



Published on *APP Linkup User Guide* (<http://applinkup.mets-drupal-dev2.med.monash.edu.au>)

[Home](#) > APP Linkup User Guide

APP Linkup User Guide

APPLinkup is an online system designed to manage and collate assessment outcomes for determining competency to practice physiotherapy in Australia and New Zealand. It is a web-based version of the APP (Assessment of Physiotherapy Practice) instrument which is currently in use throughout Australia and New Zealand.

This online user guide will give step by step instructions to help you through the online assessment process.




Watch a short video [here](#) [1] to help you get started.

Requesting Access

Go to www.applinkup.com [2]. Here you'll find helpful information about the website and how to use the system. In the menu, click on [Request Access](#) [3]. There are detailed descriptions of each of the four possible roles used to access the system and links for requesting access. Requests will be forwarded for approval by the appropriate person.

Sign InHelp



APPLinkup
Assessment of Physiotherapy Practice Online Management System

HomeOverviewAboutContactRequest Access





Overview
APPLinkup is an online system designed to collect, manage and collate clinical performance scores for pre-registration Physiotherapy students in Australia and New Zealand [more](#)



About
The APP (Assessment of Physiotherapy Practice) instrument is a valid competency based assessment instrument designed for use by clinical educators and students [more](#)



Access
If you are a University clinical education manager, a clinical education coordinator or a clinical educator, click here for more information on how to register for this site. [more](#)

How to request UniCEM access


If you are a UniCEM [University Clinical Education Manager]

University Details

Request UniCEM Access

To request access as a UniCEM please download the **UniCEM Access Form** below and complete. You will need to gain approval from the head of your discipline before access will be granted. Once you have filled in the form please submit it below.

UniCEM Access Form (Word)

UniCEM Access Form (PDF)

Upload file: No file chosen

Given Name:

Surname:

Email:

University:

Clear Form

Submit Application

Steps:

- Click on the word or pdf icon to download the access request form.
- Print the form and complete the details. For security reasons make sure you have your head of school/program sign your form.
- Scan and save your completed, signed form.
- Click on 'Choose file' button and upload your saved, signed UniCEM application form.
- Fill in the rest of the fields on the page: Given name; Surname; Email; University
- Click on 'Submit application'.



If at any time you would like to start the form again, click on the 'Clear Form' button next to 'Submit Application'.

Your application will be sent to the APP Linkup administrative team for processing.

Once approved you will receive an email with your password. This step will only ever have to be completed once.

How to request FacCEC access

If you are a FacCEC [Facility Clinical Education Co-ordinator]

Steps:

- Fill in the fields on the page: Given name; Surname; Email.
- Next to 'Add Facility', choose a facility from the drop down menu, then click 'Add'.
- You can choose more than one facility by choosing another from the drop down menu and clicking 'Add' again.
- The facilities will appear in the 'Selected Facilities' list.
- Then select a University from the drop down menu. You will see the following message: "Please select the University that you would like to see your application. This does not preclude you from taking students from other Universities"
- Click on 'Submit application'.



If at any time you would like to start the form again, click on the 'Clear Form' button next to 'Submit Application'.

Your application will be sent to the APP Linkup administrative team for processing.

Once approved you will receive an email with your password. This step will only ever have to be completed once.

How to request CE access

If you are a CE [Clinical Educator]

Request CE Access

Request CE Access

To request access as a CE please complete this form

Given Name:

Surname:

Email:

Facility:

Clear Form Submit Application

Steps:

- Fill in the fields on the page: Given name; Surname; Email.
- From the 'Facility' list, choose your facility from the drop down menu.
- Click on 'Submit application'.



If at any time you would like to start the form again, click on the 'Clear Form' button next to 'Submit Application'.

Your application will be sent to the APP Linkup administrative team for processing.

Once approved you will receive an email with your password. This step will only ever have to be completed once.

Student access



There is no need for students to request access to APP linkup. The student (S) role is for students who are enrolled in a university physiotherapy program. They will be undertaking education and

training in a clinical placement setting within the health sector.

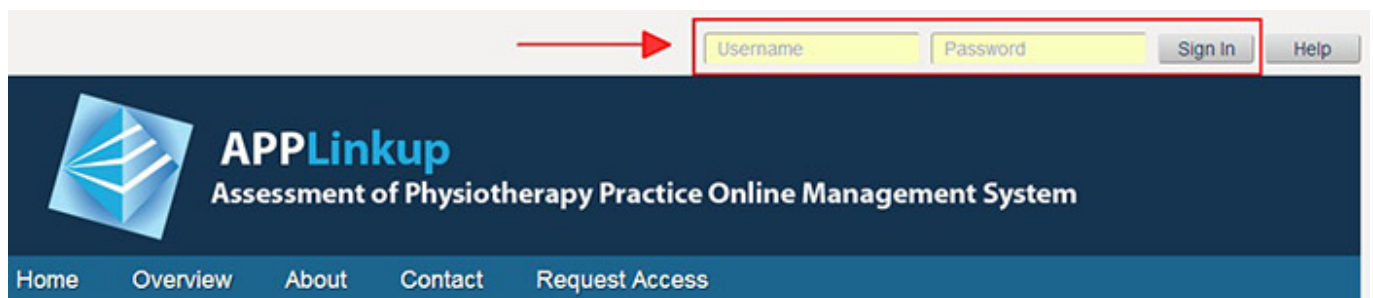
The University Clinical Education Managers will create accounts for students prior to clinical placements.

Students will be advised of their login details.

UniCEM - University Clinical Education Manager

To login to the APP Online Management System go to www.applinkup.com [2].

In the top right hand corner enter your username and password. Click 'Sign In'.



UniCEM Dashboard

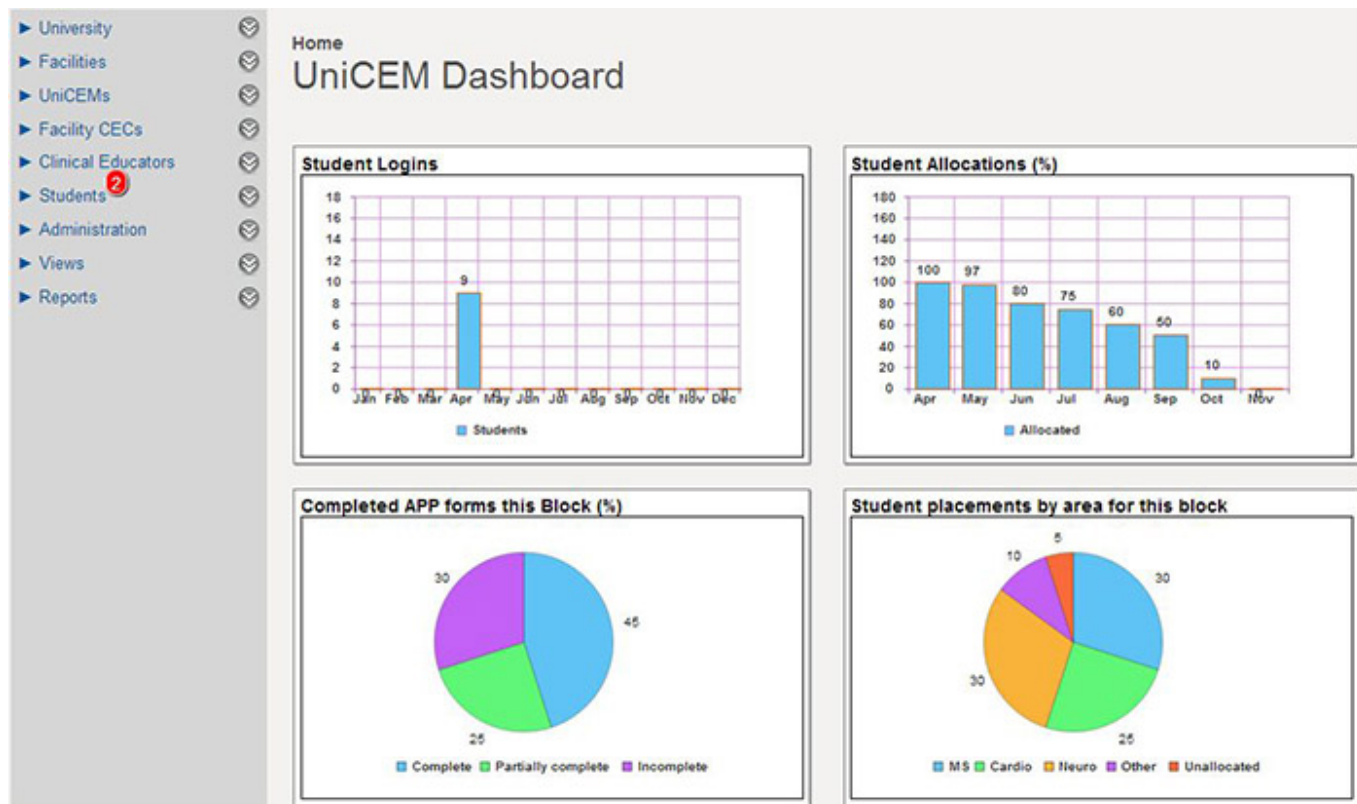
When you login to your account the first screen you'll see is the 'Dashboard' or 'Home'. This is the hub of activity for your account.



