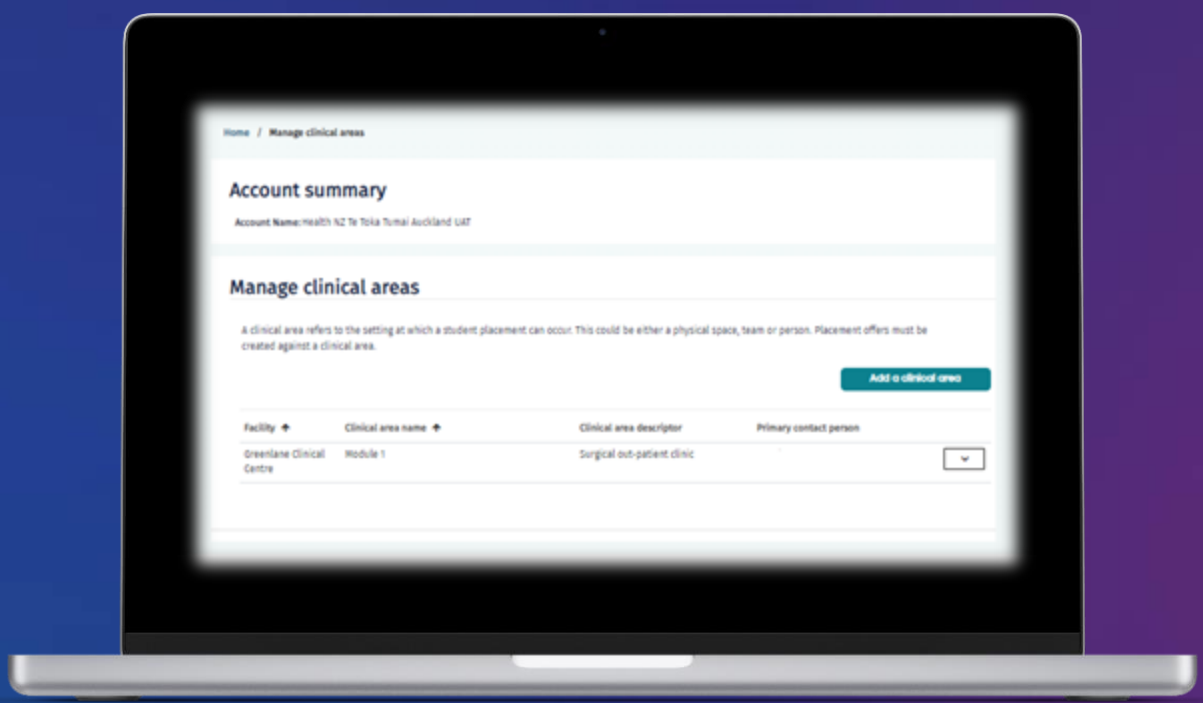
Health New Zealand
Te Whatu Ora

How to manage clinical areas



Health New Zealand
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