

Student Placement Coordination Tool

Education Provider Portal

Planning

How to create indicative requirements and indicative requirement details, view expressions of interest, and view placement offers



Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Contents

[Create an indicative requirement](#)

[Create an indicative requirement detail](#)

[View and edit indicative requirements](#)

[View and edit indicative requirement details](#)

[Withdraw indicative requirement details](#)

[Remove indicative requirement details](#)

[View placement offers](#)

[View expressions of interest](#)

[Key terms](#)

1

Planning

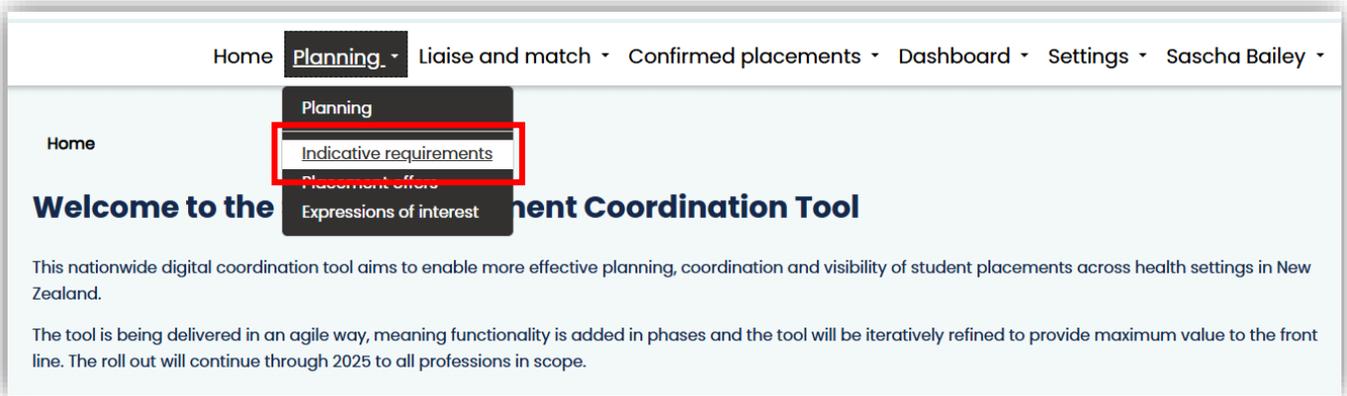
How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement

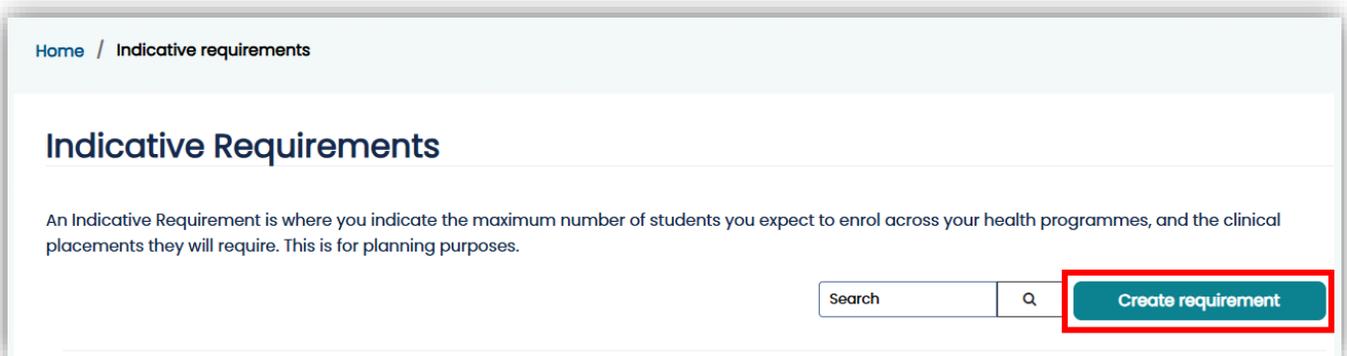
Please see the [Key terms](#) section of this documents for the definitions of terms used in this guide.

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require.

- To create an indicative requirement, click on the **Planning** tab and click **Indicative requirements**



- Click **Create requirement**



2

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How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement

The **Education Provider** field will be prepopulated

- Select a **Programme** from the available list for your organisation
- The **Region** and **Profession** fields will then automatically populate
- Select the **Placement speciality** the indicative requirement is for
- Select the **Primary contact** that health providers should reach out to if they want to discuss the indicative requirement
- Indicate whether the indicative requirement has a **pre-existing commitment**
- Click **Continue**

Home / Indicative requirements / Create indicative requirement

Create indicative requirement

Education Provider *

Auckland University of Technology (AUT) UAT

Programme *

Select

Region

Profession *

Placement speciality *

Select

Primary contact *

Select

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

Continue

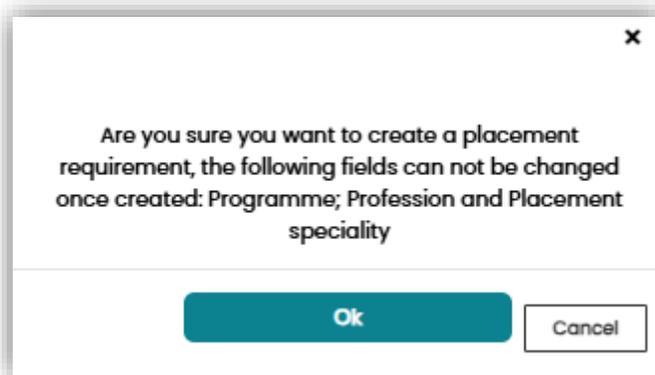
3

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How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement

- The following pop up will display, click **OK** to confirm or **Cancel** to return to the **Create indicative requirement** page.



