

ClinConnect User Guide

Health Service Users

Module overview

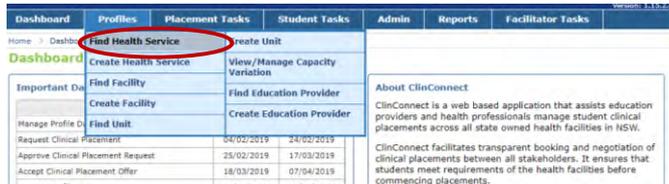
This module covers:

- Student placement agreements
- ClinConnect coordinators and contact details
- How to modify and create, unit and clinician profiles
- How to add/change capacity and availability on a unit or clinician profile
- How to change capacity on the View/Manage Capacity Variation page
- How to Approve and Not Approve Placement requests.
- How to create placements by exception
- How to Accept/Decline Requested Placements by Exception
- Make changes to placements
 - Change the end date of a placement
 - Change the student category or supervision type
 - Move placements to a different location
 - Move placements to a different stream and location
 - Add comments and attachments
 - Change the dates for flexi placements
 - Change the number of days for flexi placements
 - Change a flexi placement to either full-time or part-time
- How to cancel placements
- Marking commencement and attendance
- Recording daily attendance
- Troubleshooting scenarios

Student Placement Agreements

Find a Student Placement Agreement

- Go to Profiles > Find Health Service and search for the Health Service



Search Criteria

Status of Health Service: Active

Short Name: HNELHD

Full Name:

Find

Tip: Health Services cannot take students from an Education Provider without a valid Student Placement Agreement.

- On the Health Service Profile page, select the Student Placement Agreements tab and then click the Edit or View button to view the Student Placement Agreement details:

Health Service Details

Code: * 123456
Short Name: * ELHD
Full Name: * Eastern Local Health District
Effective From: * 01/01/2000
Effective To: * 31/12/9999
Web Link:
Locality: * Metropolitan

Available: General Clinical Student Placement Agreements

Education Provider	Start Date	End Date	Edit
University of Australia	05/05/2016	05/05/2021	Edit

Manage SPA Add/Edit

Education Provider: * University of Australia

Start Date: * 05/05/2016

End Date: * 05/05/2021

Disciplines: *

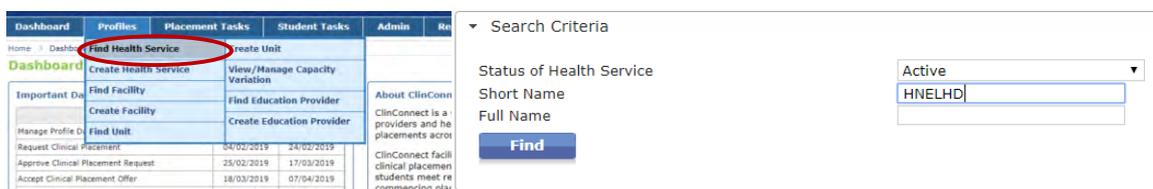
Select	Discipline	Preferred Partner
<input type="checkbox"/>	Dentistry & Oral Health	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Medicine	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Nursing	<input type="checkbox"/>

Delete **Cancel** **Ok**

Health Service ClinConnect Coordinator details

The ClinConnect Coordinator contact information can be found on the Health Service Profile page.

- Go to Profiles > Find Health Service and search for the Health Service



The screenshot shows the ClinConnect dashboard with the 'Find Health Service' option highlighted in red. The dashboard includes a navigation menu with 'Dashboard', 'Profiles', 'Placement Tasks', 'Student Tasks', 'Admin', and 'Reports'. The 'Find Health Service' option is circled in red. To the right, there is a search criteria section with a dropdown menu for 'Status of Health Service' set to 'Active', a text input field for 'Short Name' containing 'HNELHD', and a 'Find' button.

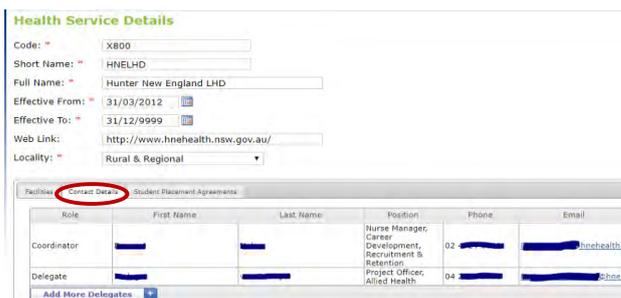
- Select the Edit or View button:

1 Record(s) Found

Health Service Full Name	Coordinator	Edit
Hunter New England LHD	Doreen Holm, Doreen.Holm@hnehealth.nsw.gov.au, 02 4924 6843	Edit

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- On the Health Service profile, click the Contact Details tab to display the contact information:



The screenshot shows the 'Health Service Details' page for Hunter New England LHD. The page includes fields for Code (X800), Short Name (HNELHD), Full Name (Hunter New England LHD), Effective From (31/03/2012), Effective To (31/12/9999), Web Link (http://www.hnehealth.nsw.gov.au/), and Locality (Rural & Regional). The 'Contact Details' tab is selected, showing a table of coordinators.

Role	First Name	Last Name	Position	Phone	Email
Coordinator	[Redacted]	[Redacted]	Nurse Manager, Career Development, Recruitment & Retention	02 [Redacted]	[Redacted]@hnehealth.nsw.gov.au
Delegate	[Redacted]	[Redacted]	Project Officer, Allied Health	04 [Redacted]	[Redacted]@hnehealth.nsw.gov.au

[Add More Delegates](#)

Facility-discipline contact information

- Go to Profiles > Find Facility and search for the Facility:

The screenshot shows the ClinConnect dashboard with a navigation menu at the top. The 'Find Facility' option is circled in red. Below the navigation menu, there are sections for 'Important' tasks, a table of recent clinical placement requests, and an 'About ClinConnect' section.

The 'Find Facility' search form includes a 'Search Criteria' section with two options: 'Filter Search' and 'Direct Search'. The 'Filter Search' section has dropdown menus for 'Health Service' (listing Central Coast LHD, Far West LHD, Healthshare, Hunter New England LHD, Illawarra Shoalhaven LHD, and Justice Health & Forensic Mental Health Network), 'City/Town', 'Postcode', 'Accommodation', 'Accessible Public Transport', and 'Status' (set to 'Active'). A 'Find' button is at the bottom left. The 'Direct Search' section has a 'Facility Name' input field and a 'Go' button at the bottom right.

- On the Facility profile, click the Contact Person tab to display the facility contact details:

The 'Facility Details' form shows information for 'Illawarra Shoalhaven LHD'. Fields include Health Service, Facility Code, Full Name, Locality, Facility Type, Street Address, City/Town, Postcode, Phone, Fax, Accommodation, and Web Link. At the bottom, there are checkboxes for 'Foot Available on Site', 'Accessible Transport', and 'Parking'. The 'Contact Person' tab is highlighted in red with a red arrow pointing to the next screenshot.

Discipline	First Name	Last Name	Position	Phone	Email	Edit
Nuclear Medicine	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Radiotherapy	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Physiotherapy	[Redacted]	[Redacted]	[Redacted]	24	[Redacted]	Edit
Medicine	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Occupational Therapy	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Epistix Pathology	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Psychology	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Pharmacy	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Nutrition & Dietetics	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Diagnostic Radiography	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Social Work	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Nursing	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit
Radiation Therapy	[Redacted]	[Redacted]	[Redacted]	02	[Redacted]	Edit

Education Provider Contact Details

- Go to Profiles > Find Education Provider and search for the Education Provider:

Dashboard	Profiles	Placement Tasks	Student Tasks	Admin	Reports
Home > Dashboard	Find Health Service	Create Unit			
Dashboard	Create Health Service	View/Manage Capacity Variations			
Important Data	Find Facility	Find Education Provider			
	Create Facility	Create Education Provider			
Manage Profile Data	Find Unit				
Request Clinical Placement		04/02/2019	24/02/2019		
Approve Clinical Placement Request		25/02/2019	17/03/2019		
Accept Clinical Placement Offer		18/03/2019	07/04/2019		
Manage Profile Data		08/04/2019	21/04/2019		

Find Education Provider

Search Criteria:

Filter Search

Discipline:

- Aboriginal & Torres Strait Islander Health Professionals
- Allied Health Assistants
- Art Therapy
- Audiology and Audiometry