If this is the first time you're logging into the system and there are no students added, your 'Dashboard' might look different to this.

The UniCEM Dashboard shows graphed usage of:

- Student Logins
- Student Allocations
- Completed APP forms in this block (%)
- Student placements by area for this block



Change your password



The first time you login to your account you should change your password to something that's easy to remember.

To do this:

- Click on the 'Administration' menu item on the left hand side and select '[Change Password](#)'.



APPLinkup

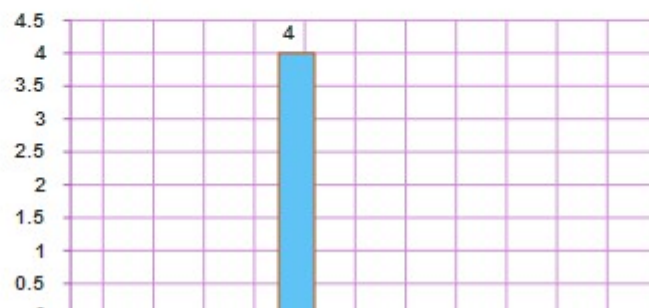
Assessment of Physiotherapy Practice Online M

- ▶ University
- ▶ Facilities
- ▶ UniCEMs
- ▶ Facility CECs
- ▶ Clinical Educators
- ▶ Students
- ▼ Administration
 - [Personal Details](#)
 - [Change Password](#)
 - [Create User](#)
- ▶ Views
- ▶ Reports

Home

UniCEM Dashboard

Student Logins



- Fill in the details for: Current Password; New Password; Confirm Password and click 'Save'.

▼ Administration

[Personal Details](#)

[Change Password](#)

[Create User](#)

▶ Views

▶ Reports

Password Management

Use this page to set or change your password and your secret question
Passwords must be between 6 and 20 characters and contain a least one letter and 1 number

Change Password

Current Password:

New Password:

Confirm Password:

Save

Administration

Under the 'Administration' tab you can also check/update your personal details and create a new user.

To check/update your personal details click on '[Personal Details](#)' under 'Administration'.

Personal Details

Personal Details

Use this page to change your personal details
Please note that changing your email address will change your APPLinkup username

Personal Details

First Name: Trevor

Surname: Russell-CE

eMail Address: CE@APPLinkup.com

Confirm eMail Address:

Save Details

- Enter or change your personal details: First Name; Surname; eMail Address
- Confirm your eMail Address by retyping to ensure the addresses are the same.
- Click 'Save Details'.

To create a new user in the system click on '[Create User](#)' under 'Administration'.

Create User

Create User

Use this page to enrol a new APPLinkup user

User Type: -Select- ▼

Given Name:

Surname:

eMail Address:

Add User

Select a User Type:
Facility Coordinator;
Clinical Educator
or Student

- Enter the details for a new user to access the APP Linkup system
- Select a 'User Type' from the drop down menu. You can choose Facility Coordinator, Clinical Educator or Student. If you're unsure about the role required please refer to the [User Type descriptions](#) [4]
- Enter the remaining information for Given Name; Surname; eMail Address
- Click 'Add User'

University Details

If you have a group of students that need to be allocated a clinical placement, the first thing you need to do is add the students to the system. To do this:

Select '[University Details](#)' from 'University' in the menu.

First:

- Enter a name for the program
- Enter the duration of the program, in years
- Select the program type from the drop-down menu
- Click 'Add Program'

Home > Add University Details

University Details

Add a Program for your University

Name of the program:

Duration in years:

Program Type: -Select--Select-Bachelor DegreeMasters Degree (Graduate Entry)Masters Degree (Specialty)Masters Degree (Extended - DPT)

Bachelor of Physiotherapy
Years that contain clinical placements which use the APP:

☐ 1 ☐ 2 ☐ 3 ☒ 4

Select the check box only for the years in your program that use the APP for assessment

Only select 'Delete Program' if you are sure you want to remove the entire program and it's contents!

Add Program

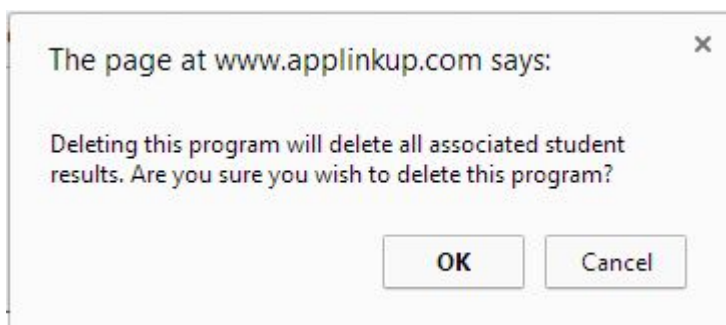
Delete Program

Next:

- Select the check box to show the number of years in your program that contain clinical immersions. In other words, select only the years that use the APP for assessment
- You can also delete a program here by clicking Delete Program.



Beware: If you choose to delete a program you will see the following warning message:



Manage Block Rotations

To add block rotation groups, select '[Manage Block Rotations](#)' from the 'University' menu.

You will use this page to describe the block clinical rotations for each University program. As an example we'll use 'Bachelor of Physiotherapy'.

- Type in a 'Block Name'



The block name chosen can be any name that suits your program eg., you may call the blocks 1, 2 or 3 etc or Block A, B, C etc

- Move to the 'Start Date' field and click in the box. A calendar will appear so that you can select the appropriate date.
- Next, move to the 'End Date' field and repeat the process to select the date.
- Click 'Add'.



If you've made a mistake or need to delete a block you can click the '[Delete](#)' link at the end of the appropriate block line.

Single Facility Registration

Now you have described your University and it's Physiotherapy programs, you are now ready to register facilities.



You can perform a facility search by clciking '[Search for a Facility](#)' under the 'Facilities' menu.

To register a facility, click on '[Single Facility Registration](#)' under 'Facilities' in the menu

University

Facilities

Single Facility Registration Search for a Facility

UniCEMs

Facility CECs

Clinical Educators

Students

Administration

Views

Search / Add Facility

Use this page to add facilities to the APPLinkup database

Step 1. Search for the facility to make sure it isnt already in the system

Type the name of your facility here then click the magnifying glass icon to search.

Use this page to add facilities to the APPLinkup database

- Firstly, search for the facility to make sure it's not already in the database. Type the name of the facility into the search box and click the magnifying glass icon. If the facility already exists then there is no need to add it again.

