

InPlace Preferencing Guide

**2025 Guide for MD Students
on Preferencing in InPlace**

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This handbook is designed to help MD students navigate the placement system, InPlace. It provides essential information on preferencing and understanding your allocations.

01 What do I preferance in my program?

Information on what is
preferenced during the
Doctor of Medicine
program.

1.1 What will I preference in InPlace?

What will I preference?

The preferences you make will depend on which year of the program you are in. See the table below for an outline of what you may preference.

Program Year	
Year 2 (New MD)	Longitudinal General Practice (GP) Clinical Immersion*
Year 3 (New MD)	Rural Clinical Immersion**
Year 4 (Teach-out MD)	PLC Elective Medicine In Society (MiS) Rural and Remote Medicine (RRM) General Practice (GP)* Medical Specialties (Med Spec)*

*Greater Brisbane Clinical School students only

** Rural Clinical School students only

02 InPlace

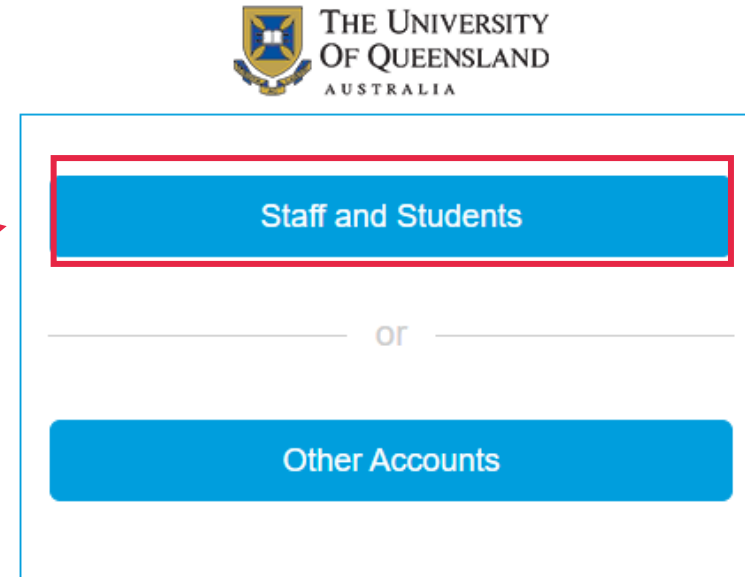
How to find, log in and
navigate the placement
system, InPlace.

2.1 Logging into InPlace

To preference for your Learning Community and clinical immersion term, you will first need to log into the placement system, InPlace. You can access InPlace via [my.UQ](https://my.uq.edu.au/) or through the below URL:

