

Accessing InPlace

- Open Mozilla Firefox or Google Chrome and type in the following <u>InPlace</u> web address: <u>https://unisa-prod.inplace.com.au</u>
- Please note that InPlace is not optimised for Internet Explorer and Safari.

🕖 🕖 Home - University of Sout 🗙 🕑 myUniSA Hom	ne Page × +
Https://unisa-prod.inplace.com.au	
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Log in to InPlace

- Click the Staff and Students link and you will be directed to the log in screen.
- Enter your UniSA student username and password.

U	University of South Australia
University of	Type your UniSA username and password below.
South Australia	Username
Click Staff and Students link	Password
Staff and Students	
or	Sign in
Username	
Password	Forgotten your password?
Log in with your InPlace Account	password?
Forgot your password?	If you wish to confirm the authenticity of this page, contact the Π Help Desk (08) 8302 5000.
	11cp 25x (00)052 3000.

- When you log in to InPlace for the first time you will need to accept the Terms and Conditions in order to use the system.
- If you have forgotten your password, you should click the Forgot your password? link or navigate to http://w3.unisa.edu.au/ists/new/all/passwords-access-security/faq/02.htm

Viewing Your Placement Allocation

- 1. Once logged in, you will be directed to your InPlace 'Home' page.
- 2. If you have met all of your pre-placement conditions you will see your upcoming placement confirmed on your home page.





3. To view all your placements, click the 'view All Confirmed' button, to display details of your confirmed upcoming placement.



3.1. Alternatively, click the 'Confirmed' tab from the menu and locate the status 'current'.

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Home	Confirmed	Available	Requirements	Calendar Sh	ared Documents	StudentCPU
onfirmed	1					
View b	by status					
view	by status					-
3 result	ts of 9					
Name		Туре	Period	Duration	Status	
Lyell M Stay S	McEwin Hospital: 1B - Short Surgical/Medical Overflow	Placement	9/01/2017 - 5/02/2017	160 Hours Acute	Complet	ed
The Q Emerg	ueen Elizabeth Hospital: gency Department	Placement	1/05/2017 - 25/06/2017	320 Hours Complex Acute	e Care To be finalise	ed
Royal	Adelaide Hospital: Renal	Placement	4/09/2017 - 29/10/2017	320 Hours Acute	Current	

Note: If you have not met all of your pre-placement conditional evidence requirements, you will not be able to view your allocated placement site.

Viewing Your Placement Details

- 1. Once logged in, you will be directed to the 'Home' page.
- 2. Click the name of your allocated venue.



3. The system will navigate you to your placement details page.



outh Australia						2
Home	Confirmed	Available	Requirements	Calendar	Shared Documents	StudentCPI
l Adelaide Ho	ospital: Renal Dialysis (H	ampstead) 🚽 This	section lists your allocated placer	nent agency		
Placement for 201	7 NURS3043 SP4 Block2					
9/2017 - 29/10/201	7 🕘 320 Hours Acute 🗐 Impe	ortant [*] Note your Placeme	nt start and end dates			
Schedule D	ocs Assessment Carpool					
	The placement venue address and c details	total Average and the second and the	st Enfield of SA 5085, AUSTRALIA	Kind Clearview	Cartole St Folland Ave Rapid Ave Rapid Ave Rapid Ave Rapid Ave Li g h Rapidae 82017 Google Te	Folland Ave t 5 y 1 e w East Pixey mm of Use Report amage error Get directions
		Agency Phone				
	Lists your assigned Clinical Facili	Contacts Supervisor	a.gov.au			
	Check the comments section for Orientation Information and othe important information	6 Comments Read and action t can obtain their fi	he NURSING STUDENT CLINICAL PL irst-day start-time and ward contact	ACEMENT CALHN ONLINE ORIE	NTATION - this can be found on InPlace d access to the CALHN online orientatic	Notes/Docs. Students

Viewing Your Clinical Facilitator Details

On your confirmed placement page, there is a greyed out area that will display Supervisor details. This area will be populated with supervisor information when a Clinical Facilitator/Supervisor has been assigned to you. Please check this area two weeks prior to your placement start-date to obtain this information.

Agency Phone Contacts Supervisor @sa.gov.au	Agency Address		
Contacts Supervisor @sa.gov.au	Agency Phone		
Supervisor @sa.gov.au	Contacts		
	Supervisor @sa.gov.au		

comments

Read and action the NURSING STUDENT CLINICAL PLACEMENT CALHN ONLINE ORIENTATION - this can be found on InPlace Notes/Docs. Students can obtain their first-day start-time and ward contact details once they have obtained access to the CALHN online orientation portal. Your access to the CALHN system will be enabled two weeks prior to your placement. The Learning Central website is located at https://learningcentral.org.au: Line FRACIAL Disease and CONTRACT AND A STREET 110

Viewing Shared Documents - Pre-Placement Venue Requirements

Please check the 'Shared Documents' tab to access venue specific documents or additional requirements that you may need to be meet prior to your placement. First day orientation details may also be stored here. To view shared documents follow the steps below and ensure that you are proactive about completing additional pre-placement requirements, where applicable. Student conditional evidence documents can also be accessed from this area.

Note* Not all venues have shared documents.



• To action specific Pre-Placement venue documentation, you should navigate to 'Shared Documents'.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	StudentCPU 💙
Shared Documents						
	FILTER				~	
		d Contact List for First	Dav			
	CALHN Ward C	ONTACT LIST FOR 1ST DAYdo	cx.pdf			
	Royal Adelaide Viewed on 18/08	Hospital 8/2017				
	Download					

• Click the **Download** link to read and action each of the **(agency)** shared documents.

Note* Students that do not action the pre-placement venue requirements may have their placement cancelled by the venue.

How to submit a Variation to Placement Request

If you have a valid reason for requesting an alternative placement that meets the Clinical Placement Unit policy, you can submit a Post Allocation Variation to Placement (VTP) Request form by following the instructions provided below.

- 1. Click your username, on the top right hand side, to open the menu
- 2. Click the My Details 👤 icon
- 3. Scroll down to the 'Optional Information Requests' section
- 4. Click the \checkmark icon to open the drop-down menu

Optional Information Requests		^
Pre-Allocation Request	Verified Submitted Rejected	+
Variation Request	Click + to begin your application	+

- 5. Click the + icon, to open the window allowing you to submit your Variation Request. Cut and paste the URL into a web browser to access the CPU Variation to Placement form. Complete the form and scan it along with supporting evidence and then save to your device.
- 6. Select a VTP reason from the dropdown list

Variation Request	-
Select status	•
Atachment	
Select or drag a file	
Submit Cancel Reset	

7. Upload your variation to placement form and supporting evidence file. Students will be advised by a member of the CPU Office team the outcome of their variation to placement (VTP) request, approximately five days after the window for VTP submission has closed.

If you have a specific placement query direct your enquiry to the CPU Office, <u>CPUOffice@unisa.edu.au</u>. If you are experiencing technical issues using your InPlace account, please contact the <u>IT Helpdesk</u> or phone 8302 5000.