Placements

Medicine Student Handbook
For student use
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Introduction
Introduction

This handbook has been created to assist MD (Phase 2) students in the use of the Placements system. It outlines how to use the system and key information relating to items such as preferencing and understanding your clinical placement allocations.

Detailed information relating to the MD Phase 2 is available on the MD website.
Module 1

General Navigation
Module 1.1 – Logging in to Placements

✧ URL for logging in: https://my.uq.edu.au/node/200/1#1

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
Module 1.2

Home Screen Navigation
Module 1.2 – Student Home Screen

UQ Placements System
Student Home Screen – Generic View

- Toolbar
- Confirmed pane
- To Do list
- Available pane
- Notifications list
- User Account menu

To Do:
- Information required for Compliance for clinical placement - Security Checks and Placement Requirements
- Student survey on placement - Z8 is awaiting your response.
- Agency Preferences are now open for 3rd Year Medicine Placements. Closing on: 19/12/2016.
- Placement Block Preferences are now open for 3rd Year Medicine Placements. Closing on: 31/12/2016.

Notifications:
Message Board - Message Board: Timesheet and placement evaluation Students, Please ensure you have completed your timesheet, CSAT & Review to be handed in to placement coordinator within 1 week of completing placement.
Placement Preferences for sid-test close on 19/11/2017. Don't miss out!

You have been assigned to Western Hospital to start: 6/02/2017.
Module 1.2 – Student Home Screen Breakdown

**Toolbar** – shows all the available pages. Clicking on a specific page in the Toolbar will take you to that page.

**Confirmed Pane** – displays your confirmed upcoming placement, this will only be visible once your placement has been confirmed.

* The confirmed pane only shows your next upcoming placement. To view all your confirmed placements click the “view all confirmed” button.
Module 1.2 – Student Home Screen Breakdown cont.

**To Do list** – displays all the items you need to complete. The items will remain here until they have been actioned. Clicking on each item will take you to the relevant page for the To Do item.

**User Account menu** – Clicking on the drop down arrow next to your name will display links to your details, help and log out. Clicking any of these links will take you to the page for that link.
Module 1.2 – Student Home Screen Breakdown cont.

Available pane – shows the type of placement opportunities available. You will only see information in this pane if your Faculty/School/Discipline advertises placements.

Notifications list – displays all your placement notifications including: Message board, Nominated placements, Change requests. Clicking on the notification will take you to the relevant page for that notification.
Module 1.3

Uploading Documents
Module 1.3 – Uploading Documents

If it is a requirement that certain documents are uploaded into Placements follow the below instructions.

1. Click on the specific item within your To Do list
2. Navigate down the Student details page to find where you need to upload your document. Files can either be selected or dragged and dropped into the attachment area.

Please note: Multi page documents need to be loaded as one attachment. On most pages, only one document can be loaded per field.

Submit – once you’ve loaded your file
Cancel – to return to the home page
Reset – to remove the file that has been loaded
Module 2

Preferencing
Module 2 – Preferencing Introduction

Is Preferencing mandatory?
Preferencing is not mandatory, however completing preferencing allows you to provide information on where you would most like to be allocated to complete your Clinical Placements.

Will I be able to see how many people have placed first preferences for each Clinical Unit?
No, this information is not available in real time within the Placements system. Preferences need to be submitted based on the outcome you hope to achieve. Modifying your preference based on how many others have also preferenced a particular Clinical Unit may in some cases impact negatively on your chance of getting that preference.

In response to student feedback, the Faculty have published historical placement data (see below). On the two dates as shown below, the Faculty will publish reports that outline how many students have preferenced each Clinical Unit and Semester/Elective block. Students should be aware that these reports are potentially misleading, since they are current only at the time of production, while students will continue to preference throughout the preferencing period.

Year 3 Reports: Published midday on Wednesday 13 June and Tuesday 19 June
Year 4 Reports: Published midday on Tuesday 12 June and Friday 15 June

Note: Click the Preferencing tab here to access Historical Preferencing Data.
Module 2 - Placement Blocks

What are Placement Blocks?
Placement Blocks are complimentary Clinical Placements that have been grouped together in a semester.

What are the Placement Blocks for Year 3 Students?
The Placement blocks that year 3 students will complete are:
• Medicine and Surgery during the Hospital Practice Semester; and
• GP, MiS and Mental Health during the Comprehensive Clinical Practice Semester.