University

Facilities

Single Facility Registration Search for a Facility

UniCEMs

Facility CECs

Clinical Educators

Students

Administration

Views

Reports

Search / Add Facility

Use this page to add facilities to the APPLinkup database

Step 1. Search for the facility to make sure it isnt already in the system

Griffith

Edit	Facility Name	Address	Suburb	State
Edit	Griffith Base Hospital		Griffith	NSW
Edit	Griffith Physio and Sports Injury Centre	51 Kooyong St	Griffith	NSW
Edit	Griffith Rehabilitation Hospital	13 Dunrobin Rd	Hove	SA
Edit	Griffiths Road Day Surgery	182 Christo Rd	Waratah	NSW

If your facility appears in the list there is no need to add it.

Add a new Facility

- If the facility doesn't exist then click on the Add New Facility button. Enter details for the facility. Starred fields require an entry.

University

Facilities

Single Facility Registration Search for a Facility

UniCEMs

Facility CECs

Clinical Educators

Students

Administration

Views

Reports

Search / Add Facility

No facilities which include your search term were found

Use this page to add facilities to the APPLinkup database

Step 1. Search for the facility to make sure it isnt already in the system

Gem Physiotherapy

Add a new Facility

Home > Add Facility

Add Facility

*Facility Type:

*Facility Name:

Street Address:

*Suburb:

*State:

*Post Code:

Country:

Phone Number:

Postal Address:

Website:

Fields with an * require an entry

Add Facility

- Enter: Facility Type; Facility Name; Street Address; Suburb; State; Postcode; Country; Phone Number; Postal Address; Website.



Fields marked with an asterisk (*) require an entry to be made

- Click the 'Add Facility' button to finalise the facility details.

Account Requests

As a UniCEM you may receive account requests from Facility Clinical Education Managers (FacCEC).



Account requests will come in from clinical educators that will be supervising your students.

To view account requests waiting for approval click '[Account Requests](#)' under 'UniCEMs' in the menu.

UniCEM Applications

Select	First Name	Surname	Email Address
Select	Irina	Nahon	irmina.nahon@canberra.edu.au

To view the application click 'Select'

Account requests will appear in a list here

This page lists any applications.

- To view an application click the 'Select' button next to the applicant's name.
- The applicant's details will be listed.

UniCEM Applications

First Name

Surname

eMail Address

University

Applicant wrote: Canberra University *If new university type here in full (e.g. University of Queensland):*

Discipline

Application [View Approval](#)

Comments

**Mandatory for rejections*

- Here you can also view the approval by clicking on the '[View Approval](#)' link next to 'Application'.
- You can then 'Accept' or 'Reject' the application by clicking on the appropriate button.
- Click the 'Cancel' button if you want to return to the account requests list.



The UniCEM can also check whether a FacCEC has account requests waiting for approval.

- Click on '[Account Requests](#)' under 'FacCECs' in the menu to view any account requests.
- If there are account requests you can follow the procedure above to approve these applications.

FacCEC Applications

Select	First Name	Surname	Email Address
--------	------------	---------	---------------

Bulk Student Registration

Now you're ready to add students to the system so they can be allocated into a facility for their clinical placement. You can either add students in bulk or as a single student.

To enrol students in bulk, click on '[Bulk Student Registration](#)' in the 'Students' menu.

This page lists any existing bulk student enrolments.

- To enrol more students, click on the '[Download Excel Template](#)' link. This will download a template to your computer in the correct format for enrolling students. Populate the template with students and save the file.
- To upload your saved list of students click on the 'Choose File' button.
- Select the file from your computer.
- Click the 'Upload File' button.

Single Student Registration

You might come across a situation where an individual student needs to be added to a program

To add a single student click on '[Single Student Registration](#)' under the 'Students' menu.

- Complete the fields on this page.
- Add Student Number; Given Name; Surname; eMail Address

- Select a Program and Course Year from the drop down menus.
- Click the 'Add Student' button.

Manage Students

You may need to update details for students or reset passwords. This is done in 'Manage Students'.

Click on '[Manage Students](#)' in the 'Students' menu.

Manage Student

Program:

Course Year:

Select a program and Course Year from the drop down menus. Click search

A list of students from the selected program and course year will appear.

Manage Student

To change student details

To perform another search

Another search

	Student Number	Surname	Given Name	Email Address	Phone Number
Delete Edit	42017370	Anderson	James Hamilton	s4201737@student.uq.edu.au	Not Supplied
Delete Edit	42078737	Baxter	Gemma Leigh	s4207873@student.uq.edu.au	Not Supplied
Delete Edit	42319467	Beagley	Simon Bryan	s4231946@student.uq.edu.au	Not Supplied
Delete Edit	42331003	Best	Rachel June	s4233100@student.uq.edu.au	Not Supplied
Delete Edit	42196583	Boyd	Jemima Jan	s4219658@student.uq.edu.au	Not Supplied
Delete Edit	42196565	Brandis	Phoebe Jane	s4219656@student.uq.edu.au	Not Supplied
Delete Edit	42333922	Broadhurst	Nathan John	s4233392@student.uq.edu.au	Not Supplied
Delete Edit	41743757	Brough	Alexandra Jane	s4174375@student.uq.edu.au	Not Supplied
Delete Edit	42015611	Buchanan	Alyssa Jane	s4201561@student.uq.edu.au	Not Supplied
Delete Edit	41739321	Buchanan	Caitlyn Michelle	s4173932@student.uq.edu.au	Not Supplied
Delete Edit	42362249	Canov	Ashleigh Maree	s4236224@student.uq.edu.au	Not Supplied
Delete Edit	42317801	Cassells	Michael Anthony	s4231780@student.uq.edu.au	Not Supplied
Delete Edit	41966677	Chang	Stanley Ken Fay	s4196667@student.uq.edu.au	Not Supplied
Delete Edit	42367516	Chao	Sheng-Lun	s4236751@student.uq.edu.au	Not Supplied
Delete Edit	42056128	Chen	Gilbert Guan-Quan	s4205612@student.uq.edu.au	Not Supplied
Delete Edit	42273868	Chung	Chung Wun Indiana	s4227386@student.uq.edu.au	Not Supplied
Delete Edit	42347965	Codd	Oliver Patrick	s4234796@student.uq.edu.au	Not Supplied
Delete Edit	42332215	Corstiaans	Brent Aden	s4233221@student.uq.edu.au	Not Supplied
Delete Edit	42012526	Crawley-Smith	Joanna Rosa Rebecca	s4201252@student.uq.edu.au	Not Supplied

To delete a student

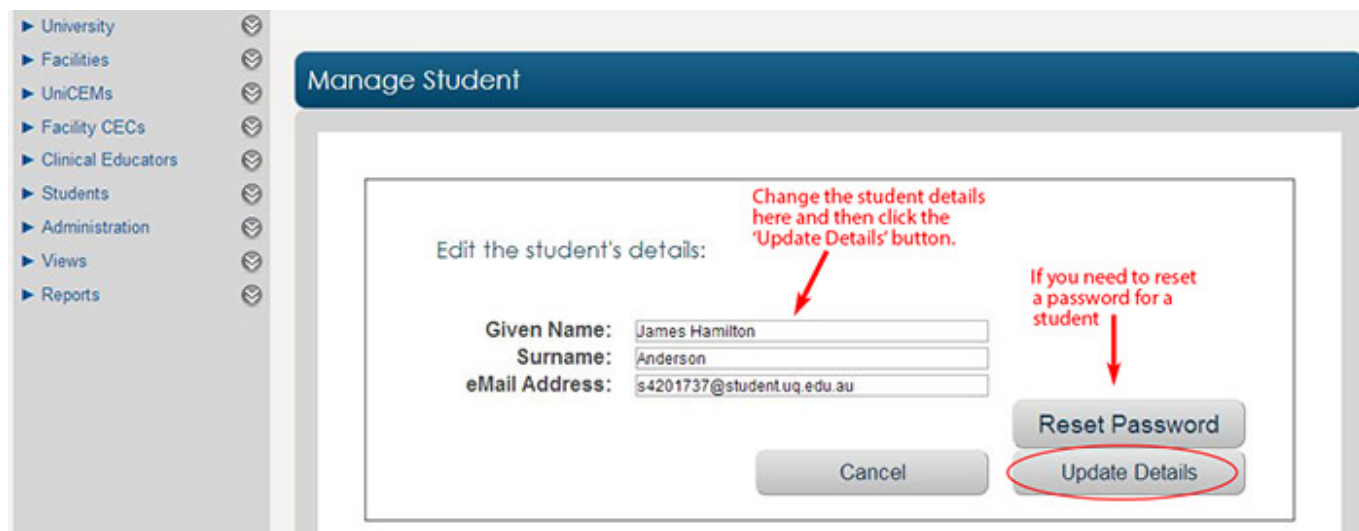
- To go back and perform a different search, click on the 'Another Search' button
- To delete a student and all their data click on the '[Delete](#)' link next to their name.



