Welcome to InPlace – Student Guide

InPlace is the programme used by the School of Health and Social Care for Nursing and Midwifery Placements. This guide will take you through all the screens, how to view placements and what details need to be completed by you.

When logging on for the first time, an agreement appears for you to read and agree. You must agree before you can access the system, but this is only for the first time login. This can be slow to load and so we recommend that for your first login, you do this from a computer/laptop rather than a mobile device.

Login to InPlace https://placements.napier.ac.uk
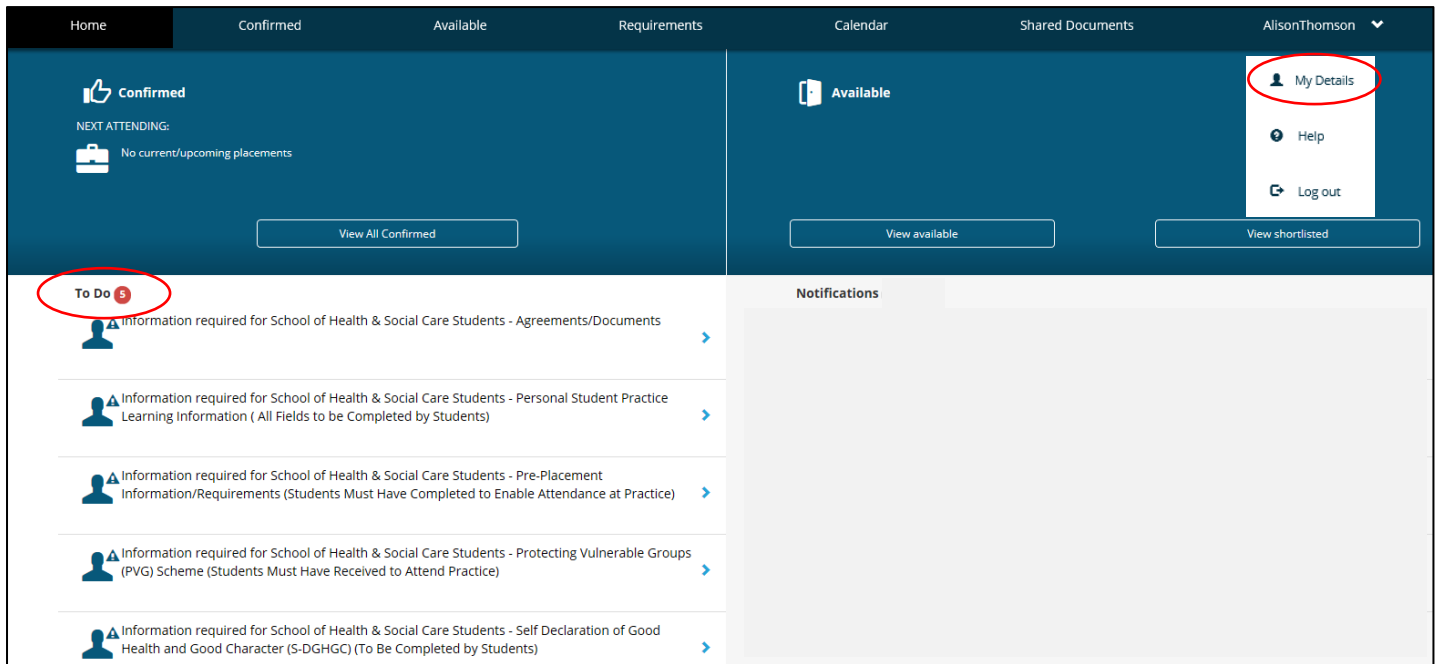
Also available to login via myNapier

