

Placement Continuation Survey for an Upcoming Term

Revised 9/25/2020

Graduate students who are taking (or recently completed) their first practicum will receive a survey about their intention to continue at the same placement site(s) for their next practicum.

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 changes are required. Students with more than one placement should complete a survey for each one listed in InPlace.

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.



Quick Guides provide very targeted information about a topic. For general documentation, please download the [InPlace Student User Guide](#).

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

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

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

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

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

*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.

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

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).

3. Provide additional info if needed

If you chose one of the 'Yes' options in Question 3, an additional form should be completed. 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

 *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 added to your home page for you to formally submit your request to the school and have it published to your account.

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



Self Placement submission open for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM
(5/30/2018 to 8/19/2018)



The course, term, and term dates will be shown in the link.



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 to meet the course's hourly requirements, a request form must be submitted for each placement setting (e.g., department/unit), even if they are within the same agency.

TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)
-210 HOUR N768 (PC 3)
N768 (PC 3) - 210 Hours Required - 0 Hours Filled


0%

Placement details

Period

Start  End 

Duration

Experience	Duration *	Unit	
<input type="text" value="N768 (PC 3)"/>	<input type="text" value="210"/>	<input type="text" value="HOUR"/>	

[+Add another experience](#)

When submitting more than one request, the duration can be the same—there's no need to split them.

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 records 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

Agency agreement contact details
Title
<input type="text" value="Dr"/>
First name *
<input type="text" value="K."/>
Last name *
<input type="text" value="Jones"/>

Perfect!

Agency agreement contact details
Title
<input type="text" value="Dr"/>
First name *
<input type="text" value="Karen"/>
Last name *
<input type="text" value="Jones"/>

What happens next?

After you submit the self-placement request form, a number will appear next to the link on your To Do list showing the number of requests you have submitted.



Self Placement submission open for NURS 75500 1P01 PRA 2020 SU - PLA Requests (5/26/2020 to 8/18/2020)

1

If you need to submit an additional request to supplement your hours, the link will remain available until the request period ends. Contact your program's placement coordinator for placement request deadlines.

The school will review your submission(s) to determine:

- If the setting/preceptor is appropriate for the course
- If the school has a valid affiliation agreement with the site
- If you meet clinical clearance and/or other placement requirements

Once approved, the school prepares a formal placement request to submit to the agency. This process may take several weeks depending on agency deadlines, preferences, and other factors. If your circumstances change, please contact your placement coordinator for guidance.

Placement Assistance form

For students who need help finding a new placement site and preceptor.

Students who need help finding a new placement should complete a *Placement Assistance form* as early as possible to allow more lead time for your program coordinator to look for opportunities and for school staff 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 (1st and 2nd choice)
- Languages spoken (only those which you would feel proficient speaking in a clinical setting)

Student requests assistance and shares preferences.

Students continue searching for a placement & preceptor.

Program coordinator & placement staff also look for opportunities.

Placement staff receive offers on a rolling basis and match or offer them to unplaced students.

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

Placement requests & allocations



Filling out a Placement Assistance form

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 and Preferences

For assistance in locating a graduate placement and identifying a preceptor for an upcoming practicum, please complete this form (be as detailed as possible).


Preferences for Term 2019 SPRING TERM (1/25/2019 to 5/22/2019)	Verified Submitted Rejected +
Clinical Course N757 (PC 2) - AGNP	+
Date of Birth 10/1/2018	+
Place of Employment (Agency) MSKCC PST	+
Place of Employment (Department/Unit) PST	+
1st Preference Borough Brooklyn	+

How Placement Assistance forms are processed

Your program coordinator and school 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 new placement information for processing.

 *A list of common agencies used in your program will be available for download in InPlace under 'Shared Documents'. Your program coordinator can also direct you to Hunter's complete list of agency affiliations. If a placement requires a new affiliation agreement with Hunter/CUNY, please note this process can take several weeks, especially for larger agencies.*

Changing your response (before the deadline)

If your circumstances change after completing the continuation survey, update the ‘Placement Planning 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.

Placement Assistance Poll

Placement Needs for NURS 755 (2019 SUMMER)

Placement Assistance Poll *

For this upcoming term and course, have you already secured the commitment of a preceptor who is willing to work with you?

Required!

Select status...

- Yes - I have already arranged a placement site and preceptor for the upcoming term.
- No - I need assistance identifying a placement site and preceptor for the upcoming term.
- N/A - I am not enrolling in this course for the upcoming term.

[Reset](#)

Placement Confirmation form

For all students (Complete just before the semester starts)

A lot of changes can happen between the continuation survey and the start of the next term. As the term's start date approaches, you will be asked to confirm your placement details by completing a short form on the placement's **Details** tab, and to provide the site or department/unit where you've been assigned.

If something is incorrect or needs an update (for example, a new preceptor), submit a [Change Request](#) form at the bottom of the page.

Confirm placement details are accurate.

Review Placement Details *

No, my site and/or preceptor information is missing or incorrect (submit Change Request below).

