



Charles Sturt
University

User Guide

Paramedicine Preceptor - InPlace InFlow forms

Faculty of Science and Health

For further information please contact: FOSH-WPL@csu.edu.au

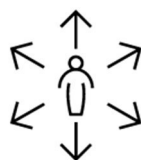
Charles Sturt University - TEQSA Provider Identification:
PRV12018 (Australian University). CRICOS Provider: 00005F.

Contents

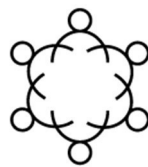
InPlace Workflow - Stages.....	3
Getting Started in InPlace.....	5
Accessing your InPlace Dashboard.....	6
InFlow Forms tab.....	7
InFlow Forms – To Action.....	9
Critical Incidents.....	12
Questions?.....	16



Insightful



Impactful



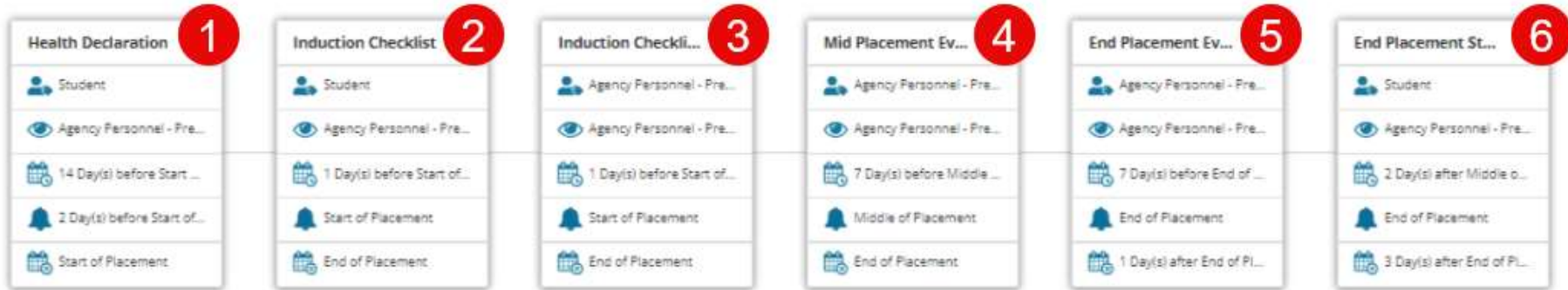
Inclusive



Inspiring

InPlace Workflow - Stages

The electronic InPlace forms will flow as per the stages below.



Stage 1:	Health Declaration	Student	OPENS: 14 days prior to start of the student placement DUE: 2 days before start of student placement CLOSES: Start of student placement
Stage 2:	Induction Checklist	Student	OPENS: 1 day prior to start of the student placement DUE: Start of student placement CLOSES: End of student placement
Stage 3:	Induction Checklist	Preceptor	OPENS: 1 day prior to the start of the student placement DUE: Start of student placement CLOSES: End of student placement
Stage 4:	Mid Placement Evaluation	Preceptor	OPENS: 1 day prior to middle of student placement DUE: Middle of student placement CLOSES: End of student placement
Stage 5:	End Placement Evaluation	Preceptor	OPENS: 7 days prior to end of student placement DUE: End of student placement CLOSES: 1 day after end of student placement

Stage 6: Mid Placement Evaluation Preceptor

OPENS: 1 day prior to middle of student placement
 DUE: Middle of student placement
 CLOSSES: End of student placement



These 2 stages do not impact the flow of the forms for the Preceptor to action as the forms are not dependent upon the Placement Champion and Student to Acknowledge to continue the workflow.

They are for the Placement Champion and the Student to review the Preceptor's ratings and comments on the mid-placement evaluation.



Stage A: Mid Placement Champion Evaluation

Placement Champion

OPENS: 2 days prior to middle of student placement
 DUE: Middle of student placement
 CLOSSES: End of student placement

Stage B: Mid Student Acknowledgement

Student

OPENS: 2 days prior to end of student placement
 DUE: End of student placement
 CLOSSES: 1 day after end of student placement

Getting Started in InPlace

Please click on the 'Other Accounts' link to access InPlace

– <https://myworkplacelearning.csu.edu.au>



1

Staff and Students

or

Other Accounts

Charles Sturt University is an Australian University, TEQSA Provider Identification: PRV12018. Charles Sturt University CRICOS Provider: 00005F.