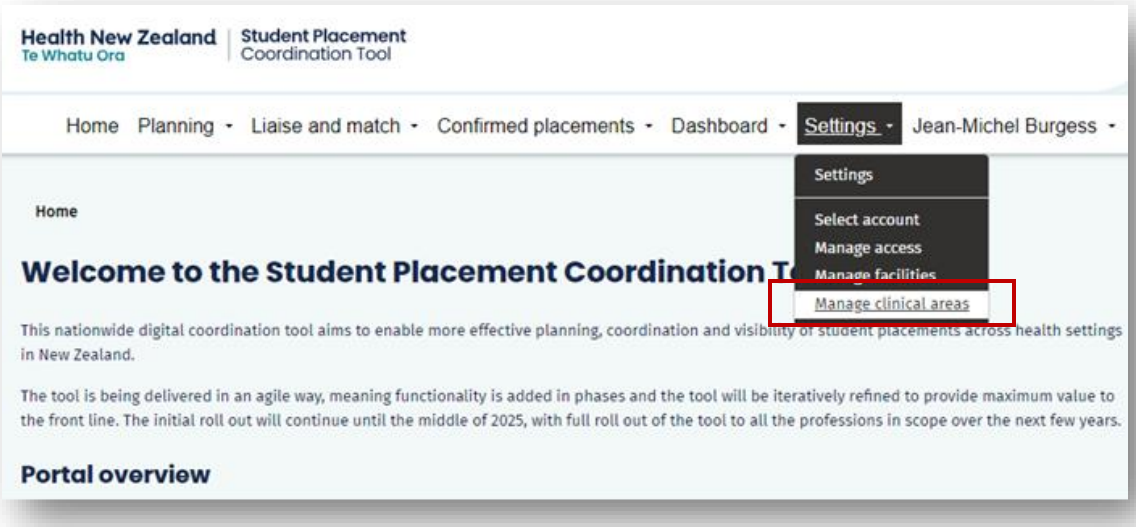
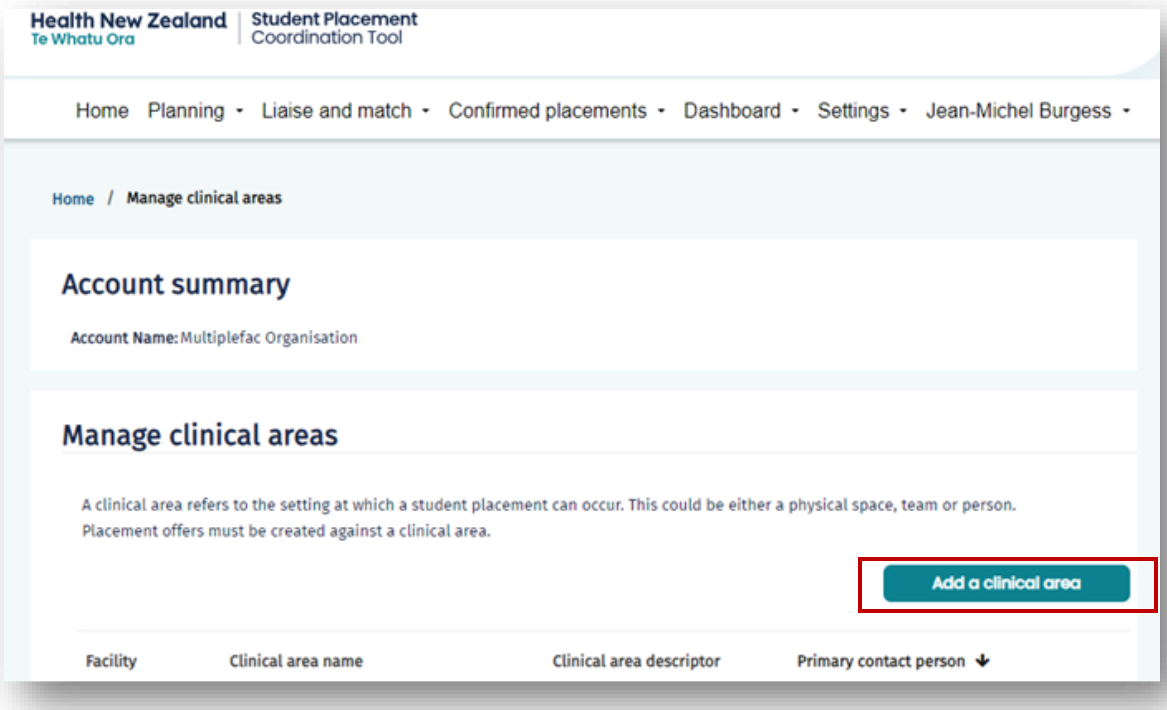
Manage clinical areas by adding, editing and removing clinical areas