Status: Either

Or

Direct Search

Short Name:

Full Name:

Find Go

- The ClinConnect Coordinator and Delegate's details are shown on the Education Provider profile and the discipline contacts are found on the Contact Person tab:

Coordinator Details:

Name:

Position:

Email:

Contact Number:

Delegate Details:

Name:

Position:

Email:

Contact Number:

Attachments Student Placement Agreement **Contact Person** Campus Clinical School

Discipline	First Name	Last Name	Position	Email	Phone	Edit	Remove
Medicine	[REDACTED]	[REDACTED]	Head of Education	[REDACTED]	[REDACTED]	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
<input type="button" value="Add"/>							

Add a new or change information on a Unit profile

- Select Discipline and Cycle and then go to Profiles > Create Unit (to create a new unit) OR Find Unit (to find and modify an existing unit):



- If you are modifying a unit profile, you will need to search for it first:

Find Unit

Search Criteria - Unit Details

Filter Search

Health Service

Facility

Streams

- Individual Case Management
- Community / Public Health
- Rural Services
- Independent Professional Practice
- Research

Stage of Placement

- Initial
- Midline
- Final

Supervision Type

- Health Provided
- Education Provided
- Health Provided - Funded EP or HWA

Accredited Practising Dietitian (APD)

Yes

No

Status

Find

Direct Search

Facility Name

Unit Name

Go

Tip: You do not need to enter all of this search criteria. Usually just searching for Health Service and Facility is enough or using the Direct Search.

- Click the Edit or View button:



- Make changes / additions and Save
- Modify unit profile:

Note: Entering capacity and availability is covered later in this module.

Add unit profile:

Edit Unit

Unit details

Discipline Nutrition & Dietetics

Unit Name Dietetics

Facility [Redacted]

Effective From 18/05/2012

Effective To 31/12/9999

Cycle specific unit details

Active

HWA Setting [Redacted]

Primary Stream Individual Case Management

Secondary Stream [Redacted]

Beds/Clinicians/Chairs 3

Comments Nil Preferred Stage

Street Address [Redacted]

City/Town [Redacted]

Post Code [Redacted]

Phone [Redacted]

Student Categories

- Cert III AHA
- Cert III DHA
- Cert IV AHA
- QBH1
- QBH2
- RTRGSDiet
- Post Graduate (Specialty)

Stage of Placement

- Initial
- Midline
- Final

Supervision Type

- Health Provided
- Education Provided
- Health Provided - Funded EP or HWA

Accredited Practising Dietitian (APD)

Yes

No

Unit Capacity

Shift	Hour	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day	0	Full Time Full									1

Add New Unit

Unit details

Unit Name

Facility

Effective From

Effective To

Cycle specific unit details

Active

HWA Setting [Redacted]

Primary Stream [Redacted]

Secondary Stream [Redacted]

Beds/Clinicians/Chairs [Redacted]

Comments [Redacted]

Street Address [Redacted]

City/Town [Redacted]

Post Code [Redacted]

Phone [Redacted]

Student Categories

- Cert III AHA
- Cert III DHA
- Cert IV AHA
- QBH1
- QBH2
- RTRGSDiet
- Post Graduate (Specialty)

Stage of Placement

- Initial
- Midline
- Final

Supervision Type

- Health Provided
- Education Provided
- Health Provided - Funded EP or HWA

Accredited Practising Dietitian (APD)

Yes

No

Unit Capacity

Shift	Hour	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day		Inactive									

Tip: Bed/Clinicians/Chairs is a description of the Unit. It is not capacity.

Tip: Phone number must be in XX XXXX XXXX format.

Add or update a Clinician Profile

Clinician profiles sit within Unit profiles so you will need to search for the Unit profile first (see previous slides).

- On the Unit Profile, click the Clinicians in Unit Tab then click Add to add a new Clinician or Edit to modify the details of an existing one:

- Enter the information/make any relevant changes and Save:

Unit and clinician profiles can be created or modified or activated/inactivated in any window except the Request and Accept window

The name of a unit/clinician can only be changed during the Manage Profiles window

The same profile can be active/inactive and have different information across placement cycles

Details cannot be removed from a unit/clinician profile if there are active placements using that information

Enter Capacity and Availability on a Unit or Clinician profile

➤ Select whether the Unit/Clinician will take students:

- Full time (M-F),
- Part-Time Fixed (M-S) or
- Full-Time/Part Time/Flexi/Rotating (M-S):

Tip: Full Time / Part Time Fixed is the most flexible and is the best choice.

Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day		Inactive									
		Inactive									
		Full Time Fixed (M-F)									
		Full Time/Part Time Fixed (M-S)									
		Full Time/Part Time/Flexi/Rotating									

➤ Enter the number of hours (usually 8), the days of the week and the Capacity:

Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day	8	Full Time/Pa		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1				

Dentistry and Oral Health Unit profiles

➤ When updating the capacity and availability for Dentistry and Oral Health, you will perform the above steps except that you will enter the Capacity in **Dentist Chairs** (not students) and the **hours** will likely be only 3 or 4 per shift (not 8).

Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
AM	3	Full Time Fixt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4				
PM	3	Full Time Fixt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4				
Rotating Day		Inactive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4				

Tip: You do not need to use all shift types. Leave any that you do not want as 'Inactive'.

Medicine Unit profiles

➤ When updating the capacity and availability for Medicine, you will perform the above steps except you won't enter capacity because medicine has 'unlimited' capacity. The number of **hours** for the half day and part day shifts will likely be 3 or 4 per shift (not 8).

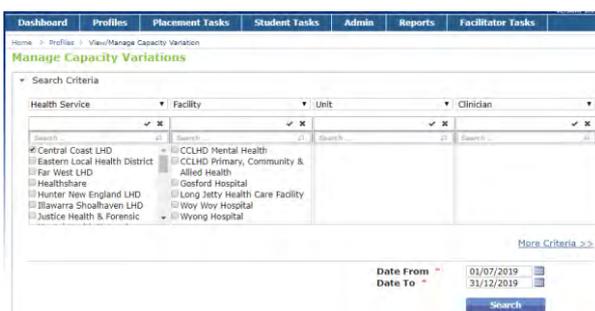
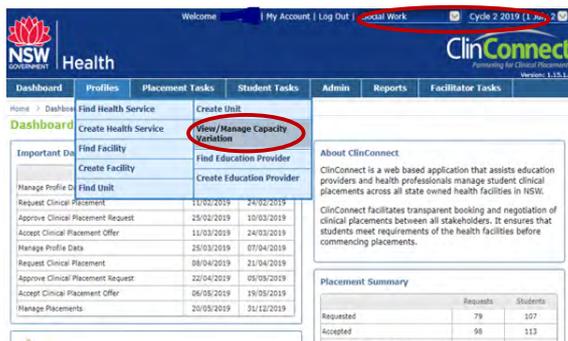
Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Unlimited Capacity
Full Day	8	Full Time Fixt		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Half Day		Inactive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Part Day 3		Inactive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Part Day 2		Inactive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Enter capacity using View/Manage Capacity Variation

Use the View/Manage Capacity Variation functionality if you need to reduce your capacity for a short time only. You cannot change your daily availability here.

The capacity entered on the View/Manage Capacity Variation page over-rides the capacity entered on the Unit/Clinician profile.

- Select Discipline and Cycle and then go to Profiles > View/Manage Capacity Variation then search for the unit/clinician profile you want to change:



- Select the Shift that you would like to modify capacity for and then click the Modify Capacity button:

Manage Capacity Variations

Search Criteria

show 15 results [1/1]

7 day view 6 week view **6 month view** Tabular view

	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Central Coast LHD	0/0	0/0	0/0	0/0	0/0	0/0
Gosford Hospital	0/0	0/0	0/0	0/0	0/0	0/0
Cancer Day Centre Not applicable	0/0	0/0	0/0	0/0	0/0	0/0
Senior Clinician (students)	0/0	0/0	0/0	0/0	0/0	0/0
Day <input checked="" type="checkbox"/>	0/0	0/0	0/0	0/0	0/0	0/0

Select All Deselect All **Modify Capacity** Capacity History

Tip: If a placement starts in Cycle 1 and ends in Cycle 2, you may need to vary the capacity for both cycles. This means you will need to change your Cycle in the top right hand corner of ClinConnect.

