



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

# THE POWER OF SONIA



## Taking SONIA beyond traditional placements

Kathy Bradley, FHEAM Senior Project Officer and SONIA Coordinator, University of Newcastle

# WHAT IS SONIA?

- **UON's Student Professional Experience Management Software**
  - Essentially SONIA manages and records all data associated with UON professional experiences
- **Engaging with SONIA:**
  - UON Staff SONIA Users engage with the **SONIA Client**
  - Students, other UON Users, and external stakeholders engage with the **SONIAonline website**
- **Traditional Placement:**



# WHAT IS SONIA?

- SONIA has 4 primary data sets:
  - **SITES:** the physical or conceptual locations where students undertake professional experience;
  - **SITE CONTACTS:** non-UON employees associated with specific Sites (e.g. administrative staff, professionals);
  - **STUDENTS:** UON enrolled student details (updated nightly from NUSTAR);
  - **SUPERVISORS:** individuals who oversee Students while on off-campus professional experiences.
- Data sets converge via SONIA Placement Groups.

# PLACEMENT GROUP (PG)

PLACEMENT  
GROUP

A **PLACEMENT GROUP** (PG) is a collection of similar placement activities defined by a common date range and Area/Topic.

**JANUARY**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1  | 2  | 3  | 4  |

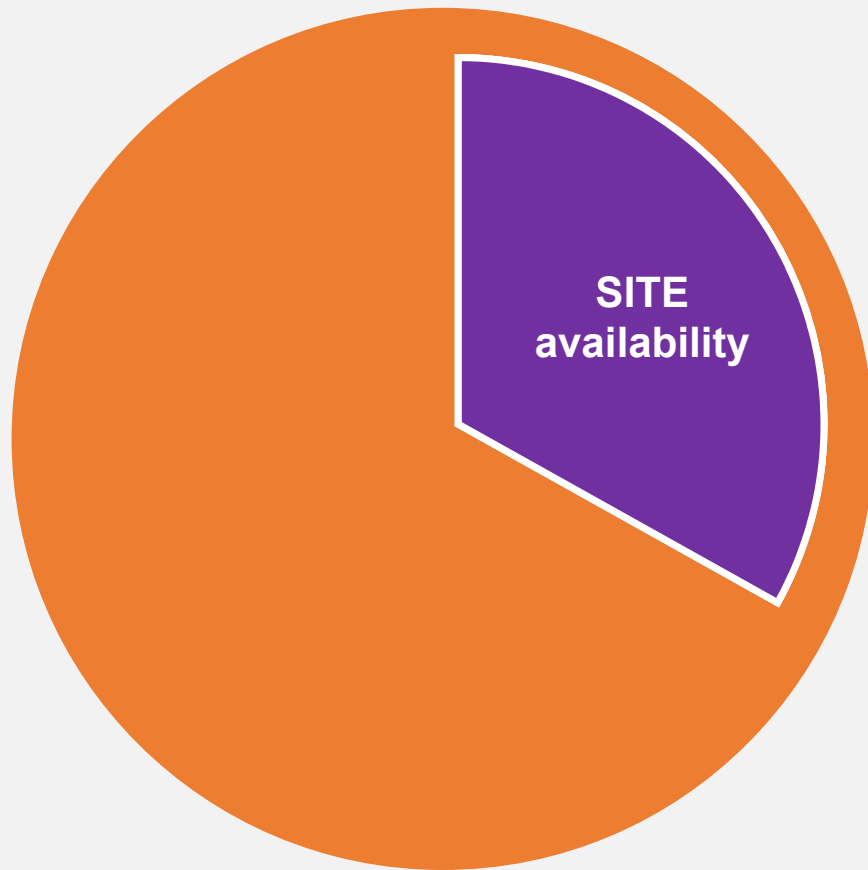
## **Traditional placements:**

- run for the duration of the PG;
- 1 placement per student per PG;
- associated with a specific Course.

## **Non-Traditional placements:**

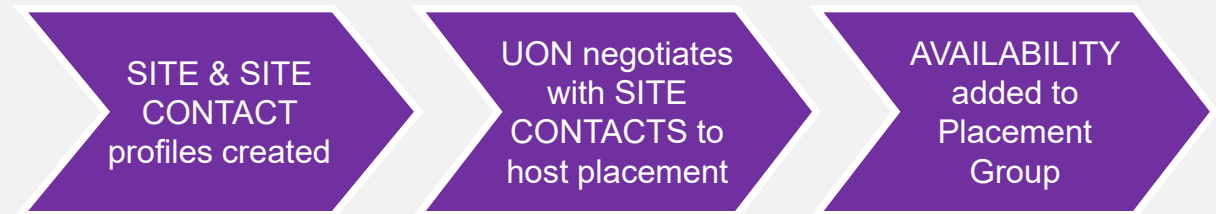
- run for a subset of the PG;
- can have multiple placements per Student per PG.

# PG: SITES



## Traditional placements:

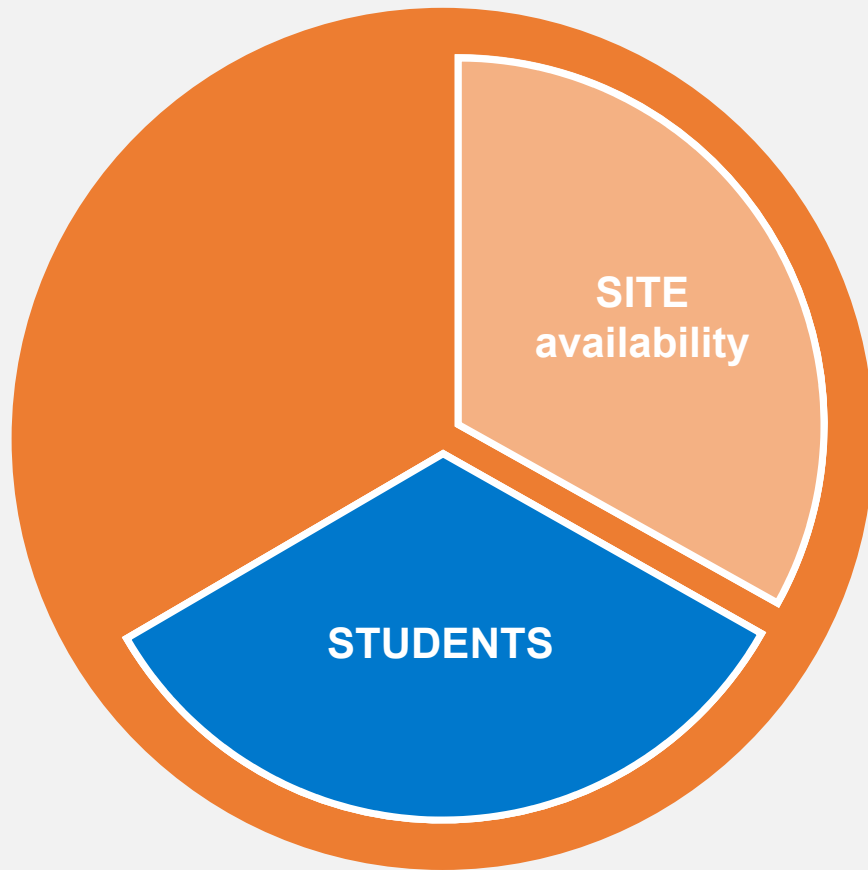
- UON SONIA Users confirm SITE availability and add PLACEMENT REQUESTS to a PG.