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

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



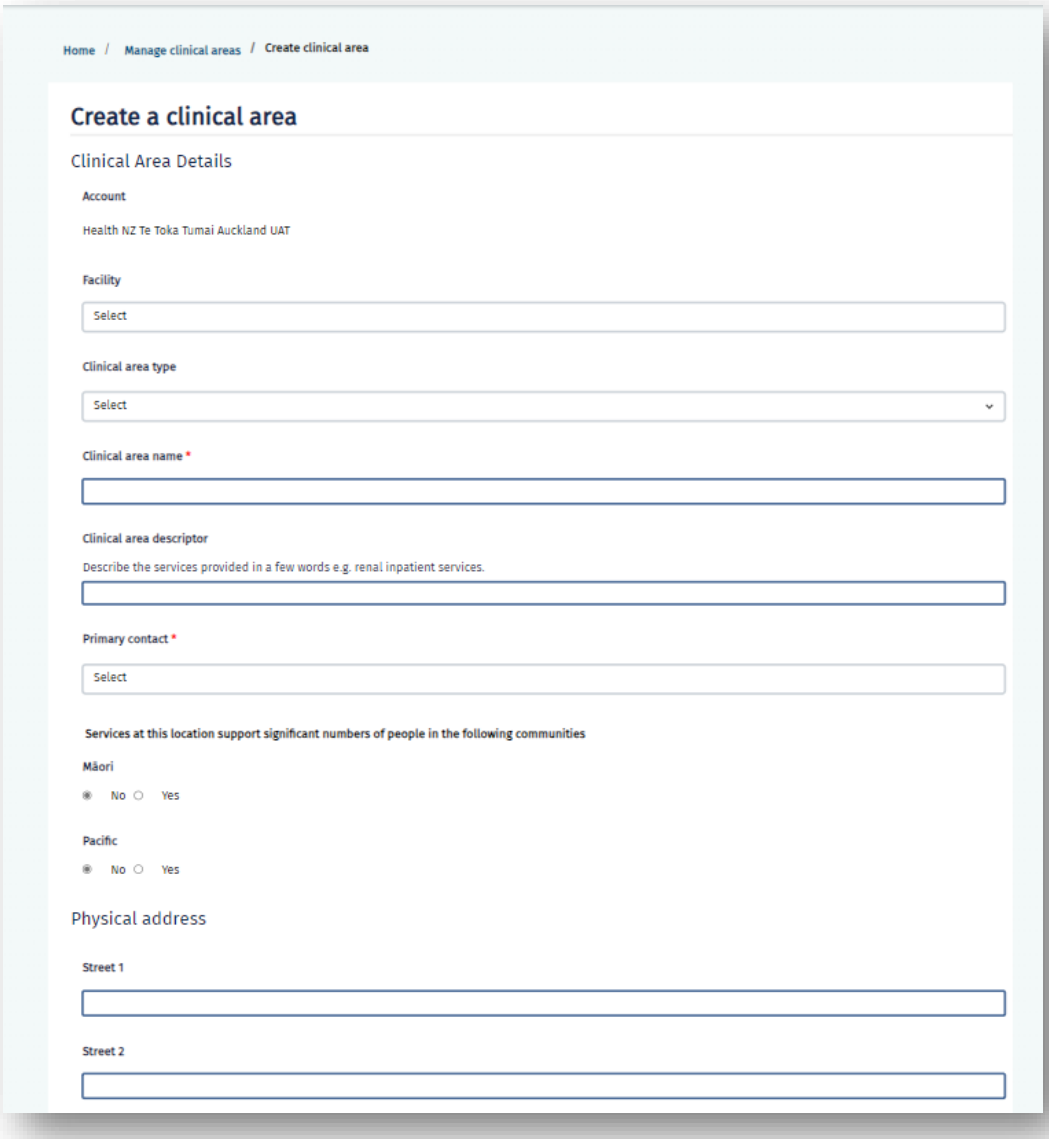
- To add a new clinical area, click **Add a clinical area**



Manage clinical areas by adding, editing and removing clinical areas

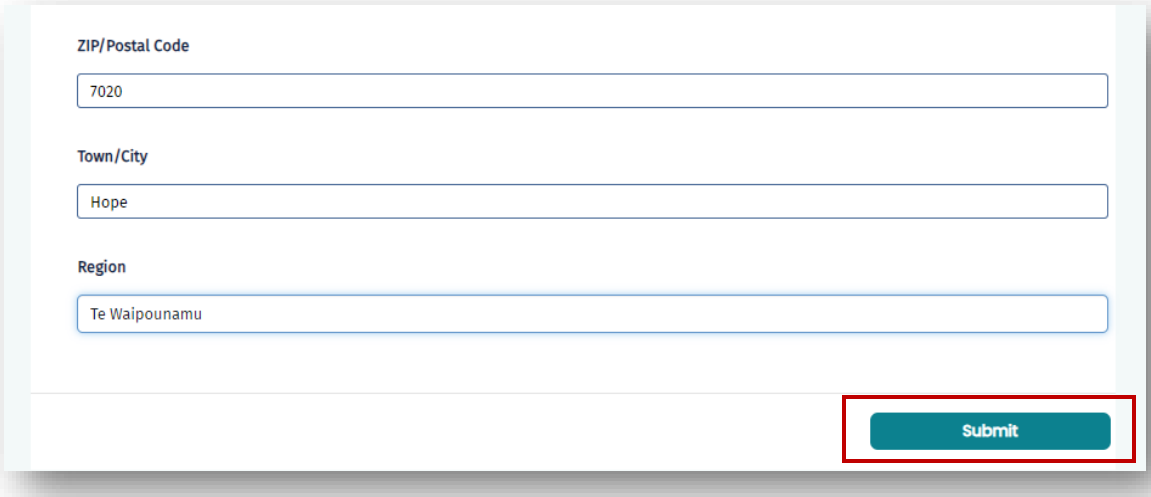
You will be taken to the Create clinical area page. Fill in the details specified to add a clinical area.

- 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.