<https://placements.uq.edu.au/>

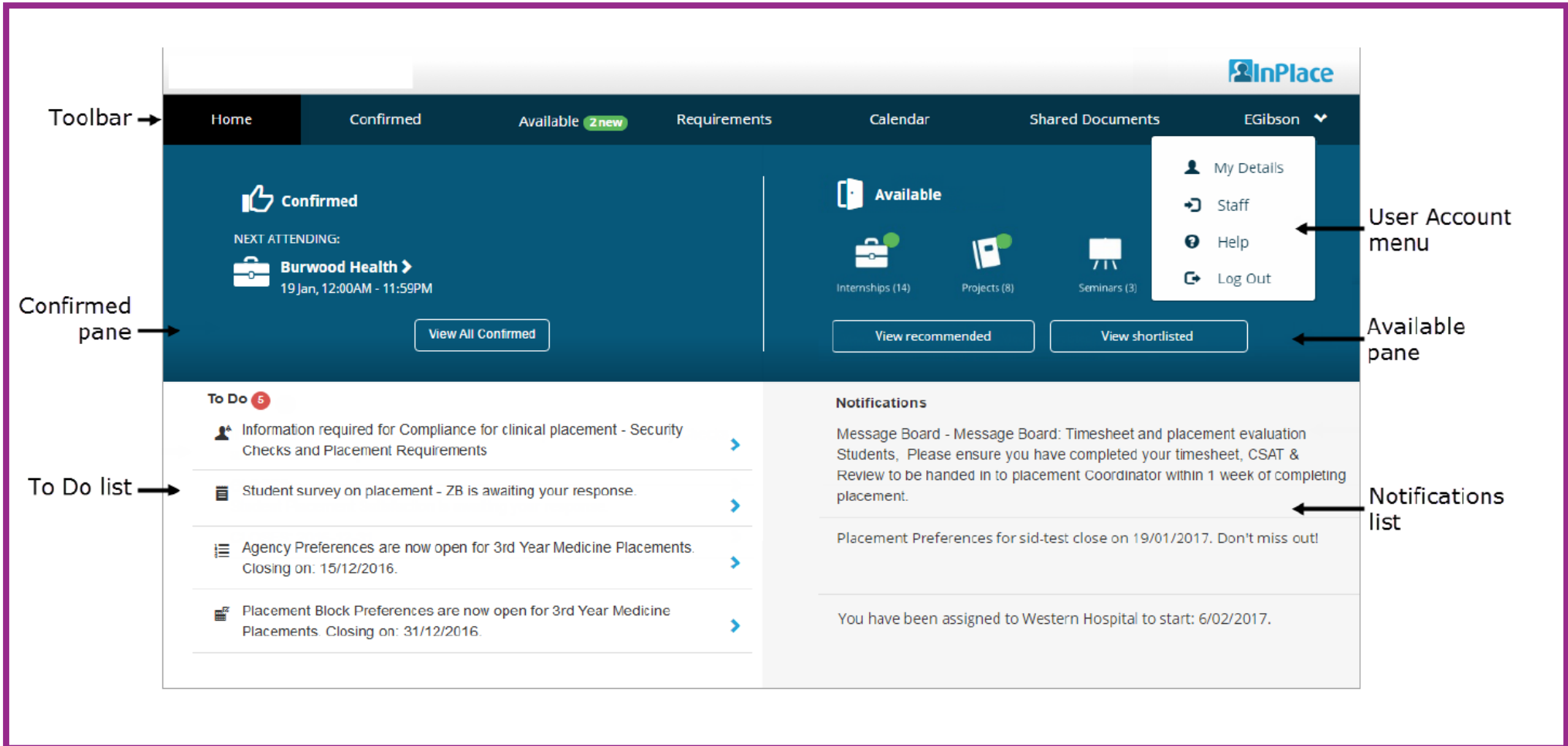
Click on the Staff and Students button to log in via 'Single Sign On' (using your UQ student credentials)



Need help with logging in?
help@its.uq.edu.au

Quantum Information Technology [Cookie Policy](#)

2.2 InPlace Home Screen Navigation



The screenshot displays the InPlace Home Screen interface, which is divided into several sections and panels. The top navigation bar (Toolbar) includes links for Home, Confirmed, Available (with a '2 new' badge), Requirements, Calendar, Shared Documents, and a user profile dropdown for EGibson. The main content area is split into two columns: the 'Confirmed pane' on the left and the 'Available pane' on the right. The 'Confirmed pane' shows the next attending at Burwood Health for 19 Jan, 12:00AM - 11:59PM, with a 'View All Confirmed' button. The 'Available pane' displays counts for Internships (14), Projects (8), and Seminars (3), along with 'View recommended' and 'View shortlisted' buttons. A 'User Account menu' is open on the right, showing options for My Details, Staff, Help, and Log Out. At the bottom, the 'To Do list' on the left shows four tasks related to clinical placement compliance, surveys, and preferences. The 'Notifications list' on the right contains three messages about timesheet completion, placement preferences, and hospital assignment.

