

Student Placement Coordination Tool Health Provider Portal Settings

**How to select accounts,
view notifications, manage
user access, facilities and
clinical areas**



Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage accounts, user access, facilities and clinical areas

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

Within the **Settings** menu, the following can be accessed:

- Select account
- Manage access
- Manage facilities
- Manage clinical areas

The screenshot displays the top navigation bar of the 'Student Placement Coordination Tool' interface. The header includes 'Health New Zealand Te Whatu Ora' and 'Student Placement Coordination Tool'. The navigation menu contains 'Home', 'Planning', 'Liaise and match', 'Confirmed placements', and 'Dashboard'. The 'Settings' menu is highlighted with a red box and is open, showing the following options: 'Settings', 'Select account', 'Manage access', 'Manage facilities', and 'Manage clinical areas'. The main content area below the navigation bar features a 'Home' link, a 'Welcome to the Student Placement Coordination Tool' heading, and introductory text about the tool's purpose and rollout schedule.

From here, you can:

- View and select your Health Provider account(s)
- Manage access for your organisation by adding and removing users
 - if you have an Administrator portal role
- Manage facilities by adding, editing or removing facilities
- Manage clinical areas by adding or editing clinical areas.
 - To remove a clinical area, the Health Placement Hub needs to be contacted

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

View and select your account

- To view and select your account, click on the **Settings** tab and click **Select account**

The screenshot shows the top navigation bar of the Student Placement Coordination Tool. The 'Settings' tab is selected and expanded, showing a dropdown menu with the following options: 'Settings', 'Select account', 'Manage access', 'Manage facilities', and 'Manage clinical areas'. The 'Select account' option is highlighted with a red box. The main content area displays a welcome message and a brief description of the tool's purpose.

Health New Zealand | Student Placement Coordination Tool
Te Whatu Ora

Home Planning Liaise and match Confirmed placements Dashboard Settings

Home

Welcome to the Student Placement Coordination Tool

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 initial roll out will continue until the middle of 2025, with full roll out of the tool to all the professions in scope over the next few years.

- To select a Health Provider account, click **Select** next the account you want to access

The screenshot shows the Health Provider Portal interface. It displays a table of accounts with columns for Account, Portal role, Job title, and Account type. A 'Select' button is located at the end of the first row, highlighted with a red box.

Welcome to the Health Provider Portal for the Student Placement Coordination Tool

Select which Health Provider account you would like to access

Account ↑	Portal role	Job title	Account type
Health NZ Waitaha Canterbury UAT	Administrator - Health Portal	External Learning Environment Access	Health Provider

Select

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How to select accounts, view notifications, manage user access, facilities and clinical areas

View notifications

- To view a notification, you can select from the **Latest notifications** list or click **View all**

Home Planning ▾ Liaise and match ▾ Confirmed placements ▾ Dashboard ▾ Settings ▾

Home

Welcome to the Student Placement Coordination Tool

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.

Latest notifications

Subject	Date created	Status
Placement offer details POD-001141 has been updated for request ERQ-001133	09-04-2025 9:05 AM	Read
Placement offer details POD-001141 has been updated for request ERQ-001143	09-04-2025 9:04 AM	Read
Your Placement Request ERQ-001143 is approved	09-04-2025 9:04 AM	Read
Placement Request ERQ-001145 has been withdrawn	01-04-2025 9:27 AM	Unread
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001089	20-02-2025 3:43 PM	Read

[View all](#)

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How to select accounts, view notifications, manage user access, facilities and clinical areas

View notifications

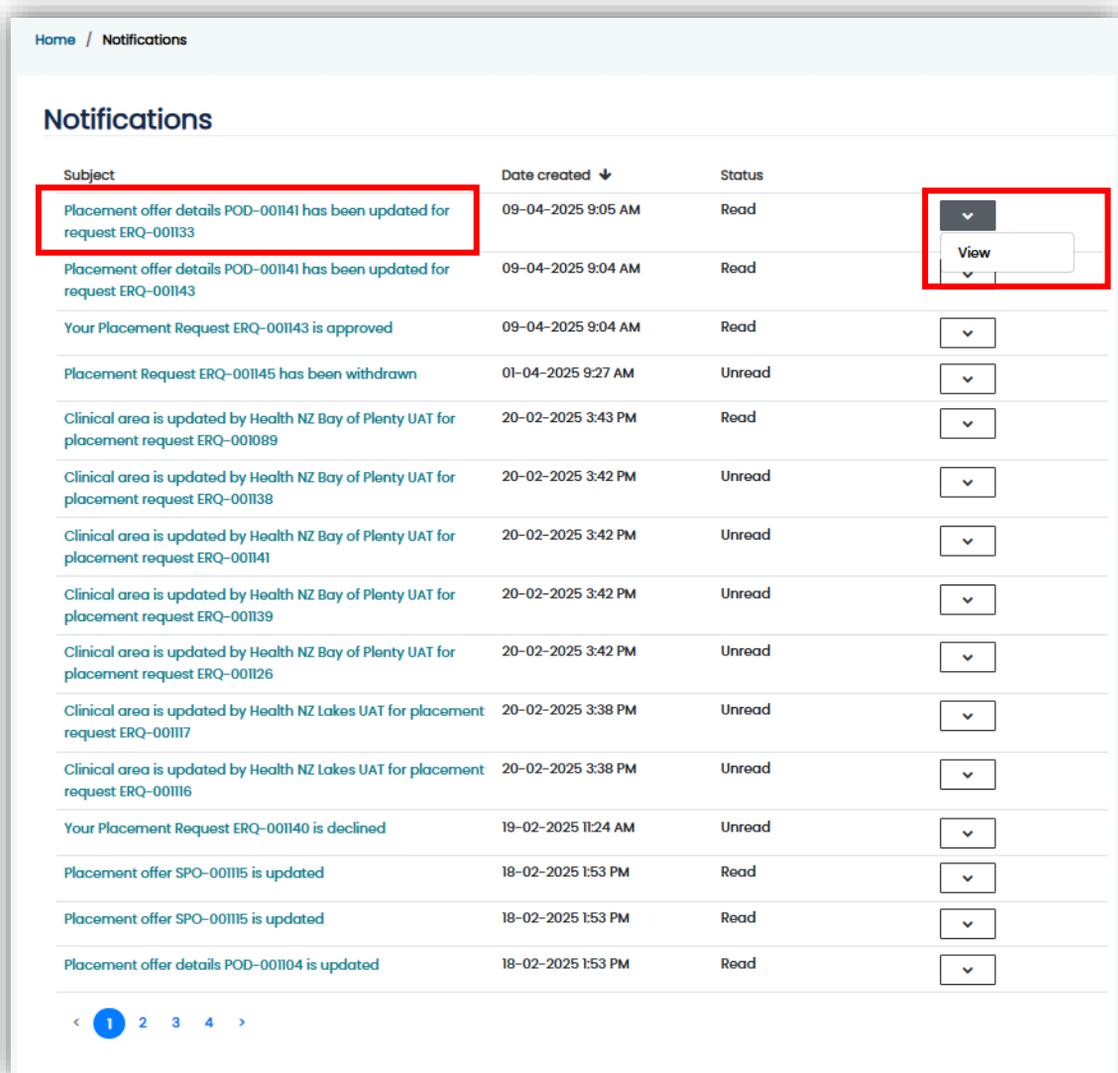
View all takes you to the full list of notifications.

The status column tells you whether the notification has already been read.

