



SOCIAL WORK HEALTH SERVICE QUICK USER GUIDE

- **Placement Offer Forms**
- **Manage capacity**
- **Create Placements by Exception (flexi dates and days)**
- **Accept Requested Placements by Exception (flexi dates and days)**

Purpose

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

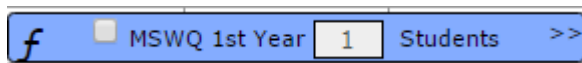
1. Upload a Placement Offer Form
2. Manage capacity in the system
3. Create placements in NSW Health facilities
4. Accept placements in NSW Health facilities

Social Work is unique in that the discipline utilises a **Placement Offer Form** and uses the **Flexi Dates and Days** placement option only. Though the majority of placements should be created through the Request/Approve/Accept window process, some placements may need to be created or accepted as Placements by Exception.

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**.

Add a Placement Offer Form to a Clinician Profile

The Placement Offer Form needs to be completed and uploaded onto a clinician profile.

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

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

6 Record(s) Found		
Unit Name	Facility Unit Belongs to	Edit
Acute Post Acute Care APAC	Royal North Shore Hospital	Edit
Aged Care Services	Royal North Shore Hospital	Edit
Child & Adolescent Health Serv	Royal North Shore Hospital	Edit
NS Sexual Assault Service	Royal North Shore Hospital	Edit
RNSH SW Mental Health	Royal North Shore Hospital	Edit
RNSH SWD	Royal North Shore Hospital	Edit

Page 1 of 1

- On the **Edit Unit** page, select the **Clinicians in Unit** tab

Edit Unit

*Mandatory fields are marked **

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, BSW 2nd Year, BSW 3rd Year, BSW 4th Year
 Supervision Type *: Health Provided, Education Provided, Health Provided - Funded EP or HWA

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

Name	Accepts Part Time	Comments	Job Share	Edit
Social Worker 1	Yes		No	Edit
Social Worker 2	Yes		No	Edit
Social Worker 3	Yes		No	Edit
Social Worker 4	Yes		No	Edit

[Add](#)

- Click **Edit** on the **Social Worker's Clinician** profile you wish to view

Name	Accepts Part Time	Comments	Job Share	Edit
Social Worker 1	Yes		No	Edit
Social Worker 2	Yes		No	Edit
Social Worker 3	Yes		No	Edit
Social Worker 4	Yes		No	Edit

[Add](#)

- At the bottom of the **Edit 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

- Click the **Add** button

Shift Capacity	Contact Details	Attachments by Clinician
----------------	-----------------	---------------------------------

FileName	Description	Download	Remove
Add +			

- Browse for the file on your computer and click **Attach**

Add clinician attachment ✕

Browse to select a file *(Limit: 1MB) Choose File

Description *

Attach
Cancel

Once the form has been uploaded, it will look like this.

Shift Capacity	Contact Details	Attachments by Clinician
----------------	-----------------	---------------------------------

FileName	Description	Download	Remove
Kids Health Offer form.docx	Parent Carer 2017	Download ↕	Remove ✕
Add +			

Manage Capacity

Change capacity on the clinician profile

We refer to this as the Base Unit Capacity. Whatever capacity you enter here will be applied to the entire placement cycle and will be copied across when the next placement cycle is opened.

1. Select Discipline and Cycle in the top right hand corner
2. Go to Profiles > Find Unit
3. Search for the right unit and click Edit
4. Scroll down and select the Clinicians in Unit Tab
5. Reduce the capacity to 0 and ensure that the availability (mode) is correct

Cycle specific clinician details

Active

Accepts part-time placement for full-time capacity

Job Share

Comments

Clinician Setting * Inpatient Hospital
 Outpatient
 Community

Patient Age Group * Perinatal / Infant
 Children
 Adolescents
 Adults
 Geriatrics

2 years or more Post Graduate experience * Yes
 No

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/Par ▼		<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"/>	0

Change capacity via View Manage Capacity Variation

Now that your Base Unit Capacity is 0, when you do wish to take a student, you can increase the capacity during certain dates using the View Manage Capacity Variation page. This will override the Base Unit Capacity during the dates chosen but WILL NOT be copied across to a future cycle.

