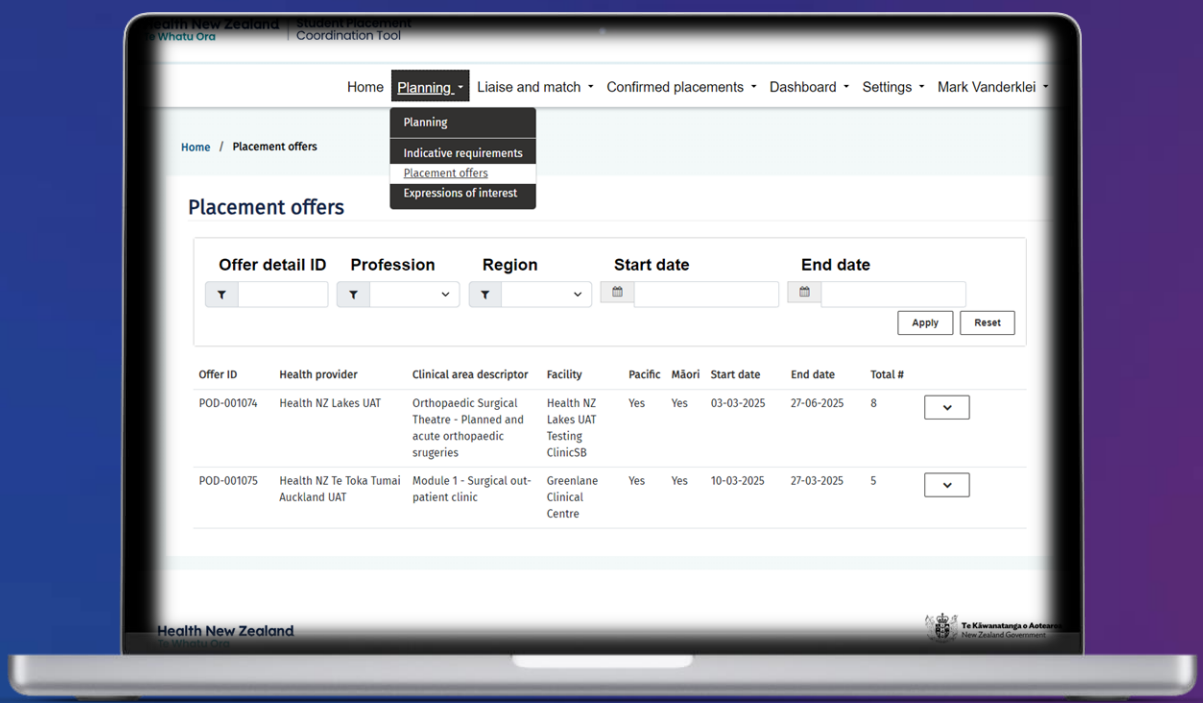
Health New Zealand
Te Whatu Ora

How to View, Create, and edit requests against placement offer details

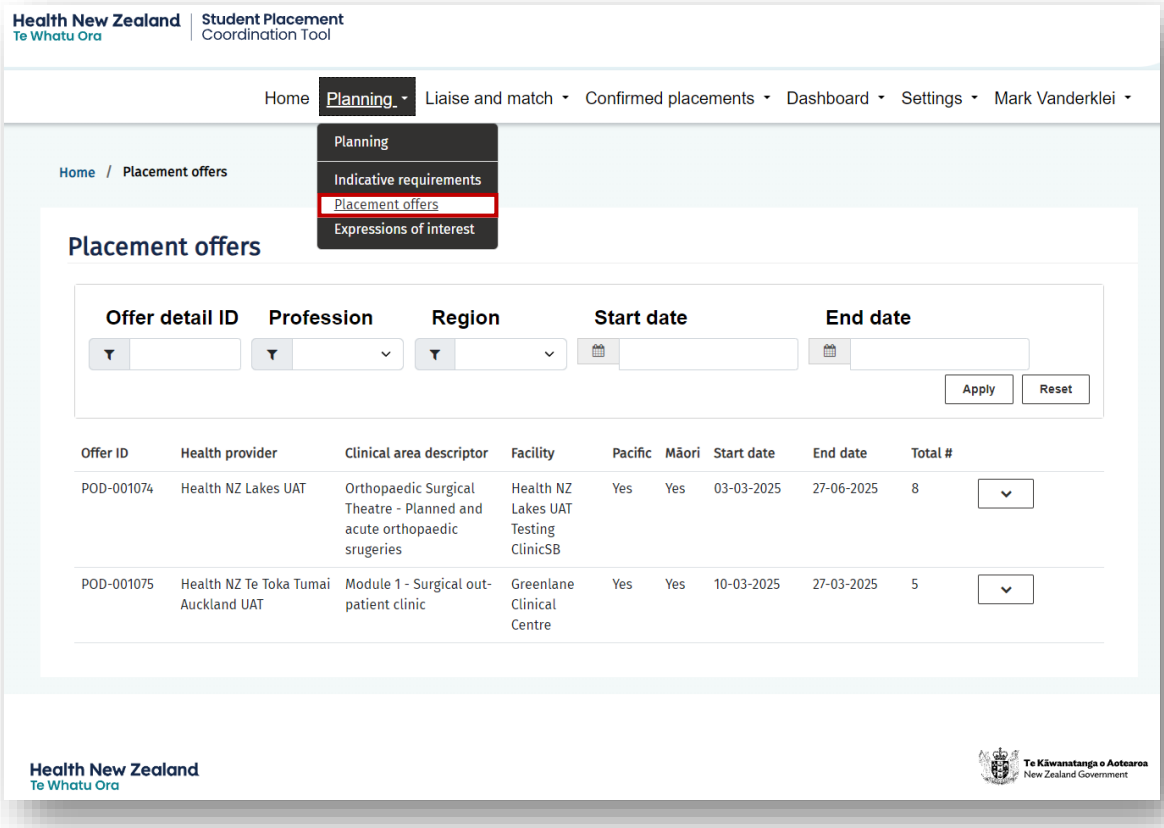


Health New Zealand
Te Whatu Ora

How to View, Create, and Edit requests against placement offer details

(A definition of the terms used in this guide can be found in the Key terms at the end of this document)