Manage clinical areas by adding, editing and removing clinical areas

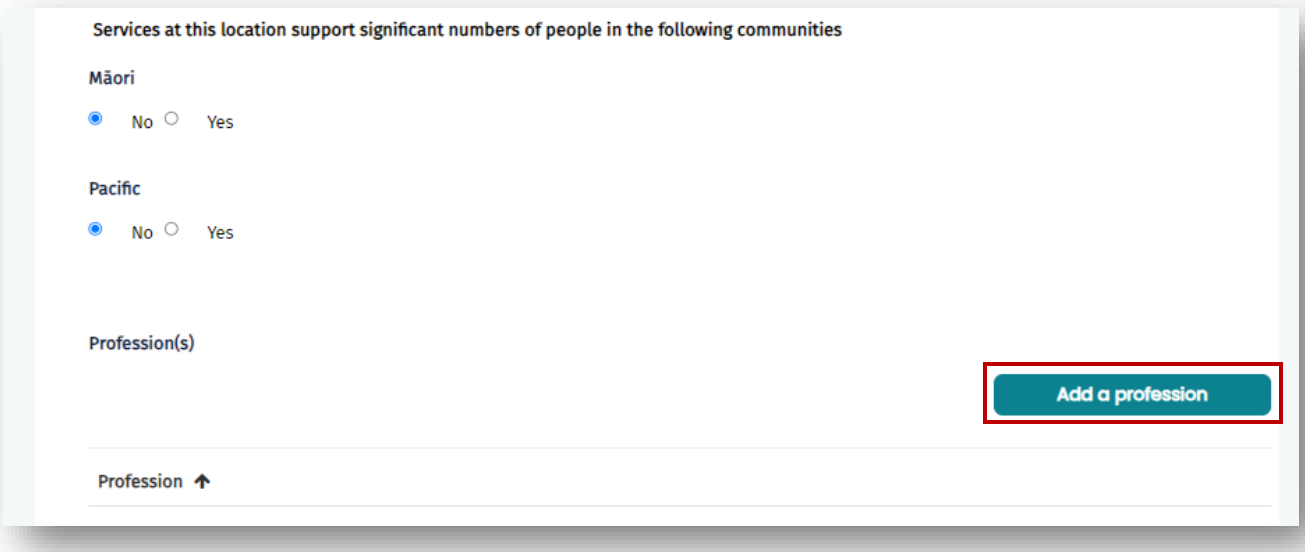
- When all details have been entered, click **Submit** at the bottom of the page



Manage clinical areas by adding, editing and removing clinical areas

•In the initial page, Profession will not be visible until you select

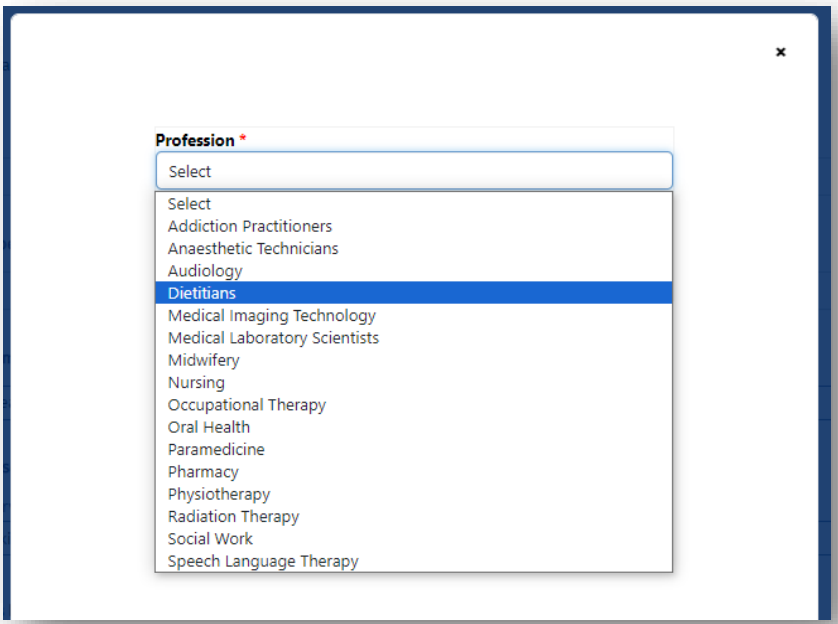
•To add a profession/s that can be placed in the clinical area, click **Add a profession**



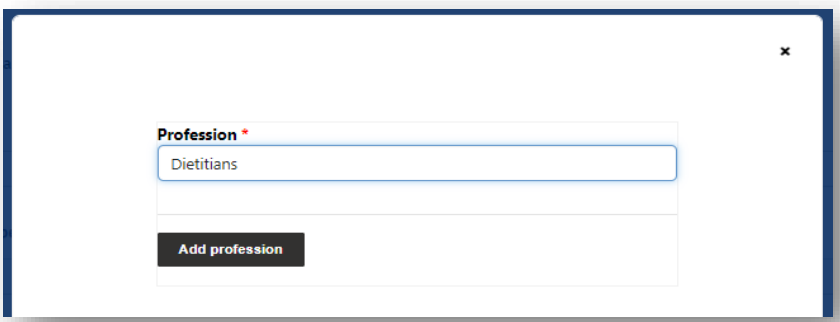
You will be taken to a pop-up form.

