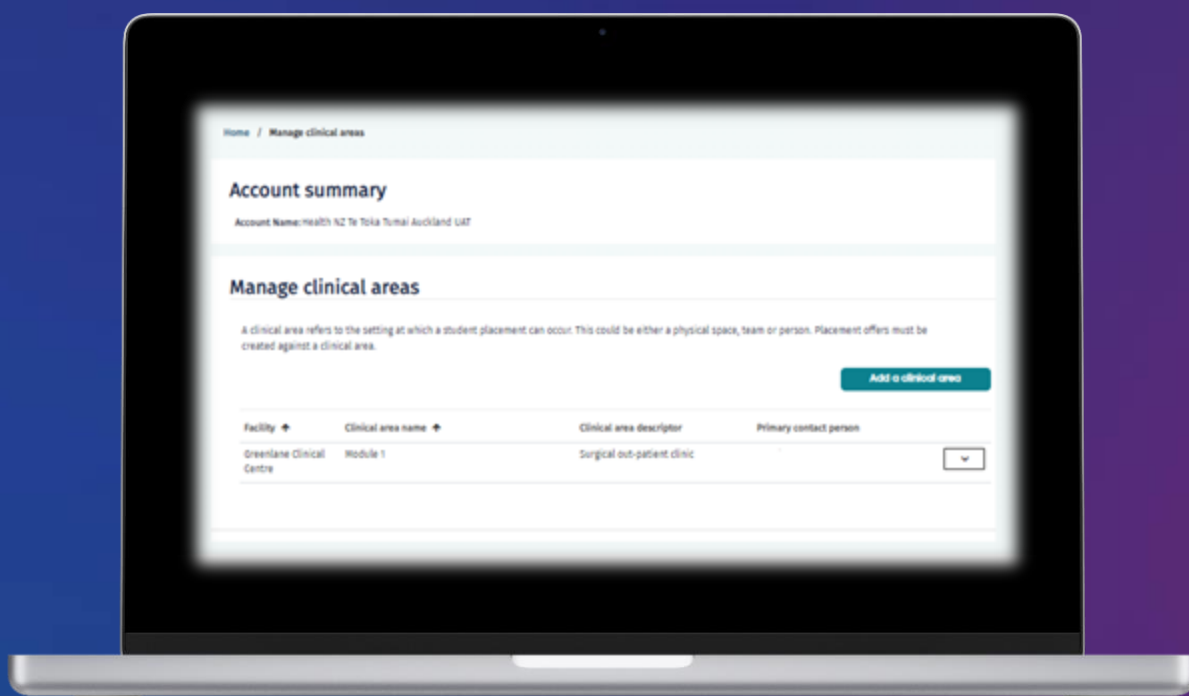


How to manage clinical areas



1

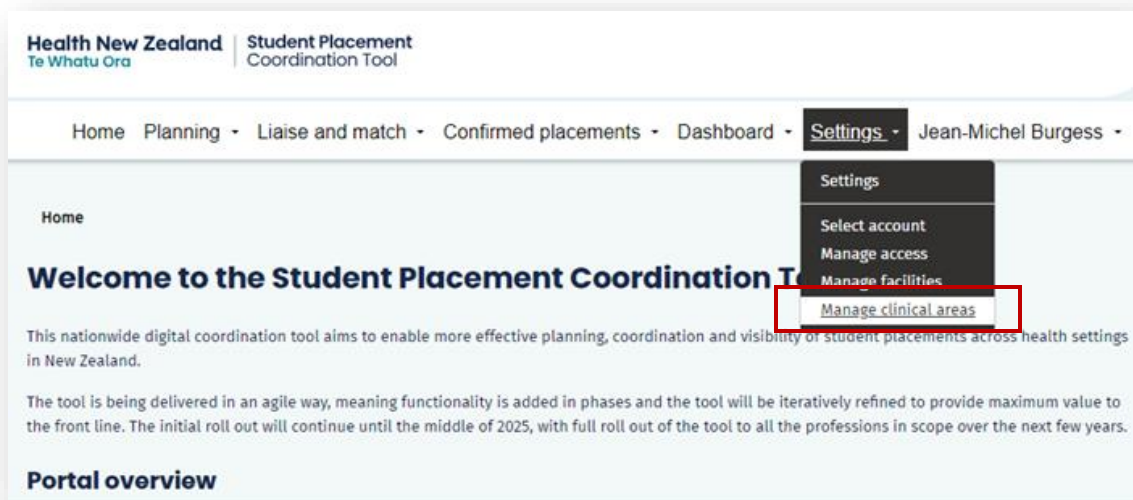
Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

