Student Placement System Project

Digital tool – high level design and functionality

August 2024

Te Kāwanatanga o Aotearoa
New Zealand Government

Health New Zealand
Te Whatu Ora

Health Student Placement Hub

There are two different portals being built. One for Health Providers and one for Education Providers.

The Health Portal allows you to add placement offers, locations and clinical areas.

The Education Portal allows you to add placement requirements and requests.

Health NZ is establishing a **Health Placement Hub** alongside the digital tool which will have a particular role in the Register and Plan Capacity phases:

- act as an expert helpdesk for all service users
- assist education and health providers to register with the tool (invite providers as necessary and confirm logins etc.)
- provide student placement system expertise as required
- monitor and report as required, including any opportunities to address gaps, overlaps and other risks that may be identified during the plan capacity phase.

Plan Capacity

Provides health providers the ability to create placement offers for capacity visibility and plan for placements. The process also allows for health providers to register their organisations and setup their organisation settings. This set up process only needs to be done once.
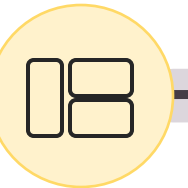
Health provider

Register health provider
Setup health provider account for the first time.

User and data management
Manage and invite other users in your organisation and setup and manage clinical areas. These won't change often.
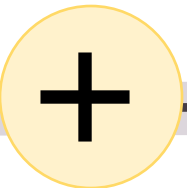
Landing page
Provides health providers a simple and easy-to-use web portal to manage their organisation, users, clinical areas, placement offers, and in the future there will be access to notifications and alerts.

Create placement offers
Forms available to create placement offers and expressions of interest. These are based on professions and clinical areas.

Create and update placement offer details
Easily update placement offers details by specifying the placements available and the number of students you could take.

Login to portal
Using your login details.

Placement dashboard
All users will be able to see a placement PowerBI dashboard. The dashboard will be able to be filtered by profession and region as well as give an overview of placements across the country.

Ongoing support
A Hub to provide you support and advice on the digital tool. The Hub will communicate when new placements are available on the tool

Bulk upload
Ability to upload placement offers in bulk via a provided template.

Publish placement offers
Control when placement offers become available for education providers, allowing for a fair and equitable process.

Allows education providers to register their placement requirements and confirm student enrolment. This set up process only needs to be done once.

Education provider

Register education provider
Set up an education provider account for the first time

User and data management
Manage and invite other education provider colleagues, set up programmes and requirements

Publish "placement required" information
Easily add "placement requirements" along with the number of student placements required. Predicted number of students requiring different types of placements.

Placement dashboard
All users will be able to see a placement PowerBI dashboard. The dashboard will be able to be filtered by profession and region as well as give an overview of placements across the country.
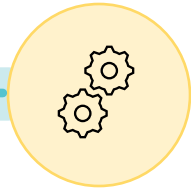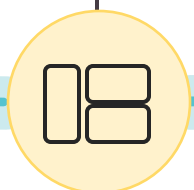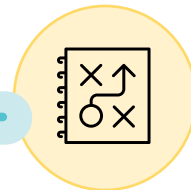
Assess gaps
Easily view "placement offers" relevant to your "placement requirements" with the ability to see the Health Provider details for easy contact opportunities. Identify gaps and discuss these with Health Providers to address gaps.

Landing page
Provides education providers a simple and easy-to-use web portal to manage their organisation, users, placement requirements and requests, and access notifications and alerts.

Ongoing support
A Hub to provide you support and advice on the digital tool. The Hub will communicate when new placements are available on the tool

Bulk upload
The Hub will be able to upload placement offers requirements and requests in bulk via a template
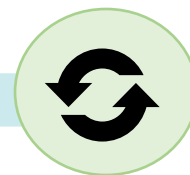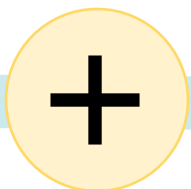
Update placement requirements
Update placement requirements as planning progresses and as situations change.

Login to portal
Using your login details

Roles in the digital tool

Administrator

Sets up their organisation details. Invites colleagues. Can view, create, manage and remove placement details. Can ask the Hub to do functions on their behalf. Can view the dashboard and use it for planning placements.

