Lisa Forster
Student Functional Group - ITS

SI-net: Student Placements
First: a bit about me

Lisa Forster

Business Analyst - Student Functional Group

Commenced at UQ - July 2013
Commenced SI-net Placements Project – January 2014
Agenda:

Placements Overview:
- What does it do?
- Demonstration
  - What does it look like?
  - How does it work?

Placements in action:
- Medicine
- Human Movement Studies
- Health and Rehabilitation Sciences

Future Development

Placements in a nut shell
Overview of Placements:
What does it do?
Placements in Theory

What is a placement?
- Available place
- Interested student
- Match the student with the available place

UQ decided to use the UniSA-built module as a base
Overview of Placements: What does it do?

Pulls together specified set up data (sites, location, focus, offers, placement dates) to create Placement Management Records (PMR).

- PMRs are what the students are assigned to for their placement. This is a one to one relationship i.e. one student per PMR.

Allocation process matches students to an appropriate PMR, either based on student preferences or a random allocation.

- This information can then be displayed to the student via mySI-net.

Placement blocks are the functionality that is pulling all this data together and is used to define how this particular placement process is to work.
Overview of Placements: What does it do?

Placement Block Types:

- Rotation – Students have extensive preferencing options which then allocates them into seed blocks (Medicine).
- Clinical – This is what the majority of placement blocks will be. This can be as simple or complex as required. Student preferencing is an option.
- Self Allocating – Through mySI-net, Students have access to a list of available sites. It is then up to the student to contact the site and obtain the place. Once that is done, it is recorded via mySI-net so the option is removed for other students.
Overview of Placements: What does it do?

**Preferencing:**

- As part of the set up there is the ability to choose if students preference.
- Students can preference on regions, focus and/or site/focus combinations.
- If preferencing is not required then allocations can either be manually assigned or randomly allocated (system process).
- If students are preferencing then the allocation process can either be based on a random selection or the students first preference.
Overview of Placements: What does it do?
Overview of Placements: What does it do?

Placement Block

Start/End Dates
Preference Type
Block Type
Conditions

Program/Course Link
Allocation Method
Split placements
mySI-net

PMR
Site (Region)
Placement Dates
Focus
Student

PMR
Site (Region)
Placement Dates
Focus
Student

PMR
Site (Region)
Placement Dates
Focus
Student

PMR
Site (Region)
Placement Dates
Focus
Student

PMR
Site (Region)
Placement Dates
Focus
Student

Name of presentation Month 2009
Overview of Placements:

How does it work?
Overview of Placements: How does it work?
SI-Net Placements Process Flow Overview

<table>
<thead>
<tr>
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<td>Providers</td>
<td>Placement Offer Report</td>
<td>Create PMRs</td>
<td>Placement Allocation Process</td>
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<td>Priority Placements</td>
<td>Student Pool</td>
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<td>Student Block</td>
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</table>

Name of presentation Month 2009
Overview of Placements:
How does it work?
Core Functionality

Set Up Data

Locations – set up under an Organisation
Sites/Providers – set up under an Organisation
Contacts – can be linked to an Organisation and/or a Site
Overview of Placements:
How does it work?
Core Functionality

Administration

Placement Block
- Open/Close dates
- Block type – rotation, clinical, self-allocated
- Link to program/course
- Preferencing – focus, region, site/focus

PMRs
- Start/End Dates
- Site information
- Focus
- Student

Student Pool
Overview of Placements:
How does it work?

Core Functionality

Allocation Process

- System or manual
- Random, First Preference or First In

Confirmation process
Overview of Placements:  
How does it work?  
Optional Functionality

Placement Block
- mySI-net – view date, provisional allocation
- Program/course eligibility checking
- Preferencing – Focus, Region, Site/Focus
- Pre-allocation conditions
- Allocation approval
- Groups – based on Sites
- Split Placements – Region, Site, Focus

PMR
- Initiatives

Student Pool
- Priority Placements
Overview of Placements:
What does it look like?