Beware: If you click 'Delete' you will see the following warning before the student is permanently removed from the system.

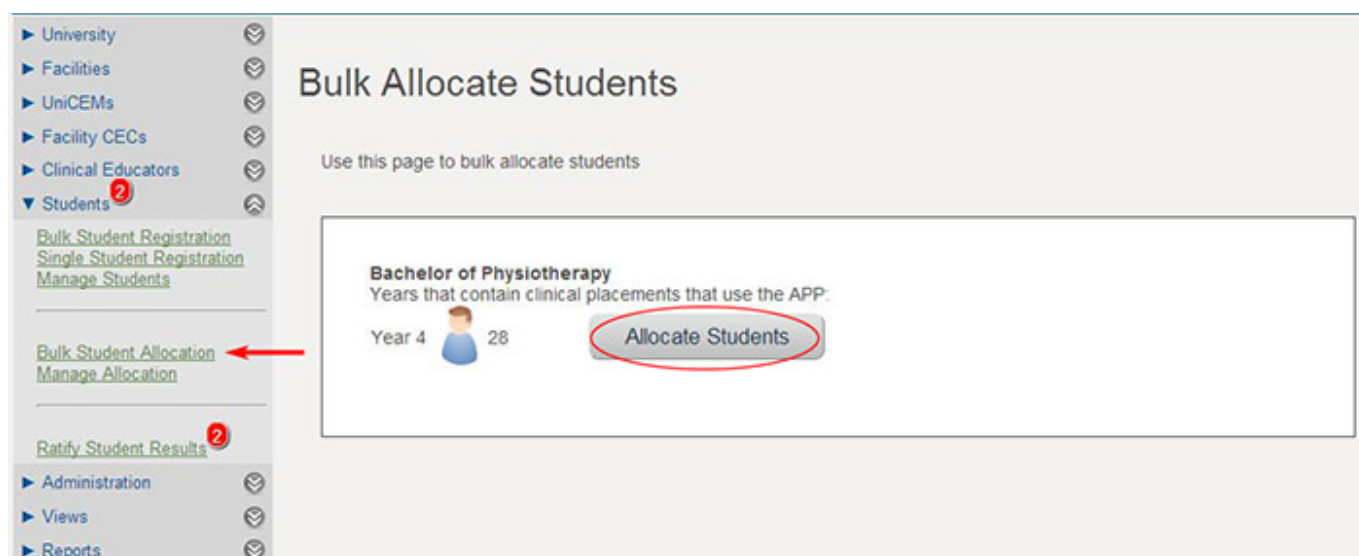


- To view or update a student's details click on the 'Edit' link next to their name.



Bulk Student Allocation

If you're ready to start allocating your students click on '[Bulk Student Allocation](#)' in the 'Students' menu.



Select the 'Allocate Students' button.

This will display a list of possible blocks to allocate students to.

Select the block and a list of students will appear.



Each student will have a Facility, Clinical Area, Placement Notes, HWA Area and Client type listed. These can be edited by clicking on the 'Edit' button to the far right of the student's name.



Please Note: Editing allocation rows should be completed one at a time. Click the 'Save' button at the right hand side of the row before editing the next student's details.

Select	Surname	Given Name	Facility	Clinical Area	Placement Notes	HWA Area	Client Type	Edit
<input checked="" type="checkbox"/>	Abrenica	Emmalita	Gold Coast Community Health - Palm Beach	CardiorespiratoryICU		Primary Health and Adult (18-Community65 years) Care		Edit
<input type="checkbox"/>	Anderson	Gregory	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input type="checkbox"/>	Bassett	Chloe	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input type="checkbox"/>	Bhagoo	Suleman	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input type="checkbox"/>	Biga	Eise	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit

Click the check box next to each students name that you want to add to the selected block.

Select the clinical blocks to allocate students to

● Unit 2 Ortho: 12 May 2014 - 13 Jun 2014

○ Unit 4 Cardio: 16 Jun 2014 - 18 Jul 2014

Export Allocation Table

Please Note: Allocation rows should be completed one at a time. Click the 'Save' button at the right hand side of the row when it is completed.

Allocate Selected

Select the students to allocate then click 'Allocate Selected'.

Select	Surname	Given Name	Facility	Clinical Area	Placement Notes	HWA Area	Client Type	
<input checked="" type="checkbox"/>	Abrenica	Emmalita	Gold Coast Community Health - Palm Beach	Cardiorespiratory	ICU	Primary Health and Adult (18-Community65 years) Care		Edit
<input type="checkbox"/>	Anderson	Gregory	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input checked="" type="checkbox"/>	Bassett	Chloe	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input checked="" type="checkbox"/>	Bhagoo	Suleman	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input checked="" type="checkbox"/>	Biga	Else	Gold Coast Hospital	Orthopaedics		Hospital	Adult (18-65 years)	Edit
<input checked="" type="checkbox"/>	Black	David	Gold Coast Community Health - Palm Beach	Cardiorespiratory		Primary Health and Adult (18-Community65 years) Care		Edit

The chosen students will be allocated to the chosen block.



To see a list of students in the block click on the 'Export Allocation Table' button.

Select the clinical blocks to allocate students to

● Unit 2 Ortho: 12 May 2014 - 13 Jun 2014

○ Unit 4 Cardio: 16 Jun 2014 - 18 Jul 2014

Export Allocation Table

To save a spreadsheet of the students in the selected block

Please Note: Allocation rows should be completed one at a time. Click the 'Save' button at the right hand side of the row when it is completed.

Manage Allocation

MANAGE ALLOCATION - doesn't go anywhere when clicked on!!!

FacCEC View

You may need to check on the progress of one of your FacCECs.

To do this select '[FacCEC View](#)' from the 'Views' menu.

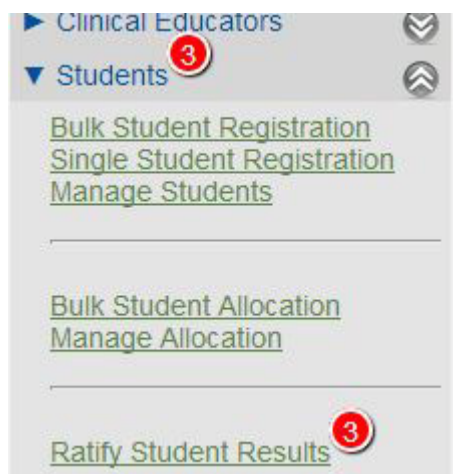


Type the FacCEC's name in the search box and click the 'Select' button. The Dashboard for that FacCEC will display.

Ratify Student Results

You may have noticed a number appear next to the '[Ratify Student Results](#)' link under 'Students' in the menu.

This number increases once the CE has completed an assessment form.



This indicates the number of student results waiting to be confirmed by the UniCEM.

Ratify Results

Use this page to ratify results for students

Bachelor of Physiotherapy

Student Number	Surname	First Name	Facility	Educator	APP Score	Low Items	View APP	Ratify
43184774	Anderson	Jung	Royal Brisbane and Women's Hospital	Trevor Russell-CE	50/80	1	View APP	Ratify Result
42937094	Alroe	James	Royal Brisbane and Women's Hospital	Trevor Russell-CE	55/80	0	View APP	Ratify Result
42653022	Alroe	Huang	Royal Brisbane and Women's Hospital	Trevor Russell-CE	57/80	0	View APP	Ratify Result

Click to view or ratify results

The UniCEM will see a list of students, their overall APP score and a number to indicate how many low scoring items they have received.