1

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How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement detail

The **Edit indicative requirement** page will load.

➤ To add an indicative requirement detail, click **Add new detail**

Home / Indicative requirements / Edit indicative requirement

Edit indicative requirement

Placement requirement ID: EPR-001097

Education provider: Auckland University of Technology (AUT) UAT

Programme: Bachelor of Health Science (Perioperative Practice) 9 April 2025

Profession: Anaesthetic Technicians

Placement speciality: ANAE705 Advanced Resuscitation in Perioperative Practice

Requirement status: Draft

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

Primary contact *

Sascha Bailey

Placement requirement detail(s) required

[Add new detail](#)

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status
There are no records to display.					

[Update](#)

2

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How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement detail

- Set the **start** and **end** dates. Either type in or click the calendar icon to bring up a calendar to select from
- Select from the available **Programme type** list. This is pre-determined from the programme set up
- Indicate whether the placement is **part-time**
- Add other useful information to the **Additional notes** section for health providers to see
- Select **Placement area** for the placements required
- Indicate the **Maximum number of students expected to be enrolled**

Home / Indicative requirements / Edit indicative requirement / Add placement requirement details

Add placement requirement details

Period start date *

DD-MM-YYYY 

Period end date *

DD-MM-YYYY 

Programme type

Select

Part-time placement

No Yes

Additional notes

Max character limit 300.

 Additional notes could include: 2 bonded students with Health NZ Te Toka Tumai Auckland

Placement area *

Indicate which area you would like the placements to be located.

Select

Maximum number of students expected to be enrolled *

Submit

3

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement detail

The **Placement required** section will appear after the **Maximum number of students expected to be enrolled** section has been filled in

- Once a number has been entered into one of the **Number of placements required** fields (there is one per programme year), two additional fields will appear for that year
 - **Days on placement required per student**
 - **Notes**
- Fill out as many fields as required
- Click **Submit**. You will be taken back to the Edit indicative requirement page
- Complete this process for as many indicative requirement details that are needed

Placement required

Enter a number between 0-1000 for number of placements required, and enter a number between 1-365 for days on placement required per student.

Number of placements required (Undergraduate Year 1)

Days on placement required per student (Undergraduate Year 1) *

Undergraduate Year 1 notes

Number of placements required (Undergraduate Year 2)

Number of placements required (Undergraduate Year 3)

Total number of days for placement

0

Submit



Add any information that will be useful to health providers in the notes section e.g. semester 2 of programme, course code, etc.

4

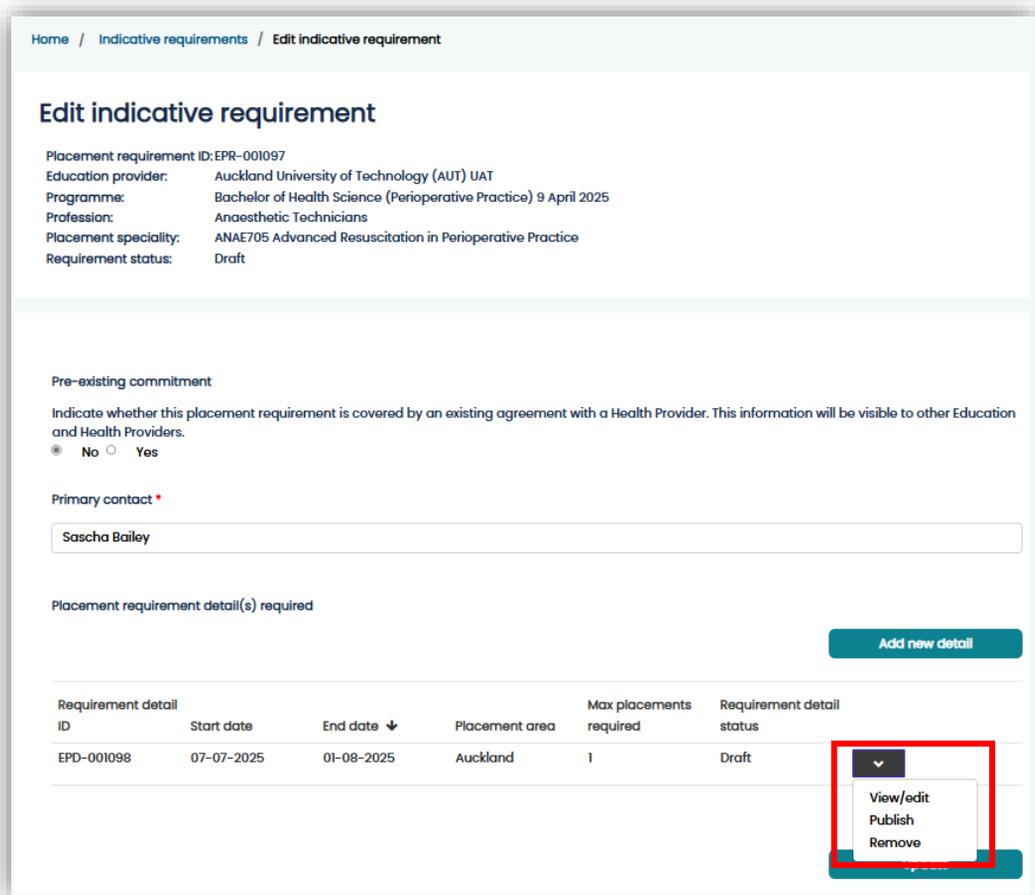
Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement detail