To view placement offers, navigate to **Planning / Placement Offers.**

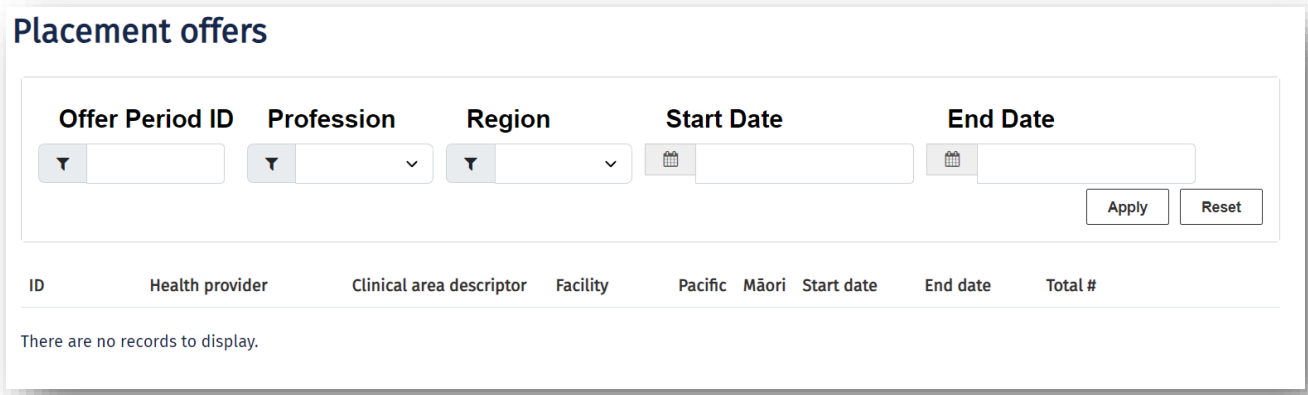


NOTE: *After clicking on placement offers, when the page opens it will always show that 'There are no records to display'. This is because the filter is not set to work until you press Apply.*

➢ *Click **Apply***

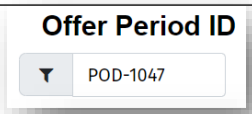
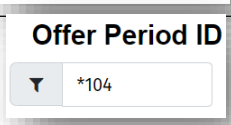
2 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to Filter Placement Offers



The filters allow you to narrow down the search for Placement offers by Offer detail ID, Profession, Region, or Start and/or Finish date. You can use any combination (or none depending on your requirements) before selecting **Apply.**

NOTE: *After clicking on placement offers, when the form opens it will always show that 'There are no records to display'. This is because the filter is* ***not*** *set to work until you press* ***Apply.***

Filter	Required data / output
Offer Period ID	This is an optional number which can be entered to view specific Placement offers (if you know the number)
	 The format for this is POD-000000 e.g.,
	 To get a range of Placement offers you can use an asterix before the number e.g.,
Profession	The area of health the person will be training in.
Region	Specify between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu)
Start Date	Search for offers starting **after** this date (does **not** require an end date to perform a search)
End Date	Search for offers finishing **before** this date (does **not** require a start date to perform this search)

View, create, and edit Placement requests
How to Filter, View, Create, and Edit a request against Placement offer details

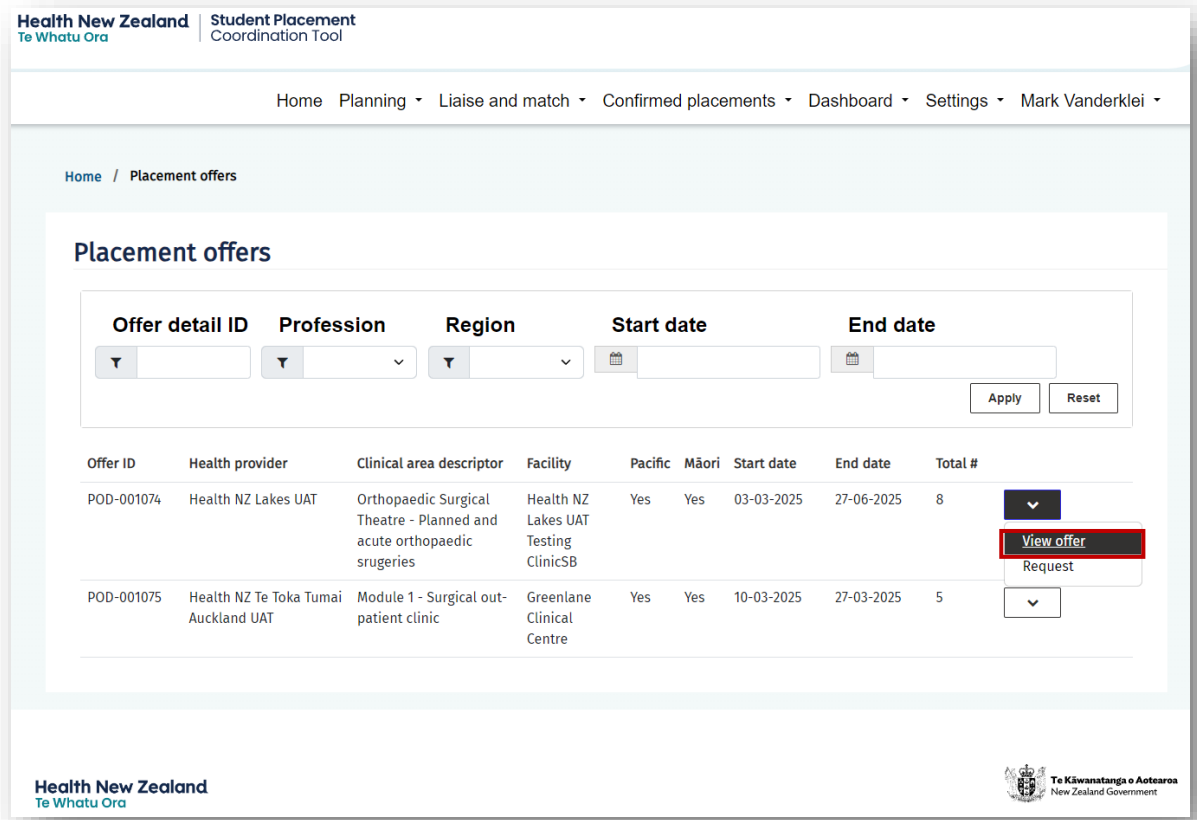
How to View the details of a placement offer

Home / Placement offers / Placement offer details

After you have found a placement offer you are interested in, you can select **View offer** to see the specific details.