## Non-Traditional placements:

- Sites engage with SONIAonline to nominate availability;
- Students engage with Sites to negotiate availability and communicate to UON SONIA Users via SONIAonline.

# PG: STUDENTS



**STUDENTS** are added based on their eligibility to attend the specific placement/s.

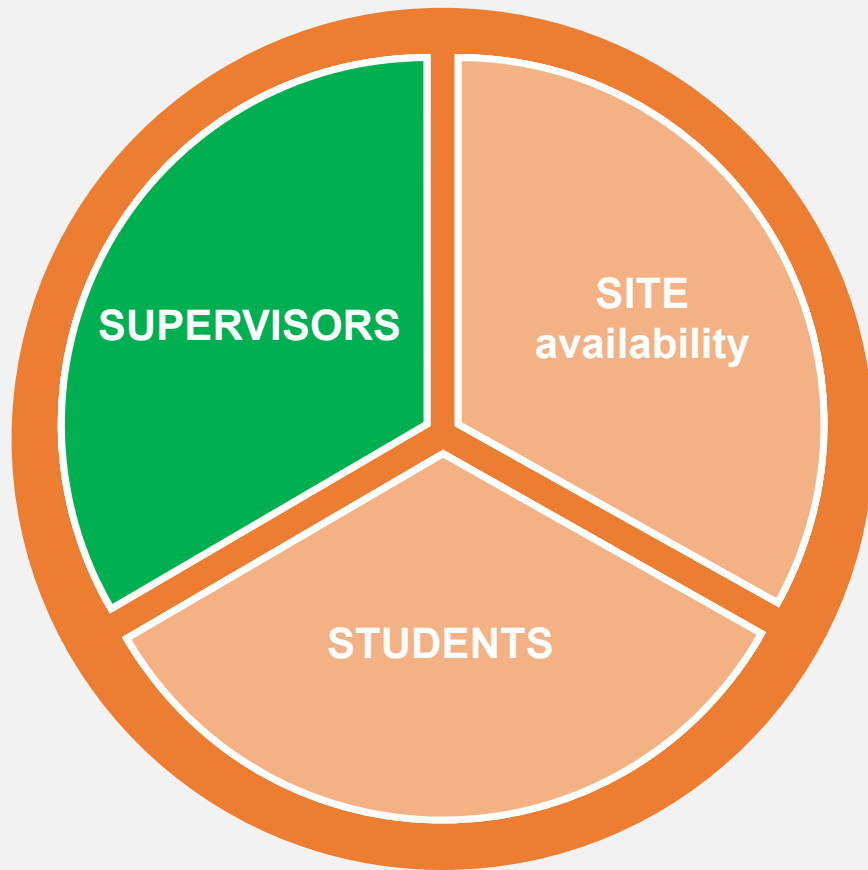
## **Traditional placements:**

- Students are enrolled in a specific Course;

## **Non-Traditional placements:**

- Students can be added to PG based on Program or Course sub-group (e.g. Stream);
- Students can add themselves to a PG.

# PG: STUDENTS



**SUPERVISORS** are individuals who oversee Students on placement.

## **Traditional placements:**

- Supervisors are UON-employed staff who are paid specifically to provide placement supervision;
- Supervisors are an optional (not required) PG element.

## **Non-Traditional placements:**

- Supervisors can be Site staff.



# SONIA SPECIAL FEATURES

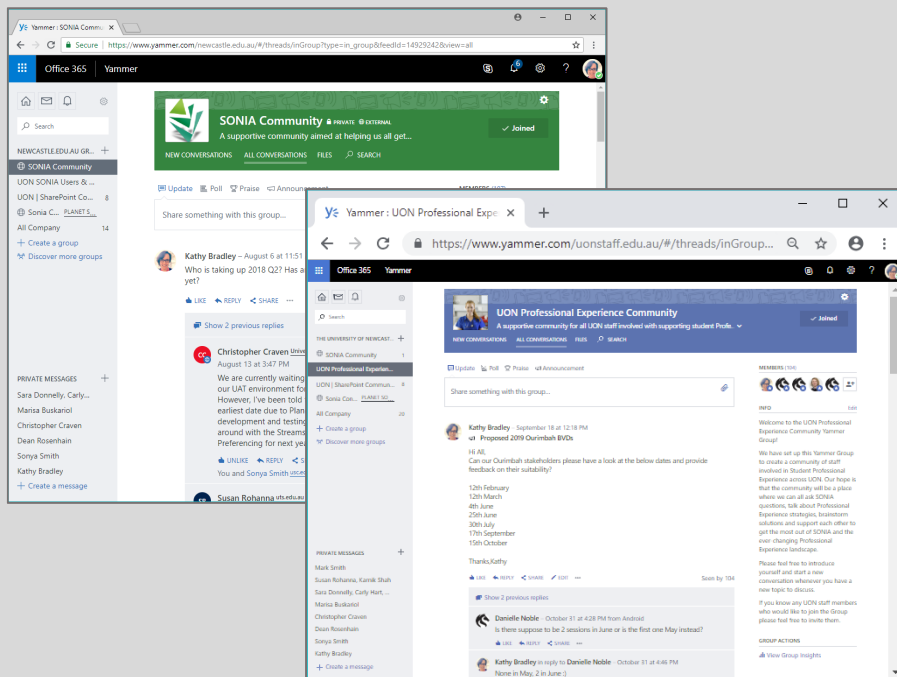
- **SONIA EVENTS** allow Students to engage with SONIAonline to submit:
  - **PREFERENCES** from a list of available placements;
  - **SELF ALLOCATE** to a list of available placements;
  - nominate **INTERVIEW** times.
- The SONIA **AUTO-ALLOCATION ALGORITHM** considers a range of parameters when matching Students to placements, including (but not limited to):
  - distance from home
  - SONIA Checks
  - Associated Sites
  - placement suitability
  - previous allocation to the same Site or placement type