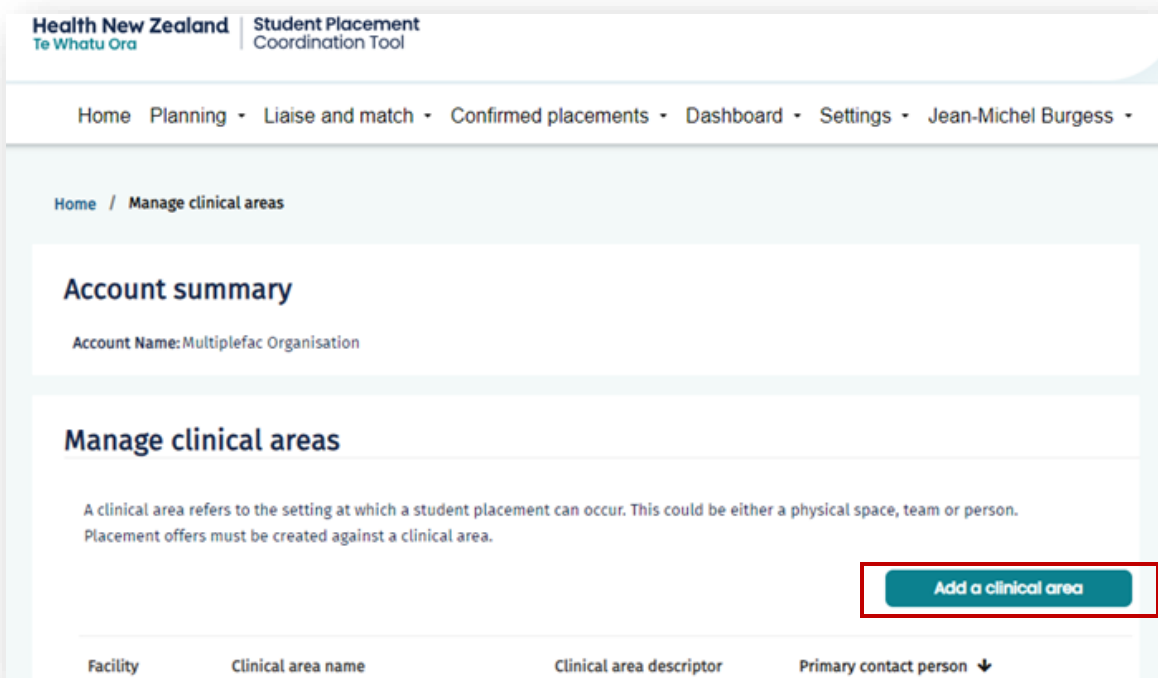
Manage clinical areas by adding, editing and removing clinical areas

You can view, add, edit and remove a clinical area.

- To view clinical areas, navigate to Settings and click **Manage clinical areas**



- To add a new clinical area, click **Add a clinical area**



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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

You will be taken to the Create clinical area page. Fill in the details specified to add a clinical area.

- Fields that are followed by a * (star) are required. You will not be able to submit an added clinical area if you do not enter required details.
- Some selections will be drop-down menus, such as Facility.

Home / Manage clinical areas / Create clinical area

Create a clinical area

Clinical Area Details

Account
Health NZ Te Toka Tumai Auckland UAT

Facility
Select

Clinical area type
Select

Clinical area name *

Clinical area descriptor
Describe the services provided in a few words e.g. renal inpatient services.

Primary contact *
Select

Services at this location support significant numbers of people in the following communities

Māori
 No Yes

Pacific
 No Yes

Physical address

Street 1

Street 2

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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

➤ When all details have been entered, click **Submit** at the bottom of the page

ZIP/Postal Code

7020

Town/City

Hope

Region

Te Waipounamu

Submit

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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- In the initial page, Profession will not be visible until you select
- To add a profession/s that can be placed in the clinical area, click **Add a profession**

The screenshot shows a form titled "Services at this location support significant numbers of people in the following communities". It contains two sections: "Māori" and "Pacific", each with radio buttons for "No" and "Yes". The "No" option is selected for both. Below these is a section for "Profession(s)" with a text input field. A teal button labeled "Add a profession" is highlighted with a red border. At the bottom, there is a label "Profession" with an upward arrow icon.