Ideally, this change should be made during the Manage Profiles window but you can also change capacity this way during the Manage Placements window.

1. Ensure Discipline and Cycle is selected in the top right hand corner
2. Select Profiles > View Manage Capacity Variation

NSW Health ClinConnect
Partnership for Clinical Placements
Version: 1.13.0.6

Dashboard | Profiles | Placement Tasks | Student Tasks | Admin | Reports | Facilitator Tasks

Home > Profiles > Find Health Service

- Create Unit
- View/Manage Capacity Variation
- Find Education Provider
- Create Education Provider

Mandatory fields are: Find Facility, Create Facility, Find Unit

3. Enter Search Criteria and click Search
4. On the results page, select the clinician you wish to edit and click Edit
5. On the Modify Unit Capacity pop-up box, enter the start and end dates of the time you wish to change and enter the capacity in the box e.g. 1.
6. Click Save

Manage Capacity Variations

Search Criteria: show 15 results [1/1] 7 day view 6 week view

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
South Eastern Sydney LHD	0/0	0/0				
St. George Hospital	0/0	0/0				
Social Work Mental Health Community	0/0	0/0				
Social Worker 1 (students)	0/0	0/0	0/0	0/0	0/0	0/0
Day	0/0	0/0	0/0	0/0	0/0	0/0

Modify Unit Capacity

Enter New Capacity

Date From: 03/07/2017
Date To: 20/10/2017

Shift: Maximum Number of Student for Selected Date Range
Day: 1

Buttons: Save, Cancel

Actions: Select All, Deselect All, Edit, Variation History

You should now see the capacity change on this page within the dates you selected.

Manage Capacity Variations

Search Criteria: show 15 results [1/1] 7 day view 6 week view 6 month view Tabular view

	July 2017	August 2017	September 2017	October 2017	November 2017	December 2017
South Eastern Sydney LHD	1/1	1/1	1/1	0/1	0/0	0/0
St. George Hospital	1/1	1/1	1/1	0/1	0/0	0/0
Social Work Mental Health Community	1/1	1/1	1/1	0/1	0/0	0/0
Social Worker 1 (students)	1/1	1/1	1/1	0/1	0/0	0/0
Day	1/1	1/1	1/1	0/1	0/0	0/0

Create Placements by Exception

There are two ways to Request placements in ClinConnect:

1. **Request Placements** - during the **Request Window** (Health Approve those Requests)
2. **Health Users Create Placements by Exception or Education Providers Request Placements by Exception** - during the **Manage Placements Window**. (Health then need to Accept the Requested Placements by Exception).

The majority of placements will be created through the **Request/Approve/Accept** placement windows. For further instructions on how to **Approve** placements, please see the **ClinConnect Online Help Program** available from your ClinConnect Dashboard.

Create Placements by Exception (PbE) 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 **Create Placement by Exception**

Request Placement

▼ Search Criteria

Health Service ▼ Facility ▼ Unit ▼ Clinician ▼

Search ... ✓ ✕ Search ... ✓ ✕ Search ... ✓ ✕ Search ... ✓ ✕

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. Make sure you select the **Flexi Dates and Days** placement Timing. Enter the **number of days** in the box that the student is expected to complete whilst on this placement.
4. Click the **Search** button

- The **possible placement options** are shown on the 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] 7 day view 6 week view 6 month view Tabular view

	Sep 17-Sep 23 week 38	Sep 24-Sep 30 week 39	Oct 1-Oct 7 week 40	Oct 8-Oct 14 week 41	Oct 15-Oct 21 week 42	Oct 22-Oct 28 week 43
	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	1	1	1	1
Armidale Hospital	1	1	1	1	1	1
Armidale Hospital Not applicable	1	1	1	1	1	1
Ms Pari Jay (students)	1	1	1	1	1	1
Day	1	1	1	1	1	1
f	<input type="checkbox"/> BSW First 1 Students					
f	<input type="checkbox"/> BSW Final 1 Students					
f	<input type="checkbox"/> MSWQ 1st Year 1 Students					
f	<input type="checkbox"/> MSWQ 2nd Year 1 Students					