Once all information has been entered, the indicative requirement detail(s) need to be published so that health providers can see them.

➤ To publish an indicative requirement detail, click on the  button and **Publish**



Home / Indicative requirements / Edit indicative requirement

Edit indicative requirement

Placement requirement ID: EPR-001097
Education provider: Auckland University of Technology (AUT) UAT
Programme: Bachelor of Health Science (Perioperative Practice) 9 April 2025
Profession: Anaesthetic Technicians
Placement speciality: ANAE705 Advanced Resuscitation in Perioperative Practice
Requirement status: Draft

Pre-existing commitment
Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.
 No Yes

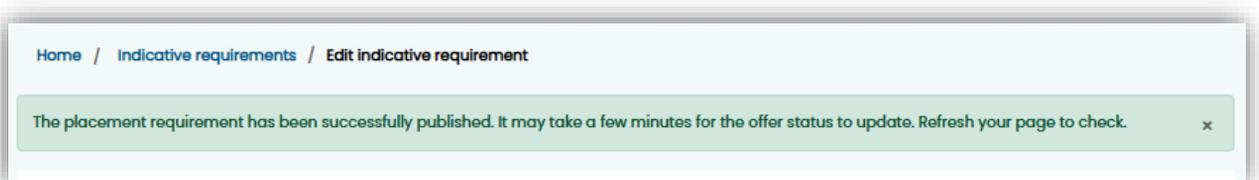
Primary contact *
Sascha Bailey

Placement requirement detail(s) required [Add new detail](#)

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status
EPD-001098	07-07-2025	01-08-2025	Auckland	1	Draft

 View/edit
Publish
Remove

A confirmation message will appear at the top of the page



Home / Indicative requirements / Edit indicative requirement

The placement requirement has been successfully published. It may take a few minutes for the offer status to update. Refresh your page to check. ✕

5

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Create an indicative requirement detail

Only once all indicative requirements details are published will the indicative requirement status also change to published.

This is a useful way to check whether you have unpublished indicative requirement details.

Home / Indicative requirements

Indicative Requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.

Search

Indicative requirement ID	Profession	Programme	Placement speciality	Requirement status
EPR-001097	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice) 9 April 2025	ANAE705 Advanced Resuscitation in Perioperative Practice	Published

1

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View and edit indicative requirements

➤ To view indicative requirements, click on the button and click **View/edit**

The screenshot shows the 'Indicative Requirements' page. At the top, there is a breadcrumb 'Home / Indicative requirements'. Below the title, a description states: 'An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.' To the right of the description is a search bar with a magnifying glass icon and a 'Create requirement' button. Below this is a table with the following columns: 'Indicative requirement ID ↑', 'Profession', 'Programme', 'Placement speciality', and 'Requirement status'. Two rows are visible in the table. A dropdown menu is open on the right side of the table, showing 'View/edit' and 'Remove' options.

Indicative requirement ID ↑	Profession	Programme	Placement speciality	Requirement status
EPR-001062	Anaesthetic Technicians	Bachelor of Health Science	ANAE703 Anaesthetic & perioperative practice IV	Draft
EPR-001064	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE603 Anaesthetic & Perioperative Practice I	Published

If the list of indicative requirements is long, you can use the search function.

You can search by any of the columns:

- Indicative requirement ID
- Profession
- Programme
- Placement speciality
- Requirement status

The search function requires full and accurate information to pull a result, or the use of a wildcard (*) when searching for part of a result.

For example, if you only knew the last four digits of the indicative requirement ID, you could use the wildcard - *1001, where the full ID is EPR-001001

➤ Click the magnifying glass to activate the search.

2

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View and edit indicative requirements

This takes you to the **Edit indicative requirement** page

The top section displays the information for the indicative requirement.

