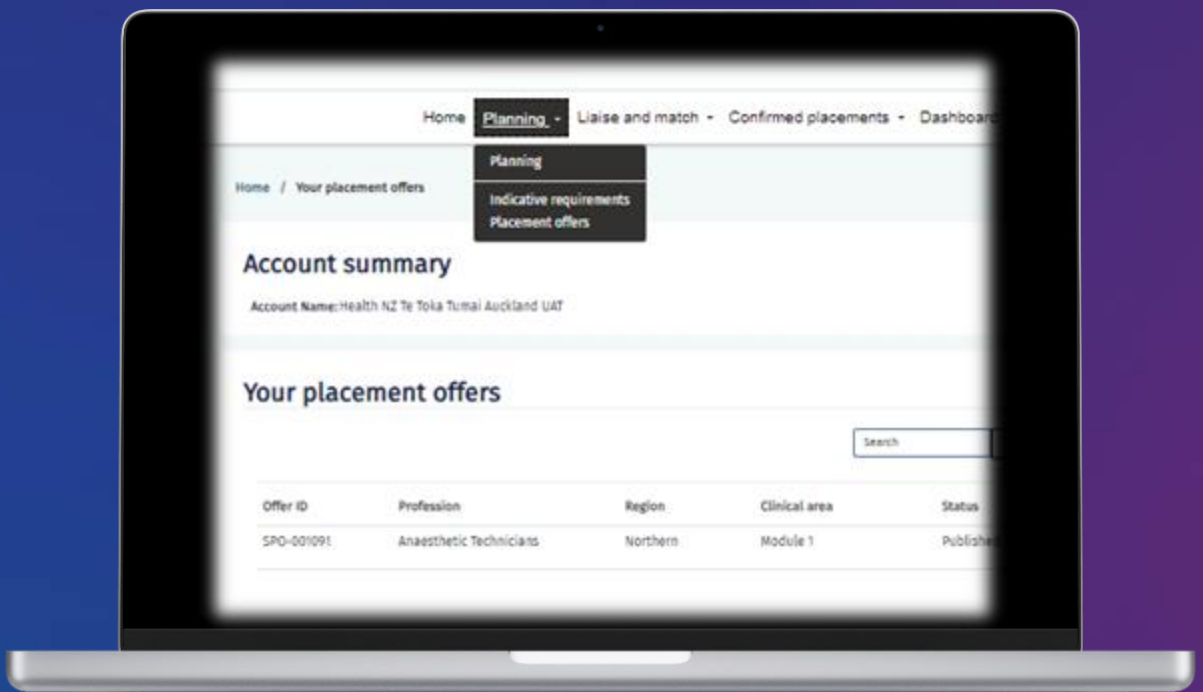


Placement Offers and Placement offer details



1

Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

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.

Your placement offers

[Add placement offer](#)

Offer id	Profession	Region	Clinical area	Status	
SPO-001009	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	▼
SPO-001010	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	▼
SPO-001002	Dietitians		Health New Zealand - UA Testing Clinic	Published	▼
SPO-001014	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	▼
SPO-001024	Anaesthetic Technicians		Elective Adult Anaesthesia	Published	▼
SPO-001025	Anaesthetic Technicians		Sedative procedures	Published	▼
SPO-001026	Midwifery		Postnatal Ward Christchurch Women's Hospital	Published	Edit Remove
SPO-001031	Anaesthetic Technicians		Elective Adult Anaesthesia	Draft	▼
SPO-001033	Medical Laboratory Scientists	Central	Haematology	Published	▼
SPO-001038	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	▼

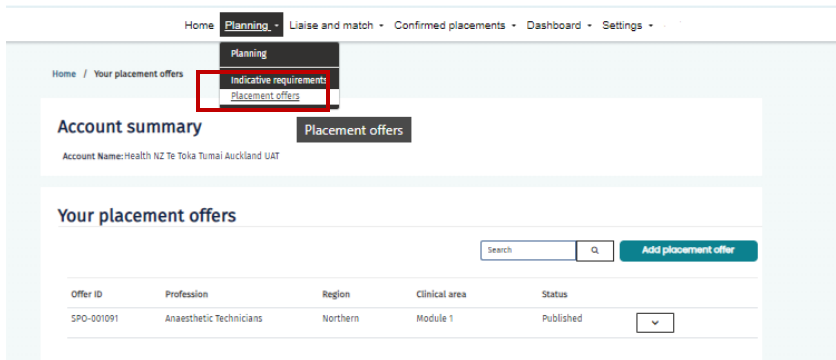
1

Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

Adding placement offers

➤ Click on **Planning > Placement offers**.