NOTE: If there are multiple people in your organisation with an account, the status will show as 'read' if another person has read the notification. If you have a parent organisation, all notifications for your organisation will be visible.

The newest notifications appear at the top of the list.

- To view a notification either click on the subject line or click on the  button and click **View**



Subject	Date created ↓	Status	
Placement offer details POD-001141 has been updated for request ERQ-001133	09-04-2025 9:05 AM	Read	
Placement offer details POD-001141 has been updated for request ERQ-001143	09-04-2025 9:04 AM	Read	 View
Your Placement Request ERQ-001143 is approved	09-04-2025 9:04 AM	Read	
Placement Request ERQ-001145 has been withdrawn	01-04-2025 9:27 AM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001089	20-02-2025 3:43 PM	Read	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001138	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001141	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001139	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001126	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Lakes UAT for placement request ERQ-001117	20-02-2025 3:38 PM	Unread	
Clinical area is updated by Health NZ Lakes UAT for placement request ERQ-001116	20-02-2025 3:38 PM	Unread	
Your Placement Request ERQ-001140 is declined	19-02-2025 11:24 AM	Unread	
Placement offer SPO-001115 is updated	18-02-2025 1:53 PM	Read	
Placement offer SPO-001115 is updated	18-02-2025 1:53 PM	Read	
Placement offer details POD-001104 is updated	18-02-2025 1:53 PM	Read	

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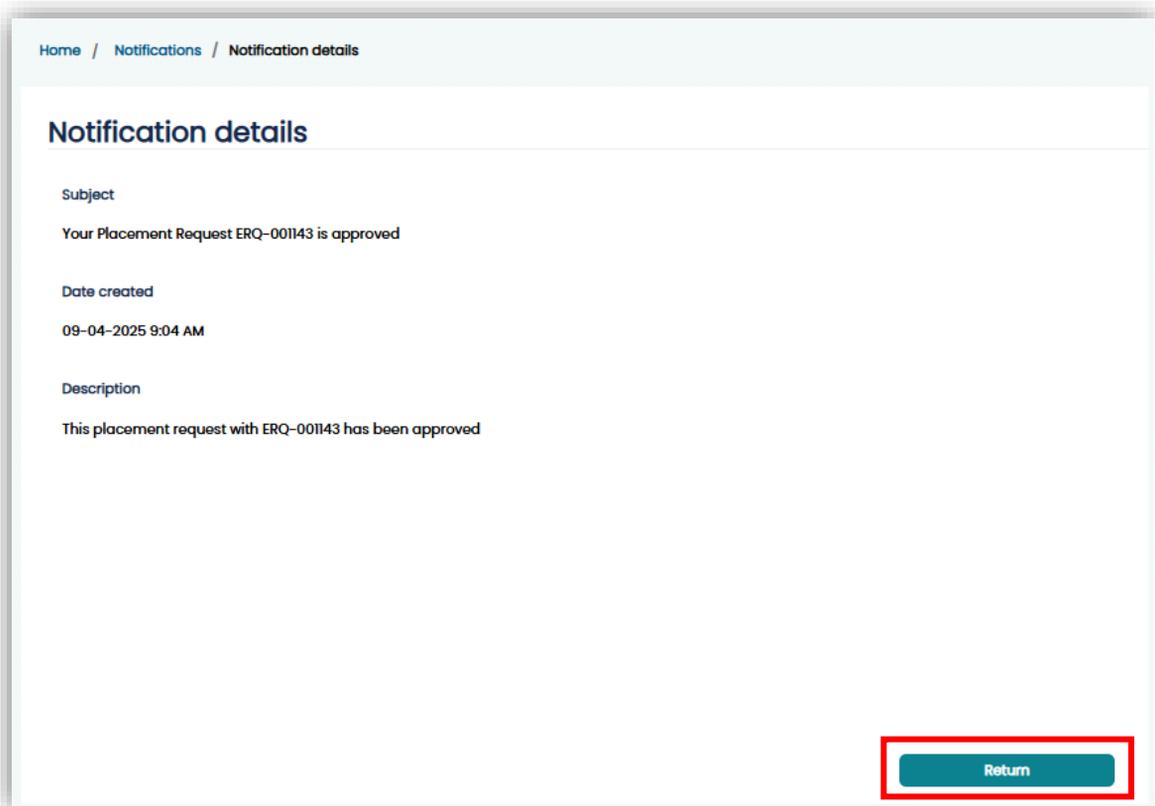
Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

View notifications

When you click into a notification, more information is provided.

- When you have finished viewing a notification, click **Return** to go back to the main list.



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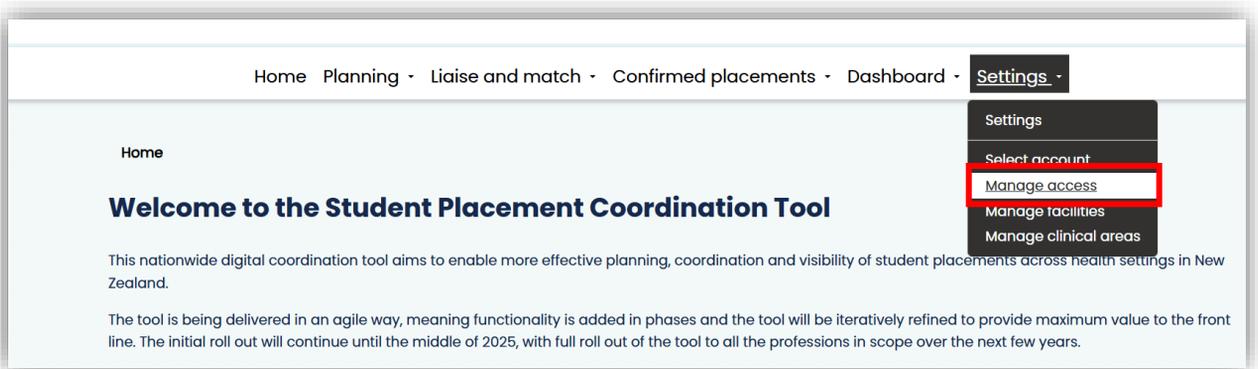
Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage access by adding and removing users

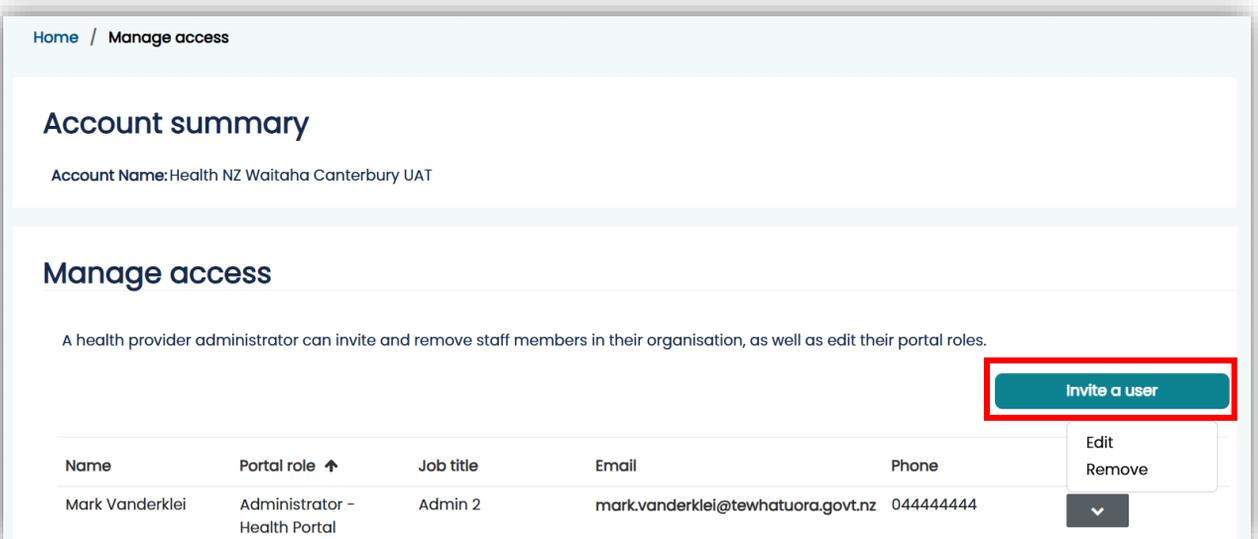
You can view and manage users in your organisation by inviting and removing users associated with the Health Provider account (Administrator portal role only).

