



SOCIAL WORK EDUCATION PROVIDER QUICK USER GUIDE

**Find a Placement Offer Form
and
Request Placements**

Purpose

This Quick User Guide is for Education Provider Users in the discipline of **Social Work** and explains how to use the ClinConnect system to:

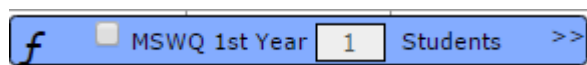
1. Find a Placement Offer Form
2. Request student placements in NSW Health facilities.

Social Work is unique in that the discipline utilises a **Placement Offer Form** and uses the **Flexi Dates and Days** placement option only.

A **Placement Offer Form** provides further information about the placement itself and outlines any unique qualities that are required of the student.

Flexi Dates and Days placements were designed for disciplines such as Social Work and Psychology that require a greater amount of flexibility. These placements only require a **Start Date**, **End Date** and a **Number of Placement Days**. The actual days (eg Tuesday, Wednesday) the student attends is not entered into ClinConnect as the students attendance may change from week to week or at short notice.

An **f** on a block indicates a **Flexi Dates and Days** placement.



This guide is to be used in parallel with the **ClinConnect Online Help Program** available from your **ClinConnect Dashboard**.

Find a Placement Offer Form

The Placement Offer Form can be found on a clinician profile.

1. On the **Profiles** menu, select **Find Unit**
2. Enter search criteria and click **Find**

Dashboard Profiles Placement Tasks Student Tasks Reports Facilitator Tasks

Home > Profiles > Find Unit

Find Unit

Search Criteria - Unit Details

Filter Search

Health Service: Northern Sydney LHD

Facility: Royal North Shore Hospital

Streams: Not applicable

Clinician Setting: Inpatient Hospital
 Outpatient
 Community

Patient Age Group: Perinatal / Infant
 Children
 Adolescents
 Adults
 Geriatrics

2 years or more Post Graduate experience: Yes
 No

Supervision Type: Health Provided
 Education Provided
 Health Provided - Funded EP or HWA

Status: [dropdown]

Find

Direct Search

Facility Name: [dropdown]

Unit Name: [text input]

Go

3. Click **View** on the unit you are wanting to explore

Unit Name	Facility Unit Belongs to	View
Acute Post Acute Care APAC	Royal North Shore Hospital	View
Aged Care Services	Royal North Shore Hospital	View
Child & Adolescent Health Serv	Royal North Shore Hospital	View
NS Sexual Assault Service	Royal North Shore Hospital	View
RNSH SW Mental Health	Royal North Shore Hospital	View
RNSH SWD	Royal North Shore Hospital	View

4. On the **View Unit** page, select **Clinicians in Unit**

View Unit

Unit details

Discipline: Social Work
 Unit Name: RNSH SWD
 Facility: Royal North Shore Hospital
 Effective From: 18/05/2012
 Effective To: 31/12/9999

Cycle specific unit details

Active:
 HWA Setting: SET03 Hospitals
 Primary Stream: Not applicable
 Secondary Stream:
 Beds/Clinicians/Chairs: 8
 Comments:
 Street Address: Pacific Hwy
 City/Town: St Leonards
 Post Code: 2065
 Phone *: 02 9926 7580
 Student Categories: BSW First, BSW Final, MSWQ 1st Year, MSWQ 2nd Year
 Supervision Type: Health Provided

Contact Details | Attachments by Unit | **Clinicians in Unit**

First Name	Last Name	Position	Phone	Email
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5. Click **View** on the **Social Worker's Clinician** profile you wish to view

Contact Details | Attachments by Unit | **Clinicians in Unit**

Name	Accepts Part Time	Comments	Job Share	View
Social Worker 1	Yes		No	View
Social Worker 2	Yes		No	View

6. At the bottom of the **View Clinician** page, click the **Attachments by Clinician** tab

Clinician Setting: Inpatient Hospital, Outpatient
 Patient Age Group: Perinatal / Infant, Children, Adolescents
 2 years or more Post Graduate experience: Yes

Shift Capacity | Contact Details | **Attachments by Clinician**

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

7. Click **Download** to download the form

Shift Capacity | Contact Details | **Attachments by Clinician**

FileName	Description	Download
Kids Health Offer form 2.docx	Kids Health 2016	Download

Request placements

There are two ways to Request placements in ClinConnect:

1. **Request Placement** - during the **Request Window**
2. **Requesting a Placement by Exception** - during the **Manage Placements Window**.