What does it look like?
Overview of Placements:
What does it look like?
Demonstration

Set up pages
Block Creation
Data Loading
  ➢ Offers
  ➢ Students
Create PMRs
Preferencing (mySI-net)
Allocation – manual and system process
PMR Inquiry
Confirmation process
  ➢ System Process
  ➢ mySI-net
Placements in Action: Medicine - Year 3 & 4

- 10 mandatory courses
- 5 medical rotations / year
- Rural clinical school (RCS) placement requirements
- Students preference the order of their courses and where they would like to complete their placement
Placements in Action:
Medicine - Year 3 & 4
Year 3

- 5 courses – completed in any order
- 12 clinical schools
- Students preference the region (clinical school) and the focus (discipline)
- Fill 100% of the Rural clinical school places
- Students provide separate preference for community placement
- Students allocate themselves to a site on a first in best dressed basis for General Practice Rotation
Placements in Action:
Medicine - Year 3 & 4
Year 4

- 5 courses - completed in any order
- 4 Rural + South East QLD Clinical School
- Placements can be anywhere not always in a hospital
- Students preference the region (clinical school) and the focus (discipline)
- South East QLD clinical school students – preference specialty and site
- RCS students placed for the whole year
Placements in Action: Medicine - Year 3 & 4

Allocation

- Students preference for the whole year
- 5 placements per student – Splits
- First Pref - By student preference
Placements in Action:
Medicine - Year 3 & 4
Rotation Blocks

- 5 placements per student
- Year 3 community placements and GP placement need a second and specific preference
- Year 4 discipline placements all need a second and specific preference
- Solution… super “Rotation” placement blocks that do 5 split placements and push placement data to sub-placement blocks
Placements in Action:
Medicine - Year 3 & 4
Rotation Blocks

- 4 super “Rotation” placement blocks
  - Year 3 Australian cohort
  - Year 3 Oschner cohort
  - Year 4 Australian cohort
  - Year 4 Oschner cohort
- 135 sub-placement blocks
  - Attached to a rotation block
  - Rotation rules for each sub-block
Preference for whole year

Rotation Block

Rotation 1
- Allocation for Med
- Allocation for Surgery
- Allocation for GP
- Allocation for Mental H
- Allocation for MIS

Rotation 2
- Allocation for Med
- Allocation for Surgery
- Allocation for GP
- Allocation for Mental H
- Allocation for MIS

Rotation 3
- Allocation for Med
- Allocation for Surgery
- Allocation for GP
- Allocation for Mental H
- Allocation for MIS

Rotation 4
- Allocation for Med
- Allocation for Surgery
- Allocation for GP
- Allocation for Mental H
- Allocation for MIS

Rotation 5
- Allocation for Med
- Allocation for Surgery
- Allocation for GP
- Allocation for Mental H
- Allocation for MIS

Sub-placement block
Placements in Action: Medicine - Year 3 & 4
Rotation Rules

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Placements in Action: Medicine - Year 3 & 4
Sub Placement Block Update Rules

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Clinical Placement

Preference Recording Available

Rotation Rules

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Select Focus to Include or Exclude

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<td>Select</td>
<td>Include List of Initiatives</td>
<td>Select</td>
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Create Pref | Sites Preferences | Select | Site | Focus |
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Placements in Action:
Medicine - Year 3 & 4
Rotation Allocation

➢ Allocation order – based on preference setup
➢ Initiative – restricts international allocations
➢ Priority Student Allocation – all 5 placements, 1 through 5 in order
➢ Allocate by Group – allocation for the first split
➢ All the rest
Placements in Action:
Human Movements Studies
Exercise Physiology

- Simpler allocation process than medicine
  - Students did preference but as there were limited provider choices, students often did not get 1st choice.

- Main challenge was that their allocation process did not start and end with SI-net
  - Trying to get the functionality to help rather than hinder and create more work.

