Graduate students who are currently taking one of their first clinicals will receive a survey about their intention to continue at the same site for the upcoming term.

The Placement Continuation Survey is sent by email and will be listed on your To Do list in InPlace. The survey asks if you will remain at your most recent placement, or if you will need a new placement or change of preceptor. Students with more than one placement should complete a survey for each one.

Students are expected to remain at the same clinical agency attended previously, with their assigned preceptor, whenever possible.

If you are returning from a leave of absence (LOA) or have other extenuating circumstances, please contact your program coordinator for additional guidance.

Actions Required

1) Complete the Placement Continuation Survey by the date noted in your email.

2) If no changes are needed, no further action is required until around the start of the semester (just be sure to stay compliant with health clearances, etc.).

3) If any changes are needed, complete one of the follow-up forms explained in this guide to submit a new placement or to request help finding one.
1. Complete a Placement Continuation Survey

For each of your current placements, this brief survey asks three questions:

1. Are you continuing at this site?
   - ☐ Yes, for ALL of my hours
   - ☐ Yes, for SOME of my hours
   - ☐ No

   *All or some of your hours for the upcoming practicum

2. Will you work with the same preceptor(s) listed on the Details page of this placement?
   - ☐ Yes (no changes)
   - ☐ No, change of preceptor requested at same site
   - ☐ N/A – Not continuing at site

3. Is an additional or new site and/or preceptor needed?
   - ☐ Yes, and I have already identified a site and preceptor
   - ☐ Yes, but I need help finding a site and preceptor
   - ☐ Yes, change of preceptor(s) at the SAME site
   - ☐ No - No changes or additions needed

Check your Details tab or survey email to see who is listed.

What if I only need to change departments in the same agency?

Choose YES for Question 1, NO for Question 2, and YES (Change of Preceptor/Same Site) for Question 3.

If your current placement shows a department (e.g., “MSKCC: Geriatric Service”), we’ll update the site in your new placement to the agency itself (“MSKCC”) or to the new department (e.g., “MSKCC: Pre-Surgical Testing”).
2. Responses are processed by school staff

When the survey closes, staff will process responses. Students should not reach out to Nursing Education personnel at agencies unless specifically directed to do so by school staff.

1. Are you continuing at this site?
   - ❑ Yes, for ALL of my hours  
   - ❑ Yes, for SOME of my hours
   - ❑ No  

   **Your placement will not be copied over.**

2. Will you work with the same preceptor(s) listed on the Details page of this placement?
   - ❑ Yes (no changes)  
   - ❑ No, change of preceptor requested at same site
   - ❑ N/A – Not continuing at site

   **Preceptors will be included in the copied placement.**

3. Is an additional or new site and/or preceptor needed?
   - ❑ Yes, and I have already identified a site and preceptor
   - ❑ Yes, but I need help finding a site and preceptor
   - ❑ Yes, change of preceptor(s) at the SAME site
   - ❑ No - No changes or additions needed

   **If you choose one of these, we’ll follow up with you for additional information (see next page).**

   **Staff will copy your placement record to the next term and send an updated request letter to the agency.**

   **Preceptor(s) will not be copied. Submit a Change Request to update your preceptor info later.**
3. Provide additional info if needed

Based on your response to the last question, an additional placement form may be required. You will have access to one of these forms after the Placement Continuation Survey closes. Please complete any additional forms by the deadline noted in your email notification.

Is an additional or new site and/or preceptor needed? (This includes new contract requests)

- Yes, and I have already identified a site and preceptor
  
  See Self-Placement Request form

- Yes, but I need help finding a site and preceptor
  
  See Placement Assistance form

- Yes, change of preceptor(s) at the SAME site
  
  See Change Request form

- No - No changes or additions needed
  
  See Placement Confirmation (very short; only needed at the start of the term)

If your circumstances change after submitting the survey, you can switch which form is opened to you from your My Details page. See Changing Your Response for details.
Self-Placement Request form

For students who need a new (or additional) placement and have already identified a site and preceptor.

If you responded to the survey that you have already found a new placement and preceptor, a Self-Placement Request form will be opened on your account for you to formally submit your request to the school for processing.

The form stays on your homepage To Do list for the entire submission period, until the form is closed by placement staff. Click on the link to start a new request.

The course, term, and term dates will be shown in the link.
When submitting more than one self-placement request for the same course, the duration can be the same—there’s no need to split them.

Filling out a Self-Placement Request

Enter the same Start and End dates of the term as shown in the course heading (shown below in parentheses). The Experience and Duration fields will show your course’s total required clinical hours.

If you need more than one placement for a course, this form must be submitted for each placement, even if they are within the same agency but at different locations or in different departments.
How Self-Placement Requests are processed

Data that you submit in the form is compared against our Agency database. The system will try to pair what you typed with potential matches to avoid creating duplicate agencies in InPlace.