Click the Staff and Students button and you will be logged in. (If prompted, enter your matric number and usual University password.)
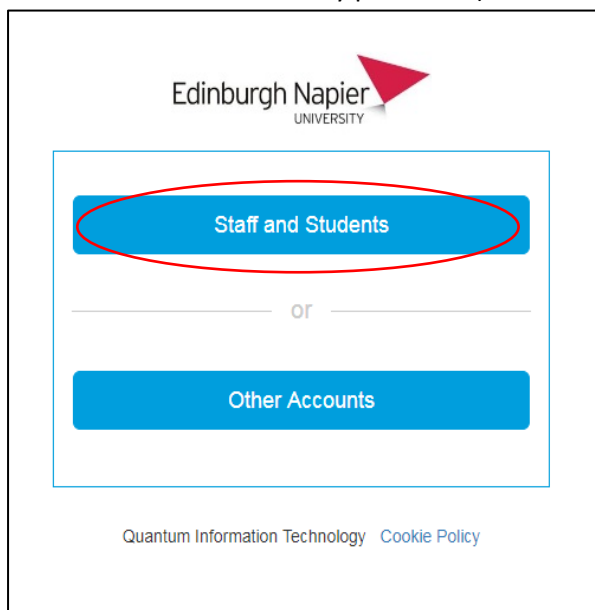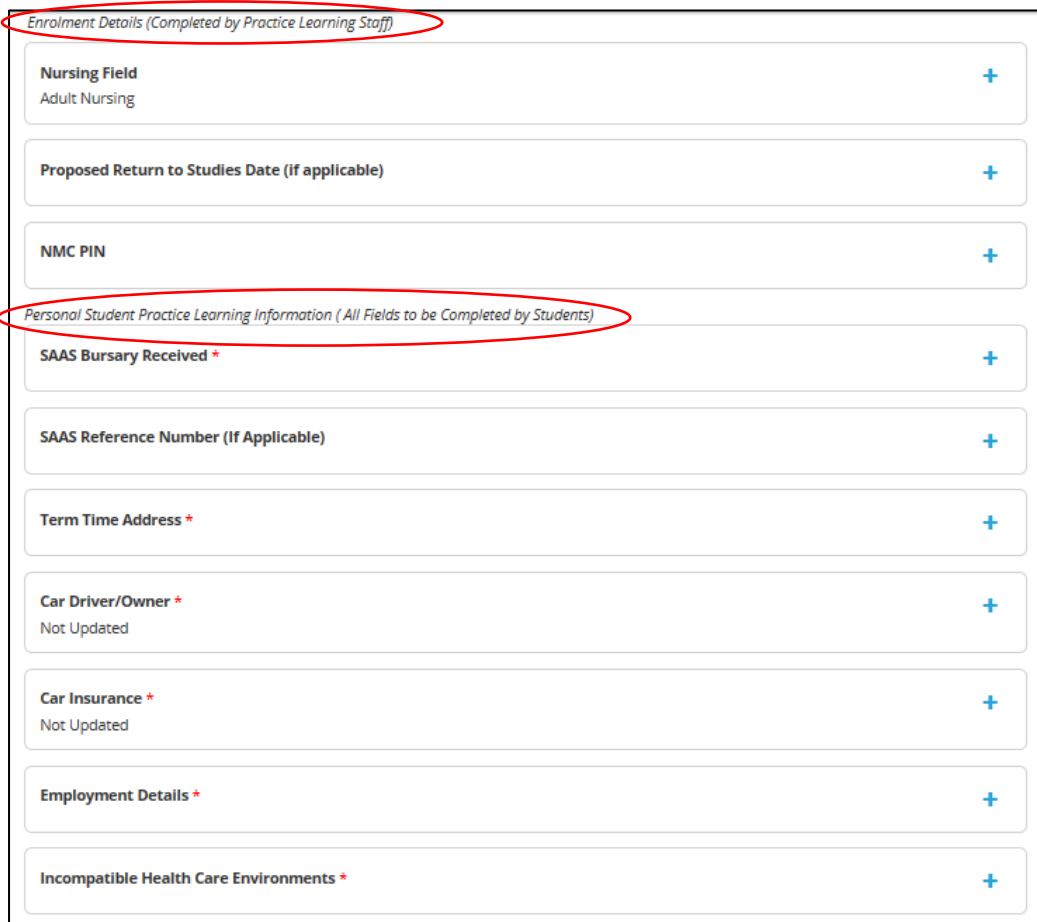
The home screen is shown below. Here you can see any outstanding tasks you have to complete on the **"To Do"** list. As well as links to all the other areas of InPlace.