- You can edit whether there is a pre-existing commitment and the primary contact.
- For indicative requirement details, you can:
 - add new
 - edit - when the start date has not yet passed,
 - remove – when the status of the indicative requirement details is draft
 - withdraw – where the status is published
- When all changes have been made, click **Update**

Home / Indicative requirements / Edit indicative requirement

Edit indicative requirement

Placement requirement ID: EPR-001076

Education provider: Auckland University of Technology (AUT) UAT

Programme: Bachelor of Health Science (Perioperative Practice) 2

Profession: Anaesthetic Technicians

Placement speciality: ANAE703 Anaesthetic & perioperative practice IV

Requirement status: Draft

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

Primary contact *

Lucy Lindsay-Shepherd

Placement requirement detail(s) required

[Add new detail](#)

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status	
EPD-001061	03-03-2025	30-05-2025		20	Draft	<input type="button" value="v"/>
EPD-001063	03-03-2025	30-05-2025		35	Published	<input type="button" value="v"/>

[Update](#)

3

Planning

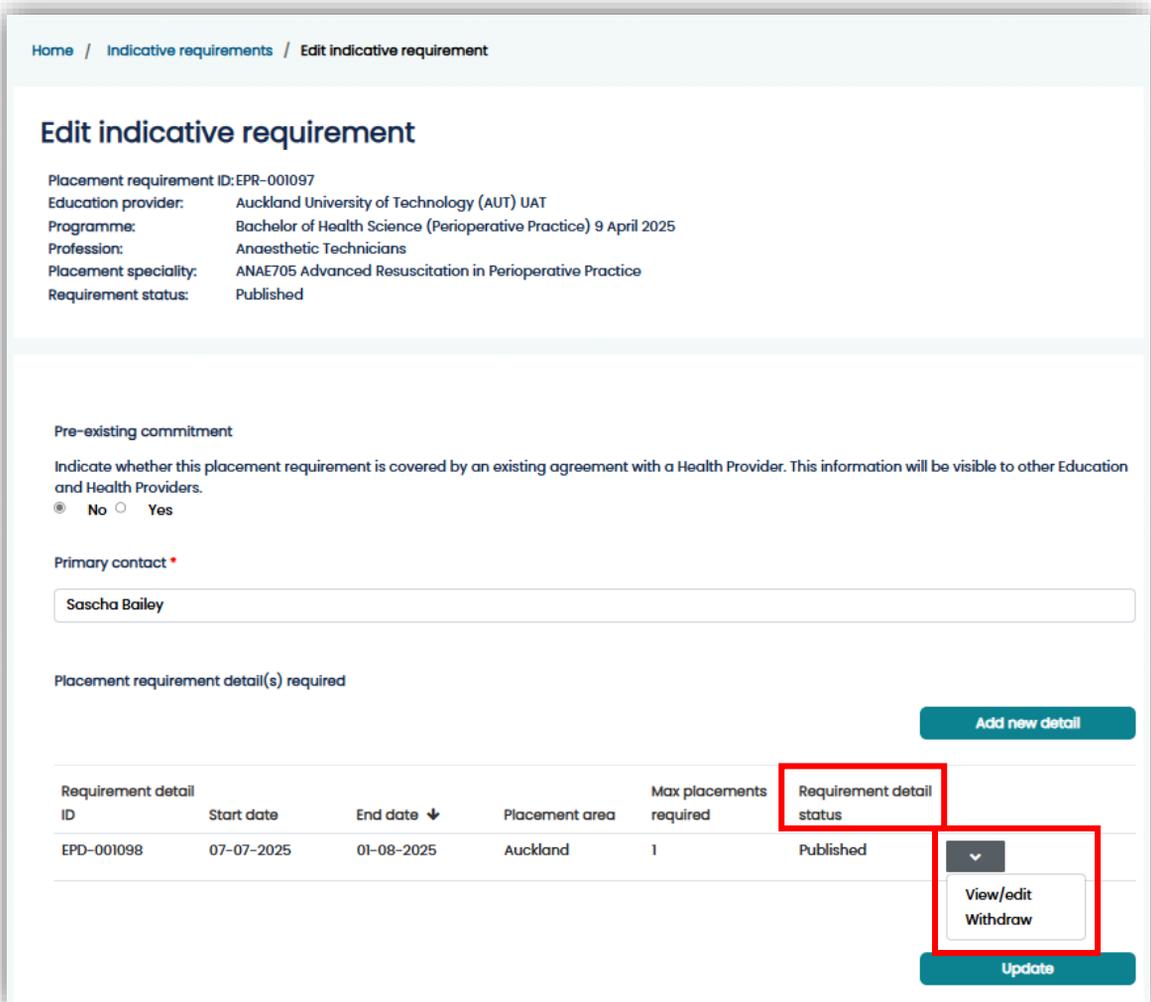
How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View and edit indicative requirement details

- To view and edit an indicative requirement detail, from the **Edit indicative requirement** page (Planning > Indicative requirements), click on the  button and click **View/edit**

Available actions based on status:

- Draft, start date not yet commenced – edit / withdraw / publish
- Draft, start date has commenced – publish / remove
- Published, start date not yet commenced – edit / withdraw
- Published, start date has commenced – withdraw



Home / Indicative requirements / Edit indicative requirement

Edit indicative requirement

Placement requirement ID: EPR-001097

Education provider: Auckland University of Technology (AUT) UAT

Programme: Bachelor of Health Science (Perioperative Practice) 9 April 2025

Profession: Anaesthetic Technicians

Placement speciality: ANAE705 Advanced Resuscitation in Perioperative Practice

Requirement status: Published

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

Primary contact *

Sascha Bailey

Placement requirement detail(s) required

[Add new detail](#)

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status
EPD-001098	07-07-2025	01-08-2025	Auckland	1	Published

 View/edit
Withdraw

[Update](#)

4

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View and edit indicative requirement details

Below is the first section of the indicative requirement detail (see the next page for the second section).