Request placements during the Request window

1. Select **Social Work (Discipline)** and the relevant **Cycle** in the top right hand corner
2. Click the **Placement Tasks** menu. Select **Request Placement**

Home > Placement Tasks > Request Placement

Request Placement

Search Criteria 1.

Health Service: Haven LHD, Oasis LHD
Facility: Haven Base Hospital, Haven District Hospital, Oasis General Hospital, Oasis Memorial Hospital
Unit: Aged Care, Child Adolescent and Family, Haven Base Cancer Institute, Haven Social Work, Oasis Social Work Service, Panorama Social Work Unit, Renal Social Work
Clinician: Aged & Extended Care Social Worker, Clinician 1, Clinician 1, Clinician 1, Clinician 1

More Criteria >>

2. Supervision Type: Health Provided, Education Provided, Health Provided - Funded by EP or HWA

3. From: 01/01/2014 To: 31/12/2014

4. Placement Timing: Suggest placements by Placement Duration

5. Search

3. Tick the relevant Health Services, Facilities, Units and or clinicians
4. Enter the **Supervision Type** (this will most likely be **Health Provided**)
5. Enter the **Start Date** of the placement
6. Enter the **End Date** of the placement
7. Select **Flexi Dates and Days** as the **Placement Timing**
8. Enter the **number of days** that the student is expected to be complete whilst on clinical placement. You may need to divide the total number of expected hours by 8 to get the expected number of days.

Example

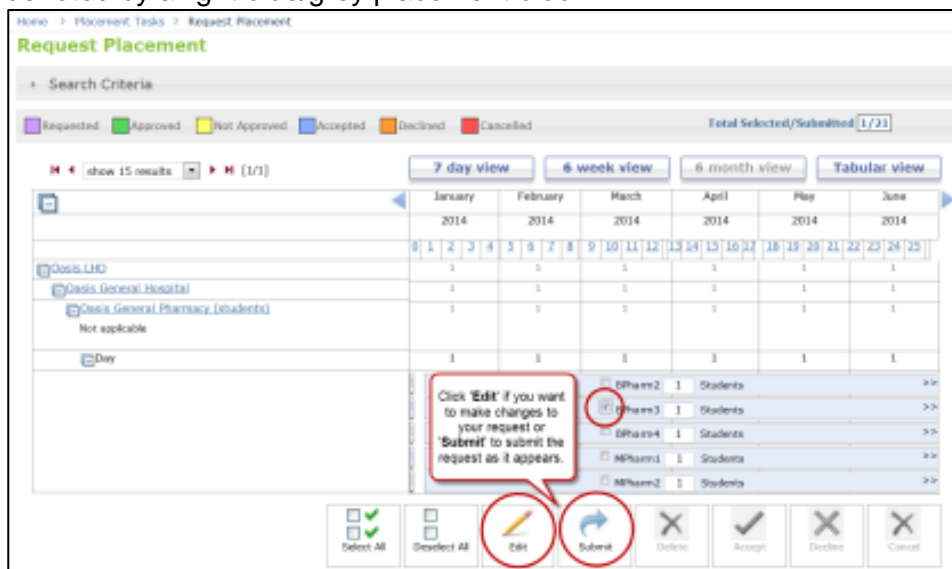
If a student in their first clinical placement year is required to complete 500 hours of clinical placement, the number of expected clinical placement days will be:

$$500 \text{ hours} / 8 \text{ days} = 62.5 \text{ days}$$

Rounded up this will be 63 days

9. Leave **Suggest Placements By** as it doesn't need to be changed
10. Click the **Search** button

- The **Request Placement** results page is displayed. Possible placement options are denoted by a light blue/grey placement block



- Select the placement block you wish to request
- The number in the box on the placement block refers to the number of placements you are requesting. You can change this number if you need to as long as the Health Service has available capacity. Click the **Submit** button

The **Placement Block** will turn purple and will have a dashed border. This means that the placement is in a **Tentatively Requested** state.

