Clinical placements

Guide for the student office

October 2026

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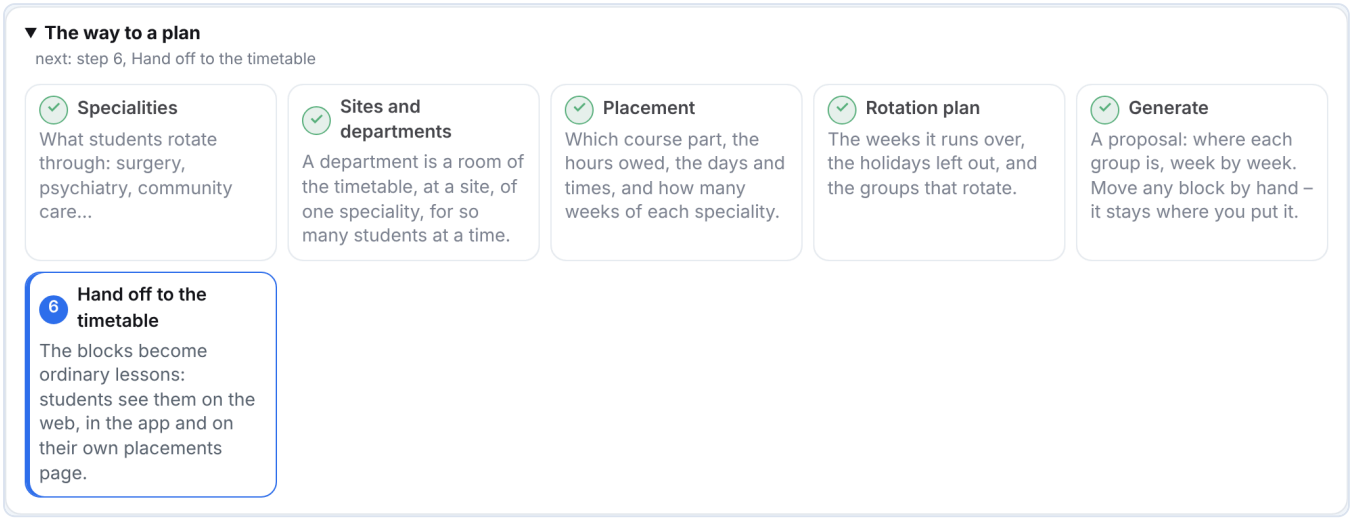
Clinical placements plan who goes where, and when: every group of students passes a department of each speciality in turn - surgery, psychiatry, community care - for so many weeks. The plan becomes ordinary lessons of the timetable, so the students see it on the web, in the app and on their own placements page.

You find it in the administration, in the left rail under **Student affairs**: **Clinical placements**. Four tabs: **Rotation plans**, **Sites and departments**, **Placements**, **Log**.