An indicative requirement detail can be edited when the status is:

- Draft and the start date has not yet commenced
- Published and the start date has not yet commenced

Home / Indicative requirements / Edit indicative requirement / Edit placement requirement details

Edit placement requirement details

Period start date *

Period end date *

Programme type

Part-time placement

No Yes

Additional notes

Max character limit 300.

Placement area *

Indicate which area you would like the placements to be located.

Maximum number of students expected to be enrolled *

5

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View and edit indicative requirement details

Below is the second section of the indicative requirement detail (see the previous page for the first section).

➤ Once all fields are updated, click **Update**

Placement required

Enter a number between 0-1000 for number of placements required, and enter a number between 1-1000 for days on placement required per student.

Number of placements required (Undergraduate Year 1)

Number of placements required (Undergraduate Year 2)

Number of placements required (Undergraduate Year 3)

Days on placement required per student (Undergraduate Year 3) *

Undergraduate Year 3 notes

Total number of days for placement

20

Update

1

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Withdraw indicative requirement details

Indicative requirement details can be withdrawn when the status is

- Draft and the start date has not yet commenced
 - Published and the start date has not yet commenced
 - Published and the start date has commenced
- To withdraw an indicative requirement detail, click the button and click **Withdraw**

Placement requirement detail(s) required

Add new detail

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status
EPD-001098	07-07-2025	01-08-2025	Auckland	1	Published

View/edit
Withdraw

Update

The following pup up message will display

- Click **Withdraw** to confirm

Are you sure you wish to withdraw this requirement detail?

Withdraw Cancel

1

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Remove indicative requirement details

An indicative requirement details can be removed when the status is:

- Draft and the start date has commenced
- To remove an indicative requirement detail, click the button and click **Remove**

Requirement detail ID	Start date	End date ↓	Placement area	Max placements required	Requirement detail status	
EPD-001052	07-04-2025	18-04-2025	Auckland	10	Published	▼
EPD-001074	01-01-2025	04-01-2025	Canterbury	3	Draft	▼ Publish Remove

The following pop up message will display

- Click **Remove** to confirm

Confirm whether you would like to remove the selected placement requirement detail.

Remove Cancel

1

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View placement offers

- To view placement offers, click on the **Planning** tab and click **Placement offers**

The screenshot shows the top navigation bar with the following items: Home, Planning (highlighted), Liaise and match, Confirmed placements, Dashboard, Settings, and Sascha Bailey. A dropdown menu is open under 'Planning', showing 'Indicative requirements', 'Placement offers' (highlighted with a red box), and 'Expressions of interest'. Below the navigation bar, the page title reads 'Welcome to the Student Coordination Tool'. A paragraph of text follows: 'This nationwide digital coordination tool aims to enable more effective planning, coordination and visibility of student placements across health settings in New Zealand. The tool is being delivered in an agile way, meaning functionality is added in phases and the tool will be iteratively refined to provide maximum value to the front line. The roll out will continue through 2025 to all professions in scope.'

Initially, a list will not display and **There are no records to display** will be visible

- Click **Apply** to display the list

The screenshot shows the 'Placement offers' page. At the top, there is a breadcrumb 'Home / Placement offers'. The main heading is 'Placement offers'. Below this is a filter section with the following fields: Offer detail ID, Profession, Region, Start date, End date, Health provider, Clinical area, Facility, and Programme years. Each field has a dropdown arrow. An 'Apply' button and a 'Reset' button are located at the bottom right of the filter section, with the 'Apply' button highlighted by a red box. Below the filter section, there are two footnotes: '*Total number of placements offered within date range' and '**Max placement capacity at one time during the time period'. At the bottom, there is a table header with the following columns: Offer detail ID, Health provider, Facility, Clinical area, Pacific, Māori, Start date, End date, Programme years, Total placements*, and Max capacity**. Below the header, a red box highlights the text 'There are no records to display.'

2

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View placement offers

If the placement offers list is long, you can use the filter functions to refine the list.