Tip: the numbers on this page refer to available capacity / total capacity. For example 2/4 means that there are two placements available out of a total of four.

- Select the dates that you would like to change the capacity for and then enter the new **Total Capacity** in the box and Save:

Modify Capacity

Select the dates you want to change the capacity for:

Date From 01/07/2019

Date To 27/09/2019

Shift Enter the new Total Capacity for the shift in the box

Day 2

Save Cancel

Example: If you have a capacity that is 0/1 and you need another 1 placement, you will need to change Total Capacity to 2.

Tip: Click the Variation History button on the Manage Capacity Variations page to see previous variations to capacity.

7 day view 6 week view **6 month view** Tabular view

	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Central Coast LHD	0/0	0/0	0/0	0/0	0/0	0/0
Gosford Hospital	0/0	0/0	0/0	0/0	0/0	0/0
Cancer Day Centre Not applicable	0/0	0/0	0/0	0/0	0/0	0/0
Senior Clinician (students)	0/0	0/0	0/0	0/0	0/0	0/0
Day <input checked="" type="checkbox"/>	0/0	0/0	0/0	0/0	0/0	0/0

Capacity Variation History

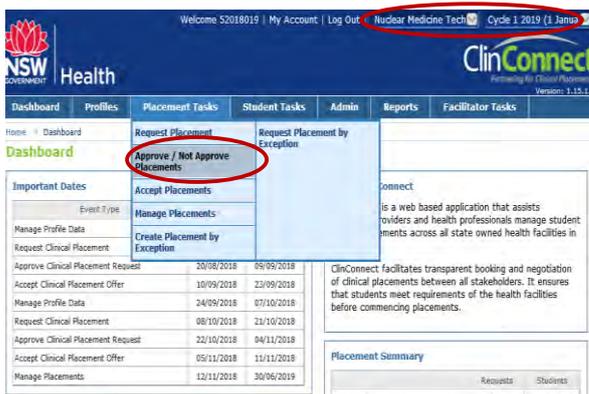
From Date	To Date	Updated By	Updated At
01/07/2019	09/08/2019	nicole.banks@health.nsw.gov.au	31/05/19 01:31 PM
12/08/2019	31/12/2019	nicole.banks@health.nsw.gov.au	31/05/19 01:30 PM

Capacity History

Approve/not approve requested placements

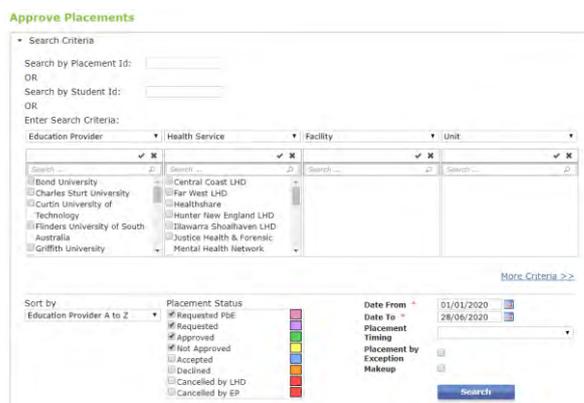
After placements are requested by Education Providers, Health Users then need to Approve/Not Approve them.

- Select Discipline and Cycle then go to Placement Tasks > Approve/Not Approve Placements:



Tip: You can also Approve Placements on the Manage Placements page. Go to Placement Tasks > Manage Placements.

- Enter search criteria and click Search:



Tip: Requested placements will not have a Placement ID or a student assigned to them so you will have to search for the Health Service, Facility and Unit below.

- Select the Requested (purple) blocks that you wish to Approve and then click Approve. If you do not want the placements, click Not Approve:

Legend: Approved (green), Accepted (blue), Declined (orange), Cancelled (red). Total Selected/Approved 0/44

Views: 7 day view, 6 week view, 6 month view, Tabular view

Calendar months: January 2020, February 2020, March 2020, April 2020, May 2020, June 2020

Buttons: Submit, Delete, Approve (circled), Not Approve, Accept, Decline, Cancel, Edit

Tip: You can Approve (or Not Approve) multiple placements at the one time by selecting the purple blocks and clicking Approve.

- Once the placement blocks have been Approved, they will turn green and will have a dashed border indicating that they are Tentatively Approved. Placements that were Not Approved will be Yellow:

Legend: Approved (green), Not Approved (yellow), Accepted (blue), Declined (orange), Cancelled (red). Total Selected/Approved 0/44

Views: 7 day view, 6 week view, 6 month view, Tabular view

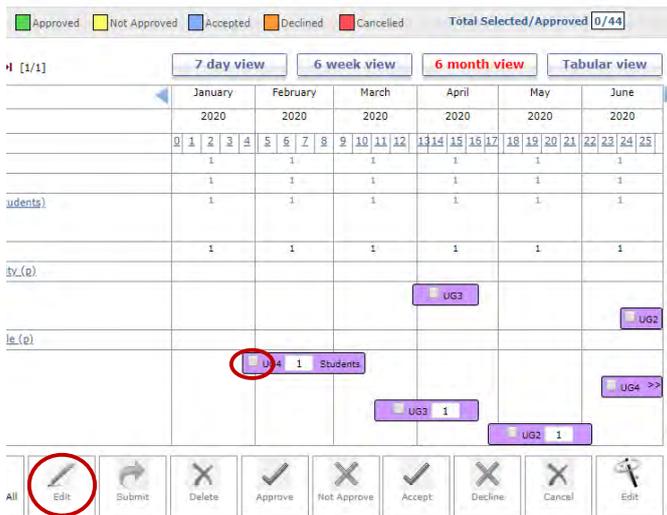
Calendar months: January 2020, February 2020, March 2020, April 2020, May 2020, June 2020

Buttons: Edit, Submit, Delete, Approve, Not Approve, Accept, Decline, Cancel, Edit

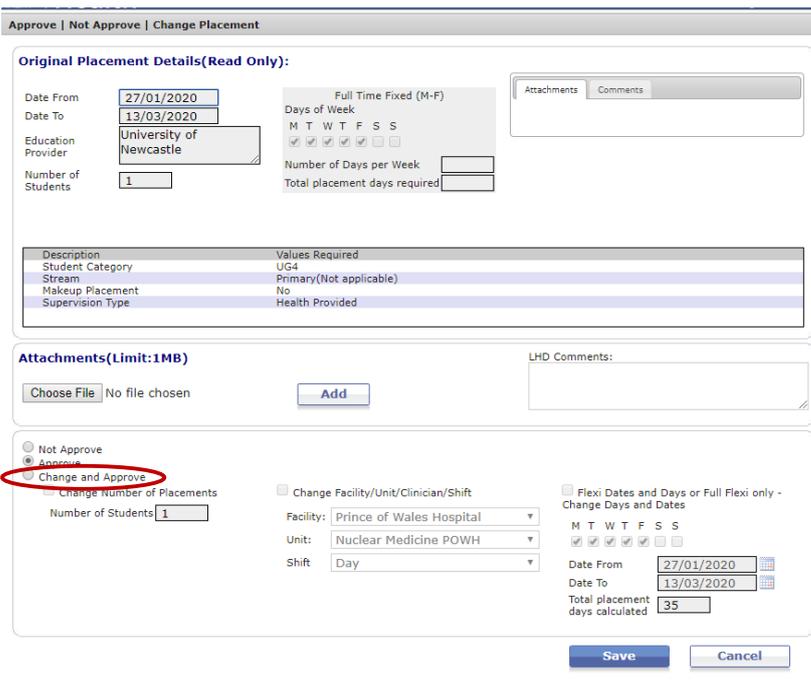
Tip:

- Placements can be Approved/Not Approved as many times as required whilst the window is open.
- When the window closes, any placements that have not been actioned will be Not Approved by ClinConnect.

➤ You can make changes to placements before Approving them by selecting the Edit button first:



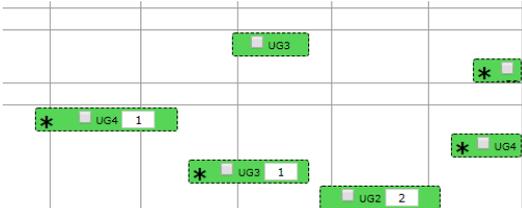
- Select Change and Approve then
- Make the relevant changes on the pop-up screen and Save:



Tip: You can...