You will be taken to a pop-up form.

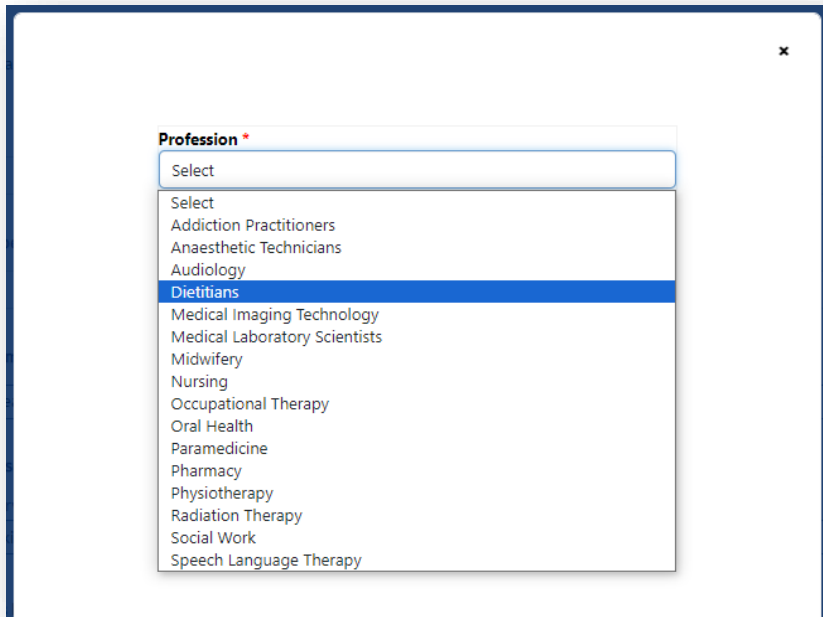
5

Managing clinical areas

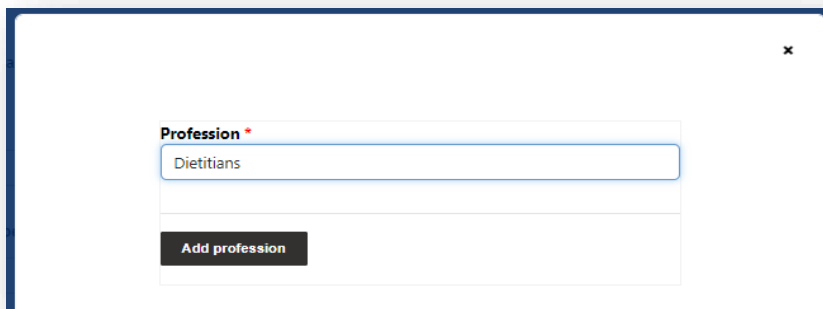
Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To add a profession, choose from the options in the drop-down menu