Note: You can preference on which Semester you do first. The order of the Placements within each Semester will all depend on which Pathway you have been allocated. Students are not able to preference on placement block order, only semester order.
Module 2 – Placement Blocks

What are the Placement Blocks for Year 4 Students?
The Placement blocks that year 4 students will complete are:

- Obstetrics & Gynaecology, Paediatrics and Elective (Personalised Learning Course) during the Women’s & Children’s Health Semester; and
- Medical Specialities, Emergency Medicine, Orthopaedics, Ophthalmology, Anaesthetics and Intensive Care during the Advanced Hospital Care Semester.

**Note:** You can preference on which block you undertake your elective. The order of the Placements within each Semester will all depend on which Pathway you have been allocated. Students are not able to preference on placement block order, only PLC block.
Module 2 Clinical Unit Preferencing

Who preferences on Clinical Units?
Both year 3 and year 4 students will preference on Clinical Units. This will be done once each year.

Why is preferencing done on Clinical Units?
Preferencing is done on Clinical Units because they are geographically dispersed, and we recognise that some units will be more accessible than others to you. We also preference by clinical unit to ensure continuity of location; this will allow you to complete placements at major and peripheral hospitals that form part of the Clinical Unit to which you have been allocated.
### Clinical Unit Preferencing – Key Information

In the *Placements* system, Clinical Units will not be shown directly, but will be represented by the Home Hospital that is associated with the Clinical Unit. In order to complete Clinical Unit Preferencing in the system, you will need to preference on the corresponding Home Hospital shown below.

<table>
<thead>
<tr>
<th>Clinical Unit you wish to attend</th>
<th>Home Hospital you should select within the preferencing system</th>
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<tr>
<td>RCS Bundaberg</td>
<td>Bundaberg Hospital</td>
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<tr>
<td>RCS Hervey Bay</td>
<td>Hervey Bay Hospital</td>
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<tr>
<td>RCS Rockhampton</td>
<td>Rockhampton Hospital</td>
</tr>
<tr>
<td>RCS Toowoomba</td>
<td>Toowoomba Hospital</td>
</tr>
<tr>
<td>Ipswich Clinical Unit</td>
<td>Ipswich Hospital</td>
</tr>
<tr>
<td>Sunshine Coast Clinical Unit</td>
<td>Sunshine Coast University Hospital</td>
</tr>
<tr>
<td>Royal Brisbane Clinical Unit</td>
<td>Royal Brisbane and Women’s Hospital</td>
</tr>
<tr>
<td>Northside Clinical Unit (non–Redcliffe)</td>
<td>The Prince Charles Hospital</td>
</tr>
<tr>
<td>Northside Clinical Unit (Redcliffe)</td>
<td>Redcliffe Hospital</td>
</tr>
<tr>
<td>PA-Southside Clinical Unit</td>
<td>Princess Alexandra Hospital</td>
</tr>
<tr>
<td>Greenslopes Clinical Unit</td>
<td>Greenslopes Private Hospital</td>
</tr>
<tr>
<td>Mater Clinical Unit</td>
<td>Mater Hospital Brisbane</td>
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**Note:** For the Northside Clinical Unit you are able to select either the Prince Charles Hospital or Redcliffe Hospital as your home hospital – this means that the majority of your clinical placements will occur at your Home hospital.
Clinical Unit Preferencing – Key Information

What is a Home Hospital?
A Home Hospital is the hospital of a given site in which you will spend the longest period of time in clinical placements over the year.

Will I be allocated more than one Home Hospital?
No, each student will be allocated one Home Hospital based on the Clinical Unit preferences you submit.

Will I have to attend other Hospitals?
Yes. Part of your allocation to a given Clinical Unit will involve placements at hospitals or facilities other than your home hospital. Please see the Offerings documents which outlines all possible offerings of clinical placements, and shows the percentage of times spent at each hospital or location in each pathway.

Why are there two Home hospitals for the Northside Clinical Unit?
We have created two home hospitals (The Prince Charles and Redcliffe) within the Northside Clinical Unit in order to recognise that both will serve as the major teaching hospital for some students in this Unit.
Module 2

3rd Year Preferencing
What can I preference on as a student going into year 3?
You will have the opportunity to preference both your “home clinical unit” and the semester order in which you complete your Hospital Practice and Comprehensive Clinical Practice placements.

Will there be any further preferencing?
Yes, once you have been allocated to a Clinical Unit further preferencing will be available for your MiS and GP placements. For MiS, this will occur in September/October the year prior to you commencing Phase 2, and for GP this will occur approximately 8 weeks prior to your GP placement.

I have been approved Special Consideration, do I still need to preference?
Yes; students who have been approved special consideration should still submit their preferences.
3rd Year Preferencing – where to find it

Note:
Agency preferences = Clinical Unit Preferences
Placement Block Preferences = Semester order

This will appear on your “to do” list once Preferencing is Open. Click through each item to complete preferencing.
Once you’ve clicked the Agency Preferences link this screen will appear.
1. Select all Clinical Units displayed by clicking the blue ticks
2. Once all the Clinical Units have been selected the Next button will be available to click
3. Click the next button to proceed to the next screen

Note: All 11 Clinical Units must be selected.
3rd Year Selecting Preferences – Clinical Unit

Domestic Students

1. Arrange the clinical units in your chosen preferencing order
2. Once happy with the order click the submit preferences button

Note: You can drag or use the arrows to move the order around

Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferenced in.
1. Arrange the clinical units in your chosen preferencing order
2. Once happy with the order click the submit preferences button

**Note:** International Students cannot be allocated to rural clinical sites, so you will need to preference the four rural clinical sites as Preference numbers 8 – 11.
3rd Year Selecting Preferences – Semester Order
(Hospital Practice & Comprehensive Clinical Practice)

Once you’ve clicked the Placement Block Preferences link this screen will appear.
1. Select both Blocks displayed by clicking the blue ticks
2. Once all the blocks have been selected the Next button will be available to click
3. Click the next button to proceed to the next screen

Note: Both blocks must be selected.
3rd Year Selecting Preferences – Semester Order
(Hospital Practice & Comprehensive Clinical Practice)

1. Arrange the Semesters in your chosen preferencing order
2. Once happy with the order click the submit preferences button

Note: You can drag or use the arrows to move the order around

Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.
3rd Year Selecting Preferences

Does preferencing work the same regardless of what is being preferred?

Yes, if preferencing is available for your placement then the process is the same:

1. Click the link on the ‘to do’ list
2. Select all the options
3. Arrange your preferences in your preferred order
4. Submit

Remember: you can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.
Module 2

4th Year Preferencing
What can I preference on as a student going into 4th year?
You will have the opportunity to preference both your “home clinical unit” and the placement block (1-6) that you would like to undertake your Elective (Personalised Learning Course).

Will I be able to Preference Medical Specialties?
Yes; there is a further round of preferencing that will be completed once you have been allocated to a specific pathway within a Clinical Unit. The preferences available for Medical Specialties are dependent on which Clinical Unit and pathway you have been allocated to. This preferencing will occur approximately 10 weeks prior to your placement block.

Will I be able to Preference for the Elective?
Yes; there is a further round of preferencing that will be completed once you have been allocated to a Clinical Unit. In contrast to Medical Specialties, this preferencing is independent of the Clinical Unit you have been allocated to. This preferencing will occur approximately 8 weeks prior to your placement block.

What if I have arranged an away placement or booked a medical licensing exam?
We are aware that a number of international students will want to use the elective as a way of undertaking an ‘audition’ placement or undertake a medical licensing examination. We want to work with you to assist in making this happen, so please remember, if you have arranged an away placement or have applied to undertake a medical licensing examination during a specific block, you can apply for Special Consideration.

I have been approved Special Consideration, do I still need to preference?
Yes; students who have been approved special consideration should still submit their preferences.
4th Year Preferencing – where to find it

- Your contact number details have not been recorded. It is a mandatory requirement to supply a mobile contact number before undertaking a Placement. Select here to enter your number:

- Information required for MED - Phase 1 Student Requirements - Prerequisites

- Information required for UQ - Emergency Contact Details - Provide emergency contact details below.

Note:
Agency preferences = Clinical Unit Preferences
Placement Block Preferences = Elective (Personalised Learning Course) Preferences

This will appear on your to do list once Preferencing is Open. Click through each item to complete preferencing.
Once you’ve clicked the Agency Preferences link this screen will appear.