The UniCEM can then view or accept the student result. If changes are required then the UniCEM should meet with the CE to discuss before the results are amended.

To view a student's assessment click on the 'View APP' button to the far right of the student's name.

Evidence-based Practice

19. Applies evidence based practice in patient care

Strengths:
Areas for improvement:

Risk Management

20. Identifies adverse events/near misses and minimises risk associated with assessment and interventions

Strengths:
Areas for improvement:

Global Rating Scale

In your opinion as a clinical educator, the overall performance of the student in the unit was:

Please provide strategies to assist change in performance

Overall Comments

Please Provide strategies to assist change in performance

Download results as a PDF to your computer

Save as PDF



Results can be downloaded and saved to your computer for reference at a later time by clicking on the 'Save as PDF' button at the bottom of the results page.

If you're happy with the results then you can click on the 'Ratify Result' button next to the student name.

Ratify Results

Use this page to ratify results for students

Bachelor of Physiotherapy

Student Number	Surname	First Name	Facility	Educator	APP Score	Low Items	View APP	Ratify
43184774	Anderson	Jung	Royal Brisbane and Women's Hospital	Trevor Russell-CE	50/80	1	View APP	Ratify Result
42937094	Alroe	James	Royal Brisbane and Women's Hospital	Trevor Russell-CE	55/80	0	View APP	Ratify Result
42653022	Alroe	Huang	Royal Brisbane and Women's Hospital	Trevor Russell-CE	57/80	0	View APP	Ratify Result

Note: A red box highlights the 'Ratify' column, and a red arrow points to it with the text 'Ratify results'.



If changes are required then the UniCEM should meet with the CE to discuss before the results are amended.

Reports

Reports are generated by APP to show statistical analysis of assessment.

Reports can be viewed by clicking on the '[Reports](#)' link under 'Reports' in the menu.

APPLinkup Reports

UniCEM Reports

[University APP Items Vs National Average](#) *This report displays mean (SD) APP scores for a University for each clinical area against the national averages*

Student Reports

[Student APP Items Vs National Average](#) *This report displays APP scores for each clinical placement against the national average for APP scores within the relevant clinical setting*

Note: A red arrow points to the 'University APP Items Vs National Average' link with the text 'Click on a report link to view the details'.

Menu navigation: The left sidebar shows a tree view with 'Reports' selected under 'Views'.

Click on a link to select the parameters for generating the report.

The screenshot shows a web interface for generating a report. On the left is a sidebar menu with items: University, Facilities, UniCEMs, Facility CECs, Clinical Educators, Students, Administration, Views, and Reports (which is highlighted). The main content area has a title 'APP Items Vs National Average Parameters' and a prompt 'Please provide the following parameters for the report'. Below this are input fields for Program (a dropdown menu), Program Year (a dropdown menu), Start Date, End Date, and Compare to (a dropdown menu with the text 'Data from comparable programs (e.g. Bachelor, Masters, DPT etc)'). At the bottom are 'Submit' and 'Cancel' buttons. A red circle highlights the 'Submit' button. A red arrow points to the 'Program' dropdown menu, and a red text box next to it says 'Enter the parameters for the report then click the \'Submit\' button.'

Click the 'Submit' button and the report will be generated and downloaded.

FacCEC - Facility Clinical Education Coordinator

To login to the APP Online Management System go to www.applinkup.com [2].

In the top right hand corner enter your username and password. Click 'Sign In'.

The screenshot shows the APPLinkup login page. At the top right, there is a login form with fields for 'Username' and 'Password', and a 'Sign In' button. A red arrow points to the 'Username' field. Below the login form is a navigation bar with links: Home, Overview, About, Contact, and Request Access. The main header area contains the APPLinkup logo and the text 'Assessment of Physiotherapy Practice Online Management System'.

FacCEC Home Page

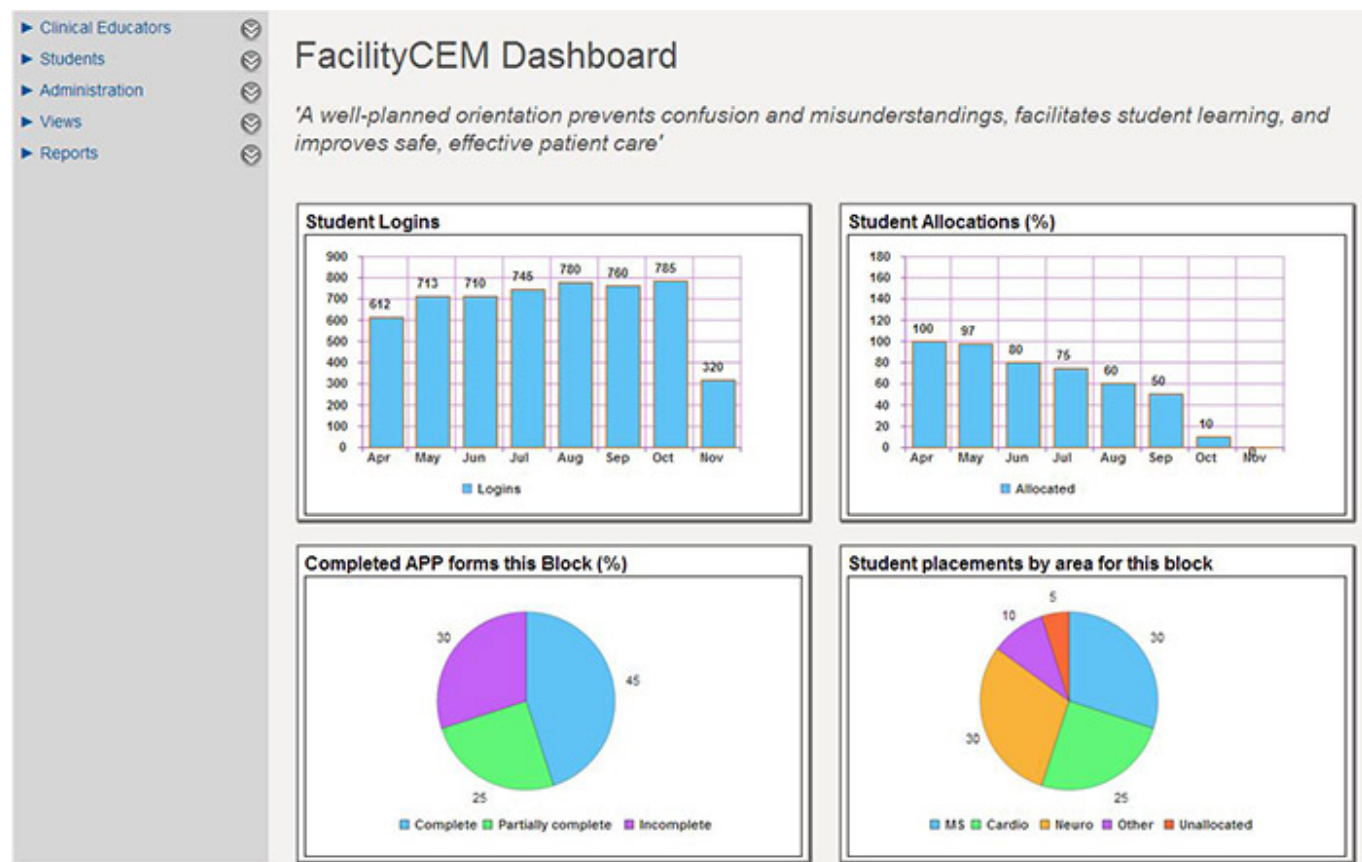
When you login as a FacCEC you'll see the following screen.

The screenshot shows the 'Select a Facility' screen. On the left is a sidebar menu with items: Clinical Educators, Students, Administration, Views, and Reports. The main content area has a title 'Select a Facility' and a table of facilities. The table has four columns: Facility Name, Location, State, and a 'Select' button. The facilities listed are Royal Brisbane and Women's Hospital, Broome Hospital, and Allamanda Dialysis Centre. A red circle highlights the 'Select' button for Royal Brisbane and Women's Hospital. A red text box above the table says 'Select a Facility'.