- Once selected, click **Add profession**



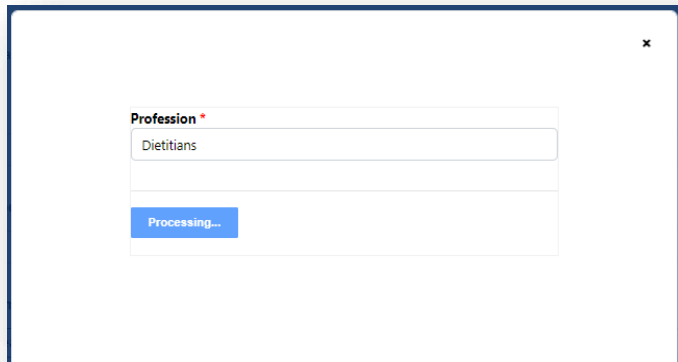
6


Managing clinical areas

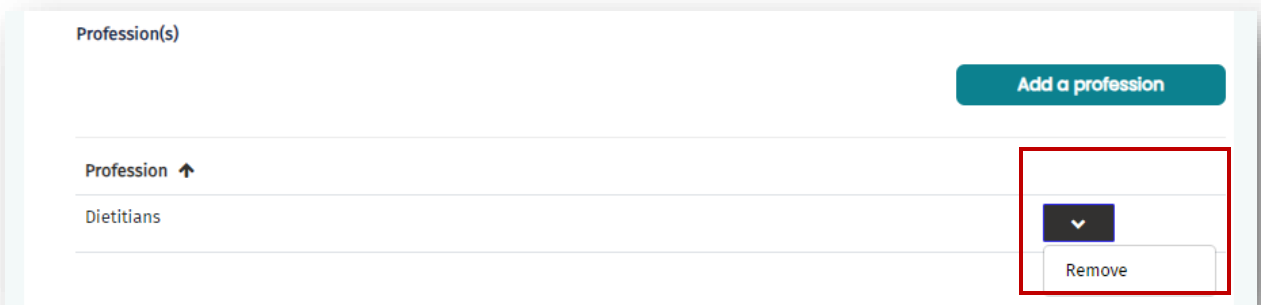
Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

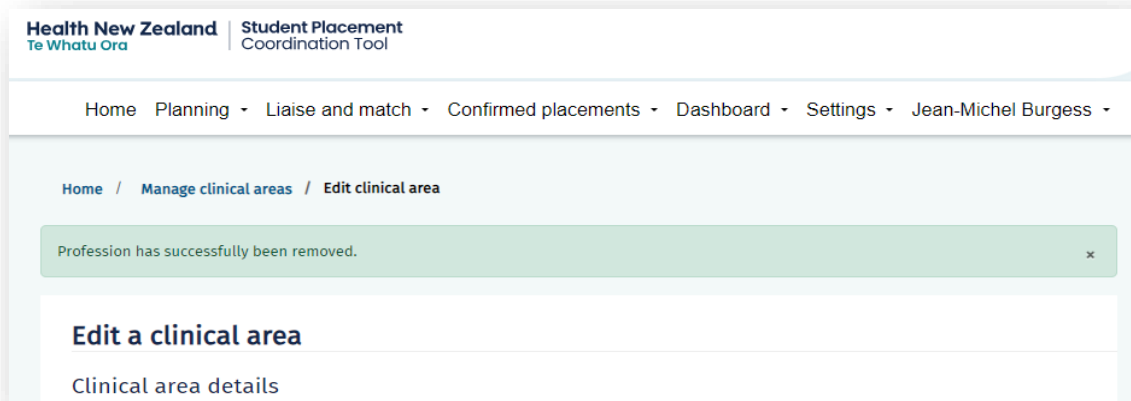
It will then show it as processing before taking you back to the **Create clinical area** page where you should be able to see that profession added to the list. You can add multiple professions to the same clinical area.



➤ To remove a profession, click on the down-arrow  and select **Remove**



A confirmation message will be displayed at the top of the Edit clinical area page:



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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Add a contact

➤ To add the primary contact details, select a name from drop-down menu

Contact details

Primary Contact *

Select

Related Contacts

Add contact

Contact	Portal role ↑	Job title	Email	Phone
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➤ To add secondary contacts, click **Add contact**

Primary Contact *

Bridget Jones

Related Contacts

Add contact

Contact	Portal role ↑	Job title	Email	Phone
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There are no records to display.


You will be taken to a pop-up directory.