Manage clinical areas by adding, editing and removing clinical areas

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

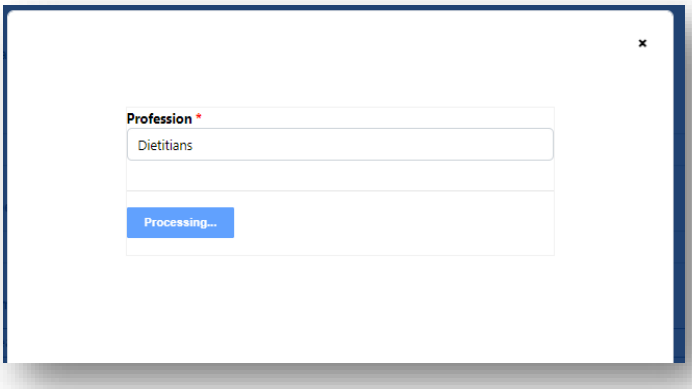


- Once selected, click **Add profession**

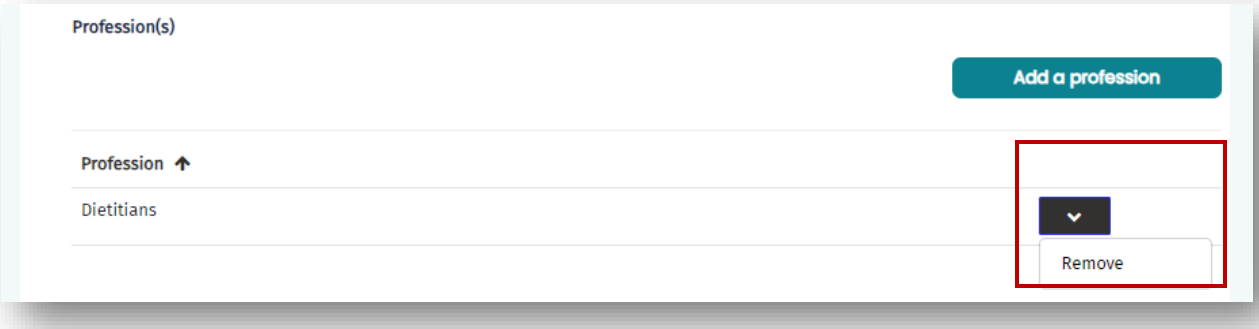


Manage clinical areas by adding, editing and removing clinical areas

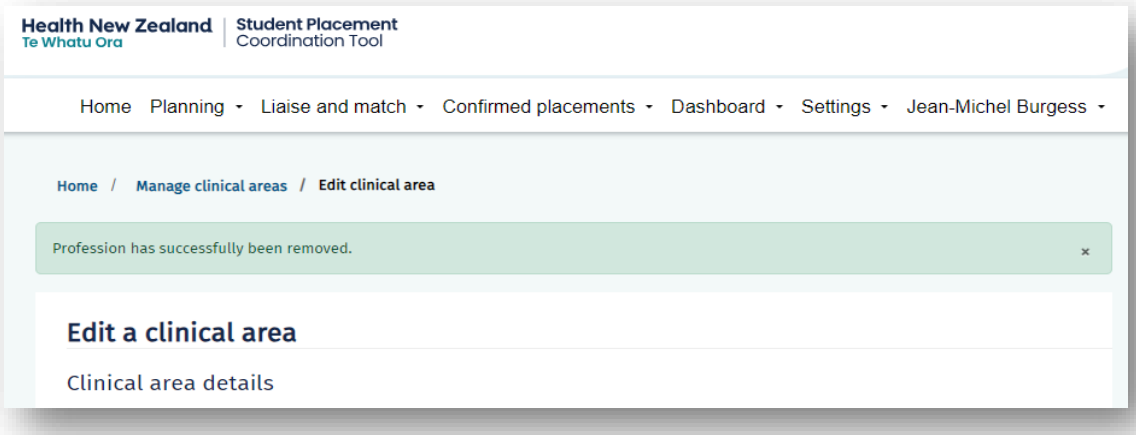
It will then show it as processing before taking you back to the **Create clinical area** page where you should be able to see that profession added to the list. You can add multiple professions to the same clinical area.