- Move the placement to a different location/shift
- Reduce the number of placements
- Change the dates
- Add a comment or attachment

➤ Placements that were changed in some way will have an asterisk (*):



Placements by exception (PbE) and Requested Placements by Exception (RPbE)

- Are created/requested during the Manage Placements window.
- Can start in Cycle 1 and end in Cycle 2.
- Cannot be requested over a calendar year.
- Can be created/requested up to 21 days before they are due to start (called Early Placements.)
- Health Service users must Accept RPbEs up to 21 days before the placement is due to commence.
- If the placement is not Accepted or Declined by 21 days ClinConnect will decline it.
- Health Service Coordinators can create PbEs up to 7 days before they are due to start (called Late Placements.)
- Students must be assigned to early PbEs or Accepted RPbEs by 21 days before the placement is due to commence.
- Students must be assigned to late PbEs within 24 hours of its creation.

Tip: Education Provider users cannot request placements by exception for Medicine. Instead, Education Providers can just perform a normal request (Placement Tasks > Request Placements).

Health Services can Create Placements by Exception for Medicine.

Create placements by exception

- Select Discipline and Cycle and then go to Placement Tasks > Create Placement by Exception



Tip: Education Provider users need to make sure that they select Requested Placement by Exception not Request Placement.

- Enter search criteria:

Tip: You need to enter the exact dates of the placement. If you leave the dates as the start and end dates of the Placement Cycle, you will be requesting one long placement for the entire Cycle.

- Possible placement options are given. Select the placement block you wish to create and click Accept Exception (health users) or Request PbE (education provider users):

	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Southern NSW LHD	2	2	2	2	2	2
Allied Health Assistants	2	2	2	2	2	2
Day	2	2	2	2	2	2

Tip: You can reduce the number of placements you wish to Request by changing the number in the box.

- Before you request or create the PbE, you can edit it first by clicking the Edit button:

The screenshot shows a 'Submit' form with the following sections:

- Request Date Range:** From: 21/10/2013, To: 01/11/2013
- Capacity:** Education Provider: Haven University, Number of Students: 2
- Placement Timing:** Full Time (M-F) selected, Part Time Fixed, Total Placement Days (Fixed Dates, Unknown Days)
- Placement Properties:** Student Category: US 4, Supervision Type: Supervision provided by Health, Requested Stream: Primary (General Inpatients)
- Attachments (Limit: 1MB):** Browse... No file selected., Add
- Further Information and Comments:** (Empty text area)

The 'Accept Exception' button is highlighted with a red circle.

- When you create the PbE, the Placement block will turn blue and will be given a placement ID. The Education Provider can now assign a student:

The screenshot shows a table with columns for 'Approved', 'Accepted', and '7 day view'. A tooltip is displayed over a placement row, showing the following details:

- Placement ID:** 903167, 903168 (circled in red)
- Status:** Accepted
- Education provider:** [Redacted]
- Date range:** 22/07/2019 ~ 13/09/2019
- Days:** Mon, Tue, Wed, Thu, Fri (Full Time Fixed (M-F))
- Total Days Calculated:** 40
- No. of hours per shift:** 8
- Total hours calculated:** 320
- Student category:** Cert III
- Requested Stream:** Primary (Allied Health Assistants)
- Makeup:** No
- Placement by Exception:** Yes
- Supervision Type:** Health Provided
- Attachments:** No
- Comments:** No
- Students assigned:** No

At the bottom of the table, there are buttons for 'Select All', 'Deselect All', 'Edit', and 'Accept Exception'.

Tip: The placement ID can be found by using the hover-over feature (see tips and tricks).

If the placement is no longer required, it will need to be cancelled.

- The Education Provider will receive an automatic email telling them that a Placement by Exception was created.

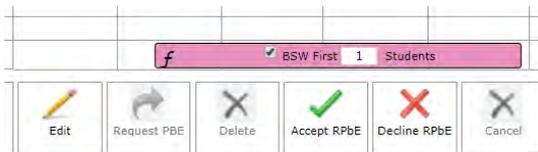
Accept/decline a requested placement by exception

- Select Discipline and Cycle and then go to Placement Tasks > Manage Placements
- Enter search criteria:

The screenshot shows the 'Manage Placements' search interface. It includes search criteria for Placement Id, Student Id, Education Provider, Health Service, Facility, and Unit. There are also date filters for 'Date From' (01/01/2015) and 'Date To' (03/01/2016). The 'Placement Status' dropdown is open, and the 'Requested PBE' option is circled in red.

Tip: When searching for Requested Placements by Exception, select Requested PBE to narrow down the search.

- On the Manage Placements page, select the pink placement block you wish to Accept/Decline and click either the Accept RPbE or Decline RPbE button:



Tip: You can accept/decline Requested Placements by Exception (RPbE) as many times as you like up to 21 days before the start date.

- If you Accepted the placement, it will turn blue.
- If you Declined the placement, it will turn orange.

Make changes to placements

In order to make any changes to placements, you first need to find the placements on the Manage Placements page.

- Select Discipline and Cycle and go to Placement Tasks > Manage Placements:

The screenshot shows the ClinConnect dashboard for a user named nicole.banks@health.nsw.gov.au. The user is logged in as 'Nursing' and is viewing 'Cycle 1 2019 (1 January)'. The 'Placement Tasks' menu is open, and the 'Manage Placements' option is highlighted with a red circle. The dashboard also displays a 'Placement Summary' table with the following data:

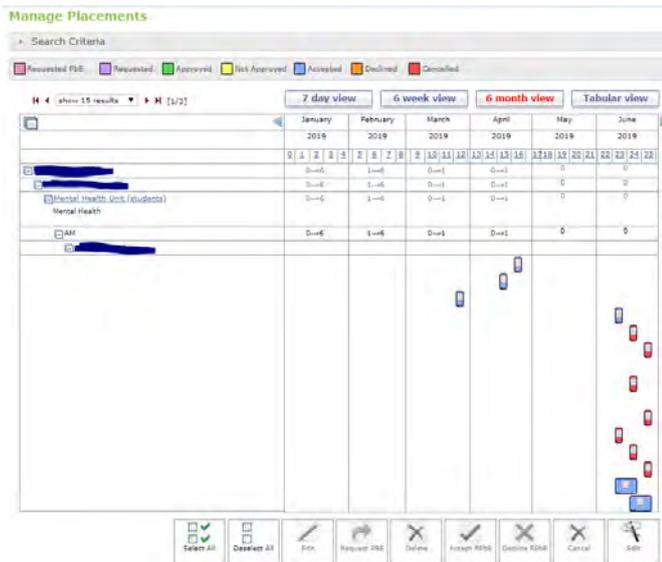
	Requests	Students
Requested	64	89
Accepted	12673	22924

- Enter the search criteria:

The screenshot shows the 'Manage Placements' search criteria page. The page includes search fields for Placement ID and Student ID, and a section for 'Enter Search Criteria' with dropdown menus for Education Provider, Health Service, Facility, and Unit. There are also checkboxes for Placement Status and Date From/To. Two blue callout boxes provide tips:

- Tip: if you know the Placement ID, you can search for it here. You can also search for the Student ID if the student is assigned to a placement.
- Tip: Select different placement statuses to find what you're looking for more quickly.

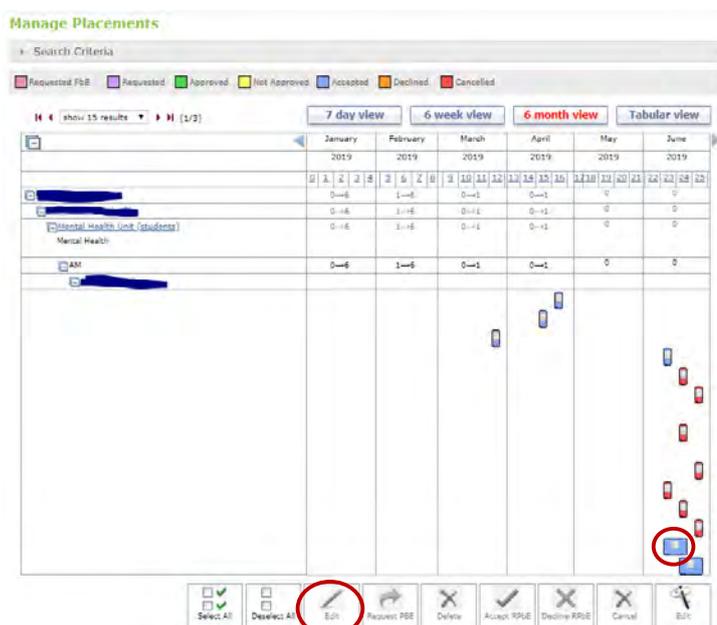
- The placements that you've searched for are shown on the Manage Placements page:



If you receive a 'No results available' message, you will need to change what you are searching for.