Select All Deselect All Edit Accept Exception

- Select the placement block you wish to **Create**
- Click the **Accept Exception** button

Request Placement

Search Criteria

Requested PBE Requested Approved Not Approved Accepted Declined Cancelled

show 15 results [1/1] 7 day view 6 week view 6 month view Tabular view

	Sep 17-Sep 23 week 38	Sep 24-Sep 30 week 39	Oct 1-Oct 7 week 40	Oct 8-Oct 14 week 41	Oct 15-Oct 21 week 42	Oct 22-Oct 28 week 43
	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	1	1	1	1
Armidale Hospital	1	1	1	1	1	1
Armidale Hospital Not applicable	1	1	1	1	1	1
Ms Pari Jay (students)	1	1	1	1	1	1
Day	1	1	1	1	1	1
f	<input checked="" type="checkbox"/> BSW First 1 Students					
f	<input type="checkbox"/> BSW Final 1 Students					
f	<input type="checkbox"/> MSWQ 1st Year 1 Students					
f	<input type="checkbox"/> MSWQ 2nd Year 1 Students					

Select All Deselect All Edit Accept Exception

- The placement block will turn blue indicating that it is now ready to have a student assigned

	0	0	0	0	0	0
	0	0	0	0	0	0
	f <input type="checkbox"/> BSW First 1 Students					
	0→1	1	1	1	1	1
	0→1	1	1	1	1	1

Tips

- ClinConnect will send an email to the Education Provider when the **Placement By Exception** has been created.

Accept Requested Placements by Exception (Manage Placements)

Health service users will receive an automatic notification advising them that a placement by exception has been requested in ClinConnect. They can now either **Accept** or **Decline** the **Requested Placement by Exception**. This is done on the **Manage Placements** page.

Accept requested placements by exception

- Select a **Discipline** and **Cycle**
- Click the **Placement Tasks** menu. Select **Manage Placements**

Manage Placements

Search Criteria

Search by Placement Id:

OR

Search by Student Id:

OR

Enter Search Criteria:

Education Provider: Health Service: Facility: Unit:

Search ... Search ... Search ... Search ...

Australian Catholic University
 Australian College of Applied Psychology
 Australian National University
 Bond University
 Ambulance Service NSW
 Central Coast LHD
 Far West LHD
 Healthshare
 Hunter New England LHD
 Illawarra Shoalhaven LHD
 Justice & Forensic Mental

[More Criteria >>](#)

Sort by: Education Provider A to Z

Placement Status:

- Requested P&E
- Requested
- Approved
- Not Approved
- Accepted
- Declined
- Cancelled by LHD
- Cancelled by EP

Date From: 01/01/2015
Date To: 03/01/2016

Placement Timing:

Placement by Exception:

Makeup:

3. Enter one or more search criteria to locate the **Requested Placement by Exception**. You can filter by checking **Requested Placement by Exception** in the **Placement Status** box
4. Click **Search**
5. The **Manage Placements** page is displayed

3	3	3	3	3
		<input type="checkbox"/> UG2 1		

6. **Requested Placements by Exception** will be shown as pink placement blocks
7. Optional: Reduce the number of placements you wish to Accept by changing the number on the pink placement block
8. Click the **Accept RPbE** button
9. The placement block will now turn blue indicating it is an **Accepted** placement ready for students to be assigned. **Accepted** placements are given placement identification numbers or **Placement IDs**

	2→3		2→3
3	2→3	2	2→3
3	2→3	2	2→3
		<input type="checkbox"/> UG2 1	

Tips

- RPbEs can be **Accepted** in bulk by clicking the **Select All** button and then clicking **Accept**.
- RPbEs can be **Accepted** or **Declined** as many times are required before the cut off rule applies for assigning students.
- An **Accepted** RPbE cannot be **Declined** once a student has been assigned. It would then have to be **Cancelled**.
- RPbEs that are not actioned in line with the cut-off rule for assigning students, will automatically be **Declined** by ClinConnect.
- If a health service user receives a notification that an education provider user has submitted a **Requested Placement by Exception** but the placement isn't visible on the **Manage Placements** page, it could be because the education provider user has since **Deleted** the **Requested Placement by Exception**.