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

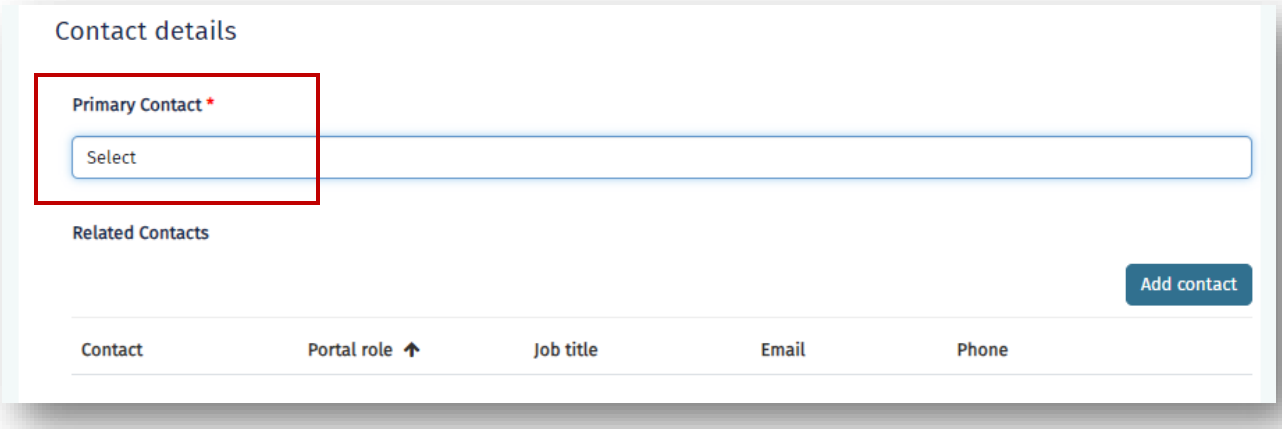


A confirmation message will be displayed at the top of the Edit clinical area page:

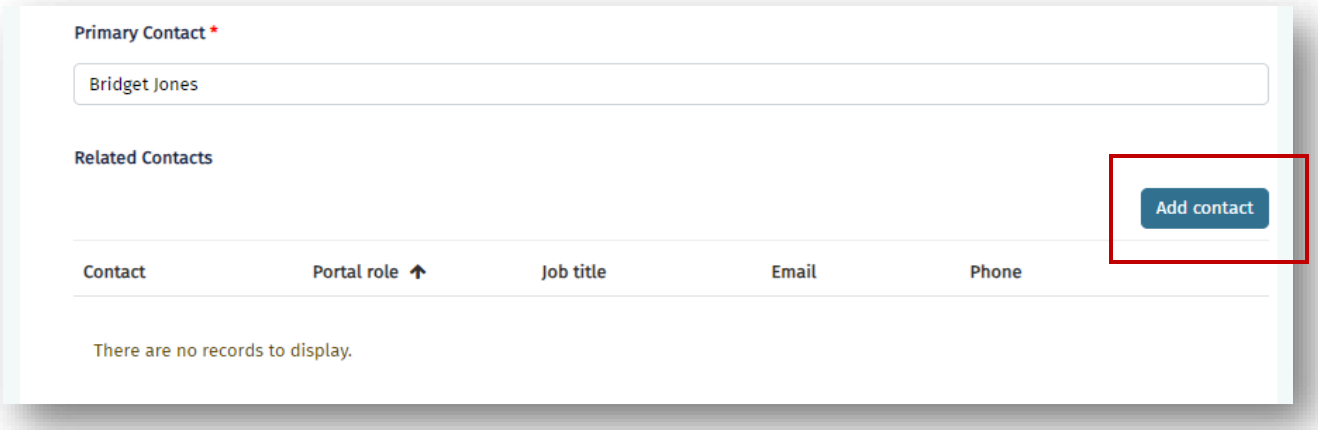


Add a contact

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



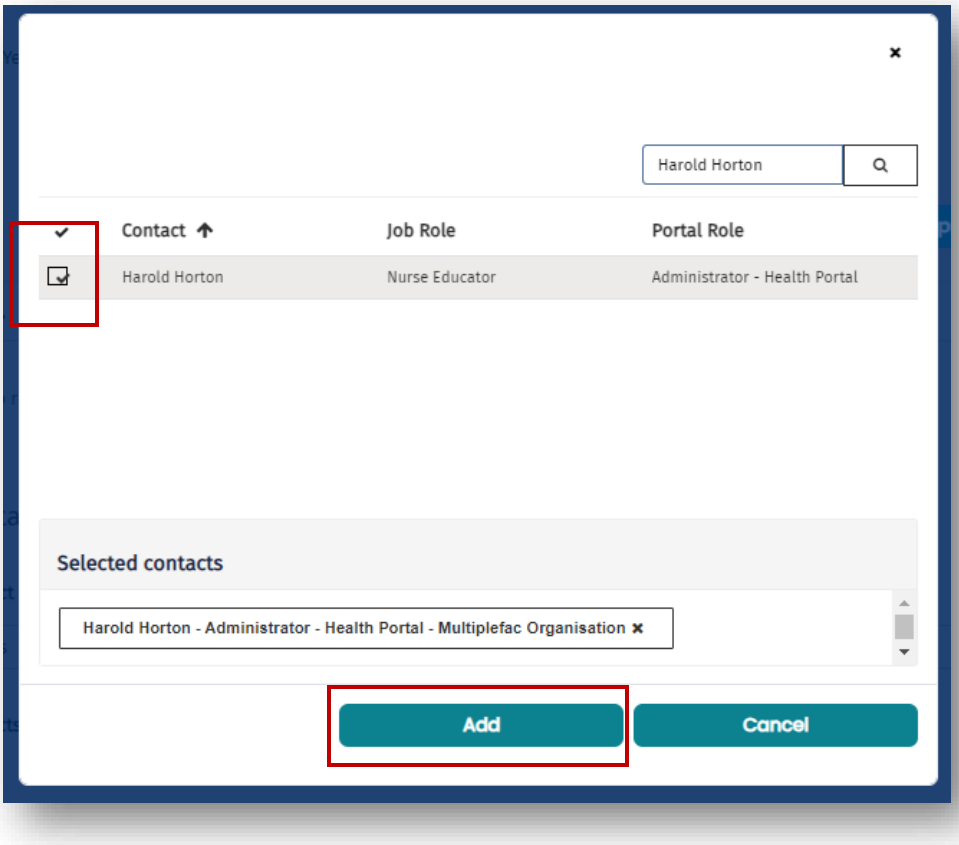
➢ To add secondary contacts, click **Add contact**