Toolbar →

Confirmed pane →

To Do list →

User Account menu

Available pane

Notifications list

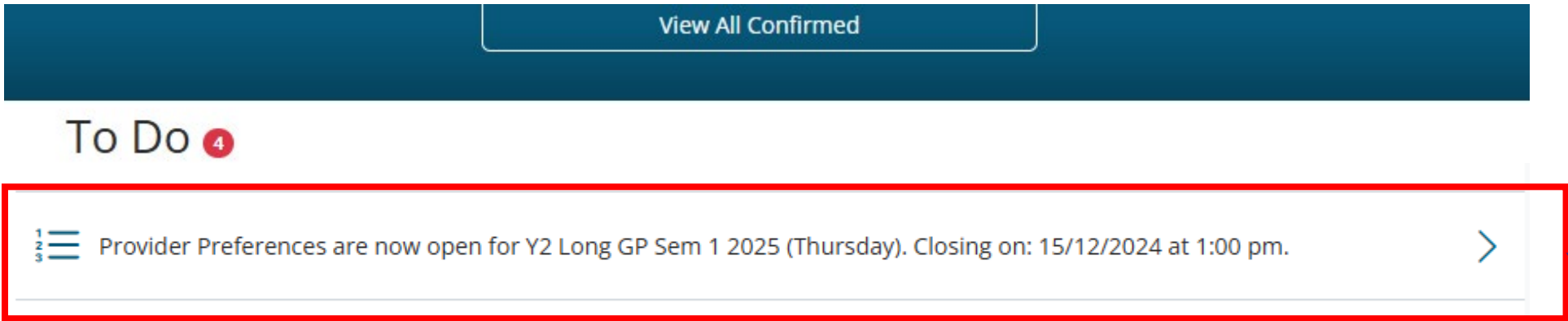
03 Preferencing

How to preference in
InPlace.

3.1 Preferencing – where to find it

You can find the preference links in the InPlace 'To Do' list at the bottom left corner of the home screen once preferencing is open. An example showing a link to Y2 Longitudinal General Practice preferencing is below.

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The screenshot shows a dark blue header bar with a white button labeled "View All Confirmed". Below this is a "To Do" section with a red circle containing the number "4". A red rectangular box highlights a specific item in the list: "Provider Preferences are now open for Y2 Long GP Sem 1 2025 (Thursday). Closing on: 15/12/2024 at 1:00 pm." To the left of the text is a small icon with three horizontal lines and numbers 1, 2, and 3. To the right is a blue chevron icon. An arrow points from a text box on the right to the highlighted item.

Please ensure you select the correct link for your preferencing

Note!

Students may see additional links in their 'To Do' list, such as those for Unpaid Work Experience. Ensure you select the correct link for *preferencing*, as these other links relate to different opportunities.

3.2 Preferencing – how to guide

Provider Preferences

Select Preferences For Y2 Long GP Sem 1 2025 (Thursday)

Y2 Long GP Sem 1 2025 (Thursday)

30 - 30 Preferences Required

Closes 15/12/2024

Filter

Providers

Albany Care Medical Centre

1/720 Albany Creek Rd, ALBANY CREEK, QLD, 4035, AUSTRALIA

1



Ashgrove Clinic

9 Ashgrove Ave, ASHGROVE, QLD, 4060, AUSTRALIA



Ashgrove Family Practice

240 Waterworks Road, Ashgrove, QLD, 4060, AUSTRALIA



Bannockburn Medical Centre

Shop T01 / 9 Bannockburn Rd, Bannockburn, QLD, 4207, AUSTRALIA



0 of 66 Providers Selected

Cancel

Rank

2

Once you've clicked the *Provider Preferences* link this screen will appear.

1. Select the your preferred providers by clicking the blue squares.

Note! You need to select the minimum preferences as highlighted in the red box before InPlace will allow you to select 'rank'.

2. Click the rank button to proceed to the next screen.



Note: All preferences must be selected to move to the next screen to rank.

3.3 Preferencing Learning Communities

Provider Preferences

Y2 Long GP Sem 1 2025 (Thursday)

Select the order of preference

1st	Albany Care Medical Centre 1/720 Albany Creek Rd, ALBANY CREEK, QLD, 4035, AUSTRALIA	↑ ↓
2nd	Ashgrove Clinic 9 Ashgrove Ave, ASHGROVE, QLD, 4060, AUSTRALIA	↑ ↓
3rd	Ashgrove Family Practice 240 Waterworks Road, Ashgrove, QLD, 4060, AUSTRALIA	↑ ↓
4th	Ashgrove West Group Practice 461 Waterworks Road, Ashgrove, Queensland, 4061, AUSTRALIA	↑ ↓
5th	Bannockburn Medical Centre Shop T01 / 9 Bannockburn Rd, Bannockburn, QLD, 4207, AUSTRALIA	↑ ↓



Note: You can drag or use the arrows to move the order around

1. Arrange the providers into your chosen preferencing order.
2. Once happy with the order, click the 'submit preferences' button



Note: You can come back and change your preference order at any time until preferencing closes. If you come back to modify your preferences it is important to note that they will be displayed in alphabetical order not the order you preferred in.

04 Locating your Allocation

Where to find, and see
your allocations

4.0 Locating your Allocation

Where can I see my allocation?

Your allocations will be visible in the placement system, InPlace, in the **confirmed** pane once allocations are released to students.



Once allocations have been released to students, your allocated clinical immersions will appear in the '**Confirmed**' pane on the Placement System Home screen

Contact

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