When the **Request** window closes, the placement block will stay purple but will have an unbroken border meaning it is now locked in as a **Requested** placement.

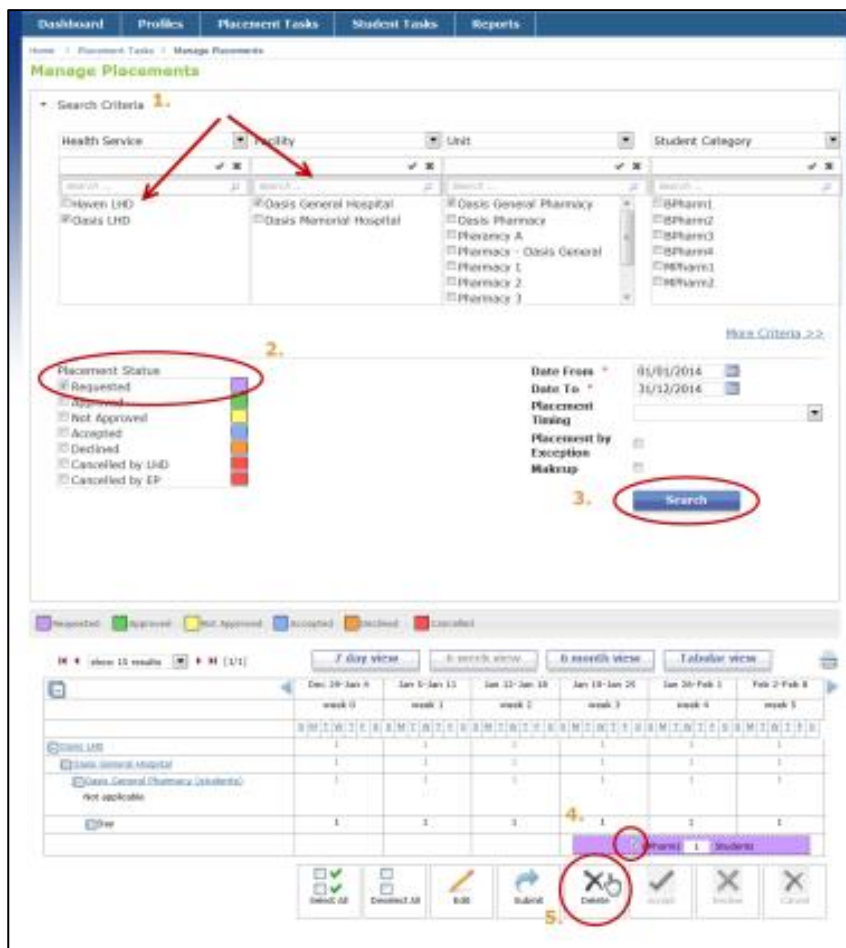
Find and Edit tentatively requested placements

- Select a **Social Work (Discipline)** and **Cycle** in the top right hand corner
- Select **Manage Placements** from the **Placement Tasks** menu
- Enter your search criteria - you can filter by searching for only requested placements (tick **Requested** in the **Placement Status** box)
- Click **Search**
- The **Manage Placements** page will now be displayed
- Select the **Tentatively Requested** placement block that you wish to edit
- Click the **Edit** button. The **Edit Pop-up** will be displayed
 - Users can change the placement dates, student category, supervision type, make comments, add attachments and change the location of the placement block
- Click **Save**

Find and Delete tentatively requested placements

Use these instructions if you have submitted a **Tentatively Requested** placement that you no longer require.

1. Select a **Social Work (Discipline)** and **Cycle** in the top right hand corner
2. Select **Manage Placements** from the **Placement Tasks** menu
3. Enter your search criteria - you can filter by searching for only requested placements
4. Click **Search**
5. The **Manage Placements** page will now be displayed
6. Select the **Tentatively Requested** placement block that you wish to delete



7. Click the **Delete** button
8. A confirmation message will be displayed. Click **OK**
9. The **Tentatively Requested** placement block will disappear

Request Placements by Exception (RPbE) during the Manage Placements window

1. Select **Social Work (Discipline)** and the **Cycle** in the top right hand corner
2. Click the **Placement Tasks** menu. Select **Request Placement by Exception**

