Placement Offers and Placement offer details

	Home Planning -	Liaise and match -	Confirmed placements	- Dashb
Home / Your place	Planning mont office: Placement offic	irements 15		
Account s	ummary			
Account Name: He	alth NZ Te Toka Tumai Auckland UAT			
Your place	ement offers			
Your place	ement offers		Sec	th.
Your place	Profession	Region	Clinical area	ch Statu

Health New Zealand Te Whatu Ora



Health Providers

Placement Offers

Viewing, Adding, Editing, and Removing

Placement offers are created by Health Providers in clinical areas for particular professions.

A 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.

Placement offer details outline the 'period of time' a placement can take place and number of students by year that can be accommodated.

A request can only be made against placement offer details - not a placement offer on its own.

			Search		٩	Add placement offer
Profession	Region	Clinical area		Status		
Anaesthetic Technicians		Pre-anaesthetic	Assessment	Published	I	~
Anaesthetic Technicians		Pre-anaesthetic	Assessment	Published	I	~
Dietitians		Health New Zea Testing Clinic	land - UA	Published	I	~
Anaesthetic Technicians		Pre-anaesthetic	Assessment	Published	I	~
Anaesthetic Technicians		Elective Adult A	naesthesia	Published	I	~
Anaesthetic Technicians		Sedative procee	lures	Published	I	~
Midwifery		Postnatal Ward Women's Hospi	Christchurch tal	Published	I	Edit Remove
Anaesthetic Technicians		Elective Adult A	naesthesia	Draft		~
Medical Laboratory Scientists	Central	Haematology		Published	I	~
Anaesthetic Technicians		Pre-anaesthetic	Assessment	Published	I	~
	Profession Anaesthetic Technicians Anaesthetic Technicians Dietitians Anaesthetic Technicians Anaesthetic Technicians Anaesthetic Technicians Anaesthetic Technicians Anaesthetic Technicians Anaesthetic Technicians Midwifery Anaesthetic Technicians Medical Laboratory Scientists Anaesthetic Technicians	ProfessionRegionAnaesthetic TechniciansAnaesthetic TechniciansDietitiansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansMidwiferyAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansAnaesthetic TechniciansMedical Laboratory ScientistsCentralAnaesthetic Technicians	ProfessionRegionClinical areaAnaesthetic TechniciansPre-anaestheticAnaesthetic TechniciansPre-anaestheticDietitiansHealth New Zea Testing ClinicalAnaesthetic TechniciansPre-anaestheticAnaesthetic TechniciansPre-anaestheticAnaesthetic TechniciansElective Adult A Women's HospitAnaesthetic TechniciansSedative procesMidwiferyPostnatal Ward Women's HospitAnaesthetic TechniciansElective Adult A Postnatal Ward Women's HospitAnaesthetic TechniciansCentralHaematologyPre-anaestheticAnaesthetic TechniciansCentral	ProfessionRegionClinical areaAnaesthetic TechniciansPre-anaesthetic AssessmentAnaesthetic TechniciansPre-anaesthetic AssessmentDietitiansHealth New Zealand - UA Testing ClinicDietitiansPre-anaesthetic AssessmentAnaesthetic TechniciansPre-anaesthetic AssessmentAnaesthetic TechniciansPre-anaesthetic AssessmentAnaesthetic TechniciansSedative proceduresAnaesthetic TechniciansSedative proceduresMidwiferyPostnatal Ward Christchurch Women's HospitalAnaesthetic TechniciansElective Adult AnaesthesiaMedical Laboratory ScientistsCentralAnaesthetic TechniciansPre-anaesthetic Assessment	ProfessionRegionClinical areaStatusAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedDietitiansHealth New Zealand - UA Testing ClinicPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansSedative proceduresPublishedAnaesthetic TechniciansSedative proceduresPublishedMidwiferyPostnatal Ward Christchurch Women's HospitalPublishedAnaesthetic TechniciansElective Adult AnaesthesiaDraftMedical Laboratory ScientistsCentralHaematologyPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublished	ProfessionRegionClinical areaStatusAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedDietitiansHealth New Zealand - UA Testing ClinicPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublishedAnaesthetic TechniciansElective Adult AnaesthesiaPublishedAnaesthetic TechniciansSedative proceduresPublishedMidwiferyPostnatal Ward Christchurch Women's HospitalPublishedAnaesthetic TechniciansElective Adult AnaesthesiaDraftAnaesthetic TechniciansCentralHaematologyPublishedAnaesthetic TechniciansPre-anaesthetic AssessmentPublished



Adding placement offers

Click on Planning > Placement offers.