Clicking on any of the items on the "To Do" list will take you into the **My Details** section, which can also be accessed by clicking the down arrow next to your Name and selecting **"My Details"**

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	AlisonThomson ⌄

👍 Confirmed
NEXT ATTENDING:
💼 No current/upcoming placements

View All Confirmed

📖 Available

View available

👤 My Details

❓ Help

↪ Log out

View shortlisted

To Do ❺

⚠ Information required for School of Health & Social Care Students - Agreements/Documents ❯

⚠ Information required for School of Health & Social Care Students - Personal Student Practice Learning Information (All Fields to be Completed by Students) ❯

⚠ Information required for School of Health & Social Care Students - Pre-Placement Information/Requirements (Students Must Have Completed to Enable Attendance at Practice) ❯

⚠ Information required for School of Health & Social Care Students - Protecting Vulnerable Groups (PVG) Scheme (Students Must Have Received to Attend Practice) ❯

⚠ Information required for School of Health & Social Care Students - Self Declaration of Good Health and Good Character (S-DGHGC) (To Be Completed by Students) ❯

Notifications

Below is a snapshot of how the My Details section looks. You will see that there are some sections that are already completed for you such as "Enrolment Details (Completed by Practice Learning Staff)" and there are others which require you to complete "Personal Student Practice Learning Information (All Fields to be Completed by Students)"

Enrolment Details (Completed by Practice Learning Staff)

Nursing Field
Adult Nursing ➕

Proposed Return to Studies Date (if applicable) ➕

NMC PIN ➕

Personal Student Practice Learning Information (All Fields to be Completed by Students)

SAAS Bursary Received * ➕

SAAS Reference Number (If Applicable) ➕

Term Time Address * ➕

Car Driver/Owner *
Not Updated ➕

Car Insurance *
Not Updated ➕

Employment Details * ➕

Incompatible Health Care Environments * ➕

To complete any field in the My Details section, you click the + to the right of the question and this expands it to give you more information and the option to complete.
Some questions require you to select an answer from a drop down list (click the down arrow for this) and some questions require you to type into the box.
For each question, you must click "Submit" for the answer to be stored.

*Questions with red asterisk * indicate a Mandatory required question and unless all are completed, the task for the section remains on your "To Do" list.*

Personal Student Practice Learning Information (All Fields to be Completed by Students)

SAAS Bursary Received *

Student is in Receipt of Student Awards Agency Scotland (SAAS) Bursary. Please Click on Arrow and Select Appropriate Option. Your nursing and midwifery bursary includes £5 for travel for each day of your course. You can therefore only claim for placement travel which costs more than £5 a day, using the cheapest ticket possible. You cannot claim for normal daily travel to and from your University or for normal day to day living expenses. Students who are not eligible for a bursary are ineligible to claim placement expenses.

Required!
Not Updated

Submit ✖Cancel Reset

SAAS Reference Number (If Applicable)

This is an 8 Digit Integer please provide in the format xxxxxxxx (no spaces)

Submit ✖Cancel Reset

The sections in My Details are as follows, those in Red below should be completed by you as soon as possible:

- Enrolment Details (Completed by Practice Learning Staff)

- Personal Student Practice Learning Information (All Fields to be Completed by Students)

- Protecting Vulnerable Groups (PVG) Scheme (Students Must Have Received to Attend Practice) UNIVERSITY TO POPULATE

- Self-Declaration of Good Health and Good Character (S-DGHGC) (To Be Completed by Students)
  You will be sent a separate email regarding completing the S-DGHGC

- Pre-Placement Information/Requirements (Students Must Have Completed to Enable Attendance at Practice)

- Replacement Items Required?
  You only need to complete this section if you require a replacement name badge or uniform. New students will have these ordered automatically and so <u>do not have to complete this</u> at the start of the programme.
  If you do select "Yes" for a replacement uniform, you should select what you require and enter into the Comments the reason for the exchange and the size required. Once this has been dealt with, it will be marked as verified (you will see a notification about this.) You should then check the field again as we will also add comments, which may require further information from you or will tell you when it is ready to collect.

