

FACT SHEET – Placeright™ Partnership Email Notifications

01/09/2020

OFFICIAL

Purpose

This factsheet provides a step by step guide on how to manage partnership email notifications generated through the Placeright™ clinical placement management system.

Overview

This factsheet was developed to assist placement provider staff manage their partnership email notifications in their “*My Account*” in Placeright, which enables notifications to be either turned on or off as required by each individual staff member.

Placeright Partnerships & Email Notifications

Placeright *Partnerships* represent the agreement between placement providers (health sites) and education providers to accept their students on placement. The existence of *Partnerships* provides a private but joint record of the negotiation of each placement and related important documentation and information.

Note: Without Partnerships, placement bookings cannot be entered into Placeright.

The SA Health Better Placed Clinical Placement Team set up all new education provider *Partnerships* and placement provider user accounts within Placeright on behalf of health sites.

When users get added to new *Partnerships* the default notification settings will be all turned on. The Better Placed Team, where possible, will turn off the notifications settings when adding new users.

This becomes complex when a new education provider *Partnership* is established in a SA Health site where there are large numbers of account users in an organisation as all existing users need to be assigned to the new *Partnership* and the default notification settings being turned on.

Some Placeright generated email notifications do not have an option to be turned off, such as new users added to *Partnerships* within the organisation and *Partnership* request or change notifications.

Note: Education providers are able to request a new Partnership with a SA Health organisation directly in Placeright without prior communications; this will generate an email notification to all users for that particular organisation requested. Please ignore any direct email requests by education providers wanting to establish a new Placeright Partnership with an organisation; these

requests do not follow the SA Health guideline on “How to partner with SA Health placement providers”. This type of education provider partnership request will be declined by the Better Placed Team.

Better Placed Recommendations

Placeright provides users with email ‘notifications’ when specific actions are undertaken by the education provider.

Each organisation ward / area needs to determine how they would like to monitor Placeright. Email notifications do not have to be turned on if the system is monitored frequently by staff.

Organisations for some individual professions have Placeright Clinical Placement Administrators / Leads; they will manage Placeright and have selected email notifications turned on. This will allow them to be notified of a particular occurrence in Placeright which may impact placements on a day to day basis such as new requests, changes to placement bookings or placement cancellations. Generally other users / team members do not require notifications to be turned on.

Placeright Notification Settings

All notifications shown below can be turned on or off depending on the organisation / users preferences. In organisations where there is high placement activity such as nursing with many staff added, it should be noted that email notification filters are not available in Placeright to sort by an individual user or location and therefore multiple emails could be generated.

Notifications										
On this screen you can modify what notifications you receive, for every partnership that you 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	Booking	Booking	Booking	Booking	Booking	Request	Nightly	Document	Missing	
Partnership	Cancellations	Confirmations	Published	Offers	Requests	Changes	Notifications	Forums	Uploads	Student Info

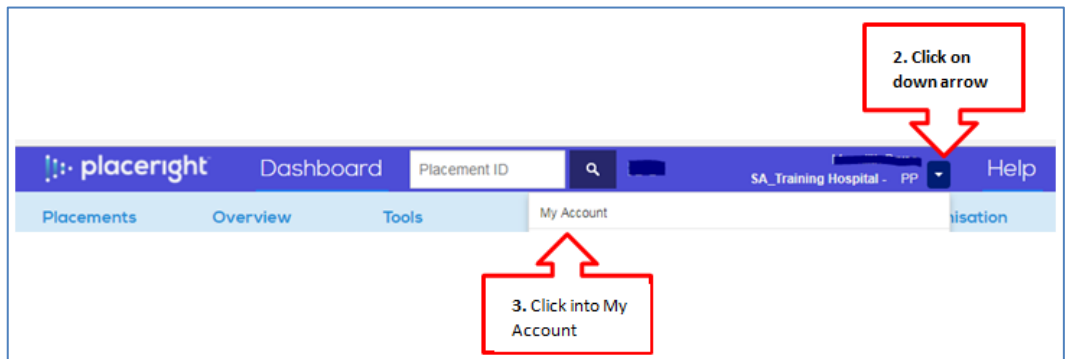
Note: There are additional “Partnership” notifications that cannot be turned off and they do not appear as options in the notifications page. Notifications can also change due to software upgrades and some changes will automatically be sent to new users.