	Planning				
Home / Your placer	Indicative request Placement off	uirements ers			
Account su	ummary	Placement offe	rs		
Account Name: Hea	elth NZ Te Toka Tumai Auckland UAT				
Your place	ement offers				
Your place	ement offers		Sea	rch Q	Add placement offer
Your place	ement offers	Region	Sea Clinical area	rch Q Status	Add placement offer

From here, you will be able to view, add, edit and remove your placement offers.

Offer id Pro SPO-001009 An SPO-001010 An SPO-001002 Die	ofession naesthetic Technicians naesthetic Technicians etitians	Region	Clinical area Pre-anaesthetic A Pre-anaesthetic A	Search Assessment	Q Status Published	Add p		nt offer	
Offer id Pro SPO-001009 An SPO-001010 An SPO-001002 Die	ofession naesthetic Technicians naesthetic Technicians etitians	Region	Clinical area Pre-anaesthetic A Pre-anaesthetic A	Assessment	Status Published	~]		
SPO-001009 An SPO-001010 An SPO-001002 Die	naesthetic Technicians naesthetic Technicians etitians		Pre-anaesthetic / Pre-anaesthetic /	Assessment	Published	~			
5PO-001010 An 5PO-001002 Die	naesthetic Technicians etitians		Pre-anaesthetic	According					
SPO-001002 Die	etitians			Assessment	Published	~]		
			Health New Zeala Testing Clinic	and - UA	Published	~			
SPO-001014 An	naesthetic Technicians		Pre-anaesthetic /	Assessment	Published	~]		
SPO-001024 An	naesthetic Technicians		Elective Adult An	aesthesia	Published	~]	This dro	p-dowi
SPO-001025 An	naesthetic Technicians		Sedative procedu	ures	Published	~		vou to E	Edit or
5PO-001026 Mi	idwifery		Postnatal Ward C Women's Hospita	Christchurch al	Published	Edit Remc	ove	Remov	e a
SPO-001031 An	naesthetic Technicians		Elective Adult An	aesthesia	Draft	~		ptaoon	
SPO-001033 Me	edical Laboratory Scientists	Central	Haematology		Published	~]		
SPO-001038 An	naesthetic Technicians		Pre-anaesthetic /	Assessment	Published	~]		
< 1 2 >							_		



Search

Add placement offer

Q

Add a placement offer

Click on Add placement offer.

Your placement offers

Fill in the details specified to create a placement offer..

Create placement o	offer
1. Offer summary	
Health Provider	
Hamilton Health Services	The health provider is automatically pre-filled, the required fields are indicated by a * (star).
Clinical Area *	As you make selections, more options may become available.
Select	Click on Select to choose the clinical area you are creating a placement for

Only those created for your organisation are available to select. If the Clinical area you wish to select is not there it will need to be added (> Settings / Manage Clinical areas)

Once you have selected a **Clinical Area**, **Region** will automatically pre-fill and the **Profession** box will become visible.

Click on the **Profession** box and select the applicable profession from the drop-down options.

Clinical Area *	
Haematology	
Region	The Region is pre-selected.
Central	The options available in the Profession box is determined by the clinical area you have previously selected.
Profession *	
Select	



Add a placement offer

Add additional information for Students

These fields are not mandatory but is a place to provide helpful information for Education Providers and Students to help with expectations and to make sure the process is as smooth and transparent as possible.

2. Additional information for students

Offer requirements

List any offer requirements such as 'Access to own transport'. Max character limit 300.

k on Offer requirements to list what individual will require for this cement e.g., Access to own transport	
---	--

Learning opportunities

Briefly describe the types of learning opportunities you are offering students. Max character limit 300.

Click on **Learning opportunities** to describe the types of learning you are offering e.g.,

Additional notes

Max character limit 300.

Click on **Additional notes** to put in anything additional that you think an individual will need if they wish to be placed at this facility e.g., Placements unavailable on Fridays



Continue

Click on **Continue** once you have finished



Health Provider: How-To View, Add, Edit, and Remove Placement Offers Viewing, Adding, Editing, and Removing Placement Offers

Add placement offer details

On this edit page you can:

- · Add placement details
- Add information to the Offer requirements, Learning opportunies, and Additional notes.
- · Update the placement offer

Home / Your placement offers / Edit placement offer

Edit a placement offer

- Placement offer ID: Health provider: Clinical area: Region: Profession: Services at this location support significant numbers of people in the following communities:
- SPO-001091 Health NZ Te Toka Tumai Auckland UAT Module 1 - Surgical out-patient clinic Northern Anaesthetic Technicians Mãori; Pacific;

Primary contact: Email: Phone: Job title: All required fields on a **Placement offer** should have information displayed. This form will allow you to add and change additional details

Placement offer detail(s) available

It is possible to publish the overarching offer without any placement offer details. This would represent an 'expression of interest' in offering a placement, and education providers may contact you to discuss.

