

# Nursing, Midwifery and Health

## MyPlacement Online Portal [myplacement.uts.edu.au](http://myplacement.uts.edu.au)



### LOGGING IN





- Go to [myplacement.uts.edu.au](http://myplacement.uts.edu.au)
- Click on the correct course type:
  - Nursing: Nursing Students
- Set the 'role' to student
- Click on the University Sign In button and enter your details
- This will be the same Student ID and password that you use to sign into your UTS student email account
- You need to be enrolled in a clinical subject in order to log in

### MY DETAILS TAB

- You will not be able to see your personal details under *My Details*
- Please ensure that you keep these details up to date in MyStudent Admin (<https://onestopadmin.uts.edu.au>). Log in and check this now!
- Click on the Personal tab, then Contact Details.
- MyPlacement will use the PREFERRED address and MOBILE listed on MyStudentAdmin.
- If you have your mobile number listed under Session Phone or Home, you will not receive SMS notifications or be contacted by your facilitator.

### PLACEMENTS TAB

- see your allocated placements
- access  **Details** about your placement, including instructions for the first day and facilitator contact details
- enter  **Timesheets** hours for all placements. The total duration for each day should be 8 hours - the half hour break is not included.

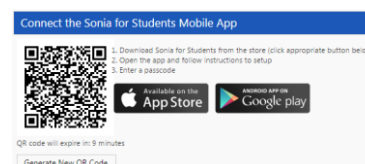
### FACULTY DOCUMENTS

Access important resources for placement:

[Documents](#) [Faculty Documents](#)

- **CLINICAL LADDER:** You can use the clinical ladder to find the potential dates you might be allocated to your clinical placement. T refers to teaching weeks.
- **UNURSE GUIDE:** Processes, policies, and everything else you need to know about clinical placement

### DOWNLOAD THE APP



Go to the account settings tab for set up instructions. Available on the App Store and Google Play

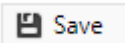
# CHECKS TAB

This is where you will keep track of your compliance requirements for placement.

This includes the following:

- **NSW Health Checks** (updated once you attend a Clinical Compliance day - these begin in March each year)
  - Police Check
  - Police Check Expiry
  - Immunisation (see your vaccination card)
  - Code of Conduct

- **University Checks**

- Working with Children Check (WWCC) Expiry/Number - Nursing Students Only (upload your 11 digit WWC number, and make sure you click the  button).
- Flu Vaccine (complete from April each year and submit under Forms tab)
- Inherent Requirements Student Declaration (submit under Forms tab)

- **My Health Learning Modules**

- Mandatory pre-placement modules, to be completed 13 days before an allocated placement in a NSW Health facility.

Please allow 3 business days for this to be reviewed and updated in your checks.

Please **DO NOT** upload your Police Check or Vaccination Card to MyPlacement. These documents need to be verified by NSW Health staff at a Clinical Compliance Day.

# FORMS TAB

Click on the  button to open forms.

Once all sections of a form have been submitted, you will need to untick **Hide completed forms**  to see them again.

Important forms to look out for are:

- **UTS Inherent Requirement Student Declaration**

This is a mandatory pre-placement requirement, to be completed each session of study. If you haven't already, log in to MyPlacement and submit yours.

- **UTS Request for Placement Provisions**

If for some reason you won't be able to attend placement at a particular time (e.g. family wedding, religious/cultural requirements), submit this form and attach the required evidence.

- **UTS Timetable Clashes with Clinical Placement Blocks**

There are no classes during the clinical blocks for your year group. However, if you enroll in a subject outside the standard program (e.g. repeating a 1st year subject in your final year), you will not be able to attend placement during session as you will have clashing classes. If this applies to you, submit this form so that we know to allocate you out of session (after exams).

- **Clinical Assessment Form (CAF)**

- The ANSAT will be your assessment form during your placement.
- You will be required to submit reflections for each assessment week.
- The form will be added to your profile ~2 weeks prior to each placement.
- If you are approved to make up missed hours on placement, please contact the Clinical Practice Unit so that a MAKEUP CAF can be added to your profile.