If you do select "Yes" for a replacement name badge, once it has been recorded for ordering, this will change to Verified. When the badge is ready for you to collect, a date will be input in the "Replacement Namebadge Available to collect (Date)"

- University Contact Names (For Information)

Click on the Confirmed, or View All Confirmed to see all placements
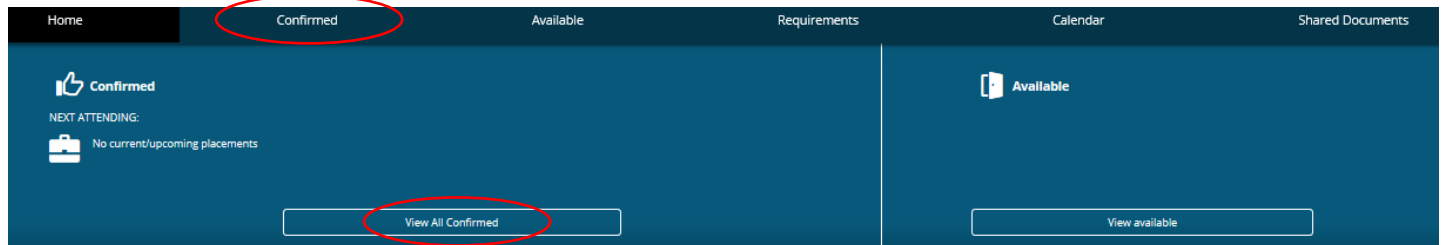
Here you can see all placements past and upcoming. Although these usually appear in date order, if a placement is changed it can appear at the bottom of the list. So if you receive an email stating that a placement has been changed, ensure you check the full list.
- Completed = Placement finished and timecard processed
- To be Finalised = Placement finished but timecard awaiting processing
- Upcoming = Future placement

Click on a placement for more information.

- On the details tab you will see the Map and Address of the placement, phone number and a listing of contacts. **Please note the Practice Education Facilitator is listed, but should not be contacted regarding shifts etc.**
- If your placement doesn't run consecutively (i.e. if there were holidays in the middle of it), the Schedule tab will show all the dates you can be rostered for shifts.
- Carpool allows you to register yourself as a Driver/Passenger for your placement and connect with others who have also registered. The University do not have access to any of this information and it is a function purely for students to communicate with each other.
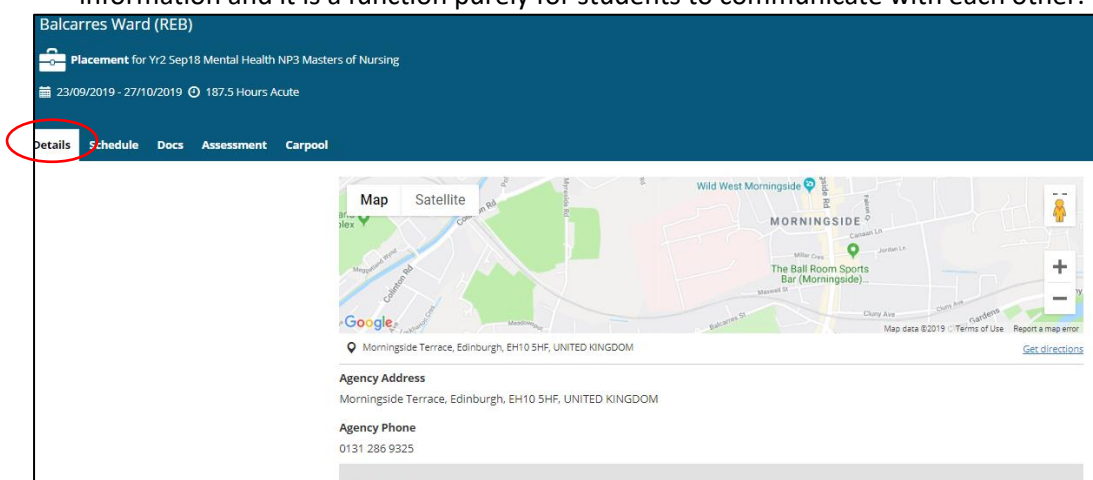
At the bottom of each Placement record you can view the hours and sick time that have been recorded following the processing of the timecard.