You can filter by:

- Offer detail ID (search)
 - Profession (list)
 - Region (list)
 - Start date (select)
 - End date (select)
 - Health Provider (search)
 - Clinical area (search)
 - Facility (search)
 - Programme years (search)
- The search function needs full and accurate information to pull records. If you do not have all of the information, use the wildcard (*) function to draw a result with part of the information e.g. *1097 where the full Offer details ID code is POD-001097
 - When selecting a date, click on the calendar icon to select a date from the calendar.
 - Click **Apply** to run the search
 - To clear all search filters, click **Reset**

The screenshot shows a web interface for viewing placement offers. At the top, there is a breadcrumb trail: Home / Placement offers. Below this is the title "Placement offers". A filter section contains several input fields: Offer detail ID, Profession (dropdown), Region (dropdown), Start date (calendar icon), End date (calendar icon), Health provider, Clinical area, Facility, and Programme years. The "Apply" and "Reset" buttons are highlighted with a red box. Below the filters, there are two explanatory notes: "*Total number of placements offered within date range" and "**Max placement capacity at one time during the time period". The main content is a table with the following columns: Offer detail ID, Health provider, Facility, Clinical area (with a dropdown arrow), Pacific, Māori, Start date, End date, Programme years, Total placements*, and Max capacity**. The table lists two offers: POD-001097 and POD-001138. Each row has a dropdown arrow in the Max capacity** column.

Offer detail ID	Health provider	Facility	Clinical area	Pacific	Māori	Start date	End date	Programme years	Total placements*	Max capacity**
POD-001097	Health NZ Bay of Plenty UAT	Wellington Hospital	PARS	No	No	03-03-2025	30-05-2025	Undergraduate Year 3;	5	1
POD-001138	Health NZ Waitaha Canterbury UAT	Southern Cross Healthcare, Christchurch Hospital	PACU - Testing	No	No	10-11-2025	10-12-2025	Undergraduate Year 1;	7	2

3

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View placement offers

There are two ways to view a placement offer:

- Quick view
- View offer
- To view a placement offer, click on the button and click **Quick view** or **View offer**

The screenshot shows the 'Placement offers' page with a breadcrumb 'Home / Placement offers'. The main heading is 'Placement offers'. Below it is a filter section with the following fields:

- Offer detail ID:
- Profession:
- Region:
- Start date:
- End date:
- Health provider:
- Clinical area:
- Facility:
- Programme years:

Buttons for 'Apply' and 'Reset' are located at the bottom right of the filter section.

Below the filters, there are two explanatory notes:

- *Total number of placements offered within date range
- **Max placement capacity at one time during the time period

The main table displays the following data:

Offer detail ID	Health provider	Facility	Clinical area	Pacific	Māori	Start date	End date	Programme years	Total placements*	Max capacity**
POD-001097	Health NZ Bay of Plenty UAT	Wellington Hospital	PARS	No	No	03-03-2025	30-05-2025	Undergraduate Year 3;	5	1
POD-001138	Health NZ Waitaha Canterbury UAT	Southern Cross Healthcare, Christchurch Hospital	PACU - Testing	No	No	10-11-2025	10-12-2025	Undergraduate Year 1;	7	2

A red box highlights a dropdown menu on the right side of the table, which contains the following options:

- Quick view
- View offer
- Request

4

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View placement offers

The **quick view** option, provides a pop up window with the placement offer details and placement offer information.

- Click anywhere outside of the pop up window to close it.

The image shows two screenshots of a web application's placement offer details. The top screenshot displays the 'Placement offer details' for Offer detail ID POD-001097, located in the Te Manawa Taki region. It has a total capacity of 5 and a maximum capacity at any given time of 1. It is suitable for Undergraduate Year 3. The bottom screenshot displays the 'Placement Offer' for Placement offer ID SPO-001113 at Wellington Hospital. The primary contact is Lucy Lindsay-Shepherd, with an email address of lucy.lindsay-shepherd@tewhatuora.govt.nz and a phone number of 044444444. The offer requirements, learning opportunities, and additional notes are all listed as 'Test'.

Field	Value
Offer detail ID	POD-001097
Region	Te Manawa Taki
Total capacity *	5
Max. capacity at any given time *	1
Suitable for	Undergraduate Year 3;

Field	Value
Placement offer ID	SPO-001113
Facility	Wellington Hospital
Primary contact	Lucy Lindsay-Shepherd
Email	lucy.lindsay-shepherd@tewhatuora.govt.nz
Phone	044444444
Offer requirements	Test
Learning opportunities	Test
Additional notes	Test

5

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View placement offers

The **view offer** option, takes you to the placement offer details page.

Sections 1 and 2 contain the placement offer and placement offer details information

Section 3 is where any placement information documents uploaded by the health provider will sit.

Section 4 is where you can see your placement requests and their outcomes for that placement offer detail.

Home / Placement offers / Placement offer details

1. Placement offer

Placement offer ID:	SPO-00113	Primary contact:
Health provider:	Health NZ Bay of Plenty UAT	Email:
Profession:	Anaesthetic Technicians	Phone:
Clinical area & descriptor:	PARS	Job title:
Facility:	Wellington Hospital	
Offer requirements:	Test	
Learning opportunities:	Test	
Additional notes:	Test	

2. Placement offer detail

Placement offer detail ID:	POD-001097
Start date:	03/03/2025
End date:	30/05/2025
Time period:	88 days
Total capacity for time period:	5
Placements confirmed:	6
Max. capacity at any given time:	1
Suitable for:	Undergraduate year 3;

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

3. Documents

No documents have been provided by the provider.