Coordinator

Can view, create, manage and remove placement details. Can view the dashboard and use it for planning placements.
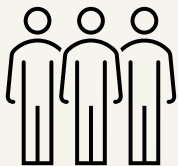
Read Only

Can view placement details. Can view the dashboard and use it for planning placements.

View dashboard and plan capacity

All users will be able to see a placement PowerBI dashboard. This will be the first thing that Health and Education providers see in the system.

The dashboard will be able to be filtered by profession and region to give an overview of placements across the country. This will be shown in a National Capacity view and there will be a capacity heat map for the country.

From the dashboard, people will be able to see where parts of the country are over subscribed for placement requests and gaps and opportunities for placements. There will also be options on the dashboard, so you can see what placements are available and when.

The dashboard will include capacity by geographic area, a table of requirements and offers and offers and availability.
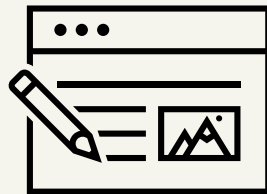
Liaise and match

Allows for education providers to request placements
from health provider placement offer details, view
"placement request" status, and in the future be
notified of the health providers decisions.

Education provider

Liaise with health provider
Education provider can contact and liaise with
health provider outside of the system to
discuss the number of placements available,
ensuring efficient coordination of placements.

Pre-commitments will be honoured by the
Health Provider

In the portal
In the portal you are able to
view and filter "placement
offers" by region, profession
and dates

Login to portal
Using your
login details.
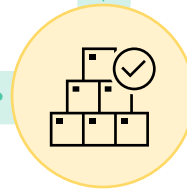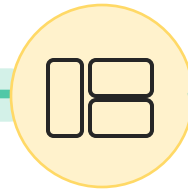
Submit "placement request"
Easily view "placements offers" relevant to your
organisation and request student placements
that your organisation would like.

View placement request status
Easily view the status of your requests. Discuss
gaps or status with health providers using
contact information provided

Allows for health providers to review and confirm or modify or decline "placement requests".

Health provider

Liaise with education provider
Health provider can contact and liaise with education provider outside of the system to discuss the number of placements available, ensuring efficient coordination of placements.

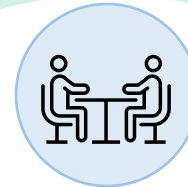Pre-commitments will be honoured by the Health Provider.

In the portal
Health providers are able to view, review and consider the requests from education providers.

Fair processes
All placement requests will be considered by Health providers all at once. This will help prevent first in first served approaches. These will be windows of time for everything in the same time frame.

Login to portal
Using your login details.

View "placement requests"
Easily view "placements requests" against your "placement offers". Easily determine if there is a capacity issue along with education provider contact information for each request. Contact the education providers if you need to know more information.

Confirm "placement requests"
For each "placement offer" confirm in the following ways:

Approve - all request details are approved
Approve with modification – you update the number of student placements that you are approving
Decline – the "placement request" is not accepted and the education provider will need to make another "placement request" if they need to.
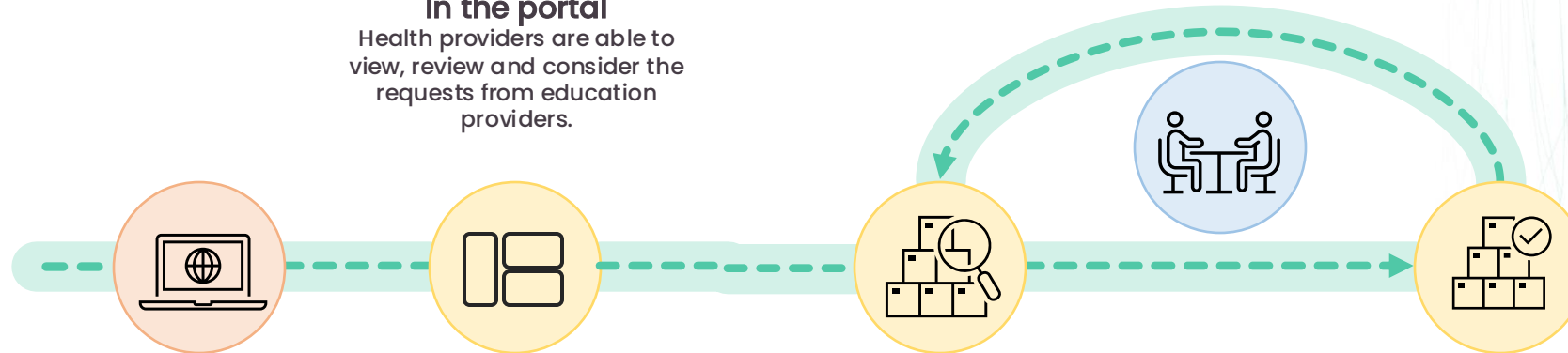
Future functionality