Please confirm that the agency listed on this record is correct (specify Department/Unit below) and that the gray 'Contacts' box lists your seminar instructor, preceptor, and preceptor's email address. If anything is missing or incorrect, submit a correction using the blue button at the bottom of this page (*Corrections must have already been approved by your program).

Select status...

Yes, my site and preceptor information (name, email) is correct.

No, my site and/or preceptor information is missing or incorrect (submit Change Request below).

Submit Cancel Reset

Primary Department/Unit Assigned

Site Department/Unit *

Urgent Care center (Sunset Park)

Please enter the primary Department/Unit assigned at this site:

Urgent Care center (Sunset Park)



Change Requests

For corrections, updates, or unanticipated changes after a placement has been published to your account.

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 your placement record has missing or incorrect details, submit a Change Request and provide a detailed explanation of what should be changed/corrected.

When to submit a Change Request:

- If your placement details page is missing one or more preceptors (at least one preceptor must be listed)
- If your preceptor changes (i.e., add one, remove one)
- If your preceptor's email address is missing or incorrect. An email address is required for evaluations.
- If you need to remove a placement entirely (no longer attending).

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.



Agency Additional Information

Agency Information

Agency Borough
Manhattan

Submit change request


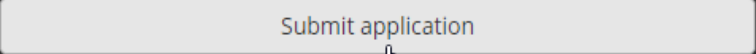
 Placement for Demo_test

 May 30, 2018 - Aug 19, 2018  209 Hours N768 (pc 3)

Application requirements

Please enter a reason for reallocation

Placement is correct, but my preceptor should be: Dr. Jane Doe, MD, 212-555-1234, jdoe@mskcc.org



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 Preceptors (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 [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

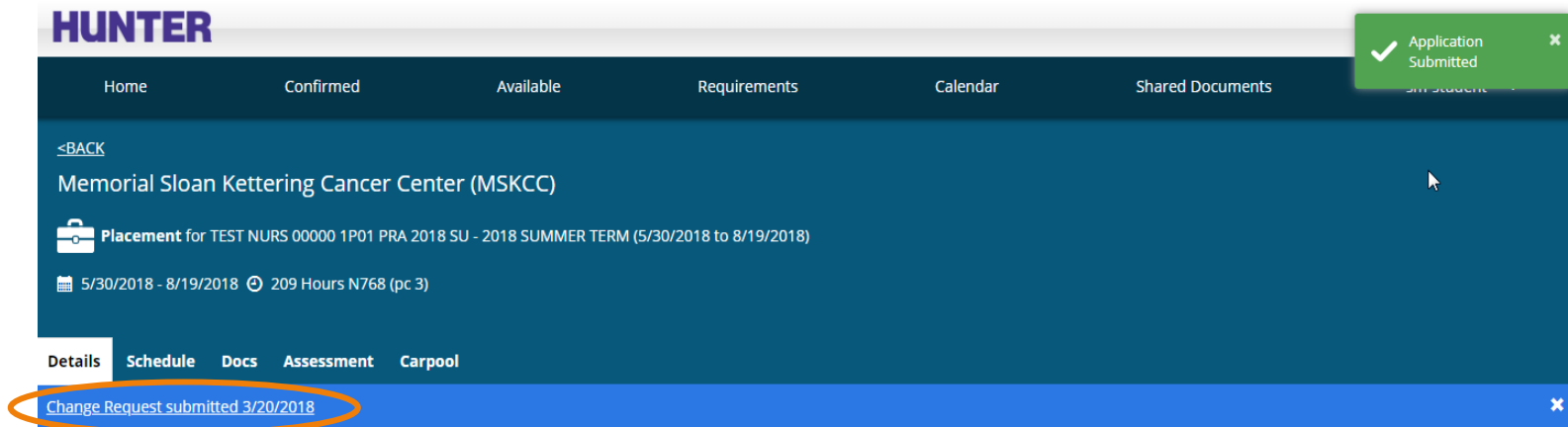
"I will not be attending this site. Please remove it from my InPlace account."

****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. A confirmation message will also appear in a blue bar across the placement details page:



The screenshot shows the HUNTER web application interface. At the top right, a green confirmation box displays a checkmark and the text "Application Submitted". Below the navigation bar, the page title is "Memorial Sloan Kettering Cancer Center (MSKCC)". The main content area shows placement details: "Placement for TEST NURS 00000 1P01 PRA 2018 SU - 2018 SUMMER TERM (5/30/2018 to 8/19/2018)" and "5/30/2018 - 8/19/2018 209 Hours N768 (pc 3)". A blue bar at the bottom of the page contains the message "Change Request submitted 3/20/2018", which is circled in orange. The navigation tabs include "Details", "Schedule", "Docs", "Assessment", and "Carpool".

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

Your change request for Memorial Sloan Kettering Cancer Center (MSKCC) was Accepted.
 Message: Preceptor updated, thank you -Tanit Lang

- **Submitted** – Awaiting review
- **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 or was closed for another reason (no longer needed, etc.). Requests may be rejected if they lack sufficient detail (see [examples](#) of what to include).