[Quantum Information Technology Cookie Policy](#)



Sign in using your email address.

Password will be the one you have set up for InPlace



2

fos-wpl@csu.edu.au

.....

Log in with your InPlace Account

< Back

[Forgot your password?](#)

Charles Sturt University is an Australian University, TEQSA Provider Identification: PRV12018. Charles Sturt University CRICOS Provider: 00005F.

[Quantum Information Technology Cookie Policy](#)



Accessing your InPlace Dashboard

Once logged in, you will be taken to your InPlace Dashboard. Go to your 'To Do' list and select the Placement Form task/s.

You can always return to your dashboard by clicking on the Home button in the ribbon.

The screenshot displays the InPlace dashboard for Charles Sturt University. The top navigation bar features the university logo, a home icon, and three tabs: 'Students', 'InFlow Forms', and 'My Responses'. The main content area is divided into several sections. On the left, there is an 'Attendance Summary' for 'Tester Student 21' at 'NSW Ambulance Canowindra Station'. This summary is broken down by day: Today (19/11/2024), Saturday (23/11/2024), Sunday (24/11/2024), and Monday (25/11/2024). Each day's entry includes the time range (e.g., 19:00 - 07:00), the course name 'General 154 Hours', and the number of days completed out of a total of 9. On the right side, there is a 'To do' list with one item: 'Placement Form', indicating that there is one placement form to action. Below this is a 'NOTIFICATIONS' section with zero notifications. A callout box at the bottom right highlights the navigation tabs and provides instructions on how to use them.

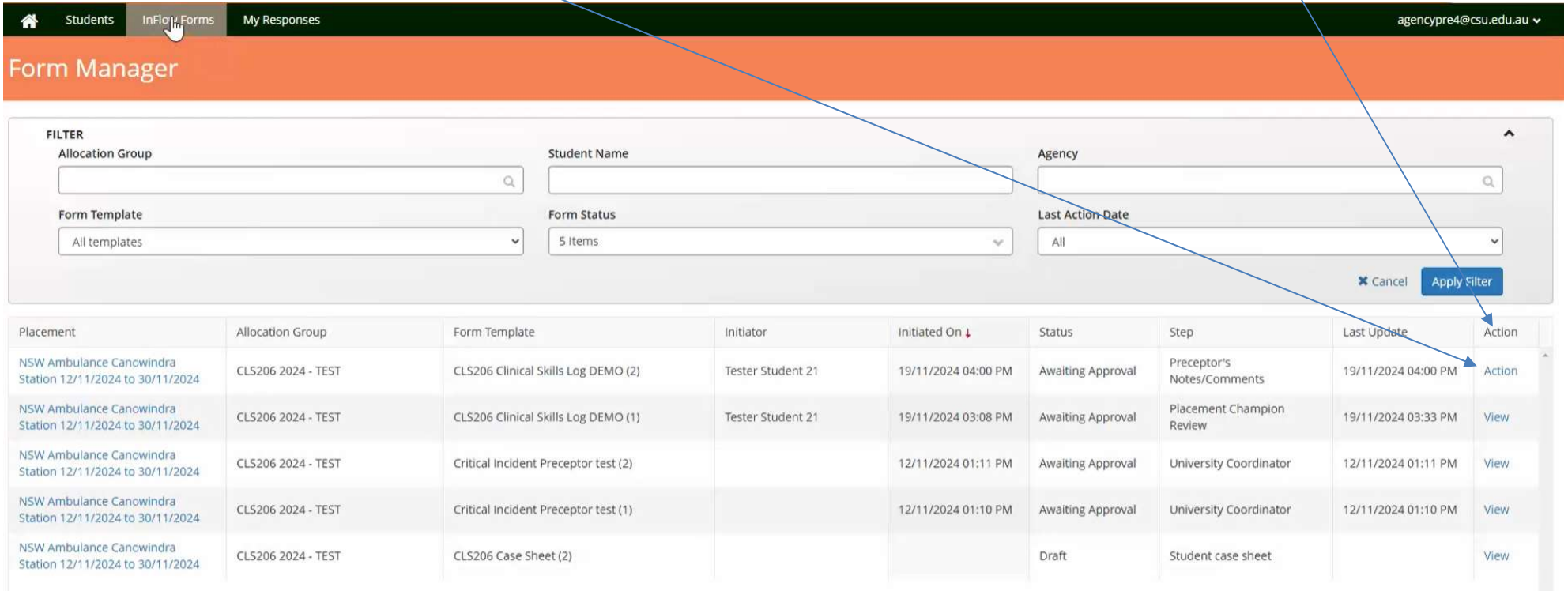
You can click on any of the above tabs at any time.