The way to a plan - six steps

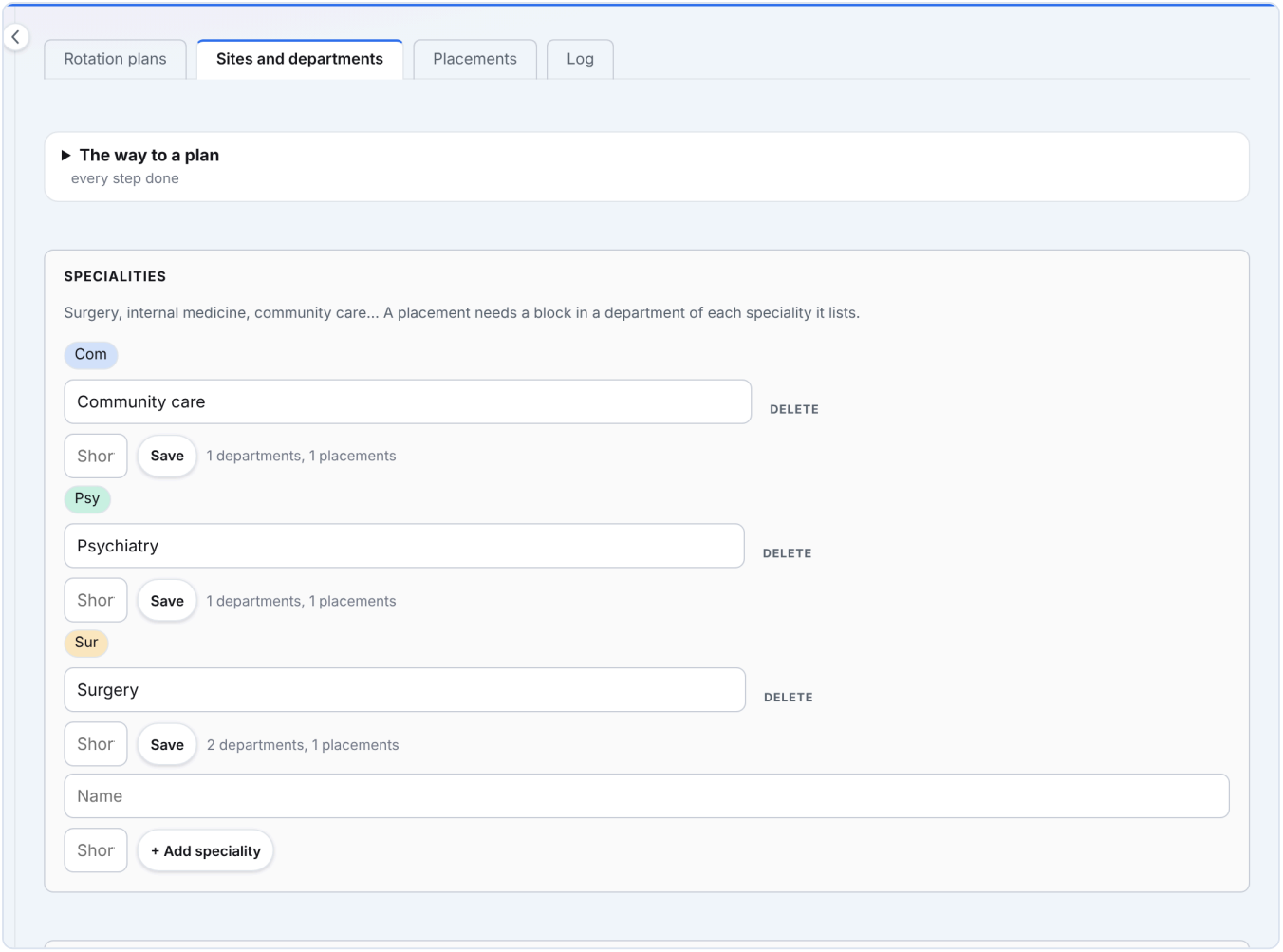
Above every tab the screen shows the six steps in order. A done step has a tick, the next one is outlined in blue, and a step with something missing says what (for example a speciality with no department). Click a step to go to its tab.



The six steps, with the next one marked.

1. **Specialities** - what students rotate through. **Start with the usual specialities** adds the usual ones; rename them as your school calls them. A short code (e.g. SUR) is the tag in the grid; without one the screen makes a tag that is never shared by two specialities.
2. **Sites and departments** - a site is the hospital or health centre (with its coordinator and the language of its lists); a department is a ROOM of the timetable at that site, of one speciality, for so many students at a time, with its mentors (lecturers of the timetable).
3. **Placement** - the clinical course part in which the students owe hours: the hours owed, the days and times, and how many weeks of each speciality.
4. **Rotation plan** - **New plan**: the weeks it runs over, the weeks without placements (holidays, exams - e.g. 4, 9-10) and the groups that rotate.

5. **Generate** - **Generate** proposes where each group is, week by week. Blocks you placed by hand stay where they are.
6. **Hand off to the timetable** - the blocks become ordinary lessons in the timetable.



Sites and departments: each department is a room of the timetable.

Reading the grid

One row per group, one column per week. A coloured cell is a block in a department; its tag says the speciality (the legend under the grid says which is which). A dot means the group has lectures that week. A cell outlined in red breaks a rule - point at it and the title names the lectures in the way. Under the grid, "How full each department is" shows the load per week; a number over the capacity is marked.

A proposal: the red cell is a week with lectures; the legend explains the tags.