Click on the down arrow to the right of the Placement offer you would like to view

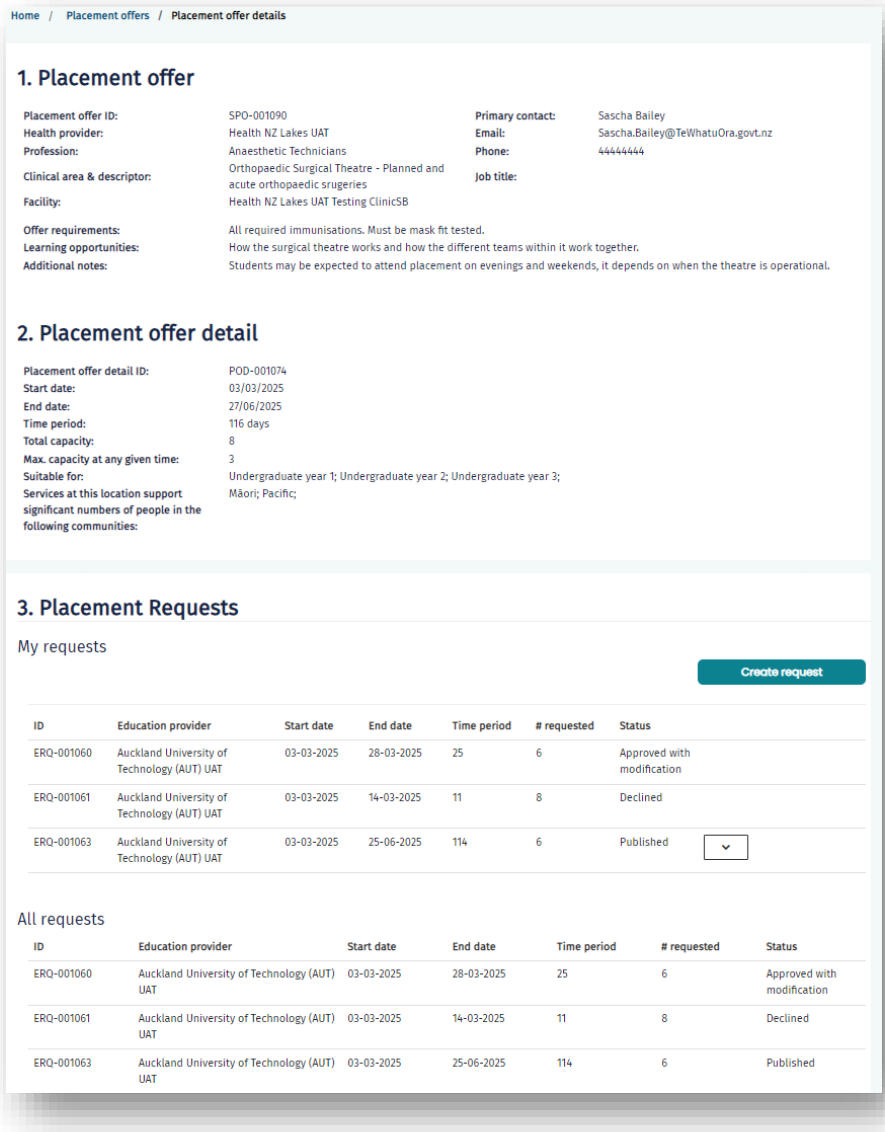
- Click **View Offer** to see the details of the offer you have selected



2 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to View the details of a placement offer

The next form is broken into 3 different sections (more information provided on the next page).



Section 1 outlines information about the Clinical Area the placement offer is for, including the primary contact and characteristics of the placement they wish to share.

Section 2 contains the 'Placement Offer Details' including start and end dates, the number of placements available, and the training year this placement offer would best suit (e.g., undergraduate year 3).

Section 3 contains requests made against this placement offer and is separated into 2 parts: those made specifically by your organisation, and those made by others.

3 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to View the details of a placement offer

1. Placement offer

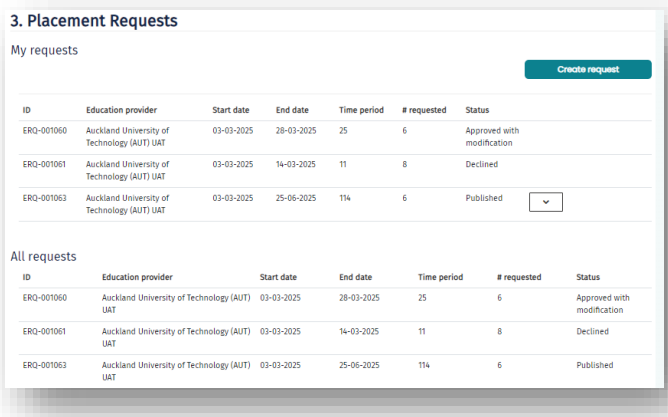
Placement offer ID:	SPO-001090	**Primary contact:**	Sascha Bailey
Health provider:	Health NZ Lakes UAT	**Email:**	Sascha.Bailey@TeWhatuOra.govt.nz
Profession:	Anaesthetic Technicians	**Phone:**	44444444
Clinical area & descriptor:	Orthopaedic Surgical Theatre - Planned and acute orthopaedic srugeries	**Job title:**	
Facility:	Health NZ Lakes UAT Testing ClinicSB		
Offer requirements:	All required immunisations. Must be mask fit tested.		
Learning opportunities:	How the surgical theatre works and how the different teams within it work together.		
Additional notes:	Students may be expected to attend placement on evenings and weekends, it depends on when the theatre is operational.		

All the Placement offer information as entered by the specified Health provider including the primary contact details should you wish to contact them directly.