Students: Will show all students placed at your organisation.
InFlow Forms: You will find all forms requiring your attention (eg Skills Log etc)
My Responses: You will find all assessment forms requiring your attention.

InFlow Forms tab

In the example below, this Preceptor (Agency Supervisor) can see what forms need to be actioned or just to view, in the **Action** column.

Under the Action column, click on the **'Action'** link to select the student whose form you will be completing.



The screenshot shows the 'Form Manager' interface. At the top, there are navigation tabs: 'Students', 'InFlow Forms' (selected), and 'My Responses'. The user's email 'agencypre4@csu.edu.au' is visible in the top right. Below the navigation is a 'Form Manager' header. A filter section contains several input fields: 'Allocation Group', 'Student Name', 'Agency', 'Form Template' (set to 'All templates'), 'Form Status' (set to '5 Items'), and 'Last Action Date' (set to 'All'). There are 'Cancel' and 'Apply Filter' buttons. Below the filter is a table with the following data:

Placement	Allocation Group	Form Template	Initiator	Initiated On ↓	Status	Step	Last Update	Action
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Skills Log DEMO (2)	Tester Student 21	19/11/2024 04:00 PM	Awaiting Approval	Preceptor's Notes/Comments	19/11/2024 04:00 PM	Action
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Skills Log DEMO (1)	Tester Student 21	19/11/2024 03:08 PM	Awaiting Approval	Placement Champion Review	19/11/2024 03:33 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	Critical Incident Preceptor test (2)		12/11/2024 01:11 PM	Awaiting Approval	University Coordinator	12/11/2024 01:11 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	Critical Incident Preceptor test (1)		12/11/2024 01:10 PM	Awaiting Approval	University Coordinator	12/11/2024 01:10 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Case Sheet (2)			Draft	Student case sheet		View

InFlow Forms - Filtering

You can filter by the Form Status drop-down box if you wish to see what 'Awaiting Approval' only or by selecting all, you will see all statuses in your list.

The screenshot shows the 'Form Manager' interface with a filter dropdown menu open for 'Form Status'. The dropdown menu lists the following options: Draft, Awaiting Approval (checked), Changes Requested, Rejected, and Finalised. The 'Form Status' dropdown in the filter section is set to '1 Item'. The table below shows a list of forms with columns for Placement, Allocation Group, Form Template, Status, Step, Last Update, and Action. The 'Status' and 'Step' columns are highlighted with a blue box, and blue arrows point from the text below to these columns.

Placement	Allocation Group	Form Template	Status	Step	Last Update	Action
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Sk...	Awaiting Approval	Preceptor's Notes/Comments	19/11/2024 04:00 PM	Action
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Skins Log (CLM101) (1)	Awaiting Approval	Placement Champion Review	19/11/2024 03:33 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	Critical Incident Preceptor test (2)	Awaiting Approval	University Coordinator	12/11/2024 01:11 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	Critical Incident Preceptor test (1)	Awaiting Approval	University Coordinator	12/11/2024 01:10 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Case Sheet (2)	Draft	Student case sheet		View

Status and Step Columns

The **Status** column will change to what you have filtered above.

The **Step** column will show you who the form is waiting for approval/action.

Click on the **Action** link against the form that you wish to action. This will open the form for you to respond.

InFlow Forms – To Action

The forms that will require your attention will appear in the InFlow Forms tab are:

- Clinical Skills Log
- Case Sheets
- Reflections form

The stages will also show you where the form is up to as well as confirm the Placement Details of that student. Please complete all the fields with your instructions/comments. **Please note that the * indicates a mandatory field.**

← Back
CLS206 Clinical Skills Log DEMO (2)
Awaiting Approval History 1

Student case sheet Preceptor Notes/... Placement Champi...

