Placements
Placement Management System

How to submit your application for self-arranged Observership placement

NOTE If you have split your Observership into X2 placements, you must submit an application for EACH placement

Step 1. Log into Placements:  http://placements.uq.edu.au

Click on the Staff and Students button to log in via Single Sign On

*If you’re unable to log in email: itsupportdesk@its.uq.edu.au
### Step 2: Navigate the Homepage

**To Do**

- Information required for MED - Annual Student Requirements - Criminal History
- Information required for High Risk Immunisation form - Mandatory vaccination evidence
- Information required for MED - Annual Student Requirements - Prerequisites
- Self Placement submission open for Observership 2019 - Onshore
- Agency Preferences are now open for Observership 2019 - Onshore. Closes on: May 31, 2019

**Important!**

The *To Do* list
Step 3: Click the link on the Homepage when ready to submit your application

Self Placement submission open for Observership 2019 - Onshore

**NOTE** If you have split your Observership into X2 placements, you must submit an application for **EACH** placement
Step 4: Enter details of placement

Start and end dates must be between **11 November 2019** and **30 January 2020**.

Ensure ‘Duration’ is accurate number of days of your placement.

‘Agency name’ is the hospital/clinic/facility you will be attending.

Provide the email address of your preceptor.
Step 5: Attach completed Student Placement Agreement

Instructions on how to complete the Student Placement Agreement (SPA) correctly are [here](#).

- Attach your completed Student Placement Agreement (SPA) here.
- Submit your application to the placements team.

**NOTE** If you have split your Observership into X2 placements, you must submit an application for **EACH** placement.
## Step 6: Return to Homepage after Self Placement Submission is successful

Once you have submitted an application, this symbol will change from an > to a circled number. This number reflects how many Self Placement applications you have submitted.

When your application has been through the approval process, you will receive an email from the Placement team confirming if your Observership has received approval or requires further information. Please allow several weeks for the approval process.