Allows students to register their education provider, placement preferences and confirm personal details.
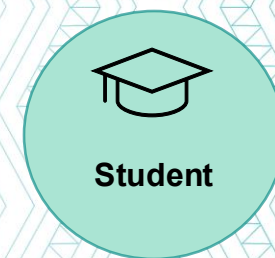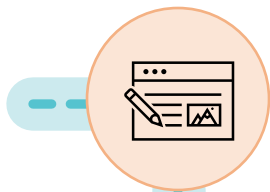
Student

Register student
Setup up a student for the first time

Landing page
Provides students a simple and easy-to-use web portal to manage their details and view placement information.

Select education provider
Select the education provider(s) that they have enrolled with.

Login to portal
Using your login details.

Add personal preferences and personal contact details
Ability to update personal information, provide consents, and set placement preferences that can be used for future Health Sector planning.

Students will be notified and able to view all relevant information about their placement

Student

Landing page
Provides students a simple and easy-to-use web portal to manage their details and view placement information.

Login to portal
Using your login details
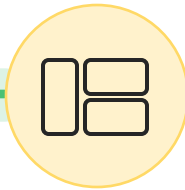
View "placement" information and complete pre-placement preparation
Students will be able to see relevant information related to their "placement" as well as the pre-placement requirements that need to be completed

Education providers allocate students to an approved "placement request", upload pre-placement preparation information.
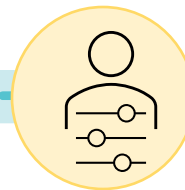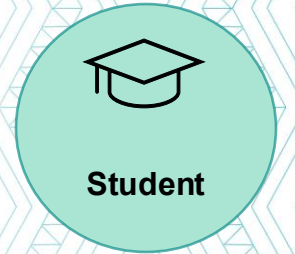

Education provider

Login to portal
Using your login details

Landing page
Provides education providers a simple and easy-to-use web portal to manage their organisation, users, placement requirements and requests, and access notifications and alerts.

Allocate students to an approved "placement request"
View an approved "placement request" and allocate students to an approved "placements request". The student and health provider will be notified.

Discuss details with health providers
Using contact information provided with the placement request, contact health provider to discuss any changes (e.g. student changes) to requirement or details (outside the system)

Assign education supervisors
Assign education supervisors for an approved "placement request"

Provide placement information and indicate pre-placement preparation has been completed
Upload placement information such as documents and links so the student knows what to expect.

Indicate when a student has completed the pre-placement preparation so the health provider will be notified

Allows health providers to assign supervisor to an approved "placement request", upload pre-placement preparation information and manage last minute changes to an approved "placement request".

Health provider

Landing page
Provides health providers a simple and easy-to-use web portal to manage their organisation, users, clinical areas, placement offers, and access notifications and alerts.

Assign health supervisors
Assign health provider supervisors for an approved "placement request"

Login to portal
Using your login details

View approved "placement requests"
Easily view approved "placements request" to view student information and see if the pre-requisites have been completed

Provide placement information
Upload placement information such as documents and links so the student knows what to expect.

Manage last minute changes
After discussing any changes (e.g. cancellation of a placement offer) with education provider (outside the system) updates to an approved "placement request" can be made in the system