➤ To view users, click on the **Settings** tab and click **Manage access**



The screenshot shows the top navigation bar with links: Home, Planning, Liaise and match, Confirmed placements, Dashboard, and Settings. The Settings dropdown menu is open, showing options: Settings, Select account, Manage access (highlighted with a red box), Manage facilities, and Manage clinical areas. The main content area displays a welcome message for the Student Placement Coordination Tool.

➤ To invite a new user, click **Invite a user**



The screenshot shows the 'Manage access' page. At the top, it says 'Home / Manage access'. Below that is the 'Account summary' section with 'Account Name: Health NZ Waitaha Canterbury UAT'. The main section is 'Manage access', which includes a description: 'A health provider administrator can invite and remove staff members in their organisation, as well as edit their portal roles.' A red box highlights the 'Invite a user' button. Below this is a table with columns: Name, Portal role, Job title, Email, Phone, and a dropdown menu for actions (Edit, Remove).

Name	Portal role ↑	Job title	Email	Phone	
Mark Vanderklei	Administrator - Health Portal	Admin 2	mark.vanderklei@tewhatauora.govt.nz	044444444	<div>Invite a user</div> <div>Edit</div> <div>Remove</div>

You will be taken to the **Add user** page. Fill in the details specified to add a user.

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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage access by adding and removing users

Fields followed by a * (star) are required.

- To select a user's role in the Health Portal, select from the different options under **Portal role**
- The different roles are Administrator; Coordinator; and Read-only (See Glossary for explanations)
- Once you have completed filling in all fields, click **Invite user**



Read only is not currently an available portal role. Please select Administrator or Coordinator.

Home / Manage access / Add user

Add User

Given name(s) *

Family name *

Portal role *

Job title

Email address *

Phone number

Invite user

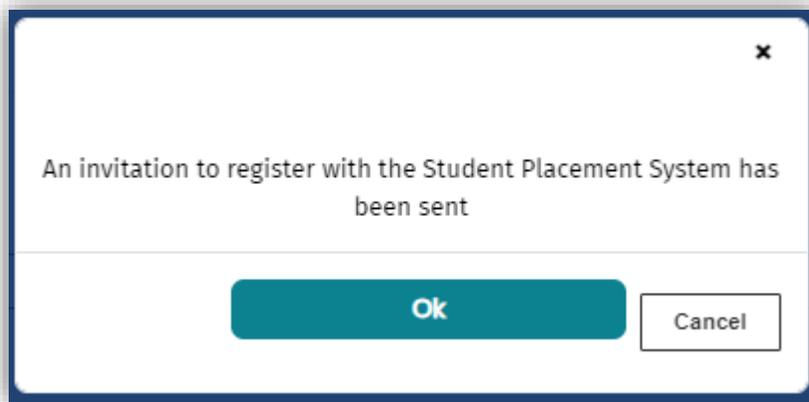
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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage access by adding and removing users

- The following pop-up message will be displayed, click **OK** to confirm. You will return to the **Manage access** page



Note:

- If you click **Cancel**, you will return to the Add User page and the invitation won't be sent.
- You will only be able to view the new user in the Manage access page once they have accepted the invitation and set up their account.

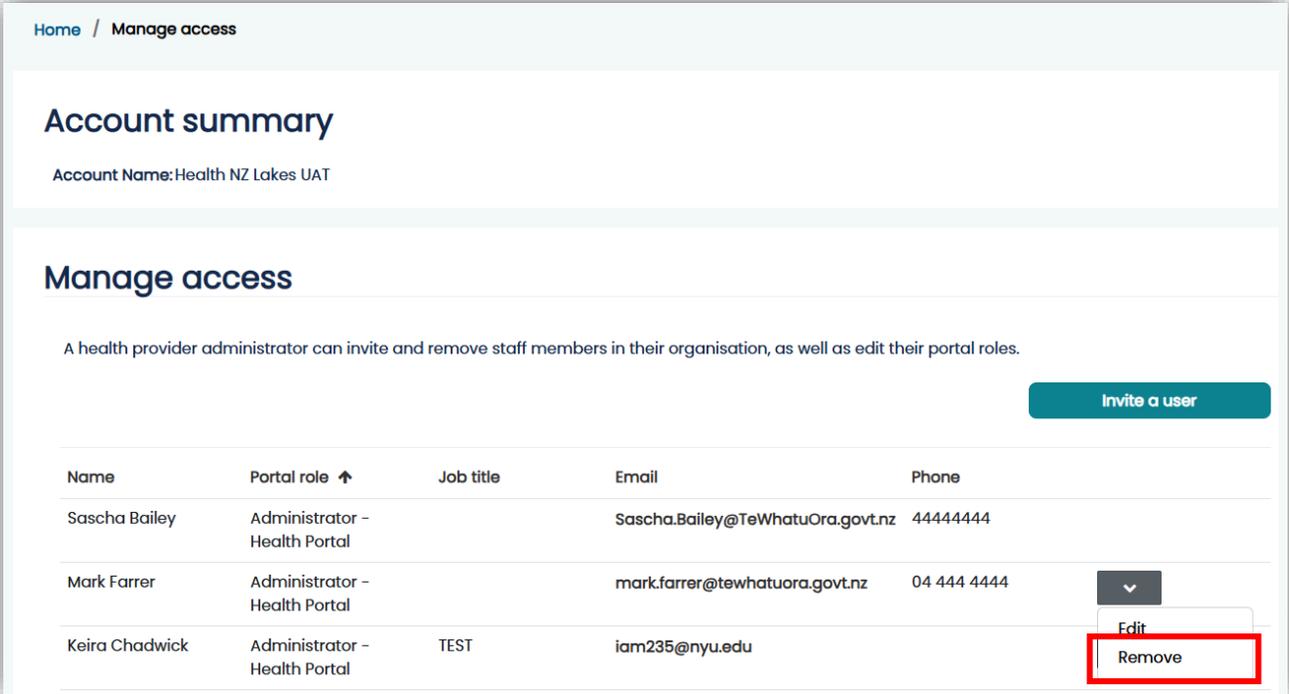
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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage access by adding and removing users

- To remove a user, click on the  button and click **Remove**



Home / Manage access

Account summary

Account Name: Health NZ Lakes UAT

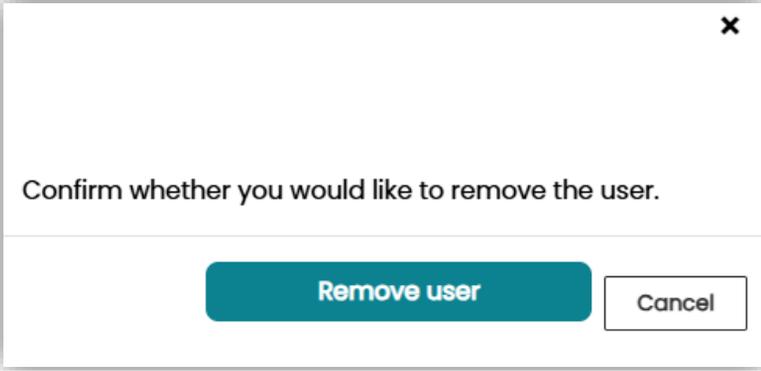
Manage access

A health provider administrator can invite and remove staff members in their organisation, as well as edit their portal roles.