4. Placement requests

My requests Create request

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001144	Auckland University of Technology (AUT) UAT	07-04-2025	25-04-2025	1	15	Published <input type="button" value="v"/>
ERQ-001089	Auckland University of Technology (AUT) UAT	03-03-2025	04-04-2025	3	15	Approved with modification <input type="button" value="v"/>

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001144	Auckland University of Technology (AUT) UAT	07-04-2025	25-04-2025	1	15	Published
ERQ-001089	Auckland University of Technology (AUT) UAT	03-03-2025	04-04-2025	3	15	Approved with modification

1

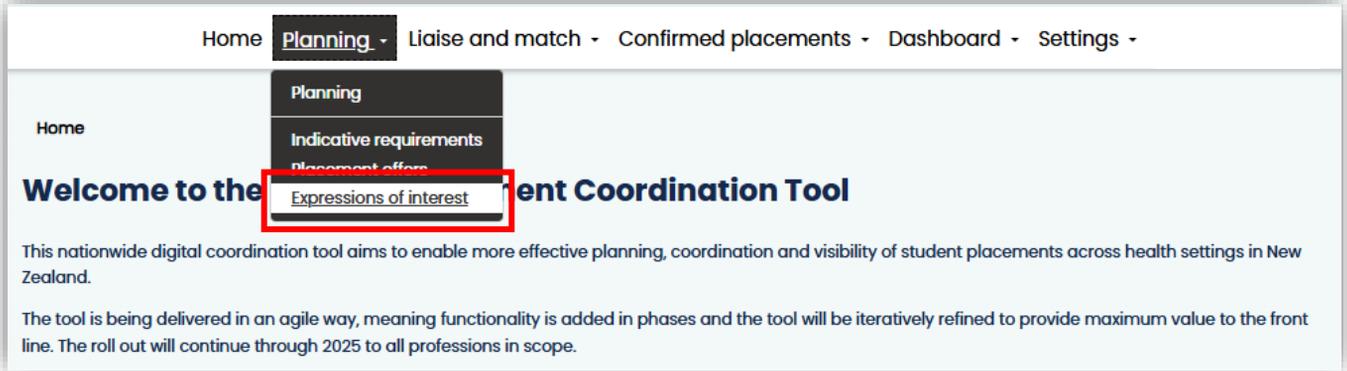
Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View expressions of interest

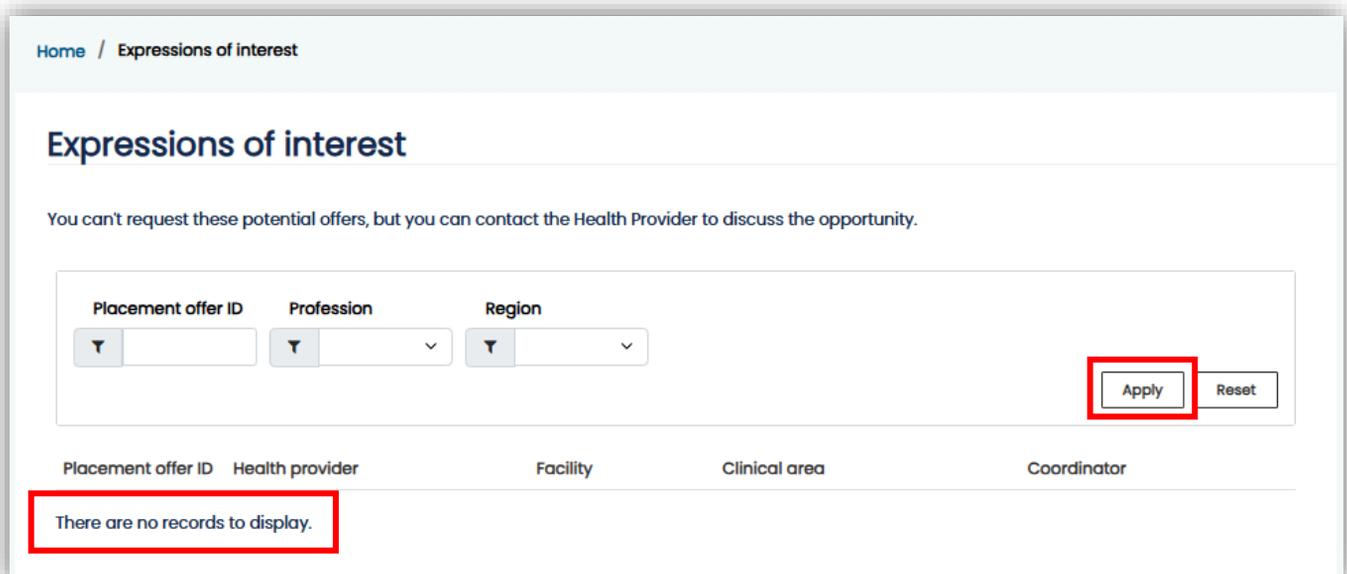
A placement offer without placement offer details is an **'expression of interest'** in providing a placement. Education providers can view this and contact the health provider to discuss the offer.

- To view expressions of interest, click on the **Planning** tab and click **Expressions of interest**



Initially, a list will not display and **There are no records to display** will be visible

- Click **Apply** to display the list



2

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View expressions of interest

The list will display the health provider account, the facility, the clinical area and the coordinator to contact to talk about the expression of interest.