# SONIA PRINCIPLES

- Assume SONIA **can** provide the solution;
- Take into account the SONIAonline communications functions when designing any process;
- Minimise / simplify;
- Don't just translate an existing process into SONIA;
- Review processes regularly.

# YAMMER

## Support Communities



UON hosts 2 Yammer Groups which are aimed at supporting Professional Experience.

The internal **UON Professional Experience Community** for UON staff only:

[https://www.yammer.com/uonstaff.edu.au/#/threads/inGroup?type=in\\_group&feedId=14967939&view=all](https://www.yammer.com/uonstaff.edu.au/#/threads/inGroup?type=in_group&feedId=14967939&view=all)

The external **SONIA Community** open to all international SONIA Users:

[https://www.yammer.com/newcastle.edu.au/#/threads/inGroup?type=in\\_group&feedId=14929242&view=all](https://www.yammer.com/newcastle.edu.au/#/threads/inGroup?type=in_group&feedId=14929242&view=all)

Both Groups are designed to develop supportive communities where users can ask SONIA questions, brainstorm solutions and support each other to ensure our students get the most out of their professional experiences.

# Q&A



# THE CHALLENGE

UON

| Group ID        | Group 1                    |                            |                     |                     |                     |                     | Group 2                    |                            |                     |                     |                     |                     | Group 2                    |                            |                     |                     |                     |                     |
|-----------------|----------------------------|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------------|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------------|----------------------------|---------------------|---------------------|---------------------|---------------------|
| Overall ID      | 1                          | 2                          | 3                   | 4                   | 5                   | 6                   | 7                          | 8                          | 9                   | 10                  | 11                  | 12                  | 13                         | 14                         | 15                  | 16                  | 17                  | 18                  |
| STUDENT NUMBERS | 11                         | 12                         | 3                   | 3                   | 6                   | 6                   | 11                         | 12                         | 3                   | 3                   | 6                   | 6                   | 11                         | 12                         | 3                   | 3                   | 6                   | 6                   |
| 1               | MEDICINE JHH Mater Belmont | MEDICINE JHH Mater Belmont | MEDICINE Maitland   | MEDICINE Maitland   | MEDICINE Wyong      | MEDICINE Wyong      | SURGERY JHH Mater Belmont  | SURGERY JHH Mater Belmont  | SURGERY Maitland    | SURGERY Maitland    | SURGERY Gosford     | SURGERY Gosford     | COMMUNITY PLACEMENT        | GENERAL PRACTICE           | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    |
| 2               |                            |                            |                     |                     |                     |                     |                            |                            |                     |                     |                     |                     | GENERAL PRACTICE           | COMMUNITY PLACEMENT        | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT |
| 3               | SURGERY JHH Mater Belmont  | SURGERY JHH Mater Belmont  | SURGERY Maitland    | SURGERY Maitland    | SURGERY Gosford     | SURGERY Gosford     | COMMUNITY PLACEMENT        | GENERAL PRACTICE           | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    | MEDICINE JHH Mater Belmont | MEDICINE JHH Mater Belmont | MEDICINE Maitland   | MEDICINE Maitland   | MEDICINE Wyong      | MEDICINE Wyong      |
| 4               |                            |                            |                     |                     |                     |                     | GENERAL PRACTICE           | COMMUNITY PLACEMENT        | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT |                            |                            |                     |                     |                     |                     |
| 5               | COMMUNITY PLACEMENT        | GENERAL PRACTICE           | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    | MEDICINE JHH Mater Belmont | MEDICINE JHH Mater Belmont | MEDICINE Maitland   | MEDICINE Maitland   | MEDICINE Wyong      | MEDICINE Wyong      | SURGERY JHH Mater Belmont  | SURGERY JHH Mater Belmont  | SURGERY Maitland    | SURGERY Maitland    | SURGERY Gosford     | SURGERY Gosford     |
| 6               | GENERAL PRACTICE           | COMMUNITY PLACEMENT        | GENERAL PRACTICE    | COMMUNITY PLACEMENT | GENERAL PRACTICE    | COMMUNITY PLACEMENT |                            |                            |                     |                     |                     |                     |                            |                            |                     |                     |                     |                     |

Combine and translate these 2 different Placement Calendars into SONIA

UNE

| Group ID        | Group 1: 32       |                   |                  |                   |                   |                   |                  |                   |                   |                   |                   |                  |                  |                   |                   |                  |
|-----------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|
| Group ID        | ARM 1             |                   |                  |                   | ARM2              |                   |                  |                   | T1                |                   |                   |                  | T2               |                   |                   |                  |
| Overall ID      | 1                 | 2                 | 3                | 4                 | 5                 | 6                 | 7                | 8                 | 9                 | 10                | 11                | 12               | 13               | 14                | 15                | 16               |
| STUDENT NUMBERS | 2                 | 2                 | 2                | 2                 | 2                 | 2                 | 2                | 2                 | 2                 | 2                 | 2                 | 2                | 2                | 2                 | 2                 | 2                |
| 1               | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Medicine Armidale | Community Option  | GP                | Community Option | GP                | Surgery Tamworth  | Medicine Tamworth | Surgery Taree     | Medicine Taree   | Community Option | Community Option  | GP                | GP               |
| 2               | Community Option  | GP                | Community Option | GP                | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Medicine Armidale | Community Option  | GP                | Community Option  | GP               | Surgery Tamworth | Medicine Tamworth | Surgery Taree     | Medicine Taree   |
| 3               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 4               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 5               | Medicine Tamworth | Surgery Tamworth  | Medicine Taree   | Surgery Taree     | Community Option  | GP                | Community Option | GP                | Medicine Armidale | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Community Option | GP                | Community Option  | GP               |
| 6               | gp                | Community Option  | gp               | Community Option  | Medicine Tamworth | Surgery Tamworth  | Medicine Taree   | Surgery Taree     | gp                | Community Option  | gp                | Community Option | gp               | Community Option  | Medicine Armidale | Surgery Armidale |
| 7               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 8               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |

| Group ID        | Group 2: 32       |                   |                  |                   |                   |                   |                  |                   |                   |                   |                   |                  |                  |                   |                   |                  |
|-----------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|
| Group ID        | ARM 3             |                   |                  |                   | ARM4              |                   |                  |                   | T3                |                   |                   |                  | T4               |                   |                   |                  |
| Overall ID      | 17                | 18                | 19               | 20                | 21                | 22                | 23               | 24                | 25                | 26                | 27                | 28               | 29               | 30                | 31                | 32               |
| STUDENT NUMBERS | 2                 | 2                 | 2                | 2                 | 2                 | 2                 | 2                | 2                 | 2                 | 2                 | 2                 | 2                | 2                | 2                 | 2                 | 2                |
| 1               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 2               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 3               | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Medicine Armidale | Community Option  | GP                | Community Option | GP                | Surgery Tamworth  | Medicine Tamworth | Surgery Taree     | Medicine Taree   | Community Option | Community Option  | GP                | GP               |
| 4               | Community Option  | GP                | Community Option | GP                | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Medicine Armidale | Community Option  | GP                | Community Option  | GP               | Surgery Tamworth | Medicine Tamworth | Surgery Taree     | Medicine Taree   |
| 5               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 6               | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus        | On Campus         | On Campus         | On Campus         | On Campus         | On Campus        | On Campus        | On Campus         | On Campus         | On Campus        |
| 7               | Medicine Tamworth | Surgery Tamworth  | Medicine Taree   | Surgery Taree     | Community Option  | GP                | Community Option | GP                | Medicine Armidale | Surgery Armidale  | Medicine Armidale | Surgery Armidale | Community Option | GP                | Community Option  | GP               |
| 8               | gp                | Community Option  | gp               | Community Option  | Medicine Tamworth | Surgery Tamworth  | Medicine Taree   | Surgery Taree     | gp                | Community Option  | gp                | Community Option | gp               | Community Option  | Medicine Armidale | Surgery Armidale |

# THE CHALLENGE

**UON**

| Group ID        | Group 1                             | 41                                  | Group 2  | 41                  | Group 3          | 41                  | Group 4 | 41                  |
|-----------------|-------------------------------------|-------------------------------------|--|---------------------|------------------|---------------------|---------|---------------------|
| Overall ID      | 1                                   | 2                                   | 3  | 4                   | 5                | 6                   | 7       | 8                   |
| STUDENT NUMBERS | 11                                  | 12                                  | 13   | 14                  | 15               | 16                  | 17      | 18                  |
| 1               | MEDICINE<br>JHH<br>Mater<br>Belmont | MEDICINE<br>JHH<br>Mater<br>Belmont | <b>2019 Year 3 Placement Overview</b> <span>Details</span> <span>Timesheets</span>                             |                     |                  |                     |         | GENERAL PRACTICE    |
| 2               |                                     |                                     | <b>John Hunter Hospital - Medicine Rotation (Newcastle Clinical School)   SEQ#1   28/01/2019 - 19/04/2019</b>  |                     |                  |                     |         | COMMUNITY PLACEMENT |
| 3               | SURGERY<br>JHH<br>Mater<br>Belmont  | SURGERY<br>JHH<br>Mater<br>Belmont  | <b>Calvary Mater Newcastle - Surgery Rotation (Newcastle Clinical School)   SEQ#1   13/05/2019 - 2/08/2019</b> |                     |                  |                     |         | MEDICINE<br>Wyong   |
| 4               |                                     |                                     | <b>Community Rotation   SEQ#1   2/09/2019 - 4/10/2019</b>  |                     |                  |                     |         |                     |
| 5               | COMMUNITY PLACEMENT                 | GENERAL PRACTICE                    | <b>General Practice Rotation   SEQ#1   7/10/2019 - 8/11/2019</b>   |                     |                  |                     |         |                     |
| 6               | GENERAL PRACTICE                    | COMMUNITY PLACEMENT                 | GENERAL PRACTICE   | COMMUNITY PLACEMENT | GENERAL PRACTICE | COMMUNITY PLACEMENT | Belmont | Belmont             |

**UNE**

| Group ID        | Group 1              | ARM 1                | Group 2   | ARM 2 | Group 3 | ARM 3 | Group 4 | ARM 4               |
|-----------------|----------------------|----------------------|---|-------|---------|-------|---------|---------------------|
| Overall ID      | 1                    | 2                    | 3   | 4     | 5       | 6     | 7       | 8                   |
| STUDENT NUMBERS | 2                    | 3                    | 4   | 5     | 6       | 7     | 8       | 9                   |
| 1               | Surgery<br>Armidale  | Medicine<br>Armidale | <b>2019 Year 3 Placement Overview</b> <span>Details</span> <span>Timesheets</span>  |       |         |       |         | 16                  |
| 2               | Community Option     | GP                   | <b>Armidale Rural Referral Hospital - Surgery Rotation (Tablelands Clinical School)   SEQ#5A   28/01/2019 - 1/03/2019</b> |       |         |       |         | 2                   |
| 3               | On Campus            | On Campus            | <b>Community Rotation   SEQ#5A   4/03/2019 - 5/04/2019</b>  |       |         |       |         | gp                  |
| 4               | On Campus            | On Campus            | <b>UNE Academic Campus 1   22/04/2019 - 14/06/2019</b>  |       |         |       |         | Medicine<br>Taree   |
| 5               | Medicine<br>Tamworth | Surgery<br>Tamworth  | <b>Tamworth Rural Referral Hospital - Medicine Rotation (Peel Clinical School)   SEQ#5A   1/07/2019 - 2/08/2019</b>       |       |         |       |         | On Campus           |
| 6               | GP                   | Comm<br>Options      | <b>General Practice Rotation   SEQ#5A   5/08/2019 - 6/09/2019</b>   |       |         |       |         | On Campus           |
| 7               | On Campus            | On Campus            | <b>UNE Academic Campus 2   23/09/2019 - 15/11/2019</b>  |       |         |       |         | Community<br>Option |
| 8               | On Campus            | On Campus            |   |       |         |       |         | Surgery<br>Armidale |