[Invite a user](#)

Name	Portal role ↑	Job title	Email	Phone	
Sascha Bailey	Administrator - Health Portal		Sascha.Bailey@TeWhatuOra.govt.nz	44444444	
Mark Farrer	Administrator - Health Portal		mark.farrer@tewhatauora.govt.nz	04 444 4444	
Keira Chadwick	Administrator - Health Portal	TEST	iam235@nyu.edu		<div>Edit Remove</div>

- The following pop-up message will be displayed, click **Remove user** to confirm. You will return to the **Manage access** page.



Confirm whether you would like to remove the user.

[Remove user](#) [Cancel](#)

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage facilities by adding, editing and removing facilities

Creating a facility

A facility is where your organisation provides health services (e.g. a hospital, community pharmacy or out-patient clinic). There could be many facilities within a parent organisation (account).

With Health NZ as an example, the parent account for Waitematā would be Health NZ Waitematā and the facilities would be North Shore Hospital and Waitakere Hospital.

Parent Account: <ul style="list-style-type: none">Health NZ Waitematā	Facilities: <ul style="list-style-type: none">North Shore HospitalWaitakere Hospital
--	--

With Southern Cross as an example, the parent account would be Southern Cross Healthcare and some of the facilities would be Southern Cross North Harbour Hospital and Southern Cross Auckland Surgical Centre.

Parent Account: <ul style="list-style-type: none">Southern Cross Healthcare	Facilities: <ul style="list-style-type: none">Southern Cross North Harbour HospitalSouthern Cross Auckland Surgical Centre
--	--

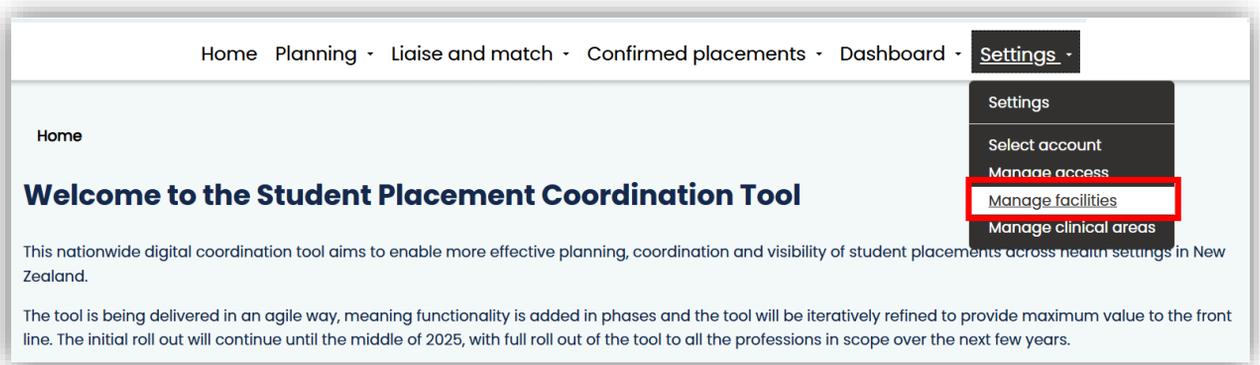
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How to select accounts, view notifications, manage user access, facilities and clinical areas

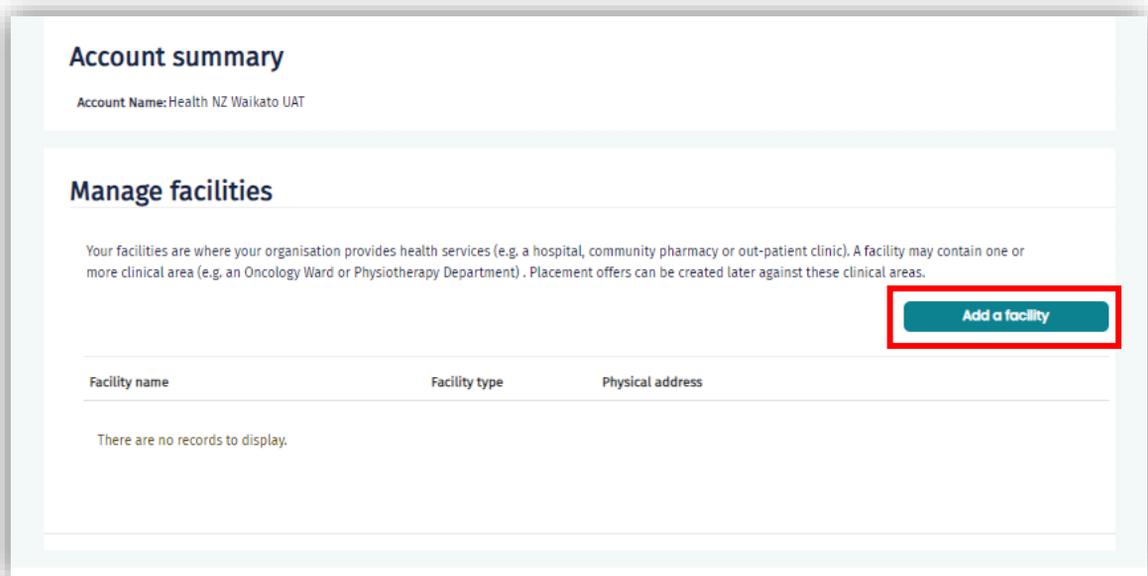
Manage facilities by adding, editing and removing facilities

- To view facilities, click on the **Settings** tab and click **Manage facilities**



The screenshot shows the top navigation bar of the Student Placement Coordination Tool. The 'Settings' tab is selected and expanded, showing a dropdown menu with the following options: Settings, Select account, Manage access, **Manage facilities** (highlighted with a red box), and Manage clinical areas. The main content area displays a 'Home' link, a 'Welcome to the Student Placement Coordination Tool' heading, and introductory text about the tool's purpose and rollout schedule.

- To add a new facility, click **Add a facility**



The screenshot shows the 'Manage facilities' page. At the top, there is an 'Account summary' section with the text 'Account Name: Health NZ Waikato UAT'. Below this is the 'Manage facilities' section, which includes a descriptive paragraph: 'Your facilities are where your 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 later against these clinical areas.' A red box highlights the 'Add a facility' button. Below the text is a table with three columns: 'Facility name', 'Facility type', and 'Physical address'. The table is currently empty, with the text 'There are no records to display.' below it.

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage facilities by adding, editing and removing facilities

The following pop-up form will be displayed. Fill in the details specified to add a facility.

- Fields that are followed by a * (star) are required. You will not be able to submit an added facility if you do not enter required details.
- Some selections will be drop-down menus, such as Region.
- Please note that as you make selections, more options may become available.