- Because of the small provider pool, students had to be manually allocation both before and after system allocation process
Placements in Action:
Human Movements Studies
Exercise Physiology

- One Block, two or more splits that must equal at least 10 weeks in duration.
- This could be two A Blocks or three B Blocks or an A and B Block
- The system does not currently allow for splits where the dates overlap, therefore manual manipulation was required.
Placements in Action:
Health and Rehabilitation Sciences
Speech Pathology

- Not yet live.
- No preferencing.
- Complication want to displayed to students via mySI-net a level of data that is not currently configurable.
- The functionality does not allow for this level of detail so we had to be creative about how blocks, sites and contacts were set up.
- Will be making use of the new communication tools for students and sites/providers
Future Development

- Communications
- Swaps
- Placement Block Copy functionality
- Roll back
- myData feed to Business Objects for reporting from the Warehouse
- SI-net history
Future Development:
Communications

Placement Block ID: 00000005
SoM 2013 MR4 - Medicine in Society - MEDI013/014

myPlacement Preferences Notifications
- Student Auto-Notification Required?
- Student Auto-Reminder Required?
  - Days before Open Date
  - Days before Close Date

Confirmed Placement Notifications
- Student Auto-Notification Required?
- Site Auto-Notification Required?
  - Days after confirmation
  - Days before Start Date

Placement Evaluation Notifications
- Student Auto-Notification Required?
- Site Auto-Notification Required?
  - Days after End Date

Other Student Notifications
Placement Amendment Letter Code: [Search]
Attachment: [Search]

Other Staff Notifications
Placement Block Ready for Approval: [Search]
Attachment: [Search]

Notify History
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Name of presentation Month 2009
Future Development: Swaps

- Resolve imperfect or insufficient allocations
- A student has a grievance or acceptable personal circumstance that is inconsistent with an allocated placement
- A provider has a grievance or acceptable business circumstance that is inconsistent with a particular student allocated to one of their placements
- A student has a personal circumstance that is inconsistent with an allocated placement(s)—the student has found another student (or group of students) that is willing to simply "swap places"
## Future Development:
### Placement Block Copy Functionality

### Copy Placement Block Default Values

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#### Placement Block Details

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#### Student Preferences

- Preference Recording Available
- Submit Preference Open Date: 04/08/2014
- Submit Preference Close Date: 06/08/2014
- Site Exclusions Allowed
- Special Circumstances Available
- Submit Spec Circum Open Date:
- Submit Spec Circum Close Date:

#### Placement Allocation

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OK  Cancel
Future Development: Rollback

- Incorrect number of places at a clinical school/site
- Allocation results not satisfactory – Want to have another go
SI-net Placement functionality in a nut shell

Crowning glory:

myPlacements - Students can access placement information via mySI-net for preferencing, confirmation of placements and self allocating placements

Allocation process – can be as complicated or simple as required

Able to retrieve a history of students’ placement allocations

Things to Consider:

If requirements are simple then this may be overkill, the more you put in the more you get out but you have to weigh up time administered versus benefit received

SI-net process ends with confirmation of the PMR, there is no follow up functionality i.e. did the student complete the placement, get signed off, was there any post-placement paperwork required, did the student pass all their requirements etc.
QUESTIONS ?
Appendix
Year 3 Student Placement

**myPlacements**

myPlacements is designed to:

- Provide details of placements that you are undertaking
- Allow you to submit preferences for each placement block (if required)
- View the status of how your placement is progressing
- View confirmed placement details

Details of your active placement blocks are available below. If you have multiple active placements select the corresponding placement block you wish to view.

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<th>Active Placements</th>
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# Appendix

## Student Preference

### Rotation Block

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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This process will not enrol you in your courses. You must enrol via myUni when enrolments open.
- You must enter preferences for each Clinical School from 1 to 12 with 1 being the highest preference.
- You must enter preferences for your Rotation Order from 1 to 5 with 1 being your preference for Rotation 1, 2 being your preference for Rotation 2 and so on, up to Rotation 5.
Appendix
Placement Preferences

Placement Preferences
A summary of your placement block preferences are available below.