2. Placement offer detail

Placement offer detail ID:	POD-001074
Start date:	03/03/2025
End date:	27/06/2025
Time period:	116 days
Total capacity:	8
Max. capacity at any given time:	3
Suitable for:	Undergraduate year 1; Undergraduate year 2; Undergraduate year 3;
Services at this location support significant numbers of people in the following communities:	Māori; Pacific;

The time-period within which a placement can occur, the total number of students the clinical area will take, the maximum number of students at any given time, and who this will be suitable for (e.g., undergraduate Year 3 students etc.,)



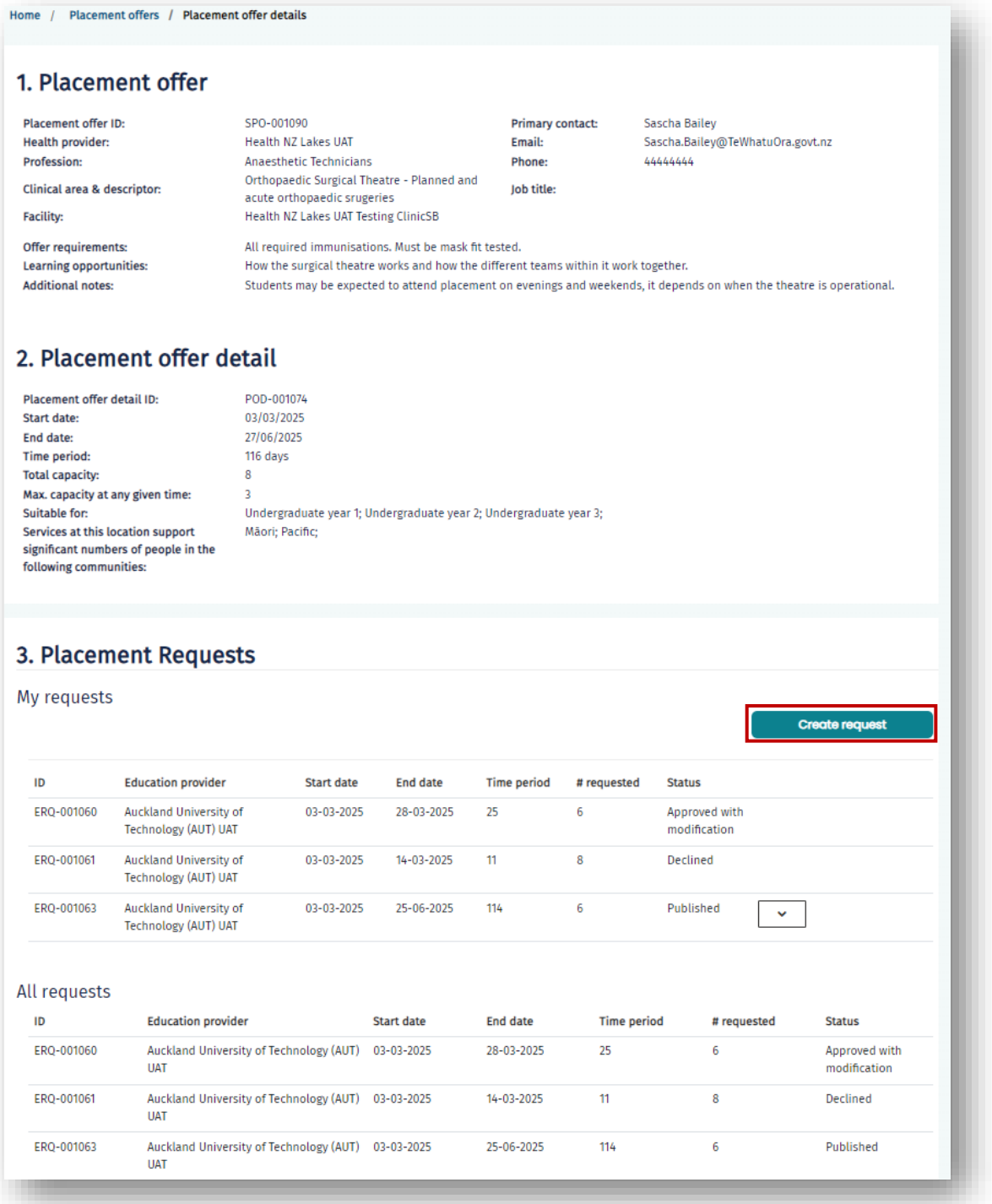
Both the Placement requests made against this Placement offer by your organisation, and below that requests by any other organisation

- From here, you can create a new request against that placement offer by clicking **Create request**

View, create, and edit Placement requests
How to Filter, View, Create, and Edit a request against Placement offer details

How to create a request against a Placement offer

You can view the details of the Placement offer to make sure it is right for you before deciding whether you want to create a request.



Home / Placement offers / Placement offer details

1. Placement offer

Placement offer ID:	SPO-001090	**Primary contact:**	Sascha Bailey
Health provider:	Health NZ Lakes UAT	**Email:**	Sascha.Bailey@TeWhatuOra.govt.nz
Profession:	Anaesthetic Technicians	**Phone:**	44444444
Clinical area & descriptor:	Orthopaedic Surgical Theatre - Planned and acute orthopaedic srugeries	**Job title:**	
Facility:	Health NZ Lakes UAT Testing ClinicSB		

Offer requirements:	All required immunisations. Must be mask fit tested.
Learning opportunities:	How the surgical theatre works and how the different teams within it work together.
Additional notes:	Students may be expected to attend placement on evenings and weekends, it depends on when the theatre is operational.