Details

Account name
Health NZ Waikato UAT

Do you have an existing HPI facility? *
Select ▼

Physical Address

Street 1

Street 2

Street 3

Town/City

ZIP/Post Code

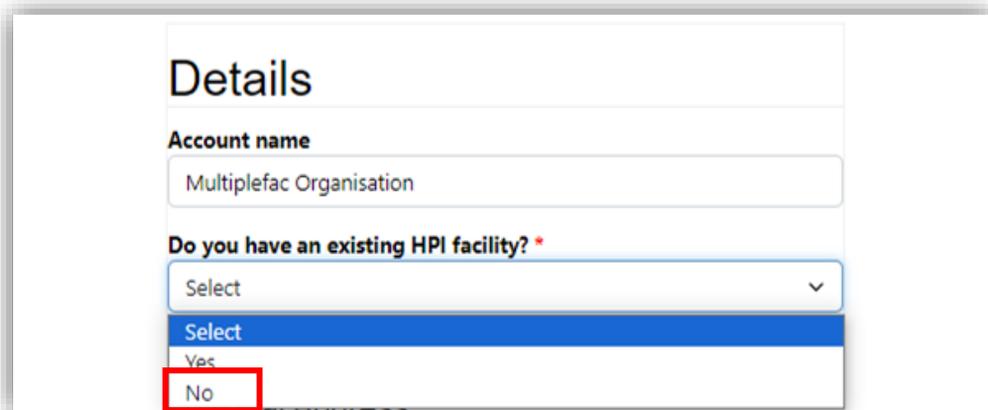
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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

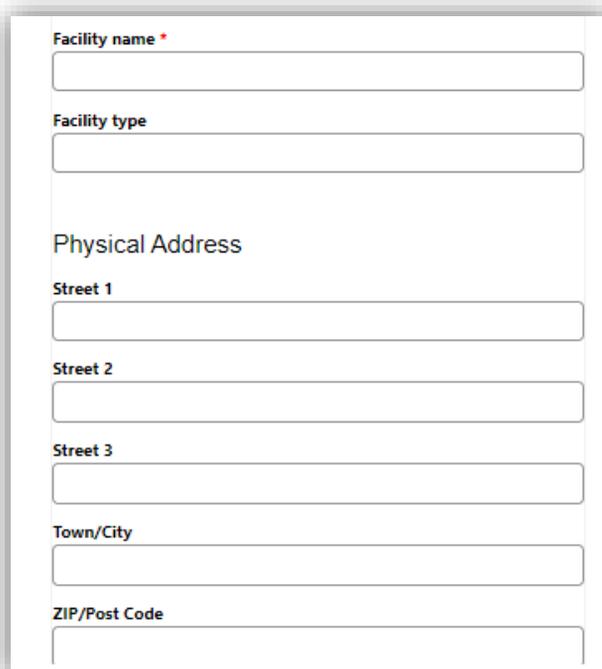
Manage facilities by adding, editing and removing facilities

- Select **No**, when you come to **Do you have an existing HPI facility?** if it is not already selected.



The screenshot shows a form titled "Details". The "Account name" field contains "Multiplefac Organisation". Below it is a dropdown menu for "Do you have an existing HPI facility? *". The dropdown is open, showing options: "Select", "Yes", and "No". The "No" option is highlighted with a red box.

- Complete your facility details including address and Health NZ region (view map [HERE](#))
- **Facility type** provides a list to select from.



The screenshot shows a form for entering facility details. The fields are: "Facility name *", "Facility type", "Physical Address" (with sub-fields "Street 1", "Street 2", and "Street 3"), "Town/City", and "ZIP/Post Code".

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage facilities by adding, editing and removing facilities

- When all facility details have been entered, click **Submit** at the bottom of the form.

A screenshot of a web form. At the top, there is a label 'Region' above a dropdown menu. The dropdown menu is open, showing the selected option 'Te Waipounamu'. Below the dropdown menu, there is a dark grey button with the text 'Submit' in white. The 'Submit' button is highlighted with a red rectangular border.

- To edit and update details for a facility, click the  button next to the facility and click **Edit**
- Once all updates are complete, click **Submit** at the bottom of the form.

The screenshot shows a web interface for managing facilities. At the top left, there is a breadcrumb 'Home / Manage facilities'. Below this is a section titled 'Account summary' with the text 'Account Name: Health NZ Te Toka Tumai Auckland UAT'. The main section is titled 'Manage facilities' and contains a paragraph of explanatory text. To the right of this text is a teal button labeled 'Add a facility'. Below the text is a table with three columns: 'Facility name', 'Facility type', and 'Physical address'. The table has one row with the following data: 'Greenlane Clinical Centre', 'Out-patient facility', and '214 Green Lane West Road Auckland 1051'. To the right of the table, there is a dropdown menu with a dark grey arrow icon. The dropdown menu is open, showing two options: 'Edit' and 'Remove'. The dropdown menu is highlighted with a red rectangular border.

Facility name	Facility type	Physical address
Greenlane Clinical Centre	Out-patient facility	214 Green Lane West Road Auckland 1051

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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage facilities by adding, editing and removing facilities

- To remove a facility, click on the button next to the facility and click **Remove**
- **Remove** will only be available as an option when the facility does not have a clinical area linked to it.
- You can see how many clinical areas are linked to a facility in the **Number of clinical areas** column.

Home / Manage facilities

Account summary

Account Name: Health NZ Lakes UAT

Manage facilities

Your facilities are where your 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 later against these clinical areas.

A facility cannot be removed when a clinical area is linked to it. To remove a facility, the linked clinical area(s) need to be updated by changing the facility they are linked to.

Facility name	Facility type	Address	Number of clinical areas	
Health NZ Lakes UAT Testing ClinicSB		Corner Arawa Street and Pukeroa Road Rotorua 3046	10	<input type="button" value="v"/>
Health NZ Lakes UAT Testing ClinicSB2		Corner Arawa Street and Pukeroa Road Rotorua 3023	1	<input type="button" value="v"/>

i A facility cannot be removed when a clinical area is linked to it. To remove a facility, the linked clinical area(s) need to be updated by changing the facility they are linked to. For more information, see the **managing clinical areas** section of this guide.