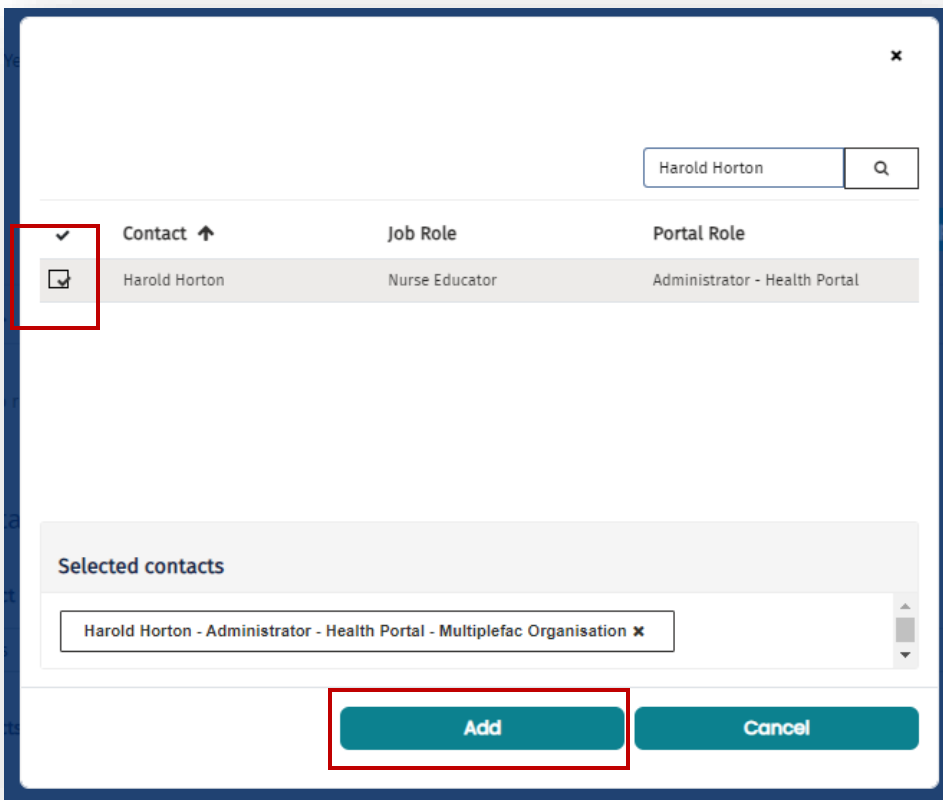
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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To search a contact, type a name in Search, then click on 
- To add the contact, click on the checkbox by the name, then click **Add**



You will see the related contact name appear in the list

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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Contact details

Primary Contact *

Related Contacts

Add contact

Contact	Portal role ↑	Job title	Email	Phone	
Nikki Carmichael	Administrator - Health Portal	Placement Supervisor	nikki.carmichael@tewhatuora.govt.nz	044444444	▼

➤ To remove a related contact, click on the down-arrow and select **Remove**

Contact details

Primary Contact *

Related Contacts

Add contact

Contact	Portal role ↑	Job title	Email	Phone	
Nikki Carmichael	Administrator - Health Portal	Placement Supervisor	nikki.carmichael@tewhatuora.govt.nz	044444444	▼

Remove

A confirmation message will be displayed at the top of the Edit clinical area page

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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

The screenshot shows the top navigation bar with the logo for Health New Zealand (Te Whatu Ora) and Student Placement Coordination Tool. The main navigation menu includes: Home, Planning, Liaise and match, Confirmed placements, Dashboard, Settings, and Jean-Michel Burgess. Below the navigation, the breadcrumb trail reads: Home / Manage clinical areas / Edit clinical area. A green success message box states: "Contact has successfully been removed." Below this, the page title is "Edit a clinical area" and the sub-section is "Clinical area details".

- When all details in the form have been entered, **click on Update** at the bottom of the page. You will then return to the Manage clinical areas page.

The screenshot shows a form with two input fields. The first field is labeled "Town/City" and contains the text "Wellington Central". The second field is labeled "Region" and contains the text "Central". At the bottom right of the form, there is a teal button labeled "Update" which is highlighted with a red rectangular border.

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Managing clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Key terms

Definition of terms used in this how-to guide:

Clinical Area Descriptor	A specific type of placement setting. This could be a place e.g. a specific ward, or a team/person.
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.
Offer ID	<p>This number can be entered to view specific expressions of interest.</p> <p>The format of this number is SPO-000000 (e.g., SPO-001043).</p>
Placement request	The Education Provider can request a number of placement days on a specific Placement Offer detail for consideration by the Health Provider. The Education Provider makes a request on a Health Provider Placement Offer Detail
Profession	<p>This means the area of health the person will be training in.</p> <p>A non-comprehensive list of Allied, Scientific or Technical Health education programmes that will be included are:</p> <ul style="list-style-type: none">• Anaesthetic Technicians, Addiction Practitioners, Audiologists, Dieticians, Medical Imaging Technologists, Medical Laboratory Scientists, Occupational Therapists, Oral Health Therapists, Paramedics, Pharmacists, Physiotherapists, Radiation Therapists, Social workers and Speech Language Therapists.
Region	Specify between the 4 regions (Northern, Te Manawa Taki, Central, Te Waipounamu)