It is up to the education provider to contact the health provider to talk about an expression of interest. The health provider can then turn the EOI into a placement offer with placement offer details that requests can be made against.

There are filter options available to refine the list. These can be used initially or together.

- You can refine by:
 - Placement offer ID (search)
 - Profession (list)
 - Region (list)
- Once you the search parameter are set, click **Apply**
- To clear search parameters, click **Reset**
- To view an expression of interest, click the button and click **View**

The screenshot shows the 'Expressions of interest' page. At the top, there is a breadcrumb 'Home / Expressions of interest'. Below the title, a message states: 'You can't request these potential offers, but you can contact the Health Provider to discuss the opportunity.' There are three filter fields: 'Placement offer ID' (text input), 'Profession' (dropdown), and 'Region' (dropdown). To the right of these fields are 'Apply' and 'Reset' buttons. Below the filters is a table with the following columns: 'Placement offer ID', 'Health provider', 'Facility', 'Clinical area', and 'Coordinator'. The first row shows 'SPO-001106' for 'Health NZ MidCentral UAT' at 'Crest Hospital' in the 'Theatre for AT's' clinical area, with coordinator 'UAT-38 (HP) tbd - Administrator - Health Portal - Health NZ MidCentral UAT'. A 'View' button is visible next to this row. The second row shows 'SPO-001091' for 'Health NZ Te Toka Tumai Auckland UAT' at 'Greenlane Clinical Centre' in the 'Surgical out-patient clinic' clinical area, with coordinator 'Wendy McKinstry - Administrator - Health Portal - Health NZ Te Toka Tumai Auckland UAT'. A dropdown arrow is visible next to this row.

Placement offer ID	Health provider	Facility	Clinical area	Coordinator
SPO-001106	Health NZ MidCentral UAT	Crest Hospital	Theatre for AT's	UAT-38 (HP) tbd - Administrator - Health Portal - Health NZ MidCentral UAT
SPO-001091	Health NZ Te Toka Tumai Auckland UAT	Greenlane Clinical Centre	Surgical out-patient clinic	Wendy McKinstry - Administrator - Health Portal - Health NZ Te Toka Tumai Auckland UAT

3

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

View expressions of interest

A pop up window will display the expression of interest and primary contact details for you to contact the health provider.

- Click anywhere outside the pop up window to close it.

Expression of interest

Placement offer details

Placement Offer ID
SPO-001106

Health Provider *
Health NZ MidCentral UAT

Facility
Crest Hospital

Profession *
Anaesthetic Technicians

Clinical area *
Theatre

Clinical area descriptor
Theatre for AT's

Primary contact

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Job title
External Learning Environment Access

1

Planning

How to create indicative requirements and Indicative requirement details, view expressions of interest, and view placement offers

Key terms

Key terms	Definitions
Clinical area	A clinical area refers to the setting at which a student placement can occur. This could be either a physical space, team or person. Placement offers must be created against a clinical area.
Expression of interest	This is a published Placement Offer that does not have any Placement Details attached. It will identify a health provider contact person who the education provider can discuss the placement opportunity with.
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.
Indicative requirement	An Indicative Requirement outlines the education providers details, the programme name, profession and placement speciality and whether there are pre-existing commitments.
Indicative requirement detail	The detail is connected to the indicative requirement and outlines the start and end dates, programme type (e.g. undergraduate), placement area, maximum number of students they expect to be enrolled, the number of placements per programme year and the number of days on placement.
Placement area	A placement area is region in which placement take place. For the purposes of the tool, there are 16 placement areas.
Placement offer	Placement offers are created by Health Providers in clinical areas for particular professions. 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 Specialty	Not the same as course. Placement Specialty is a generic name for placements in one specific area that can encompass many different courses. For example: Placement Specialty: Mental Health and Addition (Nursing) Course: (Bachelor of Nursing Yr2) BNNP601V2- - Nursing the Person with Altered Mental Health or Addiction

2

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Key terms

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Pre-existing commitment	Local agreements and arrangements exist now, and will continue, where a health provider has agreed to take a certain number of students from a particular education provider (e.g. documented in the Schedule of the Clinical Access Agreement). These are pre-commitments that can be fulfilled in the digital tool
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
Programme type	The programme type is associated to the qualification e.g. undergraduate, diploma etc.
Programme years	The different years of the programme, e.g. year one, year two, year three.
Publish	Indicative requirement details needs to be published for health providers to see them. Health providers will also be able to see the information from the indicative requirement, as they are linked.
Region	Specifies between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu) . <i>This is important information for the dashboard heat map.</i>
Requirement status	The requirement status lets you know whether all linked indicative requirement details are published. If the status is draft, there is one or more details that are not published
Wildcard search (*)	Wildcards are special characters that can stand in for unknown characters and are handy for locating records when you are not sure of the exact details. e.g., when searching for a specific Placement request (POD-001046) but where you may only know the last 4 digits, you could search for it by writing the following - *1046. The star (*) symbol means it can have any combination of numbers or letters before the number 1046.