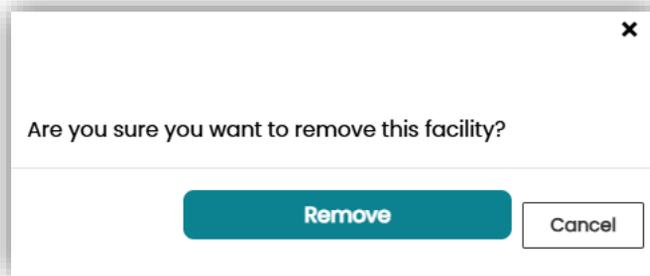
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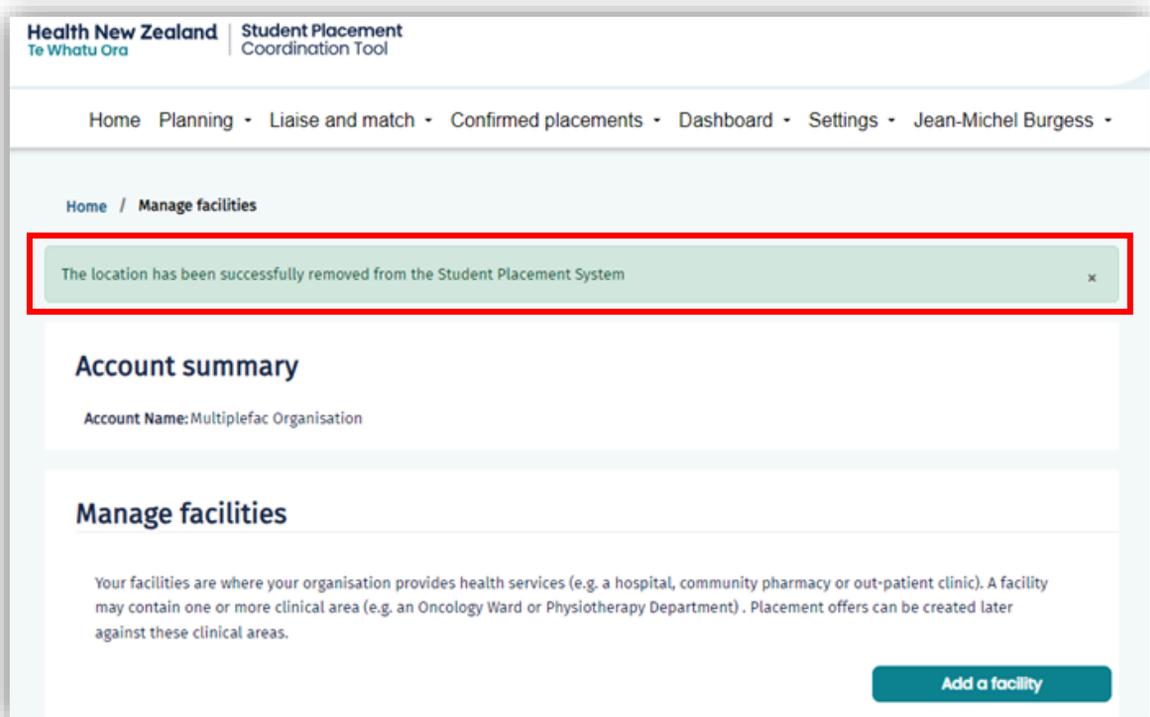
How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage facilities by adding, editing and removing facilities

- When remove has been selected, the following pop-up message will display. Click **Remove** to confirm.



- When a facility has successfully been removed, you will see the following confirmation message.



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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

Creating a 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. When setting up a clinical area, you will be determining the name and corresponding descriptor.

As an example, for a clinical area that would host Anaesthetic Technician trainees, the name could be Operating Theatre and the descriptor could be circulating speciality / elective and acute surgery etc. The Post Anaesthetic Care Unit (PACU) is another clinical area example and depending on your service the descriptor could include elective post-operative patients from orthopaedics, plastics, general, gynaecology and ENT scopes etc.

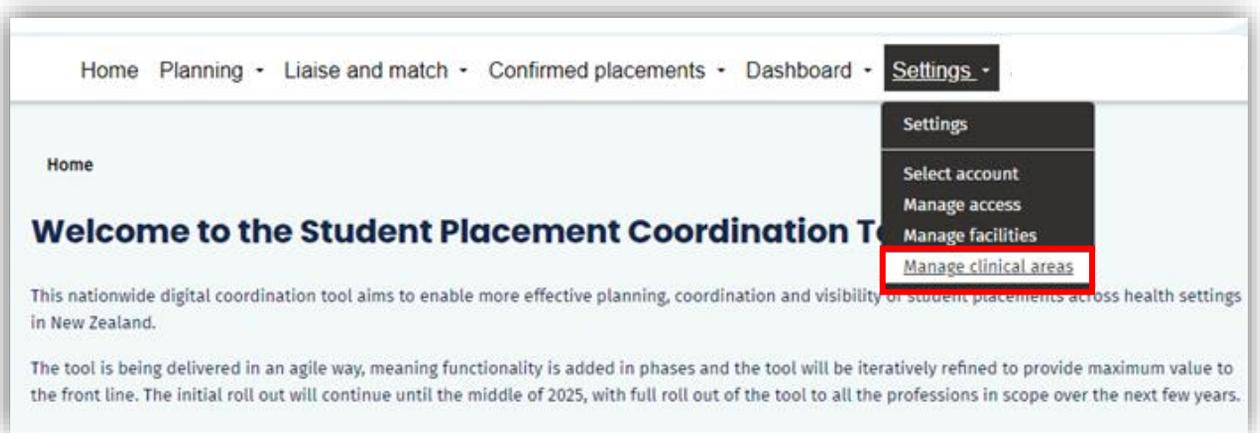
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Settings

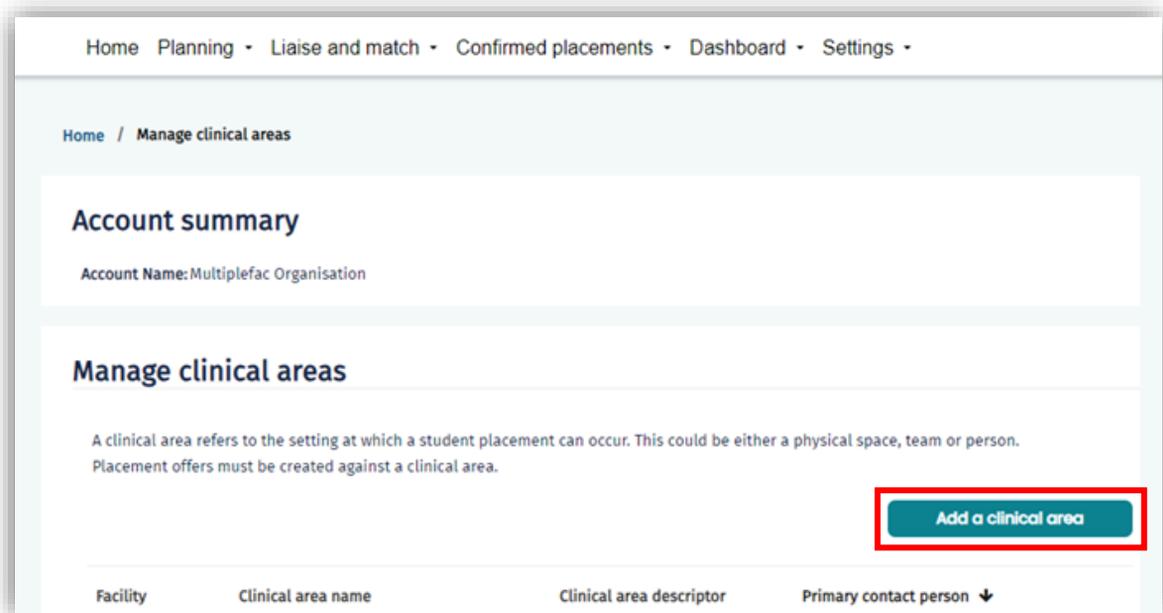
How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To view clinical areas, click on the **Settings** tab and click **Manage clinical areas**



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



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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- You will be taken to the **Create a clinical area** page. Fill in the details specified.
- Fields that are followed by a * (star) are required. You will not be able to submit the form if you do not enter required details.
- Some selections will be drop-down menus.

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 *
[Text input field]

Clinical area descriptor
Describe the services provided in a few words e.g. renal inpatient services.
[Text input field]

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
[Text input field]

Street 2
[Text input field]

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Settings

How to select accounts, view notifications, manage user access, facilities and 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.

The screenshot shows a form with three input fields and a submit button. The first field is labeled 'ZIP/Postal Code' and contains the value '7020'. The second field is labeled 'Town/City' and contains the value 'Hope'. The third field is labeled 'Region' and contains the value 'Te Waipounamu'. A red rectangular box highlights the 'Submit' button at the bottom right of the form.

