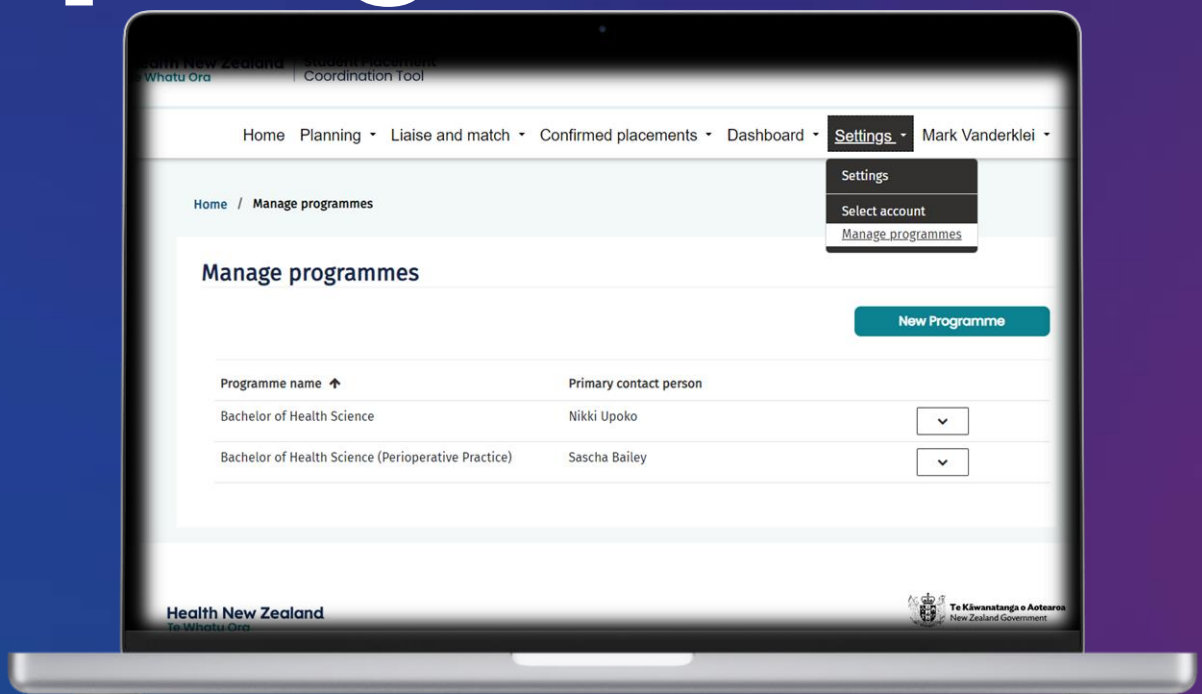


How to Create and Edit programmes



1

Create and Edit programmes

How to Create and Edit programmes

How to create New and Edit programmes

- Planning / Indicative requirements

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

When you go into Settings / Manage programmes, you will be able to see all the programmes that you have entered into this tool .

If there are programmes being offered in your organisation that do not appear here or are not correct in this system, you can either create a new programme or edit an existing one from here

The screenshot shows the 'Manage programmes' page in the Health New Zealand Student Placement Coordination Tool. The page header includes 'Health New Zealand Te Whatu Ora' and 'Student Placement Coordination Tool'. The navigation menu shows 'Home', 'Planning', 'Liaise and match', 'Confirmed placements', 'Dashboard', 'Settings', and 'Mark Vanderklei'. The 'Settings' dropdown menu is open, showing 'Settings', 'Select account', and 'Manage programmes' (highlighted with a red box). The main content area is titled 'Manage programmes' and features a 'New Programme' button (highlighted with a red box). Below this is a table with two columns: 'Programme name' and 'Primary contact person'. The table lists two programmes: 'Bachelor of Health Science' with contact 'Nikki Upoko' and 'Bachelor of Health Science (Perioperative Practice)' with contact 'Sascha Bailey'. Each row has a dropdown arrow on the right. An 'Edit Programme' button (highlighted with a red box) is located at the bottom right of the table.