# MEDICINE REQUIREMENTS

- **Non-traditional placement pattern**
  - Cohort attends placements at different times
  - Placement duration varies
- **Ultimately allocated to Sites but preferences to concepts, including:**
  - Clinical School (CS): a geographic area possibly containing multiple hospitals (i.e. Sites)
  - Sequence: order in which they undertake Activities (e.g. MED : SURG : GP/COM)
- **multiple inter-related placements / student / year**
  - Each student must undertake 1 of each Activity
  - Activities must occur in a specific order
  - Duration varies between Activities
  - Placement availability varies between CSs
  - Not all hospitals in a CS offer all Activities
- **2 different Universities with different rules**

# TALE OF TWO UNIVERSITIES

## UON

- 4 placements / student
- Activities: MED, SURG, GP, COM
- Can preference from NCS, MCS & CCCS
- MED & SURG occur in same CS
- Can preference from Sequence 1-3

## UNE

- 6 placements / student
- Activities: MED, SURG, GP, COM, ON-CAMPUS
- Can preference from MnCS & PCS
- 1 MED or SURG occurs in preferred CS, the other MED or SURG must occur in TCS
- Can preference from Sequence 4-7



# **MUST HAVES**

- We had to use SONIA (no more Excel!)
- Students had to preference via SONIAonline (no more paper!)
- We had to utilize the SONIA auto-allocation algorithm (reduce workload and risk)
- Student experience had to be simple and consistent

# MAKE IT WORK

- **Create non-traditional Sites**
  - Make the Sequences and the Clinical Schools SONIA Sites
- **Sequential Placement Groups (PG)**
  - Capture preferencing by using 3 linked PGs
- **Student, Site & Placement Request (PR) Checks used to:**
  - Limit SONIAonline visibility/preferencing and auto-allocation
  - Link PGs

# THE PROCESS **LINKED PGs**

**PLACEMENT GROUP 1  
CLINICAL SCHOOL PREFERENCE**

**PLACEMENT GROUP 2  
SEQUENCE PREFERENCE**

**PLACEMENT GROUP 3  
ALLOCATION OVERVIEW**

# THE PROCESS PG 1

## CLINICAL SCHOOL PREFERENCING PG

STUDENTS PREFERENCE TO CS

PROCESS: manual allocations, run auto-allocation

APPLY CS CHECKS (Students have a total of 2 Checks)

## SEQUENCE PREFERENCING PG

STUDENTS PREFERENCE TO SEQUENCE

PROCESS: manual allocations, run auto-allocation

APPLY CHECKS (Students have a total of 3 Checks)

## YEAR 3 PLACEMENT OVERVIEW PG

MULTIPLE ALLOCATIONS PROCESSED

DOUBLE-CHECKING: Allocations exported to Excel

- Apply Student Checks based on Campus

| SITE                                 | CHECK | #PR |
|--------------------------------------|-------|-----|
| Central Coast Clinical School (CCCS) | UON   | 45  |
| Maitland Clinical School (MCS)       | UON   | 21  |
| Manning Clinical School (MnCS)       | UNE   | 30  |
| Newcastle Clinical School (NCS)      | UON   | 72  |
| Peel Clinical School (PCS)           | UNE   | 30  |

- Apply Student Checks based on CS Allocation

### STEPS:

- Student Window
- Search Tab
- Add Criteria (PG & Allocation)
- Search
- Checks Wizard

# THE PROCESS

## APPLYING STUDENT CHECKS

Student Allocation (3 UON&UNE CS DEMO) 2019 Year 3 Clinical School Preferencing

Placement Group Summary Roster Search Student Allocation

Refresh  Hide allocated students  
 Hide allocated placements  
 Highlight ineligible placements  
 Hide site code  
 Expand placements

Tru-Match@  Consider distance  
 Associated sites  
 Only preferences  
 Use placement matching  
 Prevent placement clashing  
 Ignore all checks  
Allocation times 1

Allocate Clear Allocations  Set ranking status on unallocation to:  Close Allocation

Actions Display Format Automatic Allocation Manual Allocation Allocation

Students Select additional column to show in grid...  
Drag a column header and drop it here to group by that column

| Student code | Last name  | First name | Allocated                     | Pref. |
|--------------|------------|------------|-------------------------------|-------|
| 123585       | MacStudent | University | Central Coast Clinical School |       |
| 123575       | MacStudent | University | Maitland Clinical School      |       |
| 123565       | MacStudent | University | Newcastle Clinical School     |       |
| 123555       | MacStudent | University | Newcastle Clinical School     |       |
| 123545       | MacStudent | University | Newcastle Clinical School     |       |
| 123535       | MacStudent | University | Maitland Clinical School      |       |
| 123525       | MacStudent | University | Newcastle Clinical School     |       |
| 123515       | MacStudent | University | Central Coast Clinical School |       |
| 123505       | MacStudent | University | Central Coast Clinical School |       |
| 123495       | MacStudent | University | Newcastle Clinical School     |       |
| 123485       | MacStudent | University | Newcastle Clinical School     |       |

Placements Select additional column to show in grid...  
Grouped by: Site

| Allocated                            | Shift | Pos. | Pref. | Distance |
|--------------------------------------|-------|------|-------|----------|
| <b>Central Coast Clinical School</b> |       |      |       |          |
| Test McTest                          |       | 1    |       |          |
| Tester O'Testohan                    |       | 1    |       |          |
| Tester O'Testohan                    |       | 1    |       |          |
| University McStudent                 |       | 1    |       |          |
| Student Testing                      |       | 1    |       |          |
| Study MacTest                        |       | 1    |       |          |
| University McStudent                 |       | 1    |       |          |
| Test McTest                          |       | 1    |       |          |
| Student Testing                      |       | 1    |       |          |
| Study MacTest                        |       | 1    |       |          |