Facility Name	Location	State	Select
Royal Brisbane and Women's Hospital	Herston	QLD	Select
Broome Hospital	Broome	WA	Select
Allamanda Dialysis Centre	Southport	QLD	Select

Select a Facility from your list to view the Dashboard for that Facility.

The dashboard will show graphed usage, including 'Student Logins', 'CE Logins', Student placements by client type for this year' and 'Student placements by area for this year.



Change your password



The first time you login to your account you should change your password to something that's easy to remember.

To do this:

- Click on the 'Administration' menu item on the left hand side and select '[Change Password](#)'.

Administration

- [Personal Details](#)
- [Change Password](#)
- [Create User](#)

Views

- [Reports](#)

Password Management

Use this page to set or change your password and your secret question
Passwords must be between 6 and 20 characters and contain a least one letter and 1 number

Change Password

Current Password:

New Password:

Confirm Password:

[Save](#)

- Fill in the details for: Current Password; New Password; Confirm Password and click 'Save'.

Administration

Under the 'Administration' tab you can also check/update your personal details and create a new user.

To check/update your personal details click on 'Personal Details' under 'Administration'.

Personal Details

Personal Details

Use this page to change your personal details
Please note that changing your email address will change your APPLinkup username

First Name:	Trevor
Surname:	Russell-CE
eMail Address:	CE@APPLinkup.com
Confirm eMail Address:	

[Save Details](#)

- Enter or change your personal details: First Name; Surname; eMail Address
- Confirm your eMail Address by retyping to ensure the addresses are the same.
- Click 'Save Details'.

To create a new user in the system click on 'Create User' under 'Administration'.

Create User

Create User

Use this page to enrol a new APPLinkup user

User Type:	-Select-
Given Name:	
Surname:	
eMail Address:	

[Add User](#)

Select a User Type:
Facility Coordinator;
Clinical Educator
or Student

- Enter the details for a new user to access the APP Linkup system
- Select a 'User Type' from the drop down menu. You can choose Facility Coordinator, Clinical Educator or Student. If you're unsure about the role required please refer to the [User Type descriptions](#) [4]
- Enter the remaining information for Given Name; Surname; eMail Address
- Click 'Add User'

Allocate Students

As a FacCEC you'll need to allocate students to a Clinical Educator for the duration of their placement. This will enable the CE to assess the student using the APP.

To allocate students to a CE, click on the '[Allocate Students](#)' link under 'Students' in the menu.

This page will show the predefined blocks and the students who have been allocated to that block.

Griffith University

Master of Physiotherapy:
Year 1:

▼ Unit 2 Ortho - 12/May/2014 - 13/Jun/2014

<input type="checkbox"/>	Gregory	Anderson	s2760419@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Chloe	Bassett	s2758252@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Suleman	Bhagoo	s2760005@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Else	Biga	s2724058@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Eugene	Bradshaw	s2797525@griffithuni.edu.au	Allocate	
<input type="checkbox"/>	Jarryd	Brown	s2802178@griffithuni.edu.au	Allocate	
<input type="checkbox"/>	Loren	Caban	s2762732@griffithuni.edu.au	Allocate	
<input type="checkbox"/>	Jacky	Chi	s2796388@griffithuni.edu.au	Allocate	
<input type="checkbox"/>	Riley	Coulson	s2801273@griffithuni.edu.au	Allocate	

Unit 4 Cardio - 16/Jun/2014 - 18/Jul/2014

Year 2:
unit 5 Neuro - 16/Jun/2014 - 18/Jul/2014

- Choose the appropriate block and then either select a single student or a number of students to assign to a CE.

Allocate Students to Clinical Educators

Use this page to allocate Clinical Educators to students

Griffith University

Master of Physiotherapy:
Year 1:

Unit 2 Ortho - 12/May/2014 - 13/Jun/2014

Allocate Selected

<input type="checkbox"/>	Gregory	Anderson	s2760419@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Chloe	Bassett	s2758252@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Suleman	Bhagoo	s2760005@griffithuni.edu.au	Allocate	✓
<input type="checkbox"/>	Eise	Biga	s2724058@griffithuni.edu.au	Allocate	✓
<input checked="" type="checkbox"/>	Eugene	Bradshaw	s2797525@griffithuni.edu.au	Allocate	
<input checked="" type="checkbox"/>	Jarryd	Brown	s2802178@griffithuni.edu.au	Allocate	
<input checked="" type="checkbox"/>	Loren	Caban	s2762732@griffithuni.edu.au	Allocate	
<input checked="" type="checkbox"/>	Jacky	Chi	s2796388@griffithuni.edu.au	Allocate	
<input checked="" type="checkbox"/>	Riley	Coulson	s2801273@griffithuni.edu.au	Allocate	

Unit 4 Cardio - 16/Jun/2014 - 18/Jul/2014

1. Select the students by ticking the checkboxes

2. Click the 'Allocate Selected' button.

- If you select MULTIPLE students then the 'Allocate Selected' button will appear. Once you've selected the students, click the 'Allocate Selected' button to continue.
- Next select a CE from the 'Clinical Educator Pool' and transfer it to the 'Assigned Educators' box using the 'Add>>' button inbetween the boxes.

Assign a group of Student to Clinical Educators

Use this page to assign Clinical Educators to a group of student

1. Select a CE from the list

Clinical Educator Pool

Barsby, Michelle [140]
Perry, Jasmine [142]

2. Click 'Add'

Add >>
Remove <<

Assigned Educators

3. SAVE

Save

- If you select ONE student, use the '[Allocate](#)' link to the right of their name to continue the allocation process.

▶ Clinical Educators
 ▶ Students
 ▶ Administration
 ▶ Views
 ▶ Reports

Assign Student to Clinical Educators

Use this page to assign Clinical Educators to a student

Student details →

Given Name:	Eugene	Surname:	Bradshaw
eMail:	s2797525@griffithuni.edu.au	Phone:	
University:	Griffith University	Date Range:	12 May 2014 - 13 Jun 2014
HWA Area:	Hospital	Clinical Area:	Cardiorespiratory
Client Type:	Paediatrics (under 18 years)	Notes:	icu

Clinical Educator Pool

Barsby, Michelle
Perry, Jasmine

Add >>

Remove <<

Assigned Educators

Finished



To change the CE during the placement, select the CE from the 'Assigned Educators' box and click the 'Remove<<' button inbetween the boxes. The CE will appear back in the 'Clinical Educator Pool' and then you can choose a new CE.

Account Requests

As a FacCEC you may receive account requests from Clinical Educators (CE).



Account requests will come in from clinical educators that will be supervising your students.

To view account requests waiting for approval click 'Account Requests' under 'UniCEMs' in the menu.

▼ Clinical Educators
 Account Requests
 ▶ Students
 ▶ Administration
 ▶ Views
 ▶ Reports

CE Applications

Select	First Name	Surname	Email Address
--------	------------	---------	---------------

This page lists any applications. - **THERE ARE NO REQUESTS IN THE SYSTEM TO SHOW THE PROCESS!**

- To view an application click the 'Select' button next to the applicant's name.
- The applicant's details will be listed.
- Here you can also view the approval by clicking on the 'View Approval' link next to 'Application'.
- You can then 'Accept' or 'Reject' the application by clicking on the appropriate button.
- Click the 'Cancel' button if you want to return to the account requests list.

CE View

The FacCEC can access the CE view from their home page.

To view the CE home page click on the '[CE View](#)' link under 'Views' in the menu.

The screenshot shows the 'Clinical Educator Home' interface. On the left, a navigation menu includes 'Clinical Educators', 'Students', 'Administration', 'Views', 'CE View' (indicated by a red arrow), and 'Reports'. The main content area features the Griffith University logo and a section for 'Master of Physiotherapy: Year 1:'. A dropdown menu is set to 'Unit 2 Ortho - 12/May/2014 - 13/Jun/2014'. Below this, a table lists four students: Suleman Bhagoo, Else Biga, Chloe Bassett, and Gregory Anderson. Each student entry includes a blue speech bubble icon, a green 'M' icon, and a red 'E' icon. Below the table, there are sections for 'Unit 4 Cardio - 16/Jun/2014 - 18/Jul/2014' and 'Year 2: unit 5 Neuro - 16/Jun/2014 - 18/Jul/2014'.