Programme name ↑	Primary contact person
Bachelor of Health Science	Nikki Upoko
Bachelor of Health Science (Perioperative Practice)	Sascha Bailey

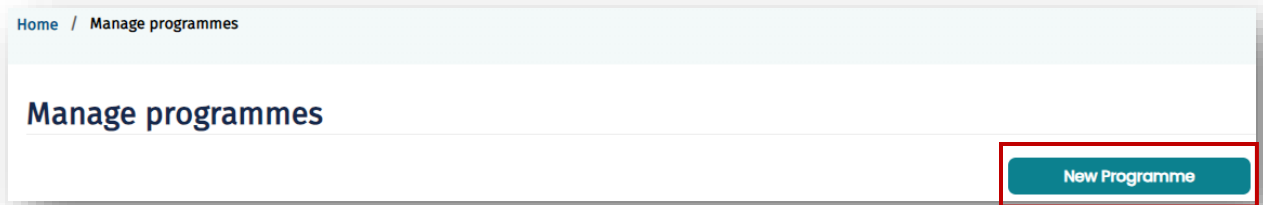
2

Create and Edit programmes

How to Create and Edit programmes

Add a new programme

- Click on **Settings / Manage programmes**
- To add a new programme, click on **New Programme**



At this point a form titled **Add a programme** will appear with a combination of pre-filled and empty fields. The requirements for each field are as follows:

Programme Details		
Education Provider	<p>Account</p> <p>Auckland University of Technology (AUT) UAT</p>	The account name is your organisations name and will be pre-filled.
Programme name	<p>Programme name *</p> <p>Bachelor of Health Science (Perioperative Practice)</p>	The programme name is a free-text box so please adhere to your organisations naming conventions to avoid confusion.
Profession	<p>Profession *</p> <p>Anaesthetic Technicians</p>	This means the area of health the person will be training in e.g. physiotherapy.
Primary contact person	<p>Primary contact person *</p> <p>Select</p> <p>Select</p>	This is the primary contact person at your organisation for this programme
Physical address		
Zip / Postcode	<p>ZIP / Postcode *</p> <p></p>	This is the post-code of the facility where the programme is being offered. NOTE: Your post-code is mandatory while the full address is optional

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Create and Edit programmes

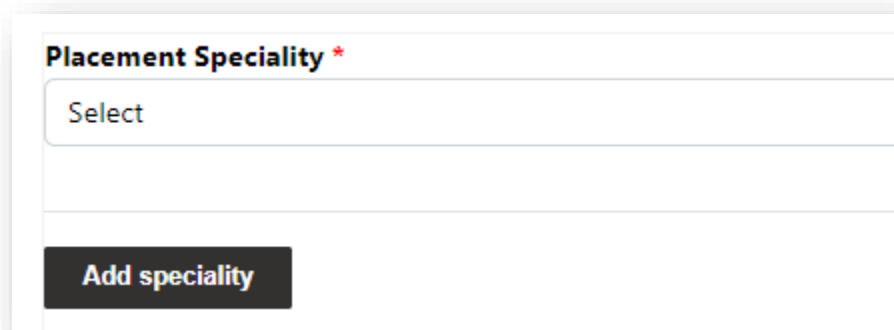
How to Create and Edit programmes

How to Add or Remove placement specialities

While editing a programme, you can add or remove placement specialities as needed

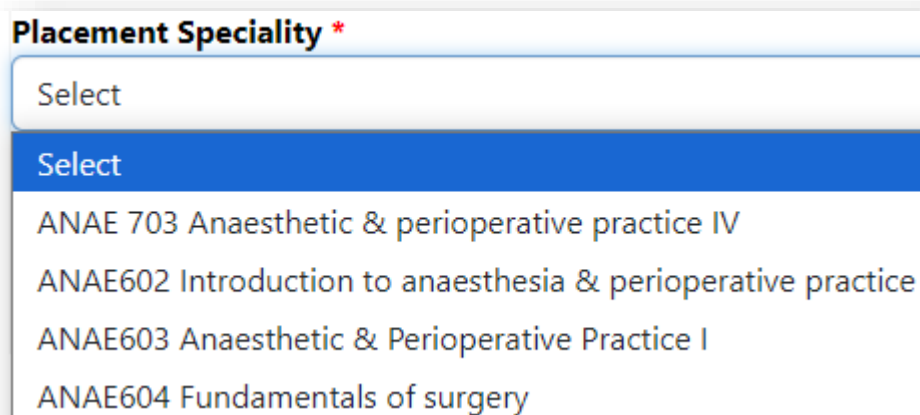
- To add placement specialities, click **Add a placement speciality**

A box will appear, please click in the box and select an item from the drop-down menu. You can add more than 1 speciality but must do them 1 at a time.



The screenshot shows a dialog box titled "Placement Speciality *". It contains a text input field with the placeholder text "Select". Below the input field is a dark grey button with the text "Add speciality" in white.

- Select required speciality and press **Add Speciality**



The screenshot shows the same dialog box as above, but with a dropdown menu open. The menu lists several options: "Select", "Select", "ANAE 703 Anaesthetic & perioperative practice IV", "ANAE602 Introduction to anaesthesia & perioperative practice", "ANAE603 Anaesthetic & Perioperative Practice I", and "ANAE604 Fundamentals of surgery". The first "Select" option is highlighted in blue.