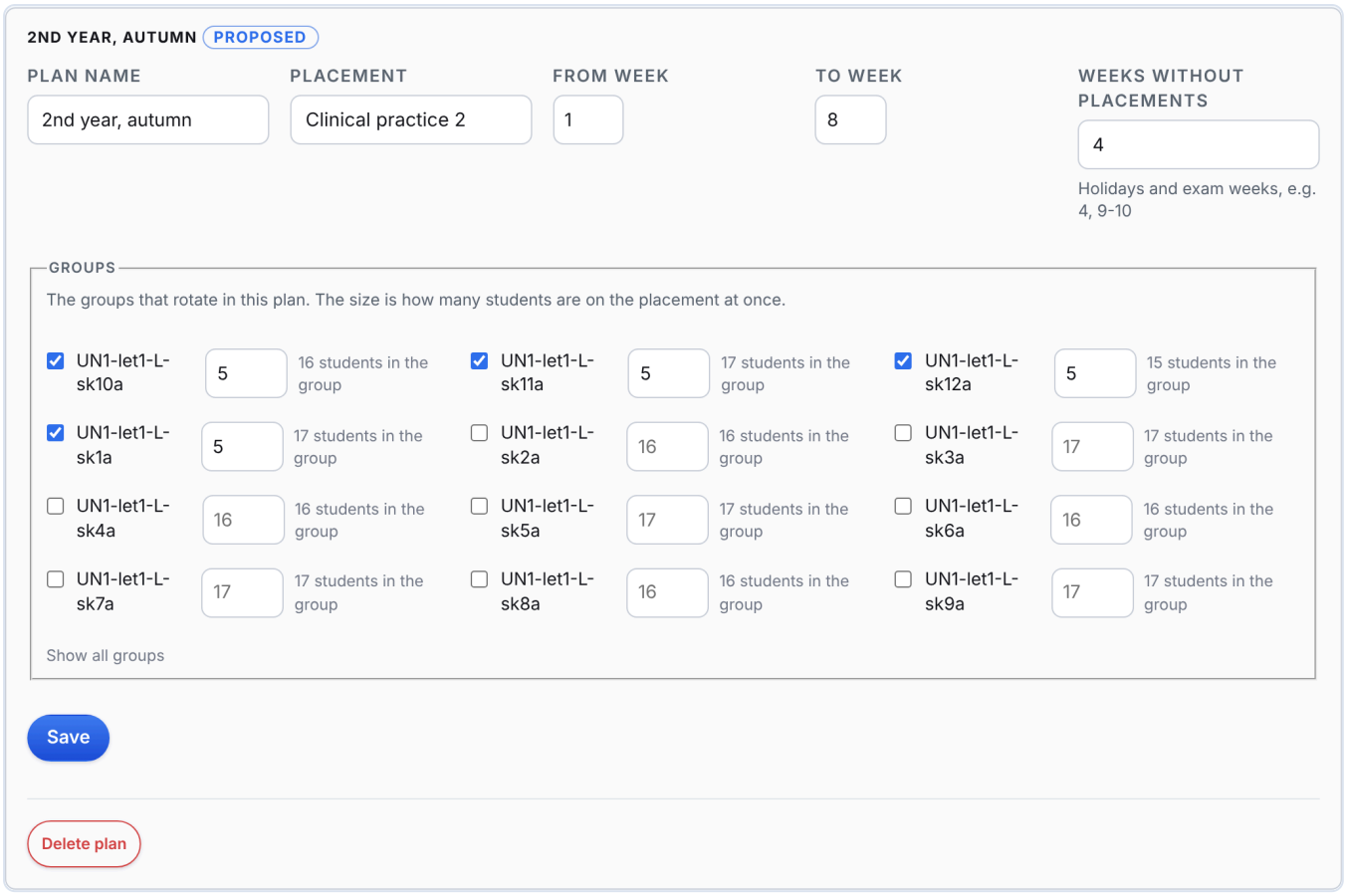
> **Generate says what it could not do**
>
> If a block cannot be placed, the message after **Generate** is a warning, never a success: it names the group and the speciality, and why - usually there is no department of that speciality yet, or every one is full in those weeks. "Missing" on the right of the grid lists them too. Add a department, then generate again.

Moving a block by hand

Under the grid, choose the group, the speciality, the department and the first week, and put the block there. A block placed by hand is locked: the next Generate leaves it alone. Nothing is refused - if the block breaks a rule, the screen says which and asks; you decide.

Handing the plan to the timetable

Hand off to the timetable first says what it will do - so many lessons to write, to take out, already there - and anything in the way, including a planner's desktop older than the version that keeps these lessons. Confirm, and the blocks are lessons. A second hand-off writes only what changed. The plan is then "**In the timetable**".



The plan card: its phase, Generate and the hand-off with what it will write.

> **The students' page**
> The plan card shows the address where students see their placements (**Students see their placements at**). Give it to them; they sign in once with their enrolment number and a code by e-mail (or Microsoft, where the school uses it). A student must be in their group in the timetable - imported from the student records - to see anything.

The log

Every change - a speciality, a department, a placement, a plan, a generation, a block, a hand-off - is in **Log**, with who and when.