The CE view will show the students allocated to the CE and the progress of student assessments.

For more information on the CE role see the [CE section](#) [5] in this manual.

Reports

Reports are generated by APP to show statistical analysis of assessment.

Reports can be viewed by clicking on the 'Reports' link under 'Reports' in the menu.



Click on a link to select the parameters for generating the report.

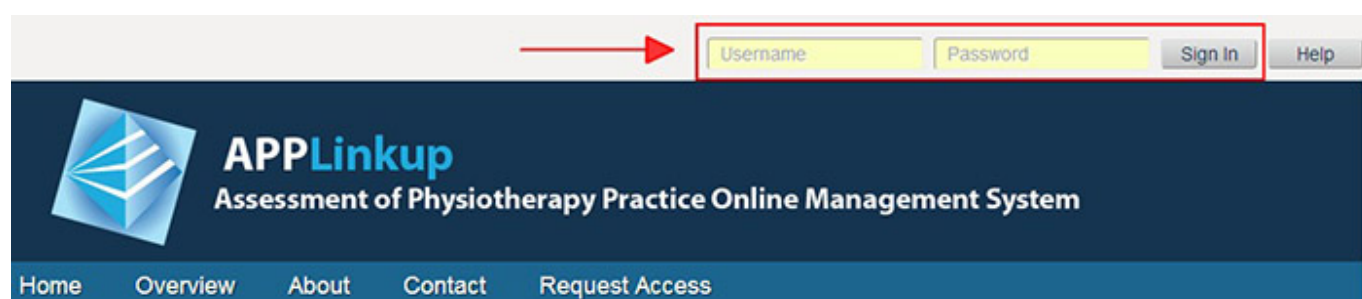
A screenshot of the 'APP Items Vs National Average Parameters' form. The form is titled 'APP Items Vs National Average Parameters' and contains the text 'Please provide the following parameters for the report'. It has several input fields: 'Program:' with a dropdown menu showing '-Select-', 'Program Year:' with a dropdown menu, 'Start Date:' with a text input field, 'End Date:' with a text input field, and 'Compare to:' with a dropdown menu showing 'Data from comparable programs (e.g. Bachelor, Masters, DPT etc)'. There are 'Submit' and 'Cancel' buttons at the bottom. A red circle highlights the 'Submit' button, and a red arrow points to the 'Program:' dropdown menu with the text 'Enter the parameters for the report then click the \'Submit\' button.'

Click the 'Submit' button and the report will be generated and downloaded.

CE - Clinical Educator

To login to the APP Online Management System go to www.applinkup.com [2].

In the top right hand corner enter your username and password. Click 'Sign In'.



CE Home Page

As the Clinical Educator you will be assigned students by the Facility Clinical Education Coordinator.



When you log into the APP website you'll see a list of students that have been allocated to you for each block rotation, of each year, of each program, for each University.

To see the list of students:

- Select the block you want to view by clicking on the small black arrow next to the block name. This will expand the block so you can see the students in that block.

Administration

Views

Reports

'A well-planned orientation prevents confusion and misunderstandings, facilitates student learning, and improves safe, effective patient care'

Clinical Educator Home

Griffith University













Notes

Mid-year assessment

End of year assessment

Program and year → [Master of Physiotherapy: Year 1:

Block name → ▼ Unit 2 Ortho - 12/May/2014 - 13/Jun/2014




Gregory	Anderson			
Chloe	Bassett			
Suleman	Bhagoo			
Else	Biga			

Unit 4 Cardio - 16/Jun/2014 - 18/Jul/2014

Year 2:

unit 5 Neuro - 16/Jun/2014 - 18/Jul/2014

Student name →

- Each student will have three icons next to their name. Notes , Mid Year assessment , End Year assessment .
- The Mid and End of year icons will appear red until the assessment has been completed and then the icons will turn green.



The End of Year assessment cannot be edited until the Mid Year assessment has been completed.

Change your password



The first time you login to your account you should change your password to something that's easy to remember.

To do this:

- Click on the 'Administration' menu item on the left hand side and select '[Change Password](#)'.

Administration

- Personal Details
- Change Password**
- Create User
- Views
- Reports

Password Management

Use this page to set or change your password and your secret question
Passwords must be between 6 and 20 characters and contain a least one letter and 1 number

Change Password

Current Password:

New Password:

Confirm Password:

Save

- Fill in the details for: Current Password; New Password; Confirm Password and click 'Save'.

How to add notes to a student

To add/view notes:

- Click on the notes icon  next to the student's name.
- The following screen will appear.

Administration

- Views
- Reports

Use this page to enter a note about: Gregory Anderson

27/05/2014 10:38:33	Jasmine Perry	progress 27/5/14	View
---------------------	---------------	------------------	----------------------

Current notes

To view an existing note

To add a new note

Add Note



To view current notes, click the 'View' button next to the student's name.

- Click the 'Add Note' button to add a new note.
- Give the note a title and then add comments in the 'Notes Contents' section.
- Click the 'Save' button to save the note.

Use this page to enter a note about a student

Note Title


Note Contents

Add student notes here.

- A number will appear next to the notes icon  when there are notes recorded for the student.

Completing a Mid-year assessment

If you're ready to start filling in the Mid Year Assessment:

- Click on the  icon next to the student's name. The assessment form will appear.

Administration
 Views
 Reports

Assessment of Physiotherapy Practice (APP) Mid Unit

0 = Infrequently / rarely demonstrates performance indicators
 1 = Demonstrates few performance indicators to an adequate / pass standard
 2 = Demonstrates most performance indicators to an adequate / pass standard
 3 = Demonstrates most performance indicators to a good / above pass standard
 4 = Demonstrates most performance indicators to an excellent standard
 Not Assessed (n/a) = item was not assessed
 Note: a rating of 0 or 1 indicates that minimum acceptable competency has not been achieved

Ratings

Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent

Provide feedback for low ratings (0 or 1)

Low score. Please make a comment...
respects patients'/clients' privacy and dignity

2. Demonstrates commitment to learning

3. Demonstrates ethical, legal & culturally sensitive practice

4. Demonstrates teamwork

Please Add Feedback - Professional Behaviour

To expand feedback options

Communication

5. Communicates effectively and appropriately - Verbal/non-verbal

6. Demonstrates clear and accurate documentation

Please Add Feedback - Communication

- Ratings are described at the top of the assessment form. Each criteria can be rated from 0-4 or n/a (not assessed)
- Hovering over an item will show performance indicators for that item (as seen in the image below)

Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent

2. Demonstrates commitment to learning

• informed consent is obtained and recorded according to protocol
 • understands and respects patients'/clients' rights
 • allows sufficient time to discuss the risks and benefits of the proposed treatment with patients/clients and carers
 • refers patients/clients to a more senior staff member for consent when appropriate
 • advises supervisor or other appropriate person if a patient/client might be at risk
 • respects patients'/clients' privacy and dignity
 • maintains patient/client confidentiality
 • applies ethical principles to the collection, maintenance, use and dissemination of data and information

- Hovering over responses will show a descriptor of that response type (as seen in the image below).


Professional Behaviour

1. Demonstrates an understanding of patient/client rights and consent

0 1 2 3 4 n/a

3 = Demonstrates most performance indicators to a good / above pass standard

Low score. Please make a comment...

- Select a response (rating) for each item.
- At the end of the section you'll be given the opportunity to comment on the student's strengths and any areas that need improvement.
- To add this feedback click on the  to the far right of the 'Please Add Feedback' sections. This will expand the feedback options. On the right hand side of the comments box you'll see a list of all the performance indicators for that section. Highlight the desired performance indicator and drag to the comments box to assist in providing feedback. You can also type in any other comments.