ZIP/Postal Code	7020
Town/City	Hope
Region	Te Waipounamu
Submit	

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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

The page will reload and become **Edit a clinical area**. You can now add the profession(s) that placements are available for in/with the clinical area.

➤ To add a profession(s), click **Add a profession**

Profession(s)

If you need to remove a profession, please contact the Health Placement Hub.

Add a profession

Profession ↑

➤ Select a profession from the list, then click **Add profession**

➤ Complete this process for each profession to be added.

Profession *

Select

- Select
- Addiction Practitioners
- Anaesthetic Technicians
- Audiology
- Dietitians**
- Medical Imaging Technology
- Medical Laboratory Scientists
- Midwifery
- Nursing
- Occupational Therapy
- Oral Health
- Paramedicine
- Pharmacy
- Physiotherapy
- Radiation Therapy
- Social Work
- Speech Language Therapy

Profession *

Dietitians

Add profession



If you need to remove a profession, please contact the Health Placement Hub

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How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To change the primary contact, click on the box where the existing primary contact is and select the new primary contact.
- Only contacts linked to the Health Provider account will be available to select from.

The screenshot shows a form with a field labeled "Primary Contact *" containing the text "Bridget Jones". This field is highlighted with a red rectangular box. Below the field is a section titled "Related Contacts" which contains a table with columns for "Contact", "Portal role", "Job title", "Email", and "Phone". The table is currently empty, with the text "There are no records to display." below it. An "Add contact" button is located to the right of the table.

- To add additional contacts to clinical area, under **Contact details**, select **Add contact**

The screenshot shows the "Contact details" form. It has a "Primary Contact *" dropdown menu with "Select" as the current value. Below this is a "Related Contacts" section with a table that has columns for "Contact", "Portal role", "Job title", "Email", and "Phone". The table is empty. An "Add contact" button is located to the right of the table and is highlighted with a red rectangular box.

- You will be taken to a pop-up form.

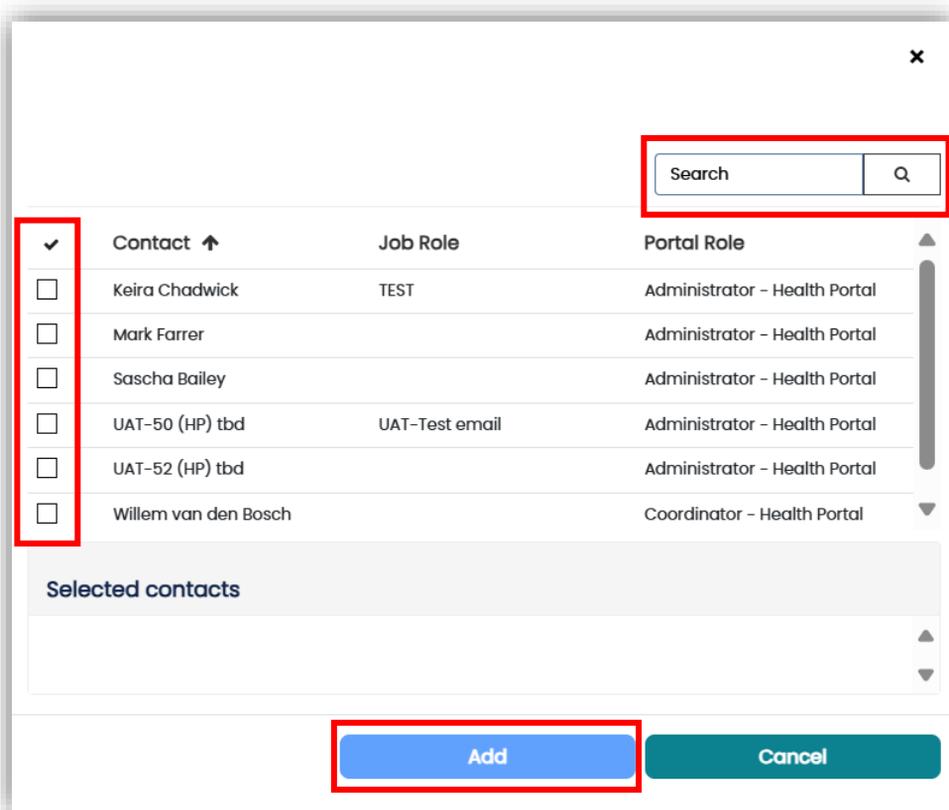
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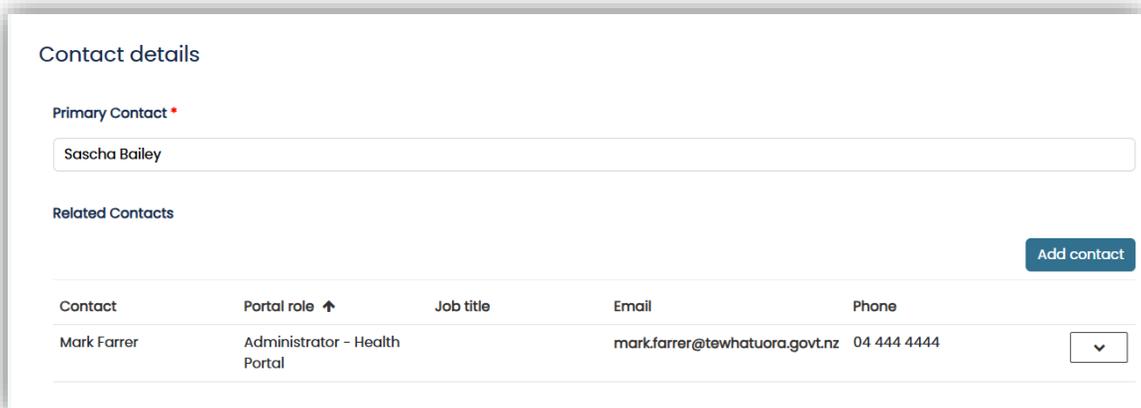
How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To search a contact, type a name in the search box, then click the magnifying glass or select from the available list of contacts.
- To add the contact, click on the checkbox by the name, then click **Add**



The added contact will appear in the **Related contacts** list.



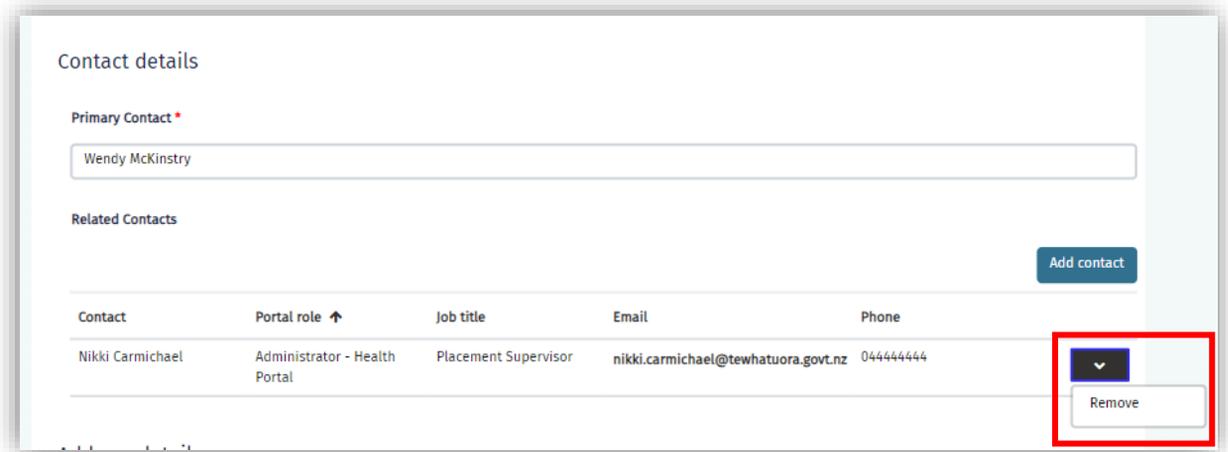
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Settings