2. Placement offer detail

Placement offer detail ID:	POD-001074
Start date:	03/03/2025
End date:	27/06/2025
Time period:	116 days
Total capacity:	8
Max. capacity at any given time:	3
Suitable for:	Undergraduate year 1; Undergraduate year 2; Undergraduate year 3;
Services at this location support significant numbers of people in the following communities:	Māori; Pacific;

3. Placement Requests

My requests

Create request

ID	Education provider	Start date	End date	Time period	# requested	Status
ERQ-001060	Auckland University of Technology (AUT) UAT	03-03-2025	28-03-2025	25	6	Approved with modification
ERQ-001061	Auckland University of Technology (AUT) UAT	03-03-2025	14-03-2025	11	8	Declined
ERQ-001063	Auckland University of Technology (AUT) UAT	03-03-2025	25-06-2025	114	6	Published

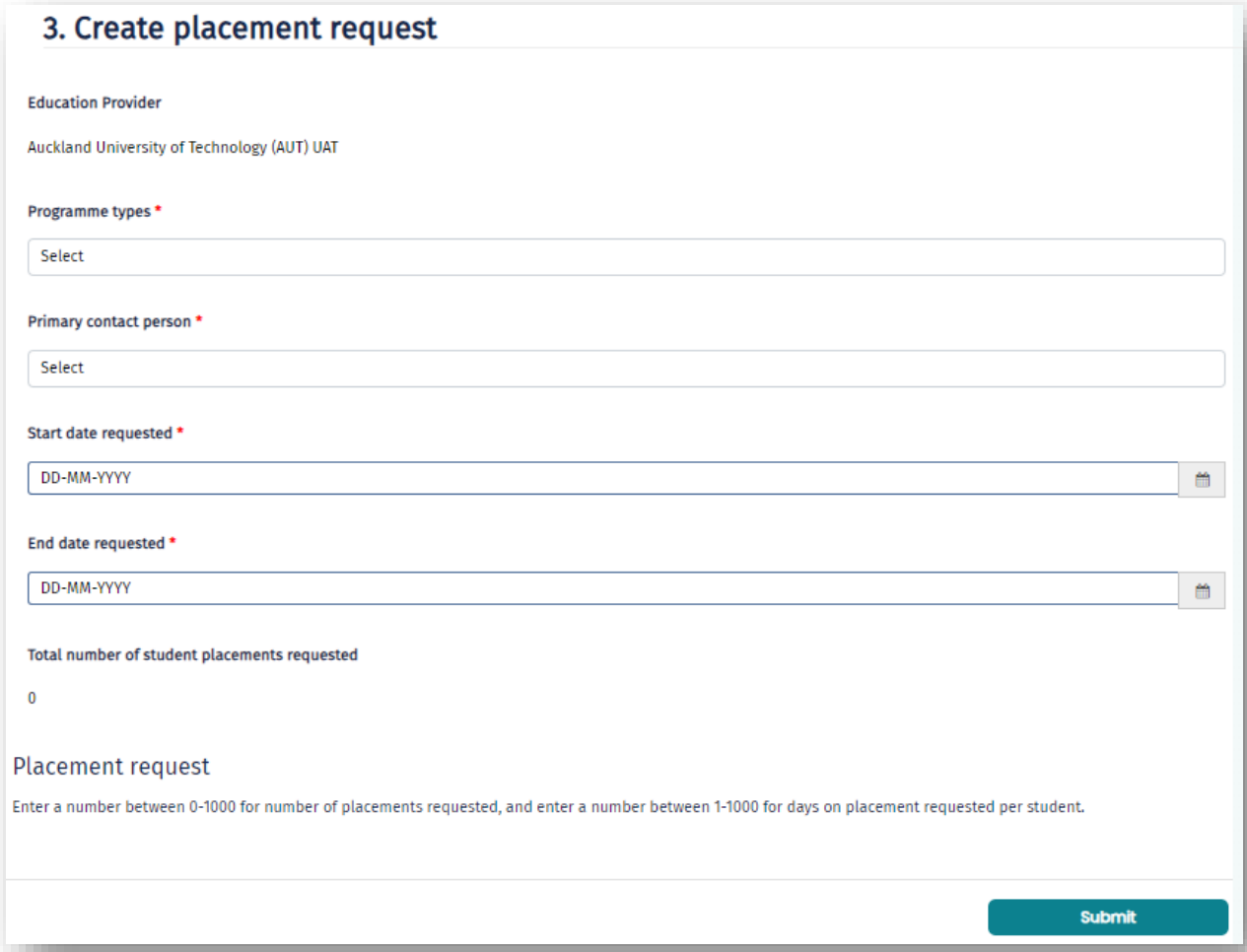
All requests

ID	Education provider	Start date	End date	Time period	# requested	Status
ERQ-001060	Auckland University of Technology (AUT) UAT	03-03-2025	28-03-2025	25	6	Approved with modification
ERQ-001061	Auckland University of Technology (AUT) UAT	03-03-2025	14-03-2025	11	8	Declined
ERQ-001063	Auckland University of Technology (AUT) UAT	03-03-2025	25-06-2025	114	6	Published

➢ Click **Create Request**

How to create a request against a Placement offer

Section 3: Information to be entered to create a request against a placement offer (guidelines for each of the input sections can be found on the next page).

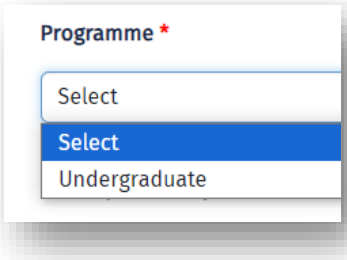


3 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to create a request against a Placement offer

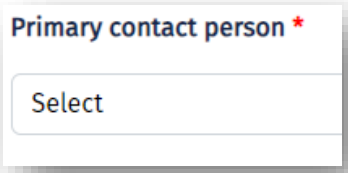
Explanations for each of the different options is as follows:

- **Select programme**



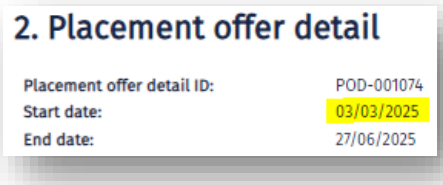
The levels visible will be dependent on your organisation i.e. Undergraduate etc.

- **Add a primary contact person**



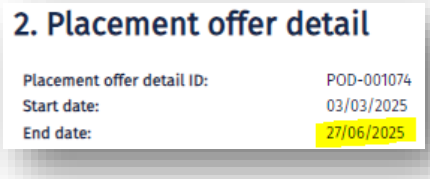
The individual selected as the primary contact person will have their details attached to this Placement request. Should anyone need to contact your organisation about this Placement request, they will be able to contact the primary contact directly.

- **Start date requested**



Any date from the day in the placement detail onwards. You will not be able to enter a date before the start date or after the end date.