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

Your placement offers

Search

Offer id	Profession	Region	Clinical area	Status	
SPO-001009	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	<input type="button" value="v"/>
SPO-001010	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	<input type="button" value="v"/>
SPO-001002	Dietitians		Health New Zealand - UA Testing Clinic	Published	<input type="button" value="v"/>
SPO-001014	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	<input type="button" value="v"/>
SPO-001024	Anaesthetic Technicians		Elective Adult Anaesthesia	Published	<input type="button" value="v"/>
SPO-001025	Anaesthetic Technicians		Sedative procedures	Published	<input type="button" value="v"/>
SPO-001026	Midwifery		Postnatal Ward Christchurch Women's Hospital	Published	<input type="button" value="v"/> Edit Remove
SPO-001031	Anaesthetic Technicians		Elective Adult Anaesthesia	Draft	<input type="button" value="v"/>
SPO-001033	Medical Laboratory Scientists	Central	Haematology	Published	<input type="button" value="v"/>
SPO-001038	Anaesthetic Technicians		Pre-anaesthetic Assessment	Published	<input type="button" value="v"/>

This button allows you to add a placement offer

This drop-down button allows you to **Edit** or **Remove** a placement offer

2

Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

Add a placement offer

➤ Click on **Add placement offer**.

Your placement offers

Search

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

Create placement offer

1. Offer summary

Health Provider

Hamilton Health Services

i The health provider is automatically pre-filled, the required fields are indicated by a * (star).
As you make selections, more options may become available.

Clinical Area *

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

Central

i The **Region** is pre-selected.
The options available in the **Profession** box is determined by the clinical area you have previously selected.

Profession *

Select

3

Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

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.

Click on **Offer requirements** to list what the individual will require for this placement 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

1

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 opportunities, and Additional notes.
- Update the placement offer

Home / Your placement offers / Edit placement offer

Edit a placement offer

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

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	<input type="button" value="v"/>

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.

Additional notes

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**.

[Update placement offer](#)

2

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**.

Edit a placement offer

Placement offer ID:	SPO-001046	Primary contact:
Health provider:	Hamilton Health Services	Email:
Clinical area:	Haematology	Phone:
Region:	Central	Job title:
Profession:	Medical Laboratory Scientists	

Placement offer period(s) available

Add a period

ID	Start date	End date	Period length	Max capacity	Status
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There are no records to display.

3

Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

Add Placement Offer details

- Click on **Add placement offer detail**.

Home / Your placement offers / Edit placement offer

Edit a placement offer

Placement offer ID:	SPO-001091	Primary contact:	
Health provider:	Health NZ Te Toka Tumai Auckland UAT	Email:	
Clinical area:	Module 1 - Surgical out-patient clinic	Phone:	04 444 4444
Region:	Northern	Job title:	
Profession:	Anaesthetic Technicians		
Services at this location support significant numbers of people in the following communities:	Māori; Pacific;		

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](#)

- Fill in the mandatory fields

Home Your placement offers Edit placement offer

Add placement offer period

Period start date *

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

[Submit](#)



Please note that until you have filled in all of the fields (dates, availability and capacity), this placement offer details cannot be published or have a placement request against it

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Health Provider: How-To View, Add, Edit, and Remove Placement Offers

Viewing, Adding, Editing, and Removing Placement Offers

Add Placement Offer Details

➤ Click on **Submit**.

Undergraduate

- Year 1
- Year 2

Submit

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.

Home / Your placement offers / Edit placement offer

Edit a placement offer

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

Primary contact:
Email:
Phone:
Job title:

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	<input type="button" value="v"/>

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.