



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

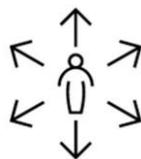
Charles Sturt University - TEQSA Provider Identification:
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Contents

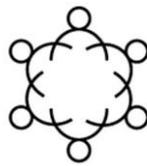
InPlace Workflow - Stages.....	3
Getting Started in InPlace.....	6
Accessing your InPlace Dashboard.....	7
InFlow Forms tab.....	8
InFlow Forms – To Action.....	10
Critical Incidents.....	13
Questions?	17



Insightful



Impactful



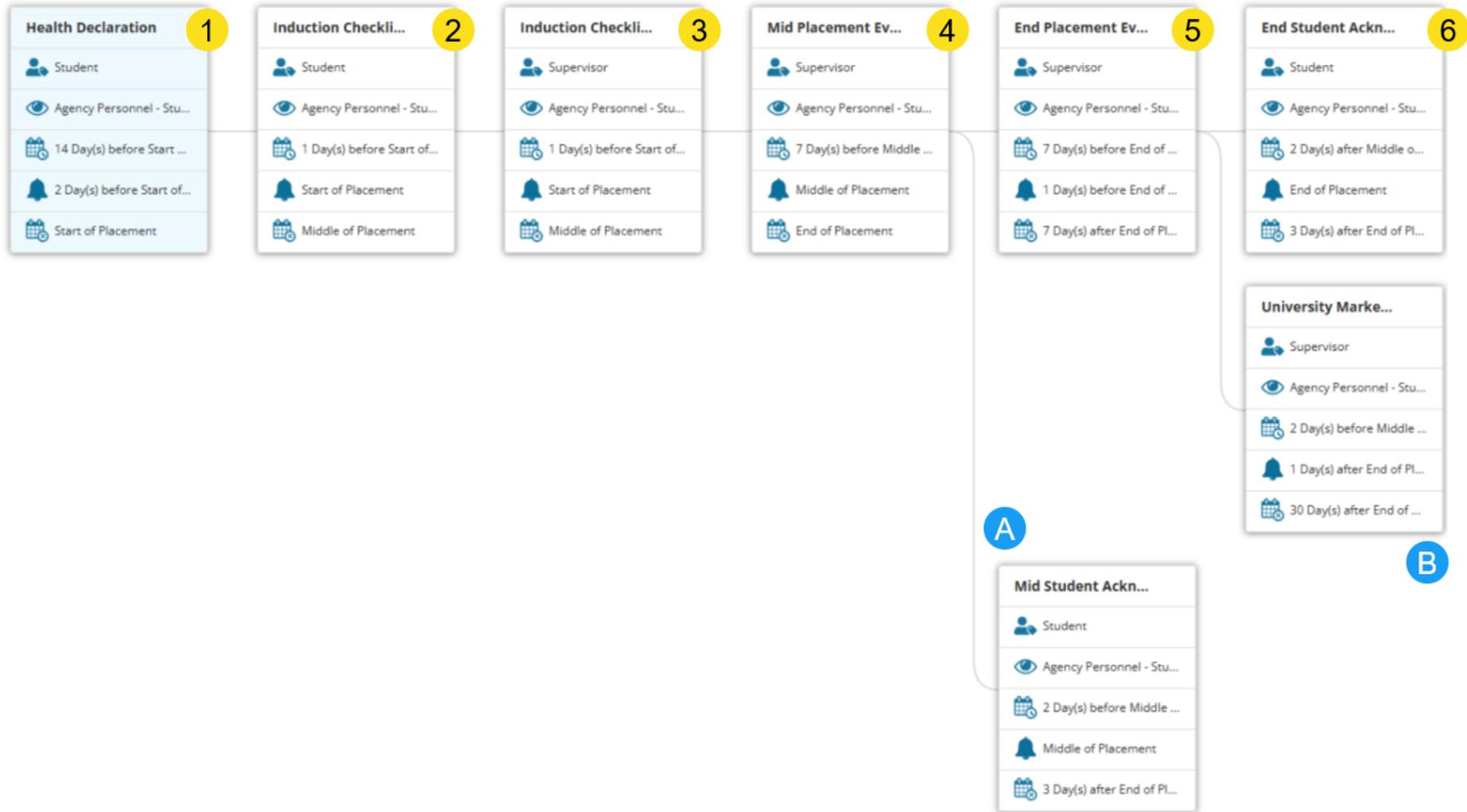
Inclusive



Inspiring

InPlace Workflow - Stages

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



Stage 1:	Health Declaration	Student	OPENS: DUE: CLOSES:	14 days prior to start of the student placement 2 days before start of student placement Start of student placement
Stage 2:	Induction Checklist	Student	OPENS: DUE: CLOSES:	1 day prior to start of the student placement Start of student placement End of student placement
Stage 3:	Induction Checklist	Preceptor	OPENS: DUE: CLOSES:	1 day prior to the start of the student placement Start of student placement End of student placement
Stage 4:	Mid Placement Evaluation	Preceptor	OPENS: DUE: CLOSES:	1 day prior to middle of student placement Middle of student placement End of student placement
Stage 5:	End Placement Evaluation	Preceptor	OPENS: DUE: CLOSES:	7 days prior to end of student placement End of student placement 1 day after end of student placement
Stage 6:	End Placement Evaluation	Student	OPENS: DUE: CLOSES:	2 days after middle of student placement End of student placement 3 days after end of student placement

1 week placement

- **No mid-point assessment required.** Only the end-point assessment is required to be completed.