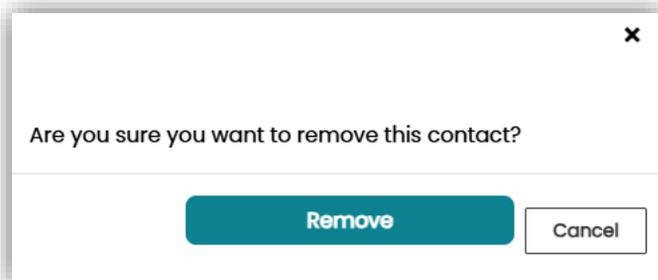
How to select accounts, view notifications, manage user access, facilities and clinical areas

Manage clinical areas by adding, editing and removing clinical areas

- To remove a related contact, click on the  button and select **Remove**



- When remove has been selected, the following pop-up message will display. Click **Remove** to confirm.



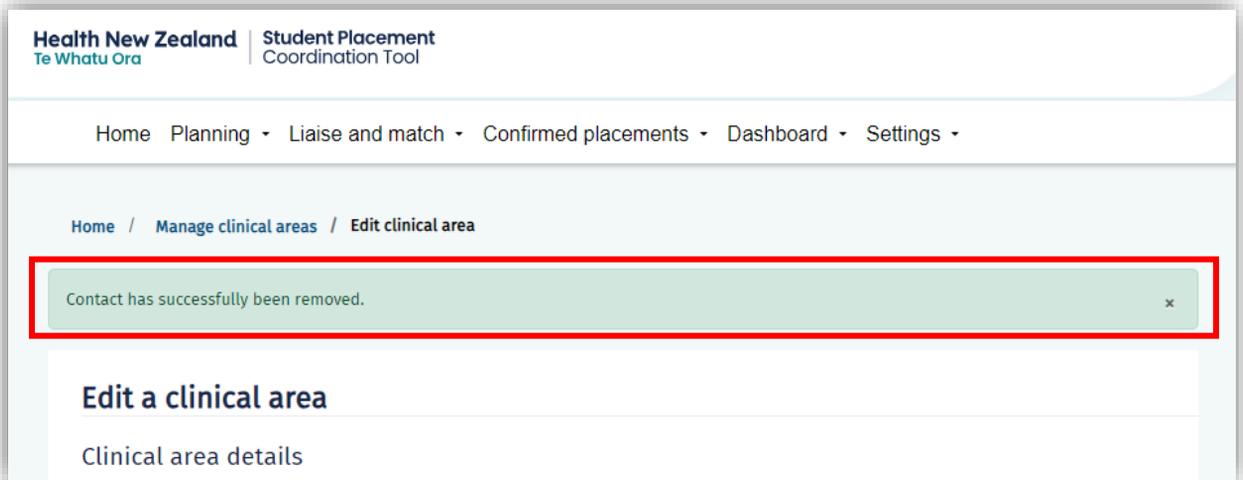
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Settings

How to select accounts, view notifications, manage user access, facilities and clinical areas

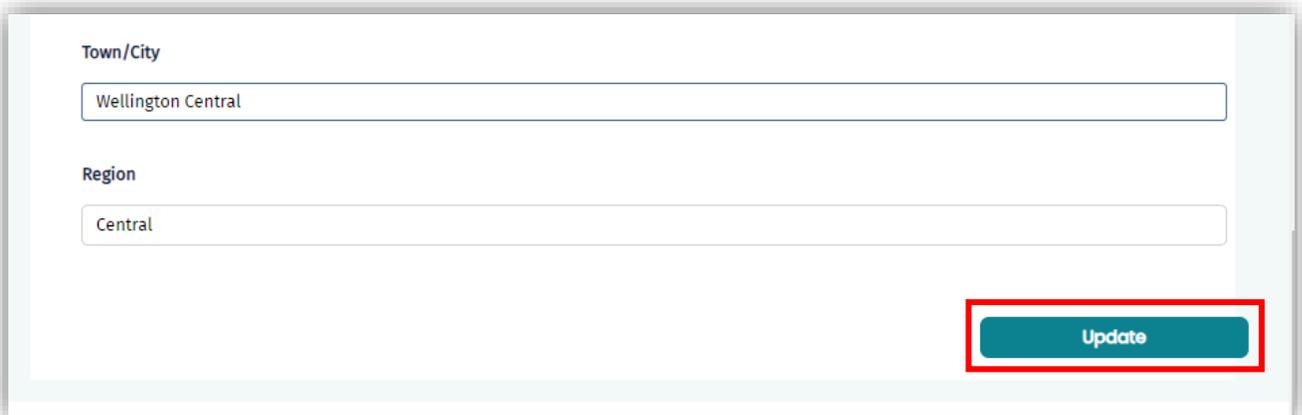
Manage clinical areas by adding, editing and removing clinical areas

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



The screenshot shows the top navigation bar with 'Health New Zealand Te Whatu Ora' and 'Student Placement Coordination Tool'. Below it is a breadcrumb trail: 'Home / Manage clinical areas / Edit clinical area'. A green confirmation message box is highlighted with a red border, containing the text 'Contact has successfully been removed.' and a close button (x). Below the message is the heading 'Edit a clinical area' and the sub-heading 'Clinical area details'.

When all details in the form have been entered/updated, click **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 border.

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Key terms

Account	This is the mater account or in some instances where there are multiple facilities, a parent account. e.g. Health NZ Waikato and Southern Cross Healthcare
Account type	There are two account types: Education Provider Account and Health Provider Account.
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.
Clinical area name	A specific type of placement setting. This could be a place e.g. a specific ward, or a team/person.
Clinical area descriptor	Describes the services provided in a few words e.g. renal inpatient services. This may repeat the clinical area name.
Clinical area type	Location, clinical or team
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.
Facility name	this is the name the facility is known by. e.g. Waikato Hospital (linked to Health NZ Waikato and Southern Cross Rotorua Hospital linked to Southern Cross healthcare.
Facility type	When creating a facility, there will be a list to selection from. As an example: Hospital – Public and Hospital - Private

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<p>Profession</p>	<p>This is the area of health the person is training in / that clinical placements are being provided for</p> <p>A non-comprehensive list of Allied, Scientific and 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.
<p>Portal role</p>	<p>Every user is assigned one of the following portal roles. This determines your level of access within the specified portal.</p> <p>Administrator: Every organisation will need an Administrator. The Administrator can do everything the other roles can do. In addition, the Administrator can set up their organisation details and invite colleagues.</p> <p>Coordinator: a Coordinator can view, create, manage and remove placement details. They can also view the dashboard and use it for planning placements and ask the Hub to do functions on their behalf.</p> <p>Read Only: There will be read only access available in future iterations of the tool.</p> <p>Note: your portal role is not the same as your job title.</p>
<p>Region</p>	<p>The tool uses the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu)</p>