198 Processed 0 Skipped Allocations are complete. Unallocated students may be the result of violated Placement rules.

# THE PROCESS PG2

## CLINICAL SCHOOL PREFERENCING PG

STUDENTS PREFERENCE TO CS

PROCESS: manual allocations, run auto-allocation

APPLY CS CHECKS (Students have a total of 2 Checks)

## SEQUENCE PREFERENCING PG

STUDENTS PREFERENCE TO SEQUENCE

PROCESS: manual allocations, run auto-allocation

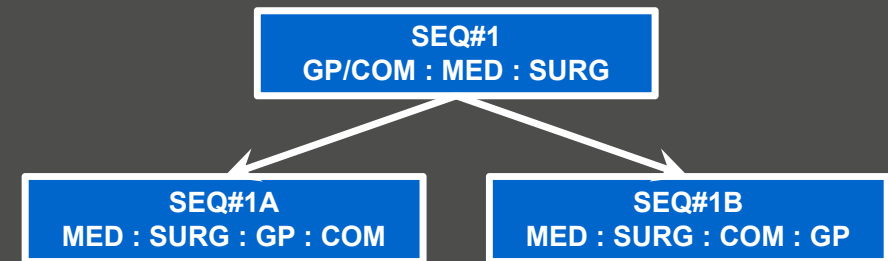
APPLY CHECKS (Students have a total of 3 Checks)

## YEAR 3 PLACEMENT OVERVIEW PG

MULTIPLE ALLOCATIONS PROCESSED

DOUBLE-CHECKING: Allocations exported to Excel

| SEQ   | SITE                                      | SITE CHECK | PR CHECK | #PR |
|-------|---|------------|----------|-----|
| SEQ#3 | GP/COM : MED : SURG                       | UON        | CCCS     | 15  |
| SEQ#3 | GP/COM : MED : SURG                       | UON        | MCS      | 7   |
| SEQ#3 | GP/COM : MED : SURG                       | UON        | NCS      | 24  |
| SEQ#1 | MED : SURG : GP/COM                       | UON        | CCCS     | 15  |
| SEQ#1 | MED : SURG : GP/COM                       | UON        | MCS      | 7   |
| SEQ#1 | MED : SURG : GP/COM                       | UON        | NCS      | 24  |
| SEQ#4 | MED/GP : ON-CAMPUS : SURG/COM : ON-CAMPUS | UNE        | MnCS     | 8   |
| SEQ#4 | MED/GP : ON-CAMPUS : SURG/COM : ON-CAMPUS | UNE        | PCS      | 8   |
| SEQ#6 | ON-CAMPUS : MED/GP : ON-CAMPUS : SURG/COM | UNE        | MnCS     | 8   |
| SEQ#6 | ON-CAMPUS : MED/GP : ON-CAMPUS : SURG/COM | UNE        | PCS      | 8   |
| SEQ#7 | ON-CAMPUS : SURG/COM : ON-CAMPUS : MED/GP | UNE        | MnCS     | 8   |
| SEQ#7 | ON-CAMPUS : SURG/COM : ON-CAMPUS : MED/GP | UNE        | PCS      | 8   |
| SEQ#2 | SURG : GP/COM : MED                       | UON        | CCCS     | 15  |
| SEQ#2 | SURG : GP/COM : MED                       | UON        | MCS      | 7   |
| SEQ#2 | SURG : GP/COM : MED                       | UON        | NCS      | 24  |
| SEQ#5 | SURG/COM : ON-CAMPUS : MED/GP : ON-CAMPUS | UNE        | MCS      | 8   |
| SEQ#5 | SURG/COM : ON-CAMPUS : MED/GP : ON-CAMPUS | UNE        | PCS      | 8   |



# THE PROCESS PG3

## CLINICAL SCHOOL PREFERENCING PG

STUDENTS PREFERENCE TO CS

PROCESS: manual allocations, run auto-allocation

APPLY CS CHECKS (Students have a total of 2 Checks)

## SEQUENCE PREFERENCING PG

STUDENTS PREFERENCE TO SEQUENCE

PROCESS: manual allocations, run auto-allocation

APPLY CHECKS (Students have a total of 3 Checks)

## YEAR 3 PLACEMENT OVERVIEW PG

MULTIPLE ALLOCATIONS PROCESSED

DOUBLE-CHECKING: Allocations exported to Excel

## UON OVERVIEW PG

| SONIA SITE                                  | ACTIVITY | CS   | SITE CHECK | PR CHECK | #PR |
|---|----------|------|------------|----------|-----|
| Gosford Hospital - Surgery Rotation         | SURG     | CCCS |            | SEQ#1-3  | 45  |
| Wyong Hospital - Medicine Rotation          | MED      | CCCS |            | SEQ#1-3  | 45  |
| The Maitland Hospital - Medicine Rotation   | MED      | MCS  |            | SEQ#1-3  | 21  |
| The Maitland Hospital - Surgery Rotation    | SURG     | MCS  |            | SEQ#1-3  | 21  |
| Belmont Hospital - Medicine Rotation        | MED      | NCS  |            | SEQ#1-3  | 9   |
| Calvary Mater Newcastle - Medicine Rotation | MED      | NCS  |            | SEQ#1-3  | 18  |
| Calvary Mater Newcastle - Surgery Rotation  | SURG     | NCS  |            | SEQ#1-3  | 18  |
| John Hunter Hospital - Medicine Rotation    | MED      | NCS  |            | SEQ#1-3  | 45  |
| John Hunter Hospital - Surgery Rotation     | MED      | NCS  |            | SEQ#1-3  | 54  |
| Community Rotation                          | COM      | -    |            | SEQ#1-3  | 144 |
| General Practice Rotation                   | GP       | -    |            | SEQ#1-3  | 144 |

### • Auto-allocation algorithm settings:

- Random Allocation
- Allocation Times = 4

# THE PROCESS

## RUNNING A MULTIPLE AUTO-ALLOCATION

UON RA details DEMO 2019 Year 3 Placement Overview

Rotations  
1/01/2019 to 31/12/2019  
Students: 138, Requested: 564, Confirmed: 564, Preferences: 0, Allocated: 0, Supervisors: 0