1. Select all Clinical Units displayed by clicking the blue ticks
2. Once all the Clinical Units have been selected the Next button will be available to click
3. Click the next button to proceed to the next screen

Note: All 12 Clinical Units must be selected.
1. Arrange the Clinical Units (Home Hospitals) in your chosen preferencing order
2. Once happy with the order click the submit preferences button

Note: You can drag or use the arrows to move the order around

Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.
1. Arrange the home hospitals in your chosen preferencing order
2. Once happy with the order click the submit preferences button

Note: International Students cannot be allocated to a rural clinical site so you will need to preference the four rural clinical sites as Preference numbers 9 – 12.
Once you’ve clicked the Placement Block Preferences link this screen will appear.

1. Select all Elective blocks displayed by clicking the blue ticks
2. Once all the Elective blocks have been selected the Next button will be available to click
3. Click the next button to proceed to the next screen

Note: All 6 Elective Blocks must be selected.
1. Arrange the Elective Blocks in your preferred order
2. Once happy with the order click the submit preferences button

**Note:** You can drag or use the arrows to move the order around

**Note:** You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.
4th Year Selecting Preferences

Does preferencing work the same regardless of what is being preferred?

Yes, if preferencing is available for your placement then the process is the same

1. Click the link on the ‘to do’ list
2. Select all the options
3. Arrange your preferences in your preferred order
4. Submit

Remember: you can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.
Module 3 – Understanding Your Allocation
Terminology used in placement allocations

- Clinical Unit – a discrete organisational unit within the Faculty containing one or more teaching hospitals (e.g. PA-Southside, Mater, Northside, Toowoomba)

- Home Hospital - the hospital at a given clinical unit in which you will spend the longest period of time in clinical placements over the year (e.g. PA, Mater, Redcliffe, Toowoomba)

- Pathway – a particular combination of placement offerings in the year that is selected by a student in the placement process. A pathway will be a combination of clinical unit and semester order (Year 3), or clinical unit and elective placement block order (Year 4). A pathway may contain between 2 and 36 placement offerings, depending on the size of the clinical unit

- Placement offering - One of ~400+ distinct sequences of clinical placements and sites within the year. Each student will be allocated a single placement offering for the whole year.

- Allocation – the placement offering allocated to a student as a result of the preferencing process
Allocating Your Placements

How does the system allocate placements?

Placements will attempt to allocate students to one of the available pathways that matches their highest preference. In ranking your preferences, the system will always rank highest those pathways from the Clinical Unit you have selected first. As a second step, the system will then order all the pathways from that particular site, based on your preferred semester or clinical placement block.

You will then be allocated to one of the placement offerings that reflect your highest ranked pathway, as long as there are more placement offerings than students who have selected it as their highest ranked choice.

What happens if your pathway preference is “oversubscribed”?

If there are more students seeking a particular pathway as their highest ranked choice than there are placement offerings in that pathway, the allocation to those offerings will be completed by the Placements system on a random allocation basis. All students have the same opportunity to receive their preference. Where a student is unsuccessful in gaining one of the placement offerings in that pathway, that pathway will be removed from their pathway ranking, and their next highest ranked pathway will be used for your allocations.

What happens if a Rural Clinical School site is “oversubscribed”?

If a Rural Clinical School site is oversubscribed then the students will be ranked using a model predicting likelihood of rural practice.
Understand Your Allocation

What is my Allocation?
Your allocation is the placement offering which you will be undertaking throughout the year.

Where can I see my allocation?
Your allocation will be visible in the Placements system.

Once you have been allocated a placement offering, the first Clinical Placement will appear in the confirmed pane on the Placements Home screen.
Understand Your Allocation

By Clicking the “View All Confirmed” button it will take you to the list of all your Clinical Placements associated with the offering you have been allocated.

The Confirmed Screen will show you all your Clinical Placements. By clicking the name of each one it will take you to a screen with all the details of that Placement Block.
Understand Your Allocation

You can also view your allocations via the Calendar within Placements by clicking on Calendar from the home screen.
Understand Your Allocation – Calendar View

The Calendar view will show your allocations and the details of each Clinical Placement.

**Note:** Additional blocks will appear on the calendar once further details of each Clinical Placement are confirmed – for example Med Specialty area (department).