



Charles Sturt
University

User Guide

Student - 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.

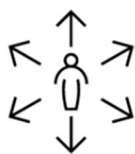


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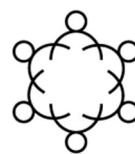
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Insightful



Impactful



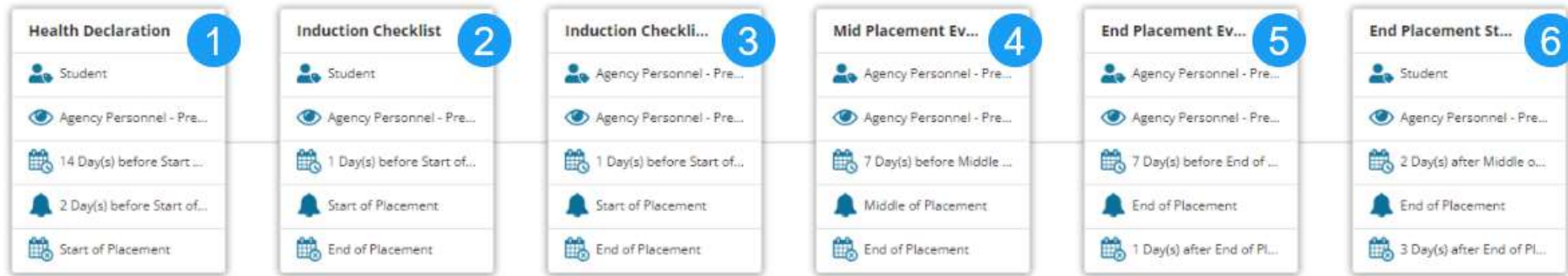
Inclusive



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: 7 days 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: 2 days after middle of student placement DUE: End of student placement CLOSES: 3 days after end of student placement



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

Accessing your InFlow forms - Case Study, Skills Log and Reflections

Log in to your InPlace Dashboard using your email address and password

Please note that your Timesheet entries are separate to your other forms and assessments.

Please read your User Guide: Student – InPlace Timesheets for assistance

Go to the 'Confirmed' tab in the blue ribbon to access your forms.

The screenshot displays the InPlace dashboard interface. At the top, a dark blue navigation ribbon contains several tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user profile section for 752357 (2233817). The 'Confirmed' tab is highlighted with a red rectangular box, and a mouse cursor is pointing at it. Below the ribbon, the main content area is divided into two columns. The left column is titled 'Welcome to InPlace' and features a 'Confirmed' section with a lock icon, 'Next Attending (1 of 1)', and details for 'NSW Ambulance Bateau Bay Station' including 'STUDENT SUPERVISOR Tester 22, 1 Tester Placement Champion' and dates '19/11/2024 19:00 - 07:00' and '13/11/2024 - 30/11/2024'. A 'View All Confirmed' button is located below this section. The right column is titled 'Available' and contains 'View Available' and 'View Shortlisted' buttons. Below the main content, there are two sections: 'To Do' and 'Notifications'. The 'To Do' section lists two items: 'You have 2 outstanding Timesheet(s) for your Placement at NSW Ambulance Bateau Bay Station' and 'You have 1 outstanding form(s) for your Placement at NSW Ambulance Bateau Bay Station. Next Submission Deadline: 30/11/2024'. The 'Notifications' section lists several messages, including an assignment notification for 13/11/2024, a warning about an expired CPR certificate on 20/05/2024, and two messages about INPLACE Outage on August 13th, 2024, and Student Wellbeing Support contact information.

You can then select your active placement by clicking on the name of your placement.

Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details 752357 (2233817) -

Confirmed

View by Status
All

4 results of 4

Name	Supervisor	Period	Duration	Status
NSW Ambulance Bateau Bay Station	Tester 22 Student Supervisor, Tester Placement Champion 1	13/11/2024 - 30/11/2024	154 Hours General	Current
Orange Health Service Bloomfield Campus		22/07/2024 - 02/08/2024	80 Hours General	To be finalised
Patient Transport Service (PTS) (North Ryde)		21/08/2023 - 25/08/2023	40 Hours General	Completed
Carenne School		24/07/2023 - 28/07/2023	40 Hours General	Completed

From there, another screen will open showing you your placement details. Click on the **Forms** tab in the ribbon above the details.

NSW Ambulance Bateau Bay Station

Placement for CLS206 2024 - TEST
13/11/2024 - 30/11/2024 154 Hours General

Details Schedule Docs Assessment Carpool **Forms**

3 Community Road, BATEAU BAY, NSW, 2261, AUSTRALIA

Placement Details

Agency Website
ambulance.nsw.gov.au

Placement Contacts

STUDENT SUPERVISOR Tester 22
Mentor
agencypr2@csu.edu.au
Start Date: 26/10/2024
End Date: 22/11/2024

The Forms tab will open a new screen and you can then select from the drop-down box, the form you wish to open and click **Add**.

The screenshot shows the 'Forms' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Available Forms' with a search bar and an 'Add' button. A dropdown menu is open, showing three options: 'CLS206 Case Sheet (Submission close: 30/11/2024)', 'CLS206 Clinical Skills Log DEMO (Submission close: 30/11/2024)', and 'CLS206 Reflections form (Submission close: 30/11/2024)'. Below the dropdown, it says 'Approval Close: 30/11/2024' and 'Draft'.

The form will open on a new screen for you to complete. The **red asterisk *** indicates a mandatory field to complete.

The screenshot shows the 'CLS206 Clinical Skills Log DEMO (2)' form. The form is titled 'CLS206 Clinical Skills Log DEMO (2)' and is in 'Draft' status. Below the title, there is a navigation bar with 'Student case sheet', 'Preceptor's Notes/...', and 'Placement Champi...'. The form is divided into sections: 'Placement Details', 'Placement Information', and 'Clinical Skills Log'. The 'Placement Information' section contains the following details: Agency Name: NSW Ambulance Bateau Bay Station, Student Name: STUDENT 22 Tester, Placement Allocation Group: CLS206 2024 - TEST, Placement Start Date: 13/11/2024, and Placement End Date: 30/11/2024. The 'Clinical Skills Log' section contains the text: 'This form is to be used to track the clinical skills you had the opportunity to demonstrate.' and 'Please explain how you applied the skills/in practice.' followed by a text input field with a character count of 0/4000. A red asterisk is visible next to the text 'Please explain how you applied the skills/in practice.'.

Completing your forms

Please read all the instructions and complete the fields that have indicated a red asterisk. Include as many details as you can. There is a character limit so please check your entries have not been cut short.

Select **Save** if you wish to return to the form at a later date otherwise select **Submit** and your form will be automatically sent to your Preceptor for review.

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%)

cdnhscaj

8/4000

Cancel Save Submit

If you select **Save**, the form will appear on your To Do list on your **Dashboard**. You can click on the link to take you back to your form to complete in the Forms tab.

Home Confirmed Available Requirements Calendar Shared Documents Surveys/Assessments My Details 752357 (2233817) -

Welcome to InPlace

Confirmed

Next Attending (1 of 1)

NSW Ambulance Bateau Bay Station
STUDENT SUPERVISOR Tester 22, 1 Tester Placement Champion
19/11/2024 19:00 - 07:00
13/11/2024 - 30/11/2024

View All Confirmed

Available

View Available View Shortlisted

To Do

- You have 2 outstanding Timesheet(s) for your Placement at NSW Ambulance Bateau Bay Station
- You have 2 outstanding form(s) for your Placement at NSW Ambulance Bateau Bay Station. Next Submission Deadline: 30/11/2024