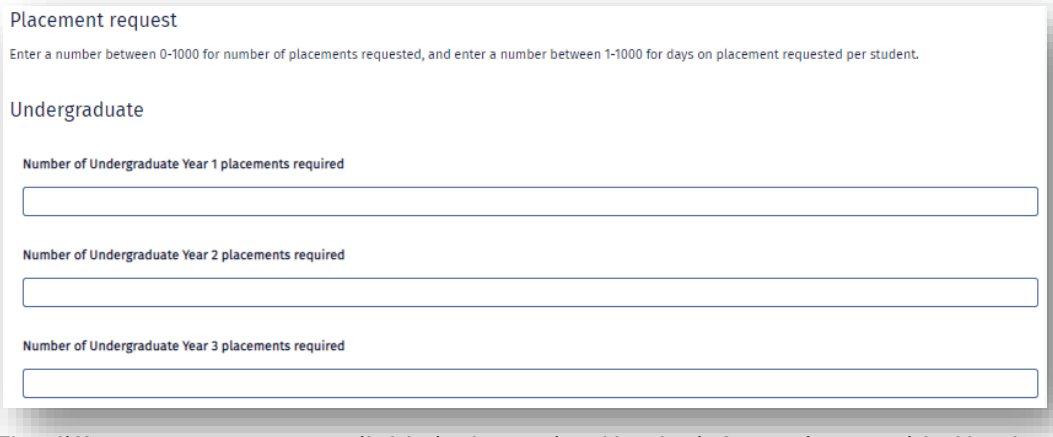
- **End date requested**



The end date must be at least one day after the start date and must be more than one day

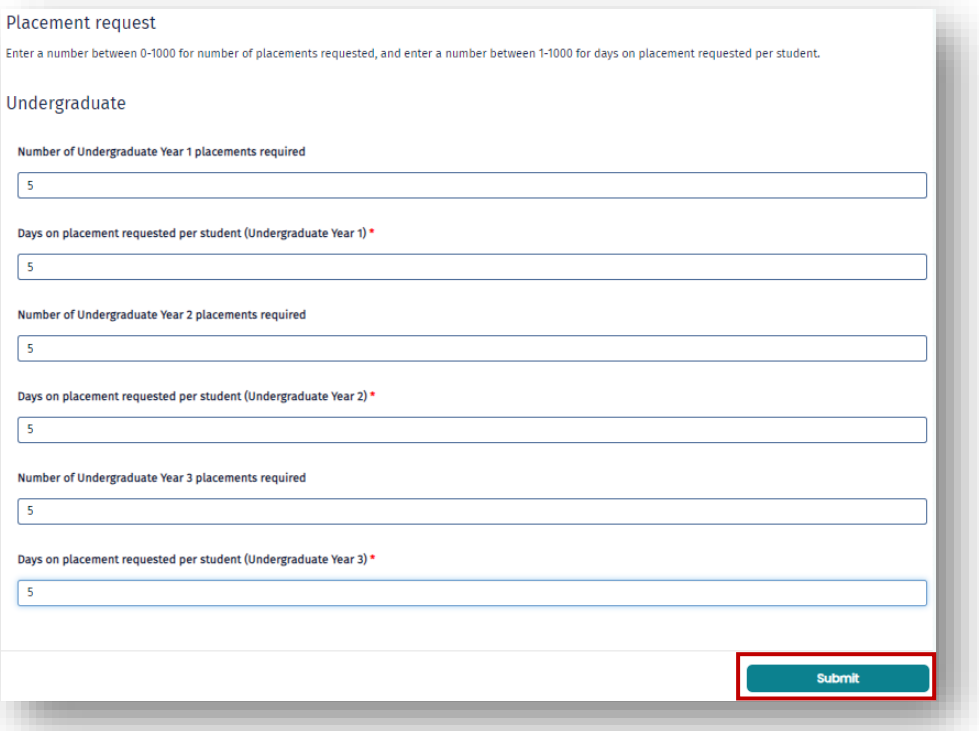
How to create a request against a Placement offer

- **Placement request student numbers**



The different year groups available is determined by the information provided by the Health Provider. In this instance, there is space for Year 1 and Year 2 undergraduate students.

Once you have entered a number to indicate how many placement spots you would like, another box will appear asking you to enter the number of **Days on placement requested per student**