2 week placement

- **Both mid-point assessment and end-point assessment required** to be completed

A

Mid Student Ackn...

- Student
- Agency Personnel - Stu...
- 2 Day(s) before Middle ...
- Middle of Placement
- 3 Day(s) after End of Pl...

B

University Marke...

- Supervisor
- Agency Personnel - Stu...
- 2 Day(s) before Middle ...
- 1 Day(s) after End of Pl...
- 30 Day(s) after End of ...

These 2 stages do not impact the flow of the form for the Preceptor to action when required as the forms are not dependent upon the Student or University Marker to complete their stages.

They are for the Student and University Marker to review the Preceptor's ratings and comments on the mid-placement and end-placement evaluation respectively.

Stage A: Mid Placement Student Acknowledgement Student

OPENS: 2 days prior to middle of student placement
 DUE: Middle of student placement
 CLOSES: 3 days after end of student placement

Stage B: End Placement University Marker Sign Off University Marker

OPENS: 2 days prior to end of student placement
 DUE: 1 day after end of student placement
 CLOSES: 30 days after end of student placement

1 week placement

- **No mid-point assessment required.** Only the end-point assessment is required to be completed.

2 week placement

- **Both mid-point assessment and end-point assessment required** to be completed

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

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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?](#)

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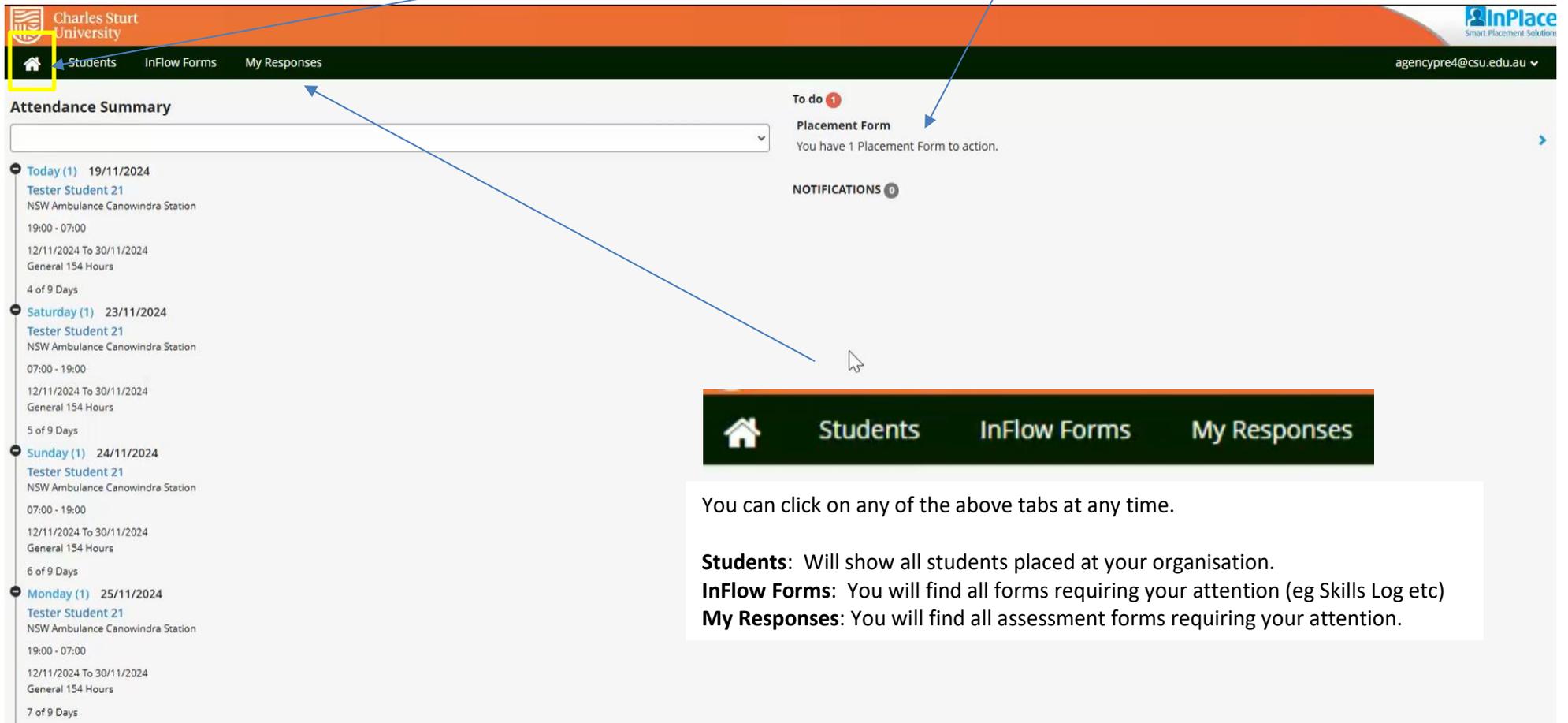
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Accessing your InPlace Dashboard

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. At the top, there is a navigation ribbon with a Home icon (highlighted by a yellow box) and three tabs: 'Students', 'InFlow Forms', and 'My Responses'. The main content area is divided into two sections. On the left, an 'Attendance Summary' section shows a list of attendance records for 'Tester Student 21' at 'NSW Ambulance Canowindra Station' for the dates 19/11/2024, 23/11/2024, 24/11/2024, and 25/11/2024. On the right, a 'To do' section indicates '1 Placement Form' to action. Below this, a 'NOTIFICATIONS' section shows 0 notifications. A callout box at the bottom right provides instructions on how to use the navigation tabs.

To do 1
Placement Form
You have 1 Placement Form to action.

NOTIFICATIONS 0

Attendance Summary

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

Monday (1) 25/11/2024
Tester Student 21
NSW Ambulance Canowindra Station
19:00 - 07:00
12/11/2024 To 30/11/2024
General 154 Hours
7 of 9 Days

Home Students InFlow Forms My Responses

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 'Done' button is highlighted. 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.

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 (Demo) (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 during a student's placement will appear in the InFlow Forms tab. They 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 shows a web application interface. At the top is a dark navigation bar with a home icon (a house) on the left, followed by the text 'Students', 'InFlow Forms', and 'My Responses'. Below the navigation bar is a section titled 'Attendance Summary'. On the right side of this section, there are two notification indicators: 'To do 0' and 'NOTIFICATIONS 0'. The main content area displays a list of attendance records for a student named 'Tester Student 21' at 'NSW Ambulance Canowindra Station'. The records are grouped by date: 'Today (1) 19/11/2024', 'Saturday (1) 23/11/2024', and 'Sunday (1) 24/11/2024'. Each record shows the time range (e.g., 19:00 - 07:00 for Today, 07:00 - 19:00 for Saturday and Sunday), the date range (12/11/2024 To 30/11/2024), and the total hours (General 154 Hours). The number of days for each record is also shown (4 of 9 Days for Today, 5 of 9 Days for Saturday, and 6 of 9 Days for Sunday). A red box highlights the Saturday record, and a blue arrow points from the text above to the home icon in the navigation bar. Another blue arrow points from the text above to the 'Tester Student 21' link in the Saturday record.

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**.

The screenshot shows the InFlow Forms interface for 'Tester Student 21' at 'NSW Ambulance Canowindra Station'. The 'Forms (5)' tab is active. Under 'Available Templates', a dropdown menu is open, showing 'Critical Incident DEMO (Submission Close: 01/12/2024)' selected. An 'Add' button is highlighted next to it. Below the dropdown is a table of forms:

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

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.



University Coordina...

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 (selected)
Category 2
Category 3

Critical Incident Details *

vnkdsghr:altjfp

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