How to manage notifications

Below are instructions in how to configure your personal *Partnership* notification settings.

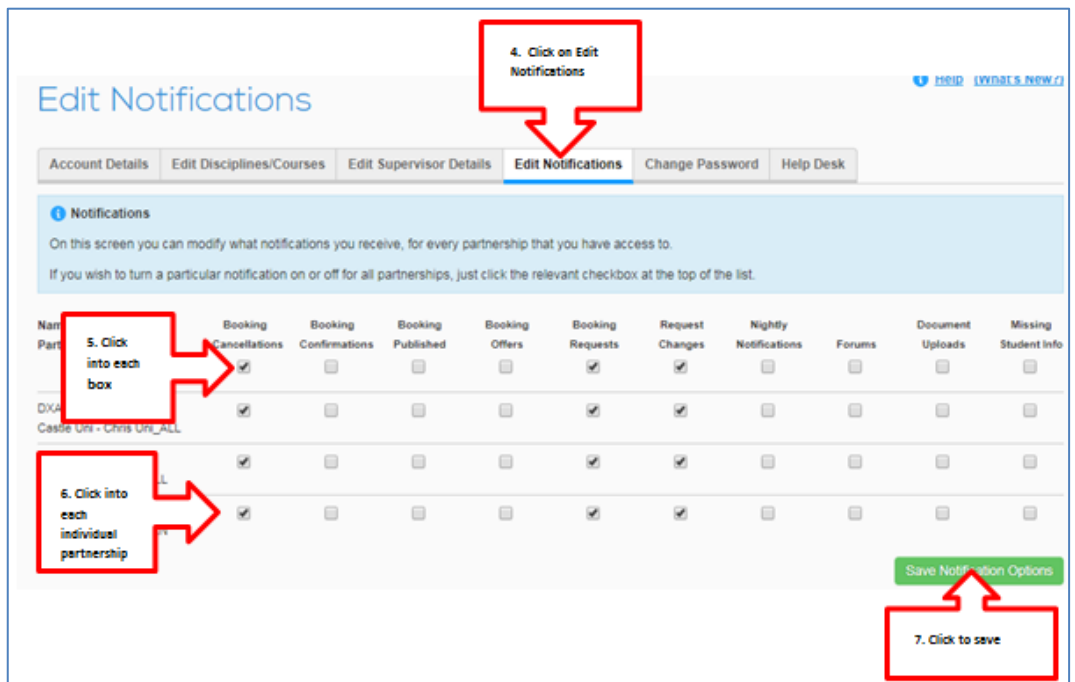
Accessing My Account

1. Login to Placeright dashboard using Google Chrome
2. Click on the down arrow located at the top of the web page next to your user name and organisation
3. Click into *My Account*



How to Edit Notifications – refer to diagram below

1. Click into Edit My Notifications in *My Account*
2. To turn on or off all notifications or to select particular notifications for all partnerships click into the top selection box of each email notifications option
3. To save preferences click the green Save Notification Options-button

