FACT SHEET – Introduction to Clinical Placement Management, Better Placed team and Placeright

For SA Health staff - 05/12/2023

The purpose of this fact sheet is to provide an overview and information for SA Health staff about hosting health related student clinical placements, clinical placement management system Placeright and the role of the Better Placed Team (BPT).

New Placeright Users

Welcome as a new user, you have been given access to Placeright due to your involvement in providing clinical placement opportunities for students studying health related courses.

Placeright is a secure web-based platform used by SA Health for the administration and management of all health student clinical placements and it is mandatory for all Education Providers (EP) to request placements through this system for courses in scope - nursing, midwifery, allied health, medicine, paramedicine, dentistry, and certificates III or IV.

Placeright structure in LHN Organisations are setup by facility locations e.g., ward / unit this allows the education provider to make a request to the exact location as agreed.

Placeright EP partnerships with organisations are setup as profession specific e.g., UNIX_PT.

Key benefits of the system include:

- Provides live placement information for both the health site and the EP.
- Single and real-time source of clinical placement activity.
- Improved information and risk management.
- Web based system with secure access by any workstation in any location.
- More accurate and transparent data for strategic planning and analysis.
- One system suitable for all health clinical placements.
- Streamlining of existing and new processes.
- Repository of student clinical placement history including a record of the student roster and attendance.
- Provides essential student information for arranging HAD login and Sunrise EMR access.
- Various reports can be generated such as clinical placement activity reports for the Commonwealth Teaching and Training Grant.
- Transparency of clinical placement activity by individual professions.

Key factors you need to know about hosting clinical placements:

- Read and understand the Clinical Placement for Student Health Professionals Policy.
- SA Health Clinical Placement Agreement (CPA) is required by the EP for clinical placements to take place. Refer to the Better placed website for current list. A CPA with SA Health or Placeright partnership does not automatically guarantee placements, this needs to be negotiated with the relevant site.
- For new EP CPA these are arranged through the Director of the BPT only after the SA Health staff have emailed that they will host the new EP students.
  SA Health Agreements take some time to arrange - Do not arrange any dates for placements until executed.
- Appendix to the agreement Form 5.2 should be completed if additional contractual arrangements are made outside of the agreement i.e., facilitation costs between LHN and EP.
- The BPT will only establish the required EP CPA and / or profession specific partnership in Placeright if SA Health staff notify the office confirming that they support hosting the partnership / student placements.
- SA Health staff must notify BPT if a facility name (Ward/unit) needs to be added to the Placeright setup which is required for the EP to request against.
- Existing communication and relationships outside of Placeright between health sites and education providers remain an essential aspect of clinical placement management.
- When managing student's placements, it is a mandatory requirement that student roster and attendance recording is completed in Placeright (as per policy).

Managing User Accounts

SA Health staff have a responsibility to ensure that the Placeright account is current and updated. The BPT must be notified via email if changes need to be made such as:

- Changing organisations.
- Role title.
- Change to access level or type.
- Access no longer required – deactivate account.

If the account was a main contact, please advise BPT / Access team of any new staff details, so that no disruptions occur to student placements.

If you have forgotten your password - Login to Placeright using Google chrome www.placeright.net.au. At the login page add your @. sa.gov.au email and select forgotten password link and follow the prompts. Contact the Better placed team if required.
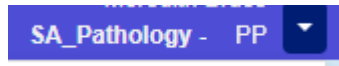
Recommended that your google chrome zoom setting is 100% to ensure correct alignment of columns / info such as: days appearing in the student roster.

Placeright Email Notifications

Placeright email notifications which can be linked to individual facility notifications can be turned on or off as required in "My Account". The email notifications inform placement provider staff of any new requests or changes made to a confirmed

placement booking such as cancellations / changes in student numbers. Some changes require action by the PP such as pending changes.

Select the down arrow next to your organisation name to locate "My Account".

Account Details

| Account Details | Edit Disciplines/Courses | Edit Supervisor Details | Edit Notifications | Edit Facility Notifications |

Select 'Edit Notifications' and turn on any actions you wish to be notified about and then Select "Save Notification Options" at the end of the partnership list. No notifications will be sent if left blank.

| Edit Account Details | Edit Supervisor Details | Edit Notifications | Edit Facility Notifications |

ℹ Notifications

On this screen you can modify what notifications that the user receives, for every partnership that they have access to.

If you wish to turn a particular notification on or off for all partnerships, just click the relevant checkbox at the top of the list.