Request Placement

Search Criteria

Health Service: Facility: Unit: Clinician:

Far West LHD
 Hunter New England LHD
 Illawarra Shoalhaven LHD
 Justice Health & Forensic Mental Health Network
 Mid North Coast LHD
 Murrumbidgee LHD

Armidale Hospital
 Belmont Hospital
 Calvary Mater Newcastle
 Gunnedah Hospital
 HNE Community Health
 HNE Mental Health
 John Hunter Hospital

Armidale Hospital

[More Criteria >>](#)

Supervision Type *
Health Provided

Makeup Placement

From * 10/04/2017 To * 24/11/2017

Placement Timing Flexi Dates and Days (M-F)

Days required In Total: 63

Suggest placements by Placement Duration

Search

3. Enter one or more search criteria. You can click **More Criteria** to see additional search criteria such as student categories and streams
4. Click the **Search** button
5. The **Request Placement** results page is displayed. Possible placement options are denoted by a light blue/grey placement block

Request Placement

Search Criteria

Requested PBE Requested Approved Not Approved Accepted Declined Cancelled

show 15 results [1/1]

	Jun 18-Jun 24 week 25	Jun 25-Jul 1 week 26	Jul 2-Jul 8 week 27	Jul 9-Jul 15 week 28	Jul 16-Jul 22 week 29	Jul 23-Jul 29 week 30
	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
Hunter New England LHD	1	1				
Armidale Hospital	1	1				
Armidale Hospital Not applicable						
Fiona Ord (students)	1	1				
Day	1	1				
<i>f</i>	<input type="checkbox"/> BSW First 1 Students					
<i>f</i>	<input type="checkbox"/> BSW Final 1 Students					
<i>f</i>	<input type="checkbox"/> MSWQ 1st Year 1 Students					
<i>f</i>	<input type="checkbox"/> MSWQ 2nd Year 1 Students					

6. Select the placement block you wish to **Request**

	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															
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	<input type="checkbox"/> BSW Final 1 Students																																																								
	<input checked="" type="checkbox"/> MSWQ 1st Year 1 Students																																																								
	<input type="checkbox"/> MSWQ 2nd Year 1 Students																																																								

Select All
Deselect All
Edit
Request PBE
Delete
Cancel

7. Click the **Request PBE** button

8. The placement block will turn pink indicating that it is a **Requested Placement by Exception**

	Jun 18-Jun 24	Jun 25-Jul 1	Jul 2-Jul 8	Jul 9-Jul 15	Jul 16-Jul 22	Jul 23-Jul 29																																							
	week 25	week 26	week 27	week 28	week 29	week 30																																							
	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			
Hunter New England LHD	0	0					0	0																																					
Armidale Hospital	0	0					0	0																																					
Armidale Hospital Not applicable	0	0					0	0																																					
Fiona Ord (students)	0	0					0	0																																					
Day	0	0					0	0																																					
f																																													
	<input checked="" type="checkbox"/> MSWQ 1st Year 1 Students																																												

Select All
Deselect All
Edit
Request PBE
Delete
Cancel

If you realise you've made a mistake, you can **Delete** the **Requested Placement by Exception** by selecting the pink placement block and clicking the **Delete** button

	Jun 18-Jun 24	Jun 25-Jul 1	Jul 2-Jul 8	Jul 9-Jul 15	Jul 16-Jul 22	Jul 23-Jul 29																																
	week 25	week 26	week 27	week 28	week 29	week 30																																
	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			
Hunter New England LHD	0	0					0	0																														
Armidale Hospital	0	0					0	0																														
Armidale Hospital Not applicable	0	0					0	0																														
Fiona Ord (students)	0	0					0	0																														
Day	0	0					0	0																														
f																																						
	<input checked="" type="checkbox"/> MSWQ 1st Year 1 Students																																					

Select All
Deselect All
Edit
Request PBE
Delete
Cancel

Tips

- ClinConnect will send an email to the Health Service when the **Requested Placement by Exception** is submitted.
- The Education Provider will receive an email from ClinConnect when the **Requested Placement by Exception** is Accepted or Declined by the Health Service.
- **Requested Placements by Exception** can also be deleted on the **Manage Placements** page.