General

1. QUESTION:
   What placements are planned during Clinical placement planning in 2014?

   ANSWER:
   Placements planned during the 2014 clinical placement planning process (Clinical placement planning in 2014) will take place during the 2015 calendar year.

2. QUESTION:
   Which disciplines will be included in Clinical placement planning in 2014?

   ANSWER:
   The following disciplines will be included in Clinical placement planning in 2014:
   - Allied Health Assistance
   - Medicine
   - Midwifery
   - Nursing – Enrolled
   - Nursing – Registered
   - Nursing – IRON
   - Paramedicine
   Allied Health Therapy disciplines:
   - Audiology
   - Exercise Physiology
   - Nutrition and Dietetics
   - Occupational Therapy
   - Optometry
   - Orthoptics
   - Orthotics and Prosthetics
   - Physiotherapy
   - Podiatry
   - Psychology – Clinical Neuropsychology
   - Psychology – Clinical Psychology
   - Social Work
   - Speech Pathology
   Allied Health Science disciplines:
   - Biomedical Science
   - Medical Laboratory Science – Medical Laboratory Science
   - Medical Laboratory Science – Biophysics
   - Pharmacy – Hospital Pharmacy
3. **QUESTION:**
Which courses are within the scope of Clinical placement planning in 2014?

**ANSWER:**
Please note the following information about the scope of this work:

**within scope:** courses which enable students to enter the profession and enable graduates to apply directly for initial registration (where applicable) and employment within the profession.

**outside of scope:** courses which do not lead to initial entry to the profession. Up-skilling courses, professional development courses for qualified health professionals, conversion courses and internship placements are not within the scope and placements for these courses cannot be arranged within this planning process.

4. **QUESTION:**
I am a clinical placement coordinator at a private hospital. Can I participate in Clinical placement planning in 2014?

**ANSWER:**
Yes. Participants from all sectors are eligible to participate. This includes organisations in public, private, community, aged care and not-for-profit sectors.

5. **QUESTION:**
I didn’t participate in Clinical placement planning in previous years. Can I participate in Clinical placement planning in 2014?

**ANSWER:**
Yes. Participation in previous years of clinical placement planning is not a prerequisite for participating in 2014.

6. **QUESTION:**
Is participating in Clinical placement planning in 2014 compulsory? (See also Question 8 and 9)

**ANSWER:**
No. However, it is anticipated that most eligible clinical placement providers and education providers will participate in Clinical placement planning in 2014. All eligible
organisations are encouraged to participate fully, including attending meetings to promote broad participation and provide an opportunity for partners to work together.

7. **QUESTION:**
To whom will communications from the department be directed when inviting participation in Clinical placement planning in 2014?

**ANSWER:**
All stakeholders who have registered their interest in CTNs will be contacted directly via email. In addition, the Clinical placement planning page on the Department of Health website will have information about Clinical placement planning in 2014 and a registration link. [http://www.health.vic.gov.au/placements/planning.htm](http://www.health.vic.gov.au/placements/planning.htm).
8. QUESTION:
Are interstate education providers eligible to participate in Clinical placement planning in 2014?

ANSWER:
Yes. All education providers who currently place or intend to place students in Victoria are eligible to participate.

9. QUESTION:
What is viCPlace and how is it related to Clinical placement planning in 2014? (See also Question 9)

ANSWER:
viCPlace is a secure, web-based information system to assist Victorian clinical placement providers to plan and administer clinical placements with partnered education providers. viCPlace will be used during Clinical placement planning in 2014. Access to viCPlace for new users will only be provided to registered participants of Clinical placement planning in 2014.

For more information about viCPlace:

10. QUESTION:
What is the relationship between viCPlace and the Training and Development Grant for professional-entry student clinical placement activity? (See also Question 8)

ANSWER:
Public health services receive the grant as a subsidy for hosting students on clinical placement, where allocations are based on the reported levels of clinical placement activity. To receive the grant in 2014-15, public health services are required to participate in clinical placement planning activities and use viCPlace to record and report clinical placement activity.

Information on funding for professional-entry clinical placement activity in public health services can be found at:

Registration

11. QUESTION:
What is the registration process for Clinical placement planning in 2014?

ANSWER:
Registration opens on 13 May and closes on 7 June. All stakeholders who have registered their interest in CTNs will be contacted directly via email containing an invitation to register, along with information about the planning process. Clinical placement planning information, including information about registration is also available via the Clinical placement planning in 2014 page:

12. QUESTION:
If I miss the final date for registration can I still participate?

ANSWER:
It is important to register to participate by the closing date for each discipline. After this date please contact your CTN Coordinator.

13. QUESTION:
Who should register to participate?

ANSWER:
Clinical placement coordinators (or equivalents) from education providers and clinical placement providers are suitable participants. Persons attending the meeting(s) must have sufficient authority to discuss the organisation’s clinical placement requirements.

14. QUESTION:
In which CTN(s) should education providers register?

ANSWER:
Education providers should register in whichever CTNs they currently place or intend to place students.
15. **QUESTION:**
   In which CTN(s) should clinical placement providers register?