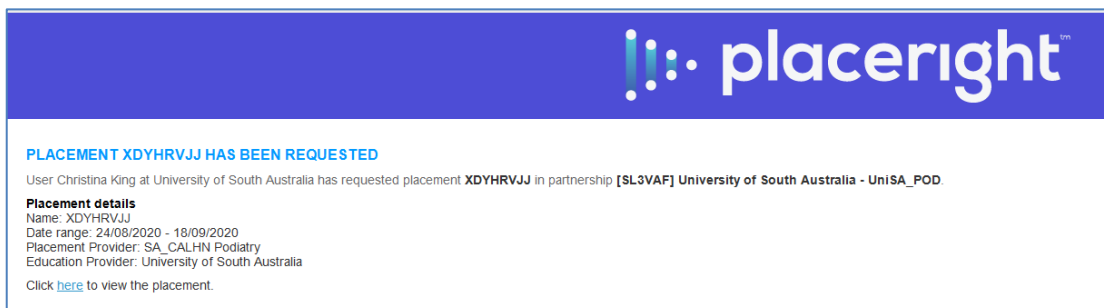


4. Alternatively you can click into each individual *Partnership* email notification options to turn on or off all notifications or select particular options

Examples of Placeright Email Notifications

New Placeright request

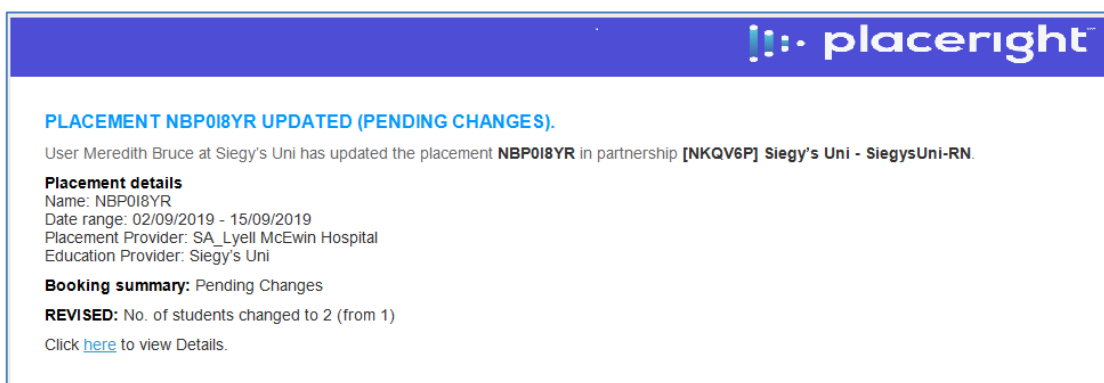
New Placeright request email notifications need to be either confirmed or declined by the placement provider – refer to factsheet on how to action a request:



The screenshot shows an email notification from Placeright. The header is blue with the Placeright logo. The main content is white with a blue border. The subject line is "PLACEMENT XDYHRVJJ HAS BEEN REQUESTED". The body text states: "User Christina King at University of South Australia has requested placement XDYHRVJJ in partnership [SL3VAF] University of South Australia - UniSA_POD". Under "Placement details", it lists: Name: XDYHRVJJ, Date range: 24/08/2020 - 18/09/2020, Placement Provider: SA_CALHN Podiatry, Education Provider: University of South Australia. It ends with "Click [here](#) to view the placement."

Pending Changes

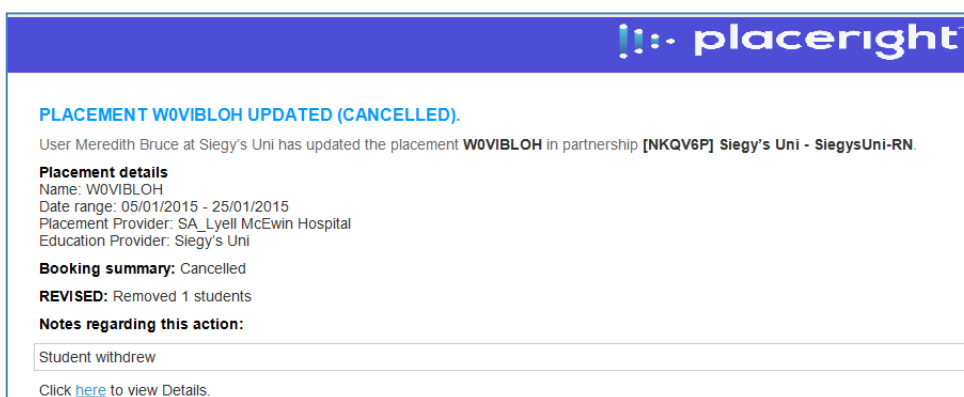
Pending Changes email notifications are generated when the education provider has made changes to a confirmed placement booking. In the example below they have changed the number of students to 2 from 1. The Placement provider needs to action by either confirming or reoffering – Refer to factsheet actioning Pending changes.



The screenshot shows an email notification from Placeright. The header is blue with the Placeright logo. The main content is white with a blue border. The subject line is "PLACEMENT NBP018YR UPDATED (PENDING CHANGES)". The body text states: "User Meredith Bruce at Siegy's Uni has updated the placement NBP018YR in partnership [NKQV6P] Siegy's Uni - SiegysUni-RN". Under "Placement details", it lists: Name: NBP018YR, Date range: 02/09/2019 - 15/09/2019, Placement Provider: SA_Lyell McEwin Hospital, Education Provider: Siegy's Uni. Under "Booking summary", it says "Pending Changes". Under "REVISED", it says "No. of students changed to 2 (from 1)". It ends with "Click [here](#) to view Details."

Cancelled booking

Cancelled Booking email notifications require no action; however it is important to note what date the cancellation occurred and why the placement was cancelled and whether it meets SA Health timelines.



The screenshot shows an email notification from Placeright. The header is blue with the Placeright logo. The main content is white with a blue border. The subject line is "PLACEMENT W0VIBLOH UPDATED (CANCELLED)". The body text states: "User Meredith Bruce at Siegy's Uni has updated the placement W0VIBLOH in partnership [NKQV6P] Siegy's Uni - SiegysUni-RN". Under "Placement details", it lists: Name: W0VIBLOH, Date range: 05/01/2015 - 25/01/2015, Placement Provider: SA_Lyell McEwin Hospital, Education Provider: Siegy's Uni. Under "Booking summary", it says "Cancelled". Under "REVISED", it says "Removed 1 students". Under "Notes regarding this action:", it says "Student withdrew". It ends with "Click [here](#) to view Details."






Placeright Announcements

The SA Health Better Placed Team can make system announcements through Placeright. This can be for a variety of reasons such as internal system errors for users, information only announcements or scheduled unavailability.

Announcements can either generate a “Popup” when you login or just be listed in the “Announcements” section on the Dashboard.

If a “Popup” appears when you login, then users will need to close this to be able to continue to navigate the system.

Please see examples of the announcements in the Announcement section in the Placeright Dashboard below.

Announcements		
	2019-10-14 11:58 AM	ATTENTION: SA HEALTH ONLY - Supplementary Requesting of Nursing Placements for 2020
	2019-10-08 09:41 AM	Scheduled: Placeright Temporarily Unavailable
	2019-09-24 11:43 AM	RESOLVED: Publishing error
	2019-09-24 11:10 AM	Attention: Publishing error
	2019-09-12 11:56 AM	Scheduled: Placeright Temporarily Unavailable

Need Help?

Contact

1. Your Clinical Educator or Clinical Placement Coordinator
2. Your Placeright Lead
3. The Better Placed Team

Online resources and information

Other useful factsheets related to using Placeright are available at [SA Health Better Placed intranet page](#).

For more information

**Better Placed: Excellence in Health Education
Clinical Collaborative/Office for Professional Leadership
11 Hindmarsh Square
Adelaide SA 5000
www.sahealth.sa.gov.au/betterplaced**

Confidentiality (Public) I1 – A1



www.ausgoal.gov.au/creative-commons

OFFICIAL

<http://www.sahealth.sa.gov.au/betterplaced>

Page | 5