Layout: UON SEQ

Drag a column header and drop it here to group by that column

| Code                     | Last name | First name | Site       | UON Student | Central Coast Clinical School | Maitland Clinical School | Newcastle Clinical School | Dates | SEQ#1 | SEQ#2 | SEQ#3 |
|--------------------------|-----------|------------|------------|-------------|-------------------------------|--------------------------|---------------------------|-------|-------|-------|-------|
| <input type="checkbox"/> | 123465    | MacStudent | University | Yes         | Yes                           |                          | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123475    | MacStudent | University | Yes         | Yes                           |                          | No                        |       |       | Yes   |       |
| <input type="checkbox"/> | 123485    | MacStudent | University | Yes         | Yes                           |                          | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123495    | MacStudent | University | Yes         |                               | Yes                      | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123505    | MacStudent | University | Yes         | Yes                           |                          | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123515    | MacStudent | University | Yes         |                               |                          | Yes                       |       |       | Yes   |       |
| <input type="checkbox"/> | 123525    | MacStudent | University | Yes         | Yes                           |                          | No                        |       |       | Yes   |       |
| <input type="checkbox"/> | 123535    | MacStudent | University | Yes         |                               |                          | Yes                       |       |       | Yes   |       |
| <input type="checkbox"/> | 123545    | MacStudent | University | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123555    | MacStudent | University | Yes         | Yes                           |                          | No                        |       |       | Yes   |       |
| <input type="checkbox"/> | 123565    | MacStudent | University | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123575    | MacStudent | University | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123585    | MacStudent | University | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123599    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       |       | Yes   |       |
| <input type="checkbox"/> | 123569    | MacTest    | Study      | Yes         |                               | Yes                      | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123579    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123559    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       |       | Yes   |       |
| <input type="checkbox"/> | 123549    | MacTest    | Study      | Yes         | Yes                           |                          | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123539    | MacTest    | Study      | Yes         |                               | Yes                      | No                        |       | Yes   |       |       |
| <input type="checkbox"/> | 123529    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123519    | MacTest    | Study      | Yes         | Yes                           |                          |                           |       |       | Yes   |       |
| <input type="checkbox"/> | 123509    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       |       | Yes   |       |
| <input type="checkbox"/> | 123489    | MacTest    | Study      | Yes         | Yes                           |                          |                           |       | Yes   |       |       |
| <input type="checkbox"/> | 123499    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       | Yes   |       |       |
| <input type="checkbox"/> | 123479    | MacTest    | Study      | Yes         | No                            |                          |                           |       |       | Yes   |       |
| <input type="checkbox"/> | 123469    | MacTest    | Study      | Yes         | Yes                           |                          |                           |       | Yes   |       |       |
| <input type="checkbox"/> | 123459    | MacTest    | Study      | Yes         |                               |                          | Yes                       |       | Yes   |       |       |



# THE PROCESS

## RUNNING A MULTIPLE AUTO-ALLOCATION

Student Allocation (UON RA details DEMO) 2019 Year 3 Placement Overview

Placement Group Summary Roster Search Student Allocation

Refresh  Hide allocated students  Hide allocated placements  Highlight ineligible placements  Hide site code  Expand placements

Random Allocation  Consider distance  Associated sites  Only preferences  Use placement matching  Prevent placement clashing  Ignore all checks Allocation times 4

Allocate Clear Allocations Close Allocation

Set ranking status on unallocation to: [Dropdown]

Actions Display Format Automatic Allocation Manual Allocation Allocation

**Students**

Select additional column to show in grid...

Drag a column header and drop it here to group by that column

| Student code | Last name  | First name | Allocated   | PreL |
|--------------|------------|------------|---|------|
| 123585       | MacStudent | University | John Hunter Hospital - Medicine Rotation (Newcastle Clinical School)    |      |
| 123585       | MacStudent | University | John Hunter Hospital - Surgery Rotation (Newcastle Clinical School)     |      |
| 123585       | MacStudent | University | Community Rotation  |      |
| 123585       | MacStudent | University | General Practice Rotation   |      |
| 123575       | MacStudent | University | Calvary Mater Newcastle - Surgery Rotation (Newcastle Clinical School)  |      |
| 123575       | MacStudent | University | Calvary Mater Newcastle - Medicine Rotation (Newcastle Clinical School) |      |
| 123575       | MacStudent | University | Community Rotation  |      |
| 123575       | MacStudent | University | General Practice Rotation   |      |
| 123565       | MacStudent | University | John Hunter Hospital - Surgery Rotation (Newcastle Clinical School)     |      |
| 123565       | MacStudent | University | Calvary Mater Newcastle - Medicine Rotation (Newcastle Clinical School) |      |
| 123565       | MacStudent | University | Community Rotation  |      |
| 123565       | MacStudent | University | General Practice Rotation   |      |
| 123555       | MacStudent | University | Wyong Hospital - Medicine Rotation (Central Coast Clinical School)      |      |
| 123555       | MacStudent | University | Gosford Hospital - Surgery Rotation (Central Coast Clinical School)     |      |
| 123555       | MacStudent | University | Community Rotation  |      |
| 123555       | MacStudent | University | General Practice Rotation   |      |
| 123545       | MacStudent | University | Calvary Mater Newcastle - Medicine Rotation (Newcastle Clinical School) |      |
| 123545       | MacStudent | University | John Hunter Hospital - Surgery Rotation (Newcastle Clinical School)     |      |
| 123545       | MacStudent | University | Community Rotation  |      |
| 123545       | MacStudent | University | General Practice Rotation   |      |
| 123535       | MacStudent | University | John Hunter Hospital - Medicine Rotation (Newcastle Clinical School)    |      |
| 123535       | MacStudent | University | John Hunter Hospital - Surgery Rotation (Newcastle Clinical School)     |      |
| 123535       | MacStudent | University | Community Rotation  |      |
| 123535       | MacStudent | University | General Practice Rotation   |      |
| 123525       | MacStudent | University | Wyong Hospital - Medicine Rotation (Central Coast Clinical School)      |      |

**Placements**

Select additional column to show in grid...