▼ Please Add Feedback - Professional Behaviour

Strengths:

Highlight a comment, click and drag here.

Areas for improvement:

respects patients' /clients' privacy and dignity
- Not closing curtains

You may highlight individual performance indicators and drag them into the comment boxes. You can also type your own feedback

1. Demonstrates an understanding of patient/client rights and consent

- informed consent is obtained and recorded according to protocol
- understands and respects patients'/clients' rights
- allows sufficient time to discuss the risks and benefits of the



A warning will appear if n/a is selected for any item.

- If a score of 0 or 1 is selected then you'll be asked to comment on why the low score has been given.
- Complete the form, providing feedback as you go.
- There is also space at the end of the assessment to provide overall feedback.

Evidence-based Practice

19. Applies evidence based practice in patient care

0 1 2 3 4 n/a

► Please Add Feedback - Evidence-based Practice

Risk Management

20. Identifies adverse events/near misses and minimises risk associated with assessment and interventions

0 1 2 3 4 n/a

► Please Add Feedback - Risk Management

Overall Comments

Please Provide strategies to assist change in performance

Skip Mid Unit Form Save and Submit Later Submit APP Form

- Select SKIP (for Clinical Educators who do not wish to complete a Mid Year assessment), SAVE AND SUBMIT LATER or SUBMIT.
- Once the Mid Year assessment has been submitted the End of Year assessment icon will turn green enabling you to edit.



Once the Mid-year assessment has been completed by the CE, the form will become available to the student to complete their self-assessment.

Completing an End of year assessment

- Once the Mid Year assessment has been submitted the End Year assessment icon will turn green enabling you to edit.
- When the time comes to complete the End of year assessment, follow the same process as you did for the [Mid-Year assessment](#) [6] form.



The End of Year form is a different colour (to distinguish from the Mid Year form). There is also no option to SKIP this assessment, it must be completed. To complete the assessment form, click the 'Submit' button.



Once the End of year assessment has been completed by the Clinical Educator, the form will become available to the student to complete their self-assessment.

S - Student

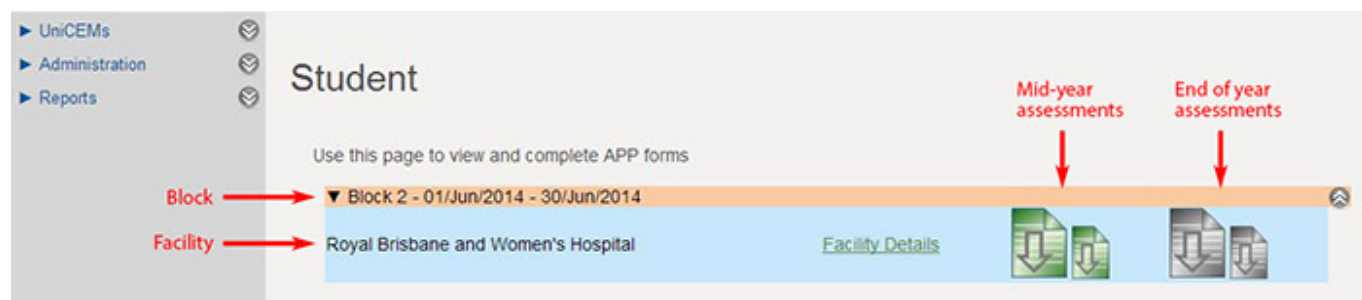
To login to the APP Online Management System go to www.applinkup.com [2].

In the top right hand corner enter your username and password. Click 'Sign In'.

Student Home Page

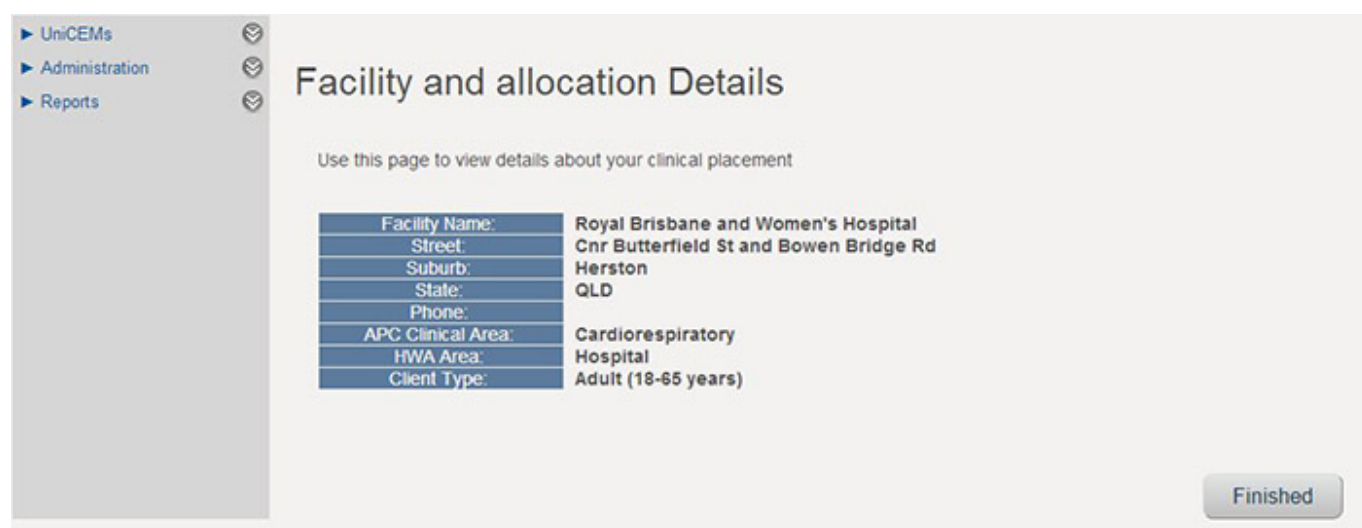
When you login to the APP as a student you will see your homepage.

This will list any 'Blocks' that you have been assigned to and the Facility.



For more information on the facility that the 'Block' relates to, click on the '[Facility Details](#)' link next to the facility name.

This will show the facility and allocation details.



Facility Name:	Royal Brisbane and Women's Hospital
Street:	Cnr Butterfield St and Bowen Bridge Rd
Suburb:	Herston
State:	QLD
Phone:	
APC Clinical Area:	Cardiorespiratory
HWA Area:	Hospital
Client Type:	Adult (18-65 years)

Change your password



The first time you login to your account you should change your password to something that's easy to remember.

To do this:

- Click on the 'Administration' menu item on the left hand side and select '[Change Password](#)'.

UniCEMs

Administration

Personal Details

Change Password

Create User

Reports

Password Management

Use this page to set or change your password and your secret question
Passwords must be between 6 and 20 characters and contain a least one letter and 1 number

Change Password

Current Password:

New Password:

Confirm Password:

Save

- Fill in the details for: Current Password; New Password; Confirm Password and click 'Save'.

Administration

Under the 'Administration' tab you can also check/update your personal details.

To check/update your personal details click on '[Personal Details](#)' under 'Administration'.

Personal Details

Administration

Personal Details

Change Password

Create User

Views

Reports

Personal Details

Use this page to change your personal details
Please note that changing your email address will change your APPLinkup username

Personal Details

First Name:

Surname:

eMail Address:

Confirm eMail Address:

Save Details

- Enter or change your personal details: First Name; Surname; eMail Address
- Confirm your eMail Address by retyping to ensure the addresses are the same.
- Click 'Save Details'.

Self-assessment

Viewing your assessment

Source URL: <http://applinkup.mets-drupal-dev2.med.monash.edu.au/app-linkup-user-guide>

Links

[1] <http://www.applinkup.com/demovideo/>

[2] <http://www.applinkup.com>

[3] <http://www.applinkup.com/Default.aspx>

[4] <http://www.applinkup.com/Apply.aspx>

[5] <http://applinkup.mets-drupal-dev2.med.monash.edu.au/node/3>

[6] <http://applinkup.mets-drupal-dev2.med.monash.edu.au/completing-mid-year-assessment>