➢ Once you have completed filling out those details, click **Submit**

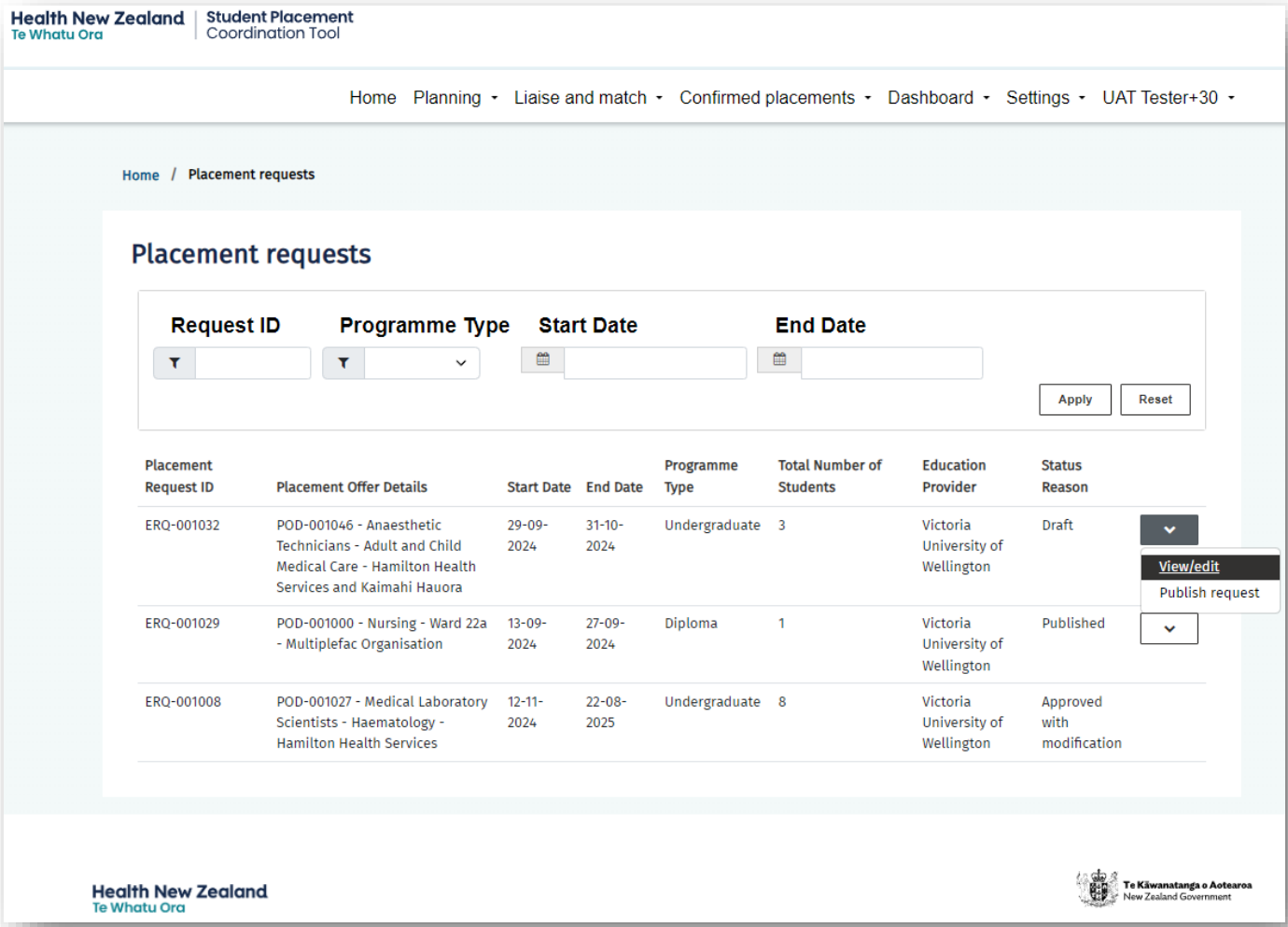
1 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to View / Edit Placement requests

- Click on Liaise and match / Placement requests / View edit

View / edit Placement requests allow you to edit existing draft placement offers.

NOTE: *You are not able to edit Published Placement offers. Once published, the only options are to either contact the primary contact at the Health Provider directly to see if it is possible to alter details in the placement offer, or to withdraw the offer (please see 'How to Withdraw a Placement request' for further instructions).*



2 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to View / Edit Placement requests

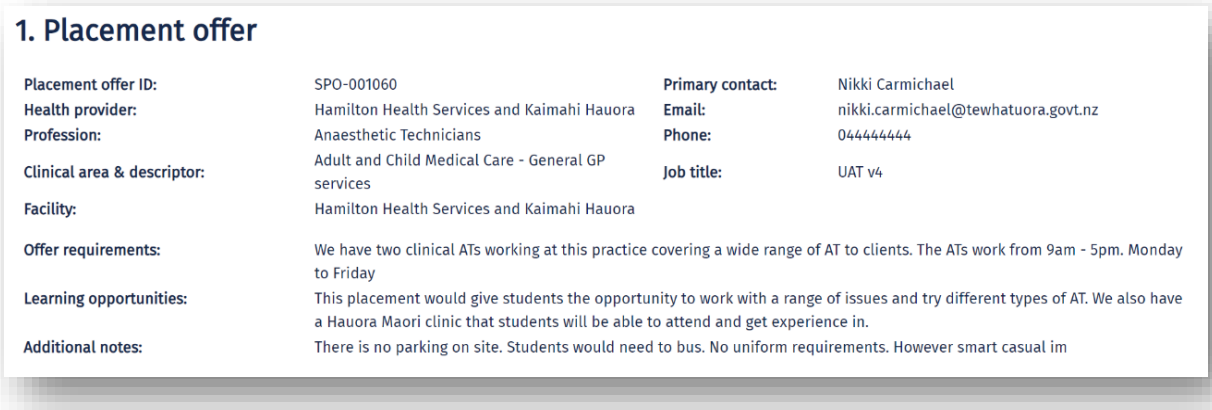
The Edit placement request page contains 3 sections

1. Placement offer
2. Placement offer detail
3. Edit placement request

Sections 1 and 2 are read-only and contextual information about the placement being offered.

Section 3 contains a combination of read-only information (Education provider and Programme type), and editable information (Contact, start and end date, number of placements and Days on placement requested per student).

Section 1: Placement offer



1. Placement offer

Placement offer ID:	SPO-001060	**Primary contact:**	Nikki Carmichael
Health provider:	Hamilton Health Services and Kaimahi Hauora	**Email:**	nikki.carmichael@tewhatuora.govt.nz
Profession:	Anaesthetic Technicians	**Phone:**	044444444
Clinical area & descriptor:	Adult and Child Medical Care - General GP services	**Job title:**	UAT v4
Facility:	Hamilton Health Services and Kaimahi Hauora		
Offer requirements:	We have two clinical ATs working at this practice covering a wide range of AT to clients. The ATs work from 9am - 5pm. Monday to Friday		
Learning opportunities:	This placement would give students the opportunity to work with a range of issues and try different types of AT. We also have a Hauora Maori clinic that students will be able to attend and get experience in.		
Additional notes:	There is no parking on site. Students would need to bus. No uniform requirements. However smart casual im		

Section 2: Placement offer detail

2. Placement offer period

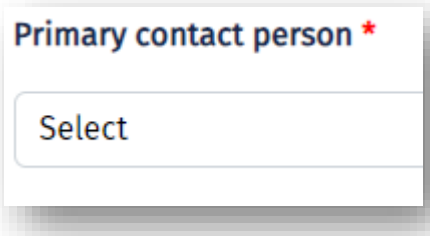
Placement offer period ID:	POD-001046
Start date:	29/09/2024
End date:	31/10/2024
Time period:	32 days
Total capacity:	35
Max. capacity at any given time:	35
Suitable for:	Undergraduate year 3; Undergraduate year 4;
Services at this location support significant numbers of people in the following communities:	Maori;

3 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

How to View / Edit Placement requests

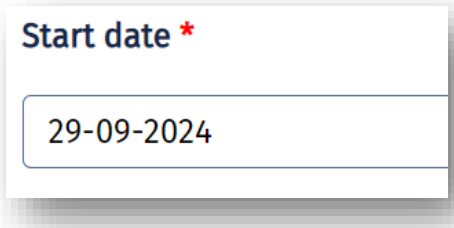
Explanations for each of the editable fields is as follows:

- **Add a primary contact person**



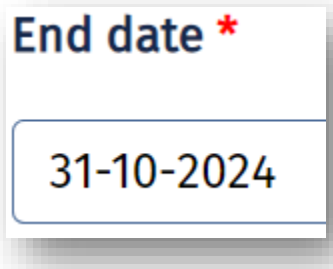
The individual selected as the primary contact person will have their details attached to this Placement request. Should anyone need to contact your organisation about this Placement request, they will be able to contact the primary contact directly.