Placement Details

Placement Information

Agency Name: NSW Ambulance Canowindra Station
Student Name: STUDENT 21 Tester
Placement Allocation Group: CLS206 2024 - TEST
Placement Start Date: 12/11/2024
Placement End Date: 30/11/2024

Clinical Skills Log

This form is to be used to track the clinical skills you had the opportunity to demonstrate.

Please explain how you applied the skill/s in practice. *

demo2
5/4000

What was the indication/s for the skill/s? *

demo2

Cancel Save Request Changes Approve

Continue to work down the screen to review all student responses. Each response is editable, however the only section you are expected to add is the **Action Comment** at the bottom of the form.

Once you are satisfied with the responses and your comment, please click on the **APPROVE** button.

You can select **SAVE** return to the form at a later stage, or you can **CANCEL** out of the form to return to the previous screen by selecting the relevant buttons below. You can also select **REQUEST CHANGES** if you are not happy with any responses by completing the Action Comment section and selecting that button. This will return the form to the previous respondent.

What are the risks, benefits and considerations you navigated whilst completing the skill? *

demo2 5/4000

How would you know if you were successful in applying the skill/s? *

demo2 5/4000

How did your management of this patient change after applying the skill/s? *

demo2 5/4000

Describe how the placement experience supports progression towards your learning goal/s *

Describe how the placement experience documented in this form supports progression towards your learning goal/s (200-400 words +/-10%)

demo2 5/4000

Action Comment History

comment

Cancel Save Request Changes Approve

This will send the form to the next respondent in the workflow and the status of the form will change to View.

Form Manager

FILTER

Allocation Group Student Name Agency

Form Template Form Status Last Action Date

Placement	Allocation Group	Form Template	Initiator	Initiated On ↓	Status	Step	Last Update	Action
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Skills Log DEMO (2)	Tester Student 21	19/11/2024 04:00 PM	Awaiting Approval	Preceptor's Notes/Comments	19/11/2024 04:23 PM	View
NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	CLS206 Clinical Skills Log DEMO (1)	Tester Student 21	19/11/2024 03:08 PM	Awaiting Approval	Placement Champion Review	19/11/2024 03:33 PM	View

Critical Incidents

If a student on placement requires support and a critical incident form is required to be completed by you, please go to your **Home button** and select the student concerned on the left-hand side.

The screenshot displays the 'Attendance Summary' page for 'Tester Student 21'. The navigation bar at the top contains a 'Home' button (indicated by a blue arrow), 'Students', 'InFlow Forms', and 'My Responses'. The main content area shows a list of attendance records for the student. The entry for Saturday, 23/11/2024, is highlighted with a red box. The record details include the student's name, placement location (NSW Ambulance Canowindra Station), time (07:00 - 19:00), duration (12/11/2024 To 30/11/2024), and total hours (General 154 Hours). The interface also features a 'To do' notification (0) and a 'NOTIFICATIONS' button (0).

Date	Student	Location	Time	Duration	Hours	Days
Today (1) 19/11/2024	Tester Student 21	NSW Ambulance Canowindra Station	19:00 - 07:00	12/11/2024 To 30/11/2024	General 154 Hours	4 of 9 Days
Saturday (1) 23/11/2024	Tester Student 21	NSW Ambulance Canowindra Station	07:00 - 19:00	12/11/2024 To 30/11/2024	General 154 Hours	5 of 9 Days
Sunday (1) 24/11/2024	Tester Student 21	NSW Ambulance Canowindra Station	07:00 - 19:00	12/11/2024 To 30/11/2024	General 154 Hours	6 of 9 Days

The student details will appear in relation to the placement and then select **Forms** in the blue banner.

Students **InFlow Forms** **My Responses**

Tester Student 21
NSW Ambulance Canowindra Station 12/11/2024 - 30/11/2024 154 Hours General

Details **Placement Schedule** **Assessment Reports (0)** **Forms (5)**

Student Details

Student Code	11684093
Given Name	Tester
Surname	Student 21
Email	student_tester21@csu.edu.au
Mobile	0444444444
Phone	

ClinConnect Student Pre-requisites

ClinConnect General Attributes

- ClinConnect Placeright Testing
- ClinConnect Police Check
- ClinConnect Police Check Disclosable Outcome (PLR)
- ClinConnect Police Check Expiry Date (PLR)
- ClinConnect Aged Care Statutory Declaration (PLR)
- ClinConnect Code of Conduct

Placement Details

Allocation Group	CLS206 2024 - TEST
Status	Confirmed
Result	
Comments	
Contacts	1 Tester Placement Champion Supervisor Champ@para.truck STUDENT SUPERVISOR Tester 26 Supervisor agencypre6@csu.edu.au STUDENT SUPERVISOR Tester 21 Supervisor agencypre@csu.edu.au STUDENT SUPERVISOR Tester 23 Supervisor agencypre3@csu.edu.au STUDENT SUPERVISOR Tester 24 Supervisor agencypre4@csu.edu.au

The Forms tab will open, and you can then use the drop down menu under **Available Templates** and select the Critical Incident option and press **Add**.