Notifications

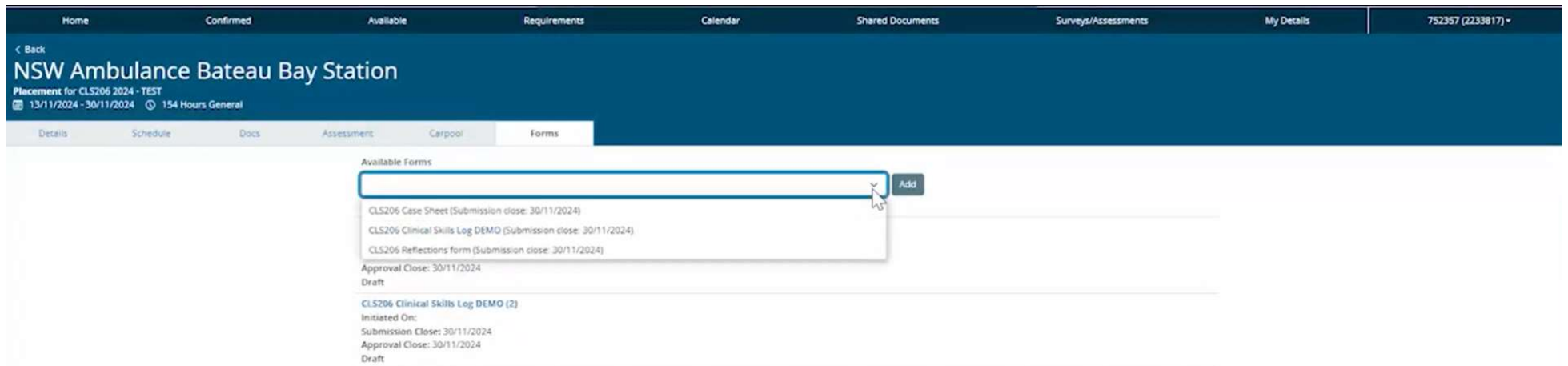
- You have been assigned to NSW Ambulance Bateau Bay Station. Starting on: 13/11/2024.
- Warning: CPR Certificate expired on: 20/05/2024.
- Message: INPLACE Outage August 13th, 2024 9pm-10pm (AEST)
INPLACE Outage August 13th, 2024 9pm-10pm (AEST)

Adding multiple forms to your Dashboard

Depending on how you prefer to work, you can ADD the same forms, multiple times, at the start of your placement, and they will be saved to your Dashboard. When you click ADD, the form will open, click Save and it will be available as a draft in your To Do list and forms tab.

No details need to be entered into the form, you can simply click Save and your form will be added to your To Do List to access at a later date.

If you wish to open and complete the forms as you need to during your placement, you can repeat the actions above to select and add the form, open, complete, save and submit for your preceptor to review. If you have not saved any forms, they will not appear on your To Do list on your dashboard. Only forms in draft will show as a reminder you have outstanding forms to complete.



On certain forms there will be an **+Add New Record** button. Click on this button in the relevant sections to expand the form further for you to complete the details.



Once you have Submitted a form, or you have simply saved a Draft to complete at a later date, the status will show for each form in the Forms tab and will also update on your To Do list.

The screenshot shows the 'Forms' tab in the NSW Ambulance Bateau Bay Station system. The page title is 'NSW Ambulance Bateau Bay Station' with a subtitle 'Placement for CLS206 2024 - TEST' and dates '13/11/2024 - 30/11/2024' and '154 Hours General'. The 'Forms' tab is selected, showing a list of '3 Placement Form(s)'. The first two forms are 'CLS206 Clinical Skills Log DEMO (1)' and 'CLS206 Clinical Skills Log DEMO (2)', both with a status of 'Draft'. The third form is 'CLS206 Reflections form' with a status of 'Awaiting Approval'. A red box highlights the first three forms, and arrows point from the text above to the 'Draft' and 'Awaiting Approval' statuses.

Form Name	Status
CLS206 Clinical Skills Log DEMO (1)	Draft
CLS206 Clinical Skills Log DEMO (2)	Draft
CLS206 Reflections form	Awaiting Approval

At any time you can go back to your **Home** screen to access your "To Do" list and open the forms you wish to complete.

The screenshot shows the 'Home' screen of the NSW Ambulance Bateau Bay Station system. The top navigation bar includes 'Confirmed', 'Available', and 'Notifications'. The 'To Do' section shows '2 outstanding Timesheet(s) for your Placement at NSW Ambulance Bateau Bay Station'. The 'Notifications' section shows 'You have been assigned to NSW Ambulance Bateau Bay Station. Starting on: 13/11/2024'.

To Do 2

You have 2 outstanding Timesheet(s) for your Placement at NSW Ambulance Bateau Bay Station

Notifications 1

You have been assigned to NSW Ambulance Bateau Bay Station. Starting on: 13/11/2024

End of Placement

You should have completed all your required InFlow forms, reviewed and acknowledged your Evaluation and completed your Timesheet entries for your whole of placement including any absences.

Prior to the Academic team submitting your grade, they will cross check your timesheet hours and absences as well as your evaluation and forms and follow up with your Preceptor if they have any questions.

Please allow 2 weeks post placement for this process to be completed.

Questions?

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

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