- On the Manage Placements page, select the placement you wish to change by putting a tick in the box and click the Edit button:



- The Edit pop-up will then be displayed ready for you to make the relevant changes:

Edit Accepted Placement

List of Placements

Placement ID	Student Number	First Name	Last Name
<input checked="" type="checkbox"/> 936707			
<input checked="" type="checkbox"/> 936708			
<input checked="" type="checkbox"/> 936709			
<input checked="" type="checkbox"/> 936710			

Comments:

Attachments

No file chosen

Original Details

Date From: Date To:

Days: M T W T F S S

Total placement days required over selected block:

Placement Dates

From: To:

Maximum available placement days calculated:

Total placement days:

Placement Timing

Full Time Fixed (M-F)
 Full Time/Part Time Fixed (M-S)
 Flexi Dates and Days (M-F)

Days: M T W T F S S

Full Flexi (M-S)

Change Placements to Another Student Category

Student Category:

Change Placements to Another Supervision Type

Supervision Type:

Move Placements to Another Unit/Shift

Stream:
Facility:
Unit:
Shift:

Tip: You can select/deselect the placement/s you wish to make changes for.

Change the end date

- The end date can be changed up until the end date of the placement.
- End dates can be changed to a later or earlier date as long as there is available capacity.
- The end date must fall on a selected placement day. For example, you can't change an end date to a Friday if the placement is only Tue and Thu.

List of Placements

Placement ID	Student Number	First Name	Last Name
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]

Comments:

Attachments

No file chosen

Original Details

Date From:

Date To:

Days: M T W T F S S

Total placement days required over selected block:

Change Placement End Date

From:

To:

Placement days calculated:

Change Placements to Another Student Category

Student Category:

Move Placements to Another Unit/Shift

Facility:

Unit:

Shift:

Tip: If you only need to make changes to some of the placements in the block, uncheck the ones you do not want to change.

Original Details

Date From:

Date To:

Days: M T W T F S S

Total placement days required over selected block:

Placement Dates

From:

To:

Maximum available placement days calculated:

Total placement days:

Placement Timing

Full Time Fixed (M-F)

Full Time/Part Time Fixed (M-S)

Flexi Dates and Days (M-F)

M T W T F S S

Full Flexi (M-S)

Tip: If the placement is a flexi placement, you might need to reduce the number of days too.

Change the student category

- Health Service Users can change the student category up until the start date of the placement.
- Health Service Coordinators can change the student category up until the end date of the placement.

Edit Accepted Placement

List of Placements

Placement ID	Student Number	First Name	Last Name
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]
<input checked="" type="checkbox"/> 729	[REDACTED]	[REDACTED]	[REDACTED]

Comments:

Attachments

No file chosen

Original Details

Date From: 10/06/2019 Date To: 28/06/2019

Days: M T W T F S S

Total placement days required over selected block:

Change Placement End Date

From: 10/06/2019 To: 28/06/2019

Placement days calculated: 15

Change Placements to Another Student Category

Student Category: Nursing 1

Move Placements to Another Unit/Shift

Facility: Calvary Health Care Kogarah
Unit: Geriatric Rehab
Shift: AM

Tip: If you only need to make changes to some of the placements in the block, uncheck the ones you do not want to change.

Tip: If a student category is missing from the drop down list, you will need to add it to the Unit/Clinician profile first.

Change the supervision type

- Health Service Users can change the supervision type up until the start date of the placement.
- Health Service Coordinators can change the supervision type up until the end date of the placement.
- You can only change the supervision type to one that is available on the Unit profile.

Edit Accepted Placement

List of Placements

	Placement ID	Student Number	First Name	Last Name
<input checked="" type="checkbox"/>	988			
<input checked="" type="checkbox"/>	989			

Comments:

Attachments

No file chosen

Original Details

Date From: 24/02/2020
Date To: 10/04/2020
Days: M T W T F S S

Total placement days required over selected block: 14

Placement Dates

From: 24/02/2020
To: 10/04/2020
Maximum available placement days calculated: 35
Total placement days: 14

Placement Timing

Full Time Fixed (M-F)
 Full Time/Part Time Fixed (M-S)
 Flexi Dates and Days (M-F)
M T W T F S S

 Full Flexi (M-S)

Change Placements to Another Student Category

Student Category: GEM2

Change Placements to Another Supervision Type

Supervision Type: **Health Provided**

Move Placements to Another Unit/Shift

Stream: Adult only
Facility: Port Kembla Hospital
Unit: PKH
Clinician: Speech Pathologist 1
Shift: Day

Move placements to a different location and stream

- You will only be given options that can accommodate the placement based on having the same student category, supervision type, placement days and available capacity.
- Health Service Users can move placements up until the start date of the placement.
- Health Service Coordinators can move placements up until the end date of the placement.

The screenshot shows the 'Edit Accepted Placement' form. At the top, there is a 'List of Placements' table with columns for Placement ID, Student Number, First Name, and Last Name. Below this are 'Check All' and 'Uncheck All' buttons. The form is divided into several sections: 'Comments' with a text area and 'Attachments' with a 'Choose File' button. The 'Original Details' section includes 'Date From', 'Date To', 'Days' (with checkboxes for M, T, W, T, F, S, S), and 'Total placement days required over selected blocks'. The 'Change Placement End Date' section includes 'From' and 'To' date pickers and a 'Placement days calculated' field. Below these are three sections for changing placement details: 'Change Placements to Another Student Category' (with a dropdown for 'UG3'), 'Change Placements to Another Supervision Type' (with a dropdown for 'Health Provided'), and 'Move Placements to Another Unit/Shift' (with dropdowns for 'Stream', 'Facility', 'Unit', and 'Shift'). The 'Stream' dropdown is circled in red, and its menu is open, showing 'Eye disorders' selected. At the bottom are 'Save' and 'Cancel' buttons.

Remember: You may need to uncheck any placements you do not want to move.

Tip: If you don't know the stream of the unit you wish to move the placement to, just use 'Select All'.

Tip: If a unit/clinician is not available in this list, it may be because there is no capacity; or the new unit/clinician does not have the same stream, supervision type, student category or available placement days.

In these cases, to be able to move the placement, you will first need to increase the capacity (View/Manage Capacity Variation) or change the information on the unit/clinician profile.

Add comments and attachments to placements

- Comments and attachments can be added at any time.

The screenshot shows the 'Edit Accepted Placement' window. At the top, there is a 'List of Placements' table with columns for Placement ID, Student Number, First Name, and Last Name. Below the table are 'Check All' and 'Uncheck All' buttons. The 'Comments' section features a text area and two tabs: 'Attachments' and 'Comments', with the 'Attachments' tab highlighted by a red circle. Below this is the 'Attachments' section with a 'Choose File' button and an 'Add' button. The 'Original Details' section includes 'Date From' (10/06/2019) and 'Date To' (28/06/2019) fields, a 'Days' selector (MTWTFSS), and a 'Total placement days required over selected block' field. The 'Change Placement End Date' section includes 'From' (10/06/2019) and 'To' (28/06/2019) fields, and a 'Placement days calculated' field showing '15'. The 'Change Placements to Another Student Category' section has a 'Student Category' dropdown set to 'Nursing 1'. The 'Move Placements to Another Unit/Shift' section has 'Facility' (Calvary Health Care Kogarah), 'Unit' (Geriatric Rehab), and 'Shift' (AM) dropdowns. At the bottom right are 'Save' and 'Cancel' buttons.

Tip: Previously entered comments and attachments can be viewed here.

