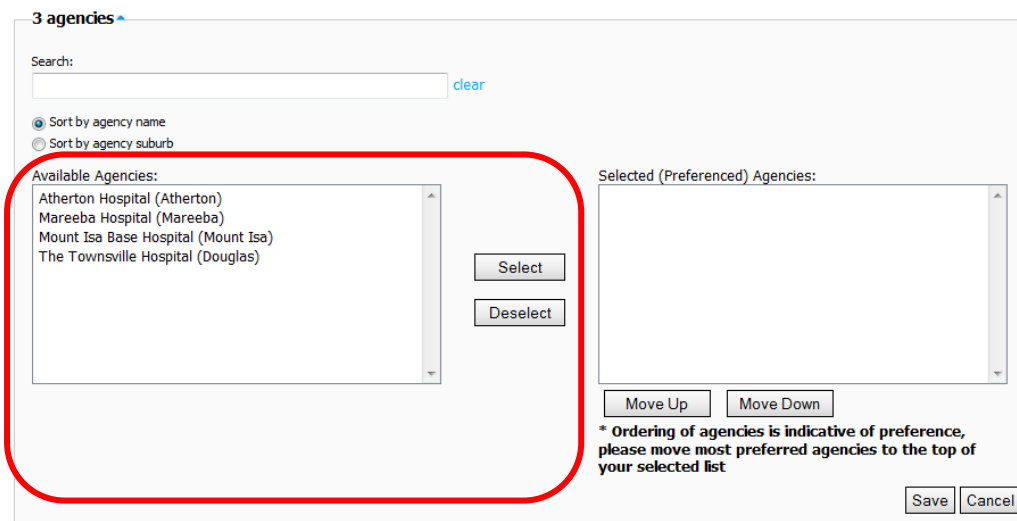**STEP 1** From the home screen select the **Submit Agency Preferences** button:

2015	Rural		320 Hours	Staff Allocated	Preferences closing 31 Oct 2014 12:00:00 AM
					Submit Agency Preferences

STEP 2 Placement Details will be displayed:

Agency Preference

MD4Rural - Term 1 - 2015

Ranked Preferences:	No
Number of Preferences:	0 - 3
Number of Available Agencies:	3

STEP 3 Select the **Select Agency** tab:

3 agencies ▲

Search:
_____ clear

◉ Sort by agency name
○ Sort by agency suburb

Available Agencies:

Atherton Hospital (Atherton)
Mareeba Hospital (Mareeba)
Mount Isa Base Hospital (Mount Isa)
The Townsville Hospital (Douglas)

[Select]
[Deselect]

Selected (Preferenced) Agencies:

[Move Up] [Move Down]

* Ordering of agencies is indicative of preference, please move most preferred agencies to the top of your selected list

[Save] [Cancel]

Available agencies will be displayed in the **Available Agencies** box.

STEP 4 To select your preferences click on the preferred agency and click the **Select** button.

Selected (Preferenced) Agencies:

The Townsville Hospital (Douglas)
Mareeba Hospital (Mareeba)
Mount Isa Base Hospital (Mount Isa)

[Move Up] [Move Down]

* Ordering of agencies is indicative of preference, please move most preferred agencies to the top of your selected list

[Save] [Cancel]
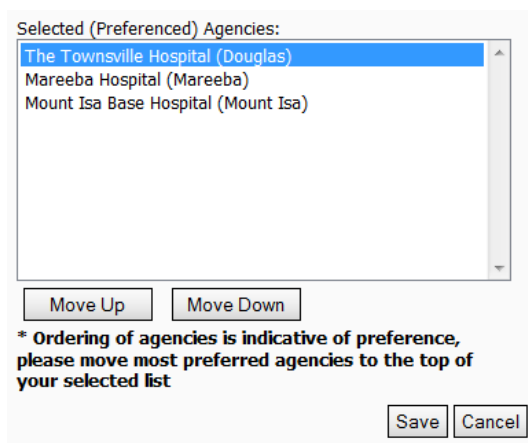
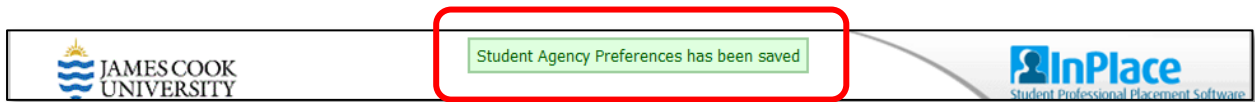Selections will be displayed in the **Selected Agencies** box. The list is displayed in order of preference For example:
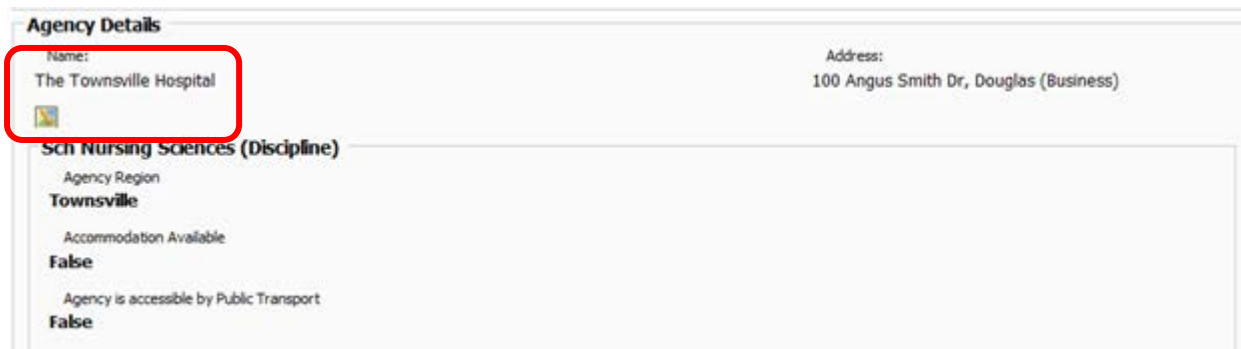
First Row = First Preference