Please note, student hours totals will be checked after Tri2 timecards are entered in Year 2 and Year 3 (so after NP3/PLE3 and NP5/PLE5 for Nursing, and MP3 and MP6 for Midwifery). Students with hours issues will be emailed directly and a note put on moodle when this has been completed so you know that if you haven't received an email, there is no issue with your practice hours.

|	
Placement Hours Completed 123.00	✚
Absence Hours -3.00	✚
Occasions of Sickness 0	✚
Number of Days Sick 0	✚

You will also see that for each placement there are many questions relating to Practice Module Evaluation and that these also appear on your "To Do" list. These Evaluations appear on your "To Do" list as soon as placements are confirmed but you should only complete an evaluation once a placement has finished and you will be prompted by email when to complete these.

Additional Placement details

School of Health & Social Care Placements - Tasks & Information   ⌃

FOR STUDENT ACTION: Practice Module Evaluation - Please note only complete when advised by email from sighthill.placements@napier.ac.uk

1.1 What was good? *	✚

On each placement record there is also details relating to:

- Agency Details
- Audit Details
- Inspectorate Report

Shared Documents Tab
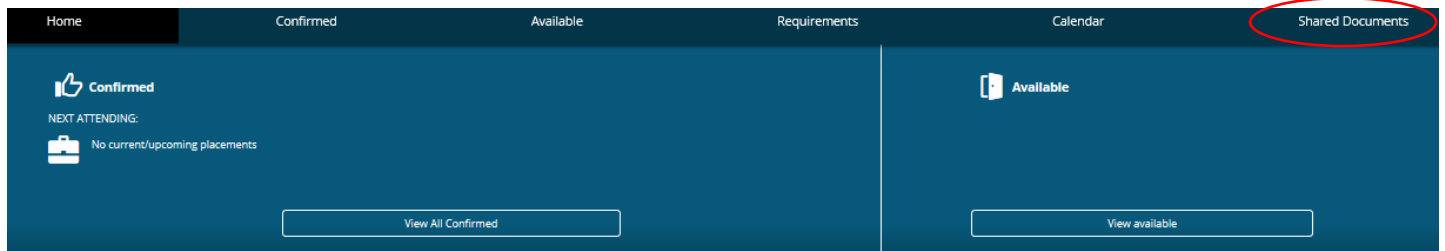
Shows Student Information Packs for all the placements you have been assigned to. If there is not one available for a particular placement, please let us know which one by emailing Sighthill.placements@napier.ac.uk

This section also includes documents which may prove useful during your placements, e.g. Placement Principles, guidance on claiming travel expenses etc.

Requirements Tab
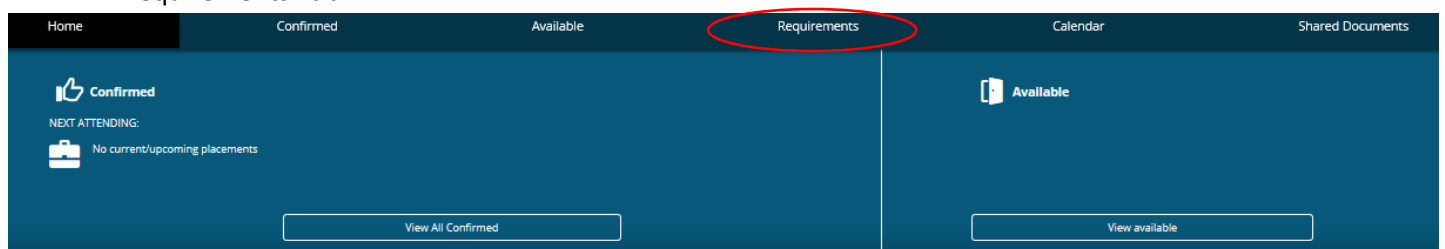
This is just a guide showing that you have been allocated what is required for the programme. *These totals are based on the intended hours value of each placement and do not reflect any absences recorded. To view actual hours worked for a placement, see the Confirmed tab.*