**ANSWER:**
Clinical placement providers should register only in the CTN in which they are physically located. Where an organisation has sites or facilities in different CTNs, the clinical coordinators from each campus or site can register to participate in the CTN where the site/facility is located.

Allied Health Science disciplines and Paramedicine should choose the state wide meeting option.

16. **QUESTION:**
   Do clinical placement providers need to register with four different metropolitan CTNs?

**ANSWER:**
For the purpose of this planning process, the four metropolitan CTNs will be combined and referred to as ‘metropolitan CTNs’. The five non-metropolitan CTNs will operate as separate networks.
viCPlace

17. QUESTION:
Do I have to use viCPlace to participate in Clinical placement planning in 2014?

ANSWER:
Participating nursing, midwifery and allied health disciplines will use viCPlace.

18. QUESTION:
How do I register for viCPlace access?

ANSWER:
Following registration, we will advise you whether your organisation is an existing viCPlace user.

*If your organisation is an existing viCPlace user* we will provide you with the details of the person within your organisation who is your viCPlace organisation administrator, and once you contact them, this person will be able to provide you with access.

*If your organisation is not an existing viCPlace user* we will contact all of the people from your organisation who have registered for planning, and seek a nomination for a viCPlace organisation administrator. This person will then receive an email from viCPlace with login details, and will then provide you with access.

19. QUESTION:
What are the responsibilities of a viCPlace organisation administrator?

ANSWER:
This person will be responsible for providing user access to other people within their organisation (including those taking part in Clinical placement planning in 2014).

20. QUESTION:
Can I obtain access to viCPlace if I am not participating Clinical placement planning in 2014?

ANSWER:
Access to viCPlace for new users will only be provided to registered participants of Clinical placement planning in 2014.
21. QUESTION:
Will I have to set up capacity for my health service next year in viCPlace or will my existing capacity automatically roll over into the new year?

ANSWER:
You will need to set your capacity for 2015 in viCPlace during Phase 2 Preparing to use viCPlace from: 23 June – 18 July 2014 per the planning schedule in the participant kit.
Process

22. QUESTION:
Where will the CTN placement planning meetings be held?

ANSWER:
A statewide meeting will be held (in Melbourne) for Allied Health Science disciplines and Paramedicine from all CTNs:

<table>
<thead>
<tr>
<th>DATE</th>
<th>FOR ALLIED HEALTH SCIENCE DISCIPLINES AND PARAMEDICINE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 June 2014</td>
<td>Statewide meeting: All CTNs</td>
<td>Melbourne CBD</td>
</tr>
</tbody>
</table>

Meetings for Allied Health Assistance, Midwifery, Nursing and Allied Health Therapy disciplines will be held at the following locations within each CTN:

<table>
<thead>
<tr>
<th>DATE</th>
<th>FOR ALLIED HEALTH ASSISTANCE, MIDWIFERY, NURSING AND ALLIED HEALTH THERAPY DISCIPLINES</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 June 2014</td>
<td>Metropolitan CTNs</td>
<td>Melbourne CBD</td>
</tr>
<tr>
<td>13 June 2014</td>
<td>Gippsland CTN</td>
<td>Traralgon</td>
</tr>
<tr>
<td>16 June 2014</td>
<td>Barwon-South Western CTN</td>
<td>Geelong</td>
</tr>
<tr>
<td>17 June 2014</td>
<td>Grampians CTN</td>
<td>Ballarat</td>
</tr>
<tr>
<td>18 June 2014</td>
<td>Loddon Mallee CTN</td>
<td>Bendigo</td>
</tr>
<tr>
<td>19 June 2014</td>
<td>Hume CTN</td>
<td>Wangaratta</td>
</tr>
</tbody>
</table>

Further details about venues and times will be provided directly to registrants via email.

23. QUESTION:
How will the pre-commitments that I have with my partners be managed?

ANSWER:
Where participants have pre-existing arrangements, that is, precommitted placements, these can be discussed and validated at the planning meetings, and then booked in viCPlace, during Phase 2 (23 June to 18 July).
24. QUESTION:
Do I have to participate in planning meetings?

ANSWER:
Yes. All participants are expected to attend and participate in the planning meetings for their respective discipline(s). These meetings provide an opportunity for participants to discuss their respective clinical placement requirements. Details about venues and times will be provided directly to registrants via email.

25. QUESTION:
Will the department send a report of remaining availability to participants during Clinical placement planning in 2014?

ANSWER:
In 2014, participants will be able to use the Availability Search (by discipline/placement type) in viCPlace to obtain this information as it relates to their partners at the time the search is conducted.

26. QUESTION:
What happens if an education provider is not able to arrange all the clinical placements they require as part of the process?

ANSWER:
It will be important for participants to create and build partnerships/relationships during the process. The department will facilitate the planning process, but cannot arrange partnerships or allocate clinical placements.

27. QUESTION:
Will there be an evaluation of Clinical placement planning in 2014?

ANSWER:
Yes. In an effort to continuously improve the system the department will undertake an evaluation of Clinical placement planning in 2014. Opportunities will be available for participants to provide feedback. An Evaluation Advisory Group (EAG) will be convened and meet in September to inform the evaluation process.

Further information is available at: