Health New Zealand
Te Whatu Ora

How to View, Edit, and Publish Placement requests

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How to View / Edit Placement requests

- Liaise and match / Placement requests

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

How to View / Edit Placement requests
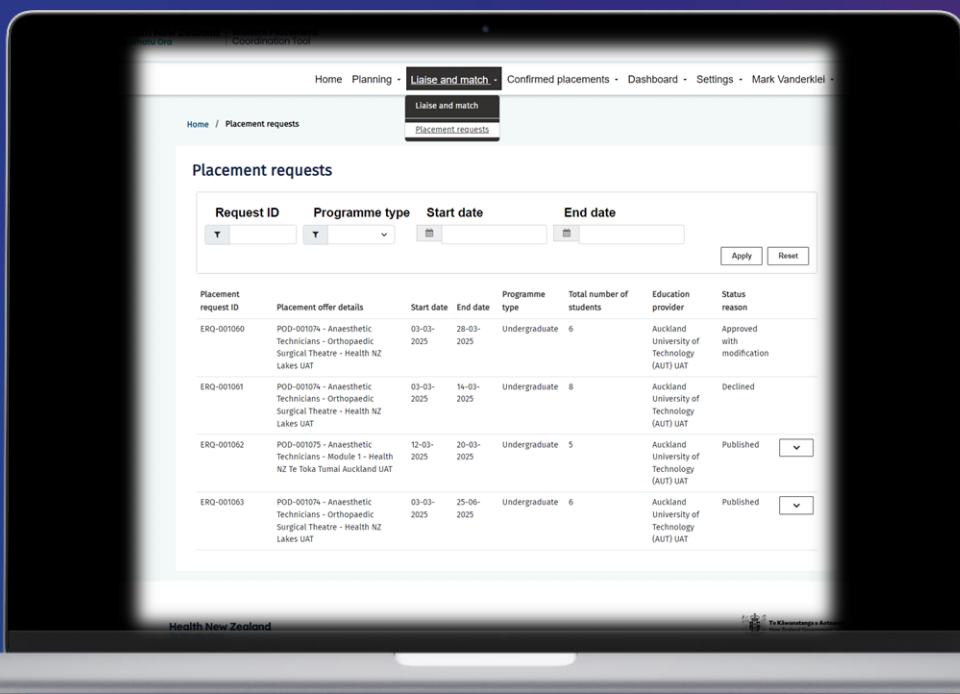
• Click on Liaise and match / Placement requests / View edit

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).*

Health New Zealand | **Student Placement**
Te Whatu Ora | Coordination Tool

Home   Planning ▾   Liaise and match ▾   Confirmed placements ▾   Dashboard ▾   Settings ▾   UAT Tester+30 ▾

Home / Placement requests

Placement requests

Request ID	Programme Type	Start Date	End Date
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Apply   Reset

Placement Request ID	Placement Offer Details	Start Date	End Date	Programme Type	Total Number of Students	Education Provider	Status Reason	
ERQ-001032	POD-001046 - Anaesthetic Technicians - Adult and Child Medical Care - Hamilton Health Services and Kaimahi Hauora	29-09-2024	31-10-2024	Undergraduate	3	Victoria University of Wellington	Draft	⌄ View/edit Publish request
ERQ-001029	POD-001000 - Nursing - Ward 22a - Multiplefac Organisation	13-09-2024	27-09-2024	Diploma	1	Victoria University of Wellington	Published	⌄
ERQ-001008	POD-001027 - Medical Laboratory Scientists - Haematology - Hamilton Health Services	12-11-2024	22-08-2025	Undergraduate	8	Victoria University of Wellington	Approved with modification	

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Te Kāwanatanga o Aotearoa
New Zealand Government

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;

How to View / Edit Placement requests

Explanations for each of the editable fields is as follows:

- **Add a primary contact person**

Primary contact person *

Select

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**

Start date *

29-09-2024

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**

End date *

31-10-2024

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

How to View / Edit Placement requests

- **Placement request**

Placement request

Enter a number between 0-1000 for number of placements requested,

Undergraduate

Number of Undergraduate Year 2 placements required

3

Days on placement requested per student (Undergraduate Year 2) *

10

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

❶ **The form could not be submitted for the following reasons:**

• **Total number of students requested can't exceed the number of the total capacity of the placement offer period**

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

Publishing a Placement request

➢ *Click on the down arrow to the right of the Placement request to be published and select* ***Publish request.***

NOTE:
You can publish draft Placement requests. Once a Placement request has been published, it cannot be edited. 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).

- Click **Confirm**

This will change the status of the request to Published, and as said, you will no longer be able to edit the details of this Placement offer

Glossary of Terms

Definition of key 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).
Decline	The Placement Request has been declined. NOTE: There is no notification that goes back to the Education Provider who made the request. It is however viewable when they go back into the system to view their requests.
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 details	**Placement offer details** outline the period of time a placement can take place and number of students that can be accommodated. IMPORTANT: A placement request can only be made against placement offer details - not a placement offer on its own.
Programme	This is the name of the qualification that requires student placements in health settings e.g. Bachelor of Nursing
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.