Name Partnership	Booking Cancellations	Booking Confirmations	Booking Published	Booking Offers	Booking Requests	Request Changes	Booking Attendances	Nightly Notifications	Forums	Document Uploads	Missing Student Info	Student Modifications	Mandatory Student Checks
	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
GTQ82L Castle Uni - ChrissUni-RN	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
GMNMC5 SA TAFE - TafeSA-EN	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
UW1DU2 SA University - SAUni_SW	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
G24J6C SA University - SAUni-RN	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
YGU27P Siegy's Uni - Siegy.s Uni_SW	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
OTIORQ Siegy's Uni - Siegys Uni_RM	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
CX2HNY Siegy's Uni - SiegysUni_RN MH	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
PI6ZC9 Siegy's Uni - SiegysUni-EN	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
NKQV6P Siegy's Uni - SiegysUni-RN	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐
3UXVVR Siegy's Uni - SU_Psych	☑	☐	☐	☐	☑	☑	☐	☐	☑	☐	☐	☑	☐

Save Notification Options

Select 'Edit Facility Notifications' to customise which facilities you want to receive notifications for and then select "Save Notification Options" at the end of the facility locations list.

| Edit Account Details | Edit Supervisor Details | Edit Notifications | Edit Facility Notifications |

ℹ Notifications

On this screen you can modify what notifications the user receives, for each active facility at your Placement Provider that supports one or more of their disciplines/courses.

If you wish to turn a particular notification on or off for all facilities, just click the relevant checkbox at the top of the list.

Facility	Booking Cancellations	Booking Confirmations	Booking Published	Booking Offers	Booking Requests	Request Changes	Student Modifications
	☐	☐	☐	☐	☐	☐	☐
Cert3_DISC-IndSupport(Aging,Home&Comm)	☐	☐	☐	☐	☐	☐	☐
MID_00 Continuity of Care Experience {COCE}	☐	☐	☐	☐	☐	☐	☐
MID_01 Birthing & Assessment Unit High and Low {24/7}	☐	☐	☐	☐	☐	☐	☐
MID_011 EXTRA SHIFTS Birthing & Assessment Unit High and Low {24/7}	☐	☐	☐	☐	☐	☐	☐
N&D_Clinical Placement	☐	☐	☐	☐	☐	☐	☐
NSG_CONTINENCE CLINIC (Post Graduate RN)	☐	☐	☐	☐	☐	☐	☐
NSG_CRITICAL CARE SERVICES Emergency Department {24x7}	☑	☐	☐	☐	☑	☑	☑
NSG_CRITICAL CARE SERVICES Hospital at Home	☑	☐	☐	☐	☑	☑	☑
NSG_CRITICAL CARE SERVICES Intensive Care Unit {24x7}	☑	☐	☐	☐	☑	☑	☑

Better Placed Team Roles and Functions

The BPT in conjunction with Local Health Networks and education providers work closely together to apply a state-wide strategic approach to clinical placement management across all disciplines in scope.

We are a small diverse team made up of experienced Clinical, IT and administrative staff.

- Establishment and management of SA Health Clinical Placement Agreement. (List of EPs with current executed agreements on the Better Placed website).
- Coordination of key stakeholder meetings.
- Conduit for assisting in problem solving clinical placements issues.
- Setting up of new SA Health user accounts including providing training and ongoing support – New user access forms are available on the intranet or in the document library Placeright. The completed form needs to be emailed by the approver directly to the BPT (or be cc'd).
- Establishment and maintenance of health site organisations and locations in Placeright.
- Set up education provider (EP) profession specific partnerships within Placeright.
- Coordination of Placeright improvements/troubleshooting.
- Student HAD activation and EMR sunrise access for sunrise sites only.

Training, Support and Resources

- Placeright E-learning modules are targeted for the level of access required for your role.
- Various fact sheets, new user forms and guides are available in the Better Placed public and intranet webpages such as "Hosting Health Care Students on Clinical Placement".
- Phone, MS teams or face-to-face training is available please contact the Better Placed Team.
- Placeright document library has site organisational resources, new user access forms and pre-placement booking administration timelines.
- Support can also be provided within your organisation from existing experienced Placeright users.
- Within Placeright there is a feedback and helpdesk link at the base of the webpages that you can use to request assistance or email the BPT.

For more information

Better Placed: Excellence in Health Education
Clinical System Support & Improvement
Department of Health and Wellbeing
Adelaide SA 5000

Website: www.sahealth.sa.gov.au/betterplaced

For general enquires: BetterPlaced@sa.gov.au

For student Sunrise EMR access enquiries: Health.StudentHADActivations@sa.gov.au