STEP 5 To reorder- use the Move Up and Move Down buttons Save when choices are completed or **Cancel** to clear selection.

The above message will display to confirm your selections have been saved.

Highlighting the Agency will display Agency information to assist you when making your selections, including a location map:

Self- Selectable Placement

Self –Selectable Placement functionality is available in InPlace. The **Select Preferred Placement** button is only available to students who are required to select from available placements.

STEP 1 To make a selection select the **Select Preferred Placement** button.

2015	Rural		320 Hours	Selectable, Staff Allocated

Selectable closing 01 Jan 2015 06:00:00 PM

Select Preferred Placement

STEP 2 Click the **Detail** link to view the placement details.

View	➜ Agency	➜ Status	➜ Duration	➜ Start Date	➜ End Date
📝 Detail	Mareeba Hospital (F00023)	Offer	320 Hours	01/01/2015	31/12/2015
📝 Detail	Mareeba Hospital (F00023)	Offer	320 Hours	01/01/2015	31/12/2015
📝 Detail	Mount Isa Base Hospital (F00170)	Offer	320 Hours	01/01/2015	31/12/2015
📝 Detail	Mount Isa Base Hospital (F00170)	Offer	320 Hours	01/01/2015	31/12/2015
📝 Detail	The Townsville Hospital (F00215)	Offer	320 Hours	01/01/2015	31/12/2015
📝 Detail	The Townsville Hospital (F00215)	Offer	320 Hours	01/01/2015	31/12/2015

STEP 3 When you have made your selection scroll to the bottom of the page

STEP 4 Select the **Nominate** button:

Placement

Placement

Start Date:	End Date:	Duration: **570 Hours**

Student:
None

Comments:
None

Eligibility Criteria

Eligible Groups:

NA

PS3007 (Unit)

Placement Setting ▾

Placement Experiences ▾

Paediatric Placement
False

Nominate

STEP 5 Select **Ok** and the list will no longer be available. Your Nomination will be reviewed by your Placement Coordinator.

Self- Placement

Self -Placement functionality is available in InPlace. The **Submit Self Placement** button is only available to students who are required to source their own placement.

STEP 1 To submit placement details to the Placement Team select the **Submit Self Placement** button.

Placement requirements

Year	Placement Requirement	Duration	Type	Actions
2014	Introduction to Integrated Medical Studies Part 2 of 2	70 Hours	Self Placement	3 placement(s) submitted. [Submit Self Placement]
2014	MD3 Acute Care Elective School Arranged Placement	48 Hours	Staff Allocated	See Allocation(s)
2014	MX3 Physician Assistant Clinical Elective	160 Hours	Self Placement	2 placement(s) submitted. [Submit Self Placement]

The Register Self Placement window will open.

STEP 2 Scroll through the form and complete all details.

Placement Details

(* required field)

Status: DRAFT

Messages

* Student: **Phantom Med - Student (223347)**

Unit Offering: MD1020 INT- TSV - 28/07/2014 to 21/11/2014

Placement Start Date:

Placement End Date:

* Placement Duration: 70 **Hour(s)**

Placement Times: [Select Placement Times]

STEP 3 When complete select **Submit** or **Save Draft** to come back at a later time.

Your Nomination will now be reviewed by your Placement Coordinator.

NOTE: To allow the submission to be fully considered please ensure you complete all details. If the submission is incomplete you may be required to re-submit or your application may not be approved.