Change the start date for a flexi placement

All Health Service Users

- The start date cannot be changed to a date earlier than the original start date
- The start date cannot be changed after the placement has commenced

Placement ID	Student Number	First Name
936707		

Check All | Uncheck All

Comments: Attachments | Comments

Attachments: Choose File | No file chosen | Add

Original Details

Date From: 09/09/2019

Date To: 16/10/2019

Days: M T W T F S S

Total placement days required over selected block: 8

Placement Dates

From: 16/09/2019

To: 18/10/2019

Placement days calculated: 8

Placement Timing

Full Time Fixed (M-F)
 Full Time/Part Time Fixed (M-S)
 Flexi Dates and Days (M-F)
 M T W T F S S

 Full Flexi (M-S)

Change Placements to Another Student Category

Student Category: UG Final

Move Placements to Another Unit/Shift

Facility: Gosford Hospital
 Unit: Nutrition Services Community
 Shift: Day

Remember: You may need to first uncheck any placements you do not want to change the dates for.

Change the number of days for a flexi placement

- The number of days can be changed for a flexi placement up until the end date of the placement
- The number of placement days can be increased or decreased.
- The number of placement days cannot be:
 - more than the 'Maximum available placement days calculated' for Full Flexi placements
 - the same or more as the 'Maximum available placement days calculated' for Flexi Dates and Days placements.

Edit Accepted Placement

Placement ID	Student Number	First Name	Last Name
<input checked="" type="checkbox"/> 936707			
<input checked="" type="checkbox"/> 936708			
<input checked="" type="checkbox"/> 936709			

Check All | Uncheck All

Comments: Attachments | Comments

Attachments: Browse... | Add

Original Details

Date From: 02/12/2019

Date To: 27/12/2019

Days: M T W T F S S

Total placement days required over selected block: 9

Placement Dates

From: 02/12/2019

To: 27/12/2019

Maximum available placement days calculated: 20

Total placement days: 9

Placement Timing

Full Time Fixed (M-F)
 Full Time/Part Time Fixed (M-S)
 Flexi Dates and Days (M-F)
 M T W T F S S

 Full Flexi (M-S)

Change Placements to Another Student Category

Student Category: UG3

Change Placements to Another Supervision Type

Supervision Type: Health Provided

Move Placements to Another Unit/Shift

Stream: Eye Infections
 Facility: Wollongong Hospital
 Unit: Optometry 2
 Shift: Day

Change a flexi placement to a different placement timing such as full-time, part-time or the other flexi type

- Flexi placements can be changed into Full or Part-Time or the other Flexi type up until the end date of the placement.
- Placements should only be changed to reflect the students planned or actual attendance.

The screenshot shows the 'Edit Accepted Placement' window with the following sections:

- List of Placements:** A table with columns for Placement ID, Student Number, First Name, and Last Name. Three rows are visible, all checked. Below the table are 'Check All' and 'Uncheck All' buttons.
- Comments:** A text area for comments and an 'Attachments' section with a 'Browse...' button and an 'Add' button.
- Original Details:** Fields for 'Date From' (02/12/2019) and 'Date To' (27/12/2019). A 'Days' row with checkboxes for M, T, W, T, F, S, S. A 'Total placement days required over selected block' field with the value 9.
- Placement Dates:** Fields for 'From' (02/12/2019) and 'To' (27/12/2019). A 'Maximum available placement days calculated' field with the value 20. A 'Total placement days' field with the value 9.
- Placement Timing:** A section circled in red containing three radio button options: 'Full Time Fixed (M-F)', 'Full Time/Part-Time Fixed (M-S)', and 'Flexi Dates and Days (M-F)'. The 'Flexi Dates and Days (M-F)' option is selected. Below these are checkboxes for days M, T, W, T, F, S, S and a 'Full Flexi (M-S)' radio button.
- Change Placements to Another Student Category:** A dropdown menu showing 'UG3'.
- Change Placements to Another Supervision Type:** A dropdown menu showing 'Health Provided'.
- Move Placements to Another Unit/Shift:** Four dropdown menus for 'Stream' (Eye Infections), 'Facility' (Wollongong Hospital), 'Unit' (Optometry 2), and 'Shift' (Day).

At the bottom right, there are 'Save' and 'Cancel' buttons.

Cancel placements

Placements can be cancelled by a Health or Education Provider user up until the day before the placement is due to start.

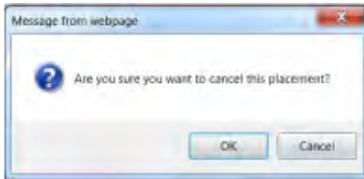
If a Health user cancels a placement, capacity will not be returned.

If an Education Provider user cancels a placement, capacity will be returned.

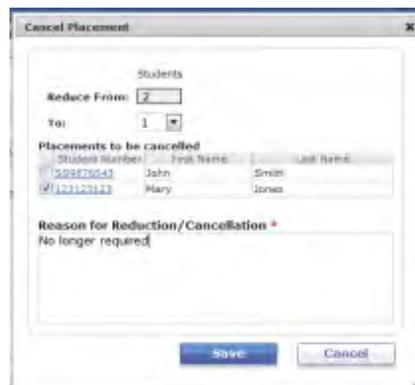
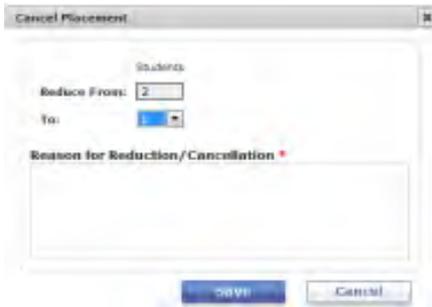
- On the Manage Placements page, select the placement block you wish to cancel by putting a tick in the box.
- Click the Cancel button:

The screenshot shows the 'Manage Placements' interface. At the top, there is a search criteria section with a legend for placement statuses: Requested PBE (red), Requested (purple), Approved (green), Not Approved (yellow), Accepted (blue), Declined (orange), and Cancelled (red). Below this, there are view options: 7 day view, 6 week view, 6 month view (selected), and Tabular view. The main area is a calendar grid for 2019, with columns for each month. The grid shows placement blocks with dates and times. A red circle highlights the 'Cancel' button in the bottom toolbar, which is located next to other action buttons like 'Select All', 'Deselect All', 'Edit', 'Request PBE', 'Delete', 'Accept PBE', 'Decline PBE', and 'Edit'.

- Click OK:



- Enter the new placement total in the To box. (For example, if there are 2 placements in the block and you want to cancel 1, you would enter 1 in the To box)
- Enter a reason for cancellation and Save:



Tip: If there are students assigned, you can choose which students you would like to cancel

Tip: ClinConnect will ask you to cancel placements without students assigned before placements with students assigned.

- Once the placement has been cancelled, the placement block will turn red:

26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
2				0→2					0					0→2								0→2
2				0→2					0					0→2								0→2
2				0→2					0					0→2								0→2
2				0→2					0					0→2								0→2

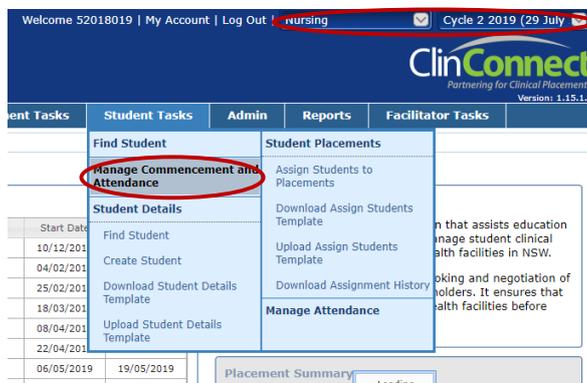
Tip: Any placements not cancelled in a placement block will remain blue.

Placement commencement and daily attendance

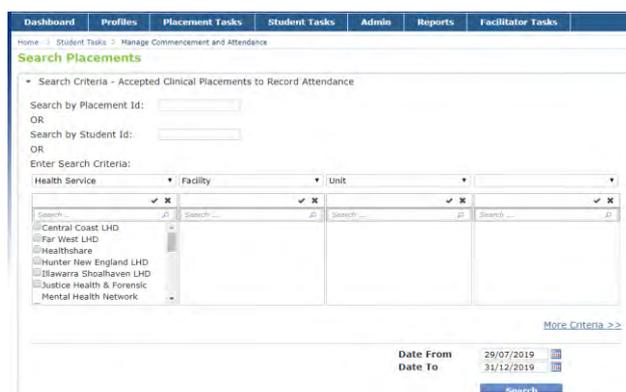
- Health Service users can mark the commencement of placements after they start.
- The placement can be marked as either Commenced or Not Commenced.
- Health Service users and Education Provider users can record the Daily Attendance for placements.
- Daily attendance can only be recorded if the placement has been marked as Commenced.