You will be taken to a pop-up directory.

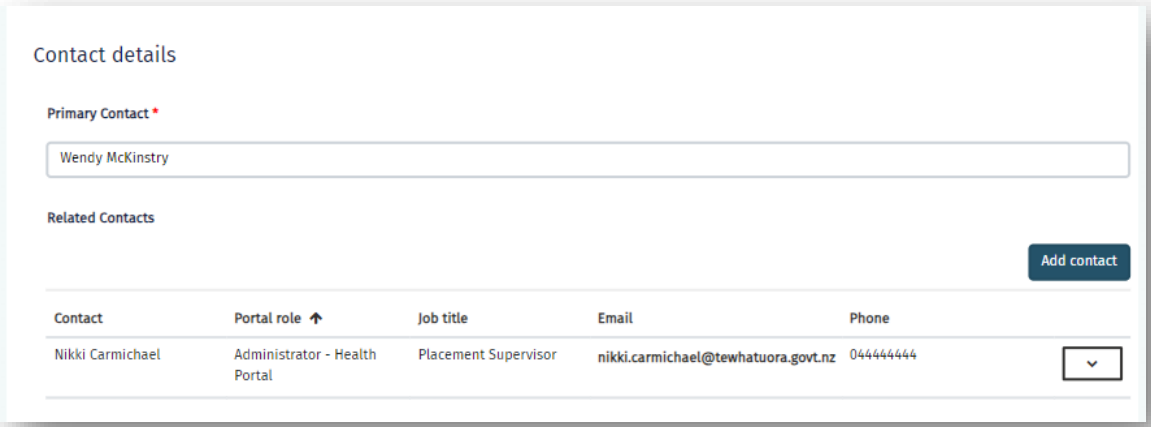
Manage clinical areas by adding, editing and removing clinical areas