Preferences Summary

<table>
<thead>
<tr>
<th>Program/Course:</th>
<th>B Medicine/B Surgery-Grad Entry (2016)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Name:</td>
<td>SoM 2014 Year 3 - Clinical School &amp; Rotation Order</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferences</th>
<th>Submit Preference Open (DD/MM/YYYY)</th>
<th>Submit Preference Close (DD/MM/YYYY)</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Preferences</td>
<td>05/08/2013 09:00 AM</td>
<td>07/09/2013 11:59 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank</td>
<td>Focus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Mental Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Surgery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 General Practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Medicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Medicine in Society</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Region Preferences

<table>
<thead>
<tr>
<th>Rank</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School of Medicine - Wesley/St Andrews Clinical School</td>
</tr>
<tr>
<td>2</td>
<td>School of Medicine - Royal Brisbane Clinical School</td>
</tr>
<tr>
<td>3</td>
<td>School of Medicine - PA Southside Clinical School</td>
</tr>
<tr>
<td>4</td>
<td>School of Medicine - Northside Clinical School</td>
</tr>
<tr>
<td>5</td>
<td>School of Medicine - Mater Clinical School</td>
</tr>
<tr>
<td>6</td>
<td>School of Medicine - Greenslopes Clinical School</td>
</tr>
<tr>
<td>7</td>
<td>School of Medicine - Sunshine Coast Clinical School</td>
</tr>
<tr>
<td>8</td>
<td>School of Medicine - Ipswich Clinical School</td>
</tr>
<tr>
<td>9</td>
<td>School of Medicine - Toowoomba Rural Clinical School</td>
</tr>
<tr>
<td>10</td>
<td>School of Medicine - Rockhampton Rural Clinical School</td>
</tr>
<tr>
<td>11</td>
<td>School of Medicine - Bundaberg Rural Clinical School</td>
</tr>
<tr>
<td>12</td>
<td>School of Medicine - Hervey Bay Rural Clinical School</td>
</tr>
</tbody>
</table>
# Appendix

## Placement Confirmation

**Placement Status - Confirmed**

<table>
<thead>
<tr>
<th>Placement No.</th>
<th>Start Date (DD/MM/YYYY)</th>
<th>End Date (DD/MM/YYYY)</th>
<th>Focus</th>
<th>Region</th>
<th>Status</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13/01/2014</td>
<td>07/03/2014</td>
<td>Medicine</td>
<td>Wesley/St Andrews Clinical Sch</td>
<td>Confirmed</td>
<td>Wesley/St Andrews Hospital</td>
</tr>
<tr>
<td>2</td>
<td>17/03/2014</td>
<td>09/05/2014</td>
<td>Surgery</td>
<td>Wesley/St Andrews Clinical Sch</td>
<td>Confirmed</td>
<td>Wesley/St Andrews Hospital</td>
</tr>
<tr>
<td>3</td>
<td>19/05/2014</td>
<td>11/07/2014</td>
<td>Mental Health</td>
<td>Wesley/St Andrews Clinical Sch</td>
<td>Confirmed</td>
<td>New Farm Clinic (Wes/StAnd CS)</td>
</tr>
<tr>
<td>4</td>
<td>21/07/2014</td>
<td>12/09/2014</td>
<td>Medicine in Society</td>
<td>Royal Brisbane Clinical School</td>
<td>Confirmed</td>
<td>Prefs Entered Separately (RBC)</td>
</tr>
<tr>
<td>5</td>
<td>22/09/2014</td>
<td>14/11/2014</td>
<td>General Practice</td>
<td>Royal Brisbane Clinical School</td>
<td>Confirmed</td>
<td>Prefs Entered Separately (RBC)</td>
</tr>
</tbody>
</table>

- **This process will not enrol you into your courses.** You must enrol via mySI-net when enrolments open.
- **You must enter preferences for each Clinical School from 1 to 12 with 1 being the highest preference.**
- **You must enter preferences for your Rotation Order from 1 to 5 with 1 being your preference for rotation 1, 2 being your preference for rotation 2 and so on, up to rotation 5.**
Appendix
Self Allocation Site Page

Placement Preferences
Students are to organise their placement by contacting a site from the list below. Students are not to contact alternative sites without prior approval.