- **Start date requested**



This will be pre-populated with the same date as the original request. You can edit this to be any date from the day stated onwards (inclusive of that date). You will not be able to enter a date before the start date or after the end date.

- **End date requested**



This will also be pre-populated with the same end date as that in the request. While you can edit it, the business rules you must follow are:

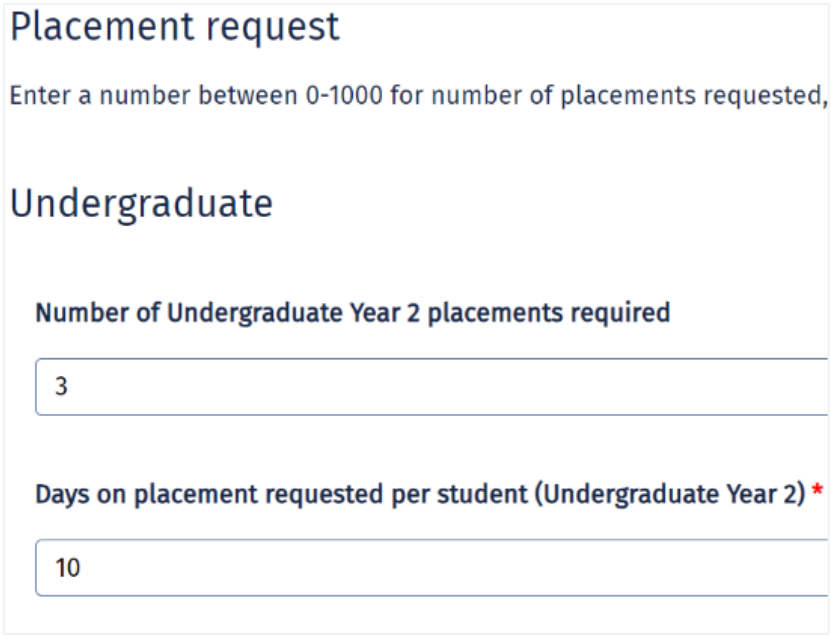
- Cannot end before the start date
- cannot be the same day, must be more than one day
- Cannot be after the end date of the placement offer period

4

View, create, and edit Placement requests
How to Filter, View, Create, and Edit a request against Placement offer details

How to View / Edit Placement requests

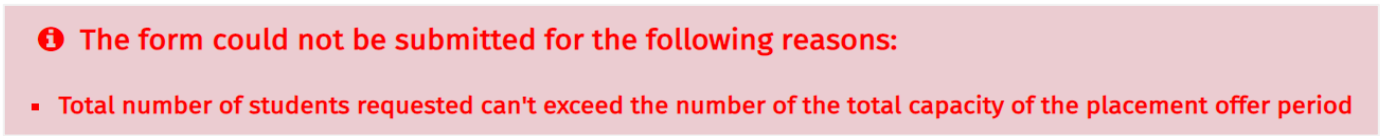
- **Placement request**



This will be pre-populated with information from the existing placement request. In this instance, there are 3 spaces for year 2 undergraduate students and 10 days on placement required for each student.

While these number can be increased, they cannot exceed the number offered in the original placement offer.

If you do exceed this number, you will get the following error message and will need to reduce the numbers requested to match



- If you are finished, click **Submit**

1 **View, create, and edit Placement requests**
How to Filter, View, Create, and Edit a request against Placement offer details

Key terms

Definition of terms used in this how-to guide:

Key terms	Definitions
Approve with modifications	Health Providers can modify the dates and number of students they can accept from a 'placement request' that was made on their 'placement offer detail'. Once published, Education Providers can view the changes by viewing their placement requests (under liaise and match).
Clinical area	A clinical area refers to the setting at which a student placement can occur. This could be either a physical space, team or person. Placement offers must be created against a clinical area.
Clinical area descriptor	Describes the services provided in a few words e.g. renal inpatient services. This may repeat the clinical area name.
Facility	Facilities are where an organisation provides health services (e.g. a hospital, community pharmacy or out-patient clinic). A facility may contain one or more clinical area (e.g. an Oncology Ward or Physiotherapy Department). Placement offers can be created against these clinical areas.
ID Codes	EPD-000000 – Placement periods required EPR-000000 – Indicative requirements SPO-000000 – Expressions of interest POD-000000 – Placement offer details ERQ-000000 – Placement offer requests
Placement offer ID	This number can be entered to search and view specific expressions of interest. The format of this number is **SPO-000000** (e.g., SPO-001043).
Placement offer detail ID	POD-000000. This number can be entered to search and view specific offer details.
Placement request	The Education Provider can request a number of students and placement days needed on a specific Placement Offer Detail for consideration by the Health Provider.
Profession	This means the area of health the person will be training in e.g. physiotherapy.

View, create, and edit Placement requests
How to Filter, View, Create, and Edit a request against Placement offer details

Key terms

Definition of terms used in this how-to guide:

Key terms	Definitions
Region	Specifies between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu) .
Wildcard search (*)	Wildcards are special characters that can stand in for unknown characters and are handy for locating records when you are not sure of the exact details e.g., when searching for a specific Placement request (POD-001046) but where you may only know the last 4 digits, you could search for it by writing the following - *1046. The star (*) symbol means it can have any combination of numbers or letters before the number 1046.