Find placements to mark commencement and enter attendance

- Select Discipline and Cycle and then go to Student Tasks > Manage Commencement and Attendance (or View Attendance for Education Providers):



- Search for the placements:



Mark placement commencement

- Select the placements you wish to mark the commencement for and then click the Commenced Placement or Not Commenced button:

Search Placements

Search Criteria - Accepted Clinical Placements to Record Attendance

Placement Id	Health Service	Facility	Unit	Shift Hours	Student Category	Placement Start	Placement End	Student ID	First Name	Last Name	Sub Discipline	Commencement
62907	Far West LHD	Broken Hill Hospital	Emergency Medicine and Critical Care	Full Day/8	UG4	23/09/2019	11/10/2019				Medicine	Not Marked

Columns Page 1 of 1

Select All
 Deselect All
 Commenced Placement
 Not Marked
 Not Commenced
 Daily Attendance

Search Placements

Search Criteria - Accepted Clinical Placements to Record Attendance

Placement Id	Health Service	Facility	Unit	Shift Hours	Student Category	Placement Start	Placement End	Student ID	First Name	Last Name	Sub Discipline	Commencement
62907	Far West LHD	Broken Hill Hospital	Emergency Medicine and Critical Care	Full Day/8	UG3	1/01/2019	28/06/2019	5351340				Commenced

Columns Page 1 of 1

Select All
 Deselect All
 Commenced Placement
 Not Marked
 Not Commenced
 Daily Attendance

Tip: Not Marked is the default for placements. If you realise you have made a mistake, you can change a Commenced or Not Commenced placement back to Not Marked.

- If the student did not commence their placement, you will then have to provide a reason and comment:

Not Commenced Reason ✕

No Show
 Turned Away by Health

Select Reason ▼

Comments

Page 2 of 5

Select All
 Deselect All
 Commenced Placement
 Not Marked
 Not Commenced
 Daily Attendance

Tip: You must click Commenced or Not Commenced for every page. You can't select all and then click Commenced at the end as it won't have marked the previous pages.

Mark daily attendance

Daily attendance can only be entered once the placement has been marked as Commenced.

- Select the placement you want to mark the daily attendance for and then click the Daily Attendance button:

Search Placements

Search Criteria - Accepted Clinical Placements to Record Attendance

Placement Id	Health Service	Facility	Unit	Shift/Hours	Student Category	Placement Start	Placement End	Student ID	First Name	Last Name	Sub Discipline	Commencem
<input checked="" type="checkbox"/> 7	Far West LHD	Broken Hill Hospital	Emergency Medicine and Critical Care	Full Day/8	UG3	1/01/2019	28/06/2019	5351340				Commenced

Columns Page 1 of 1

Select All
 Deselect All
 Commenced Placement
 Not Marked
 Not Commenced
 Daily Attendance

Tip: Daily attendance cannot be marked for the Flexible placement types – it can only be entered for Full-Time and Part-Time placements.

- Select the day/s that the student did not attend (these will become red) then Save and Close:

Record Daily Attendance

Highlighted are the date ranges applicable to selected clinical placements.
For attendance marking, click on a date to change its status.

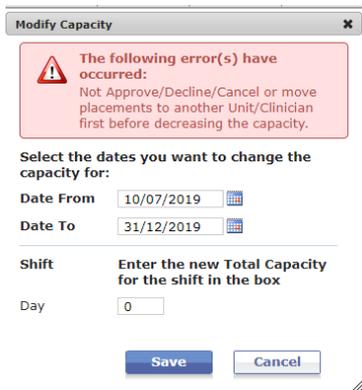
Attended
 Not Attended

April 2019							May 2019							June 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

July 2019							August 2019							September 2019						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29
29	30	31												30						

Tips and troubleshooting

Qu: I'm trying to reduce my capacity for a period of time but I am receiving this error message. What does it mean and what do I do?



A: This error message is telling you that there are Approved, Accepted, Requested Placements by Exception or Health Cancelled placements that are using capacity. To reduce the capacity, you need to Not Approve, Decline, Cancel or move the placements first. Remember, you will need to leave enough capacity to accommodate any placements that were cancelled by Health.

Tip: Each day, can have different capacity. In this example, there is room for one placement on Thursday and Friday but not Monday, Tuesday or Wednesday.

7 day view		6 week view		6 month view		Tabular view	
16/09/2019	17/09/2019	18/09/2019	19/09/2019	20/09/2019	21/09/2019	22/09/2019	
week 37	week 37	week 37	week 37	week 37	week 37	week 37	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
0/2	0/2	0/2	1/2	1/2			
0/2	0/2	0/2	1/2	1/2			
0/2	0/2	0/2	1/2	1/2			
0/2	0/2	0/2	1/2	1/2			
0/2	0/2	0/2	1/2	1/2			

Select All

Deselect All

Modify Capacity

Capacity History

Tip: You can 'zoom in' by clicking the 6 week view or 7 day view to find weekly or daily capacity.

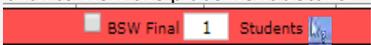
Qu: How do I find out if placements were cancelled by Health?

A: Go to Placement Tasks > Manage Placements and find the cancelled block. Then either use the hover-over feature or double click on the placement block

0→1	0→1	0→1	0→1	0→1	0→2
0→1	0→1	0→1	0→1	0→1	0→2
BSW Final 1 Students					

Hover over feature

Hover your cursor over the placement block until it turns into an arrow and a question mark (?) then left click to view the placement details.



Placement ID: [REDACTED]
Status: Cancelled By Health Service
 1 Accepted, 1 Cancelled
Education provider: [REDACTED]
Date range: 01/07/2019 ~ 27/12/2019
Days: Mon,Tue,Wed,Thu,Fri (Full Time Fixed (M-F))
Total Days Calculated: 130
No. of hours per shift: 8
Total hours calculated: 1040
Student category: BSW Final
Requested Stream: Primary(Not applicable)
Makeup: Yes
Placement by Exception: Yes
Supervision Type: Health Provided
Attachments: No
Comments: Yes
Students assigned: No

Double click on the block the bring up the Placement History

Status	Shift	Health Service	Facility	Unit	Clinician	Start Date	End Date	Placement Timing (Days)	Students/Category
Accepted	Day	HNELHD	HSE Mental Health	Armidale Mental Health Service	Level 3 Social Worker	01/07/2019	27/12/2019	Full Time Fixed (M-F) (Mon,Tue,Wed,Thu,Fri)	1/BSW Final
Changed After Accepted	Day	HNELHD	HSE Mental Health	Armidale Mental Health Service	Level 3 Social Worker	01/07/2019	27/12/2019	Full Time Fixed (M-F) (Mon,Tue,Wed,Thu,Fri)	1/BSW Final
Cancelled By Health Service	Day	HNELHD	HSE Mental Health	Armidale Mental Health Service	Level 3 Social Worker	01/07/2019	27/12/2019	Full Time Fixed (M-F) (Mon,Tue,Wed,Thu,Fri)	1/BSW Final

Qu: I'm trying to change my availability from full-time to part-time and I am getting this error message. What does it mean and what do I need to do?

Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day	8	Full Time Fix		☑	☑	☑	☑	☑	☐	☐	2

The following error(s) have occurred:

- Mode cannot be changed for Shift 'Day' as there are existing requested/approved/accepted placements.
- Thursday cannot be changed for Shift 'Day' as there are existing requested/approved/accepted placements.

A: This message is telling you that there are current or future placements utilising the Full-Time placement timing (mode) and also Thursdays. Until you not approve, cancel, decline or move those placements, you will not be able to change the placement timing or the days of the week.

Qu: I am trying to reduce the capacity on my Unit/Clinician profile and I am getting this error message. What does it mean and what do I need to do?



Shift	Hours	Mode	Days per Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Capacity
Day	8	Full Time Fix		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2				

 **The following error(s) have occurred:**
Capacity for Shift 'Day' cannot be less than 2 as there are either 'active placements' or 'placements cancelled by a Health user' that are utilising the capacity.

A: This message is telling you that there are current or future placements that are utilising the capacity. Until you not approve, cancel, decline or move these placements, you will not be able to change the capacity.

If the placements were Health Cancellations, you will need to leave some capacity to accommodate them. In this case, you might have to reduce the capacity on the View/Manage Capacity variation page instead.