						Add placement offer detail
ID	Start date	End date	Period length	Max capacity	Status	
POD-001075	10-03-2025	27-03-2025	17	5	Published	~

Offer requirements

List any offer requirements such as 'Access to own transport'. Max character limit 300.

Clinic hours are 0800-1630. Please wear your student uniform and ID at all times. There is limited paid parking onsite, but good public transport links

Learning opportunities

Briefly describe the types of learning opportunities you are offering students. Max character limit 300.

This is an observational placement for Anaesthetic Students. You will spend time in clinic observing nurse practitioners, and surgical registrars undertaking pre-op clinics with new patients.

Add	ditio	nal n	otes

Max character limit 300

n/a

Once you have completed filling in all the required fields (plus any other information you wish to add), click **Update placement offer**.



Health Provider: How-To View, Add, Edit, and Remove Placement Offers Viewing, Adding, Editing, and Removing Placement Offers

Add Placement offer details

On this page you can **Add placement offer details,** which will specify the start and end date, student capacity, and the student level (e.g., under-grad Year 4) required at the selected placement.

Click on Add placement offer details.

Placement offer ID: Health provider: Clinical area:	SPO-001046 Hamilton Health Serv				
Region: Profession:	Haematology Central Medical Laboratory So	ices cientists	Primary contact: Email: Phone: Job title:		
Placement offer period(s) available					Add a period
ID Start date	End date	Period length	Max capacity	Status	
There are no records to display.					



Add Placement Offer details

Click on Add placement offer detail.

Eult à placement of	ier			
Placement offer ID:	SPO-001091	Primary contact:		
Health provider:	Health NZ Te Toka Tumai Auckland UAT	Email:	-	
Clinical area: Region:	Module 1 - Surgical Out-patient Clinic Northern	Phone:	04 444 4444	
Profession:	Anaesthetic Technicians	per much		
Services at this location support	Mãori; Pacific;			
significant numbers of people in the				
following communities:				
Placement offer detail(s) available				
It is possible to publish the overarch	ing offer without any placement offer details. Th	is would represent an 'exp	ression of interest' in offering a placement, and	
education providers may contact you	i to discuss			

> Fill in the mandatory fields

	Home Your placement offers Edit placement offer		- 1
	Add placement offer period		- 11
	Period start date * DD-MM-YYYY		<u></u>
	Period end date *		
	Maximum number of student placement available Enter a number between 1-1000		
	Maximum capacity at any given time Enter a number between 1-1000		
	Undergraduate Year 1 Year 2		
Please note capacity), t	that until you have filled in all of the fields (dates, availability and his placement offer details cannot be published or have a	Submit	

placement request against it



Add Placement Offer Details

Click on Submit.

Undergraduate Year 1 Year 2

After you click **Submit**, you will be taken back to the **Edit a placement offer** page and this record will now show in the **Add placement offer details** section.

Information you have already entered will be used to pre-populate fields. You can either edit it now or come back and edit this placement offer at a later stage from this page.

	ient offe	r					
Placement offer ID: Health provider: Clinical area: Region: Profession: Services at this location s significant numbers of pe following communities:	upport copie in the	SPO-001091 Health NZ Te Toka Tumai / Module 1 - Surgical out-p Northern Anaesthetic Technicians Mãori; Pacific;	Auckland UAT atlent clinic	Primary contact: Email: Phone: Job title:			
Placement offer detail(s	i) available the overarching y contact you to	offer without any placemo	ent offer details. This v	would represent an 'expr	ession of interest' in	offering a placement, a	ind
education providers ma						Add placement	offer detail
education providers ma	Start date	End date	Period length	Max capacity	Status	Add placement	offer detail



Glossary of Terms

Definition of terms used in this how-to guide:

Terms used	Definition
Expression of Interest	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.
Placement offer	Placement offers are created by Health Providers in clinical areas for particular professions.
Placement offer detail	 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. Placement offer details outline the profession, period of time, and number of students that can be accommodated in a clinical area.