The reasons for this are:
- the site may have already advised us that they are not able to offer placements; or
- the site may be known to us and may be considered unsuitable.

Self Allocation Site

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>General Practice (MEDI3005, MEDI3006)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Name</td>
<td>SSN 2014 MR1 - General Practice - MEDI3005/3006</td>
</tr>
<tr>
<td>Status</td>
<td>Preferences Open</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferences</th>
<th>Submit Preference Open (DD/MM/YYYY)</th>
<th>Submit Preference Close (DD/MM/YYYY)</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29/10/2013 08:00 AM</td>
<td>24/01/2014 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>

If you wish to contact a practice (site) that does not appear on the GP list, please email:
- practice name
- practice address
- practice contact details

To Heather McMaster (h.mcmaster@uq.edu.au), the Administrative Coordinator, requesting approval. Any student who has not been able to secure a placement up until one week prior to the start of their rotation should email Heather McMaster, listing which practices they have already contacted.

Search

<table>
<thead>
<tr>
<th>Focus</th>
<th>Region</th>
<th>Site</th>
<th>Suburb/City</th>
<th>Quote</th>
<th>Status</th>
<th>Select Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Practice</td>
<td>Brisbane GP Clinics</td>
<td>Ipswich Rd Medical Centre</td>
<td>ANNERLEY</td>
<td>1 Provisional</td>
<td>Contact Site</td>
<td></td>
</tr>
</tbody>
</table>
Appendix
Self Allocation Selection Page

Self Allocation Selection

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>General Practice (MEDI3005; MEDI3006)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Name</td>
<td>SoM 2014 MR1 - General Practice - MEDI3005/3006</td>
</tr>
<tr>
<td>Status</td>
<td>Provisional – Tentatively Allocated</td>
</tr>
</tbody>
</table>

**Preferences**

<table>
<thead>
<tr>
<th>Submit Preference Open (DD/MM/YYYY)</th>
<th>Submit Preference Close (DD/MM/YYYY)</th>
<th>Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/10/2013 06:00 AM</td>
<td>24/01/2014 11:59 PM</td>
<td>Sites</td>
</tr>
</tbody>
</table>

If you wish to contact a practice (site) that does not appear on the GP list, please email:

- practice name
- practice address
- practice contact details

To Heather McMaster (h.mcmaster@uq.edu.au), the Administrative Coordinator, requesting approval. Any student who has not been able to secure a placement up until one week prior to the start of their rotation should email Heather McMaster, listing which practices they have already contacted.

<table>
<thead>
<tr>
<th>Focus</th>
<th>Region</th>
<th>Site</th>
<th>Suburb/City</th>
<th>Status</th>
<th>Additional Information</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Practice</td>
<td>Brisbane GP Clinics</td>
<td>Algester Medical Centre</td>
<td>ALGESTER</td>
<td>Provisional</td>
<td>Practice_Profile.pdf</td>
<td>Download</td>
</tr>
</tbody>
</table>

**Options**

- Select only if the provider has offered you a placement and you choose not to accept. This action will enable other students to make enquiries with this provider. Then choose another provider for enquiry.

- Select only if the provider has advised they are unable to offer a placement for the period you are enquiring about. This provider will then remain unavailable to your peers. Then choose another provider for enquiry.

- Select only if the provider has offered you a placement and you have accepted. You will be unable to select other sites once you have confirmed your placement.