Grouped by: Site

| Allocated  | From       | To         | Shift | Pos. | Pref | Distance |
|--|------------|------------|-------|------|------|----------|
| <b>Belmont Hospital - Medicine Rotation (Newcastle Clinical School)</b>        |            |            |       |      |      |          |
| Tester O'Studyon   | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| Tester O'Studyon   | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| Student Study  | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| University McStudent   | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Test vanStudent  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Study MacTestonfic   | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Test vanStudent  | 26/08/2019 | 15/11/2019 | SEQ#2 | 0    |      |          |
| University McStudent   | 26/08/2019 | 15/11/2019 | SEQ#2 | 0    |      |          |
| Tester O'Testohan  | 26/08/2019 | 15/11/2019 | SEQ#2 | 0    |      |          |
| <b>Calvary Mater Newcastle - Medicine Rotation (Newcastle Clinical School)</b> |            |            |       |      |      |          |
| Study MacTest  | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| Test McTest  | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| University McStudent   | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| Test vanStudent  | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| University McStudent   | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| University McStudent   | 28/01/2019 | 19/04/2019 | SEQ#1 | 0    |      |          |
| Test McTest  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Student Testing  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Study MacTest  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Tester O'Studyon   | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Tester O'Testohan  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| Study MacTest  | 13/05/2019 | 2/08/2019  | SEQ#3 | 0    |      |          |
| University McStudent   | 26/08/2019 | 15/11/2019 | SEQ#2 | 0    |      |          |
| Study MacTest  | 26/08/2019 | 15/11/2019 | SEQ#2 | 0    |      |          |

552 Processed 0 Skipped Allocations are complete. Unallocated students may be the result of violated Placement rules.

# THE PROCESS

## CHECKING ALLOCATIONS ARE CORRECT

The screenshot shows an Excel spreadsheet with a data table and a PivotTable. The data table is as follows:

| Code   | Last Name     | First Name | UON Student | CCCS | MCS | NCS | SEQ01 | SEQ02 | SEQ03 | Clinical School | Sequence |
|--------|---------------|------------|-------------|------|-----|-----|-------|-------|-------|-----------------|----------|
| 128465 | MacStudent    | University | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ01    |
| 128475 | MacStudent    | University | Yes         | Yes  |     |     |       | Yes   |       | CCCS            | SEQ03    |
| 128485 | MacStudent    | University | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ01    |
| 128495 | MacStudent    | University | Yes         |      | Yes |     | Yes   |       |       | MCS             | SEQ01    |
| 128505 | MacStudent    | University | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ01    |
| 128515 | MacStudent    | University | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ03    |
| 128525 | MacStudent    | University | Yes         | Yes  |     |     |       | Yes   |       | CCCS            | SEQ03    |
| 128535 | MacStudent    | University | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ03    |
| 128545 | MacStudent    | University | Yes         |      | Yes | Yes |       |       | Yes   | NCS             | SEQ01    |
| 128555 | MacStudent    | University | Yes         | Yes  |     |     |       | Yes   |       | CCCS            | SEQ03    |
| 128565 | MacStudent    | University | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ02    |
| 128575 | MacStudent    | University | Yes         |      | Yes |     | Yes   |       |       | NCS             | SEQ02    |
| 128585 | MacStudent    | University | Yes         |      | Yes | Yes |       |       |       | NCS             | SEQ01    |
| 128589 | MacTest       | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ03    |
| 128569 | MacTest       | Study      | Yes         |      | Yes |     |       | Yes   |       | MCS             | SEQ02    |
| 128579 | MacTest       | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ02    |
| 128559 | MacTest       | Study      | Yes         |      |     | Yes |       |       | Yes   | NCS             | SEQ03    |
| 128549 | MacTest       | Study      | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ01    |
| 128539 | MacTest       | Study      | Yes         |      | Yes |     |       | Yes   |       | MCS             | SEQ02    |
| 128529 | MacTest       | Study      | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ01    |
| 128519 | MacTest       | Study      | Yes         | Yes  |     |     |       |       | Yes   | CCCS            | SEQ03    |
| 128509 | MacTest       | Study      | Yes         |      |     | Yes |       |       | Yes   | NCS             | SEQ03    |
| 128489 | MacTest       | Study      | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ01    |
| 128499 | MacTest       | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ02    |
| 128479 | MacTest       | Study      | Yes         |      |     | Yes |       |       | Yes   | NCS             | SEQ03    |
| 128469 | MacTest       | Study      | Yes         | Yes  |     |     |       | Yes   |       | CCCS            | SEQ02    |
| 128459 | MacTest       | Study      | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ01    |
| 128464 | MacTestorific | Study      | Yes         |      | Yes |     |       | Yes   |       | NCS             | SEQ03    |
| 128474 | MacTestorific | Study      | Yes         |      |     | Yes | Yes   |       |       | MCS             | SEQ01    |
| 128494 | MacTestorific | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ02    |
| 128484 | MacTestorific | Study      | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ01    |
| 128504 | MacTestorific | Study      | Yes         | Yes  |     |     |       |       | Yes   | CCCS            | SEQ01    |
| 128524 | MacTestorific | Study      | Yes         |      | Yes |     | Yes   |       |       | MCS             | SEQ01    |
| 128514 | MacTestorific | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ02    |
| 128534 | MacTestorific | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ03    |
| 128544 | MacTestorific | Study      | Yes         |      | Yes |     | Yes   |       |       | NCS             | SEQ02    |
| 128554 | MacTestorific | Study      | Yes         | Yes  |     |     | Yes   |       |       | CCCS            | SEQ02    |
| 128574 | MacTestorific | Study      | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ02    |
| 128564 | MacTestorific | Study      | Yes         | Yes  |     |     |       |       | Yes   | CCCS            | SEQ03    |
| 128584 | MacTestorific | Study      | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ02    |
| 128590 | McStudent     | University | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ02    |
| 128570 | McStudent     | University | Yes         |      |     | Yes | Yes   |       |       | NCS             | SEQ02    |
| 128580 | McStudent     | University | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ03    |
| 128560 | McStudent     | University | Yes         |      |     | Yes |       | Yes   |       | NCS             | SEQ01    |

The PivotTable is located in the range T4:U16 and shows the following data:

| Row Labels         | Count of Sequence |
|--------------------|-------------------|
| (blank)            |                   |
| CCCS               | 45                |
| SEQ01              | 15                |
| SEQ03              | 15                |
| SEQ02              | 15                |
| NCS                | 72                |
| SEQ01              | 24                |
| SEQ03              | 24                |
| SEQ02              | 24                |
| MCS                | 21                |
| SEQ01              | 7                 |
| SEQ03              | 7                 |
| SEQ02              | 7                 |
| <b>Grand Total</b> | <b>138</b>        |

# Q&A