- Student Types: “Memorial Sloan Ketterig” (note the typo)
- System Finds: “Memorial Sloan Kettering Cancer Center (MSKCC)” 79% match

To make matching more accurate, include as many details as possible in the form. Missing or inaccurate details will delay the processing of your placement and may require you to revise and resubmit your request.

**Too Vague**

**Perfect!**
Students who need help finding a new placement should complete a Placement Assistance form as early as possible in order to meet agency deadlines. This form is located on your My Details page (username > My Details).

**Information needed for form:**

- Upcoming course name
- Date of birth
- Current place of employment (name of agency and the department/unit)
- Borough preferences for placement (1\textsuperscript{st} and 2\textsuperscript{nd} choice)
- Languages spoken (only those of which you would feel proficient speaking in a clinical setting)
- Preferred agency (if any), and any known agency clinical contacts or prospective preceptors

**Placement assistance/search (10-12 weeks before term)**

- Student requests assistance and shares preferences.
- Students continue searching for a placement & preceptor.

**Placement requests & allocations**

- Placement staff also look for potential opportunities.
- Placement staff receive offers on a rolling basis and match or offer them to unplaced students.
Click on your username in the top navigation menu, then select **My Details**. The placement assistance form will be located just below your contact information.

![Placement Assistance Form](image-url)
How Placement Assistance forms are processed

Placement staff will review outstanding placement needs and reach out to agencies in the school’s network for available openings. Please note that exact matches with your preferences are not guaranteed.

During this time, you should continue looking on your own. Students have the greatest success when actively networking with other students and colleagues, including their current preceptor.

If you find a new placement, you can switch forms by updating the Placement Assistance Poll on your My Details page (see following page for instructions). You’ll then be able to access the Self-Placement Request form to formally submit your placement information for processing.
Changing your response (before the deadline)

If your circumstances change after completing the continuation survey, update the ‘Placement Assistance Poll’ on your My Details page. After changing your response, you’ll be granted access to the other form within ~5 minutes:

- Selecting “Yes, I have already arranged a placement site and preceptor for the upcoming term” unlocks the Self-Placement Request form – for students who have found a placement

- Selecting “No, I need assistance identifying a placement site and preceptor for the upcoming term” unlocks the Placement Assistance form – for students who need help finding placement

If these forms have closed, please contact your placement coordinator for help.
As the term’s start date approaches, you will be asked to review your placement (listed on your Confirmed page with a status of “Upcoming”) for accuracy.

If everything is correct, complete a short Placement Confirmation form on the placement’s Details tab. If something is incorrect or needs to be changed (for example, a last-minute change of preceptor), submit a Change Request form located at the bottom of the Details tab (see next page).
The Change Request form is located at the bottom of your placement’s Details tab. Change requests may be submitted throughout the duration of the placement (as needed).

If details in your placement are missing or incorrect, submit a Change Request and provide a detailed explanation of the change.

When to submit a Change Request:

- When your placement details are missing one or more preceptors for the site and must be added.
- When your preceptor changes (add one, remove one).
- When you need to remove a placement entirely (no longer attending).

Placement staff send confirmation letters to agencies and publish placements to student accounts.

Students review their upcoming placement and confirm or request changes.

Placement staff process change requests and continue helping any remaining unplaced students.
Submitting a Change Request

On the placement’s Details tab, click the “Submit change request” button near the bottom of the page, then provide a detailed message explaining your situation on the next page.
Examples of Change Requests

Since the Change Request form is just one text box, please be specific in requesting what actions should be made.

Examples:

**Change of Preceptor (Add one, Remove one)**
“I have a new preceptor for next semester. Please remove [Preceptor Name] and add: [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**Preceptor’s Email Address is Missing or Incorrect**
“The email address for [Preceptor Name] is missing. His/her email is [Preceptor Email Address].”

**Add Additional Preceptor**
“I’ll be working with 2 preceptors next semester. Please add [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**No Longer Attending Placement Site**
“I am no longer returning to this site next semester. Please remove it from my InPlace account.”

*Important: Inform your Placement Coordinator if you have not already done so.*

If you have no placement listed at all, the Change Request form will not be available to fill out. Contact your placement coordinator for assistance.
How Change Requests are processed

A green confirmation box will appear when your request is submitted successfully. It also appears in a blue bar across the placement details page:

When the request is processed by placement staff, you’ll see a status update on your home screen:

- **Submitted** – initial status when submitted
- **Pending** – request is being reviewed and/or more info may be needed to process
- **Accepted** – the request has been approved/processed (no further action needed)
- **Not Approved** – the request was not approved and/or has been closed. Requests may be rejected if they lack sufficient detail. If this happens, please resubmit your request using the examples as a reference.