Qu: I am trying to remove a student category but I am getting this error message. What does it mean and what do I need to do?

 **The following error(s) have occurred:**
Existing Student Categories cannot be removed as there are some requested/approved/accepted placements for shift 'Day'

A: This message is telling you that there are current or future placements that are utilising the student category. Until you change them to a different student category, move them to a different location or cancel them, you won't be able to remove the student category.

Qu: I want to update my capacity for Mondays only. Is there any easy way I can do this?

A: Unfortunately at this stage there is no easy way to do so. On the View and Manage Capacity variation page you can only select all days between two dates. You can't filter out only Mondays between those dates. For now, you will need to update each Monday separately.

Qu: I'm trying to approve this placement. Why is the Approve button not lighting up?

The screenshot shows a software interface for managing placements. At the top, there are status filters: Approved (green), Not Approved (yellow), Accepted (blue), Declined (orange), and Cancelled (red). Below these are view options: 7 day view, 6 week view, and 5 month view. The main area is a calendar grid for the year 2020, with columns for January, February, March, and April. The days of the month are listed in the first row. A yellow placement labeled 'UG' is shown in the February column. At the bottom, there are four buttons: 'Select All' (with a green checkmark), 'Deselect All' (with a grey square), 'Edit' (with a pencil icon), and 'Approve' (with a checkmark icon). The 'Approve' button is greyed out, indicating it is disabled.

A: This placement was Not Approved during round 1. You are only able to Approve purple Requested placements or yellow placements with a dashed border. The yellow placement above cannot be reused. If you do wish to take a placement at that time, a Placement by Exception will need to be created in the Manage Placements window.

Qu: I'm trying to create a Placement By Exception but ClinConnect is giving me two placement blocks instead of one. Why is this?

July	August	September	October	November	December																					
2019			2019																							
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	
4						4			0				0						0→4					4		
4						4			0				0						0→4					4		
4						4			0				0						0→4					4		
4						4			0				0						0→4					4		
UG Final 4												UG Final														

A: The reason is because there is no capacity in September and October. The capacity will need to be updated first.

Qu: I'm trying to create a Placement by Exception and ClinConnect is giving me less placements than I want. I want all 4 not just 2. What do I do?

July	August	September	October	November	December																					
2019			2019																							
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	
4						4			2				2						0→4					4		
4						4			2				2						0→4					4		
4						4			2				2						0→4					4		
4						4			2				2						0→4					4		
UG Final 2												Students														

A: ClinConnect is only offering you two placements because this is what can be accommodated for the whole time between the start and end dates you are requesting. The capacity would need to be increased first to accommodate 4 placements for the entire time.

Qu: I'm creating a Placement by Exception but ClinConnect is giving me a different start date to the one I entered. Why is this?

Start date: 19/08/2019

Start date: 2/09/2019

From: 19/08/2019 To: 11/10/2019

Education Provider: University of Newcastle

Placement Timing: Full Time Fixed (M-F)

Suggest placements by: Placement Duration

Search

Placement ID: 4 Unsubmitted
 Status: Unsubmitted
 Education provider: University of Newcastle
 Date range: 02/09/2019 ~ 11/10/2019
 Days: Mon, Tue, Wed, Thu, Fri (Full Time Fixed (M-F))
 Total Days Calculated: 30
 No. of hours per shift: 8
 Total hours calculated: 240
 Student category: UG Final
 Requested Stream: Primary (Individual Case Management)
 Makeup: No
 Placement by Exception: Yes
 Supervision Type: Health Provided
 Attachments: No
 Comments: No
 Students assigned: No

August 2019	September 2019	October 2019
0-4	4	0-4
0-4	4	0-4
0-4	4	0-4
0-4	4	0-4
0-4	4	0-4
UG Final 4		

A: ClinConnect has 'trimmed' the placement because there is no capacity between the 19/08 and 1/09. The capacity would need to be modified first to accommodate the earlier start date.

If there is enough capacity, ClinConnect defaults the start date of the placement to the first day of the week (i.e Monday.) If a placement is Tue/Thu, ClinConnect will default the start date to the Tuesday. You just need to 'Edit' the placement before you create it.

Qu: I am trying to create a Placement by Exception and am getting a 'No Results' message but a unit option still comes up. What does this mean?

Request Placement

Search Criteria

Information
No results are available for the given criteria. Please change the criteria and try again.

show 15 results [1/1]

7 day view 6 week view 6 month view Tabular view

	Aug 4-Aug 10	Aug 11-Aug 17	Aug 18-Aug 24	Aug 25-Aug 31	Sep 1-Sep 7	Sep 8-Sep 14
Central Coast LHD	0-4	0	4	4	4	4
Gosford Hospital	0-4	0	4	4	4	4
Nutrition Services Clinical (students) Individual Case Management	0-4	0	4	4	4	4
Day	0-4	0	4	4	4	4

A: This means that capacity is not available for the whole time. If you 'zoom in' you can see that some days have capacity whereas others don't.

7 day view 6 week view 6 month view Tabular view

	5/08/2019	6/08/2019	7/08/2019	8/08/2019	9/08/2019	10/08/2019	11/08/2019
week 31	week 31	week 31	week 31	week 31	week 31	week 31	week 31
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
4	4	0	0	0			
4	4	0	0	0			
4	4	0	0	0			
4	4	0	0	0			

Qu: I want to create both placement blocks for two students each. Why is ClinConnect giving me an insufficient available capacity message?

The following error(s) have occurred:
There is insufficient available capacity for this action. Please ensure available capacity is equal to or greater than the requested number of placements.

Requested PbE Requested Approved Not Approved Accepted Declined Cancelled

show 15 results [1/1] 7 day view 6 week view 6 month view Tabular view

	Aug 11-Aug 17 week 32	Aug 18-Aug 24 week 33	Aug 25-Aug 31 week 34	Sep 1-Sep 7 week 35	Sep 8-Sep 14 week 36	Sep 15-Sep 21 week 37
	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
Central Coast LHD	0	2	2	2	2	2
Gosford Hospital	0	2	2	2	2	2
Nutrition Services Foodservices (students) Food Services	0	2	2	2	2	2
Day	0	2	2	2	2	2
			UG3 2 Students			
			UG Final 2 Students			

A: This is because you are trying to create 4 placements when there is only a capacity of 2. If all four are to be accommodated, then the capacity would need to be increased first.

Qu: I'm trying to create a Placement by Exception and am getting a No Results message. Why is this?

Request Placement

Search Criteria

Information
No results are available for the given criteria. Please change the criteria and try again.

7 day view 6 week view 6 month view Tabular view

	Aug 4-Aug 10 week 31	Aug 11-Aug 17 week 32	Aug 18-Aug 24 week 33	Aug 25-Aug 31 week 34	Sep 1-Sep 7 week 35	Sep 8-Sep 14 week 36
	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S

It can mean two things:

1. The unit/clinician profile is not set up to take that student category, stream, supervision type, placement days or placement timing you are searching for. If this is the case, you will need to add the information to the Unit/Clinician profile first.
2. There is no capacity for the entire duration of the placement. If this is the case, you will need to increase the capacity first.

Qu: I've just created a Unit Profile with capacity, so why isn't the Unit coming up as an option to create a PbE?

Check:

1. That the unit profile is active.
2. If it is in a discipline that assigns placements to a Clinician, then make sure that the Clinician profile is active. If there isn't one there, you will need to create it first.

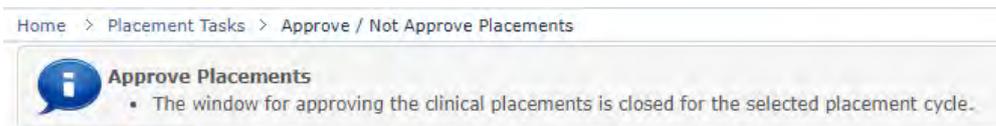
Qu: I'm trying to create a placement, why is the Education Provider not showing up as an option on my page?

Questions to ask yourself:

- Is there a Student Placement Agreement in place for your organisation and the Education Provider?
- Is it currently active ie has not expired?
- Does it contain the discipline that you are trying to request the placement for?

Contact your [ClinConnect Coordinator](#) for assistance.

Qu: I am trying to accept / decline a requested placement by exception but I'm getting a message that the Approve window is closed.



A: Requested placements by exception need to be accepted or declined on the Manage Placements page. Go to Placement Tasks > Manage Placements.

