

Key terms

This is just a list of all the key terms in use in the how-to guides with definitions.

Key terms	
Account type	There are two account types: Education Provider Account and Health Provider Account.
Approve with modifications	<p>Health Providers can modify the dates and numbers of students they can accept from a 'placement request' that was made on their 'placement offer detail'.</p> <p>Once published Education providers can view the changes by viewing their placement requests (under liaise and match).</p>
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 name	This could be 'Ward 24' or a Clinician's name or 'Physiotherapy Department'
Clinical area descriptor	Describes the services provided in a few words e.g. renal inpatient services. This may repeat the clinical area name.
Clinical Area Type	Location or clinician
Decline	<p>The Placement request has been declined.</p> <p>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.</p>
Expression of interest	This is a published Placement Offer that does not have any Placement Details attached.

	It will identify a health provider contact person who the education provider can discuss the placement opportunity with.
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
Indicative requirements	An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is intended to be provided at least six months in advance of the placements, for planning purposes.
Max # of students at any given time	The number of students that a clinical area can manage during each placement period (e.g. 2 students at one time).
Number of days on placement per student	The length of each placement (e.g. 10 days) these do not have to be consecutive days.
Total number of student placements requested	The number of students times the number of placements they require. Note: This is a read-only field
Offer ID	This number can be entered to search for and view specific expressions of interest.

	The format of this number is SPO-000000 (e.g., SPO-001043).
Offer requirements	Information about the placement e.g., Need a driver's license
Placement offer	<p>Placement offers are created by Health Providers in clinical areas for particular professions.</p> <p>A published placement offer without placement offer details is an expression of interest in providing a placement. Education providers can contact the health provider to discuss the offer.</p>
Placement offer details	<p>Placement offer details outline the period of time a placement can take place and number of students that can be accommodated.</p> <p>IMPORTANT: A request can only be made against placement offer details - not a placement offer on its own.</p>
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	This number can be entered to search and view specific Placement offer details. The format of this number is POD-000000 (e.g. POD-001067).
Placement request	The Education Provider can request a number of placement days on a specific Placement Offer detail for consideration by the Health Provider.
Placement Specialty	<p>Not the same as course. Placement Specialty is a generic name for placements in one specific area that can encompass many different courses. For example:</p> <p>Placement Specialty: Mental Health and Addition (Nursing)</p> <p>Courses:</p>

	<p>(NZ Diploma in Nursing Yr1) NURS5412V1- - Enrolled Nursing Practice: Mental Health and Addictions</p> <p>(Bachelor of Nursing Yr2) BNNP601V2- - Nursing the Person with Altered Mental Health or Addiction</p>
Portal role	<p>Every user is assigned one of the following portal roles. This determines your level of access within the specified portal.</p> <p>Administrator: Every organisation will need an Administrator. The Administrator can do everything the other roles can do. In addition the Administrator can set up their organisation details and invite colleagues.</p> <p>The Coordinator can view, create, manage and remove placement details. They can also view the dashboard and use it for planning placements and ask the Hub to do functions on their behalf.</p> <p>Read Only: There will be read only access available in future iterations of the tool. Note: your portal role is not the same as your job title.</p>
Pre-existing commitment	<p>Local agreements and arrangements exist now, and will continue, where a health provider has agreed to take a certain number of students from a particular education provider (e.g. documented in the Schedule of the Clinical Access Agreement). These are pre-commitments that can be fulfilled in the digital tool</p>
Profession	<p>This means the area of health the person will be training in e.g. physiotherapy.</p>
Programme	<p>This is the name of the qualification that requires student placements in health settings e.g. Bachelor of Nursing</p>
Region	<p>Specifies between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu) .</p>

	<p><i>This is important information for the dashboard heat map.</i></p>
Wildcard search (*)	<p>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</p> <p>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.</p> <p>The star (*) symbol means it can have any combination of numbers or letters before the number 1046.</p>

Health Provider – can create and view the following:

- **Create**

Placement offers (SPO-000000)

- Placement offers without detail (**Unpublished**)
 - Education Providers cannot view these offers

Expression of interest (SPO-000000)

- Placement offers without detail (**Published**)
 - Education Providers can view these and contact if they want more information
 - Education Providers cannot create placement requests against expressions of interest, they can only call.

Placement offer details (POD-000000)

- Details added to a placement offer
 - You can only add Placement offer details to a Placement offer
 - You cannot add Placement offer details to an Expression of interest (published Placement offer)
 - You can change the states of the Placement offer detail to either Published or Draft
 - Education providers can only create placement requests against published placement offer details
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- **View**

Indicative Requirements

- Created by Education Providers
- Currently it takes you through to the Dashboard

Placement requests (ERQ-000000)

- Created by Education Providers
- Can view all the Placement Requests made against your Placement Offer Details
- Can only change the status of Published Placement requests to
 - Approved
 - Approved with modifications
 - Declined
- You can only change the status of a Placement request if it is Published. After the status is changed, any changes will need to be mutually agreed via direct contact between the respective Health and Education Providers.

Education Provider

- **Create**

Indicative requirements (EPR-000000)

- Indication of placements required to place the upcoming student intake.
- This is before exact details can be confirmed.
- Health providers cannot view specific Indicative requirements.
- They can only get an indication of Indicative requirements as it affects the dashboard

Indicative requirements detail (EPD-000000)

- Details added to an indicative requirement (Dates, Programme type, Part-time, Region, MAX number of students)
- Only editable field is **Pre-existing agreement with a health provider**
 - Placement requirement ID: Pre-filled and LOCKED
 - Education Provider: Pre-filled and LOCKED
 - Programme: Pre-filled and LOCKED
 - Programme region: Pre-filled and LOCKED
 - Profession: Pre-filled and LOCKED
 - Placement Speciality: Pre-filled and LOCKED
 - Pre-existing agreement with a health provider: **Editable**
- Can create new details for existing Indicative requirements
- Can change the status from Draft to Published

Placement requests (ERQ-000000)

- Request made against a placement offer detail.
- When in a Draft state they can be Edited or Published
- When in a published state they can only be withdrawn
- The 3 states indicating they have gone through the placement process:
 - Approved
 - Approved with modifications
 - Declined

- **View**

Approved placement requests

- Can bulk download all your confirmed and declined Placement requests to a excel spreadsheet

Attendance

- Future functionality

Dashboard

Programmes

- Can edit existing or create new