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Create and Edit programmes

How to Create and Edit programmes

How to Add or Remove a placement speciality

This will take you back to the **Edit a programme** screen

If for any reason the speciality added is incorrect, or one of the previous entries is incorrect

- You can remove that entry simply by clicking on the down-arrow to the right of the incorrect entry and select **Remove**

Placement speciality name	
ANAE602 Introduction to anaesthesia & perioperative practice	▼
ANAE603 Anaesthetic & Perioperative Practice I	Remove

Once it has been removed, a confirmation pop-up will appear on the **Edit a programme screen**

Home / Manage programmes / Edit programme

Placement speciality has been removed

1

Create and Edit programmes

How to Create and Edit programmes

Edit a programme

Home / Manage programmes

Manage programmes

New Programme

Programme name ↑	Primary contact person
Bachelor of Health Science	Nikki Upoko
Bachelor of Health Science (Perioperative Practice)	Sascha Bailey

Edit Programme

- To edit an existing programme, click on the down-arrow to the right of the item to be changed and select **Edit Programme**
- Alternatively, this page can be reached after you click **Continue** when creating a new programme

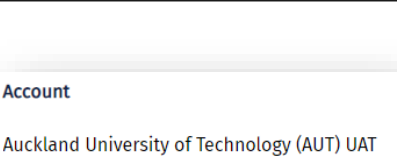
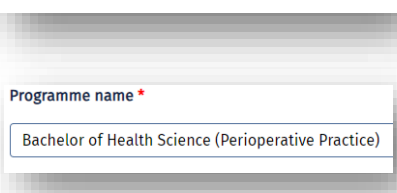
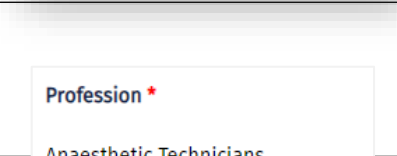
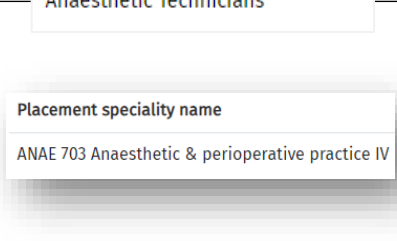
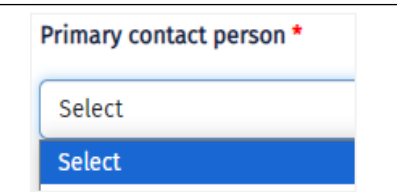
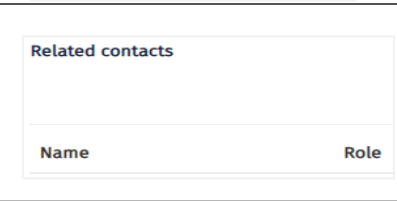
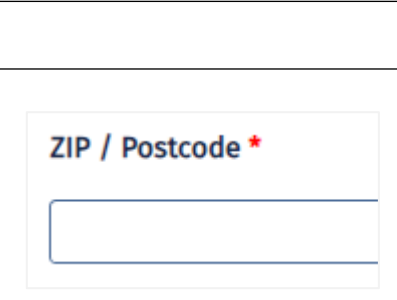
The **Edit a programme** page will appear with a combination of pre-filled and empty fields. The requirements for each field are as follows:

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Create and Edit programmes

How to Create and Edit programmes

Edit a programme

Programme Details		
Account		The account name is your organisations name and will be pre-filled.
Programme name		The programme name is a free-text box so please adhere to your organisations naming conventions to avoid confusion.
Profession		This is pre-filled with data from when the programme was initially created in this system
Placement specialities		<p>Describes what type of service is under the profession e.g., acute services or Kaupapa Māori placement. This name may be different between education providers.</p> <p>Any specialities that have been included prior will appear here. You can add additional specialities by clicking on Add a placement speciality</p>
Primary contact person		The primary contact can be changed here if needed
Related contacts		Additional contacts can be entered here. This will not affect or add additional permissions for use, this is solely so that backup contacts can be included if needed
Physical address		
Zip / Postcode		<p>This is the post-code of the facility where the programme is being offered.</p> <p>While this is the only required field in the address block, it is expected that the other fields will be completed to avoid confusion should it arise.</p>

- Once completed, click **Update**

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Create and Edit programmes

How to Create and Edit programmes

Key terms

Definition of terms used in this how-to guide:

Key terms	Definitions
Profession	This means the area of health the person will be training in e.g. physiotherapy.
Programme	This is the name of the qualification that requires student placements in health settings e.g. Bachelor of Nursing
Speciality	Talks about what type of service is under the profession e.g., acute services or Kaupapa Māori placement. This name may be different between education providers.