- 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**

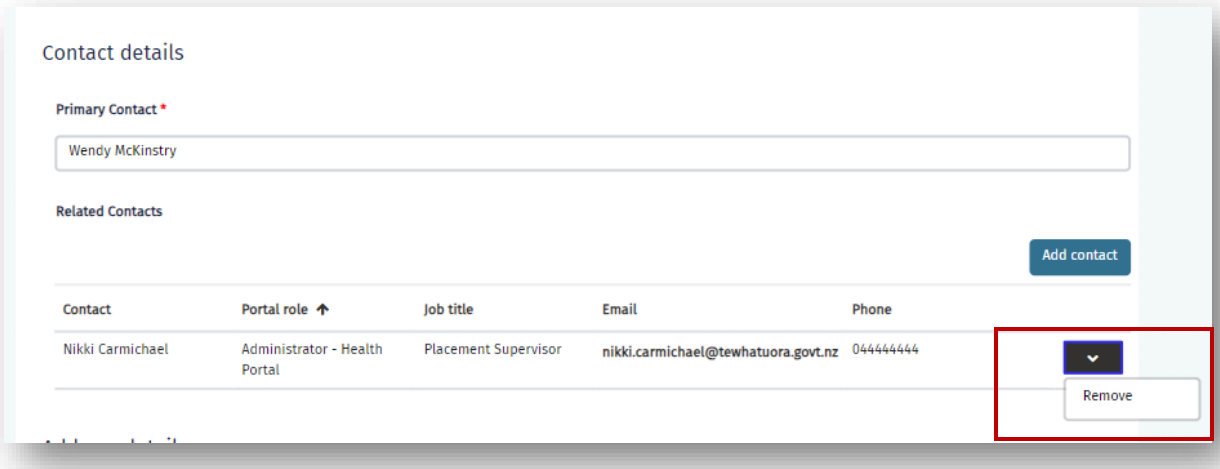


You will see the related contact name appear in the list

Manage clinical areas by adding, editing and removing clinical areas

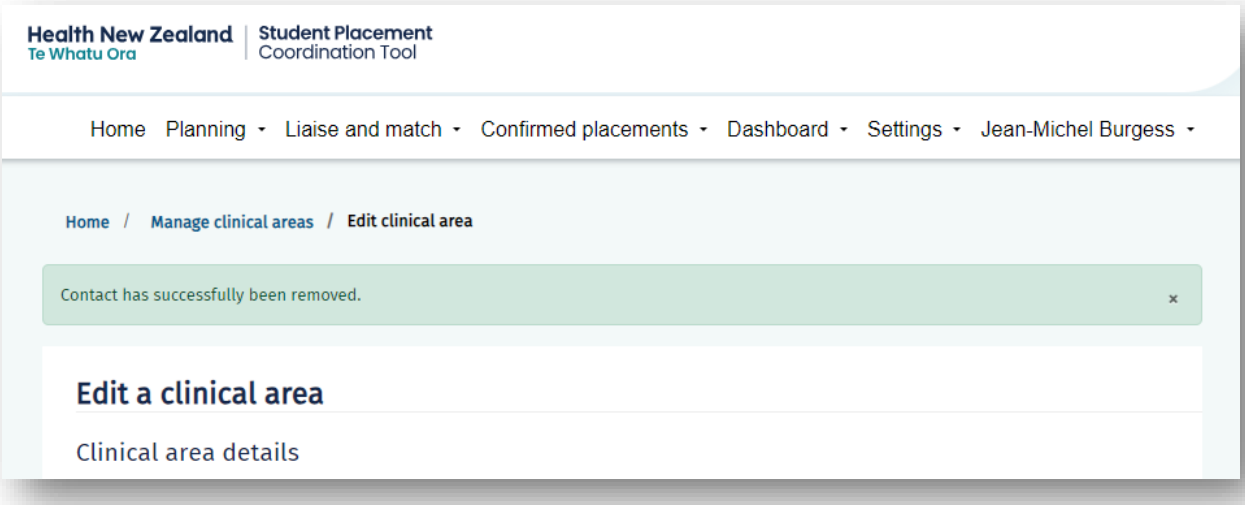


➢ To remove a related contact, click on the down-arrow and select **Remove**

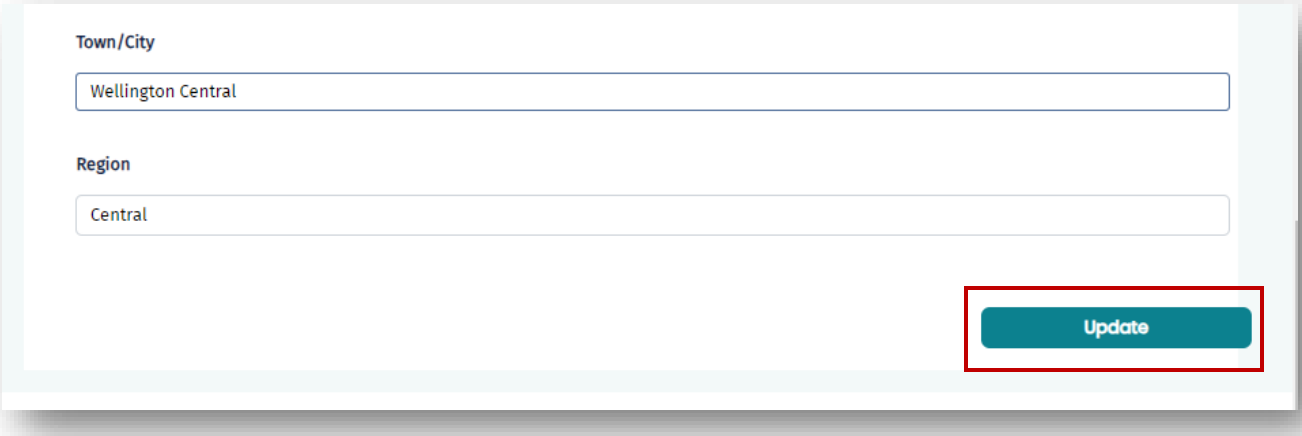


A confirmation message will be displayed at the top of the Edit clinical area page

Manage clinical areas by adding, editing and removing clinical areas



- 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.



1 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	This number can be entered to view specific expressions of interest.
	The format of this number is **SPO-000000** (e.g., SPO-001043).
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	This means the area of health the person will be training in.
	A non-comprehensive list of Allied, Scientific or Technical Health education programmes that will be included are: • 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)