Students InFlow Forms My Responses agencypre4@csu.edu.au

Tester Student 21
NSW Ambulance Canowindra Station 12/11/2024 - 30/11/2024 154 Hours General

Details Placement Schedule Assessment Reports (0) **Forms (5)**

Available Templates

Critical Incident DEMO (Submission Close: 01/12/2024)

Form template	Status	Initiated On ↓	Submission Close	Approval Close	Action
2	Awaiting Approval	19/11/2024	30/11/2024	30/11/2024	View
1	Awaiting Approval	19/11/2024	30/11/2024	30/11/2024	View
2	Awaiting Approval	12/11/2024	02/12/2024	02/12/2024	View
1	Awaiting Approval	12/11/2024	02/12/2024	02/12/2024	View
2	Draft		30/11/2024	14/12/2024	View

40 Items per page 1 - 5 of 5 items

The form will then open for you to enter all details and complete the form (see next page).

IMPORTANT

Select the Critical Incident **Category** as 1, 2 or 3. The Categories will direct you to the correct level.
Please include as many details as you can in the **Critical Incident Details** section. This field is mandatory.
Select **SAVE**
Select **Submit**

The form is then sent to the **University Coordinator** for further action.

NSW Ambulance Canowindra Station 12/11/2024 to 30/11/2024	CLS206 2024 - TEST	Critical Incident Preceptor test (2)	12/11/2024 01:11 PM	Awaiting Approval	University Coordinator	12/11/2024 01:11 PM	View
---	--------------------	--------------------------------------	---------------------	-------------------	------------------------	---------------------	------

You are not restricted to how many Critical Incident Forms you can open and complete, simply repeat the actions above.



Placement Details

Placement Information

Agency Name: NSW Ambulance Canowindra Station
Student Name: STUDENT 21 Tester
Placement Allocation Group: CLS206 2024 - TEST
Placement Start Date: 12/11/2024
Placement End Date: 30/11/2024

Critical Incident

Must be completed to be filled in if student support required

Critical Incident Category

Critical Incident (Category 1: Student Support Services Are To Be Arranged in the Following Situations)

- Death or serious injury to a staff / student in the line of duty
- Natural disasters, major incidents or disasters where DISPLAN or AMPLAN is activated and support may be required
- Serious injury to, or death of any emergency services worker in the line of duty who is subsequently treated by Paramedics
- Serious threat to any staff / student personal safety in the line of duty Staff / student suicide
- Threat of suicide or high risk of self-harm by staff / student

Critical Incident (Category 2: Student Support Services Should Be Arranged in the Following Circumstances)

- Child death or serious injury to a child
- Death or serious injury to staff / student / volunteer or their immediate family
- Participation in the triple zero call or subsequent ongoing dealings with any notable incident listed in this policy
- Patients or relatives known by the attending crew or student
- Prolonged or failed rescue
- Serious trauma / multiple trauma incident including multiple deceased patients
- Significant equipment or mechanical failure resulting in poor patient outcome
- Staff / student significantly exposed to, or contaminated by, blood or body fluids

Critical Incident Category *

Please Select Category level

- Category 1
- Category 2
- Category 3

Critical Incident Details *

vnkdsghr:oitlqfp

1 2

Cancel Save Submit

Questions?

InPlace Access Support: FOSH-WPL@csu.edu.au - *Please type in the Subject line:* Paramedicine Preceptor - InPlace Access Support Required

InPlace Support: FOSH-WPL@csu.edu.au - *Please type in the Subject line:* Paramedicine Preceptor - InPlace Support Required

Student Placement Enquiries: FOSH-WPL@csu.edu.au - *Please type in the Subject line:* Paramedicine Preceptor - Student Placement Query

Thank You